

## Altarnun Annual Parish Meeting 2022-2023

**DRAFT Minutes** of the Annual **Altarnun Parish Meeting** held at Altarnun Village Hall, Wednesday 3rd May 2023 which commenced at 7.30pm.

**Attendance:** Cllr Dowler (Chair), Cornwall Cllr Parsons, Cllr Branch, Cllr Bloomfield, Cllr Pannell & Cllr Vickery. **Also present:** Mr R Turner – Parish Clerk & seven members of the public.

**1/23** The Altarnun Annual Parish Council report was delivered. Is published at [altarnunparish.co.uk](http://altarnunparish.co.uk).

**2/23** The Altarnun Ward Councillors report was delivered. Is published at [altarnunparish.co.uk](http://altarnunparish.co.uk).

**3/23** Reports from other parish organisations delivered were: Altarnun WI, Altarnun Knit & Natter, Altarnun Chatterbox, Altarnun Craft & Produce Market, Altarnun Community Lunches, Methodist Heritage at Trewint-Wesley Cottage, Altarnun Twinning Assn, Altarnun Walkers, Altarnun Local History Society, Tre Pol Pen- Altarnun Parish News & Altarnun Village Hall. All published at [altarnunparish.co.uk](http://altarnunparish.co.uk).

**4/23** Date of next years Annual Parish Meeting confirmed as Wed 1<sup>st</sup> May 2024.

Cllr Dowler closed the meeting at 8.29 pm and thanked those present for their attendance.

## Altarnun Parish Council "RO AN HAL"

**DRAFT Minutes** of the **Annual Meeting of Altarnun Parish Council (APC)** held at Altarnun Village Hall, Wednesday 3<sup>rd</sup> May 2023 which commenced 5 minutes after the conclusion of the Annual Parish Meeting.

**APC members present** Cllr Dowler (Chair), Cllr Bloomfield, Cllr Branch, Cllr Pannell & Cllr Vickery. **Also present:** Cornwall Cllr Parsons, Mr R Turner – Parish Clerk & two members of the public.

**62/23 Election of Chair.** After an invitation for members to stand for election only Cllr Dowler accepted and in open voting, received 4 votes and elected chair for 12 months and signed the Chairmans Declaration of Acceptance of Office dated 3.5.2023.

**63/23 Election of vice chair and councillor administration roles.**

After an invitation for members to stand for election only Cllr Bloomfield accepted and in open voting, received 4 votes and elected vice chair for 12 months. Cllr Branch was appointed finance verification officer.

**64/23 Members apologies for absence.** Apologies received from Cllr W Smith, Cllr Wendon, Cllr Kendall, Cllr Anderson & Cllr Coles. Cllr P Smith had resigned from APC prior to the meeting.

**65/23 Members Declaration of Interest and requests for dispensations.** None received relating to the evenings business.

**66/23 Members of the public and Ward Councillor's invitation to address the meeting.**

Cllr Parsons expressed his concerns regarding a spate of recent accidents on local roads and his sadness of the recent tragedy, leading to loss of life in Bodmin.

**67/23 To approve the minutes of the APC Council meeting held on 5th April 2023**

It was proposed by Cllr Branch, seconded by Cllr Dowler, then **resolved** that the minutes of the APC meeting held on 5th April 2023 were correctly recorded and that they be signed by the Chair. Cllr Dowler signed the minutes.

**68/23 Matters arising from minutes of APC Annual Council meeting 6th April 2022 and not included in this agenda.**

The clerk confirmed that further minute no. 56/23 a letter had been sent to National Highways, reply awaited and further to minute no. 57/23 the matter had been raised with Devonshire Homes and remedial action is awaited.

**69/23 Finance Matters.**

**RFO Report:**

- Cr received £7000 12.4.2023 from Cornwall Council in respect of Precept 2023A.
- Cr received £1179.73 20.4.2023 from Cornwall Council in respect of CIL 2023A. CIL reserve now £14246. (Funds received related to PA20/11063 £168.07 & PA22/06743 £1011.66).
- Bank balance as at close of business 30.4.2023 £50856.37 cr.
- The RFO confirmed that after research HSBC appear to be able to offer the service APC requires to manage its credit bank balances, to obtain a return and recommended councillors considered switching banks. After brief discussion Cllr Dowler proposed and Cllr Vickery seconded and then it was **resolved** to proceed with the process to switch all APC banking to HSBC.

**Accounts payable:**

-Safeguard ICT £14.94 Annual web site domain name admin fee. Chq 1385

-AAV Services £40 Bolventor April 2023 grass cut. Chq 1386

-Smart Brothers £718 Altarnun £ 593 Bolventor Cemetery £125. Chq 1387

Cllr Dowler proposed to raise payment for these 3 items, Cllr Branch seconded, it was **resolved** to pay these accounts. Cllr Dowler signed the schedule of payments.

**The RFO advised the meeting that the 2022/2023 Internal Audit report was still outstanding and advised the Chair to defer items 70/23, 71/23, 72/23 & 73/23 to a future meeting when the report had been received.**

**70/23 To resolve to approve APC Annual Governance Statement 2022/23.** No action could be taken – deferred.

**71/23 To resolve to approve APC Annual Accounting Statement 2022/23.** No action could be taken – deferred.

**72/23 To advise Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return for 2022/23 commencement and ending dates.** No action could be taken – deferred.

**73/23 To record and agree the report of any conflict of Interest with BDO LLP (2023/24 external auditors for APC).** No action taken – deferred.

**74/23 Review inventory of land and assets including buildings and office equipment including confirmation of arrangements for insurance cover in respect of all insured risks.**

The RFO confirmed that the asset register had been circulated to all APC members, prior to the meeting and included the title numbers of all land under the councils ownership that has been registered at HMLR. Also that the insurance policy covering buildings and office equipment had been circulated to APC members prior to the meeting. The policy confirms the insured risks are adequate.

**75/23 Review of APC and staff subscriptions to other bodies, the council's complaints procedure, the council's procedures for handling requests made under the Freedom of Information Act 2000, the Data Protection Act 2018 and undertake a review of APC governance documents published on the councils web site, including APC Risk Management Policy and Risk Register. Review and adoption/re adoption of appropriate standing orders and financial regulations. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities. Review of representation on or work with external bodies and arrangements for reporting back.**

The clerk advised that after review, annual subscriptions are paid for membership to Cornwall Assn of Local Councils and Information Commissioners Office. Annual payments are due for insured risks, audits, web site hosting and internet domain name fees. Also, relating to all other procedures and documents mentioned in 75/23, and as previously published on the council's web site, a review found them to be satisfactory and that no arrangements, charters or agency agreements exist with other local authorities and likewise any contributions to expenditure incurred by other local authorities. The clerk confirmed there is currently no representation on or work with external bodies.

Cllr Dowler proposed that following the review of the existing standing orders and financial regulations as published be re-adopted for the next 12 months or until a revision is recommended by NALC/CALC. Cllr Bloomfield seconded and it was **resolved** to re-adopt the documents as they stand.

**76/23 Planning Applications: Statutory consultee comments were requested by the LPA for:**

- **PA23/02836** Prior notification of proposed development by telecommunications code system operators for a proposed base station upgrade to the existing 15 metre high monopole. Proposed removal and replacement of existing 15 metre high Phosco monopole and three antennas with proposed 17.5 metre high CU Phosco Phase 4.5 monopole c/w 4.5 headload on new bespoke base and proposed 3 antennas. Proposed installation of one 300mm dish and one cabinet. Existing one 600mm dish and 2 cabinets to be relocated and associated ancillary works. **Location** Webbs Down Bolventor PL15 7TD **Applicant** Cornerstone. After discussion, clarifying the planning documents and clarifying the applicants intentions, Cllr Bloomfield proposed & Cllr Dowler seconded to approve the following consultee comment to Cornwall Council Planning & Sustainable Development Office, which was unanimously **resolved**. **'Altarnun Parish Council supports this application to upgrade'**.

- **PA23/02120** Listed Building Consent for the installation of two wood burning stoves **Location** The Old Chapel Altarnun Launceston Cornwall **Applicant** Georgina Paterson.

After discussion, clarifying the planning documents and clarifying the applicants intentions, Cllr Dowler proposed & Cllr Vickery seconded to approve the following consultee comment to Cornwall Council Planning & Sustainable Development Office, which was unanimously **resolved**. **'Altarnun Parish Council has no objections to this application'**.

**77/23 Planning Decisions:** PA23/01391 was reported as approved by the LPA.

**For further details about any planning decision, note the application reference number and go to the Cornwall Council website <http://planning.cornwall.gov.uk/online-applications/>**

**78/23 Pre-Application Planning Cases:**

It was reported that advice had been given by the LPA in respect of application PA23/00300PRE.

**For further details about any pre application planning case, note the application reference number and go to the Cornwall Council website <http://planning.cornwall.gov.uk/online-applications/>**

**79/23 Consider and resolve to approve, subject to agreement, an application to Forest for Cornwall Landmark Tree scheme.**

A brief discussion was held relating to the Forest for Cornwall offer of a free Landmark Tree to every parish and town council in Cornwall (co-ordinated by Cornwall Council) to celebrate a local person, place, or event. The application is now out for the next planting season (November to March) and Cllr Branch proposed that APC make application and that the tree be planted on the village green to commemorate members of Altarnun WI. Cllr Bloomfield seconded, and it was **resolved** to complete an application and donate the tree to Altarnun WI. The clerk undertook to process accordingly.

**80/23 Consider and resolve to approve expenditure, subject to agreement, for a lasting memorial for the Coronation of HM King Charles III to be situate on the village green.**

Further to minute 58/23 and in discussion the clerk presented a quote from a local contractor for an inscribed Delabole slate plaque on a granite commemoration stone, including installation totalling £1399.20. Cllr Bloomfield proposed the granite memorial be chosen in favour of notice boards for this memorial and that a stone, a slate and installation be priced separately from individual sources and that a final decision on the procurement be made at a future meeting. Also, in the light of discussion that it be sited on Mill Green rather than the village green. Cllr Branch seconded, and it was **resolved** to proceed as proposed. The clerk and Cllr Bloomfield undertook to obtain prices for the slate, stone and installation as individual items and the clerk undertook to seek Cornwall Council, as landowners, approval to site the stone on Mill Green.

**81/23 Consider and resolve to approve expenditure, subject to agreement, for replacement notice boards to be situated within the parish.**

Further to minute 58/23 and in lengthy discussion it was agreed new boards are required and the clerk confirmed that the expenditure was eligible to be funded from the Community Infrastructure Levy reserve and presented a specification for hardwood weatherproof boards with one locked side for APC use and an open side for community use. Both sides to have a

viewable area 100cm x 66cm. Cllr Dowler proposed procurement and as many quotes to be obtained from local tradesmen as possible for 4 boards. Cllr Pannell seconded, and it was **resolved** that the clerk would obtain quotations for presentation at a future meeting.

**82/23 Correspondence – for information only.**

-Moor to Moor Cycle Event 14.5.2023

-NALC, CALC & Cornwall Council briefings

**83/23 Advise venue, time & date of the next council meeting, expected to be at Altarnun Village Hall, Wednesday 7<sup>th</sup> June 2023 at 7.30pm.**

**Cllr Dowler confirmed these arrangements for the next meeting and closed the 2023 Annual Council Meeting at 10.13pm.**