



DRAFT MINUTES of the MEETING of LEZANT PARISH COUNCIL held at TREBULLETT METHODIST CHURCH HALL on TUESDAY 13 MAY 2025 at 7:30PM.

Present: Cllr(s): Neil Burden; Val Hill; Godfrey Holter; Tim Minson; Ian Nash;

Steve Simmons; Tom Unwin (Vice-Chair); Irene Wood (Chairperson)

In attendance: Sam Inman (Clerk); 2 member(s) of the public

Item No		Action by
25.078	Apologies for absence: Cllr Julie Dinnis	
25.079	Councillors to sign Declaration of Office - all forms were signed prior to the meeting.	
25.080	Election of Chairman. It was proposed by Cllr Nash, seconded by Cllr Minson and RESOLVED that Cllr Irene Wood be elected as Chair. Cllr Wood duly signed the Declaration of Acceptance of Office.	
25.081	Election of Vice Chairman. It was proposed by Cllr Nash, seconded by Cllr Burden and RESOLVED that Cllr Tom Unwin be elected as Vice-Chair.	
25.082	Declarations of Interest: N/A	-
25.083	Representations from the Public: None made.	-
25.084	Cornwall Councillor's Report. Cllr Parsons was not in attendance.	
25.085	Confirmation of the Minutes. It was proposed by Cllr Unwin, seconded by Cllr Nash and RESOLVED that the minutes of the meeting held on 08 April 2025 should be approved and signed by the Chair.	
25.086	Matters Arising from the Previous Meeting:	
	a) Trebullett Green, grass cutting – any update. Carried forward.	TU
	b) Bench by Longstones, Greystone Quarry – any update. The clerk explained that she was waiting to hear back from the Quarry as to the precise location of the stone base for the bench. It had previously been agreed to purchase a recycled plastic bench for the site but after discussion, it was proposed by Cllr Burden, seconded by Cllr Unwin and AGREED that the clerk ask the Quarry whether they would be willing to provide a stone bench instead. If agreed, the recycled plastic bench would be sited at another location.	Clerk
25.087	Elections 2025/ Councillor Vacancy. The new Chair congratulated all Councillors on re-election and thanked the out-going Chair for all her efforts. One Councillor vacancy remained. The clerk will place a notice in the parish magazine advertising the role. It was noted that Adrian Parsons retained his position as Cornwall Councillor for the parish. Councillors were reminded to complete any outstanding forms.	Clerk





25.088	To review, consider amendments, and approve Council documents as follows:	
	i) Standing Orders (no amendment) ii) Asset Register (amended, figures agree with AGAR for 2024/25). iii) Risk Assessment (no amendment) iv) Complaints Procedure (no amendment) v) Insurance (updated: renewal in June) vi) Financial Regulations (to adopt) It was proposed by Cllr Burden, seconded by Cllr Unwin and RESOLVED that the documents be approved and the Financial Regulations be	
	adopted.	
	It was further proposed by Cllr Burden, seconded by Cllr Nash and RESOLVED that the Zurich insurance schedule be updated to include the defibrillator and cabinet at Little Comfort.	Clerk
25.089	Playground Equipment & Maintenance – to agree any action/ associated costs:	
	a) Monthly safety inspection reports. It was confirmed that the monthly inspections had taken place at Trebullett and Jubilee Field play areas. Cllr Nash reported that maintenance work had been completed to the wooden play tower. In addition, it was noted that vegetation was growing over the solar panels. The clerk was asked to arrange for them to be cleared. No further information had been received from Trekenner School relating to out-of-hours access to Jubilee Field. Cllr Unwin reported that a new 'No Dogs' sign was needed for the gate at Trebullett play area.	
	Councillors were informed that a resident had asked whether new play equipment (more suitable for smaller children) could be purchased for the Trebullett play area. It was agreed that the Councillor who originally spoke with the resident would ask for suggestions of types of equipment they would like to see in place.	NB
25.090	Finance:	
	a) To Approve Financial Statements for Current and Taxi Accounts It was proposed by Cllr Unwin, seconded by Cllr Hill and RESOLVED that the financial statements were approved	Clerk
	b) To Approve Accounts for Payment It was proposed by Cllr Unwin, seconded by Cllr Hill and RESOLVED that the accounts were approved for payment. The clerk	Clerk
	confirmed that the entry regarding the Zurich payment should have read Zurich Insurance Renewal. The Financial Statement would be amended accordingly.	Clerk





13.05.25	Clerk expenses (Apr 25)	online	£45.05
13.05.25	Room hire (Trebullett)	online	£22.50
13.05.25	NI - HMRC - Employers Contribution	online	£44.95
13.05.25	Elec for defib (Trebullett)	online	£20.00
13.05.25	Elec for defib (Lezant)	online	£20.00
13.05.25	Zurich Insurance Renewal	online	£579.26
13.05.25	Gareth Pollard Accounting (Internal Audit 24-25)	online	£96.00
13.05.25	M Nolan (Jan 25)	online	£42.00
13.05.25	M Nolan (Feb 25)	online	£49.00
13.05.25	M Nolan (Mar 25)	online	£70.00
13.05.25	M Nolan (Apr 25)	online	£56.00

c) AGAR – to note completion of Internal Auditor Report. The clerk had circulated the signed Internal Auditor report prior to the meeting. No issues had been raised. The Annual Return 24-25 will be signed off at the June meeting. Thanks were given to the clerk for the successful completion of the audit.

25.091 Planning Applications and Related Matters.

- a) To consider a response to consultation by the Planning Authority on the following planning application(s):
 - i) N/A
- b) Any other applications received. To report any planning applications and/or pre application planning submissions advised prior to the evening of the meeting.
 - PA25/00404 APPROVED. Treprennek, Lawhitton. New build 3 bed detached cottage style property to be sited on the existing mobile home footprint without complying with condition 2 of decision notice PA17/04751 dated 22/09/2017
 - ii) PA22/11189 APPROVED. Land south east of Sportsmans Close, Treburley. Proposal outline application with some matters reserved: Erection of up to 14 dwellings, provision of pedestrian access points and footpaths in connection with the development - all matters reserved other than access.
- c) Status of previous applications. To report decisions of the planning authority for Lezant Parish received prior to the meeting.
 - i) N/A
- d) At the previous meeting the clerk had been asked to enquire as to whether scaffolding could be stored in a field. Cornwall Council responded that this would be a matter for the Enforcement Team to review. It was proposed by Cllr Hill, seconded by Cllr Burden and





	RESOLVED that the clerk should log the matter with Cornwall Council Enforcement Team.	Clerk
25.092	Highways – to agree actions and expenditure on any issues arising on the roads.	
	 a) It was reported that the clerk had been in contact with the Highways Manager to ask that the roadside verges at Treburley be cut back due to visibility/ safety issues. 	Clerk
	b) The clerk to log various reports of potholes.	
25.093	5.093 Footpaths - to agree actions and expenditure on any issues arising on the footpaths:	
	a) It was noted that the clerk was still waiting to hear back from Cornwall Council regarding a number of defective footpath signs. It was reported that the sign at Penscombe Cross has now been replaced.	-
25.094	Correspondence a) Thanks, received from the Lezant Lunch Club for the grant towards the cooker.	-
	 b) Thanks, received from the Lezant Parish Archive Group for the grant towards purchasing two historical photographs. 	
	 c) CAP representative nomination forms had been circulated. Cllr Wood agreed to be nominated. 	
	 d) Local Council Planning Essential Training – 12th and 19th June, 10th July – to be held on Teams. 	
25.095	Any other business brought by members for the next Parish Council Meeting. None.	
Other issues noted:		
	a) Cllr Simmons had been approached regarding a planning issue relating to storage of equipment. It was noted that it fell under South Petherwin Parish Council.	
	b) The clerk was asked to follow up on recent enforcement cases and contact Cornwall Councillor Parsons to ask for his assistance.	Clerk
	c) It was shared that Trekenner School had planted a beech hedge around their garden area at Jubilee Field.	

Next Parish Council Meeting 10 June 2025 (7:30pm). Trebullett Methodist Church Hall

act the Chairperson closed the meeting at 20.37pm
Chairperson

A copy of these Minutes can be found on the Parish Council website: https://www.lezantparish.org.uk/