

# Launcells Parish Council

## Minutes of the Annual General Meeting of Meeting of Launcells Parish Council held in the Parish Hall on Monday 09<sup>th</sup> May 2022 at 7:00pm.

**Present:** Alan Whittle (Chairman), Maxwell Allin, Margaret Cleave, Trevor Elliott, Andrew Hargreaves, Sheila Minter, Brian Pollard, Matthew Stokes, Graham Tape, Paul Wingard, Ian Saltern (Clerk), Cllr Nicky Chopak (Cornwall Council), seven members of the public.

**Apologies:** None.

### **489.09/05 To approve minutes of meeting held on 04<sup>th</sup> April 2022:**

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

### **490.09/05 Matters arising from this meeting not dealt with elsewhere:**

Nicky Chopak provided an update relating to the Community Infrastructure Levy and Launcells Parish. Cornwall Council Officers had reported back that *the Neighbourhood portion (of CIL) is paid on CIL income received rather than anticipated income. We haven't received any CIL income from development in the parish of Launcells, therefore, the Parish Council haven't received any Neighbourhood Portion payments to date.*

### **491.09/05 Election of Officers:**

Nicky Chopak took the Chair for election of officers and asked for proposals. Alan Whittle was proposed as Chairman by Paul Wingard, seconded by Andrew Hargreaves. Alan Whittle left the room whilst remaining Councillors discussed the proposition. Margaret Cleave raised the point that, conventionally, the Chairman and Vice Chairman would stand down after serving a period of three years – which, respectively, Alan Whittle and Maxwell Allin had done. Nicky Chopak asked Councillors if they wished to maintain the convention. Paul Wingard felt that it a period of more than three years could be served if Councillors agreed, and whilst there was a need to think about succession, at the present time he could see no reason not to continue with Alan as Chairman. Andrew Hargreaves accepted that there was a convention of a three-year term for Chairman and Vice Chairman but he felt that should not mean that if someone was willing to serve longer, and there were no others wishing to take the role, we could not stretch the convention. Nicky Chopak reminded those present that both roles had to be re-elected every three years and therefore the Council could review its leadership on a year-by-year basis. Alan Whittle was unanimously re-elected as Chairman for a period of another year. He returned to the room and resumed the Chair. Paul Wingard felt that Maxwell Allin had served well as Vice Chairman and proposed that he be re-elected for another year, seconded by Sheila Minter. All voted in favour.

### **492.09/05 Report from Cornwall Councillor Nicky Chopak:**

Nicky Chopak reported that she currently had a number of planning enforcement cases within the parish and that there were six planning items from the ward coming before Cornwall Council's Planning Committee in coming months. The formal case for consideration of a crematorium in Poundstock parish would go before the Strategic Planning Committee on June 19, with the Planning Officer minded to approve the application. There is disappointment in Poundstock parish at this news. Nicky recommended that Launcells Parish Councillors sit in on Zoom planning committees to get an understanding of how they work. The debate over a 'Mayor for Cornwall' continues. Nicky said that a straw poll of people in her division suggested most were not keen on the idea. The next Bude Area Network meeting would be held on 6<sup>th</sup> June at The Parkhouse, Bude, at which a new Chairman would be elected and there would be a celebration of Community Chest funding. Nicky encouraged Launcells Parish Councillors to attend.

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## **493.09/05 Declarations of interest:**

None.

## **494.09/05 Public participation:**

No members of the public in attendance wished to make comment.

## **495.09/05 Planning matters:**

The Clerk noted that the following planning applications had been received prior to this Parish Council meeting and that the Council's comments had been submitted to Cornwall Council:

**PA22/02982** - *Erection of an agricultural building to house a milk vending/dispensing machine etc - Scorsham Farm Stratton Bude Cornwall EX23 9NP.*

**PA22/03533** - *Conversion / change of use of barn to a dwelling etc - Winterleaze Road From Junction East Of Summerleaze To Hobbacott Lane Bridgerule Holsworthy Cornwall EX22 7HB.*

The Clerk reminded Councillors that correspondence had been received from Mr Napier 20<sup>th</sup> April 2022.

Councillors agreed that no comment on Mr Napier's proposals can be made until a formal planning application is submitted.

## **496.09/05 Red Post – future security:**

Alan Whittle explained that the Parish Council had the choice to purchase and install a security camera or insure the signpost. A choice will be made when further information has been received from Highways as to whether the signpost can be insured by the Parish Council. The Clerk had made enquiries and is awaiting information from Highways.

## **497.09/05 Website quotations:**

The Parish Council has now two options – Bude Solutions which has provided a quote for services, and [www.myparishcouncil.co.uk](http://www.myparishcouncil.co.uk) (£12 per month for limited range of web services). Margaret Cleave proposed that Bude Solutions undertake the Parish website's management, seconded by Graham Tape. Agreed unanimously. Alan Whittle would review the Parish's current website and make suggestions to Bude Solutions (also estimated at £120 per year to maintain the site). Alan would also liaise with Sheridan Rosser to review what was and was no longer required on the site.

## **498.09/05 Audit:**

The internal audit of accounts for the year ending 31<sup>st</sup> March 2022 was undertaken by Aalgaard Renshaw Business Solutions Ltd and a fully comprehensive report received.

## **499.09/05 Annual Governance Statement 2021/22:**

This document was distributed to all councillors and unanimously approved for signing as proposed by Alan Whittle and seconded by Brian Pollard.

## **500.09/05 Insurance:**

A renewal premium had been received from Zurich Municipal of £375.66 including tax. As this was not an increase of 5% or more, it was proposed by Alan Whittle and seconded by Maxwell Allin to continue using Zurich Municipal. Agreed unanimously.

## **501.09/05 Certificate of Exemption:**

It was proposed by Alan Whittle, seconded by Brian Pollard and unanimously agreed to apply for exemption whereby there is no requirement to have a limited assurance review or to submit Annual Governance and Accountability Return (AGAR) to the external auditor.

## **502.09/05 Accounting Statements 2021/2022:**

Having confirmed that all figures agreed to records distributed it was proposed by Alan Whittle, seconded by Maxwell Allin and unanimously agreed to sign the document as a true record.

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## **503.09/05 Bus Stop lighting quotation:**

A quotation for the provision of a solar powered light for the bus stop on the north side of the A3072 has now been received - £1,955.34 excluding VAT. Highways can offer a grant towards the full cost of this light and the Clerk is completing the application form. A request for data concerning the number of users of the bus stops at Red Post has been made to Go Cornwall Bus to help augment the grant application. Nicky Chopak suggested that the Parish Council apply to her Community Chest for support towards a light for the bus stop on the south side of the A3072.

## **504.09/05 Vision Zero Traffic Scheme:**

It had been agreed to move the 30mph speed limits through Grimscott further out from the village, but a Traffic Regulation Order (TRO) would be required to do this which will take some time to process. Part of the speed reduction works now form part of the Bude Area Community Network Highways scheme. Alan Whittle explained that there were now three phases: 1) erection of new speed warning signs, 2) the TRO to move existing speed limit signs, 3) work to deliver further improvements in this year of next. Sheila Minter reported that there is £5,000 remaining of her VZTS grant. Of this £2,500 is for painting speed reduction warnings on the road at Ossington. It was suggested that 'Concealed Entrances' sign should also be provided on the B3254. The Clerk to write to Oliver Jones of Cornwall Highways to request this. Sheila reported that there is a 15% discount on purchasing signage through Vision Zero's procurement scheme. Paul Wingard felt that Buttsbear Cross was also a problem with limited visibility for those entering the B3254 and that a 'Concealed Entrance' sign there might also be helpful. This too would be suggested to Oliver Jones.

## **505.09/05 Footpath maintenance:**

The Clerk reported that a Purchase Order Form for a grant from Cornwall Council towards footpath maintenance had now been received.

## **506.09/05 Councillor's tasks:**

Playing Field – no issues.

Parish Hall/Car Park – no issues.

Churchyard and Chapel graveyard – no issues.

Orchard Trust – Paul Wingard reported that an article promoting the Trust had been placed in the Launcells Parish News.

Bus Shelter – no issues.

Commons – Sheila Minter reported that there were some fallen trees, but generally looking good with flowers now in bloom.

Footpaths – discussed at **505.09/05**

Salt Bin – no issues.

Flowerbeds – Two in Grimscott had now been planted.

Defibrillator – Alan Whittle reported that a sum of £138.00 + VAT would be required for new pads – he proposed this, seconded by Graham Tape, and agreed unanimously. Andrew Hargreaves suggested that another demonstration of how the defibrillator operates would be useful. Margaret Cleave also felt that it was essential all Councillors knew how it was operated.

Emergency Plan – Sheila Minter reported that the Working Group had made good progress. Paul Wingard praised Sheila for her work in leading the Group. The Group had met and discussed what was needed. The Flood Plan has a statement regarding the low risk of Tamar flooding. The Plan would be circulated to all Councillors for review. It was proposed to relocate the high-visibility tabards from the Clerk's premises to the

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Parish Hall. Parish Hall Key Holders have been nominated closer to the Hall. Nicky Chopak recommended that, when finalised, the revised Emergency Plan be registered it with Cornwall Council. Alan Whittle reported that the Bude Area Community Network is to receive a presentation from Cornwall Council Emergency Planner. Alan Whittle thanked the Working Group for all its work.

Alan asked if anyone had cleaned the Hershams bus shelter. It was felt that the Hershams crossroads is very dangerous and could use improvements – the bus shelter being right on the road putting school children at risk potentially. Trevor Elliott kindly offered to inspect the bus shelter.

## **507.09/05 Clerk's report:**

- a) Changes to bank Business Account terms – The Clerk reported that interest rate of the Business Account would rise from 0.01% to 0.1%.
- b) Correspondence received – The Clerk reported that correspondence had been received from the Citizens Advice and from Cornwall Hospice Care.

The Clerk was reminded to write to the Land Registry regarding the Common.

## **508.09/05 Chairman's report:**

- a) Purchase of new defibrillator pads – discussed at **506.09/05**

## **509.09/05 Finance -Invoices for payment:**

Outdoor Play Devon Ltd – Manufacture and install zip line (50% deposit)	£5,550
Zurich – Launcells Parish Council Insurance	£375.66
ROSPA Play Safety – Annual inspection Launcells Playing Field	£88.20
Clerk's salary – April 2022	£212.60
Clerk's expenses	£79.91
Clerk's backpay	£126.00

The Clerk notified Councillors of three further invoices received subsequent to the circulation of the agenda - £100 for repairs to the lawn mower (Simon Dingle), £78.00 for website hosting (Spanglefish) and £20 for Hall hire for the Local History Group (from the residual grant to this group, which is in the process of changing access to its current funds). It was proposed by Alan Whittle, seconded by Maxwell Allin and unanimously agreed to approve all payments. Alan Whittle recommended that the lawn mower be serviced.

## **510.09/05 Other matters:**

The next article for Launcells Parish News – Graham Tape, June – Sheila Minter.

## **511.09/05 Matters for consideration at the Chairman's discretion (time permitting):**

Graham Tape notified the meeting of weed killer spraying at Hershams Cross. Nicky Chopak would notify Cornwall Council. Paul Wingard reported that there was a double static caravan at Sunnyside.

The meeting closed at pm 8:04pm

**Next Meeting: Tuesday 07<sup>th</sup> June 2022 – 7:30pm**