

# **LAWHITTON PARISH COUNCIL**

An Annual Meeting followed by an Ordinary Meeting of the Parish Council will be held at Lawhitton Parish Hall on **Tuesday 10<sup>th</sup> May 2022 at 7.30 p.m.**

Mary Fasham – Parish Clerk

[mf.lawhitton@gmail.com](mailto:mf.lawhitton@gmail.com) or Phone: 01566 776924

Parishioners and members of the public are welcome to attend this meeting. The chairman of the council will allocate each person 10 minutes at the start of the meeting to make representation on any item on the agenda, thereafter they will not be allowed to actively participate in the meeting.

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## **ANNUAL AGENDA**

1. Apologies
2. Election of Officers of the Council.
3. Due to the Covid19 restriction there was no AGM held in 2020.
4. Matters arising
5. Finance: end of year balance
  - Parish Council Accounts
  - Annual Audit.
6. Correspondence
7. A.O.B.
  - Annual review of Clerks' terms and conditions.

## **ORDINARY AGENDA**

1. Apologies
2. Confirm Minutes of previous meeting
3. Matters Arising as.
4. Finance. Account balance at this meeting:
  - Payments to be authorised at this meeting.  
Zurich annual insurance.
  - ICO annual fee £40.00.
5. Planning.
6. Correspondence.
7. Dates of Meetings
8. A.O.B.

**MINUTES OF THE ANNUAL GENERAL MEETING Tuesday 10<sup>th</sup> May 2022**

**Present:** Councillors: A Steven. T Bastard. J Perry. T Dathan. R Robinson. L Hunt.  
**In Attendance:** M Fasham (Clerk).  
**Other attendees:** None.

1. **APOLOGIES:** Cllr. Mike King.
2. **ELECTION OF CHAIR & VICE CHAIRPERSON & SIGNING OF ACCEPTANCE OF OFFICE:**  
All current members of the parish council agreed to continue and stay in post and for the full term.
3. **CONFIRM MINUTES OF PREVIOUS AGM:** Minutes of the 2021 AGM were circulated prior to this meeting Council agreed. Duly signed by Chair and clerk. **Closed**
4. **MATTERS ARISING:** None
5. **FINANCE:** Closing bank balance of £1,583.54. at financial year end.
  - 5.1. The annual accounts and financial statement having been agreed by councils appointed internal Auditor Mr B Worth and signed on the 5<sup>th</sup> May 2022 were circulated to the council for approval. The council agreed and approved the statement of accounts, these were then counter signed by the chairman. Councillor Alastair Steven and Clerk.
  - 5.2. The external Annual Audit Return for the year ending 31 March 2022 as set out in guidance by Auditors PKF Littlejohn LLP – 2021-22 External Auditor for Smaller Authorities”; this council should only complete the Certificate of Exemption AGAR Part 2 and return this to PKF Littlejohn before the stated deadline.
    - 5.2.1. AGAR Certificate of exemption 2021/22. The Clerk reported that on the 5<sup>th</sup> May 2022 Annual internal audit report 2021/22 was completed and signed by the appointed internal Auditor Mr B Worth. Reporting that in his view the accounting records and systems of internal control were up to date, adequate and effective for this council, there were no matters to raise.
    - 5.2.2. Section 1 – The Annual Governance Statement 2021/22, having been completed by the clerk were agreed by council, then signed by the Chairman Alastair Steven and Clerk Mary Fasham.
    - 5.2.3. Section 2 - Accounting Statements 2021/22 of the Annual Return, having been completed by the finance officer with an explanation on any significant variance, was inspected, agreed and approved by the council. Then signed by the Clerk Mary Fasham and Chairman Alastair Steven.
    - 5.2.4. The accounts will be made available for inspection by Parishioners, in the mornings of working days from 1<sup>st</sup> July to 2<sup>nd</sup> August 2021. Notice to be displayed on the web site [www.lawhitton-pc.org](http://www.lawhitton-pc.org) and parish notice board.
6. **A.O.B.**
  - 6.1. Review of Clerks Terms & Conditions. Council discussed this and agreed that the work carried out by the Clerk to be satisfactory. Council proposed and agreed the increase in hourly salary rate.
  - 6.2. Chairman proposed the nomination of Mr B Worth as internal auditor for 2022-2023 accounts. This was agreed by the council.

**Date of next AGM** 9<sup>th</sup> May 2023.

Meeting Closed at .8.15 pm.

Signed: Chair.....

Date.....09/05/2023

# LAWHITTON PARISH COUNCIL (LPC) (lawhitton-pc.uk)

## Meeting held in Lawhitton Parish Hall.

Tuesday 10<sup>th</sup> May 2022 at 7.30 p.m.  
[mf.lawhitton@gmail.com](mailto:mf.lawhitton@gmail.com) or Phone: 01566 776924

### MINUTES

**Attendees:** Cllr. A Steven Chair. Cllrs. T Bastard. T Dathan. L Hunt. R Robinson. J Perry.

**In attendance:** Mary Fasham Clerk.

**Other attendees:** None.

1. **Apologies:** Cllr. M King.
2. **Confirm minutes of previous meeting.** Meeting held on Tuesday 8<sup>th</sup> March 2022. Circulated and agreed by council, signed by chair.
3. **Matters Arising.**
  - 3.1. BT kiosk; refurbishment, reconnection of power and installing defibrillator. Clerk to finalise. **Ongoing.**
  - 3.2. Resident concern about abandoned cars and encroachment of parish land. Also acquisition of village greens and Insurance implications. Letter dated 5<sup>th</sup> May delivered to owners of property left on the green giving 1<sup>st</sup> notice to clear all their property. Council agreed to take no further action for 28 days. **Ongoing.**
  - 3.3. 20's Plenty for Lawhitton. Scheme to normalise a 20 mph. speed limit in villages. Clerk confirmed Lawhitton is now on the county register for this scheme. County will keep us informed on the rollout of this scheme through the County. **Resolved** till further notice.
  - 3.4. Rescue Sam Defibrillator replacement battery & pads. Council agreed to the purchase of replacement battery and pads at a total cost of £355.00 + VAT. (£71). **Closed.**
4. **Finance:** Account balance at this meeting: £2,428.55.
  - 4.1. Items approved and paid since last parish council meeting.
    - 4.1.1. Information Commissioners Office £40.00.
    - 4.1.2. Zurich Insurance £214.00.
    - 4.1.3. CornwallALC. £234.92.
5. **Planning:** PA22/ 4165 The Old Rectory. Council agreed this should go ahead as it would be an improvement to the property. Clerk to post on the planning web site. **Closed.**
6. **Correspondence:** All correspondence passed on to councillors.
7. **Date of next meetings:** 12<sup>th</sup> July 2022. 13<sup>th</sup> September 2022.
8. **A.O.B.**
  - 8.1. Grass cutting of Village Greens. Cllr. Jonathan Perry agreed to look into a temporary solution.
  - 8.2. Aging laptop. Council agreed to upgrade existing laptop at a cost of £50. **Closed**
  - 8.3. Council asked clerk to contact Highways and report pot holes on Bulsworthy Lane as you approach the T junction onto the A388 at Bamham Cottages Polson.
  - 8.4. Clerk reported overgrown hedge at Stourscombe Junction. Highways will cut if a danger. **Closed.**

**LAWHITTON PARISH COUNCIL (LPC) (lawhitton-pc.uk)**

**Meeting to be held in Lawhitton Parish Hall**

on

**Tuesday 12<sup>th</sup> July 2022 at 7.30 p.m.**  
**[mf.lawhitton@gmail.com](mailto:mf.lawhitton@gmail.com) or Phone: 01566 776924**

Mary Fasham – Parish Clerk

Parishioners and members of the public are welcome to attend this meeting. The chairman of the council will allocate each person 10 minutes at the start of the meeting to make representation on any item on the agenda, thereafter they will not be allowed to actively participate in the meeting.

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**AGENDA**

**Attendees:**

**In attendance:**

**Other attendees:**

**1. Apologies:**

**2. Confirm minutes of previous meeting.** Meeting held on Tuesday 10<sup>th</sup> May 2022.

**3. Matters Arising.**

3.1. BT kiosk; refurbishment, reconnection of power and installing defibrillator.

3.2. Resident concern about abandoned cars and encroachment of parish land. Also acquisition of village greens and Insurance implications.

3.3. Grass cutting on village Green's.

**4. Finance:** Account balance at this meeting: £2,086.66.

4.1. Items to be approved for payment;

4.1.1. Cornwall & Devon Computers. Web site hosting.

4.1.2. Clerks Salary & Expenses.

**5. Planning:** PA19/09583 amendment.

**6. Correspondence:**

**7. Date of next meetings:** 13<sup>th</sup> September 2022. 8<sup>th</sup> November 2022.

**8. A.O.B.**

8.1. The feasibility study on the A388 between Launceston and Callington.

8.2. Letter from WBW Solicitors on behalf of Mr Webb and Mrs Webb (nÃ© Cooling) Bluebell cottage.

8.3. The junction from Lawhitton/ Stourscombe onto the A388, a request from a local resident suggesting that there should be no right turn coming from Callington.

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8.4. Review of speed limit on B3362. Town Councillor Helen Bayley.

**LAWHITTON PARISH COUNCIL (LPC) (lawhitton-pc.uk)**

**Meeting held in Lawhitton Parish Hall**

on

**Tuesday 12<sup>th</sup> July 2022 at 7.30 p.m.**  
**[mf.lawhitton@gmail.com](mailto:mf.lawhitton@gmail.com) or Phone: 01566 776924**

**MINUTES**

**Attendees:** Councillor A Steven Chair. Cllrs; T Bastard. J Perry. M King. T Dathan.

**In attendance:** Mary Fasham Clerk

**Other attendees:**

**9. Apologies:** Cllrs. L Hunt. R Robinson.

**10. Confirm minutes of previous meeting.** Meeting held on Tuesday 10<sup>th</sup> May 2022. Agreed and signed by the chairman.

**11. Matters Arising.**

11.1. BT kiosk; refurbishment, reconnection of power and installing defibrillator. Clerk to look into why high electricity cost has been estimated by service supplier. EDF. Ongoing.

11.2. Resident concern about abandoned cars and encroachment of parish land. These items were removed. Also acquisition of village greens and Insurance implications. This part of 11.2 is no longer applicable. As a result of LPC writing to owners for items left on the village green to be removed LPC received a letter from WBW Solicitors, acting for Mr & Mrs Webb. Clerk to respond and answer any items raised. **Ongoing.**

11.3. Grass cutting on village Green's. Mike King has agreed to continue cutting the level areas of the greens and Mr George Bayley has agreed to trim any banks. **Closed.**

**12. Finance:** Account balance at this meeting: £2,086.66.

12.1. Items to be approved for payment;

12.1.1. Cornwall & Devon Computers. Web site hosting. Approved.

12.1.2. Clerks Salary & Expenses. Approved.

**13. Planning:** PA19/09583 amendment. Council agreed they could not see any material difference in the plans.

**14. Correspondence:** All correspondence passed to councillors prior to this meeting.

**15. Date of next meetings:** 13<sup>th</sup> September 2022. 8<sup>th</sup> November 2022.

**16. A.O.B.**

16.1. The feasibility study on the A388 between Launceston and Callington. See item 13.

16.2. The junction from Lawhitton/Stourscombe onto the A388, a request from a local resident suggesting that there should be no right turn coming from Callington. This would be included in the feasibility study; 16.1.

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16.3. Review of speed limit on B3362. Town Councillor Helen Bayley. See item 13.

16.4. Council agree Clerk to ask County Cllr. Adrian Parson to arrange a meeting to discuss PA19/09583 and items 16.1 & 16.3.

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# LAWHITTON PARISH COUNCIL (LPC) (lawhitton-pc.uk)

## Meeting to be held in Lawhitton Parish Hall

on

**Tuesday 20<sup>th</sup> September 2022 at 7.30 p.m.**  
[mf.lawhitton@gmail.com](mailto:mf.lawhitton@gmail.com) or Phone: 01566 776924

Mary Fasham – Parish Clerk

Parishioners and members of the public are welcome to attend this meeting. The chairman of the council will allocate each person 10 minutes at the start of the meeting to make representation on any item on the agenda, thereafter they will not be allowed to actively participate in the meeting.

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### AGENDA

#### **Attendees:**

#### **In attendance:**

#### **Other attendees:**

#### **17. Apologies:**

**18. Confirm minutes of previous meeting.** Meeting held on Tuesday 12<sup>th</sup> July 2022.

#### **19. Matters Arising.**

19.1. BT kiosk; refurbishment, reconnection of power and installing defibrillator.

19.2. Encroachment of Village Greens. Clerk to update on this item.

19.3. A feasibility study on the A388 between Launceston and Callington. To include residents' suggestion that there be no right turn of the A388 at the Stourscombe junction.

19.4. Review of speed limit on B3362. Town Councillor Helen Bayley.

**20. Finance:** Account balance at this meeting;

**21. Planning:** PA21/09186. Tregada House. PA22/07976 Fairways.

**22. Correspondence:**

**23. Date of next meetings:** 8<sup>th</sup> November 2022.

#### **24. A.O.B.**

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24.1. Low Carbon fund: Community Power Cornwall.

24.2. Council responsibility of Village Greens.

24.3. Shared Prosperity Fund.

**LAWHITTON PARISH COUNCIL (LPC) (lawhitton-pc.uk)**

**Meeting held in Lawhitton Parish Hall**

on

**Tuesday 20<sup>th</sup> September 2022 at 7.30 p.m.**  
**[mf.lawhitton@gmail.com](mailto:mf.lawhitton@gmail.com) or Phone: 01566 776924**

**MINUTES**

This meeting was deferred from 13<sup>th</sup> September due to a national period of mourning.

**Attendees:** Cllrs. Alastair Steven Chair. Tim Bastard. Tim Dathan. Jonathan Perry. Mike King.

**In attendance:** Mary Fasham Clerk

**Other attendees:** County Cllr. Adrian Parsons. Cara Fletcher.

**17. Apologies:** Cllrs. Lorna Hunt. Richard Robinson.

The meeting opened with Chair inviting Cara Fletcher to briefly outline the issue for the council; The release of the Low Carbon fund: Bidding and distribution of these funds was discussed. For information, the bidding form will be available for six weeks from the beginning of September. A committee to be formed by Paul Martin. In conclusion it was agreed this is not the responsibility of this council, the council cannot influence and get directly involved. **Closed**

**18. Confirm minutes of previous meeting.** Meeting held on Tuesday 12<sup>th</sup> July 2022.

Circulated, agreed by Council, and signed by Chair.

**19. Matters Arising.**

19.1. BT kiosk; refurbishment, reconnection of power and installing defibrillator. Stalled after high quote from EDF for supply. Clerk to look into this further. **Ongoing.**

19.2. Encroachment of Village Greens. Clerk to update on this item. Council considered action taken by owners of Bluebell Cottage, also the last correspondence from WBW Solicitors and agreed this issue has been resolved to their satisfaction. **Closed**

19.3. A feasibility study on the A388 between Launceston and Callington. To include residents' suggestion that there be no right turn off the A388 at the Stourscombe junction. Cllr. Parsons confirmed the study will go ahead, it is still early days, updates will be provided as they become available. **Closed.**

19.4. Review of speed limit on B3362. Town Councillor Helen Bayley. Cllr. Bayley to update the LPC at the next meeting. **Ongoing**

**20. Finance:** Account balance at this meeting; £2,237.48. Detailed account circulated and agreed by council.

**21. Planning:** PA21/09186. Tregada House. PA22/07976 Fairways. Council agreed there is no objection to this application. Clerk to post comments to planning. **Closed.**

**22. Correspondence:** Sent to councillors on receipt, no further action.

**23. Date of next meetings:** 8<sup>th</sup> November 2022. 10<sup>th</sup> January 2023.

**24. A.O.B.**

24.1. Low Carbon Fund: Community Power Cornwall. See opening item.

24.2. Council responsibility of Village Greens. At present the greens are registered to County. Clerk enquired to Zurich what the insurance implications would be, their response as follows:

Under all our policies, the public liability would extend to events and incidents related to the green provided it is all properly managed and assessed, however we would not insure the green itself or any living plants on it for damage. **Closed**

24.3. Shared Prosperity fund. Cllr. Dathan to investigate the possibility of installing electric car charging points in the village.

Meeting closed at 9pm.

Chair.....



Dated.....

8/11/22

**LAWHITTON PARISH COUNCIL (LPC) (lawhitton-pc.uk)**

**Meeting to be held in Lawhitton Parish Hall**

on

**Tuesday 8<sup>th</sup> November 2022 at 7.30 p.m.**  
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Mary Fasham – Parish Clerk

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**AGENDA**

**Attendees:**

**In attendance:**

**Other attendees:**

25. **Apologies:**

26. **Confirm minutes of previous meeting.** Meeting held on Tuesday 20<sup>th</sup> September 2022.

27. **Matters Arising.**

27.1. BT kiosk; refurbishment, reconnection of power and installing defibrillator.

27.2. Review of speed limit on B3362.

27.3. Shared Prosperity Fund:

28. **Finance:** Account balance at this meeting;

28.1. Invitation to submit precept request for 2023-2024.

29. **Planning:**

30. **Correspondence:**

31. **Date of next meetings:** 10<sup>th</sup> January 2023.

32. **A.O.B.**

32.1. Grant request from St Michaels church.

32.2. Laying of wreath on Remembrance Sunday.

32.3. Funding for replacement battery and pads for defibrillator.

32.4. Proposed business development at Sheers Barton.

**LAWHITTON PARISH COUNCIL (LPC) (lawhitton-pc.uk)**

**Meeting held in Lawhitton Parish Hall**

On **Tuesday 8<sup>th</sup> November 2022 at 7.30 p.m.**

**[mf.lawhitton@gmail.com](mailto:mf.lawhitton@gmail.com)** or Phone: 01566 776924

**MINUTES**

**Attendees:** Cllrs. A Steven Chair. T Dathan. R Robinson. L Hunt.

**In attendance:** Mary Fasham Clerk

**Other attendees:** County Cllr. Adrian Parsons. Town Cllr. Helen Bailey.

25. **Apologies:** Cllrs. T Bastard. J Perry. M King.

26. **Confirm minutes of previous meeting.** Meeting held on Tuesday 20<sup>th</sup> September 2022. Minutes agreed and signed by Chair.

27. **Matters Arising.**

27.1. BT kiosk; refurbishment, reconnection of power and installing defibrillator. **Pending.**

27.2. Update on the suggestion that there should be no right turn off the A388 at Stourscombe junction: 'There have been a couple there has been a couple more accidents recently, one involving a Cormac vehicle. Cormac had the hedge cut within a couple of days!!!. The road from the junction with the A388 to Polson is not suitable for all the traffic using it, and by stopping traffic turning right off the A388 will stop accidents and wrecking the roads in the area.' This was discussed and council agreed that because of the number of incidents a letter to highways should be sent from this council, requesting action be taken to reduce the risk. Cornwall CC to take up, await results of review.

**Pending.**

27.3. Review of speed limit on B3362. Canvas residents for expressions of interest. **Pending**

27.4. Shared Prosperity Fund: **Pending**

28. **Finance:**

Account balance at this meeting; Clerk mentioned that expenditure exceeded income due to several one-off grants and payments. This will reduce if a grant is awarded to cover the cost of the defibrillator pads and battery renewals. **Pending**

28.1. Item to be authorised and paid at this meeting. Clerks Salary & Expenses. **Agreed.**

28.2. Invitation to submit precept request for 2023-2024. Council agreed to increase the precept by 10%. Clerk to follow through. **Closed.**

29. **Planning:**

30. **Correspondence:** All correspondence sent to councillors for consideration.

31. **Date of next meetings:** 10<sup>th</sup> January 2023.

32. **A.O.B.**

32.1. Request from St Michaels church for a grant. Council agreed a grant of £450 should be awarded toward the cost of church yard maintenance. **Closed**

32.2. Laying of wreath on Remembrance Sunday. This is at 10.45 am. Sunday 13<sup>th</sup> November. Clerk will put the wreath in the church vestry. **Closed**

32.3. Funding for replacement battery and pads for defibrillator. Clerk to submit a bid to the Sheers Barton Wind Turbine fund. **Pending**

32.4. Proposed business development at Sheers Barton. Dental Practice. Council was informed and discussed at the beginning of this meeting. No objection would be raised by this council. **Closed**

32.5 Council to discuss a response to the Mayor for Cornwall referendum. Cllr. Dathan to write a response for Clerk to reply to invitation from Let Cornwall Decide. **Closed**

Meeting Closed at 9.20pm.

Date of next meeting: 10<sup>th</sup> January 2023

Signed.....Chair.

Date:.....