

**Lanhydrock Parish Council: Minutes of Annual Meeting held in
Lanhydrock War Memorial Hall at 19:39 on Monday 15th May 2023**

1) NOTIFICATION THAT MEETINGS MAY BE ELECTRONICALLY RECORDED

2) ELECTION OF CHAIRMAN:

Cllr. Jason Coad was nominated, in his absence, to take the role of Chairman. The Clerk agreed to contact him to inform him of this decision and to obtain a signed Declaration of Acceptance of Office if he accepted the position.

Proposed by Cllr. M Coad, Seconded by Cllr. SA Hayward

Carried: Unanimously

3) ELECTION OF VICE CHAIRMAN:

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

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

4) ELECTION OF FINANCE, GOVERNANCE AND STAFFING COMMITTEE:

It was agreed to appoint a Finance, Governance and Staffing committee whose membership would consist of the entire council.

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

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

- a) In attendance: Cllr. M. Coad (Vice-Chairman), Cllr. P. Miller, Cllr. A. Coad, Cllr. SA Hayward, S. Knight (clerk)
- b) Apologies: Cllr. J. Coad, Cllr. J. Cruse (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 MEETING ARE AN ACCURATE RECORD:

- a) It was resolved that the Minutes of the Parish Council meeting held on 27.03.2023 were an accurate record.

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

- a) **Cornwall Council:** None submitted

10) PLANNING MATTERS:

- No planning applications received.
- **Treffry Enforcement Notice:** In the absence of Cllr. Cruse (C.C.), it was agreed to defer this item until the next meeting.

11) PARISH MATTERS

a) **CNP Highways Scheme:** The clerk reported that the lining element of the scheme was still outstanding and that she has asked CORMAC to chase this up with their lining contractor.

b) **Respryn Clearway:** The clerk reported that the scheme was still undergoing re-design and has not yet been submitted to CORMAC's operational team for construction.

c) **Bodmin, Wadebridge, Padstow, St Teath & Tintagel Community Area Partnership:** The clerk reported that, following the merging of the Bodmin Community Network Panel with various neighbouring panels to create the new Bodmin, Wadebridge, Padstow St Teath & Tintagel Community Area Partnership, the constituent councils had been invited to nominate a member to attend future meetings. Following discussion, it was proposed that Cllr. J. Coad would represent the parish council at these meetings, pending his agreement.

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

ACTION: Clerk to inform Cllr. J. Coad of this proposal and to notify Sarah Sim if he accepts the role as the parish council's nominated representative.

12) TO NOTE CORRESPONDENCE DISPATCHED AND AUTHORISE ANY ACTION:

Date	Addressee	Regarding	Action
31.03.2023	Cornwall Council	Consultation on Public Space Protection Order (Alcohol Consumption)	None
24.04.2023	Forest for Cornwall	Landmark Tree Offer	Clerk to apply for tree to mark coronation
26.04.2023	Tamar Toll Action Group	Request for support	Clerk to write letter of support

13) FINANCE

a) **Clerk to provide a report to date:** The clerk provided the latest bank reconciliation, which showed outstanding payments of £560.23, as itemized in Minute 13b below, and a total balance of £5287.41.

b) The following payments were authorised:

Invoice No.	Payee	Regarding	Sum
2324_060	Cornwall ALC	Annual Membership Subscription 2023/24	
	HMRC	PAYE on clerk salary	
19	S Knight	Clerk Salary & Reimbursements	
03	Charlotte Julyan	Internal Audit	

14) GOVERNANCE

a) **Internal Audit:** It was noted that the parish council's internal audit had been completed by Charlotte Julyan in April (report circulated prior to meeting) and no advisory points had been raised.

b) 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 Vice-Chairman signed the Certificate of Exemption.

Proposed by Cllr. SA. Hayward, 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 Vice-Chairman.

Proposed by Cllr. A. Coad, Seconded by Cllr. SA. Hayward
Carried: Unanimously

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

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

15) TO NOTE ITEMS FROM COUNCILLORS FOR THE NEXT AGENDA:

a) **Treffry Enforcement Notice**

- 16) DATE OF NEXT MEETING:** Due to family commitments, the clerk requested that the date of the next meeting is moved forward to Monday 24th July. The council agreed to this change.

ACTION: Clerk to change hall booking to Monday 24th July 2023

Meeting Closed at 20:12

Signed and Accepted as a correct record

Vice -Chairman

M. Coad

Date: 24-7-23