

Lanhydrock Parish Council: Minutes of Annual Meeting held in the  
Lanhydrock War Memorial Hall at 19:31 on Tuesday 17<sup>th</sup> May 2016

Administration

In attendance: Cllr. M. Coad (Acting Chairman), Cllr. W. Ayres, Cllr. Miller, Cllr. Coode, Sarah Knight (Clerk) and one member of the public, as per the Attendance Register.

1. The Council elected Cllr. Coode as Chairman

**Proposed by** Cllr. Ayres, **Seconded by** Cllr. Miller

*Carried: nem. con.*

2. Cllr. Coode signed the Declaration of Acceptance of Office and took the Chair

3. The Council re-elected Cllr. Coad as Vice-Chairman

**Proposed by** Cllr. Ayres, **Seconded by** Cllr. Miller

*Carried: nem. con.*

4. The Council re-elected Cllr. Ayres and Cllr. Miller to form the Finance Committee and the Governance Committee.

**Proposed by** Cllr. Coad, **Seconded by** Cllr. Coode

*Carried: nem. con.*

5. Apologies: Cllr. Hill, Cllr. Batters (C.C.).
6. Declarations of Interest: None

Public Forum

5 Reports:

- a. **Cornwall Council:** No report submitted
- b. **Police:** No report submitted
- c. **Bodmin Community Network (BCN) Meeting:** At the BCN meeting on 13.04.2016, the group agreed to allocate the BCN Local Devolution Fund to Bodmin Town Council's tourism project, intending to link it to all parishes in the area. The council discussed how to tap into this fund and asked the Clerk to seek funding for the planting of spring bulbs along the B3268.
- d. **CALC:** Having been granted the Council's support and funding to attend CALCs 'Working with your Council' course, the Clerk reported back that the experience was proving extremely useful. She had been advised by CALC to request funding to join the Society of Local Council Clerks (SLCC) and to purchase a copy of 'Arnold Baker on Local Council Administration' on behalf of Lanhydrock Parish Council. The Council approved both requests unanimously, with membership of the SLCC on a one-year trial basis.

## Planning Matters

**6.PA15/07721 & PA15/07725 (Lanhydrock Estate Co.):** No update reported.

## Parish Matters

7. **Superfast Cornwall Team Visit & acquisition of WiBE for War Memorial Hall:** The council heard a report that there was a very high possibility the entirety of Lanhydrock should have superfast broadband within three years, as any areas not covered by the current Openreach rollout should be covered by an EU programme due to follow it. The council decided not to purchase a WiBE for the War Memorial Hall as an interim measure, judging that the running cost did not justify the small radius of improved internet connection it offered.
8. **Publicity for Lanhydrock Parish Council in Lanhydrock Parish Community Newsletter:** Cllr. Ayres requested that a replacement be found to continue Jeff Chapman's regular article in the Newsletter, to publicise the work of the council and encourage parishioners to get involved. The Clerk volunteered to take on this duty.
9. **Mud on road at Tredinnick Pits:** The council noted that contractors employed by the new tenant farmers in Tredinnick Pits had dragged mud along the road with their machinery and torn up the village green by driving across it. Following complaints, the mud had been cleaned up and the damaged repaired by A. Williams and the tenant farmer.
10. **Blocking off of layby at No. 1 & No. 2 Cutmadoc by National Trust:** The Council heard that a user of this layby had been informed by the National Trust that the layby had been blocked off at the parish council's request. The council requested that the Clerk respond to the layby user's correspondence with a copy of the council's response to the National Trust's planning applications PA15-09130 and PA15-11759.
11. **Any points raised in Parish Meeting:** None.

## Regular Business

12. The Minutes of the Parish Council Meeting held on 28th March 2016 were approved
13. The Minutes of the Finance Committee and Governance Committee Meeting held on 5<sup>th</sup> April 2016 were approved.
14. The Minutes of the Extraordinary Meeting held on 6<sup>th</sup> May 2016 were corrected and approved.

Correspondence

15. Correspondence received and dispatched since the last regular meeting:  
Received:

29.03.16: Electoral Services: Casual Vacancy Notice (for publication 31.03.16)  
02.04.16 CALC: Membership renewal & invoice for guidebook  
08.04.16: Police & Crime Commissioner Election 2016  
09.04.16: CALC: Working with your Council training course  
24.04.16: Electoral Services: Confirmation of freedom to co-opt  
28.04.16: Lanhydrock Resident: Layby at Cutmadoc  
28.04.16: Cornwall Lieutenancy: Invitation to Cornwall's Service of  
Commemoration of the Centenary of the Battle of the Somme  
09.05.16: Sarah Sims: Partnership Funding – Lanhydrock to be considered

Dispatched:

06.05.16 Electoral Services: Appointment of J.A Coode  
10.06.16 CALC: Payment of invoices to date

Finance

16. **Finance Report to date:** The Clerk provided the latest bank reconciliation showing an outstanding cheque awaiting payment to HMRC for £42.40, three cheques to CALC totalling £291.86 and an outstanding cheque to the Clerk for £864.65.

17. **Payments authorized:**

Recipient	Cheque No.	Reason for payment	Amount
SLCC	100238	Clerk Membership	£75.00

18. **Online Banking update:** Cllr. Coad reported that the online banking set up was not yet complete.

19. **Mandate of Lanhydrock Parish Council bank account:** The council agreed to change the mandate of its bank account to remove Jeffrey J. Chapman and add Jonathan A. Coode as an Authorised Person to the account. The Clerk to make arrangements.

Governance

20. **Transparency update:**

- a. Computer equipment: The Clerk reported that she had used a combination of Transparency funding and Paperless Planning funding to purchase a new laptop (including software), laptop bag and printer/ scanner for the parish council.
- b. Website: Cllr. Ayres reported that she had set up a Lanhydrock Parish Council website to conform with transparency requirements. The Clerk and Cllr. Ayres agreed to meet to discuss the ongoing maintenance of the website.

21. **Audit:** The Clerk reported that, due to ongoing HMRC issues, she would request that Grant Thornton delay the council's audit date to allow these problems to be solved. She informed the council that the delay would necessitate an extraordinary meeting at a future date to approve the Annual Return, but that Sarah Mason of CALC had offered to assist with preparing this paperwork.
22. **Date of next meeting:** It was requested that the date of the next meeting be brought forward to Monday 18<sup>th</sup> July. The Clerk to make arrangements.
23. Public and Press excluded.

Signed and Accepted as a correct record

Chairman



Date: 19.07.2016