

LANIVET PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

HELD IN THE ONE FOR ALL LANIVET PARISH COMMUNITY CENTRE, LANIVET

ON THURSDAY, 15TH JUNE 2023 AT 7.00PM

Present: Cllr. D. Batten (Chairman)
Cllr. Miss P. Bolton
Cllr. T. Hancock
Cllr. Mrs. H. Akehurst
6 Members of Public

Mrs. J. Burdon (Parish Clerk)
Cllr. C. Vercoe
Cllr. Mrs. J. Stickland
Cllr. A. Harris

Cllr. D. Austin (Vice-Chairman)
Cllr. D. Williams
Cllr. T. Grose
Cllr. A. Barnaby

Minute	AGENDA ITEMS	Action
	Public Forum:- None.	
124/23	Apologies:- Councillor S. Jennings, Cornwall Councillor Ms. J. Cruse.	
125/23	<p>Members Declaration of Interest and Dispensation Requests:- Councillor A. Harris declared a non-registerable interest under Paragraph 3.5A in the Lanivet Sport & Recreation Trust.</p> <p>Councillors D. Williams, A. Harris & Mrs. J. Stickland declared a non-registerable interest under Paragraph 3.5A in the Lanivet Charities.</p> <p>Councillor D. Austin declared a non-registerable interest under Paragraph 3.5A in the Trustee of Lanivet Academy.</p> <p>Councillor Mrs. H. Akehurst declared a non-registerable interest under Paragraph 3.5A in the Nanstallon Community Trust.</p>	
126/23	Minutes of the Monthly Meeting held on Thursday 11th May 2023:- Resolved the Minutes of the Monthly Meeting held on the 11 th May 2023 as circulated were confirmed as a true and accurate record and duly signed by the Chairman (Proposed: Councillor A. Barnaby; Seconded: Councillor Mrs. J. Stickland)	
127/23	<p>Matters Arising from the Monthly Meeting held on Thursday 11th May 2023:-</p> <p>Page 2 Min.209/22 Sign for Cemetery:- Clerk reported the company were unsure on visiting the site where the sign was to be erected and would like to meet someone Action: Clerk to arrange and to check back through minutes to confirm the exact location of the sign.</p> <p>Page 3 Min.110/23 BT Telegraph Pole:- No update received from Cornwall Councillor Mrs. J. Cruse Action: Keep Pending.</p> <p>Page 3 Min.110/23 Damaged Sign at Clickety Gate:- Councillor D. Williams reported this sign had not been replaced Action: Clerk to ask Cornwall Councillor Mrs. J. Cruse to follow up.</p> <p>Page 3 Min.110/23 Footpath behind Church to Woodland Glade:- Councillor D. Williams reported the loose chipping behind the Church had been done and is complete.</p>	<p>Clerk Cwll. Cllr. Mrs. J. Cruse Clerk/Cwll. Cllr. Mrs. J. Cruse</p>

	<p>Page 6 Min.113/23 Funding for Play Area:- Response received from Barry Cornelius advising he recently met with Cornwall Community Foundation and there is a possibility of a grant specifically for play equipment. He had spoken with Councillor A. Barnaby for an estimate on the value of grant required and then he would fill in the necessary application. It was noted that Outdoor Play quoted £6,000.00 roughly for original repairs. Councillor A. Barnaby suggested another new piece of equipment up to the sum of £12,000.00. Action: Councillor A. Barnaby to liaise with Barry Cornelius to establish what he requires for the application form.</p> <p>Action: Follow up with Outdoor Play for quote for works we agreed earlier in the month in the sum of £1,442.00. We need this done urgently and will look at new equipment at a later date. If not here in a week we will have to fence off or find someone else (Proposed: Councillor A. Barnaby; Seconded: Councillor T. Hancock)</p> <p>Page 6 Min.117/23 Kings Coronation Mugs:- Clerk reported mugs will be collected tomorrow Action: Keep Pending.</p>	<p>Cllr. A. Barnaby</p> <p>Cllr. A. Barnaby/ Clerk</p> <p>Clerk</p>
128/23	<p>Monthly Cornwall Councillor Report:- Apologies received from Cornwall Councillor Mrs. J. Cruse, report received as follows:-</p> <ul style="list-style-type: none"> • Following on from information received I contacted Suez and Rachel Tatlow to get the directions to the HWRC changed on the public website. • I attended the Nanstallon Community Trust meeting this week and am delighted with the tremendous help from Lanivet Parish Council and the Lanivet United Charities that they will now be able to purchase the Chapel. Going forward yesterday I had (yet another) meeting with Good Growth and a form has been sent to apply for the Community Capacity fund to enable the Trust to embark on renovations. • I also have been trying to find a good fit for the cycle scheme into Bodmin. This is proving very difficult as the funds are for capital investment, and we really need a feasibility study to confirm that such a scheme is viable. Likewise, I am exploring the possibility of a 'quiet roads' scheme which might assist travel by foot and cycle around Lanivet. I am also pursuing investment into the Scarlet Well end of the Camel Trail to enable cyclists to take a break and have more information on what is available in Bodmin. • The first CAPs meeting is 5.30pm at Chy Trevail June 22nd. Please do try and attend as it is imperative, we have good representation from the Bodmin area if we are to bring our needs and opinions to count in localism. 	
129/23	<p>Highway Issues/Footpath Issues/Damaged Signs in the Parish:-</p> <p>Highway Issues:- Councillor Miss P. Bolton reported on the traffic issues outside of Nanstallon School that had been reported to her again recently.</p> <p>Councillor Miss P. Bolton reported on Traffic Calming in Nanstallon – there was a scheme some years ago whereby people held speed cameras. Chairman reported in the past the experience was not too nice for some people, and there is nothing they can legally do.</p> <p>Damaged Signs in the Parish:- Councillor C. Vercoe reported that the Saints Way sign has snapped off opposite the Shop in Lanivet Action: Clerk.</p> <p>Footpaths:- WCA 773 Lamorick – No further updates received Action: Keep Pending.</p>	<p>Clerk</p> <p>Clerk</p>

130/23	<p>Planning Applications/Results/Correspondence/Letters of Objection received (Including Update on Under 5's Planning Application):-</p>																																								
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	<p>PA23/03737 – Mr. S. Slater – Reserved Matters application following Outline approval PA19/06328 for the construction of 3 houses and associated works (access, appearance, landscaping, layout and scale), 2 Lamorrick Cottages, Old Coach Road, Lanivet - Parish Council to go with Cornwall Councils Planning Officers recommendations on this application (Proposed: Councillor D. Austin; Seconded: Councillor Miss P. Bolton)</p>	Clerk																																							
	<p>PA23/04657 – Mr. K. Hancock – Proposal should state, Application to determine if prior approval is required for a proposed: Change of use of Agricultural buildings to dwellinghouse (use Class C3), Penvivian, Lanivet – Next agenda if received</p>	Clerk																																							
	<p><u>Planning Results:-</u></p>																																								
	<p>PA23/02024 – Mr. Anthony Blanchard – Replacement of old Concrete Roof Tiles to Natural Slate to the Main House. New Outbuilding and New Occasional Access off Clann Lane, Donberna, Clann Lane, Lanivet – Approved</p>																																								
	<p>PA22/11036 – Mr. & Mrs. Jago – Certificate of lawfulness for an Existing Use for driveway, yard and residential land used incidental to the enjoyment of the dwelling house known as Poachers Pocket, Poachers Pocket, Cotton Woods, Nanstallon – Granted (CAADs PIPs and LUs only)</p>																																								
	<p>PA23/03102 – Mr. John Keast FRICS FAAV – Agricultural Building for the Storage of Hay, Straw and Machinery, Land West of Telecommunication Base Station, Rectory Road, Lanivet – Prior approval not required (AF/TEL/DEM)</p>																																								
	<p><u>Update on Under 5's Planning application:-</u> Councillor A. Harris reported there was no further update.</p>																																								
131/23	<p>Approval of Monthly Accounts up to June 2023 & Any Applications for Grants & Donations (Including Request for Donation to Fenton Pitts Defibrillator):- The Parish Council approved payment of the following accounts for June 2023 as per Financial Regulations (Proposed: Councillor A. Barnaby; Seconded: Councillor D. Austin)</p>																																								
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	Bookers	£197.60	Toilet Consumables	
	DMC-IT – Website Updating	£37.50	May 2023	
	The Lawn Ranger – Grasscutting	£637.38	June 2023	
	Hudson Accounting Limited	£225.00	Internal Audit 2022/2023	
	Chown China Limited	£3,538.08	King's Coronation Mugs	
	Request for Donation to Fenton Pitts Defibrillator:- Resolved to pledge a payment for two years' service fee in the sum of £190.00 once it has been put in (Proposed: Councillor Miss P. Bolton; Seconded: Councillor A. Barnaby) Action: Clerk.			Clerk
132/23	Approval of Annual Accounts for the year ending 31st March 2023:- It was resolved to approve the Annual Accounts and bank reconciliation for the year ending 31 st March 2023 as set out, which were duly signed by the Chairman and Clerk (Proposed: Councillor D. Austin; Seconded: Councillor A. Barnaby)			
133/23	Approval of Section 1 of Annual Return – Annual Governance Statement 2022/2023:- It was resolved to approve Section 1 of the Annual Return as set out (Proposed: Councillor D. Austin; Seconded: Councillor A. Barnaby) Action: Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.			Clerk
134/23	Approval of Section 2 of Annual Return – Accounting Statements 2022/2023:- It was resolved to approve Section 2 of the Annual Return as set out (Proposed: Councillor D. Austin; Seconded: Councillor A. Barnaby) Action: Clerk to send to External Auditors and advertise relevant statement advising that the accounts are unaudited at this time, as per regulations.			Clerk
135/23	Internal Auditors Report for the year ending 31st March 2023:- Clerk reported 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. 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 October 2022. Payments - The items tested were supported by invoices and had been included on payment schedules approved by Members. VAT had been accurately recorded. Payment methods – there remains no separation of duties in respect of the internet banking arrangements, however, the Council has recognised this in their risk assessment. Implementing a two-person payment control would be a better option. Two debit cards have been sources one for Chairman. This is contrary to Financial Regulation 6.18 which restricts debit card use to the RFO. Financial Regulations should be amended to set out the (limited) circumstances where it would be appropriate for the Chairman to use the debit card. 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 £150K. The Council has reviewed its risk assessment and the adequacy of its internal controls. 4. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate. The precept was approved by Council in November; £1,000 was added to it in December. At neither meeting was there any approval of the budget which is, required by law, to underpin the precept levied.			

Detailed estimates have been produced but the Council must formally approve the budget in future. Budget Monitoring has been undertaken in line with Financial Regulations. After allowing for earmarked reserves of £22,799 the general reserve stands at £33,218; equating to 63% of gross expenditure which is within general 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 Parish Council and principal authority and found to be in accord. VAT claims are up to date, and the year-end claim is in accord with the debtor balance in the accounts. Burials – Testing revealed no issue to report.
6. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and vat appropriately accounted for. Not operated.
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. The national pay award was accurately implemented, and PAYE and pension provisions have been met.
8. Asset and investments registers were complete and accurate and properly maintained. The asset register has not changed since last year and the total value of assets held is accurately reflected in the AGAR.
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. Prior to submission the word 'Restated' should be written at the top of the 31st March 2022 column to reflect the change to the staff costs figure as required by the external auditor.
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 publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements. Proper guidance on this will not be available until after the deadline for AGAR submission and my discussion with the external auditor suggests it is left to internal auditors to interpret. My view is that is intended to only apply to Exempt authorities who have additional publication requirements, which exclude this Council. Thus a 'Not Covered' response has been made, to do otherwise would require a 'No' in line with item N below which would, I believe, be unfair.
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.
14. The authority has complied with the publication requirements for 2021/22 Agar.

	<p>All publication requirements were not met as the external audit report has not been published on the Council's website as required by the Accounts & Audit Regulations. Clerk advised this had since been actioned, although the external auditor report was on the website within the minutes.</p> <p>15.Trust Funds (including charitable). The Council met its responsibilities as trustee. Not operated.</p> <p>It was resolved to approve the Internal Auditors Report and action any queries raised (Proposed: Councillor D. Austin; Seconded: Councillor A. Barnaby) Action: Clerk</p>	Clerk
136/23	<p>Lanivet Village Green/Play Equipment/Car Park/Bus Shelters/Grasscutting (Including Update on Nanstallon Bus Shelter):-</p> <p>Car Park:- No update.</p> <p>Quotes for works in the Play Area:- Rospa inspection report received and circulated. Urgent quote requested from our suppliers. Quote received in the sum of £1422.00 and already agreed between meetings. Resolved to accept (Proposed: Councillor T. Grose; Seconded: Councillor A. Barnaby) Action: Clerk.</p> <p>Bus Shelters:- Councillor A. Barnaby reported we should be receiving additional quotes, Clerk reported nothing had been received to date Action: Keep Pending and Councillor A. Barnaby to follow up.</p> <p>Grasscutting:- Councillor T. Hancock commented that when we review grasscutting contracts next year to note we do not want any grasscutting anywhere during the month of May. Councillor A. Barnaby reported the Japanese Knotweed has been tackled again. Councillor T. Hancock reported the weed treatment contractor was in the village working on Sunday.</p>	Clerk Cllr. A. Barnaby
137/23	<p>Cemetery Matters (Including any applications for memorials, inscriptions):- Application received from Drew Memorials for an additional inscription for the late Nora Masters. Resolved to accept as per our Rules and Regulations (Proposed: Councillor D. Williams; Seconded: Councillor A. Barnaby) Action: Clerk</p>	Clerk
138/23	<p>Public Conveniences Update:- Councillor A. Barnaby reported the toilets are now only open from Monday to Friday and no complaints have been received. He has received one person call him a couple of weeks ago about opening and cleaning the toilets at the weekend but the personal did not wish to open and close, only clean them. For any special events they will be opened.</p>	
139/23	<p>Lanivet Parish Historic Buildings:-</p> <p>Nanstallon Chapel Update:- No update.</p> <p>Lanivet Church:- No update. Councillor A. Harris suggested the Parish Council should express our concerns to the Bishop of Truro. Chairman suggested between now and the next meeting if the points are put together for a letter that the Parish Council can approve Action: Councillor A. Harris to put together and liaise with the Chairman.</p>	Cllr. A. Harris
140/23	<p>Signage Scheme for HWRC Site to be discussed:- To discuss at the next meeting Action: Clerk.</p>	Clerk
142/23	<p>Expression of Interest for Traffic Calming outside Lanivet School:- Chairman reported he will be attending a meeting next week and would report at the next meeting Action: Chairman.</p>	Chairman

