

**MINUTES OF THE MEETING OF LEZANT PARISH COUNCIL
HELD AT LEZANT CHURCH HALL ON TUESDAY 8th MAY 2018**

Present: Councillors: I Nash, G Holter, P J Cairns, C Ayres, J Dinnis, N Burden, S Oakley, G Scott
Clerk Mrs S Inman
 2 members of the public

Apologies for absence were received from Cllr Hill.

18.048 Declarations of Interest. Cllr Nash declared a personal interest in planning application PA18/02650.

18.049 Election of Chairman and Vice Chairman. Cllr Nash was re-elected unanimously as Chairman. Cllr Oakley agreed to stand for Vice Chairman and was elected unanimously.
 There had been no registered interest in the Councillor vacancy. The Clerk to re-advertise.

Clerk

18.050 Confirmation of the Minutes. The minutes of the meeting held on 8th April 2018 were approved by all present and signed by the Chairman.

(Cllr Dinnis arrived)

18.051 Matters arising from Previous Meeting.

- **Neighbourhood Plan.** Having completed the Cornwall Council housing needs survey councillors were unimpressed with its content. The questionnaire was not considered to be specific enough to the parish of Lezant and councillors were unsure how much useful/factual information it will yield. The clerk was asked to write to Cornwall Council and feedback this information. In addition, it should be noted that Councillors did not feel the survey offered value for money given its cost of £800.
- **Playground Maintenance.** Waiting on quotes. Carried forward.
- **Cornwall Glass Grants Program £400 for 40.** A notice had been placed in the parish magazine but the clerk had not heard back from any local clubs regarding the grant. The clerk was asked to contact the program and ask whether the Parish Council were eligible to apply themselves. If this was the case the clerk should apply to help fund the playground refurbishment expenses. Carried forward.
- **General Data Protection Regulation.** The Chairman explained that data protection in the UK is changing this month. The new legislation gives individuals more rights on how information about them is stored and used, in particular, organisations have to tell individuals what they are doing with the information they hold. Last week the clerk attended a course on GDPR and explained there are a number of implications for the council and councillors. We will need to give greater clarity over use of personal data and proof of consent is now required for data sharing; for example if a resident contacts the council they would have to give written permission to pass on their name to other councillors or 3rd parties. The Council has a duty under the new legislation to only hold information which is needed and cannot use information gathered for one purpose for any other purpose without specific approval. We need to put a notice on the parish website that we are working towards the regulation. We also need to re-consider the 'contact us page' as we would need a statement as to how we handle the information we receive. It was suggested that it may be better to list the clerks contact details instead. Councillors were reminded of the need to keep information secure on their home computers. The council

Clerk

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Clerk

had been advised that councillors ideally should have new email addresses so personal and parish business are kept separate for example 'councillorname'@lezantparishcouncil.com.

The Council is the overall controller but CALC stated that we need to appoint an interim Data Protection Officer with immediate effect – the DPO can only advise the Council they cannot make the final decisions. There was discussion over whether the DPO role was necessary as there had been indications that Parish Council's would be exempt from having this role. The Clerk explained that on the course they had been advised to appoint an interim DPO and whether a DPO is necessary or not the work to meet the regulation requirements still needs to be undertaken.

The DPO will need to:

- Complete an internal audit, identifying what information we hold and risks. Hold a register of processing activities and an Asset Register.
- Put into place measures to report data breaches.
- Draw up a retention schedule for documents.
- Clear out all the old papers, information, and documents that are not needed (both electronically and hard copy files). The Clerk requested a shredder.
- Advise the Council of their obligations.
- Monitor compliance and report breaches.
- Act as contact point.

The Chairman explained that if the clerk takes on the role there would be cost implications as this would be in addition to her current workload. The clerk believed that initially the work may add an additional 2-3 hours to her current workload a week. It was agreed that the clerk would take on the role and extra expenses would be incurred.

Clerk

Cllr Burden stated that Launceston Council had sent out a form to their entire database which the Clerk could contact them about.

18.052 Finance:

- Approval of financial Statements for Current and Taxi Accounts
- Approval of accounts for Payment
 - Eon Bus Stop Electricity - £50.94
 - Heartsafe AED - £58.80
 - Clerks salary – £394.50
 - Clerks expenses - £108.77
 - Taxi Scheme – £252.00 (made up of 3 cheques £28, £152, £72)
- Living wage pay increase & clerks salary
 - The cleaner's wages have increased with the minimum wage.
 - Clerk's pay increase. Agreed in accordance with NALC recommendations. If the Clerk takes on the additional role of DPO CALC have advised that clerks should move up 1 point on the SCP (SCP 16). This was supported.

Clerk

18.053 Planning

(Cllr Nash left the parish hall)

- PA18/02650 Change of use from agricultural land to domestic land and 'agricultural' building/ stables associated with the keeping of horses. Land north of Lower Trekenner Farm. Councillors were happy in principle with the application but concerned about the wording of 'change of use to domestic land' it was felt that it should be 'change of use to equestrian land'. The clerk was asked to clarify the wording with the planning office and confirm the outcome with Cllr Oakley. *(Afternote: the clerk spoke with the planning office who explained that the wording had subsequently been changed to 'the erection of stables'. The planning office apologised for not notifying the clerk of the change.)* It was proposed, seconded and voted to support the application.

Clerk

(Cllr Nash returned to the parish hall)

- PA18/03033. Land east of Treburley Close. Outline application for 1 new two storey residential dwelling, with an annexe on the same site. It was proposed, seconded and voted to object to the application stating the following reasons:
 - 1) The land is agricultural and outside of the village.
 - 2) It would be a development in open countryside which if approved could set a precedent and allow infill.
- **Any other consultations received**
 - Appeal PA17/03067. Outline planning application for the erection of a dwelling on land south of The Old Rectory, Lezant. All representations to be submitted by the 22nd May 2018. On instruction by the Chairman the clerk has already re-submitted the council's previous comments.
- **Status of previous applications**
 - PA18/01579 Land at Rose Cottage, Rezare. Proposed dwelling. Approved.
 - PA18/01884 Land at East Farm Rezare. Proposed 3 dwellings. Approved.
 - PA18/01758 Land north of West Larrick Farmhouse, 1 dwelling. Approved with conditions.

Clerk

18.054 Highways. The Clerk had reported the issue of the bus stop to Cornwall Council. They had responded that after inspection, in accordance with their highway maintenance manual, it does not require attention. Councillors asked the clerk to write and ask for additional information on their decision. The clerk was also asked to highlight that it is the speed sign, in particular, that obstructs the view of the bus drivers and access may be more of an issue for the disabled.

Clerk

It had also been brought to the Councils attention that the verges at Treburley were not being well kept. There was particular concern with regard to the verges at the junction between the abattoir road and the A388. The grass was considered to be so high that it was currently obscuring the view for drivers and was considered potentially hazardous. The clerk to write to the highways and ask for it to be cut asap.

18.055 Footpaths. It had previously been raised that one of the footpaths had been obstructed due to private building work in the area. It had been agreed the clerk should send a letter on behalf of the Council asking that the path be re-instated after the work was complete. However, the Chairman explained that after the meeting Cllr Holter had spoken with the resident who clarified the situation further and the clerk had been asked not to write. The footpath has since been re-instated, including being gravelled. Cllr Holter explained what a fantastic job had been done to which the Council were grateful.

18.056 Correspondence.

- Launceston Area Network emailed thanking the council for the donation of £75 towards the cutting of the grass at Treburley.
- Speed Watch. Cllr Nash explained that volunteers were in the process of being contacted and half of local parishes were taking part. It was also noted that volunteers may be expected to help outside of the parish on other roads.

18.057 Parish Business

- Cllr Nash had been contacted by Treburley Social Club about the council grant for the defibrillator. Of this the installation costs had been £150 (although the individual installing the unit had asked for his fee to be donated to charity), £50 went towards redecoration and 'making good' following the installation and the club had asked whether £50 could go towards the opening (as this is a condition of the Ruth Burden Trust Fund). This was supported. £250 will be returned to the Parish Council in due course.

It was also mentioned that a resident at Trekenner is putting a defibrillator in their house porch for personal reasons. They are happy for this to be publicised so that other residents may use it in an emergency.

- Cllr Burden asked about Launceston Taxi's contact number. The clerk said that she had been in contact with them and will be putting the new number in the parish magazine.
- The clerk was asked to log potholes at Lowley Bridge to Round Hill and the road alongside the war memorial to Lezant. Cllr Cairns noted that there were a number of blue circles on the road between Lezant and Trebulet and would like clarification as to their purpose. **Clerk**
- Cllr Scott mentioned that the grass has not been cut at Rezare. The clerk stated that the contractor had been there in May and he had reported dog foul on the green when cutting the grass. The clerk to contact him and check his schedule. **Clerk**
- The Lezant Horticultural Society would like to have a horse and carriage in use at their 2018 annual show being held at the jubilee field. In principle all supported.
- Cllr Burden explained that Trebulet Methodist Church were looking for ideas, such as an old time musical or tea dance to help celebrate the 100 year anniversary of a number of events including; end of the first world war, formation of the RAF and votes for women. Looking to hold the event in the autumn.
- Cllr Burden stated that Launceston Library had been devolved to Launceston Town Council.
- Last month's parish newsletter contained an article about land management practices. Councillors felt that it may be better that the magazine was not seen to be political.
- The Chairman explained that the accounts were currently being audited by Bookbusters. As we are under £25k there is no requirement to send our accounts off to the new auditors (which will cost £200) as we can declare ourselves exempt. All supported this.

18.058 Date of next meeting Tuesday 12th June 2018, 7:30pm at Lezant Church Room.

The Meeting closed at 8.50 pm.

Signed :

Chairman

Date: