

Lanhydrock Parish Council: Minutes of Annual Meeting held in the  
Lanhydrock War Memorial Hall at 19:33 on Monday 21<sup>st</sup> May 2018

**1) NOTIFICATION THAT MEETINGS MAY BE ELECTONICALLY RECORDED.**

**2) ELECTION OF CHAIRMAN:**

Cllr. Jason Coad was nominated to take the role of Chairman.

**Proposed by Cllr. Ayres, Seconded by Cllr. Hill** *Carried: nem. con.*

**3) ELECTION OF VICE CHAIRMAN:**

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

**Proposed by Cllr. Miller, Seconded by Cllr. Ayres** *Carried: nem. con.*

**4) ELECTION OF FINANCE AND GOVERNANCE COMMITTEE:**

Cllr. Ayres and Cllr. Miller volunteered to form the Finance and Governance Committee.

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

- a) In attendance: Cllr. J. Coad, Cllr. M. Coad, Cllr. W. Ayres, Cllr. A. Hill, Cllr. P. Miller, S. Knight (clerk), and two members of the public.
- b) Apologies: Cllr. Batters (C.C.).

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

None received.

**7) PUBLIC FORUM:**

No matters raised.

**8) 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 26.03.2018 were an accurate record.
- b) It was resolved that the Minutes of the Extraordinary meeting held on 09.05.2018 were an accurate record.

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

- a) **Cornwall Council:** No report received.
- b) **Police:** No report received. It was agreed to remove this report from future agendas due to the lack of police resource to provide an update.
- c) **Bodmin Community Network Meeting held on 11.04.2018:** Cllr. Ayres reported on the most recent BCN meeting, held at the new Lanivet Parish Sport and Recreation Hall. She stated that she had asked P.C. James

Honeywill (representing the police at the BCN meeting) whether Lanhydrock's P.C.S.O. was likely to be replaced. He had responded that this was unlikely due to the police focus moving away from P.C.S.O.s to warranted officers, who were better qualified to deal with the more prevalent types of crime. Cllr. Ayres also reported back to the council on the other topics discussed at the meeting, including the maintenance hierarchy of Cornwall's roads, the Safer Cornwall partnership and Bodmin place-shaping.

**10) PLANNING MATTERS:**

No planning applications received.

**11) PARISH MATTERS**

- a) **To consider the purchase of an additional Lanhydrock entry sign to stand on Treffry Lane:** Cllr. Hill suggested that, following the erection of signage on the parish borders at Turfdown Road and the B3268, further Lanhydrock Parish entry signs should be installed at Foxpark on Treffry Lane and at Respryn Bridge, to ensure there were entry signs at each of the main entrances into the parish. The council considered the affordability of this by asking the clerk to provide an update on the council's finances and, upon discussion, agreed to request a quote for the works from Cornwall Council.

**Action:** Clerk to ask Cornwall Council for a quote to install a 'Welcome to Lanhydrock Parish' sign at Foxpark and to enquire whether it would be possible to embed a similar sign within the proposed buildouts to be constructed at Respryn bridge in the summer.

- b) **Clerk to report on the continued dog attacks on sheep within the parish and the National Trust response:** The council discussed the National Trust's recent measures to tackle dog attacks on sheep in the parish by erecting clip frame notice boards to inform people when sheep are grazing in the fields. Upon discussion with the affected farmer, it was felt that this action was a positive step in the right direction but that a further clip frame notice in the National Trust car park at Respryn would help to ensure dog walkers don't miss the signage.

**Action:** Clerk to draft a response to the National Trust, for approval by the affected farmer, requesting additional signage in Respryn car park.

- c) **Clerk to provide update on fingerpost on Percy's Lane:** The clerk informed the council that she had received correspondence from Cornwall Council stating that some elements of the repair of the Percy's Lane fingerpost could be carried out by CORMAC volunteers, such as the repainting of the post or the fixing of a new finger to the existing post. The council agreed that there was still a desire to repair the fingerpost and

Cllr. J. Coad suggested, as a first step, the verge around the fingerpost could be checked with a metal detector, in case the original finger had fallen in situ and could be recovered.

**Action:** A group to meet on Monday 4<sup>th</sup> June at 19:00 beside the Percy's Lane fingerpost to search for the missing finger with a metal detector to be provided by Cllr. Ayres.

- d) **To discuss the 'new road layout' signs surrounding Lanhydrock House and a potential request for their removal:** Cllr. Miller reiterated concerns, first raised at the parish council meeting held on 31.07.2017, that the National Trust's 'new road layout' signs should be removed as they are being ignored and may be adding to confusion. He suggested that, as the road layout has now been in place for a number of years, the signs may be confusing drivers who may assume the road layout has changed again.

**Action:** Clerk to email the National Trust, requesting the signage is removed.

## 12) TO NOTE CORRESPONDENCE RECEIVED AND AUTHORISE ANY ACTION:

Date	Sender	Regarding
01.05.2018	Parishioner	Cleaning of road signs within the parish

## 13) TO NOTE CORRESPONDENCE DISPATCHED:

Date	Addressee	Regarding	Action
30.04.2018	Cornwall Wildlife Trust	Parking on the grass verge at Tredinnick Pits	Clerk to follow up original email to Cornwall Wildlife Trust, stating that parking on the grass verge is acceptable in dry weather.

## 14) FINANCE

- a) **Clerk to provide a report to date:** The clerk provided the latest bank reconciliation, which showed outstanding payments of £1643.01 and a total balance of £4723.65.
- b) **To approve the removal of Jonathan Coode as a signatory for the parish bank account and the addition of Jason Coad:** Cllr. Ayres and Cllr. M. Coad signed the mandate change forms from Barclays Bank to approve the removal of Jonathan Coode as a signatory for the parish account and the addition of Jason Coad.

c) The following payment was authorised:

Invoice No.	Payee	Regarding	Sum
1819-224	CALC	GDPR Training	£54.00

## 15) GOVERNANCE

- a) **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 membership payment of £116.83 was authorized.

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

*Carried: nem. con.*

### b) GDPR (General Data Protection Regulation)

- i) **Clerk to report on impact on Lanhydrock Parish Council:** The clerk reported that her recent GDPR training had been unable to clarify the impact of the GDPR on the work of the parish council because the exact requirements of the GDPR would not be known until it came into force on the 25<sup>th</sup> May. The clerk was informed at the training session that CALC intended to send out further guidance after this date, once the full details were known. In general, the requirement would be to ensure that any personal details were securely stored and not shared without the owner's consent.
- ii) **Council to appoint Interim Data Protection Officer:** The clerk informed the council that it was currently unclear whether the parish council required a Data Protection Officer and, if so, whether it was permissible for that role to be fulfilled by the clerk. She volunteered to fulfil the role on an interim basis until the matter had been clarified, after the 25<sup>th</sup> May. The clerk was appointed Interim Data Protection Officer, with the suggestion from the chairman that the role would be reviewed and potentially removed once the full requirements of the GDPR were known.

### c) External Audit

- i) **To consider and approve, if required, exemption from external audit:** The clerk informed the council that, as its gross income and expenditure had not exceeded £25,000 in the last financial year, it qualified for exemption from external audit but had the option to be externally audited regardless, at a cost of £200. The council considered both options and 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.

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

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

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

- a) Update on the Percy's Lane fingerpost
- b) Update on the Local Devolution Fund leaflet
- c) Cornwall Council representation in planning matters

**17) DATE OF NEXT MEETING:** Monday 30<sup>th</sup> July 2018

**18) PUBLIC AND PRESS EXCLUDED**

**19) CLERK PAYMENT:**

a) The following payments were authorised,

Recipient	Cheque No.	Reason for payment	Amount
S Knight	100282	Clerk Salary + Expenses	
HMRC	100283	PAYE tax on Clerk Salary	

Meeting Closed at: 21:21

Signed and Accepted as a correct record

Chairman

*Jason D. Coael*

Date: 30/7/18