

# LUXULYAN PARISH COUNCIL

Minutes of the Ordinary Meeting at the Luxulyan Memorial Institute, 6.00 pm,

**THURSDAY 9 AUGUST 2018**

**PRESENT:**

Cllr Michaela Linfoot (Chair), Cllr Kay Baker, Cllr Michael Grindley, Cllr Margaret Higman, Cllr Sarah Kemp, Cllr Francis Payne, Cllr Justine Rowe.

**ALSO PRESENT:**

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Sally-Anne Saunders, and no Members of the Public.

**ABSENT:**

Cllr Keith Bilston (Vice-chair), Cllr Bob Hatton, Cllr Tina Windsor.

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), General Data Protection Regulations (GDPR), 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 Chair welcomed all.*

**18/65 Apologies**

Apologies were received from BH, KB, TW.

**18/66 Declarations of interest or requests for dispensation.**

None.

**18/67 Public Session**

None.

**18/68 Review of action points**

A The letters to the properties bordering Footpath 15, requesting that they cut back their hedges were not sent out because the contractors had already cut the footpath.

B Other items will be discussed under the topics below.

**18/69 Meetings and governance**

A The council **RESOLVED** that the minutes, as read, of the meeting held on 12 July 2018 were a true and correct record (proposed SK, 2<sup>nd</sup> KBa) and they were duly signed.

B The council **RESOLVED** that the minutes, as read, of the extraordinary meeting held on 26 July 2018 were a true and correct record (proposed FP, 2<sup>nd</sup> MH) and they were duly signed.

C Complaints Procedure revision was **DEFERRED** as no one had yet studied it.

D It was **RESOLVED** that the councillors in the position of Chair and Vice-chair should be CALC representatives (proposed.ML, 2<sup>nd</sup> SK).

E Two members were proposed for the position on the staffing committee. The chair requested an anonymous ballot. It was **RESOLVED** to appoint Cllr Kay Baker (proposed SK, 2<sup>nd</sup> FP).

## 18/70 Finance

A Clerk's reports *Payments against Budget, Cash Flow, and Bank Rec* were **NOTED**. As the new budget will be discussed in a couple months, the clerk will forward last year's budget worksheet to all the councillors so they can become familiar with the procedure.  
**ACTION: Clerk**

B The council **AUTHORISED** payments for August 2018 totalling £4,8789.01 (proposed ML, 2<sup>nd</sup> FP). The last column is recoverable VAT.

9 Aug 18	Clerk's salary and expenses	faster	£	750.97		
9 Aug 18	Clerk's HMRC	faster	£	190.81		
9 Aug 18	Toilets- water, Apr-Jul'18 Actual	faster	£	38.60		
9 Aug 18	Granite Towers postage, Jun-Jul	faster	£	60.48		
9 Aug 18	Public Conveniences cleaning July	faster	£	353.77		58.96
9 Aug 18	CALC training - Councillor Skills	faster	£	78.00		13.00
9 Aug 18	CALC training - Chairmanship 2x	faster	£	72.00		12.00
9 Aug 18	Repair to lights in public toilets	faster	£	319.20		53.20
9 Aug 18	LNP Broadband Jun18	DD	£	25.08		
9 Aug 18	printer ink 1x	faster	£	63.59		10.60
9 Aug 18	Repair of Shed roof	faster	£	2,850.00		
24 Aug 18	Public Conveniences, electricity	DD	£	14.01		0.66
9 Aug 18	Playground inspections - 4 weeks	faster	£	72.50		

C The clerk's timesheet for July was presented and she answered questions regarding her hours. It was **RESOLVED** to approve the extra hours on the July timesheet which was signed by the Chair (proposed ML, 2<sup>nd</sup> FP).

D Hudson Accounting was the internal auditor for 2017-18. As the council had considered three possibilities at the February 2018 meeting (Minute 17/223.C) and had chosen this firm, it was **RESOLVED** (proposed SK, 2<sup>nd</sup> ML) to use this firm for the next two years.

**ACTION: Clerk**

## 18/71 Reports

A Chair's Report. The Chair attended the site visit for PA18/04635. She gave a brief report of minor issues from parishioners that have been dealt with. She also reported a minor road accident at the Cairns on the way to Lanlivery. See Item 18/74.

B Crime & Prevention. Nothing to report.

C Cllr Saunder's report to the Parish

- The next China Clay Community Network Panel on 20<sup>th</sup> August will discuss Minorca Lane and wider Gypsy & Traveller issues first on the agenda. The public is welcome to attend all Community Network Panel meetings.
- She will be arranging a meeting with an officer at Cornwall Council to keep the issue of the Charlestown leat open and moving toward a solution.
- She has kept abreast of the parish's planning issues and kept in contact with the case officers.
- PA17/08193 for a change of use of land to 4 no. Gypsy/Traveller pitches on the land South East Of Minorca Lane was refused. The enforcement against the current works has been appealed by the applicant, but the enforcement case will probably be superseded by an appeal against the refusal.
- She has called PA18-04942 to committee, if the case officer is still minded to refuse it, and ML will attend the Committee to support the application on behalf of the parish council. It was explained that if the Planning Committee should approve the application, it will be under CC Local Plan Policy 21 - Best Use of Land.

D Planning Working Party. Nothing to report.

E Neighbourhood Plan Steering Group. Nothing to report.
F Skate Park Working Party. Nothing to report.
G Bodwen Solar Park Fund Questionnaire. The questionnaire approved at the last meeting has been printed and posted by Cornwall Council at a reasonable price to all households in the parish. It is also available to download from the website with its own dedicated webpage (close to the top of the menu) as demonstrated by the clerk. MG has offered to help the Clerk collate the data.

#### 18/72 Considerations

A Purchase of the notice board for the King's Arms was <b>DEFERRED</b> .
B Councillors JR and SK will get together, as previously resolved (Item 17/158) to review the guidelines for Citizen of the Year and bring any proposed changes to the council. <b>ACTION: SK, JR</b>
C Changes to the guidelines will delay the award and the clerk will send a notice to the Granite Towers that the Citizen of the Year will be decided at the 13 <sup>th</sup> December meeting. <b>ACTION: Clerk</b>
D There were no proposals for the consultation on the Gambling Act 2015.

#### 18/73 Planning

A Planning correspondence.
i. The clerk spoke with the case officer regarding the pre-application <b>PA18/01816/PREAPP</b> Breney Barn. It has been removed from the website because it is a confidential pre-app. Confidential pre-apps are allowed and are usually used when there is commercially sensitive information involved.
ii. <b>PA18/04942</b>   proposed erection of a new dwelling at Treskillig. See Item 18/71.C
B Planning decisions (see <i>Clerk's Notes</i> and the website).
C Applications for consultee comments.
i. <b>PA18/04635</b>   Proposed dormer extension to existing dwelling and continued use of ancillary residential annexe as holiday letting accommodation   Holly Lodge Bodiggo Luxulyan PL30 5DR. Some councillors had been on a site visit. The council discussed the application and <b>RESOLVED</b> (proposed SK, 2 <sup>nd</sup> FP) to submit the following consultee comments: *** Luxulyan Parish Council is happy to SUPPORT this application as it has not had any objections from neighbours and it will help a local business.

#### 18/74 Highways & Flooding

A minor road accident by The Cairns on the way to Lanlivery has highlighted again the state of the road and the hedges. Not only along this road, but many hedges around the parish are encroaching too far into the road. It was <b>RESOLVED</b> (proposed ML, 2 <sup>nd</sup> FP) that the clerk would write to the residents at The Cairns to request they do something about the overgrown hedges and the mud and grit that comes from the fields, and that the clerk will also write a short piece for the Granite Towers asking all landowners to cut back their hedges in good time before the heavy summer growth. <b>ACTION: Clerk</b>
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#### 18/75 Assets – reports and maintenance

A Playing Field: Playing Field inspections for July were received and <b>NOTED</b> . The clerk reported that she and KBi had had a meeting with the playground inspector and a contractor for play equipment repair. She read out a quote sent in by them. The council requested at least 2 more quotes and recommended contractors from which to request quotes. <b>ACTION: Clerk</b>
B Cemetery. Nothing to report
C Footpaths. FP reported that the boardwalk for Gold footpath 13 has not been repaired. The clerk will request an update. <b>ACTION: Clerk</b>
D Luxulyan Memorial Institute. Seed and Swap mornings are still very successful.
E Village Toilets. They are clean and tidy. Lights and disabled alarm are working fine.
F Shed. The roof renewal is finished, and the councillors reported that it looked good.
G Training for the Defibrillators will take place at the Institute on Tues, 14 August at 6.00 pm. There are 8 people from Gunwen who will be on the course and SK requested a place, so there is room for one more. ML and A Cottrill will renew their training. ML will enquire with someone she knows.

#### 18/76 Parish Matters – reports

A Community Networks: See Item 18/71.C. ML reported that Cllr Saunders has become Vice-chair of the China Clay Community Network.
B Luxulyan CLT. It was agreed to remove this standing item from the agenda.
C Luxulyan Parish Community Fund. FP reported on their meeting held the previous evening. Three grants were awarded to 1) the Youth Football Club for new strip (£600) as the children are growing, and a ride-on mower (£1400) because the football pitch needs to be cut lower and more frequently than the Parish Council's normal cutting schedule; 2) the Luxulyan & Lanlivery Women's Institute will organise a local course for 10 women (£2200) to become trainers in a number of different crafts; 3) heating for the community room of Gunwen Chapel (£2000). The clerk has been sent the financial summary to place on the website. Also LADS has folded and they recently received staging from the LPCF. They all would like the staging to be used. It was <b>RESOLVED</b> (proposed SK, 2 <sup>nd</sup> ML) that the clerk would write to the chair of the Village Hall to see whether the Village Hall will take responsibility for the staging for the use of the whole community. <b>ACTION: Clerk</b> The LPCF also confirmed that the Parish Council may apply for grants for activities 'outside of their normal responsibilities'.
D Luxulyan Valley Partnership. Nothing to report
E Village Hall Committee. The clerk will write to the committee to request information about meetings by post for the LPC representative, Cllr M Higman. <b>ACTION: Clerk</b>
F Other matters for report

#### 18/77 Correspondence & Invitations

No correspondence of note. A complete list is in Clerk's Notes

18/78 Business for the next meeting

No suggestions were made.

18/79 Dates of next meetings

A Planning if needed 23 August 2018, 6.00 pm and the Ordinary Meeting 13 September 2018, 6.00pm, both at the Luxulyan Memorial Institute.

*The Chair thanked everyone and closed the meeting at 7:48 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 10 August 2018*

13/9/2018

MC

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