

# LANIVET PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING

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

ON THURSDAY, 17<sup>TH</sup> MAY 2018 AT 7.15PM

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

Minute	AGENDA ITEMS	Action
105/18	<b>Public Forum:-</b> None.	
106/18	<p><b>Election of Chairman and Vice-Chairman:-</b> Councillor S. Walker was nominated for Chairman. (Proposed: Councillor D. Carter: Seconded: Councillor A.J. Barnaby). 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.</p> <p>Councillor D. Batten was nominated for Vice-Chairman. (Proposed: Councillor T. Hancock; Seconded: Councillor A.J. Barnaby. He duly accepted and signed his Declaration of Acceptance of Office.</p> <p><b>Action:</b> Clerk to inform Cornwall Council.</p>	Clerk
107/18	<p><b>Election of Working Parties and Chairperson:-</b></p> <p><b>Governance &amp; Finance:-</b> Councillors S. Walker, D. Batten, Mrs. J. Stickland, D. Carter, C. Eddy, A.J. Barnaby with Councillor D. Batten nominated as Chairman.</p> <p><b>Burial:-</b> Councillors S. Walker, D. Batten, T. Hancock, A.J. Barnaby.</p> <p><b>Services (Footpaths/Village Green/Public Conveniences):-</b> Councillors S. Walker, D. Batten, T. Hancock, A.J. Barnaby.</p> <p>(Proposed: Councillor Mrs. J. Dent; Seconded: Councillor O. Sleeman)</p>	
108/18	<p><b>Election of Representatives:-</b></p> <p><b>Area Network and Rural Parishes:-</b> Councillors Mrs. J. Dent and D. Batten nominated as the Parish representative.</p> <p><b>Lanivet Parish Sport &amp; Recreation Trust-</b> Councillor D. Carter nominated as the Parish representative.</p> <p><b>Camel Trail:-</b> Councillors Mrs. J. Dent and Miss P. Bolton</p> <p>(Proposed: Councillor D. Batten; Seconded: Councillor T. Hancock)</p>	

109/18	<p><b>Members Declaration of Interest and Dispensation Requests:</b> - Councillors D. Carter and S. Walker declared a non-registerable interest under Paragraph 3.5A in the Lanivet Sport &amp; Recreation Trust.</p> <p>Councillor S. Walker declared a non-registerable interest under Paragraph 3.5A in the Village Newsletter.</p>	
110/18	<p><b>Apologies:-</b> Councillors Miss P. Bolton, Mrs. C. Eddy, A. Harris</p>	
111/18	<p><b>Minutes of the Monthly Meeting &amp; AGM held on Thursday 19<sup>th</sup> April 2018:-</b> The Minutes of the Monthly Parish Meeting held on Thursday the 19<sup>th</sup> April 2018 were confirmed as a true and accurate record and duly signed by the Chairman (Proposed: Councillor O. Sleeman; Seconded: Councillor A.J. Barnaby)</p>	
112/18	<p><b>Matters Arising from the Monthly Meeting &amp; AGM held on Thursday 19<sup>th</sup> April 2018:-</b></p> <p><b>Page 1 Min.81/18 Report from Jessica Finnemore – Future new build for Lanivet and District Under Fives Pre-School:-</b> Thanks expressed to the Parish Council for allowing her time to talk at the last meeting.</p> <p><b>Page 2 Min.54/18 Bank Signatories and Online Access:-</b> Clerk reported with the large amount of work this months with annual accounts, she would be looking at in the next few months as there would be several other possible changed regarding internet banking and suggestions of possibly changing banks.</p> <p><b>Page 7 Min.98/18 Cornwall Council - Lease Lanivet CP School using the Village Playing Fields:-</b> Response received from Cornwall Council advising the response from the Parish Council would be forwarded to the Academy for them to make direct contact regarding this. It was noted nothing had been heard to date.</p> <p><b>Page 2 Min.58/18 Repairs to Bus Shelter:-</b> Chairman reported he had spoken to Jay Carthew and work will be carried out soon.</p> <p><b>Page 6 Min.92/18 Bodmin Town Council – Local Devolution Fund Update:-</b> Chairman reported that he has not been able to get together with Councillor Mrs. J. Dent.</p> <p><b>Page 7 Min.96/18 Safety Inspection at Cemetery:-</b> Chairman reported he met with Cormac and he has not heard anything, neither has the Clerk  <b>Action:</b> Chairman to send details to Cornwall Councillor C. Batters to follow up on our behalf.</p>	Chairman
113/18	<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>• 40mph Speed Monitor has been reversed. It was originally a data collation monitor. Details will be available in due course, after the 14<sup>th</sup> June 2018.</li> <li>• Enforcement association with Mill Row – new conditions have been applied for and accepted and they have complied with them, therefore, it seems the caravan is allowed to remain in place.</li> <li>• Overhanging hedge at Woodland View has been passed to Cormac Solutions to deal with.</li> </ul>	

	<ul style="list-style-type: none"> <li>• School Parking at Lanivet – there is a new Facebook page regarding this. He commented advising the Parish Council and himself has been following this up for years now, he has outlined what has happened and offered to discuss with anyone that wished to contact him. Discussion has been held with the new Head Teacher. This is a problem with most local schools in Cornwall. It was suggested contacting the Enforcement Team to establish how we stand and details could be put in the School Newsletter and the village newsletter, possibly some laminated signs in the area advising there will be Parking Enforcement Officers in the area in the next few months <b>Action:</b> Cornwall Councillor C. Batters to forward details to the Clerk, Chairman offered to meet them on site to discuss.</li> <li>• Nanstallon Pot Holes have now all been repaired as confirmed by Cormac Solutions.</li> <li>• Slurry enforcement at Ingunger Farm – no breach has been identified and case has been closed.</li> <li>• Precept percentages followed up, which would be reported by Councillor D. Batten.</li> <li>• Waterside – he attended a Cornwall Design Meeting, it looks like there are some very fantastic plans for the area, which will be a huge plus for Lanivet.</li> <li>• Councillor Mrs. J. Dent reported on leaving Nanstallon to Washaway, the top corner has had a lot of work carried out and it is looking much more improved and has made a huge difference.</li> </ul> <p>Chairman thanked Cornwall Councillor C. Batters for his report this evening and for attending the meeting.</p>	<p><b>Cwll. Cllr. C. Batters/ Clerk/ Chairman</b></p>
114/18	<p><b>Highway Issues/Footpath Issues/Damaged Signs in the Parish:-</b></p> <p><b>Highway Issues:-</b></p> <p>Councillor D. Carter queried some 30mph speed signs on Rectory Road, Chairman reported nothing heard to date <b>Action:</b> Cornwall Councillor C. Batters to report.</p> <p>Councillor C. Vercoe reported trees are hanging out up by St. Benets Abbey, they are right across the bottom end of the dual carriageway and need clearing back <b>Action:</b> Cornwall Councillor C. Batters to report.</p> <p>Chairman advised he has reported the drains on Old Coach Road again.</p> <p><b>Footpaths:-</b> None.</p> <p><b>Damaged Signs in the Parish:-</b> None.</p> <p>Cornwall Councillor C. Batters left the meeting at 7.48pm.</p>	<p><b>Cwll. Cllr. C. Batters</b></p> <p><b>Cwll. Cllr. C. Batters</b></p>
115/18	<p><b>Planning Applications/Results/Correspondence received: -</b></p> <p><b>PA18/03391 – Mr. &amp; Mrs. R. Irwin</b> – Variation of Condition 2 (approved plans) in respect of Decision PA1708590 dated 14.11.17 for construction of new dwelling, Raintree, Marshall Road, Nanstallon – <b>Parish Council accepts the decision of the Planning Officer</b> (Proposed: Councillor Mrs. J. Dent; Seconded: Councillor D. Batten)</p>	<p><b>Clerk</b></p>

	<p><b>Planning Results Received:-</b> None.</p> <p><b>Planning Correspondence Received:-</b> Cornwall Council – EN18/00779 – Alleged works not in accordance with approved plans PA17/08115 – 2 windows in South elevation first floor, Land South of Wheal Prosper, Lanivet.</p>																																								
116/18	<p><b>Lanivet Parish Sport &amp; Recreation Trust Update:-</b> Councillor D. Carter reported he is applying for more funding for final completion for various items. The building will be signed off in due course, with building certificate, fire certificate. The building is at the top of its energy efficiency which is excellent. All the relevant information has to be forwarded to the Big Lottery and then the final funding will be granted from them. The whole project will just go over £1m if he can get the remaining £40,000 to complete the area. There is some more tarmac and storage required. He has another meeting with Sita next week, in the hope they may extend their funding. An application is in with Garfield Western. Hopefully one of the organisations approached will come up with some additional funding. The building is being well used. Some days all three meeting rooms are being used. The small pitch has been seeded. Chairman thanked Councillor D. Carter and the team for all the very hard work carried out and it is officially called Carters Park, Cornwall Council has signed off on this.</p>																																								
117/18	<p><b>Accounts &amp; Any Applications for Grants &amp; Donations (Including Booking of Training Courses as required):-</b> The Council approved payment of the following accounts for May that have already been paid and to be paid this evening, as per Financial Regulations (Proposed: Councillor D. Batten; Seconded: Councillor Mrs. J. Dent): -</p> <table border="1"> <tr> <td>Lloyds Bank</td> <td>£7.15</td> <td>Bank Service Charge</td> </tr> <tr> <td>CALC</td> <td>£585.89</td> <td>Annual Membership</td> </tr> <tr> <td>AJH Services</td> <td>£532.29</td> <td>Toilet Cleaning May</td> </tr> <tr> <td>British Gas</td> <td>£13.12</td> <td>Toilet Electric – March</td> </tr> <tr> <td>British Gas</td> <td>£12.83</td> <td>Toilet Electric - April</td> </tr> <tr> <td>British Gas</td> <td>£11.42</td> <td>Toilet Electric</td> </tr> <tr> <td>DMC IT</td> <td>£22.50</td> <td>Website Updating</td> </tr> <tr> <td>Mrs. J. Burdon - Salary &amp; Expenses</td> <td>£395.51</td> <td>Salary &amp; Expenses</td> </tr> <tr> <td>CC Pension Scheme</td> <td>£133.42</td> <td>Clerk's Pension</td> </tr> <tr> <td>Inland Revenue</td> <td>£78.20</td> <td>Clerk's Tax</td> </tr> </table> <p>The following accounts were approved this evening:-</p> <table border="1"> <tr> <td>Paul Bazeley Window Cleaning</td> <td>£10.00</td> <td>Bus Shelter - May</td> </tr> <tr> <td>South West Water</td> <td>£368.26</td> <td>Toilet Water/Sewerage</td> </tr> <tr> <td>Hudson Accounting Ltd</td> <td>£225.00</td> <td>Internal Audit Fee</td> </tr> </table>	Lloyds Bank	£7.15	Bank Service Charge	CALC	£585.89	Annual Membership	AJH Services	£532.29	Toilet Cleaning May	British Gas	£13.12	Toilet Electric – March	British Gas	£12.83	Toilet Electric - April	British Gas	£11.42	Toilet Electric	DMC IT	£22.50	Website Updating	Mrs. J. Burdon - Salary & Expenses	£395.51	Salary & Expenses	CC Pension Scheme	£133.42	Clerk's Pension	Inland Revenue	£78.20	Clerk's Tax	Paul Bazeley Window Cleaning	£10.00	Bus Shelter - May	South West Water	£368.26	Toilet Water/Sewerage	Hudson Accounting Ltd	£225.00	Internal Audit Fee	Clerk
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118/18	<p><b>Approval of Report from Finance Working Party:-</b> It was resolved to accept the Finance Working Party Report as set out and signed by the Chairman. Item 6.1 and 6.2 to be approved and set up (Proposed: Councillor D. Batten; Seconded: Councillor Mrs. J. Dent)</p>																																								
119/18	<p><b>Approval of Annual Accounts by the Internal Auditor:-</b> It was resolved to include on the next agenda for approval pending receipt of Internal Auditor's Report (Proposed: Councillor D. Batten; Seconded: Councillor T. Hancock)</p> <p><b>Action:</b> Clerk to include on next agenda and draft Internal Auditors report to be circulated. Councillor D. Batten reported that the Internal Auditor has carried out an excellent internal audit and has given a lot of advice, resulting in a lot of work for the Clerk.</p>	Clerk																																							

	<p>Clerk reported the Annual Internal Audit Report 2017/18 form had been completed on the day, with two matters to follow up on.</p> <p><b>Action:</b> Next Agenda - Appointment of Internal Auditor for a three-year period, Clerk to obtain paperwork from Internal Auditor.</p>	<b>Clerk</b>
<b>120/18</b>	<p><b>Approval of Annual Accounts for the year ending 31<sup>st</sup> March 2018:-</b> It was resolved to include on the next agenda for approval pending receipt of Internal Auditor's Report (Proposed: Councillor D. Carter; Seconded: Councillor T. Hancock) <b>Action:</b> Clerk</p>	<b>Clerk</b>
<b>121/18</b>	<p><b>Approval of Section 1 of Annual Return – Annual Governance Statement 2017/18:-</b> It was resolved to include on the next agenda for approval pending receipt of Internal Auditor's Report (Proposed: Councillor D. Batten; Seconded: Councillor T. Hancock) <b>Action:</b> Clerk</p>	<b>Clerk</b>
<b>122/18</b>	<p><b>Approval of Section 2 of Annual Return – Accounting Statements 2017/18:-</b> It was resolved to include on the next agenda for approval pending receipt of Internal Auditor's Report (Proposed: Councillor D. Batten; Seconded: Councillor T. Hancock) <b>Action:</b> Clerk</p>	<b>Clerk</b>
<b>123/18</b>	<p><b>Approval of GDPR Update from Councillor D. Batten:-</b> It was resolved to accept the GDPR Report as set out, with the Clerk attending the next round of GDPR Training (Proposed: Councillor D. Batten ; Seconded: Councillor T. Hancock)</p> <p>Clerk will be investigation with the ICO (Information Commissioners Office) whether we need to be registered with them, at a cost of £35.00 per year, proposed to go ahead if needed (Proposed: Councillor D. Batten; D. Carter) <b>Action:</b> Clerk</p> <p>Parish Councillor Email Addresses <b>Action:</b> Clerk to speak DMC IT and also CALC to see how other Parish Councils have set this up.</p>	<b>Clerk</b> <b>Clerk</b>
<b>124/18</b>	<p><b>Community Network Panel Meeting Update:-</b> Councillor Mrs. J. Dent reported the next meeting is not until July <b>Action:</b> Clerk to change the name for the next agenda.</p>	<b>Clerk</b>
<b>125/18</b>	<p><b>Lanivet Village Green/Play Equipment/Car Park Updates:-</b></p> <p><b>Lanivet Village Green:-</b> No Update.</p> <p><b>Play Equipment:-</b> It was noted two bars were broken and it was agreed for Mike Yelland to take a look to see what can be done in the way of repairing (Proposed: Councillor A.J. Barnaby, Seconded: Councillor D. Carter). Clerk reported a Tick List for Weekly Safety Inspections should be sent by email. Councillor T. Hancock to send weekly email to Clerk to confirm</p> <p><b>Lanivet Car Park:-</b> Chairman reported he tried reporting the blue van in the car park and enforcement has said nothing can be done until March next year as it is taxed until then.</p>	<b>Cllr. T. Hancock</b>
<b>126/18</b>	<p><b>Camel Trail:-</b> No Update.</p>	

127/18	<p><b>Cemetery Matters (Including (a) Any applications for memorials, inscriptions; (b) Safety Inspection Report – Drew Memorials):-</b></p> <p>Application received from Kerrow Memorials for a new memorial for the late Mrs. Tonkin. It was resolved to accept this application as per our rules and regulations (Proposed: Councillor D. Batten; Seconded: A.J. Barnaby)  <b>Action:</b> Clerk</p>	Clerk
128/18	<p><b>Public Conveniences Update:-</b> No update.</p>	
129/18	<p><b>Newsletter Reports/Parish Council Website:-</b> Clerk reported the website continues to be updated on a regular basis. Chairman reported the newsletter will be out in just over a week's time.</p>	
130/18	<p><b>Cornwall Council – One Public Transport System for Cornwall Project:-</b> It was resolved to leave this off the next agenda.</p>	Clerk
131/18	<p><b>Correspondence:-</b></p> <ol style="list-style-type: none"> <li>1. Cornwall Council – Town and Parish Council Newsletter - April 2018</li> <li>2. Liskeard Town Council - £5,000 for your Community</li> <li>3. Cornwall Council - Cornwall Pension Fund Employer Newsletter (April 2018)</li> <li>4. Livery Lettings – Northey Road, Bodmin – Properties immediately available</li> <li>5. CALC – Newsletter April 2018</li> <li>6. Cornwall Council - Bodmin Community Network Panel Meeting - Wednesday 11<sup>th</sup> April 2018</li> <li>7. The Local Government Boundary Commission for England - Draft recommendations for Cornwall Council boundaries postponed</li> <li>8. Cornwall Council – Neighbourhood Plan E-Bulletin – Newsletter</li> <li>9. Cornwall Partnership Foundation NHS Trust – Invite to Bodmin Dementia Day</li> <li>10. Came &amp; Company – Power Outage</li> <li>11. Cornwall Council - "The Trench" Production Project</li> <li>12. Cornwall for Change – General Data Protection Regulation</li> <li>13. Cornwall Council - One Public Transport System for Cornwall Project</li> <li>14. Cornwall Council – Localism Newsletter</li> <li>15. CALC - Draft recommendations for Cornwall Council boundaries postponed</li> <li>16. CALC – VAT Training – Cancellation of Session planned for 14<sup>th</sup> June</li> <li>17. Cornwall Council – Tree Wardens</li> <li>18. Cornwall Area of Outstanding Natural Beauty - Stay in touch - Cornwall Area of Outstanding Natural Beauty - latest news</li> <li>19. Cornwall Council - Cornwall Countryside Access Forum - Recruitment of Members 2018</li> <li>20. CALC – Training 2018: Reserve your slots now</li> <li>21. Cornwall Council - Special Town and Parish Newsletter</li> <li>22. CALC - Chief Executive's Bulletin 18 – 4<sup>th</sup> May 2018</li> <li>23. Cornwall Dementia Partnership Board for Cornwall Council - Invitation to Bodmin Dementia Awareness Day Event to be held on Wednesday 23<sup>rd</sup> May at St. Petroc's Church, Bodmin</li> <li>24. Glasdon – Village Gateways</li> <li>25. Clerks &amp; Councils Direct Magazine (Councillor A.J. Barnaby)</li> </ol>	

<p><b>132/18</b></p>	<p><b>Urgent Parish Matters with prior liaison with Chairman (Items for Information Only and items for the next agenda):-</b> Cormac Solutions Ltd General Data Protection Regulation (GDPR) Compliance Letter. It was resolved to sign and return (Proposed: Councillor D. Batten; Seconded: Councillor A.J. Barnaby) <b>Action:</b> Clerk.</p> <p>It was resolved to approve the Minutes of Staffing &amp; Confidential Closed Meeting held on Thursday the 19<sup>th</sup> April 2018 (Proposed: Councillor Mrs. J. Stickland; Councillor A.J. Barnaby).</p>	<p><b>Clerk</b></p>
<p><b>133/18</b></p>	<p><b>Date of Next Meeting:-</b> Thursday the 21<sup>st</sup> June 2018 in the One for All Lanivet Parish Community Centre, Lanivet at 7.15pm.</p> <p>Apologies from Mrs. J. Stickland as she will not be at the next meeting.</p> <p>There being no further business to discuss the meeting closed at 8.38pm.</p>	

Signature: .....

Chairman

Date: 21<sup>st</sup> June 2018