

Lanhydrock Parish Council: Minutes of Annual Meeting held in the car park of Lanhydrock War Memorial Hall at 19:31 on Monday 17<sup>th</sup> May 2021

**1) NOTIFICATION THAT MEETINGS MAY BE ELECTRONICALLY RECORDED**

- 2) COLLECTION OF COUNCILLORS' DECLARATIONS OF ACCEPTANCE OF OFFICE AND REGISTERS OF INTEREST:** The councillors, submitted their signed documents to the clerk, aside from Cllr. A Coad who agreed to pass his documents to the clerk as soon as possible after the meeting.

**3) ELECTION OF CHAIRMAN:**

Cllr. Jason Coad was nominated to take the role of Chairman and submitted a signed Declaration of Acceptance of Office to the clerk.

**Proposed by** Cllr. M Coad , **Seconded by** Cllr. A. Coad *Carried: Unanimously*

**4) ELECTION OF VICE CHAIRMAN:**

Cllr. Mary Coad was nominated to take the role of Vice-Chairman.

**Proposed by** Cllr. A. Coad **Seconded by** Cllr. P. Miller *Carried: Unanimously*

**5) ELECTION OF FINANCE, GOVERNANCE AND STAFFING COMMITTEE:**

It was agreed that the membership would consist of the entire council with a core membership of Cllr. Miller and Cllr. A. Coad.

**6) TO NOTE THOSE PRESENT AND TO RECEIVE ANY APOLOGIES:**

- a) In attendance: Cllr. J. Coad, Cllr. M. Coad, Cllr. P. Miller, Cllr. A. Coad, S. Knight (clerk), Cllr. J. Cruse (C.C.) and one member of the public
- b) Apologies: Three members of the public gave their apologies

**7) TO RECEIVE ANY DECLARATIONS OF INTEREST FROM MEMBERS:**

None received.

**8) PUBLIC FORUM:**

No matters raised.

**9) TO RESOLVE THAT THE MINUTES OF THE PREVIOUS MEETINGS ARE AN ACCURATE RECORD:**

- a) It was resolved that the Minutes of the Parish Council meeting held on 29.03.2021 were an accurate record.
- b) It was resolved that the Minutes of the Finance, Governance and Staffing Committee meeting held on 26.04.2021 were an accurate record.

**10) TO RECEIVE ORAL OR WRITTEN REPORTS AND AUTHORISE ANY ACTION:**

- a) Cornwall Council:** As the Cornwall Councillor for the new electoral division of Lanivet, Blisland & Bodmin St Lawrence, Cllr. J Cruse introduced herself to the parish council and informed attendees that she could be contacted at [cllr.jennifer.cruse@cornwall.gov.uk](mailto:cllr.jennifer.cruse@cornwall.gov.uk) but advised that highways matters were best reported directly to CORMAC via their online reporting system. She informed the parish council that Cornwall Council approved of the previously discussed scheme to create a clearway through Respryn (minute ref: 03/2021/8a) and the chairman requested that Cllr. Cruse therefore report back to Cornwall Council that the parish council also supported the scheme. Cllr. Cruse also made the parish council aware of recent correspondence between Natural England and the Chief Executive of Cornwall Council, stating that there would now be greater scrutiny of plans and projects that may increase nitrate pollution in Special Areas of Conservation, such as the River Camel. This was following the ruling in the "Dutch Case" at the Court of Justice of the European Union and planning approval for all applications in the vicinity of the River Camel were therefore now on hold. Cllr. Cruse was thanked for her report and congratulated on her recent election win by the chairman, who requested that a letter of thanks be sent to Cllr. Batters on behalf of the parish council for his much appreciated efforts on their behalf over the last few years.

**ACTION:** Cllr. Cruse to report parish council support for clearway (ideally including Dreason Lane) to Cornwall Council. Clerk to write letter of thanks to Cllr. Batters.

- b) Police Report from Chairman:** The chairman reported that Devon and Cornwall police provided a non-emergency directory service (AskNED) to allow the public to ask non urgent questions online.

**11) PLANNING MATTERS:**

- None received

**12) PARISH MATTERS**

- a) Parking at Respryn inc. Clearway:** As noted in 10 (a) above, Cllr. Cruse was asked to report the parish council's support for a clearway back to Cornwall Council.
- b) Update on drainage issue at Lanhydrock entrance:** It was noted that Cornwall Council believed the drainage issue may relate to a soakaway on National Trust property that needs attention (which the National Trust responded to dispute). Investigation was required by Cornwall Council to determine responsibility.



- c) **Update on repair to culvert on Newton Lane:** It was noted that Cornwall Council had stated that a scheme is currently in design to resolve this issue and that their next step would be to seek permissions from the National Trust for the planned works.
- d) **Update on drainage issues at Trebyan House:** It was noted that works are programmed for July/ August to resolve this issue and would entail ten days of traffic lights on the B3268, followed by a ten-day road closure and then a five day closure of Percy's Lane.
- e) **Facebook page:** It was agreed that the new Facebook page was proving to be a success and had created a useful method of communication within the parish. Cllr. A. Coad, the admin for the account, was thanked for his work and he stated that any contributions were welcome.

**13) TO NOTE CORRESPONDENCE RECEIVED AND AUTHORISE ANY ACTION:**

Date	Sender	Regarding	Action
09.05.2021	John Keast, Warleggan Parish Council	Advice regarding acquisition of parish entry signs	None: Clerk has responded to enquiry

**14) FINANCE**

- a) **Clerk to provide a report to date:** The clerk provided the latest bank reconciliation, which showed no outstanding payments and a total balance of £5520.94.
- b) **Online banking:** Cllr. A. Coad volunteered to be the third signatory to the parish council account.

**ACTION:** Clerk to call Barclays to arrange paperwork.

- c) The following payments were authorised:

Invoice No.	Payee	Regarding	Sum
	HMRC	PAYE on clerk salary	
	S Knight	Clerk Salary & Reimbursements	

**15) GOVERNANCE**

- a) **Casual Vacancy:** It was noted that Alec Hill had chosen not to stand in the recent election and had therefore forfeited his place on the parish council, creating a vacancy.

**ACTION:** Clerk to write to Alec, thanking him for his service, and to Cornwall Council, notifying them of the existence of a vacancy on the parish council

- b) Code of Conduct:** It was resolved to adopt the new Cornwall Council Code of Conduct.

**Proposed by** Cllr. J. Coad **Seconded by** Cllr. M. Coad **Carried: Unanimously**

- c) To consider the renewal of the parish council's membership of CALC and authorize any associated payment:** It was agreed that membership of CALC had proved helpful over the past few years and that the council's membership should therefore be renewed. The following payment was authorised.

Invoice No.	Payee	Regarding	Sum
2122_060	Cornwall ALC Ltd	Annual Membership Subscription	£165.05

- d) Internal Audit:** It was noted that the parish council's internal audit had been carried out by Amanda Eaves in April and no advisory points had been raised. Amanda had refused payment and it was therefore agreed to send her a gift to the value of £20 instead.

**ACTION:** Chairman to ascertain Amanda's preference of flowers or an Amazon voucher and Clerk to arrange.

**e) External Audit**

- i) To approve exemption from external audit:** The council resolved to certify itself exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. The chairman signed the Certificate of Exemption.

**Proposed by** Cllr. M. Coad **Seconded by** Cllr. A. Coad **Carried: Unanimously**

- ii) To approve Annual Governance Statement:** The Annual Governance Statement was approved by the council and signed by the chairman.

**Proposed by** Cllr. M. Coad **Seconded by** Cllr. P. Miller **Carried: Unanimously**

- iii) To approve the Accounting Statement:** The Accounting Statement was approved by the council and signed by the chairman

**Proposed by** Cllr. P. Miller **Seconded by** Cllr. A. Coad **Carried: Unanimously**

**16) TO NOTE ITEMS FROM COUNCILLORS FOR THE NEXT AGENDA:**

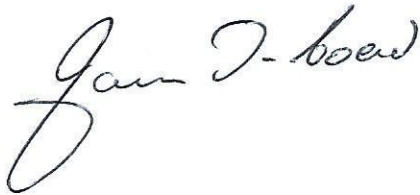
- a) Parish Magazine**

**17) DATE OF NEXT MEETING:** Monday 26<sup>th</sup> July 2021

**Meeting Closed at: 21:01**

**Signed and Accepted as a correct record**

**Chairman**

A handwritten signature in cursive script, appearing to read "Jan T. Boer".

**Date:**

26/7/21