

**LUXULYAN PARISH COUNCIL****DRAFT** Minutes of the Ordinary Meeting at the Luxulyan Memorial Institute, 6.00 pm,**THURSDAY 12 APRIL 2018**

## PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston, Cllr Catherine Grey, Cllr Sarah Kemp, Cllr Francis Payne, Cllr Sue Perry, Cllr Justine Rowe.

## ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Sally-Anne Saunders and 28 Members of the Public.

## ABSENT:

Cllr Bob Hatton, Cllr Margaret Higman, Cllr Bert Rowe.

Abbreviations: Councillors are abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Footpath (FP), General Data Protection Regulations (GDPR), Local Maintenance Partnership (LMP), Community Land Trust (CLT), Friends of Luxulyan Valley (FOLV), Luxulyan Neighbourhood Plan (LNP). \*\*\* indicates the Consultee Comments submitted to the Planning Authority; the general points are proposed and decided by LPC; formal submission is delegated to the Clerk.

*The meeting began at 6.00 PM and the Chairman welcomed all.*

## 17/260 Apologies

Apologies were received from MH and BH.

## 17/261 Declarations of interest or requests for dispensation.

A CG declared an interest in Item 17/262 because a planning application by her close family will be discussed. CG left the chamber for the duration of the presentation and question and answer session relating to this item.

B There were no requests for dispensation.

*The chair requested that each member of the public introduce themselves and state their reason for coming to the meeting. All attended to hear the presentation and to ask questions. A few explained that they attended to state their objections. Cllr Grey left the chamber for the duration of Item 17/262.*

## 17/262 Public Session. Mr de Havilland from The Planning &amp; Land Partnership regarding the proposed development at Tregarrick Farm, Luxulyan, Bodmin PL30 5EQ.

- The Chair explained to Mr de Havilland that this meeting was not a public consultation. For a public consultation, the venue should be larger and there should be more notice. There should be time enough to call a Parish Meeting and the documents should be available well before the meeting date.
- If Mr de Havilland's pension fund is determined to continue with this application, a PACE (Pre-application Community Engagement) was requested, co-ordinated with the Parish Council and Cornwall Council for a proper consultation and investigation into the issues for that site.
- Mr de Havilland introduced himself and his colleague, Simone, by just her first name. Simone did not speak. He had sent two documents on the Monday before the meeting:
  - 1) Preliminary Drawing of the proposal, and
  - 2) a 2-page Preliminary Flood Risk Assessment.
- Mr de Havilland said he could send the full detailed flood report, but that it was too detailed and technical for him to understand. The chair and others assured Mr de Havilland that Luxulyan was indeed interested in all the detail and requested it be sent to the clerk.

- The design would incorporate “water storage tanks which would fill during extreme rainfall but limit the peak flows into soakaways.”
- Mr de Havilland said they might even put in water pumps but did not explain where the water would go. This was not mentioned in the Preliminary Flood Risk Assessment.
- The drawing shows a total of 35 houses. Mr de Havilland said in December that he was allowed by his company to negotiate up to 50% affordable:
- 13 no. 3-bed houses, 144 m<sup>2</sup>
- 8 no. 3-bed market/disabled affordable bungalows, 98 m<sup>2</sup>
- 14 no. 2-bed semidetached affordable houses, 87 m<sup>2</sup>
- When asked if he had read Luxulyan’s Draft Neighbourhood Development Plan, he admitted he hadn’t, even though it has been available on the website for some time. He explained that when he came in December the NDP was not far enough along in the process to be a planning consideration.
- Cornwall Council’s Local Plan allows for 22 houses in Luxulyan parish and this development would build many more. The Draft Neighbourhood Plan identifies the need for affordable housing for local people which could be accomplished on infill sites, not in one big development.
- Cornwall Council’s Local Plan calls for plan-led development, not speculative development like this proposal.
- It was generally agreed that flooding, though important, was not the major issue. The major issue is that this development does not conform to the Draft Neighbourhood Plan, or Cornwall Council’s Local Plan. There are too many houses. It is on agricultural land, not infill. The highway access is very poor for such a high residential density.

17/263 Review of action points

- A** After discussion, it was **AGREED** that the Clerk would keep a list of uncompleted action points and send it along with each Agenda and Minutes.  
**ACTION: Clerk**
- 
- B** After further investigation, it was **AGREED** that a camellia at a house in the village is blocking the streetlight and the clerk will write to the resident.  
**ACTION: Clerk**

17/264 Meetings and governance

- A** The council **RESOLVED** that the minutes, as read, of the meeting held on 8 March 2018 were a true and correct record (proposed KB, 2<sup>nd</sup> SP) and they were duly signed.
- B** The clerk reported on the recommendation from CALC, as discussed at the recent councillor training, that each councillor have an email address exclusive to council business. This is not a requirement but is a recommendation.
- C** There was no proposal to appoint a Vice-chair of the council as this will be done at the Annual Parish Council meeting in May.
- D** There was no proposal to form a working party to deal with Cllr Grey’s list, *Positive Suggestions*. CG thought it might be better to have an informal session for all councillors after the May meeting.
- E** The council **CONFIRMED** the appointment of R Smith and N Legard as members of the Planning Working Party.
- F** Social Media Policy. The clerk reported that she has just received a new Social Media Policy which takes the new GDPR into account. The council requested the clerk send

it to everyone to look at so that a decision on the policy can be made in May.

**ACTION: Clerk**

**G** The clerk's briefing note on Standing Orders, circulated with the agenda was **NOTED**.

17/265 Finance

**A** The council **RESOLVED** to approve the Clerk's Year-End reports: *Payments against Budget, Bank Reconciliation, and Cash Flow*, which includes allocated earmarked funds (proposed SK, 2<sup>nd</sup> KB).

**B** LPC's reviewed and **RESOLVED** to adopt the Financial Risk Assessment (proposed KB, 2<sup>nd</sup> FP) and it was duly signed by the Chair.

**C** As reported by the Staffing Committee, the calculation for the clerk's annual leave will be done at Gov.UK using annualised hours.

**D** The council considered the clerk's distributed timesheet for March and also a table of emails received and sent for 2017 and 2018, which is one indicator of the clerk's increased work load. It was **RESOLVED** to accept the extra hours for March (proposed KB, 2<sup>nd</sup> FP). The clerk's increased workload will be discussed at the next Staffing meeting.

**E** It was **RESOLVED** to renew LNP's membership in CALC at £447.70 (proposed SP, 2<sup>nd</sup> FP).

**F** The council **AUTHORISED** payments for April 2018 totalling £3,036.57 (proposed ML, 2<sup>nd</sup> FP). The last column is recoverable VAT.

Mrs C Wilson *1901	12 Apr 18	Clerk's salary, annual leave	faster	£	1,046.70		
HMRC-PAYE	12 Apr 18	Clerk's HMRC	faster	£	-		
XLN Business Services	12 Apr 18	LNP Broadband Mar18	DD	£	25.08		
Andy Inglefield, inv227	12 Apr 18	Playground inspections - 4 weeks	faster	£	46.00		
British Gas	25 Apr 18	Public Conveniences, electricity	DD	£	17.10		0.81
Cormac Cleaning	12 Apr 18	Pub.Con., cleaning Feb-Mar18	faster	£	685.54		114.26
Bricknells	12 Apr 18	Paper, sellotape	faster	£	33.19		5.53
Lux. Mem. Institute	12 Apr 18	LNP Room Hire 2018	faster	£	70.00		
Jim Cleare	12 Apr 18	Granite Towers postage, Apr-May	faster	£	60.48		
Eurooffice	12 Apr 18	2x laser toners	faster	£	124.78		20.80
A1 Tree & Grounds Ltd	12 Apr 18	Trees pruned, playing field, west hedge	faster	£	480.00		80.00
CALC	12 Apr 18	CALC subscription 2018-19	faster	£	447.70		48.19

**G** The Audit Panel met at 5.00 pm, completed the quarterly internal control check and no queries were raised.

17/266 Crime & Prevention. PCSO report

The PCSO Report for March 2018 was **NOTED**. INCIDENTS RECORDED: Public safety 3; Transport 2; Crimes recorded 2. CRIMES RECORDED: Violence without injury 2; Other theft 1; Public Order Offences 1.

17/267 Cllr Saunders' report to the Parish

The main points from her verbal report were that:

She continues to report on the deteriorating state of Minorca Lane though nothing has been done about it thus far. At least Highways is aware that the road is being washed away.

She explained the Community Network Highway Scheme which will give a budget of £50,000 per annum per Community Network to use at it sees fit. Each parish

representative will have a vote and each Cornwall Councillor will have a vote. The Community Network Link Officer will be coming to each parish to explain more fully.

The Stadium for Cornwall will be voted on at the next Cornwall Council meeting.

17/268 Neighbourhood Plan steering group report

The public consultation of the Draft Plan has been extended to 10 May because other statutory consultees must be consulted. Cornwall Council Planning is also carrying out a Strategic Environmental Assessment (SEA) and Habitat Regulations Assessment (HRA) Screening Opinion.

17/269 Considerations

A Three quotes for an asbestos survey of the shed were reviewed and it was **RESOLVED** that Hatch Consultancy would carry out the work (proposed JR, 2nd KB).

B After some discussion, FP will continue to monitor the notice boards at the toilets and at Lockengate. He will also discuss a more efficient notice board for the Pub. He had been assured by the Pub owner that a larger board would be useful because people do read the notices there.  
**ACTION: FP**

C The renewal of the Service Level Agreement with Cornwall Council was **DEFERRED** until May because the clerk could not distribute it before the agenda was sent out.

D The request to use the playing field wooded area for a Forest School in conjunction with the Preschool was **DEFERRED**. The council requests the Forest School instructor or the Preschool teacher, or both, attend a council meeting to explain the details.

E Skate Park. CG thought it would be good to get a working party together of interested parishioners to look at the best position and best design for a possible Skate Park. The council requested she see if others were interested and report back. The clerk is in the midst of getting quotes for a concrete slab, using the specifications of the manufacturers. The clerk will also get quotes for the groundworks.  
**ACTION: CG and Clerk**

17/270 Planning

A Planning issues and correspondence of note. Nothing to report.

B Enforcements – reports on progress (see also *Clerk's Notes*)

i. **EN17/01666** | Alleged engineering works, creation of a new access from Minorca Lane and stationing of caravans and septic tanks on the site | Land South East Of Minorca Lane Bugle Cornwall PL26 8QN. Status: Case Closed. Decision: Breach confirmed. Decision Reason: Preparing formal notice(s).

C Planning decisions are reported in *Clerk's Notes* and on the website.

D Applications for consultee comments.

i. **PA18/00004/NDP** | Plan Proposal Submitted for Lanlivery Neighbourhood Development Plan | Lanlivery Cornwall  
The council had no comment on this application.

ii. **PA18/01835** | Change of use of a residential garage into an outbuilding with ancillary use. | Dove Cottage Lockengate Bugle St Austell Cornwall PL26 8RU.  
The council discussed the application and **RESOLVED** (proposed KB, 2<sup>nd</sup> SK) to

<p>submit the following consultee comments:                  *** Luxulyan Parish Council has <b>NO OBJECTION</b> to this application.</p>
<p>iii. <b>PA18/01771</b>   Partial retention of existing building and construction of an additional unit of holiday accommodation with the footprint of former cottages   Land North East Of Rock Mill Prideaux St Blazey Cornwall PL24 2SS                  The council discussed the application and <b>RESOLVED</b> (proposed CG, 2<sup>nd</sup> SK) to submit the following consultee comments:                  *** Luxulyan Parish Council will <b>SUPPORT</b> this new application which returns the development to the original plan, including the original roofline and which excludes the hardstanding. The elements of this application are more in keeping with its surroundings and are more sympathetic to its position in an area of historic interest.</p>
<p>iv. <b>PA18/01727</b>   Demolition of single storey workshops and stores, proposed steel framed engineering workshop   Vehicle Workshop Penince Ind Estate Penince St Blazey Cornwall PL24 2SU.                  This application appeared since the posting of this Agenda and as there is plenty of time for comments, the council <b>DEFERRED</b> its comments to the May meeting.</p>

17/271 Highways & Flooding

<p>A A letter from a Highway Design Technician was <b>NOTED</b> concerning new 'keep clear' markings at the school.</p>
<p>B Bodwen signage and streetlights. The council requested the clerk get quotes for streetlights at Bodwen. This is an initial step to possibly use the money from the Bodwen Solar Park for improvements in Bodwen itself.  <b>ACTION: Clerk</b></p>
<p>C Cornwall Council has dug out the drains and the clerk will write to Highways to say thank you for a job well done.  <b>ACTION: Clerk</b></p>
<p>D An email from Highways was <b>NOTED</b> which explained that the next step to improve visibility would be changes to private land adjacent to the highway. There are no steps that Highways can do to improve the situation any further.</p>
<p>E JR brought up a number of Highways issues and she will get more details for the clerk.  <b>ACTION: JR</b></p>

17/272 Assets – reports and maintenance

<p>A Cemetery. The new Children's Funeral Fund was <b>NOTED</b>.</p>
<p>B Footpaths.</p>
<p>i. ML reported that FP6 at Higher Menadue is problematic. Cllr Saunders and ML have been in contact with nearby residents. The Environment Agency is now involved.</p>
<p>ii. FP15 adjacent to the school. The new soakaway cannot handle the extra amounts of rain recently. It may be that the drainpipes from the new classroom roof saturate the field and then excess rainwater flows to the path.</p>
<p>C Luxulyan Memorial Institute. Nothing to report.</p>
<p>D Playing Field. Weekly inspections for April 2018 were received and <b>NOTED</b>. Moles have been reported in the play area. The inspector stamps down the molehills and will monitor the situation to see if the moles become a problem. The inspector mentioned that skateboard paraphernalia was left on the basketball court again. A councillor</p>

explained that this was a one-off and that it wouldn't happen again. The inspector will continue to monitor and report any problems.

E Village Toilets. The gents toilet is open again after the blockage was cleared. The solar panels on the toilets have been cleaned with deionised water and the same should happen every March before the sunny weather. It was **RESOLVED** that FP would buy a couple manhole cover lifting tools (proposed FP, 2<sup>nd</sup> ML) which can be kept in the cupboard.

17/273 Parish Matters – reports

A Community Networks: a meeting next Monday.

B Luxulyan CLT. Nothing to report.

C Luxulyan Parish Community Fund. Funds are available.

D Luxulyan Valley Partnership. The Heritage Project is held up.

E Knotweed. FP is monitoring when it appears.

F Village Hall Committee. No meeting yet.

G Other matters for report

17/274 Correspondence & Invitations (complete list in *Clerk's Notes*)

A The clerk read a letter from Cllr Rowe to the parish council which included his resignation from the council.

17/275 Business for the next meeting

No items suggested at this point.

17/276 Dates of next meetings

A Planning if needed 19th April or 3rd May, 6.00 pm

B Thurs, 26th April, 7-9 pm, Being a Good Councillor, Part 2 training from CALC.

C Annual Parish Meeting, Friday, 27th April 2018, 7.00 pm, Luxulyan Memorial Institute.

D Annual Meeting of the Parish Council, Thurs, 10 May, 6.00 pm, Luxulyan Memorial Institute.

E Ordinary Meeting of the Parish Council, Thurs, 10 May, immediately after 6.00 pm meeting.

*The Chairman thanked everyone and the meeting closed at 8.55 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 25 April 2018*