

# LANIVET PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

HELD IN THE PARISH HALL, LANIVET

ON THURSDAY, 11<sup>TH</sup> MAY 2017 AT 7.15PM

Present: Cllr. S. Walker (Chairman)      Mrs. J. Burdon (Parish Clerk)      Cllr. Miss P. Bolton (Vice-Chairman)  
 Cllr. D. Carter      Cllr. A. Harris      Cllr. A. Barnaby  
 Cllr. T. Hancock      Cllr. Mrs. J. Dent      Cllr. Mrs. J. Stickland  
 Cllr. C. Vercoe      Cllr. D. Batten      Cwll. Cllr. C. Batters

Minute	AGENDA ITEMS	Action
97/17	<b>Welcome to all Parish Councillors and Signing of Declaration of Acceptance of Office for a further term of office:-</b> Chairman welcomed all to the Parish Council Meeting for a further term of office. All Councillors duly signed their Declaration of Acceptance of Office.	
98/18	<b>Election of Chairman and Vice-Chairman:-</b> Councillor S. Walker was nominated for Chairman. (Proposed: Councillor D. Carter; Seconded: Councillor Mrs. J. Dent). He duly accepted and signed his Declaration of Acceptance of Office and thanked the Parish Council and Vice-Chairman for their support over the last year.  Councillor D. Batten was nominated for Vice-Chairman. (Proposed: Councillor Mrs. J. Stickland; Seconded: Councillor T. Hancock). He duly accepted and signed his Declaration of Acceptance of Office.  <b>Action:</b> Clerk to inform Cornwall Council.	<b>Clerk</b>
99/17	<b>Public Forum:-</b> None.	
100/17	<b>Members Declaration of Interest and Dispensation Requests:</b> - Councillors D. Carter, A. Harris and S. Walker declared a non-registerable interest under Paragraph 3.5A in the Lanivet Sport & Recreation Trust.  Councillor S. Walker declared a non-registerable interest under Paragraph 3.5A in the Village Newsletter.	
101/17	<b>Apologies:-</b> None.	
102/17	<b>Minutes of the Monthly Meeting and AGM held on Thursday 20<sup>th</sup> April 2017:-</b> The Minutes of the Monthly Parish Meeting and AGM held on Thursday the 20 <sup>th</sup> April 2017 were confirmed as a true and accurate record and duly signed by the Chairman (Proposed: Councillor A. Harris; Seconded: Councillor D. Carter)	
103/17	<b>Matters Arising from the Monthly Meeting held on Thursday 20<sup>th</sup> April 2017:-</b>  <b>Page 2 Min.44/17 Defibrillator Project:-</b> Clerk reported she had not heard anything further and when information is received will circulate and will include on the next agenda as agreed. Clerk asked whether we keep this rolling under matters arising or leave it off until we have received information. It was resolved to remove from next minutes until we have received information (Proposed: Councillor Mrs. J. Dent; Seconded: Councillor A.J. Barnaby) <b>Action:</b> Keep Pending and include on a future Agenda when information has been received and to remove from monthly minutes under Matters Arising. <b>Action:</b> Cornwall Councillor C. Batters to follow up next week as he is meeting with Peter Claridge.	<b>Clerk</b> <b>Cwll. Cllr. C. Batters</b>

**Page 2 Min.216/16 Clerks Contingency Plan:-** Clerk reported she had received a signed contract from Susan Theobald, Clerk to St. Wenn & Lesnewth Parish Councils yesterday which was encouraging. Lynn Clarke, St. Dennis Clerk agreed it sounds like a great idea and she would not mind helping out but would put forward to the Parish Council to see what they say as they have two part time people but there could be the odd occasions where it could fail. Clerk to St. Enodor advised she already had something informal in place with Wendy at St. Mewan, so I had asked whether we could make between the three of us and awaiting a response  
**Action:** Keep Pending for any future responses or accept Susan Theobald, to have a couple of Parish Clerks in place.

Clerk

**Page 2 Min.34/17 Alleged Damage to Vehicle in Lanivet Car Park:-** Clerk reported a response had now been received from our Insurers as follows - Given the information below, I shall formally repudiate the Third Party's claim. Should they contact you in the future regarding this matter, please direct them back to me and pass any correspondence for my attention. I will deal with it accordingly. It was resolved the Clerk send contact details to the Third Party has they had been in touch for an update (Proposed: Councillor Mrs. J. Dent; Seconded: Councillor Mrs. J. Stickland) **Action:** Clerk to action.

Clerk

**Page 4 Min.82/17 Police Liaison Meetings:-** A response had been received from Amanda Hannon as follows - Our Service Level Agreement surrounding engagement should have been circulated to all Councils last year – let me know if you were not sent a copy and I can dig it out and forward. The Police Liaison Meeting is not a compulsory one, for us it is a way to communicate organisational change and update any staff moves etc., but there are other ways of doing this which other sectors might be utilising – attending an AGM for example. I was not aware of any questions from the Chairman so I apologise if he left with a level of uncertainty around a particular topic. Please do send me any questions, I might not be able to answer direct but I will ensure they are signposted to the correct place and answers provided.

**Page 5 Min.84/17 Allotments Request:-** A response had been received from Sarah Milo Turner thanking the Parish Council for the information and that she would contact Lanhydrock to see what options there are.

**Page 8 Min.92/17 Concerns about the Disabled Facilities:-** A response had been received from Mrs. Christina Platt thanking the Parish Council so much and that they really appreciate us taking the matter seriously.

**Page 10 Min.96/17 Members on the Parish Council:-** A response had been received from Cornwall Council in respect of the number of Parish Councillors for Lanivet as follows - Sorry, I cannot determine one way or the other. On balance, I would be very surprised if your Parish Council is not supposed to have a membership of twelve and I am therefore inclined to think that it is very likely that we had the number wrong on the election notice recently and the one in 2013. Somewhere I do not know where, possibly contained in a Parliamentary Order from many years ago it will give a definitive answer - but as it is probably so old I have not managed to track that document down or even know where to look for it. In my view, your Parish Council should continue as it has by assuming it has twelve Councillors unless you hear to the contrary. That is the only sensible way forward and one I am sure will satisfy everyone. It was resolved to respond advising in four years' time if the same thing happens again we will be in the same predicament and would like it confirmed that they amend their records to ensure that at the time it shows 12 Parish Councillors for the future, going ahead (Proposed: Councillor Mrs. J. Stickland; Seconded: Councillor D. Batten) **Action:** Clerk to action.

Clerk

	Chairman welcomed Cornwall Councillor C. Batters back to the Parish Council Meeting and thanked him for attending this evening and looked forward to working with him again over the next four years. Cornwall Councillor C. Batters thanked the Chairman and Parish Council and looked forward to working with everyone again.	
104/17	<p><b>Monthly Report from Cornwall Councillor Chris Batters:</b> - Cornwall Councillor C. Batters reported as follows: -</p> <ul style="list-style-type: none"> <li>• Tree Inspector – he had a meeting with him with the Chairman.</li> <li>• Newton Farm Planning Application – The Tinkers who live in Newton Lodge approached him some months ago regarding the Old Billiard Room which has been turned into a beautiful residence. They were concerned it could be used as a holiday let and asked him to look into this. The Enforcement Officer did visit the property but during this time the building has changed ownership. The Tinkers now have no objection to this application.</li> <li>• Car Park – he received a report on the right-hand side nearest the road – the ground is sodden and this was forwarded to the Clerk and she sent details to all Councillors for discussion this evening later on.</li> <li>• Councillor D. Batten expressed concern regarding speeding of visits through Lanivet. He noticed the speed watch were around recently and it seems “nonsense” to put a large van there so everyone can see it and then slow down. It would be good for them to carry out an exercise to see how many people are speeding through the village to establish numbers without prosecuting. Cornwall Councillor C. Batters advised they had some experience of the cameras and there was a significant drop in speeding through the village. When the diversion come in he had a covert camera put up for about a month and if the speed had been very high they had arranged to have average speed cameras put up and as there were not enough speeding it did not justify putting up the cameras. The average speed was around 32mph. Chairman had figures and he would arrange to pass a copy to Councillor D. Batten.</li> </ul> <p>Chairman thanked Cornwall Councillor C. Batters for his report this evening and for attending the meeting.</p>	
105/17	<p><b>Highway Issues/Footpath Issues/Damaged Signs in the Parish: -</b></p> <p><b>Highway Issues:-</b> Chairman reported the wooden sign at the top of Fernside Crossroads is still in a very bad state of repair, two fingers have broken off and the whole sign is leaning at an odd angle <b>Action:</b> Chairman to photograph and send details to Cornwall Councillor C. Batters.</p> <p>Councillor D. Batten reported there are two bollards on the far side of Truro Road which are damaged, one looks like it has been run over (far end on the road next to the Bus Stop) <b>Action:</b> Cornwall Councillor C. Batters.</p> <p><b>Footpaths:-</b> None.</p> <p><b>Damaged Signs in the Parish:-</b> None.</p>	<p><b>Chairman/ Cwll. Cllr. C. Batters</b></p> <p><b>Cwll. Cllr. C. Batters</b></p>
106/17	<p><b>Planning Applications/Results/Correspondence received: -</b></p> <p><b>PA17/03213 – Mr. P. Chun</b> – Proposed continuation of use of existing detached building as residential annexe to the main house, Newton Road Farm, Boskear Lane to Tremorebridge, Lanivet – <b>Support – Subject to the Planning Officers decision</b> (Proposed: Councillor D. Carter; Seconded: Councillor A. Harris)</p> <p><b>PA17/03915 – Mrs. Sarah Gill</b> – Erection of a stable block on a field site, Winston’s Field, (Land East of Pendewey Farm), Stony Lane, Bodmin – <b>Next Agenda and Clerk to request an extension of time</b></p> <p><b>Planning Results Received:-</b></p> <p><b>PA17/01602 – Miss Harriet Parkin</b> – Construction of new dwelling, Land North West of 3 Mill Row, Truro Road, Lanivet – <b>Withdrawn</b></p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

	<p><b>Planning Correspondence:-</b></p> <ol style="list-style-type: none"> <li>1. Cornwall Council – Planning Induction Training. Clerk suggested Councillors book themselves in by completing the form and emailing as advised.</li> <li>2. Mrs. Y.A. Goaley – Kymmland, Blowinghouse Lane, Bodmin. It was resolved to respond advising we cannot comment on this until we actually receive a planning application in this Parish (Proposed: Councillor A.J. Barnaby; Seconded: Councillor Miss P. Bolton) <b>Action:</b> Clerk to action.</li> </ol>	<p><b>Cllrs.</b></p> <p><b>Clerk</b></p>																																			
107/17	<p><b>Monthly Accounts &amp; Any Applications for Grants &amp; Donations (Including (a) Clerk's Salary; (b) CALC Membership 2017-2018):</b> - The Council approved payment of the following accounts for May (Proposed: Councillor D. Batten; Seconded: Councillor T. Hancock): -</p> <table border="1" data-bbox="225 510 1321 958"> <tr> <td>Lloyds Bank</td> <td>£9.75</td> <td>Bank Service Charge</td> </tr> <tr> <td>Mrs. J. Burdon Clerk's Salary Gross</td> <td>£393.75</td> <td rowspan="5">Bank Transfer 7</td> </tr> <tr> <td>Minus Income Tax</td> <td>£74.40</td> </tr> <tr> <td>Minus Employee Pension Contribution</td> <td><u>£21.65</u></td> </tr> <tr> <td>Nett Pay</td> <td>£297.70</td> </tr> <tr> <td>Office Contribution/Phone Expenses</td> <td>£35.00</td> </tr> <tr> <td>Expenses</td> <td><u>£46.58</u></td> <td></td> </tr> <tr> <td>Total</td> <td><u>£379.28</u></td> <td></td> </tr> <tr> <td>CC Pension Scheme</td> <td>£95.28</td> <td>Bank Transfer 8</td> </tr> <tr> <td>Inland Revenue</td> <td>£74.40</td> <td>Bank Transfer 9</td> </tr> <tr> <td>AJH Services</td> <td>£532.29</td> <td>Bank Transfer 10</td> </tr> <tr> <td>Playsafety Limited</td> <td>£95.60</td> <td>Bank Transfer 11</td> </tr> <tr> <td>British Gas</td> <td>£7.62</td> <td>Bank Transfer 12</td> </tr> </table> <p><b>Clerk's Salary:-</b> It was resolved the Clerks salary increase will be aligned to CPI (Consumer Price Index) automatically from the 1<sup>st</sup> April to whatever the figure was as at the 31<sup>st</sup> March each year (Proposed: Councillor A. Harris; Seconded: Councillor A.J. Barnaby) <b>Action:</b> Clerk to action and back-date accordingly.</p> <p><b>CALC Membership 2017-2018:-</b> It was resolved to include on the next agenda and Clerk to send details of what our current Association covers and establish what CALC covers, to see if there is a cross reference (Proposed: Councillor D. Batten; Seconded: Councillor A.J. Barnaby) <b>Action:</b> Clerk to action.</p>	Lloyds Bank	£9.75	Bank Service Charge	Mrs. J. Burdon Clerk's Salary Gross	£393.75	Bank Transfer 7	Minus Income Tax	£74.40	Minus Employee Pension Contribution	<u>£21.65</u>	Nett Pay	£297.70	Office Contribution/Phone Expenses	£35.00	Expenses	<u>£46.58</u>		Total	<u>£379.28</u>		CC Pension Scheme	£95.28	Bank Transfer 8	Inland Revenue	£74.40	Bank Transfer 9	AJH Services	£532.29	Bank Transfer 10	Playsafety Limited	£95.60	Bank Transfer 11	British Gas	£7.62	Bank Transfer 12	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
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108/17	<p><b>Approval of Annual Accounts for the year ending 31<sup>st</sup> March 2017:-</b> It was resolved to approve the Annual Accounts for the year ending 31<sup>st</sup> March 2017 pending approval by the Internal Auditor, appointment had been made with him for Wednesday 24<sup>th</sup> May 2017 (Proposed: Councillor D. Batten; Seconded: Councillor A.J. Barnaby)</p> <p><b>Action:</b> Clerk to include on the next agenda for final approval.</p>	<p><b>Clerk</b></p>																																			
109/17	<p><b>Approval of (a) Review and Approve Risk Management Policy; (b) Review and Approve Standing Orders and Chairmanship; (c) Review and Approve the Model Code of Conduct for Parish and Town Councils; (d) Review and Approve Financial Regulations; (e) Review and Approve Statement of Internal Audit; (f) Review of Investment Strategy; (g) Review of Segregation of Duties (All as per last year):-</b> It was resolved to accept all as set out and amend the Standing Orders by including a section regarding the Clerk's Salary. The Finance Sub-Committee to meet to discuss the Financial Regulations, Statement of Internal Audit, Investment Strategy (Proposed: Councillor D. Batten; Seconded: Councillor A.J. Barnaby)</p> <p><b>Action:</b> Clerk to amend and circulate updated copies by email to all Councillors and include on the next agenda.</p>	<p><b>Cllrs.</b></p> <p><b>Clerk</b></p>																																			
110/17	<p><b>Vacancy of two Parish Councillors:-</b> It was resolved to put notices on the noticeboard and website and await any applicants coming forward (Proposed: Councillor Miss P. Bolton; Seconded: Councillor D. Carter) <b>Action:</b> Clerk to action.</p>	<p><b>Clerk</b></p>																																			
111/17	<p><b>Code of Conduct Training for Parish Councillors:-</b> It was resolved that Councillors book themselves on the training.</p>	<p><b>Cllrs.</b></p>																																			

112/17	<b>Area Network and Rural Parishes Meeting Update:-</b> No update.	
113/17	<p><b>Lanivet Village Green/Play Equipment/Car Park:-</b></p> <p><b>Lanivet Village Green:-</b> Email received from Sarah Best - A small group of us, local to Lanivet, are hoping to organise a charity fundraising event on Saturday 30th September, 4pm - 8pm. It is to raise money for Rare Diseases, a charity that struggles to achieve the funds required to make a large enough difference. Our charity event is called 'Little Harts Sparkle' and relates to 'Little Harts for Corry' - a 4year old who we all dearly loved who lost his battle with a rare disease last year. It would have been Corry's 5th birthday that September weekend and wanted to do this in memory of him. We were hoping to use the village green which is the reason for the email, as I believe that the Council maintain the Village Green. The event will contain the following - Family games, face painting, bouncy castle, children's assault course, arts, craft and cookery competitions, BBQ, hopefully a fire engine, silent auction/raffle, live music, Bar (organised by Lanivet Inn). Main Event is at 8pm - everyone joins in and remembers Corry with 'rainbow sparklers' sold on the day for £1 each. Do you have any objection with us using the green? I can assure you that insurance will be in place for all of the activities, first aid readily available and the green will be left clean. It was resolved to allow permission and wish them good luck with the event (Proposed: Councillor A.J. Barnaby; Seconded: Councillor A. Harris)  <b>Action:</b> Clerk to action.</p> <p>Councillors D. Carter and T. Hancock had picked the rubbish up on the Lanivet Village Green. A branch had recently been broken and removed.</p> <p><b>Play Equipment:-</b> Chairman reported the Rospa report highlights some problems and he suggested walking around with the report and looking at items, although it has been noted that the report was produced before the works have been carried out, it was agreed to look on site on Saturday the 27<sup>th</sup> May at 10.00am.</p> <p>Chairman reported he went into the Outdoor Play Peoples Company in St. Columb recently and looked at their rocking horses. They can supply a rocking horse that could sit on out rockers, the design is slightly changed. The cost if £422.00 plus vat, it would have to be collected and fitted. It would not be available until around late June or early July. It was resolved to purchase a rocking horse (Proposed: Councillor D. Carter; Seconded: Councillor A.J. Barnaby) <b>Action:</b> Clerk to order and sent 50% deposit and await details for collection.</p> <p>Councillor D. Carter reported the Clerk had established the Company we used for repairs and replacing the swings – B&amp;S Playground Spares. He passed the paperwork he had to the Chairman for information to be held on file.</p> <p><b>Lanivet Car Park:-</b> Email received from Ruth Thomas - Just a quick note to alert you what is clearly a problem, although as to the source/reason I am a little baffled. At the very southern end of the village car park within the grass bank adjacent the roadside there is now effectively an area of extremely boggy ground where water has been/is pushing up through the turf, running down the small bank and finding its way into the drainage of the car park. I am aware this has been ongoing for quite a long time, although it is fair to say during the more inclement weather of the winter/early spring it was not so obvious (given the recent very dry spell the true nature of the problem is now manifest). I am baffled because I question if this is a water main – it simply does not seem to be in the right position for such a main, ie where it would be running to serve properties from this location. Conversely, if the water is coming from one of the many underground streams in this vicinity of the village (I am aware several flow across/around the village green area) then it seems very odd such stream would at this juncture have pushed up to the surface and be escaping, ie given we have been through an exceptionally dry winter this year, meaning all streams are likely depleted as opposed to over full.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>

	<p>However, the constant flow of water is causing considerable muddy mess in the car park as it runs toward the drain and, if it is water main, then an awful lot of water has/is being wasted at a time when we are being requested to preserve supplies. Trust this note is of assistance if the Parish Council is unaware of the problem. It was resolved to inform Ruth Thomas we will investigate accordingly and thank her for bringing this to our attention and we will approach South West Water to ask them to investigate (Proposed: Councillor T. Hancock; Seconded: Councillor C. Vercoe) <b>Action:</b> Clerk to action.</p>	<b>Clerk</b>
114/17	<p><b>Camel Trail:-</b> Email received from Simon Garner of Cormac - Please note we aim to carry out some resurfacing work on the Camel Trail next week Wednesday and Thursday, these are the planned days if all goes according to schedule. The operation should be completed in two days. The sections to be surface dressed are on the Padstow section. The surfacing team will aim to keep the disturbance to a minimum but obviously with an operation of this nature there will be some disturbance.</p> <p>Councillor D. Carter reported he had inspected the trail a couple of weeks ago as he had walked to Padstow.</p>	
115/17	<p><b>Cemetery Matters (Including any applications for memorials, inscriptions):-</b> Clerk reported that Anna from Briallen had advised that there is Japanese Knotweed in the area behind the Church. Chairman advised he has spoken to her and he has some weed killer they could use and Anna's partner will action and deal with this problem, as he has a spraying license.</p> <p>Clerk reported we had received a request from Derek Roach, who up until 2014 lived on Old Coach Road. He wants to reserve a grave space in Lanivet (he now lives in Bodmin). She has informed him the Parish Council would discuss tonight due to his long length of time associated with Lanivet Village. It was resolved to send paperwork and confirm the parishioner rate would be payable due to his association with Lanivet Village (Proposed: Councillor Miss P. Bolton; Seconded: Councillor D. Carter) <b>Action:</b> Clerk to action.</p>	<b>Clerk</b>
116/17	<p><b>Lanivet Parish Sport &amp; Recreation Trust:-</b> Councillors D. Carter, S. Walker and A. Harris declared a non-registerable interested and reported under Paragraph 3.5A:-</p> <p>Two items of correspondence expressing concern about the Muga Pitch and lighting had been received in respect of the Multi-Use Pitch from Sue &amp; Don Clark and Mr. &amp; Mrs. T. Grose expressing their concerns. It was resolved to respond to each person confirming their comments have been noted (Proposed: Councillor Mrs. J. Dent; Seconded: Councillor Miss P. Bolton) <b>Action:</b> Clerk to action.</p> <p>Councillor D. Carter reported he had spoken to Mrs. Grose regarding the situation and discussed the bank height, etc. The Trust are asking for 9.00pm for the lights to be switched off and they are not floodlights exactly, they are just there to illuminate the pitch, basically anything with a small ball would not be able to use as the lights would not be bright enough. By floodlighting more people use the pitch and more money comes in. On the plans it shows the right height and it shows the contour lines.</p> <p>Chairman reported he met the Tree Officer from Cornwall Council with Councillor D. Carter to establish how much it would cost the a Tree Survey Report.</p> <p>Councillor D. Carter reported the excavation has been carried out and the two pitches are almost ready. Today he has responded to the last questions from the Big Lottery regarding the building.</p>	<b>Clerk</b>
117/17	<p><b>Public Conveniences Update:-</b> Chairman reported he received a call from our cleaner advising one of the flushes were not working in the ladies. He attended and screwed back on. He believes a working party gets together in a few weeks to give the building a scrub down and a possible re-paint.</p>	

118/17	<b>Newsletter Reports/Parish Council Website:-</b> Councillor S. Walker reported	
119/17	<p><b>Correspondence:-</b></p> <ol style="list-style-type: none"> <li>1. Clerks &amp; Councils Direct Magazine (Councillor Miss P. Bolton)</li> <li>2. Cornwall Council – Amended Bulk Order Road Closures 2017/18 for Surface Dressing Works</li> <li>3. Cornwall Council – Communities &amp; Devolution Newsletter – Safeguarding Training; Cornwall Councillor Draft Customer Promise; Council Tax Bills; Village of the Year 2017</li> <li>4. Cornwall Council – Pre-Application Community Engagement – Special Planning Newsletter</li> <li>5. Rospa – Outdoor Routine Playground Inspection Training Courses</li> <li>6. Reef Television – Channel 4 – Village of the Year with Penelope Keith – Is the UK's Village of the Year in Cornwall?</li> <li>7. Kier Services – Forthcoming Roadworks in your Area</li> <li>8. Daniel Elsey – CLA Public Administration Licence – Copyright Compliance for Town &amp; Parish Councils</li> <li>9. Councillor Dave Potter – Proposal – Tour of Britain</li> </ol> <p><b>Action:</b> Clerk to send letters to Councillors Mrs. W. Grose and Mrs. K. Walker for the services on the Parish Council and wish them well.</p>	<b>Clerk</b>
120/17	<b>Urgent Parish Matters:-</b> None.	
121/17	<p><b>Date of Next Meeting:-</b> Thursday the 15<sup>th</sup> June 2017 in the Parish Hall, Lanivet at 7.15pm.</p> <p>Clerk reported she had booked Annual Leave for the 24<sup>th</sup> June to the 2<sup>nd</sup> July and would be out of the country <b>Action:</b> Funeral Directors to be informed and Burial paperwork to be passed to Councillor S. Walker.</p> <p>There being no further business to discuss the meeting closed at 9.02pm.</p>	<b>Clerk</b>

Signature: .....

Chairman

Date: 15<sup>th</sup> June 2017