

LANIVET PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

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

ON THURSDAY, 18TH JULY 2019 AT 7.00PM

Present: Cllr. D. Batten (Chairman)
Cllr. D. Carter
Cllr. Mrs. J. Dent
Cwll. Cllr. C. Batters

Mrs. J. Burdon (Parish Clerk)
Cllr. T. Hancock
Cllr. C. Vercoe

Cllr. S. Walker
Cllr. A. Harris
Cllr. Mrs. J. Stickland

Minute	AGENDA ITEMS	Action
164/19	Public Forum:- Councillor D. Carter reported as a member of the public that he has a planning application in this evening and will be declaring an interest but he wanted to make Councillors aware that the application is for a family extension and will not be for sale.	
165/19	Members Declaration of Interest and Dispensation Requests:- Councillors D. Carter and A. Harris 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. Councillor D. Batten declared a non-registerable interest under Paragraph 3.5A in the Lanivet School Governor. Councillor D. Carter declared a pecuniary interest in respect of Planning Application No: PA19/05267 – Mr. D. Carter. Councillor Mrs. J. Stickland declared a non-registerable interest in respect of Planning Application No: PA19/05267 for Mr. D. Carter. Councillor T. Hancock declared a non-registerable interest in respect of Planning Application No: PA19/05267 for Mr. D. Carter. Councillor D. Batten declared a non-registerable interest in respect of planning application PA19/01215/PREAPP for Mr. Ric Newman.	
166/19	Apologies:- Councillors O. Sleeman, Mrs. C. Eddy, Miss P. Bolton, A. Barnaby	
167/19	Minutes of the Monthly Meeting held on Thursday 20th June 2019:- The Minutes of the Monthly Meeting held on Thursday the 20 th June 2019 were confirmed as a true and accurate record and duly signed by the Chairman (Proposed: Councillor Mrs. J. Dent; Seconded: Councillor S. Walker)	
168/19	Matters Arising from the Monthly Meeting held on Thursday 20th June 2019:- Page 1 Min136/19 Mark Evans – Chief Planning Officer:- Clerk reported that Mark Evans had been sent some details and he had confirmed he would be attending the August Meeting Action: Next Agenda.	Clerk

	<p>Page 2 Min.72/19(27) British Gas – Direct Debit:- Clerk reported confirmation had now been received the direct debit had been set up, along with the new Energy Plan.</p> <p>Page 3 Min.142/19 Amendments to Councillors List:- Clerk reported all relevant amendments had been made as requested and re-circulated.</p> <p>Page 3 Min.143/19 Highway Issues:- Clerk reported all details had been forwarded to Cornwall Councillor C. Batters to follow up.</p> <p>Page 3 Min.143/19 Clann Lane Traffic Issues:- Chairman been in touch with Cornwall Community Land Trust and things are still in outline mode. The only issue was to raise with Cornwall Councillor C. Batters as to what the protocol is for Cornwall Council to look at the safety aspect with regards to vehicular access. He confirmed this will be discussed at the next Cornwall Community Land Trust Meeting and will be looked at when viewing the planning application that will be received. Cornwall Councillor C. Batters would be happy to meet the Case Officer when the planning application comes forward.</p> <p>Page 5 Min.147/19 & 148/19 Sections 1 & 2 of Annual Return:- Clerk reported Agar acknowledgement received from PKF Littlejohn LLP</p> <p>Page 6 Min.149/19 Internal Auditor Report:- Chairman reported a meeting would be held to discuss in September 2019 and report to the Parish Council. There is a Finance Budget Report circulated this evening which will be dealt with under Finance this evening.</p> <p>Previous Minutes – Panda Fest:- Chairman reported he had received a number of positive comments. It was a very professional and well put together event. Chairman proposed the Parish Council congratulate the Panda Fest for the festival and wish them success for the future Action: Clerk.</p>	Clerk
169/19	<p>Monthly Report from Cornwall Councillor Chris Batters:- Cornwall Councillor C. Batters reported as follows: -</p> <ul style="list-style-type: none"> • Stream behind Mr. Roberts’ property has been cleaned right down through the village. • Lime Tree is on the Parish Councils land, near the shop. Chairman advised a local parishioner has requested some trimming of the tree. It was resolved to forward on to our Tree Warden for his comments and to view and report back to the Parish Council, depending on his advice we can then write to the parishioner. In the meantime, to confirm with the parishioner that we going to ask the Tree Warden to investigate for the Parish Council (Proposed: Councillor D. Batten; Seconded: Councillor Mrs. J. Dent) Action: Clerk • Harbour Brewery – there were some alterations that had not been agreed in the original planning application. <p>Chairman thanked Cornwall Councillor C. Batters for his report this evening and for attending the meeting.</p>	Clerk

170/19	<p>Highway Issues/Footpath Issues/Damaged Signs in the Parish:-</p> <p>Highway Issues:- Councillor S. Walker reported the hole in the wall site at Truro Road and the lack of signage and traffic queuing around the corner, there should be signs all along this stretch of road Action: Clerk to go back to the Planning Department and request further information as to the safety aspects of this and whether there should be something in place.</p> <p>Chairman reported as you go towards the tunnel near the dual carriageway, there is a cycle path, this side there is some tarmac but on the other side, there is a white painted bike but the grass is growing over the path Action: Clerk to forward details to Cornwall Councillor C. Batters.</p> <p>Councillor D. Carter reported on behalf of a parishioner who had expressed concerns in respect of speeding traffic with aggregate lorries, the other issue is a pole in the middle of the pavement which is concerning for wheelchair and pushchair users, from Lanivet to Lamorick, there is a telegraph pole right in the middle Action: Clerk to forward details to Western Power, Clerk requested the pole number and Councillor D. Carter would obtain details.</p> <p>Footpaths:- Clerk reported the final payment details for the previous year was received today but would be reported in next month's accounts once it has been received.</p> <p>Damaged Signs in the Parish:- No Updates.</p> <p>Cornwall Councillor C. Batters left the meeting at 7.30pm.</p>	<p>Clerk</p> <p>Clerk/ Cwll. Cllr. C. Batters</p> <p>Clerk/ Cllr. D. Carter</p>
171/19	<p>Planning Applications/Results/Correspondence received: -</p> <p>Councillor D. Cater declared a pecuniary interest in respect of the following planning application and duly left the meeting room. Councillor Mrs. J. Stickland and T. Hancock both declared a non-registerable interest in respect of the following planning application and duly left the meeting room:-</p> <p>PA19/05267 Mr. D. Carter – Proposed extension to form residential annexe to existing dwelling, Penroy Woodland Close, Lanivet – Support (Proposed: Councillor S. Walker; Seconded: Councillor C. Vercoe) Councillors D. Carter, Mrs. J. Stickland and T. Hancock returned to the meeting room.</p> <p>Councillor D. Batten declared a non-registerable interest in respect of planning pre-application:-</p> <p>For Information - PA19/01215/PREAPP - Mr. Ric Newman – Pre-application advice for conversion of existing tower dating back to 1411 and creation of two bedroom residential/letting accommodation in association with the main St. Benet's Abbey historic house bed and breakfast facility, The Tower, St. Benets Abbey, Truro Road, Lanivet</p> <p>For Information - PA19/01626/PREAPP - Mr. B. Taylor – Pre-application advice for erection of building for agricultural/commercial equipment, Coldwell Farm, Lanivet</p> <p>Planning Results Received:- None.</p>	<p>Clerk</p>

	Planning Correspondence Received:- Letter from Cornwall Council – PA18/11950 – Mr. & Mrs. Garvin – The proposal is for a new dwelling in the grounds of Ivy Cottage, Truro Road, Lanivet – advising the application will be reported to the Planning Committee for a decision on the 22 nd July 2019.																																																				
172/19	<p>Accounts & Any Applications for Grants & Donations (Including Request from Nanstallon Cemetery trust for payment in respect of strimming the Cemetery in 2018 in the sum of £50.00):- The Parish Council approved payment of the following accounts for July part that have already been paid, as per Financial Regulations, including the payment for Nanstallon Cemetery (Proposed: Councillor Mrs. J. Dent; Seconded: Councillor C. Vercoe): -</p> <table border="1"> <tr> <td>Lloyds Bank</td> <td>£6.50</td> <td>Bank Service Charge</td> </tr> <tr> <td>Paul Bazeley Window Cleaning</td> <td>£10.00</td> <td>Bus Shelters – June</td> </tr> <tr> <td>DMC IT – Website Updating</td> <td>£22.50</td> <td>June 2019</td> </tr> <tr> <td>Complete Office Solutions</td> <td>£234.00</td> <td>Filing Cabinet</td> </tr> <tr> <td>Jon Underwood</td> <td>£225.00</td> <td>PAT Testing – Toilets</td> </tr> <tr> <td>Complete Weed Control</td> <td>£264.00</td> <td>Weed Treatment</td> </tr> <tr> <td>AJH Services – Toilet Cleaning</td> <td>£532.29</td> <td>July 2019</td> </tr> <tr> <td>Cornwall ALC Limited</td> <td>£192.00</td> <td>Planning Training</td> </tr> <tr> <td>The Lawn Ranger – Grasscutting</td> <td>£897.60</td> <td>July 2019</td> </tr> <tr> <td>G. Kestell – Strimming</td> <td>£50.00</td> <td>Nanstallon Cemetery</td> </tr> <tr> <td>Mrs. J. Burdon - Salary & Expenses</td> <td>£480.81</td> <td>Salary & Expenses</td> </tr> <tr> <td>CC Pension Scheme</td> <td>£148.61</td> <td>Clerk's Pension</td> </tr> <tr> <td>Inland Revenue</td> <td>£105.40</td> <td>Clerk's Tax</td> </tr> <tr> <td>Paul Bazeley Window Cleaning</td> <td>£10.00</td> <td>Bus Shelters – July</td> </tr> <tr> <td>Receipt: HMRC</td> <td>£736.81</td> <td>VAT Reimbursement</td> </tr> <tr> <td>Receipt: Drew Memorials</td> <td>£40.00</td> <td>(Salmon – Memorial)</td> </tr> <tr> <td colspan="3">Finance Budget Report – Chairman circulated report which was approved (Councillor Mrs. J. Dent; Seconded: Councillor C. Vercoe)</td> </tr> </table>	Lloyds Bank	£6.50	Bank Service Charge	Paul Bazeley Window Cleaning	£10.00	Bus Shelters – June	DMC IT – Website Updating	£22.50	June 2019	Complete Office Solutions	£234.00	Filing Cabinet	Jon Underwood	£225.00	PAT Testing – Toilets	Complete Weed Control	£264.00	Weed Treatment	AJH Services – Toilet Cleaning	£532.29	July 2019	Cornwall ALC Limited	£192.00	Planning Training	The Lawn Ranger – Grasscutting	£897.60	July 2019	G. Kestell – Strimming	£50.00	Nanstallon Cemetery	Mrs. J. Burdon - Salary & Expenses	£480.81	Salary & Expenses	CC Pension Scheme	£148.61	Clerk's Pension	Inland Revenue	£105.40	Clerk's Tax	Paul Bazeley Window Cleaning	£10.00	Bus Shelters – July	Receipt: HMRC	£736.81	VAT Reimbursement	Receipt: Drew Memorials	£40.00	(Salmon – Memorial)	Finance Budget Report – Chairman circulated report which was approved (Councillor Mrs. J. Dent; Seconded: Councillor C. Vercoe)			Clerk
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173/19	Lanivet Parish Affordable Housing Working Party Update:- Councillor D. Batten reported there has been no meeting held since the last Parish Council Meeting. He is waiting to hear from Cornwall Community Land Trust. Once he has heard from them he would update the Parish Council.																																																				
174/19	<p>Handyman Contract and Appointment by Tender Update:- Councillor D. Carter reported he had spoken to Mike Yelland and explained everything and he confirmed he had insurance in place. Clerk to follow up with CALC from a legal point of view and bring details to the next meeting. Perhaps we can set up a list of 2-3 people to carry out works in the Parish, i.e. a list of approved contractors. Enquire about the limit to go out to tenders for works, is it £3,000 and would there be any issues with setting up a list of approved Contractors within the Parish to carry out minor works as and when required Action: Clerk</p> <p>Email from Parish Councils insurance received advising from a risk management perspective it is preferable any contractors engaged by the Parish Council possess their own public liability insurance. However, in situations where this is not possible the policy we arrange will provide Employers' and Public Liability Insurance automatically as the policy definition of an employee includes such people where they carry out work for the Parish Council even though they are not considered as an employee from a PAYE/payroll perspective. The key consideration is that the Parish Council will owe the contractor a duty of care as they will need to be in direct control of the work being undertaken.</p>	Clerk																																																			

	In order to discharge the duty of care and to reduce the likelihood of injury or damage arising we strongly recommend that risk assessments of the proposed tasks are completed in writing and kept on your records. The Parish Council should ensure the contractor is competent to carry out the work and, for the more manual duties, has access to the correct tools as well as suitable clothing/protective equipment.	
175/19	<p>Lanivet Parish Sport & Recreation Trust Update:- Councillor D. Carter reported it is progressing as normal, the first Football Match will be held this Saturday, the Panda Team and Veterans at 2.30pm. They are carrying out a survey for the request for a small café; there are 95% in favour. The 5% against were not against having a café, they just said they would not use it.</p> <p>Councillor Mrs. J. Dent asked whether the noise complaints had now been dealt with. Councillor D. Carter reported nothing further had been heard.</p>	
176/19	<p>Community Network Panel Meeting Update:- Councillor Mrs. J. Dent reported they held a meeting last week on the 10th July and she has been re-elected as Chair. It was re-assuring that there were people who would have taken on the role of Chair. The group as a whole have become very successful and they wonder if 4 meetings a year are enough. They decided not to add another meeting but to start meetings half an hour earlier. They do have to look at the number of items coming on the agenda, sometimes they have to juggle the agenda around. She had a copy of the Community Development Crime Report, which has been well received.</p> <p>Chairman reported the update on the financing within the £70,000 for last year; they put in a bid of £8,000 to have a feasibility study done on the traffic speeding on Truro Road. It was noted the £70,000 carries forward if unused. Councillor Mrs. J. Dent suggested contacting Rachael Tatlow of Cormac for a date or timing for the feasibility study, so the Parish Council is aware Action: Clerk.</p>	Clerk
177/19	<p>Lanivet Village Green (Including Grass Cutting Update from Chairman)/Play Equipment/Car Park/Bus Shelter Updates:- Chairman reported on grass cutting advising the school will be using their budget up but cutting twice a month up until the end of October and then the Parish Council can discuss with them following this. He is still investigating and will report back.</p> <p>Play Equipment:- Clerk reported on the rotting legs advising the order had been acknowledged it has been put into production. At the moment the current lead time is running into September but they would try to action before this if possible.</p> <p>Lanivet Car Park:- No update.</p> <p>Bus Shelters:- Clerk reported that Councillor A.J. Barnaby had advised that Martyn of Menear Engineering is on holiday this week and next week but he has asked if it would be alright to remove the old panels and make them back at the workshop and he had confirmed this would not be a problem, so all is in hand.</p> <p>Email circulated to Councillor in respect of comments received - No warning signs when grass cutting.</p>	

	<p>Clerk reported she had seen this on Facebook, it had not directed at the Parish Council, it was merely some comments that had been put up by someone stopping in the car park. Chairman reported that we ought to write to our Grass Cutting Contractor for details of his risk assessment Action: Clerk to ask what steps the Contractor takes to mitigate any problems and for his opinion relating about comments on Facebook advising the Parish Council are concerned and we would like to be satisfied that he is taking due care and attention, where the public are concerned (Proposed: Councillor D. Batten; Seconded: Councillor Mrs. J. Dent)</p>	Clerk
178/19	<p>Camel Trail Update:- Clerk reported that Councillor Miss P. Bolton had confirmed the Camel Trail was bush whacked on the 12th July, so all is looking good.</p>	
179/19	<p>Cemetery Matters (Including Any applications for memorials, inscriptions):- Additional Inscription Application received from Drew Memorials for the late Pamela Salmon Action: It was resolved to accept this application as per our rules and regulations requesting the additional amount of £2.00 as the fee should have been £42.00 and point out the spelling of the word together (Proposed: Councillor S. Walker; Seconded: Councillor T. Hancock) Motion Carried</p>	Clerk
180/19	<p>Public Conveniences Update:- Clerk reported the Pat Testing had now been carried out, details were available and would be held on file.</p> <p>Councillor S. Walker reported there are no light switches in the toilets. One of the sensors was faulty but it was suggested that a timer and light switches fitted so they can be managed manually because if the sensor goes there is no way of switching lights off. It would cost around £100.00 to fit. It was resolved that Councillor S. Walker discusses how the light system works with Jon Underwood to come up with a practical solution, so there are no lights on all night, so that lights could be switched on and off and if necessary approval of up to £200.00 for any works. It was resolved to go ahead with this work (Proposed: Councillor D. Batten; Seconded: Councillor A. Harris) Action: Councillor S. Walker/Clerk.</p>	Cllr. S. Walker/ Clerk
181/19	<p>Newsletter Reports/Parish Council Website:- Clerk reported the website continues to be updated on a regular basis. Councillor S. Walker reported the newsletter has now gone to the printers and they should be out around the beginning of next month.</p>	
182/19	<p>Correspondence:-</p> <ol style="list-style-type: none"> 1. Cornwall Council - Consultation - Planning for Coastal Change Chief Officer Planning Advice Note 2. Cornwall Council Pensions - June 2019 Employer Newsletter 3. CALC – Monthly News Round-up 4. Beverley Sheehan – Devolution Matters 5. Cormac - Highways Engagement Event 6. Cornwall Council - Street Trading Review 7. Cornwall Council - Community Governance Review Update 8. CALC – NALC Legal Update – June 2019 9. Cornwall Council - Bodmin Community Network Panel Meeting 10th July 2019 10. CALC - Neighbourhood Plans - Analysis of data 11. CALC - Planning training course - Tuesday 16th July 2019 at Lanivet 12. Cornwall Council - Training for City, Town and Parish Councils: Tackling littering, fly tipping and dog fouling 	

	<p>13. Cornwall Council – Election of Chair for the Coming Year 14. Daniel Bees – Bees, Trees & Garden Services 15. CALC - Planning Course held at Lanivet on 16.07.19 - copies of slides 16. Cornwall Council - Ethical Standards - Code of Conduct Training - 2019/20 17. Cornwall Council Pensions - July 2019 Employer Newsletter 18. Cornwall Community Flood Forum – Training Invitation 19. Flightscapes - Neighbourhood Development Plans - Aerial Photographs 20. Clerks and Councils Direct Magazine (Chairman) 21. Discover Free Magazine (Chairman)</p>	
183/19	<p>Urgent Parish Matters with prior liaison with Chairman (Items for Information Only and items for the next agenda):- None.</p>	
174/19	<p>Date of Next Meeting (Including discussion on changing September Meeting Date):- Thursday the 15th August 2019 in the One for All Lanivet Parish Community Centre, Lanivet at 7.00pm.</p> <p>Changing Date of September Meeting. It was resolved to change the September Meeting date to Thursday the 12th September 2019 (Proposed: Councillor D. Batten; Seconded: Councillor S. Walker) Action: Clerk to establish whether the hall is free.</p> <p>There being no further business to discuss the meeting closed at 8.33pm.</p>	<p>Clerk</p>

Signature:

Chairman

Date: 15th August 2019