



## Landrake & St Erney Parish Council

[www.landrakeparishcouncil.gov.uk](http://www.landrakeparishcouncil.gov.uk)

### ANNUAL MEETING OF THE PARISH COUNCIL

**Tuesday 14<sup>th</sup> May 2024**

**Present: Councillor Gingell (Chairman)  
Councillors Barton, Hooper, Owen & Savery.**

**Also in attendance:**

Christopher Cook - Parish Clerk & Responsible Financial Officer.

Members of the public: **17**

Members of the public were permitted to speak on each Agenda item for a period of 3 minutes. This meeting was advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, and members of the public. The public were advised that whilst every effort is taken to ensure that members of the public would not be filmed, it could not be guaranteed.

**Minutes 14<sup>th</sup> May 2024**

#### **210/2024 Chair's Welcome & Announcements**

Cllr Gingell (Chairman) welcomed residents to the Public Meeting of the Parish Council and delivered Health and Safety housekeeping rules.

Social distancing and Covid-19 measures were observed, such as ventilation.

No one intended recording the meeting.

#### **211 To receive Apologies for Absence and approve the reasons given**

Cllrs Cartledge-Claus, Mathers, Smeardon, Walker (Vice Chair) & County Cllr Martin Worth sent apologies.

Cllr Morris (absent).

Councillors **Resolved** to note.

#### **212 Minutes of the Annual Parish Meeting held on the 9<sup>th</sup> May 2023**

All Minutes deferred until the 11<sup>th</sup> June 2024 Parish Council not quorate.



Councillors **Resolved** to note.

### **213 Presentation – Solomon Browne Room Refurbishment**

Architect Tim Adamas-Snell delivered an architect's power point presentation of the plans for the Solomon Browne Room refurbishment with an additional sunroom / orangery, these being the chief alterations around the Sir Robert Geffery Hall. The Planning Application has been submitted but was too late for the current tranche of Cornwall Levelling-Up projects suitable for funding.

A new application for funding will be lodged, and the Project Committee are also looking at other funding streams.

Cllr Hooper updated Councillors and residents about the technical challenges posed with the funding projects, and Cllr Gingell (Chairman) gave a comprehensive project overview and what has been achieved by the Project Committee over the last year, echoing the points made by Cllr Hooper.

Councillors **Resolved** to note.

### **214 Public Participation**

A resident thanked the Parish Council with the support for their recent Planning Application, and appreciated that the Bullers Arms Pub and the (SRG) Hall Committee could co-operate and work in partnership for the Community.

A resident thanked the Parish Council for the work being carried out generally in the Community and particularly with the Solomon Browne Room refurbishment project, acknowledging the time given by Councillors and Committee representatives.

Councillors **Resolved** to note.

### **215 Parish Accounts year-end statement 31<sup>st</sup> March 2024**

The Responsible Financial Officer (RFO) explained the roles of the Internal Auditor and External Auditors and their responsibilities in the annual process of checking the Parish Council's financial accounts. Overall, expenditure had remained in Budget for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024, without a necessary increase in the level of Precept.

The (RFO) reported that the Audited receipts / payments accounts are-  
Unity Trust annual receipts £20,959, annual payments £21,252  
Nationwide annual receipts £1,598 (interest received), annual payments £0

The (RFO) reported that the Bank reconciliation balances are as follows-  
Unity Trust Opening Balance £12,583, Closing Balance £12,290  
Nationwide Opening Balance £50,860, Closing Balance £52,458\*

- Nationwide = £27,458 EMF Reserves, £25,000 SRG Savings Reserve



Total Parish Council Funds  
Opening Balance £63,443, Closing Balance £64,748

The Annual Parish Budget for 2023 / 2024 was £22,611

Cllr Owen questioned whether an improved interest rate could be secured by moving accounts from Nationwide to Unity Trust Bank.

Cllr Gingell (Chairman) stated that this was possible but sums would soon be transferred out of the Nationwide account from Parish Council funds to the (SRG) Hall Committee funds (Unity Trust Bank). The transferring of sums between Banks is generally quite convoluted and the Chairman did not want to make the situation more confused during the transfer as mentioned above.

### **CLOSE OF PUBLIC MEETING**

#### **216 Election of Chairman (LGA 1972 Sect.15 (1))**

One nomination was received for Cllr Gingell to serve as Chairman until the 1<sup>st</sup> May 2025. There were no other nominations for Chairman.

Proposed Cllr Owen, Seconded Cllr Barton. All agreed.

Cllr Gingell signed the Acceptance of Office form for Chairman.

Councillors **Resolved** to appoint Cllr Mervyn Gingell as Chairman to serve from the 14<sup>th</sup> May 2024 up until the 1<sup>st</sup> May 2025. All agreed.

#### **217 Election of Vice Chairman (LGA 1972 Sect.15 (1))**

The appointment was deferred until the 11<sup>th</sup> June 2024.

#### **218 To receive Apologies for Absence and approve the reasons given**

See Item 211

Councillors **Resolved** to note.

#### **219 Declarations of Interest**

Councillors **Resolved** that no Councillors declared pecuniary or non-pecuniary interests.

Councillors **Resolved** that no Councillors were liable for written Dispensations or Gifts.

#### **220 Minutes of the Public Meeting held on the 9<sup>th</sup> April 2024**

All Minutes deferred until the 11<sup>th</sup> June 2024 Parish Council not quorate.

Councillors **Resolved** to note.



**221 Matters arising from the draft Minutes for report purposes only.**

No matters arising.

**222 A Report from Cornwall Councillor Martin Worth**

No report

**223 Finance Resolutions**

**1. Financial Statement for year ending 31<sup>st</sup> March 2022 Resolutions.**

(All documents as previously circulated)

Councillors **Resolved** to note and approve –

- (i) **The Internal Auditor's Report & (v) The commencement date for the exercise of Public Rights (all documents as previously circulated)**

Councillors **Resolved** to approve the **Annual Governance Statement (Section 1) 223 (ii) and the Accounting Statement (Section 2) 223 (iii) and the Certificate of Exemption (Form 2) 223 (iv)**. The AGAR forms were signed by the Chairman Cllr Gingell.

**AGAR Section 1** proposed Cllr Gingell (Chairman), seconded Cllr Barton

**AGAR Section 2** proposed Cllr Gingell (Chairman), seconded Cllr Barton

**Exemption Certificate** proposed Cllr Gingell (Chairman), seconded Cllr Barton

Councillors **Resolved** to approve the AGAR Section 1 & AGAR Section 2 statements and Certificate of Exemption. All agreed.

**In order to comply with the AGAR Form 3 statement from External Auditors the Parish Council RESOLVED to note that there was no conflict of interests between the Responsible Financial Officer, Parish Councillors, or the appointed Internal Auditor in connection with the preparation and completion of any of the financial statements for the year ending 31<sup>st</sup> March 2024.**

Councillors Resolved to note the above statement.

**224**

- 1. The General Power of Competence (GPC)**



Councillors **Resolved** to approve and confirm that the Council continues to meet the two conditions of an Electoral mandate and CiLCA qualified Clerk and reaffirms the (GPC) originally effective from the 17<sup>th</sup> May 2022.

Proposed Cllr Owen, seconded Cllr Barton. All agreed.

Councillors **Resolved** to approve the (GPC) condition remaining in force as at 14<sup>th</sup> May 2024.

## 225 Governance

- (a) Approval of Councillor's responsibilities schedule 2024 / 2025
- (b) To note and reaffirm the Council's Standing Orders (NALC version 2021) & Financial Regulations (NALC version 2019 – under review)
- (c) To reaffirm the Model Publications Scheme
- (d) To reaffirm the Council's insurance policy cover for Council risks with Clear Insurance (including the Solomon Browne Room buildings insurance cover)
- (e) To note the Council's Asset Register and sums insured

Cllr Gingell (Chairman) proposed, Cllr Owen seconded acceptance of items (a) to (e). All agreed.

Councillors **Resolved** to reaffirm and note the Governance matters.

## 226 Bank reconciliation and Earmarked Funds (EMF)

The Unity Trust bank balance was reported as **£20,225**  
The Nationwide Earmarked Funds as **£52,647 (excluding May interest)**  
EMF **£27,647** & Sir Robert Geffery Hall (SGR) **£25,000** total **£52,647**

Refer to Finance report at [www.landrakeparishcouncil.gov.uk](http://www.landrakeparishcouncil.gov.uk)

Councillors **Resolved** to note.

## 227 Accounts for Payment 14<sup>th</sup> May 2024

The Accounts for payment were proposed Cllr Gingell (Chairman), seconded Cllr Barton. All agreed.

Councillors **Resolved** to approve the accounts for payment and **Delegated Authority** (to 11<sup>th</sup> June 2024) to the Chairman to make two payments necessary due to time restrictions-

- **ROSPA Play equipment inspection fee £98.40**
- **Ian Biffen annual internal audit report £180.00**

## 228 Planning <http://planning.cornwall.gov.uk/online-applications>

**New Planning Applications – One received**

**Application PA24/02560**



**Proposal Extensions, installation of solar photovoltaic panels to roof and  
Internal alterations to village hall**

**Location Sir Robert Geffery Memorial Hall New Road Landrake Saltash**

**Grid Ref 237436 / 60632**

Cllr Gingell explained that the integrated solar panels would be a more cost-effective item and use less tiles and re-slating of the roof would not be required. The battery associated with the panels would store energy and power into the Hall's Economy7 heating.

The Council was not quorate due to three Councillors also being present on the Hall Committee and abstaining from the vote.

Councillors **Resolved** to defer comment on Application PA24/02560

**ACTION:** Clerk to contact Planning Officer for information and report back to the Chairman.

Application PA24/03147

Proposal Complete refurbishment and renovation of existing abandoned  
dwelling house without compliance of condition 2 of decision PA22/01845  
dated 12/07/2022

Location The Barn Cattivett Landrake Saltash

Grid Ref 236053 / 62369

Councillors had no information concerning Condition 2 or its implications.

Councillors **Resolved** to defer comment on Application PA24/03147

**ACTION:** Clerk to contact Planning Officer for information and report back to the Chairman.

**Planning Application Decisions – None received**

**Planning Application for Information – Two received**

**Application PA24/01444**

**Proposal Works to trees within a Conservation Area (CA) – works include  
Pollard tree to 2 metres**

**Location Church of St Michael Church Street Landrake Saltash Cornwall PL12  
5ER**



**Application PA24/02531**

**Proposal Works to trees within a Conservation Area – removal of a garden hedge**

**Location School House School Road Landrake Saltash Cornwall**

**Planning Applications received after Agenda published – None received**

Councillors **Resolved** to note.

**229 (a) Recreation Field**

Cllr Gingell (Chairman) reported that, with Cllrs Mathers and Walker (Vice Chair), a meeting with the SRG School children had taken place at the Recreation Field. Several suggestions were made which may be incorporated once funding of the options had been agreed viz-

- Football field – nature reserve / dog walking / sports activities
- Skate board park / bike trail

Councillors **Resolved** to note.

**229 (b) Village Playground and village maintenance**

Cllr Gingell (Chairman) advised that the annual play equipment inspection had taken place. Several recommendations were mentioned by ROSPA regarding repair and refurbishment of some equipment. Equipment in places was suffering from general wear and tear.

Cllr Gingell (Chairman) suggested It would be necessary to consider repair and funding options and use of the Council earmarked reserves to meet expenditure.

Councillors **Resolved** to note.

**ACTION:** Clerk, Chairman, Cllr Hooper, and Tim Lamerton to meet to review the ROSPA inspection document and report back to Councillors 11<sup>th</sup> June 2024

**229 (c) Environmental Sustainability**

No report.

**229 (d) Cornwall Area Partnerships (CAPs)**

No report.

**229 (e) Saltash Area Road Safety (SARS)**

No report.

**229 (f) A38 Trerulefoot to Carkeel Safety Project**



Cllr Owen attended the last meeting and stated that with the help of the local Minister for Parliament, funding would be made available for the A38 safety improvements. No further details available yet.

Councillors **Resolved** to note.

### **229 (g) Neighbourhood Development Plan (NDP)**

No report.

### **230 Clerk's items**

The Clerk stated that the draft revised Model Financial Regulations (NALC) 2024 document had been amended and circulated to all Councillors.

The new Policy would be considered for adoption at the Public Meeting 11<sup>th</sup> June 2024.

Councillors **Resolved** to note.

### **231 Correspondence**

231 (i) Dangerous Ash tree letter from resident to owner of tree in Highertown Road.

231 (ii) Letter from Assistant Highways Manager to the Parish Council advising that the Arboriculture Officer will visit the owner of the property where a dangerous tree has been identified by the Council. The assessment will determine whether the tree needs to be removed.

**ACTION:** Clerk to check the latest position with the date for an inspection.

Further correspondence was received by Cllr Gingell (Chairman) on the 14<sup>th</sup> May 2024 from a resident proposing to remove a tree overhanging the public pathway leading from Highertown Park to the road below. The resident has requested that the footpath be closed during the tree removal process.

The Parish Clerk & Chairman have advised the resident that their request is permissible but confirmation should be received from [countrysideaccess@cornwall.gov.uk](mailto:countrysideaccess@cornwall.gov.uk) who advise residents on procedures and temporary closures of footpaths.

Councillors **Resolved** to note.

### **232 Date of next meeting**

The next Meeting of the Council will be the **Public Meeting of the Parish Council** on Tuesday 11<sup>th</sup> June 2024 at 7:00pm in the Sir Robert Geffery Memorial Hall (covid safe).

The Parish Council would continue to follow any instructions from CALC concerning the COVID -19 situation in connection with forthcoming Public Meetings. The choice to meet face to face was now an option with safety guidelines applying.

Please refer to [www.landrakeparishcouncil.gov.uk](http://www.landrakeparishcouncil.gov.uk) for further details.



Landrake & St Erney  
Parish Council



233 End of meeting 20:30

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**Signed (Chairman)**

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**Date**

Christopher Cook – Parish Clerk & RFO

24 Rashleigh Avenue Saltash PL12 4NS Tel 07523 005414

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