

**LUXULYAN PARISH COUNCIL**

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

**THURSDAY 13 SEPTEMBER 2018**

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston (Vice-chair), Cllr Margaret Higman, Cllr Sarah Kemp, Cllr Francis Payne, Cllr Tina Windsor.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson and 4 Members of the Public.

ABSENT:

Cllr Kay Baker, Cllr Michael Grindley, Cllr Bob Hatton, Cllr Justine Rowe and Ward Member Cllr Sally-Anne Saunders.

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.*

18/80 Apologies

Apologies were received from KBa, MG, JR and Cllr Sally-Anne Saunders.

18/81 Declarations of interest or requests for dispensation.

TW declared an interest in Item 18/88.A.i. as it concerns her landlord. SK and ML declared an interest in 18/88.C.i. as it concerns a family member.

18/82 Public Session

A Two residents from Reperry near the A389 junction came to explain the ongoing traffic issues for the residents. Speed and volume of traffic combined with poor visibility because of a curve are dangerous for residents when joining traffic from their properties onto the road. The clerk will send the group a copy of the correspondence received from Highways after a March meeting at Reperry of LPC's Traffic Monitoring Working Party.

**ACTION: Clerk**

*Two members of the public left the meeting. The Chair and SK left the room and the Vice-chair took the chair in order to hear from the agent for Item 18/88.C.i.*

B The agent spoke briefly about PA18/07312 | Rear extension to kitchen at 11 St Julitta, and the councillors were able to ask questions.

*After the agent spoke, Item 18/88.C.i was brought forward. (See the decision at that item.) One member of the public left the meeting. SK and the Chair returned to the meeting and ML resumed the chair.*

C M Wilkes of the Skate Park Working Party spoke about the latest developments. The Chair brought the Skate Park Report forward. (See Item 18/86.E.)

*A member of the public left the room.*

18/83 Review of action points

The Clerk reviewed August's action points and explained the progress on some of them which would be completed after this meeting. None was unactioned.

## 18/84 Meetings and governance

- A The council **RESOLVED** that the minutes, as read, of the meeting held on 9 August 2018 were a true and correct record (proposed SK, 2<sup>nd</sup> FP) and they were duly signed.
- B It was **RESOLVED** (proposed ML, 2<sup>nd</sup> SK) to approve the cost of £12 per person for attendance at any one of the Planning Conferences offered by CC. Councillors will book themselves in or contact the Clerk to book them in.
- C St Austell to A30 Link Road scheme. MG will attend the preview event that will be held at the Wheal Martyn Museum on the 27th September. Other events are available to the general public on:  
*Roche* : Roche Victory Hall, Monday 1st October, 1.00pm to 8.00pm  
*Bugle*: Methodist Sunday School Hall, Saturday 6th October, 10.00am to 4.00pm  
*Carthew* : Wheal Martyn Clay Museum, Wednesday 3rd October, 5.00pm to 9.00pm  
*Carludon* :The Enterprise Space for Advanced Manufacturing (ESAM), Thursday 4th October, 4.00pm to 8.00pm  
**ACTION: MG**

## 18/85 Finance

- A Clerk's reports *Payments against Budget, Cash Flow, and Bank Rec* were **NOTED**. The Clerk explained a few correspondences between the documents and there were no questions from the councillors.
- B The external auditor has completed its review of the 2017-18 Annual Governance and Accountability Return (AGAR). As was expected, the auditor noted that the Risk Assessment is not in the correct format. The Audit Panel will hold an extraordinary meeting to finalise the Risk Assessment, which is partially complete and can be then brought to full council for approval. The Notice of the Conclusion of Audit and the auditor's report will be uploaded to the website on the *Parish Council Accounts* webpage.  
**ACTION: Clerk and Audit Panel**

*Item 18/87.A was moved forward to 18/85.C.*

- C It was **RESOLVED** (proposed ML, 2<sup>nd</sup> KBi) to renew the council's insurance with Came & Company, payment authorised below. It is the second year of a 3-year agreement.

- D The council **AUTHORISED** payments for September totalling £3,467.04 (proposed SK, 2<sup>nd</sup> MH). The last column is recoverable VAT.

13 Sep 18	<i>Clerk's salary and expenses</i>	faster	£	815.57		
13 Sep 18	<i>Clerk's HMRC</i>	faster	£	70.00		
13 Sep 18	<i>Insurance, 2nd year of 3-year agree.</i>	faster	£	852.57		
13 Sep 18	<i>Police Station in St Blazey</i>	faster	£	400.00		
13 Sep 18	<i>Clear pockets, etc</i>	faster	£	16.09		2.69
13 Sep 18	<i>Large Bin for village bus stop</i>	faster	£	147.16		24.53
13 Sep 18	<i>LMI broadband</i>	faster	£	30.68		
13 Sep 18	<i>Website hosting Nov18-Oct19</i>	faster	£	168.00		28.00
13 Sep 18	<i>Public Conveniences cleaning Aug</i>	faster	£	353.77		58.96
13 Sep 18	<i>Defibrillator training</i>	faster	£	140.00		
13 Sep 18	<i>Playground inspections - 4 weeks</i>	faster	£	46.00		
13 Sep 18	<i>Public Conveniences, electricity</i>	DD	£	14.01		0.66
13 Sep 18	<i>Printing and posting Solar Park question</i>	faster	£	335.19		
13 Sep 18	<i>Wildlife Resource Map - renewal</i>	faster	£	78.00		13.00

- E The Clerk explained a Budgeting modification which should make the Budget more accurate. The Audit Panel will look at this next month.

## A Chair's Report.

- coordinated with the Village Hall and A&A to get the goal posts erected.
- coordinated with A&A to make a concrete base for the new bin to be placed at the village bus stop.
- is monitoring the verges so that they look good.
- attended the Planning Committee and spoke on behalf of LPC regarding PA18/04942
- attended a meeting regarding the Leats with Ward Member Saunders and officers from Cornwall Council
- compiled a list of the people who were trained to use the defibrillators and this will be posted on the notice boards with their consent.

B Crime & Prevention. Nothing to report. Monthly reports are no longer received.

C Ward Member Cllr Saunders gave her apologies and sent this report:

Firstly there will be a series of public exhibitions regards the A30 Link Road towards the end of Sept early Oct. that I think you and Luxulyan Parish residents should know about. I have attached a poster that details the venues and dates for your information. Also attached is a newsletter, which is being mailshotted to roughly 6000 residents deemed most likely to be interested in the scheme. I have particularly requested that the residents of Reperry are included in that mailshot as it is probably fair to say that they may feel likely to be impacted by the Link Road Project, in which case the public meetings will provide the opportunity for them to discuss their particular concerns with the Highways Team. There may very well be other residents out in the Lockengate area who also have some concerns they'd like to raise too, so the wider the information regards the Exhibition dates can be spread the better. Hopefully the Highways team will be able to allay any concerns that folk may have but if anyone has any lingering concerns I am more than happy that they should get in touch with me and I will endeavour to follow them up with the Project Team myself upon my return.

Secondly as everyone was no doubt aware, the Chair, Cllr Linfoot & I were at the Central Planning Committee on Monday last week for the appeal for planning application PA18/04942 at Treskilling that the majority of you were in support of. We came very close to overturning the Planning Case Officer's decision to refuse this application, (6 votes in our favour, 7 against), however the refusal stands for now. The applicant does have the opportunity to appeal to the Planning Inspectorate and in answer to Cllr Payne's email, they have a period of 6 months I believe in which to lodge that appeal. Anyone interested in how appealing to the Planning Inspector works can visit their website at [www.gov.uk/government/organisations/planning-inspectorate](http://www.gov.uk/government/organisations/planning-inspectorate).

It was disappointing that the committee weren't able to support us ultimately, however I was encouraged by the fact that a couple of committee members have indicated to me that they intend to raise the lack of clarity around Policy 21(Best Use Of Land) at the meeting of Senior Planning Officers and Chairs/Vice Chairs of the Regional Planning Committee's, which is set to take place later this month. It will be interesting to see what if anything comes of that!?

Finally, at Full Council in Truro on Tuesday this week, Council voted in favour of the motion that the panel that has to date been overseeing the Local Government Boundary Review which closes for submissions on 17 September 2018, should, following on from that now commence the process for a Community Governance Review. Effectively having looked at our Cornwall Council Divisional Boundaries it is now time for the Town & Parish Council Boundaries to be put in the spotlight. The new terms of reference for the panel are yet to be set, however there was a strong indication

that this should only affect Town & Parish Councils that request to have their boundaries looked at for whatever reason and not a wholesale root and branch redrawing of the Parish Boundary map. No doubt we will all be discussing this matter further in the coming months!

I shall be back at my post on Thursday 4 Oct 2018 and intend to be at the next St Blazey, Fowey & Lostwithiel, Community Network Panel Meeting on the 15th October at the Alexander Hall, Middleway, St Blazey at 7pm. No doubt I will see one or two of you there.

NB: Can I remind everyone that as a County Councillor I have a Community Chest from which I can make small grants to local groups. I have already granted some of these funds, however the Chest isn't quite empty yet, so I am still happy to consider any further applications that come my way for the moment.

D Neighbourhood Plan steering group. FP reported that Cornwall Council has concerns about the building zones in the Plan and adjustments are being made. CC also wants more robust wording to ensure the preservation of certain listed monuments, a clay dry and three ornamental grottos.

E Skate Park Working Party. They have now opened a bank account named Luxulyan Skatepark Fund and the *Luxulyan Skatepark Fundraising Group* is running this bank account. They have applied for some funding and will be applying for more. At the moment, the Working Party and the Fundraising Group have the same members. SK read out their draft Survey. After discussion it was **AGREED** to put the Skate Park Survey in the Granite Towers. SK will send the draft to the Clerk who will ensure it is compliant with GDPR and send it to the Granite Towers. The Clerk and the Fundraising Group members can receive the responses. Parish Council will keep and collate the data and of course keep the data private.

**ACTION: SK and Clerk**

F Website Analytics. The clerk has begun to monitor the monthly website traffic figures in order to see if the new 'Not Secure' message in the Google website browser is affecting traffic. **PLEASE NOTE that enhanced website security is only necessary when a website takes personal data from the user. The council's website does not take any personal data from its visitors.**

18/87 Considerations

A The decision about insurance renewal was moved to 18/85.C.

B It was **AGREED** to postpone the purchase of a new notice board for the wall of the King's Arms Pub until the new landlord is in situ and a suitable one can be selected.

C Good Citizen Award. Changes were **RESOLVED** (proposed SK, 2<sup>nd</sup> ML) and the Clerk will send the new guidelines to Granite Towers and also post them on the website.

**ACTION: Clerk**

D The draft revision of the Complaints Procedure was considered and FP had a number of queries. After discussion it was **AGREED** to request that CALC look at the wording of the document. FP will clarify his suggestions with the Clerk by email.

**ACTION: Clerk**

E Questionnaire. After lengthy discussion, the council **RESOLVED** (proposed ML, 2<sup>nd</sup> SK) to have the Bodwen Solar Park Fund Questionnaire analysed by an independent body: PFA Research, based in Penryn. The maximum amount would be £1200 and savings will be passed on if they need fewer hours than they estimated for the transcription. The council feels that it can make decisions about spending the money

with complete confidence if the parish's wishes are analysed and reported independently, accurately and confidentially.

F The website provider has suggested an upgrade to make the website more mobile friendly. The clerk circulated the proposal from the website provider and also recommended that the website remain as it is for the moment because: 1) the content is available to mobile users, though not in the most modern format; 2) content is simple to upload, manipulate and format; 3) the clerk has experience with other more modern website formats that are not so straightforward and flexible; 4) the decision can be revisited in 18-24 months' time. It was **RESOLVED** (proposed SK, 2<sup>nd</sup> KBi) to leave the website as it is for the time being.

18/88 Planning

A Planning issues and correspondence of note.

i. **PA18/02176/PREAPP** | Pre-application advice for construction of one affordable dwelling (self build) | Mandalay Rosemelling Luxulyan PL30 5EQ  
The council **NOTED** that this preapplication has been withdrawn from the planning website.

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

C Applications for consultee comments.

i. **PA18/07312** | Rear extension to kitchen. | 11 St Julitta Luxulyan PL30 5ED.  
The council discussed the application and the public comment on the planning website. The council **RESOLVED** (proposed FP, 2<sup>nd</sup> TW) to submit the following consultee comments:  
\*\*\* Luxulyan Parish Council feels that the applicant has mitigated the overlooking of the neighbouring properties and the council **SUPPORTS** this application.

ii. **PA18/07489** | Certificate of lawfulness for existing occupation of Tredinnick Fields bungalow without compliance with the agricultural occupancy condition imposed on planning application C/SAR/61/15608 dated 28th August 1961 | Tredinnick Fields Access To Tredinnick Fields Luxulyan PL30 5DT.  
The council discussed the application and **RESOLVED** (proposed SK, 2<sup>nd</sup> ML) to submit the following consultee comments:  
\*\*\* Luxulyan Parish Council has **NO OBJECTION** to this application.

iii. **PA18/07577** | Non-material amendment for design change of conservatory; walling at dwarf level to be cavity blockwork rendered and painted cream to match existing in respect of decision notice PA17/11149 - Conversion of existing barn store to form a granny annexe bedroom and en-suite together with oak frame conservatory | 2 Millbridge Cottages Pontsmill Road Pontsmill Par Cornwall PL24 2RR.  
The council discussed the application and **RESOLVED** (proposed KBi, 2<sup>nd</sup> SK) to submit the following consultee comments:  
\*\*\* Luxulyan Parish Council has **NO OBJECTION** to this application.

iv. **PA18/07889** | Construction of detached dwelling | Sunnyside Access To Rosemullion Farm Rosemelling Luxulyan PL30 5EQ.  
The council briefly discussed the application and **DEFERRED** its consultee comments until the next council meeting. The Clerk will request an extension.  
**ACTION: Clerk**

## 18/89 Highways &amp; Flooding

No issues were discussed. The REPORT IT webpage is an excellent way you can let Highways know about a pothole or fly-tipping. You can find the link on Luxulyan's website or go directly to: [www.CORNWALL.GOV.UK/REPORT-IT](http://www.CORNWALL.GOV.UK/REPORT-IT)

## 18/90 Assets – reports and maintenance

A Playing Field. Playing Field inspection reports for August were received and NOTED. As has been reported in recent months, the rust on the play equipment is getting very bad. As an option, the Clerk presented 3 possible replacements for the Toddler Multi-play and the Junior Multi-play. The Clerk also presented two quotes for complete repair, including refabrication and welding where necessary. It was NOTED that the Clerk had attempted with various companies to obtain quotes; however, very few companies are willing to work on play equipment. After lengthy discussion and consideration of the options, in the first instance, it was **RESOLVED** (proposed SK, 2<sup>nd</sup> KBi) – for the purposes of the next resolution – to suspend Financial Regulation 11.1.h which states that 'the Clerk shall obtain three quotations'. It was then **RESOLVED** (proposed ML, 2<sup>nd</sup> SK) to accept the quotation from Chris Biggs Engineering Ltd of Fowey for the repair of the Toddler and Junior Multi-play at £3,158.64 + VAT.

B Cemetery. As agreed, A&A are landscaping the back area of the cemetery.

C Footpaths. Footpath 13 is the Saints' Way and under the responsibility of CC and they reported that capital funding for the refurbishment of the boardwalk at Footpath 13 has been requested. There is no date yet for the work to commence.

D Luxulyan Memorial Institute. Seed and Plant Swaps are happening every month.

E Village Toilets. Looking good.

## 18/91 Parish Matters – reports

A Community Networks: St Blazey; China Clay

B Luxulyan Parish Community Fund. Kevin Marsh, secretary, has resigned. They are looking for another panel member.

C Luxulyan Valley Partnership. There is a meeting 19 September and ML will attend.

D Knotweed. The Clerk will contact Mr Perks to see when he will inject the knotweed on the playing field.

**ACTION: Clerk**

E Village Hall Committee. No meeting thus far.

F Painted Bollards. The Clerk will write a letter of thanks to the person who painted the bollards and has them looking great!

**ACTION: Clerk**

18/92 Correspondence & Invitations (complete list in *Clerk's Notes*)

A The Clerk read a letter from Catherine Grey and family.

B Common Land. There is an application for the designation of 5.9 acres at Trevellion Moor as Common Land. Details will be placed on Facebook and the website. Comments will be discussed at the next meeting.

**ACTION: Clerk**

C Cornwall Council review its *Statement of Licensing Act Policy* will be discussed in Oct.

D Exhibitions about the St Austell to A30 Link Road scheme.

*Roche* : Roche Victory Hall, Monday 1st October, 1.00pm to 8.00pm

*Bugle*: Methodist Sunday School Hall, Saturday 6th October, 10.00am to 4.00pm

*Carthew* : Wheal Martyn Clay Museum, Wednesday 3rd October, 5.00pm to 9.00pm

*Carluddon* :The Enterprise Space for Advanced Manufacturing (ESAM), Thursday 4th October, 4.00pm to 8.00pm

18/93 Business for the next meeting

No items were suggested.

18/94 Dates of next meetings

A Planning if needed 20 September 2018, 6.00 pm and the Ordinary Meeting 11 October, 6.00 pm, both at the Luxulyan Memorial Institute.

B Audit Panel. Extra meeting to discuss Risk Assessment will be called this month, date to be agreed.

C Audit Panel. 5.00 pm, 11 October to discuss the 2019-2020 Budget along with the internal control check.

*The Chair thanked everyone and closed the meeting at 8.35 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 15 September 2018*