

# Launcells Parish Council

**Minutes of the Parish Council Meeting held in the Parish Hall on Monday 04<sup>th</sup> April 2022 at 7:30pm.**

**Present:** Alan Whittle (Chairman), Maxwell Allin, Margaret Cleave, Trevor Elliott, Sheila Minter, Brian Pollard, Graham Tape, Paul Wingard, Ian Saltern (Clerk), Cllr Nicky Chopak (Cornwall Council)

**Apologies:** Andrew Hargreaves, Matthew Stokes

**471.04/04 To approve the minutes of the meeting held on 04<sup>th</sup> March 2022:**

The minutes of the meeting held on 04<sup>th</sup> March 2022, which had previously been distributed, were approved for signature.

**472.04/04 Matters arising from these minutes not dealt with elsewhere:**

There were no matters arising not dealt with elsewhere.

**473.04/04 Report from Cornwall Councillor Nicky Chopak:**

Nicky Chopak reported that a full Cornwall Council meeting was being held next week (Tuesday 12<sup>th</sup> April) with a busy agenda. The main topic will be discussion of the merits of having a Mayor for Cornwall – the current administration is keen, whilst other Councillors are not. National Government is seeking to persuade Unitary Councils to adopt an Elected Mayor. Nicky will report the outcome of the debate to Launcells Parish Council in due course.

Nicky reported that Health & Adult Social Care news is not encouraging. The NHS is organised nationally but Cornwall Council is responsible for the delivery of Social Care. There is a social care recruitment crisis leading to significant difficulties in discharging people from hospital. Services are severely stretched at Cornwall's hospitals and with ambulance provision. Unfortunately, Cornwall Council can do very little to elevate the situation.

Nicky reported that a new Local Area Network Highways budget has been provided for the new financial year – this would operate differently to previous budgets. The three Cornwall Councillors representing parishes in the Bude Community Network Area will discuss and decide collectively the preferred options for Highways projects. The proposals will be reviewed at an Extraordinary Area Network meeting on the 25<sup>th</sup> April.

A road closure at Launceston will be in place for three weeks.

**474.04/04 Declarations of Interest:**

None.

**475.04/04 Public participation:**

No public attending.

**476.04/04 Planning matters:**

**PA22/01894** – Autumnleaze, EX22 7HB – *Erection of a timber framed garden building which will be used as a gym/summer house.* Launcells Parish Council recorded no comment on this application.

**Land South of Kitts Farm** – Nicky Chopak reported that next steps regarding this site have been discussed.

**Hersham Fields** – Alan Whittle reported that he had notified Cornwall Council's enforcement officer that, seemingly, a new entrance has been cut at the site. There was formerly an enforcement action in place requesting that a caravan on this site be removed. The removal was promised but not delivered, and thus enforcement has been reinstated.

**477.04/04 Woodcarver, Hobbacott Layby, Street Trading License Renewal:**

Alan Whittle reported that a formal decision regarding the above renewal has now been released. Alan asked Nicky Chopak why the application had been approved. Nicky replied that, in essence, because only Launcells Parish Council and she had objected to renewal of the application. She felt that the reasons proffered for refusal of the renewal were not strong enough, but will further investigate why the approval was given.

# Launcells Parish Council

## **478.04/04 Red Post - future security:**

Options for the operation of a CCTV camera pointed at the Red Post sign were discussed. Options are:

1. A stand-alone camera, recording on to a local memory card (rather like a dashcam)
2. A camera linked to the internet, enabling remote viewing
3. Either of the above, with or without an “Uninterruptable Power Supply (UPS)”

Alan Whittle reported that he had spoken with Red Post Joinery who had offered access to their internet. Alan explained that a camera would cost in the region of £200, while the UPS would cost ca. £150.00. Alan asked Councillors if they felt that it was worth the additional expense for the UPS (this would allow continued recording in the event of a power outage).

There would also be a charge of £40 to register the camera with the Information Commissioner, as well as the need for a well-crafted procedure of operation in order to meet GDPR (General Data Protection Regulation), together with a notice informing the public that a camera is recording.

Alan felt that internet was not needed. Brian Pollard was of the view that power backup would be useful. Trevor Elliott suggested that Launcells Parish Council insure the signpost. Nicky Chopak said that Cornwall Council would need to give permission to the Parish Council to insure the signpost. It was agreed that the Clerk explore the potential for insurance of the signpost, starting with “who owns the new signpost”, before committing to the CCTV option.

## **479.04/04 Bus Stop lighting:**

Alan Whittle reminded Councillors that at the Parish Council meeting held 7<sup>th</sup> February, Cornwall Council had agreed that it would fund lighting at the bus stop if the Parish Council could install it. Alan reported that Cornwall Council is now asking Launcells Parish Council to also pay for the lighting. Once Cornwall Council revert with a cost, Nicky Chopak will be approached to see if her “Community Chest” could cover the costs. Nicky will also enquire of Cornwall Council if providing lighting at the bus stop is indeed a Launcells Parish Council responsibility. She would also ask City Bus if it could install electric/solar timetables at the bus stops. Trevor Elliott asked if a light which only comes on when someone was present could be an option. Alan responded that Cornwall Council has specified the kind of light that should be installed.

## **480.04/04 Vision Zero Traffic Scheme:**

Sheila Minter reported that quotes have now been received for the Vehicle Activated Signage (VAS) speed reduction measures. She has opted for mains electricity supply to the signage where possible noting that this will cost an additional £1,200.

Sheila reported that from 6.30 – 6.45am cars are racing through Grimscott village at speeds in excess of 60mph. She was concerned that such people will not heed speed reduction signs and believes that cameras either end of village are needed. Sheila reported that the Speedwatch Group would be meeting this week with the Police for more training. Following this, four local people would be fully trained in Speedwatch. Sheila reported that she was not happy that Police were insisting upon having warning signs in place when the Speedwatch monitoring is taking place as she felt this would be counterproductive. Alan Whittle reminded the meeting that 40mph speed limit buffer zones on both ends of the village have been proposed to the Area Network, but achieving this will take some time. Nicky Chopak mentioned that the ‘20 is Plenty’ scheme has been trialled in the Camelford division, but pointed out that the signs do not enforce speed limits and that only enforcement will ultimately make a difference. Graham Tape suggested road narrowing, but Alan said that Highways have stated that this is not an option due to the road classification. Alan asked should the Parish Council halt its plans for signage and opt for cameras instead? Sheila said that this would be a future hope. Nicky stated that data from speed recording flashing signs should be used as evidence for intervention, and advised that the Parish Council to spend money now - combining the collected traffic data and undertaking the speed restricting measures now will move

# Launcells Parish Council

Cornwall Council along. Nicky said that the data from the boxes will be reported soon but she would pressure Highways to provide this as soon as possible. Alan felt that even getting a few people to slow down would help and that if this did not work the Parish Council would try something else.

The current VAS plan was agreed.

## **481.04/04 Footpath maintenance**

The Clerk to write to Mr Jose requesting assistance with maintaining the footpaths.

## **482.04/04 Parish website**

Alan Whittle reported that Sheridan Rosser will not be able to support the website in the future. An alternative - Bude Solutions - which undertakes Jacobstow Parish Council's website (and others) has been suggested by Nicky Chopak. The current Launcells Parish Council website was a 'Spanglefish' design which was easy to maintain but low-tech. The current site requires a range of necessary upgrades, which together, make a strong argument for the creation of a more professional website. Alan was also concerned about Councillors using their own personal email addresses for Council business. As part of a general IT upgrade, Council specific email addresses and Google drive for the sharing of documents should be considered. Alan asked Councillors for their thoughts. Paul Wingard asked if the Clerk could undertake the new website work. Trevor Elliott asked if it was necessary to have a complex website. Alan believes that what he proposed is now viewed as standard (and legally required). Nicky Chopak gave a good exposition of Bude Solutions. Launcells Parish Council agreed in the region of £20.00 per month to Bude Solutions to maintain its website in future. Nicky reminded the Parish Council of its obligation to get another quote. Alan proposed seeking two quotes for rebuild and maintenance of the website. This was seconded by Paul Wingard and approved unanimously.

## **483.04/04 Councillors' Tasks:**

Playing Field – no issues.

Parish Hall – no issues.

Churchyard and Chapel graveyard – no issues.

Orchard Trust – Paul Wingard reported that a newsletter from the Charity Commission had been received.

Paul said that he will readvertise the funding offered through the Orchard Trust charity.

Bus Shelter – no issues.

Commons – Sheila Minter reported that there were dead trees, some of which had fallen with muddy, roots coming up causing possible slip/ trip hazard. Alan agreed to investigate further with Sheila.

Footpaths – discussed at **481.04/04**

Salt Bin – no issues.

Flowerbeds – no issues.

Defibrillator – no issues.

Emergency Plan – Alan Whittle reported that he is reviewing the existing Parish Council Emergency Plan. He presented Camelford's Emergency Plan which was considerably more comprehensive than Launcells. Alan suggested that the Parish Council re-write its Emergency Plan using the Camelford pro-forma, but that will need volunteers to help compile. Margaret Cleave, Sheila Minter, Graham Tape and Paul Wingard volunteered to form a Launcells Parish Council Emergency Plan Working Group. Alan suggested that the group undertake a first draft and report back to the full Parish Council.

## **484.04/04 Clerk's Report:**

Annual Audit – The Clerk notified the Parish Council that the Annual Governance and Accounting Review (AGAR) was due and that if the Parish Council wished to exempt itself from the requirement for a limited assurance review, as part of the AGAR process, it must declare that intention at this meeting.

Consequently, the Parish Council agreed unanimously to declare itself exempt from the requirement for a

# Launcells Parish Council

limited assurance review, as the higher of gross income or expenditure for the Parish Council in the past financial year was not, and did not exceed, £25,000. As part of the AGAR process, a review of the Parish Council Asset Register would be undertaken by the Chairman and Clerk to be reported at the Parish Council meeting held in May.

Insurance – Discussion was held regarding the insurance of the Parish Hall. Ownership of the Parish Hall rested with the Parish Council, but it is believed that the Hall Management Committee (Launcells Village Hall) has responsibility for insuring the building. The Clerk was asked to verify that this was indeed the case. Nicky Chopak suggested that it would be sensible to review the stated rebuild cost for the Hall in the insurance policy to ensure this was realistic.

Salary and backpay increase – The Clerk notified Councillors that a pay settlement for Town and Parish Clerks had now been reached and that this would include back pay to April 2021. The Chairman and Clerk would review the pay owed to the Clerk to present at the Parish Council meeting held in May.

## **485.04/04 Chairman's Report:**

Correspondence received – Alan Whittle reported that a letter had been received from the Parish Hall Committee, which he read to Councillors. The letter asked if Councillors would attend more events held at the Hall, in particular the Jubilee Cream Tea to be held on Friday 3<sup>rd</sup> June 2022.

Council Tax – Alan explained why Launcells Parish Council's contribution towards Council Tax shown on the bills recently circulated by Cornwall Council was lower than last year, despite the rise in precept set by the Parish Council. Alan believed that this is a rebalancing of the situation during the COVID pandemic when fewer households in the parish were paying Council Tax.

## **486.04/04 Finance:**

Invoices for payment:

Vanstone Builders Ltd – Parish Hall repair (Storm Eunice)	£1,541.22
Launcells Village Hall – History Room Electricity Bill	£170.72
Launcells Parish Hall (Hire of Hall for Launcells Parish Council meetings)	£100.00
Clerk's Salary – February 2022	£202.00
Cornwall ALC Ltd – Annual membership subscription (meeting)	£326.84 (tabled at meeting)

It was proposed by Alan Whittle that Launcells Parish Council pay Vanstone Builders Ltd for the repair work to the Hall and that we suggest that the Launcells Village Hall Committee reclaim the costs from their insurance. The proposal was seconded by Maxwell Allin and agreed unanimously. Nicky Chopak recommended that clear lines of responsibility regarding the Hall are reviewed between Parish Councillors and the Village Hall Committee. It was proposed by Alan Whittle, seconded by Brian Pollard and unanimously agreed to approve the remaining payments notified on the agenda and presented at the meeting.

## **487.04/04 Other matters:**

Next article for Launcells Parish News – Cllr Trevor Elliott, May – Cllr Graham Tape

## **488.04/04 Matters for consideration at the Chairman's discretion:**

Margaret Cleave reminded Councillors to exercise caution when discussing the outcome of planning applications. Margaret also reminded Councillors that the Parish Council meeting in May is the Council's Annual General Meeting and the Annual Parish Meeting – the Annual General Meeting to convene at 7pm.

The meeting closed at pm 8:45pm

**Next Meeting:                    Annual General Meeting - Monday 09<sup>th</sup> May 2022 – 7:00pm  
to be followed by the Annual Parish Meeting - 7:30pm**