LANIVET PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD IN THE ONE FOR ALL LANIVET PARISH COMMUNITY CENTRE, LANIVET ON THURSDAY, 13TH JUNE 2024 AT 7.00PM

Present: Cllr. D. Batten

(Chairman) Cllr. D. Williams Cllr A Harris

Mrs. J. Burdon Cllr. D. Austin (Parish Clerk) (Vice-Chairman) Cllr. Miss P. Bolton Cllr. C. Vercoe

Cllr Mrs J Stickland Cllr Mrs K Masters

| | Cllr. Mrs. H. Akehurst Rep - Wildanet | Cwll. Cllr. Mrs. J. Cruse | 3 Members of P | |
|--------|--|--|---|--------|
| Minute | | AGENDA ITEMS | | Action |
| | | elcomes Councillor Mrs. K. Mast ee prospective applicants for the | | |
| | steam-line. There are a lot of is they aim to achieve. The busin using existing and he is not su should benefit everyone. Lando before putting in applications. road is public but they are brin there are concerns in the Paris | d that he is the new lead at Wildansues, etc., to deal with. His role is less took a decision to install new lare why. Hopefully what they are lowners felt they should have been Dan Langworthy-Smith advised aging in a rule to contact landows sh Council or Councillors having teact both the Clerk and Chairman | s to advise what it v poles instead of trying to bring in approached first any land by the ners. He believes no notification of | |

Councillor Mrs. K. Masters noted the works seem quite dis-jointed and she wondered why. It was noted because they have portions to do in each area but it does not make any sense and they are looking into this. Chairman gueried in local drive-ways and how they will address what people may have spent a lot of money to make connections. It was noted they would reach out to landowners as there should not be any work on private land. If overhead it will continue to be overhead. If houses have boxes this means properties are ready for service, they would do the best route into properties. Wildanet are the service but they are not a wholesaler. There is not a requirement to sign up to Wildanet; this is to allow everyone to have access to Fibre. Cornwall Councillor Mrs. J. Cruse reported that Wildanet won the contract from the Government. Chairman made a suggestion if you do regular updates, he would be happy to include on the Facebook pages for Lanivet and Nanstallon. Councillor A. Harris gueried their business plan from four years ago, Dan Langworthy-Smith advised times and equipment has changed due to technology updates. Chairman thanked Dan Langworthy-Smith for attending and reporting.

Dan Langworthy-Smith left the meeting at 7.26pm

Three members of public interested in becoming Parish Councillors were Colin Woolley, Jodie Stocks and Bobbie Winter-Baker. Chair advised there are two vacancies and we will be discussing further under closed session later this evening. He did say that anyone unsuccessful could apply again next year as it will be Parish Council elections. Chair reported on major items to be dealt with currently.

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| | If anyone has practical skills, managing contracts, physically repairing play equipment, etc., we are looking to balance the team. Chair asked for anything further they wished to add. Colin Woolley reported he has time on his hands and is now retired and he wants to get involved on the Parish Council and walks around the village regularly looking at various matters. He has some practical experience and is happy to cut grass or anything else required. He had concerns regarding the grasscutting in the top cemetery recently. Village Green and nearby old Institute are looking brilliant thought. Bobbie Winter-Baker reported she would be happy to put her hand together; she can build things, drive a tractor, cut grass and help in the play area and cemetery. Jodie Stocks is a maths teacher who has lived here her whole life. She is one of the younger generations and she would like to give a young person's prospective and input on matters, to be a voice for her generation. Chairman thanked all for attending and welcome to stay for the remainder of the meeting. | |
| 109/24 | Apologies:- None | |
| 110/24 | Members Declaration of Interest and Dispensation Requests:- Clerk reported on Paragraph 3.5A declarations and noted unless these items are discussed at a meeting there is no requirement to declare each month but to make a note this month on the minutes the following have been advised, going forward each month unless to be discussed it was agreed not to note at each meeting. It was agreed for ease each month to include as we have been doing. Councillors A. Harris & D. Batten declared a non-registerable interest under Paragraph 3.5A in the Lanivet Sport & Recreation Trust. Councillors D. Williams, A. Harris & Mrs. J. Stickland declared a non-registerable interest under Paragraph 3.5A in the Lanivet Charities. Councillor D. Williams declared a non-registerable interest under Paragraph 3.5A in the Lanivet Church. Councillor Mrs. H. Akehurst declared a non-registerable interest under Paragraph 3.5A in the Nanstallon Community Trust. Councillor D. Austin declared a non-registerable interest under Paragraph 3.5A in the Trustee of Lanivet Academy. Councillor A. Harris declared a pecuniary interested in respect of planning result for PA24/00766 as on the agenda this evening. Minutes of the Annual Parish and Monthly Meetings held on Thursday 9 th | |
| 111/24 | May 2024:- Resolved the Minutes of the Annual Parish and Monthly Meetings held on the 9 th May 2024 as circulated were confirmed as a true and accurate and duly signed by the Chairman (Proposed: Councillor A. Harris; Seconded: Councillor Mrs. J. Stickland) | |
| 112/24 | Matters Arising from the Annual Parish and Monthly Meetings held on Thursday 9 th May 2024:- | |
| | Page 2 Min.192/24 & 93/24 Elections of Working Parties & Representatives:-Clerk advised she would update on the website and noticeboards once all new Councillors had been appointed and established which working parties and representative organisations they wished to join, however, she would remove Councillors who had left. It was noted that Councillor Mrs. K. Masters wished to site on Finance and Services if meetings were held in the evenings Action : Keep Pending. | Clerk |
| | Page 2 Min.110/23 BT Telegraph Pole:- Cornwall Councillor Mrs. J. Cruse had reported there was no update on this and she would continue to follow up Action: Keep Pending. | Cwll. Cllr. Mrs. J. Cruse |

| Page 2 Min.26/24 Signage Scheme for HWRC Site:- Update from Cornwall Councillor Mrs. J. Cruse advising it is on a long wish list Action: Cornwall Councillor Mrs. J. Cruse to continue to follow up. Page 5 Min.101/24 Car Park:- Clerk reported she had not actioned this due to a Councillor resignation and had spoken with Vice-Chair who agreed to leave in abeyance until the meeting this evening. Chair reported this was discussed some time ago and the car park is common land and not private where we can do what we like. To put in a barrier, we would need to take legal advice. Agreed to obtain legal advice from Cornwall Council and CALC Action: Clerk. Cierk |
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| Councillor resignation and had spoken with Vice-Chair who agreed to leave in abeyance until the meeting this evening. Chair reported this was discussed some time ago and the car park is common land and not private where we can do what we like. To put in a barrier, we would need to take legal advice. Agreed to obtain legal advice from Cornwall Council and CALC Action: Clerk. |
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| Page 5 Min.102/24 Grasscutting in Cemetery:- Clerk reported that Councillor D. Williams had followed this matter up, further discussions to be held under Cemetery matters. |
| Page 5/6 Min.103/24 Public Conveniences:- Clerk reported she had not actioned this due to a Councillor resignation and had spoken with Vice-Chair who agreed to leave in abeyance until the meeting this evening, to be discussed under Public Conveniences this evening. |
| Page 6 Min.105/24 Rehab 4 Additional Helpline:- Clerk reported she had spoken with our Website IT lady who recommended not to include as it could open up for all organisation to use as an advertising platform, Chair had agreed with this and nothing heard from other Councillors so agreed not to include. |
| Monthly Cornwall Councillor Report:- Cornwall Councillor Mrs. J. Cruse reported as follows:- I have received notice that the double yellow lines from the school to the junction will be done at the end of July. This makes sense as hopefully school will be closed for the summer holidays. Sadly, no information about the telegraph pole from our local contact. Following a comment from a resident from Lanivet I posted some information about the upgrading or even re-location of the HWRC. I was made aware from the Facebook posts that re-location of the HWRC was not a popular option, and a fair few residents in Lanivet were very fond of their HWRC. Mud debris on the road was reported. If this is a regular occurrence, please let me have the farm details and I will liaise with Highways to see if we can send a letter reminding them of their responsibilities. I am joining a group from the Memory café on Thursday afternoon for a Bodmin and Wenford train trip. I have donated some of my Community Chest to this event. There was a case at Cardinham when a member of public recorded a meeting and should have said was doing so. Clerk suggested we include on our agenda reminding people and for the Chair to mention at the beginning of the meeting as a reminder Action: Clerk to update agenda to reflect this. ASB – she has spoken to police at Bodmin and has made a formal request for another ASB Officer in Bodmin, it is hoped funding will be found for this. Chairman thanked Cornwall Councillor Mrs. J. Cruse for her report and for attending the meeting this evening. |
| 114/24 Highway Issues/Footpath Issues/Damaged Signs in the Parish:- Highway Issues:- None. |
| Footpath Issues:- None. Damaged Signs in the Parish:- Councillor A. Harris reported there were no funds to re-direct the Saints Way signage. |

115/24

Planning Applications/Results/Correspondence/Letters of Objection received:-

Planning Applications:-

PA24/02936 – Mrs. Michele Barrett – Lifting of Condition 2 of decision notice 2001/0229 (the annexe shall only be occupied by members of the family or guest of the occupier of 1/2 Mill Row and shall not be used at any time as a separate residential unit of accommodation) without complying with condition 1 of decision 2007/00654 dated 15/05/2007, 1 Mill Row. Truro Road, Lanivet – Parish Council to go with Cornwall Councils Planning Officers recommendations on this application (Proposed: Councillor C. Vercoe; Seconded: Councillor S. Jennings)

Clerk

Planning Results:-

Councillor A. Harris declared a pecuniary interested in respect of the following planning result:-

PA24/00766 – Mr. Will Harris, C.J. Harris & Sons – Building to store Farm Yard Manure (RYM) over the winter months when the cattle are housed. This is to prevent soil structure damage and run-off as a result of stockpiling in fields; which is how the FYM is currently managed on our farm. This building is being partially funded by the Rural Payments Agency, under their Countryside Stewardship Grant Scheme, Lower Woodley, Lanivet – **Approved**

PA24/02568 – Mrs. Violet Langdon – Application for Permission in Principle to convert an existing agricultural barn into a two-storey dwelling, Land North East of Langvean, Lanivet – **Granted (CAADs, PIPs and LUs only)**

116/24

Approval of Monthly Accounts for June 2024 & Any Applications for Grants & Donations:- The Parish Council approved payment of the following accounts for June 2024 as per Financial Regulations including confirmation that our Income & Expenditure Spreadsheets agrees with bank reconciliations/statements (Proposed: Councillor D. Austin: Seconded: Councillor Miss P. Bolton)

| (Proposed: Councillor D. Austin; Seconded: Councillor Miss P. Bolton) | | | |
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| Cornish Garage/D. Williams | £16.48 | Fuel for Grasscutting | |
| Microsoft | £59.99 | Software Maintenance Cost | |
| Mrs. Lauren Shelley | £105.00 | Toilets - 6/5/24-10/5/24 | |
| Lanhydrock Garden Services | £480.00 | Grasscutting – April 2024 | |
| South West Water – Toilets | £143.76 | 23/2/24-30/4/24 | |
| TP Tree Services Limited | £240.00 | Grasscutting – May 2024 | |
| British Gas – Electricity for Toilets | £58.09 | 5/4/24-6/5/24 | |
| Mrs. Lauren Shelley | £75.00 | Toilets - 27/5/24-2/6/24 | |
| DMC-IT – Website Updating | £25.00 | May 2024 | |
| Hudson Accounting Limited | £225.00 | Audit Fee 2023/2024 | |
| Lloyds Bank – Bank Charge | £7.00 | June 2024 | |
| Cornish Garage/A. Barnaby | £41.00 | Fuel for Grasscutting | |
| Mrs. Lauren Shelley | £105.00 | Toilets - 3/6/24-9/6/24 | |
| David K. Hughes Architect | £1,762.20 | Pre-School Services | |
| Lanhydrock Garden Services | £144.00 | Grasscutting – May 2024 | |
| Mrs. J. Burdon Salary & Expenses | £603.87 | June 2024 | |
| CC Pension Scheme | £184.82 | June 2024 | |
| Inland Revenue – Income Tax | £133.00 | June 2024 | |
| Cornwall Council – Empty Bins | £777.15 | 2023/2024 & 2024/2025 | |
| Receipt:- Lloyds Bank - Interest | £64.68 | May 2024 | |
| Receipt:- Lloyds Bank – Interest | £65.88 | June 2024 | |
| | | | |

Clerk

| | Page 5 | | |
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| | Clerk reported she had created a spreadsheet of payments to the Lanivet Pre- | | |
| | School project, so the Parish Council knows when we are nearing the | | |
| | £25,000.00 threshold, copy also forwarded to Chair and Vice-Chair. | | |
| 447/04 | Approval of Annual Accounts for the year ending 31st March 2024:- It was | | |
| 117/24 | resolved to approve the Annual Accounts and bank reconciliation for the year | | |
| | ending 31st March 2024 as set out, which were duly signed by the Chairman and | | |
| | Clerk (Proposed: Councillor D. Austin; Seconded: Councillor Miss P. Bolton) | | |
| 440/04 | Approval of Costion 1 of ApproxI Datum ApproxI Covernance Statement | | |
| 118/24 | 2023/2024:- It was resolved to approve Section 1 of the Annual Return as set out | | |
| | (Proposed: Councillor D. Austin; Seconded: Councillor Miss P. Bolton) Action: | Clerk | |
| | Clerk to send to External Auditors and advertise relevant statement advising that | | |
| | the accounts are unaudited at this time, as per regulations. | | |
| | Approval of Section 2 of Annual Return – Accounting Statements | | |
| 119/24 | 2023/2024:- It was resolved to approve Section 2 of the Annual Return as set out | | |
| | (Proposed: Councillor D. Austin; Seconded: Councillor Miss P. Bolton) Action: | Clerk | |
| | Clerk to send to External Auditors and advertise relevant statement advising that | | |
| | the accounts are unaudited at this time, as per regulations. | | |
| | Internal Auditors Report for the year ending 31st March 2024:- Clerk reported | | |
| 120/24 | on internal audit carried out and the internal audit response record as follows:- | | |
| | 1. Appropriate accounting records have been properly kept throughout the | | |
| | financial year. The accounts are maintained on a spreadsheet; they were up | | |
| | to date, in balance and free from material errors. However, receipts for | | |
| | coronation mugs have been netted off against Section 137 expenditure. | | |
| | 2. This Authority complied with its financial regulations, payments were | | |
| | supported by invoices, all expenditure was approved, and vat was | | |
| | appropriately accounted for. Financial Regulations were last reviewed in July | | |
| | 2023. Purchasing – Quotes are routinely sought and decisions on the | | |
| | appointment of contractors are made by members. Payments – All payments | | |
| | over £500.00 were tested; controls have been consistently applied and details | | |
| | accurately input into the cash book. | | |
| | 3. This Authority assessed the significant risks to achieving its objectives and | | |
| | reviewed the adequacy of arrangements to manage these. Statutory | | |
| | insurances are in place and the Fidelity Guarantee is adequate at £250K. The | | |
| | Council has reviewed its risk assessment and the effectiveness of its internal | | |
| | controls in July 2023. | | |
| | 4. The precept or rates requirement resulted from an adequate budgetary | | |
| | process; progress against the budget was regularly monitored, and reserves | | |
| | were appropriate. The 2024/25 precept was approved by Council following the | | |
| | production of details estimates. There was no formal approval of the budget; | | |
| | this should be done in future. Quarterly budget monitoring reports have been | | |
| | provided in line with Financial Regulations. After allowing for earmarked | | |
| | reserves of £20,000 the general reserve stands at £29,756; equating to 42% | | |
| | of gross expenditure which is within generally accepted parameters. | | |
| | 5. Expected income was fully received, based on correct prices, properly | | |
| | recorded, and promptly banked; and vat was appropriately accounted for. The | | |
| | precept received was checked to the records of the Council and principal | | |
| | authority and found to be in accord. VAT claims for the year have been | | |
| | submitted. Burial income has been invoiced; fees have been received and | | |
| | were accurately applied. | | |
| | 6. Petty cash payments were properly supported by receipts, all petty cash | | |
| | expenditure was approved, and vat appropriately accounted for. Not | | |
| | applicable. | | |
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Page 6 7. Salaries to employees and allowances to members were paid in accordance with this Authority's approvals, and PAYE and NI requirements were properly applied. Testing revealed no issues to report. 8. Asset and investments registers were complete and accurate and properly maintained. There have been no changes to the asset register. 9. Periodic and year-end bank account reconciliations were properly carried out during the year. There is still no indication either in the Minutes or on the signed payment schedules that bank reconciliations are being reviewed by a member. This should be rectified. The year-end bank reconciliation was found to be accurate. 10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure) agreed to the cash book, supported by an appropriate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded. The accounts were produced on an income and expenditure basis and were in accord with underlying records. An audit trail was provided and accompanying information by the external auditor produced. 11. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. Not applicable. 12. The authority published the required information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. The Council's website is compliant. 13. In the year covered by this AGAR, the authority provided for a period for the exercise of public rights as required by the Accounts & Audit Regulations. The AGAR was properly approved by Council, the requisite Notice was published and the correct number of days for public inspection were allowed. However, the date of publication was prior to the approval of the Agar by Members thus requirements have not been met. The Council must ensure that it enters a 'No' response to the appropriate assertation in the Annual Governance Statement. 14. The authority has complied with the publication requirements for 2022/23 Agar. All publication requirements were not. 15. Trust Funds (including charitable). The Council met its responsibilities as trustee. Not applicable. It was resolved to approve the Internal Auditors Report and action any queries Clerk raised (Proposed: Councillor D. Austin; Seconded: Councillor Miss P. Bolton) **Action:** Clerk Appointment of Internal Auditor for Accounts ending 31st March 2025:- To 121/24 be discussed under closed session this evening. Review and adopt the following Policies (a) Parish Risk Assessment; (b) Parish Risk Management Policy; (c) Financial Regulations; (d) Asset Register; (e) Statement of Internal Control; (f) Segregation of Duties Matrix; (g) List of Regular Payments for the year; (h) Model Standing Orders; (i) Code of Conduct:- Resolved to approve all documents as circulated apart from Financial Regulations which will need to be reviewed considerably (Proposed: Councillor Mrs. J. Stickland; Seconded: Councillor D. Austin) Action: Clerk to Clerk send updates for the website.

Lanivet Village Green/Play Equipment/Car Park/Bus Shelters/Grasscutting:-123/24 Chair reported on the Rospa annual play inspection received and noted the works required. Copy of report passed to Councillor D. Austin. Councillors D. Williams and D. Austin are following up the works required and will report back. Further discussions to be held under closed session this evening in respect of maintenance works.

122/24

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| | Bus Shelters:- No update. | | |
| 124/24 | Cemetery Matters (Including any applications for memorials, inscriptions):- | | |
| 124/24 | Councillors Mrs. J. Stickland and D. Williams reported the grass was in a terrible | | |
| | state and grass that was all over the headstones. There was a misunderstanding | | |
| | with the contract and the Contractor has now given 30 days' notice. It was agreed | | |
| | to discuss further under closed session. | | |
| | Public Conveniences Update:- Chair reported he has someone who messaged | | |
| 125/24 | him about cleaning, Clerk had information has well from the same person and | | |
| | another person as well. Chair said we need to speak to our current Contractor so | | |
| | · · | | |
| | she gives us enough notice for holidays, etc. | | |
| 126/24 | Lanivet Parish Historic Buildings:- | | |
| | Newsteller Obered Hedeter Oswaller Mrs. H. Abelyinst remarked they are | | |
| | Nanstallon Chapel Update:- Councillor Mrs. H. Akehurst reported they are | | |
| | trying to get plans drawn up for updating kitchen, toilet block, etc. Bookings are | | |
| | looking good. Chair reported the Parish Council are able to put in plans on their | | |
| | behalf. | | |
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| | Lanivet Church:- Councillor A. Harris reported Lanivet Church is still a Festival | | |
| | Church, if someone wants to get married in Lanivet their bans will be called in St. | | |
| | Petrocs Church, he is not happy about this. Weddings and Funerals are still held | | |
| | in the Church. Councillor D. Williams reported they have been trying to get a | | |
| | meeting with the Bishop. The Church has a full PCC who are all hands-on. | | |
| 127/24 | Newsletter Reports/Parish Council Website:- Clerk reported Facebook and the | | |
| 121124 | Website continue to be updated monthly with various information received. | | |
| 128/24 | Correspondence:- | | |
| 120/24 | 1. CALC - Invitation to online Town & Parish Council Budget Update Briefing - | | |
| | Monday 3rd June 2024 at 10.00am | | |
| | 2. London Borough Lambeth - National Blue Badge Day of Action | | |
| | 3. Office of the Police & Crime Commissioner – My priorities for a new term of | | |
| | office | | |
| | 4. Office of the Police & Crime Commissioner – Reminder of the online seminar, | | |
| | Monday, 3 rd June from 9.30am | | |
| | 5. Cornwall Council - Nutrient neutrality meeting - Wednesday 29th May at | | |
| | 1.30pm, Chy Trevail Offices, Bodmin | | |
| | 6. CALC – The Good Councillors Guide 2024 | | |
| | 7. Office of the Police & Crime Commissioner - Radio announcement- "Ask the | | |
| | PCC" show- 24/5/24 | | |
| | 8. CALC – Out & About Surgery – Thursday 23 rd May – Hosted by Penzance | | |
| | and Helston | | |
| | | | |
| | 9. CLC - Invitation to online Town & Parish Council Budget Update Briefing - | | |
| | Monday 3rd June 2024 at 10.00am | | |
| | 10. University of Oxford Research Request - Survey to Cornwall's Town and | | |
| | Parish Councillors Regarding Solar Developments | | |
| | 11. CALC – News Round-up 23 rd May 2024 | | |
| | 12. Citizens Advice – Latest Statistics for your area | | |
| | 13. Cornwall Council – Draft Action Notes: Camel Valley Community Area | | |
| | Partnership Meeting - Monday 22 nd April 2024 | | |
| | 14. Office of the Police & Crime Commissioner – Online Seminar Monday 3 rd | | |
| | June 2024 – Policing | | |
| | 15. Cornwall Council Pensions – Employer Newsletter May 2024 | | |
| | 16. CALC – Election Guidance – FAW and useful links | | |
| | 17. Office of the Police & Crime Commissioner - Agenda for online seminar 3/6/24 | | |
| | 18. Office of the Police & Crime Commissioner - Diversity and Hate Crime | | |
| | Awareness Bitesize Event - Wednesday 19th June, 3.30pm-5.00pm | | |
| | Time Shoot Brooks Event Woodhooday Tour Garle, G.oopin G.oopin | | |

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| | 19.CALC - Town & Parish Councils: Slides from Cornwall Council Finance | |
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| | Briefing on Monday 3 rd June 2024 | |
| | 20. Cornwall Council – Postponement of Local Plan Workshops | |
| | 21. Cornwall Council - Camel Valley Community Area Partnership AGM & | |
| | Meeting - Monday 22 nd July, 18:30pm-20:30pm, Chy Trevail Offices, Bodmin | |
| | 22. CALC – News Round-up 6th June 2024 | |
| | 23. Cornwall Council Planning - Prior notification for proposed temporary | |
| | recreational campsite (60 days) | |
| | 24. Ethos Consultants - Introducing a new road safety partnership | |
| | 25. Cornwall Council Planning - Webinar opportunity: Compliance demystified: | |
| | Planning and Development for Businesses - Thursday 11 th July 2024 | |
| 129/24 | Urgent Parish Matters with prior liaison with Chairman (Items for | |
| 123/24 | Information Only and items for the next agenda):- None. | |
| 130/24 | Date of Next Meeting:- Thursday 11th July 2024 at 7.00pm to be held in the | |
| 130/24 | Nanstallon Village Hall. | |
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| | There being no further business to discuss the meeting closed at 8.28pm. | |

| Signature: | |
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| | Chairman |

Date: 11th July 2024