St Stephens by Launceston Rural Parish Council

Minutes of Council meeting held on 21st May 2026 at Langore Village Hall.

26/13: P**resent:** Cllrs. J Heaton, S Goodenough, J Ranson, C Frost, D Green and B Soanes Clerk in attendance
To
26/14: **Apologies** : Cllrs Gunning and Paynter.

26/15 **Election of Chairman:** Cllr Heaton was elected nem con.

26/16 **Election of Vice Chairman:** Cllr Gunning having agreed to stand was elected unanimously.

26/17: **Declarations of interest:** None

26/18: **Minutes:** Minutes of meeting 9th April 2026 were agreed.

26/19: **Public Representation:** The entrance to Menhenniot Crescent was again raised in relation to encroachment of grass/ weeds.

26/20: **Correspondence:** None.

26/21: **Planning:** No applications to consider.

26/22: **Highways and Village Green:** The Clerk was instructed to ascertain that our insurance is correct in that we have a pond and no play equipment, war memorials, mowers or sports equipment.
The entrance to Menhenniot Crescent needs clearing

26/23: **Finance**.

a) Cheques for payment approved:
   - Chq 111 J Conway £324.43
   - Chq 112 HMRC £66.85
   - Chq 113 Clear Insurance Management £909.12
   - Chq 114 MoreCreative Ltd £125.46.
   - Chq 115 St Stephens Rec Ground £383.78

26/24: **Reports:** Website to be updated. A report was given on the plan to build a railway Okehampton to Bodmin via Launceston.

26/25 **Consideration of policies:** The following policies were approved: Equality, diversity and inclusion, Social media at council meetings, Privacy and Parish assets

26/26: Date of next 2 July 2026 at 1930 hrs.

26/27: Meeting closed at 2027 hrs

ST STEPHEN BY LAUNCESTON RURAL PARISH COUNCIL

GENERAL PRIVACY NOTICE JULY 2023

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR) and other legislation relating to personal data and rights such as the Human Rights Act.

This Privacy Notice is provided to you by St Stephen by Launceston Rural Parish Council which is the data controller for your data.

The council works with other data controllers such as:

- community groups, charities and contractors.

We will not share your personal data with anyone, including other data controllers, without your permission.

A description of what personal data the council processes, and for what purposes, is set out in this Privacy Notice.

The council might process the following personal data where necessary to perform its tasks:

- names, titles, aliases, photographs
- contact details such as telephone numbers, addresses, email addresses

Sensitive personal data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing, and using this type of personal data. St Stephen by Launceston Rural Parish Council has no requirement to collect sensitive personal data.

The council will comply with data protection law which states that the personal data we hold about you must be:

- used lawfully, fairly and in a transparent way
- collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- relevant to the purposes we have told you about and limited only to those purposes
- accurate and kept up to date
- kept only as long as necessary for the purposes we have told you about
- kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data from loss, misuse, unauthorised access and disclosure

We use your personal data for some, or all, of the following purposes:

- when you are taking part in an event organised by the council that requires personal data
- to process relevant financial transactions including grants and payments for goods and services supplied to the council

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. It is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that wewill delete it when it is no longer needed.

When exercising any of the rights listed below in order to process your request we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights:

- the right to access personal data we hold on you - at any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee
- the right to correct and update personal data we hold on you - if the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated
- the right to have your personal data erased - if you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

When we receive your request, we will confirm whether the personal data has been deleted, or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation)

- the right to object to processing of your personal data - you have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data
- the right to data portability - you have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request
- the right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained - you can withdraw your consent easily by telephone, email, or by post (see contact details below)
- the right to lodge a complaint with the Information Commissioner's Office - you can contact the Information Commissioner's Office on 0303 123 1113 or via email https://ico.org.uk/global/contact-us/email/ or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

We shall keep this Privacy Notice under regular review.

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller

Parish Clerk

St Stephen by Launceston Rural Parish Council

8 St Stephen's Hill

Launceston PL15 8HN

Email: johnc.conway@hotmail.co.uk

Reviewed 21 May 2026

St Stephen by Launceston Rural Parish Council

Social Media at Council Meetings Policy July 2023

The right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings.

Members of the public are permitted to film or record meetings to which they are permitted access in a non-disruptive manner.

Meetings or parts of meetings from which the press and public are excluded may not be filmed or recorded.

The use of digital and social media recording tools, for example Twitter, blogging or audio recording, will be allowed as long as it is carried out in a non-disruptive manner.

Councillors who choose to use social media during Council meetings must refrain from disrupting other Councillors and Council debate.

Councillors who leave a meeting due to a prejudicial interest may not communicate by text or Twitter or any other means with those councillors discussing the issue to which the interest relates.

While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998.

The Chairman of the meeting, or any such Council representative as designated by the Chairman, has the authority to stop a meeting and take appropriate action if any person contravenes these principles or is deemed to be recording in a disruptive manner.

Any person or organisation choosing to film, record or broadcast any meeting of the Council is responsible for any claims or other liability resulting from them so doing and by choosing to film, record or broadcast proceedings they accept that they are required to indemnify the Council, its members and officers in relation to any such claims or liabilities.

The Council asks those recording proceedings not to edit the film or recording in a way that could lead to misinterpretation of the proceedings or infringe the core values of the Council. This includes not editing an image or views expressed in a way that may ridicule or show lack of respect towards those being filmed or recorded.

The Council will display the requirements as to filming, recording and broadcasting at its meeting venues; those undertaking these activities will be deemed to have accepted them whether they have read them or not.

Recordings of the public part of meetings may be downloaded onto the Parish website and will be removed when 6 months old.

Reviewed 21 May 2026

St Stephen by Launceston Parish Council

Clerk: John Conway, 8 St Stephens Hill, Launceston, PL15 8HN

email: johnc.conway@hotmail.co.uk

ASSESSMENT OF RISK:

Asset: The Village Greens

Locations: Langore and Truscott

Assessment Undertaken: 01/02/2021 Review: Annual

Undertaken By: Mr J B Caudle ratified by St Stephen by Launceston Rural Parish Council

Priority – 1 – high to 5 extremely low

RGMT – Recreation Grounds Management Trustees

PC - Parish Council

CC – Cornwall Council

HAZARDS	**2. RISKS**	**3. POPULATION**	**4. CONTROLS**	**5. ACTION**	Responsibility	Priority 1 - 5
Slippery mud/grass	Low no known incidents to date	Public/children/visitors/infirm more susceptible to falling/slipping	As far as it is possible	Regularly inspect surfaces and arrange maintenance as required	RGMT PC	3
Control of dog faeces	Low	Public/children	Yes - enclosed bins are emptied regularly by CC	Regular checks to ensure bin is secure and not over full	RGMT	2

Contractors and adjoining land maintenance	Medium	Public/children	Only possible with cooperation	Inform when carrying out work, signage	RGMT PC	2
Illegal Vehicular Access	Medium- no known incidents to date	Public/children susceptible to injury from contact with vehicles	Only allow legal access To change the control would be to change completely the character of the village green and the village itself. Enclosure prohibited by Enclosure Act	Prohibit any illegal vehicular access, ensure all incidents are followed up appropriately	RGMT PC	1
Legal Vehicular traffic	Moderate – playground area has a removable post to prevent illegal vehicular access to the play areas/ elsewhere no barriers	Children and public	Yes - to change the control would be to change completely the character of the village green and the village itself. Enclosure prohibited	Ensure the post controlling access is kept locked at all times except when permitted access is provided	RGMT	2

			by Enclosure Act			
Edge ruts on green beside the highway	Low – ruts created by cars could be a potential trip hazard.	Pedestrians	Monitored by PC and RGMT	Repairs if necessary		1
Trees	Moderate - falling branches/ tripping on roots/contact with overhead power cables	Public/children	Condition of trees and proximity to overhead power cables is checked at least monthly	Trees need to be inspected at least biannually	RGMT PC	3
Parking and vehicular access deterrents	Low – collision or trip	Members of public who are unaware of positioning or those who are partially sighted	Kept locked or when removed placed safe	Regularly monitored and repair/replacement undertaken	RGMT	3
Utilities Underground Electrical and BT cables, and other utilities	Medium People on the Village Green/ maintenance persons	Any activity that involves the penetration of the surface or proximity to overhead cables – activity organisers to conduct prior research & test for any underground utilities that could be of risk to people	Signage, plans of known hazards provided as required	Ensure utilities are part of event risk assessments. Regular inspection	RGMT PC	1
Public Footpath	Medium – trip, slip or injury used by gate/injury by vehicular crossing	Public/children	Yes – surface is checked and reported to Cornwall Council if unsafe	Regularly check surfaces and gate condition	PC CC	2

Children's Play Area	Medium	Children	Access by vehicles to the hard play area is prevented by a locked post.	Play equipment and surfaces are managed, checked, maintained and inspected in line with ROSPA recommendations. Annual ROSPA inspection	PC RGMT	1
Ponds	Medium – Lyme Disease/ drowning/ highway hazard	Public/children	Natural barriers, highway signage	Regular checks, maintenance, information	PC CC	2
Pond events	Medium Persons involved in or attending the events, public.	PC provides advice re. group safety-water margins. Event organiser to produce and submit to the PC a draft Event Management Safety Plan and appropriate Risk Assessments 8 weeks prior to the event.	PC to review the final Event Management Safety Plan & Risk Assessment 2 weeks prior to the even	Organiser implements agreed actions to reduce and mitigate risks	PC Event Organisers	1
Events held on the Village Green	Medium Persons involved in or attending the events, public.	Event organiser to produce and submit to the PC and/or RGMT a draft Event Management Safety Plan and appropriate Risk Assessment 8 weeks prior to the event. Unless otherwise agreed with PC and for Langore the Recreation Ground Trustees as well.	RGMT and/or PC to review the final Event Management Safety Plan & Risk Assessment 2 weeks prior to the event	Organiser implements agreed actions to reduce and mitigate risks	RGMT PC Event Organisers	1

NB

Truscott Village Green - the Parish Council has responsibility for ensuring suitable Risk Assessments are in place

Langore Village Greens - the Parish Council and the Recreation Grounds Management Trustees are jointly responsible for ensuring suitable Risk Assessments are in place

Reviewed 3 July 2026

St Stephen by Launceston Rural Parish Council

Parish Assets May 2024

Langore Village Hall

- **Property held by the Parish Council**
- **managed by the Langore Village Hall Charity 298955 – to provide general village hall facilities**

Langore Village Green VG629

- **Land held by the Parish Council**
- **managed by the Parish Council**
- **Jubilee Bench in situ**

Langore Village Green VG630

Land held by the Parish Council

- **managed by the St Stephens by Launceston Recreation Grounds Charity 1040352 – to maintain the recreation grounds including play equipment**

Truscott Pond and Verges VG703

- **Land held by the Parish Council**
- **managed by the Parish Council**

Land adjacent to VG630 – Land Registry Title CL260378 (subject to a 99-year lease from 17/02/2010 Land Registry Title CL271650)

2 Bus Shelters

- **Menheniot Crescent**
- **Cemetery**

3 Defibrillators

- **Langore Village Hall - exterior wall**
- **Truscott - signposted at Parish Noticeboard**
- **Dutson – on Homeleigh Garden Centre fence by disabled parking**

2 Speed Monitors

Reviewed 21 May 2026

Council policy pack

Your policy schedule

Insured
St Stephens by Launceston (Rural) Parish Council

Your Policy Number
LCO00600

Business Description
Local Council

Date of Issue
28/04/2026

Period of Insurance
From 01/06/2026 to 31/05/2027

Reason for Issue
Renewal

Broker
Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ

This schedule gives details of the cover you have chosen for your policy. It also gives details of your premium and excesses or clauses that apply.

What you need to do:

- **Read this schedule alongside the Clear Councils Insurance Policy Wording.** Any words or phrases which appear in **block capitals** will have either the meaning that is shown in the policy or cover section definitions part of the policy wording.
- **Contact** Clear Insurance on 0330 013 0036 or councils@thecleargroup.com if you:
  - want to make any changes or anything is incorrect
  - need a copy of the policy wording

Your premium

Premium	Insurance Premium Tax (IPT)	Total Premium
£762.61	£91.51	£854.12

Your policy schedule

This summary shows which sections and cover apply to you. The details including limits and excesses follow this summary.

Your cover at a glance

The following sections of cover apply to your policy. Sections 1 to 2 are location specific

Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗

General covers applying to all locations

Section 3 – Business interruption	✗
Section 4 – Goods in transit	✓
Section 5 – Money with assault extension	✓
Section 6 – Personal accident	✓
Section 7 – Liabilities	✓
Section 8 – Reputational risks	✓
Section 9 – Hirers' liability	✗
Section 10 – Trustees' and management liability	✓
Section 11 – Legal expenses	✓
Section 12 – Fidelity	✓
Section 13 - Terrorism	✓

Details of your cover – location covers

Section 1 – Property damage

The table below shows the items which are covered by the Property damage section, and the amount they would be insured for.

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£0	£0
CONTENTS	£9,000	£7,500
Street Furniture	£24,000	£20,000
Walls, Gates and Fences	£9,000	£7,500
Playground Equipment	£48,000	£40,000
War Memorials	£24,000	£20,000
CCTV Equipment	£0	£0
Ground Surfaces	£5,277	£4,398
Mowers and Machinery	£6,000	£5,000
Sports Equipment	£6,000	£5,000

Excesses

The table below shows the excess you will need to pay in the event of a claim unless otherwise stated elsewhere in this schedule.

Causes	Excess
RESTRICTED PERILS unless listed below	£250
SUBSIDENCE	£1,000
FIRE	£250
Deterioration of refrigerated stock	£50
All other losses	£250

Specified Property away from the PREMISES

Item	Sum Insured	Location	Excess
Regalia	£0	Anywhere within the **GEOGRAPHICAL LIMITS**	£250

Section 2 – Fine art and collections

Section does not apply

Details of your cover – general covers

The cover provided here applies on a general basis (excluding any premises where a section is more specifically insured). Any limits provided apply once only to the whole policy.

Section 3 – Business interruption

The table below shows the cover provided by the Business interruption section, and the amounts you would be insured for.

Item Insured	Sum Insured	Maximum Indemnity Period
REVENUE	£0	Not Included
RENT RECEIVABLE	£0	Not Included
Additional Cost of Working	£0	Not Included
Additional Increased Cost of Working	£0	Not Included

Section 4 – Goods in transit

Limit Any one vehicle	Estimated annual carrying or value	Excess
£2,500	£30,000	£100

Section 5 – Money with assault extension

The table below shows the limit of liability for any one occurrence.

Cover A - Money

Types of Money	Limit of Liability
NON-NEGOTIABLE MONEY	£250,000
OTHER MONEY	
On the premises/in a locked safe during business hours	£2,500
In transit	£2,500
In any other circumstances	£500
Money in safes out of business hours	
Unspecified safe	£1,500

Cover B – Assault extension

Number of units	10

Section 6 – Personal accident	
Cover 1 – Clerk absence	Insured
Cover 2 – Personal accident	Insured

Insured persons or category of persons	Cover type	Number of units insured	Deferment period
EMPLOYEES and AUTHORISED VOLUNTEERS	Cover B	10	14 Days

Type of injury	Benefit payable per unit
Death	£10,000
LOSS OF LIMB(S) or LOSS OF EYE(S) or LOSS OF HEARING	£10,000
PERMANENT TOTAL DISABLEMENT	£10,000
TEMPORARY TOTAL DISABLEMENT	£20 per week
TEMPORARY PARTIAL DISABLEMENT	£10 per week

Cover 3 – Key person	Not Insured

Section 7 – Liabilities

The tables below show the cover provided by the Liabilities section, and the amounts you would be insured for.

Cover 1 – Employers' liability

Limit of indemnity
£10,000,000

Cover 2 – Public & products liability

Limit of indemnity	Excess
£10,000,000	£250 Third party property damage only

Public liability extensions

Extension	RETROACTIVE DATE
Legionellosis	Not Applicable

Section 8 – Reputational risks

The table below shows the cover provided by the Reputational risks section, and the amounts you would be insured for.

Cover	Limit of Liability
Cover 1 – Libel and slander	Insured
Cover 2 – PR Crisis Communication (Cover A Claims Related)	£25,000
Cover 3 – Death of Patron	Insured

Section 9 – Hirers' liability

NOT INSURED

Section 10 – Trustees' and management liability

The table below shows the cover provided by the Trustees' and management liability section, and the amounts you would be insured for.

Cover	Limit of indemnity	Wrongful Act Date	Excess
Cover 2 – Trustees' and management liability	£500,000	Not Applicable	£250

Section 11 – Legal expenses

Reference number: TS5/6773743

Insured Events	Population Size	Limit of indemnity
All INSURED EVENTS excluding Contract disputes and Debt recovery	Council Population Size Up to 500	£250,000

Section 12 - Fidelity

The table below shows the cover provided by the Fidelity section, and the amounts you would be insured for.

Category	Limit of indemnity	Excess
All employees	£250,000	£250
Aggregate limit of indemnity:	£250,000	

Section 13 - Terrorism

Section applies

Details of your cover – general covers

Clauses applying to Section 1 – Property damage

CCPD01 - Amendment to Contents definition

The Contents definition is deleted and replaced with the following:

CONTENTS

means business equipment computers plant machinery furniture fixtures and fittings consumable stock not for sale and all other contents belonging to YOU or for which YOU are legally responsible or which are entrusted to YOU whilst at the PREMISES and elsewhere as stated in the policy and the schedule

Contents includes the following property subject to the limits shown under the Limit of liability paragraph of this section

1. The cost of materials labour and computer time in reproducing
    a. documents manuscripts and business books
    b. patterns models moulds plans and designs
    c. computer systems records

    but not any cost in connection with producing information to be recorded or the value of information to YOU
2. the PERSONAL BELONGINGS of the following whilst at the PREMISES
    a. directors trustees officials partners employees
    b. visitors
    c. other persons as shown in the schedule
3. personal money of those specified in (2)

Excluding

i. STOCK
ii. landlords fixtures or fittings
iii. cash or money instruments of any description whether negotiable or non-negotiable (other than personal money noted in (4) above)

any living creatures

trees shrubs plants or other vegetation (except where more specifically noted by this policy)

explosives

prints paintings drawings rare books pieces of tapestry sculptures or other works of art

jewellery precious stones or precious metals bullion furs or curiosities

any other property more specifically insured

CCPD02 - Tenant's improvements definition

The following definition is added

TENANT'S IMPROVEMENTS

means improvements and decorations belonging to YOU or for which YOU are legally responsible in or on the BUILDINGS and elsewhere as stated in the policy and the schedule

Clauses applying to Section 7 – Liabilities

CCLC090426 - Maintenance of Playgrounds Condition

Applicable to Section 7 Liabilities – Cover 2 Public & products liability

It is a CONDITION PRECEDENT TO LIABILITY that in respect of any playground equipment devices and facilities including sand pits and paddling pools that

1. all playgrounds are manufactured and installed to the appropriate standard and maintained in good condition
2. all playgrounds are inspected by a competent person at least weekly and all defects or risks to health or safety immediately rectified
   or
   the defective equipment device or facility taken out of use
3. all playgrounds are inspected at least annually by a Royal Society for the Prevention of Accidents (ROSPA) or a Register of Play Inspectors International (RPII) approved inspector
4. YOU will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
5. YOU will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use

CCLI01 - Skateboard/BMX Parks

It is a CONDITION PRECEDENT TO LIABILITY that in respect of the use of skateboard or BMX parks the undernoted precautions will be complied with by YOU:

1. all structures including the skating surfaces
    a. are manufactured and installed to the appropriate standard and maintained in good condition
    b. are inspected by a competent person at least weekly and
        i. all defects or risks to health or safety immediately rectified
        or
        ii. the structure taken out of use
2. YOU will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. YOU will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use

WE will not provide indemnity in respect of BODILY INJURY to persons taking part in activities in the skateboard or BMX parks unless arising solely from defects in the structure of the skateboard or BMX park or the defective condition of the associated premises