

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

Meeting to be held on

**Tuesday 8th January 2023 at 7.30 p.m.
in Lawhitton Parish Hall**

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.

AGENDA

Attendees:

In attendance:

Other attendees:

25. **Apologies:**

26. **Confirm minutes of previous meeting.** Meeting held on Tuesday 8th November 2022.

27. **Matters Arising.**

28. Funding for replacement battery and pads for the defibrillator.

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

28.2. Update on the suggestion that there should be no right turn off the A388 at Stourscombe junction.

28.3. Review of speed limit on B3362.

28.4. Cornwall & Devolution. Meeting in Launceston Town Hall 7th February.

29. **Finance:** account balance at this meeting £932.46.

30. **Planning:**

31. **Correspondence:**

32. **Date of next meetings:** 14th March 2023.

33. **A.O.B.**

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Meeting held on

**Tuesday 8th January 2023 at 7.30 p.m.
in Lawhitton Parish Hall**

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MINUTES

Attendees: Cllrs. A Steven. T Bastard. M King. T Dathan.

In attendance: M Fasham Clerk.

Other attendees: County Cllr. A Parsons.

33. **Apologies:** Cllrs. L Hunt. J Perry. R Robinson.

34. **Confirm minutes of previous meeting.** Meeting held on Tuesday 8th November 2022. Circulated to Cllrs. prior to this meeting. Council approved and signed.

35. **Matters Arising.**

36. Funding for replacement battery and pads for the defibrillator. Clerk put in a bid to the Sheers Barton wind turbine community fund for this outlay. £426.00.

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

36.2. Update on the suggestion that there should be no right turn off the A388 at Stourscombe junction. Acknowledgement received from Oliver Jones Highways. Lawhitton PC comments forwarded to the team looking at the A388 road safety review, your comments will be useful when looking at this section. **Closed**

36.3. Review of speed limit on B3362. Awaiting updates. **Pending.**

36.4. Cornwall & Devolution. Meeting in Launceston Town Hall 7th February. This is an open meeting for residents to comment on the idea.

37. **Finance:** account balance at this meeting £932.46. No outstanding creditors/debtors.

37.1. Clerk to check LPC NatWest bank mandate and update where necessary.

38. **Planning: None**

39. **Correspondence:** as forwarded to councillors, Councillors to follow up as necessary.

40. **Date of next meetings:** 14th March 2023.


41. **A.O.B.**

41.1. Mike King proposed that the small oak tree on the village green be moved and replanted in an appropriate position in memory of Norman Lancaster. Council agreed. **Pending.**

41.2. Council suggested that the Sheers Barton wind turbine fund come within the scope of the Parish council.

Date of next meetings 14th March. AGM 9th May 2023

Meeting Closed at 8.45 pm.

Chair.....

Date.....14/03/23

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AGENDA

Attendees:

In attendance:

Other attendees:

42. **Apologies:**

43. **Confirm minutes of previous meeting.** Meeting held on Tuesday 8th January 2023

44. **Matters Arising.**

45. Funding for replacement battery and pads for the defibrillator.

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

45.2. Update on the suggestion that there should be no right turn off the A388 at Stourscombe junction.

45.3. Review of speed limit on B3362.

45.4. Cornwall & Devolution.

46. **Finance:**

47. **Planning:**

48. **Correspondence:**

49. **Date of next meetings:** 9th May 2023. AGM followed by Ordinary Meeting.

50. **A.O.B.**

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Tuesday 14th March 2023 at 7.30 p.m.

in Lawhitton Parish Hall

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MINUTES

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

In attendance: M Fasham clerk.

Other attendees: Claire Alders-Hankey. Andrew Pegg Wessex Strategic Ltd. Ben Smith-Laing Highways Consultant at Hydrock. Roger Kneebone. Anthony Chudleigh.

Apologies: None

42. **Confirm minutes of previous meeting.** Meeting held on Tuesday 8th January 2023. Circulated prior to this meeting. Agreed and signed by Chair.

43. **Matters Arising.**

43.1. Funding for replacement battery and pads for the defibrillator. Waiting receipt of funds from the Low Carbon fund. **Closed.**

43.2. Replanting of oak tree in memory of Norman Lancaster. Council agreed to the purchase of a tree in memory of Norman Lancaster. Location to be confirmed. **Closed**

43.3. BT kiosk; refurbishment, reconnection of power and installing defibrillator. Clerk reported that the reconnection by the National Grid still has this case open, Clerk to try all electric suppliers for power. **Pending.**

43.4. Update on the suggestion that there should be no right turn off the A388 at Stourscombe junction. Highways noted and agreed to take into account in the A388 review now taking place. This review is now on hold. Cllr. Parsons to contact highways to have signs replaced, demolished after a recent accident. **Closed.**

43.5. Review of speed limit on B3362. Review ongoing. **Closed**

43.6. Cornwall & Devolution. Cllr. Parson mentioned that Cornwall CC have noted the public opposition to this. **Closed**

44. **Finance:** Account balance at this meeting. £932.46.

44.1. Clerks Salary & Expenses. Agreed by council.

45. **Planning:** None

46. **Correspondence:** As circulated on receipt prior to this meeting. Any items raised see AOB.

47. **Date of next meetings:** 9th May 2023. AGM followed by Ordinary Meeting.

48. **A.O.B.**

48.1. 2023 Off-Street Parking Order proposals. Not affecting this parish. **Closed**

48.2. Outline Plans for Stourscombe Housing Development – A presentation was made by Claire Alers-Hankey. Talking through potential development on land at Stourscombe Farm. This proposal is at a very early stage. Council had the opportunity to discuss and ask questions on the type of housing and road improvements. The preapplication plan could be put forward in a couple of months. **Closed.**

48.3. Launceston & Caradon CNAs - Community Levelling Up - Local GoodGrowth Delivery Framework. Teams meeting on 20th March 5 pm. County Cllr. Parsons explained briefly the new grouping of council areas. Details can be found on the County Council web site. **Closed.**

48.4. Review of LPC governance documents. In preparation of annual audit. Council agreed and signed off. **Closed.**

Meeting Closed 9 pm.

Date of next meetings. 9th May 2023. AGM followed by and ordinary meeting.

Cllr. Tim Dathan gave notice that he is moving away from the area and would be resigning from the council.

Signed by Chair..... Date.....

Annual General Meeting
of
LAWHITTON PARISH COUNCIL
on
Tuesday 9th May 2023 7.30 p.m.

At Lawhitton Parish Hall

Anyone wishing to attend this meeting please contact Mary Fasham – Parish Clerk
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.

AGM AGENDA

Attendees:

Other attendees:

- 1. Apologies:**
- 2. Election of Officers to this council.**
- 3. Confirm minutes of the previous meeting held on the 11th May 2022.**
- 4. Matters Arising.** One vacancy on the Parish Council to be filled.
- 5. Finance:** Balance of account at end of financial year: £402.71.
 - 5.1. Internal Audit: Annual Accounts and financial statement 2022/2023.
 - 5.2. The external Annual Audit.
 - 5.2.1. AGAR Part 2. Certificate of exemption.
 - 5.2.2. Annual Governance Statement 2022/23.
 - 5.2.3. Annual Accounting statement. 2022/23.
 - 5.2.4. Accounts to be made available for inspection by Parishioners.
- 6. Dates of next AGM:** Tuesday 9th May 2023.
- 7. A.O.B./**
 - 7.1. Review of Clerks Terms & Conditions.
 - 7.2. Appoint Internal Auditor 2023-2024 Annual Audit.

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AGENDA

Attendees:

In attendance:

Other attendees:

Apologies:

1. **Confirm minutes of previous meeting.** Meeting held on Tuesday 14th March 2023
2. **Matters Arising:**
 - 2.1. BT kiosk; refurbishment, reconnection of power and installing defibrillator. **Pending.**
3. **Finance:** Account balance at this meeting. £2,319.24.
 - 3.1. Payment authorised prior to and at this meeting.
 - 3.1.1. Zurich Insurance.
 - 3.1.2. CornwallALC.
 - 3.1.3. Information Commissioners Office.
4. **Planning: None**
5. **Correspondence:**
6. **Date of next meetings:** Tuesday 11th July 2023.
7. **A.O.B.**
 - 7.1. Complaints about the Camper van parked on the village green.
 - 7.2. Invitation to Lanson & Caradon Inaugural Community Area Partnership Meeting. 25th May.
18.30. Please let me know if I should accept on behalf of LPC.
 - 7.3. Purchase of Coronation mugs for the children of the parish.

MINUTES OF THE ANNUAL GENERAL MEETING Tuesday 9th May 2023

Present: Councillors: A Steven. T Bastard. J Perry. R Robinson. L Hunt.

In Attendance: M Fasham (Clerk RFO).

Other attendees: L Chudleigh.

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 for the full term.
3. **CONFIRM MINUTES OF PREVIOUS AGM:** Minutes of the 2022 AGM were circulated prior to this meeting Council agreed. Duly signed by Chair and clerk. **Closed**
4. **MATTERS ARISING:** A vacancy on this Parish Council has occurred, the post to be advertised.
5. **FINANCE:** Closing bank balance of £402.71. at financial year end.
 - 5.1. Internal Audit; The Clerk reported that on the 4th May 2023 Annual internal audit report 2022/23 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. The council agreed and approved the statement of accounts, these were then counter signed by the Chair Alastair Steven and Clerk Mary Fasham.
 - 5.2. The external Annual Audit Return for the year ending 31 March 2023 as set out in guidance by Auditors BDO LLP – 2022/23 External Auditor for Smaller Authorities; this council should complete the Certificate of Exemption AGAR Part 2 and return this to BDO LLP before the stated deadline.
 - 5.2.1. AGAR Certificate of exemption 2022/23. Completed by Clerk RFO from end of year accounts, agreed by council, and signed at this meeting by A Steven Chair and RFO.
 - 5.2.2. Section 1 – The Annual Governance Statement 2022/23, having been completed by the Clerk RFO were agreed by council. Signed by the Chair Alastair Steven and Clerk Mary Fasham.
 - 5.2.3. Section 2 - Accounting Statements 2022/23 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 Chair Alastair Steven and Clerk Mary Fasham..
 - 5.2.4. The accounts will be made available for inspection by Parishioners, in the mornings of working days from 29th May to 8th July 2023. Notice to be displayed on the web site 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 2023-2024 accounts. This was agreed by the council.

Date of next AGM 14th May 2024.

Meeting Closed at .8.15 pm.

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Ordinary Meeting

**Tuesday 9th May 2023 at 7.30 p.m.
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MINUTES

Attendees: Cllrs. Alastair Steven. Tim Bastard. Jonathon Perry. Lorna Hunt. Richard Robinson

In attendance: Liz Chudleigh.

Other attendees: None

Apologies: Cllr. M King

1. **Confirm minutes of previous meeting.** Meeting held on Tuesday 14th March 2023

2. **Matters Arising:**

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

3. **Finance:** Account balance at this meeting. £2,319.24.

3.1. Payments authorised prior to and at this meeting.

3.1.1. Zurich Insurance. £214.00.

3.1.2. CornwallALC. £241.97.

3.1.3. Information Commissioners Office. £40.00.

4. **Planning: None**

5. **Correspondence:** All correspondence sent to councillors prior to this meeting. No action required.

6. **Date of next meetings:** Tuesday 11th July 2023.

7. **A.O.B.**

7.1. Complaints from residents of the village about the Camper van parked on the village green. Council given details of this problem, Clerk to investigate this and write to the owner of Syringa Cottage. **Ongoing.**

7.2. Invitation to Lanson & Caradon Inaugural Community Area Partnership Meeting. 25th May. 18.30. Please let me know if I should accept on behalf of LPC. **Closed.**

7.3. Purchase of Coronation mugs for the children of the parish. Council agreed, Quote for 20 mugs came to £190.32, enough for every child under the age of 16. Clerk to order from Chown China. **Closed.**

7.4. Concerns were raised about the lane heading south from the village hall, passing the Coach House & The Old Rectory through to the B3362. The exit onto the B3362 is very dangerous, the lane is very narrow and drivers cannot see if traffic is approaching along the B3362. Council suggested this lane should be restricted to access only. Clerk to contact Oliver Jones Highways. **Clerk.**

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AGENDA

Attendees:

In attendance:

Other attendees:

Apologies:

8. **Confirm minutes of previous meeting.** Meeting held on Tuesday 14th March 2023
9. **Matters Arising:**
 - 9.1. BT kiosk; refurbishment, reconnection of power and installing defibrillator. **Pending.**
10. **Finance:** Account balance at this meeting. £2,065.24.
11. **Planning:** PA23/04809
12. **Correspondence:**
13. **Date of next meetings:** Tuesday 12th September 2023.
14. **A.O.B.**

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MINUTES

Attendees: Cllrs. A steven. J Perry. M King. L Hunt. R Robinson.

In attendance: M Fasham Clerk

Other attendees: Simon Wakeham & Olivia Green Dental Practice Sheers Barton.

Simon & Olivia were invited to present to Council the detailed plans of this new development. Council discussed, any queries or concerns at this stage were answered. Await formal planning application to Cornwall CC.

Apologies:

8. **Confirm minutes of previous meetings.** Meeting held on Tuesday 9th May2023. Council agreed and signed by Chair.

9. **Matters Arising:**

9.1. BT kiosk; refurbishment, reconnection of power to install defibrillator. It was suggested council investigate installing solar panels to the kiosk for the power supply. **Ongoing**

9.2. The removal of the Camper van parked on the village green. Clerk has written to the owner of Syringa cottage requesting the removal of the camper van. Clerk will update council with the response. **Ongoing.**

9.3. A proposal to have restricted access to the lane from the Village Hall through to B3362: Reply from Oliver Jones as follows; Changes to Traffic Regulation Orders can be lengthy and expensive. Highways have agreed to retain this request for consideration when a review is being carried out in this vicinity. **Closed**

10. **Finance:** Account balance at this meeting. £1,529.22.

10.1. Payment authorised prior to and at this meeting.

10.1.1. Coronation mugs

10.1.2. Clerks' salary & expenses.

10.1.3. Biffa Waste Disposal: Stourscombe dog waste bin.

11. **Planning:** PA23/04809 Extension of shared access road adjacent to Tiny Tots nursery. Council agreed there was no objection to this planning application. **Closed**

12. **Correspondence:**

13. **Date of next meetings:** Tuesday 12th September 2023.

14. **A.O.B.**

14.1. Defibrillator registered with the BHF.

14.2. Invitation to Cornwall Cllr Adrian Parsons for updates.

14.3. Proposal for a play area on the village green. Council suggested clerk look at the Insurance implications. **Ongoing.**

14.4. Lane from Bulsworthy Lane at Treniffle to bottom of the village in poor condition. Clerk to contact Highways to report road condition of this lane.

14.5. Over grown verge and hedge at Stourscombe Junction. Clerk to contact highways and request hedge cutting at Stourscombe junction.

14.6. Vacancy exists on the Parish council. Should council advertise?

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AGENDA

Attendees:

In attendance:

Other attendees:

Apologies:

15. **Confirm minutes of previous meeting.** Meeting held on Tuesday 14th March 2023
16. **Matters Arising:**
 - 16.1. BT kiosk; refurbishment, reconnection of power and installing defibrillator. **Pending.**
 - 16.2. The removal of the Camper van parked on the village green.
 - 16.3. Proposal for a play area on the village green. Clerk
17. **Finance:** Account balance at this meeting. £2.230.72..
 - 17.1. Payment authorised prior to and at this meeting.
18. **Planning:**
 - 18.1. PA23/04595 Churchtown Farm Development
 - 18.2. PA23/05650 Replace Treniffle Bungalow.
 - 18.3. PA23/04809 Access road to proposed Dental Practice.
19. **Correspondence:** Circulated to Councillors prior to this meeting.
20. **Date of next meetings:** Tuesday 14th November 2023. 9th January 2024.
21. **A.O.B.**
 - 21.1. Invitation to Cornwall Cllr Adrian Parsons for updates.
 - 21.2. Vacancy on the Parish Council.
 - 21.3. Problem of traffic driving too fast through the village.

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MINUTES

Attendees: Cllrs. A Steven. T Bastard. J Perry. M King. L Hunt.

In attendance: M Fasham Clerk.

Other attendees:

Apologies: Cllr. Robinson.

15. **Confirm minutes of previous meeting.** Meeting held on Tuesday 11th July 2023. Draft minutes sent to councillors prior to this meeting, agreed by council and signed by chair.

16. **Matters Arising:**

16.1. BT kiosk; refurbishment, reconnection of power and installing defibrillator. Alastair reported that progress has been made, National Grid have confirmed an agreement to reconnect with power supplied by SSE. **Ongoing.**

16.2. The removal of the Camper van parked on the village green. Mr Bickle is speaking to the tenant. Clerk provided all guidance on restriction for the use of registered village green. **Ongoing.**

16.3. Proposal for a play area on the village green. Before a decision is made to take this forward the value of any equipment to be sent to Zurich Municipal for insurance costs to the Parish Council, also on responsibility for sourcing funding and maintenance. Is this a viable project? **Pending.**

17. **Finance:** Account balance at this meeting. £2.230.72. No outstanding items to be paid.

18. **Planning:**

18.1. PA23/04595 Churchtown Farm Development. No objection raised by council. **Closed.**

18.2. PA23/05650 Replace Trenifle Bungalow. No objection raised by council. **Closed.**

18.3. PA23/04809 Access Road to proposed new Dental Practice. No objection raised by council. **Closed.**

19. **Correspondence:** Circulated to Councillors prior to this meeting.


20. **Date of next meetings:** Tuesday 14th November 2023. 9th January 2024.

21. **A.O.B.**

21.1. Invitation to Cornwall Cllr Adrian Parsons for updates. Report sent from County Cllr. Parsons, passed to all council prior to this meeting.

21.2. Vacancy on the Parish Council. Cllr. Hunt reported that Liz Chudleigh is still interested in joining the council. Clerk to get confirmation on this. **Ongoing.**

21.3. Vehicles driving too fast through the village. Cllr. Hunt is negotiating with Highways to solve this problem. **Ongoing.**

Signed.....

Date.....14/11/23.....

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Attendees:

In attendance:

Other attendees:

Apologies:

22. **Confirm minutes of previous meeting.** Meeting held on Tuesday 12th September 2023

23. **Matters Arising:**

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

23.2. The removal of the Camper van parked on the village green. *Mr Bickle is speaking to the tenant.*

23.3. Proposal for a play area on the village green. Insurance implications and decisions to be made on responsibility for sourcing funding and maintenance.

23.4. Problem of traffic driving too fast through the village.

23.5. Vacancy on the Parish Council.

24. **Finance:** Account balance at this meeting. £2.230.72.

25. **Planning:**

26. **Correspondence:** Circulated to Councillors prior to this meeting.

27. **Date of next meetings:** Tuesday 9th January 2024.

28. **A.O.B.**

28.1. Invitation to Cornwall County Cllr Adrian Parsons for updates.

28.2. Lack of junction warning road signs on the A388 for the Stourscombe junction.

28.3. Upgrade Village Notice Board.

28.4. Livestock movement near BellaVista. Leburnick Rise.

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MINUTES

Attendees: Cllrs. Alastair Steven. Tim Bastard. Mike King. Lorna Hunt. Liz Chudleigh. Richard Robinson.

In attendance: Mary Fasham Clerk.

Other attendees: Pippa Hojes. County Cllr. Adrian Parsons.

Apologies: Cllr. Jonathon Perry.

22. **Confirm minutes of previous meeting.** Meeting held on Tuesday 12th September 2023.

23. **Matters Arising:**

23.1. BT kiosk; refurbishment, reconnection of power and installing defibrillator. Waiting for revised supply quote. **Ongoing.**

23.2. The removal of the Camper van parked on the village green. *Mr Bickle is speaking to the tenant.* Council agreed the clerk to write to the tenant and owner of the camper van asking for it to be removed. **Ongoing.**

23.3. Proposal for a play area on the village green. Insurance implications and decisions to be made on responsibility for sourcing funding and maintenance. Council waiting for applicant to provide more information. It was suggested grants are available to fund this. **In obeyance.**

23.4. Problem of traffic driving too fast through the village. Oliver Jones has confirmed that a Radar class will be installed at an appropriate position to monitor traffic. **Ongoing.**

24. **Finance:** Account balance at this meeting. £2,230.72.

24.1. Clerks Salary and Expenses.

24.2. St Michaels Church Lawhitton Grant. Council agreed a grant of £450.

24.3. Annual Precept Application 2024 – 2025. Clerk to apply a 10% increase to submit to Cornwall CC. £3,811.00.

25. **Planning:** None

26. **Correspondence:** Circulated to Councillors prior to this meeting.

27. **Date of next meetings:** Tuesday 9th January 2024.

28. **A.O.B.**

28.1. Invitation to Cornwall County Cllr Adrian Parsons for updates. Update in Addendum1.

28.2. Lack of junction warning road signs on the A388 for the Stourscombe junction. Clerk to report to Highways about the missing road signs. **Ongoing.**

28.3. Upgrade Village Notice Board. Council agreed clerk to ask a resident of the village to make repairs. **Closed**

28.4. Livestock movement near BellaVista. Leburnick Rise. Council agreed there is a problem but not in the council's remit. It was agreed it is for the complainant to find a resolution. **Closed**

28.5. Major repairs to the church lichgate. Update and information reported to the Council. **Closed.**

28.6. Vacancy on the parish council. Clerk to inform County Council to advertise, LPC to co-opt a candidate at next meeting.

Signed.....

Date,.....9/1/2024.....