

LUXULYAN PARISH COUNCIL

DRAFT Minutes of the Ordinary Meeting at the Luxulyan Memorial Institute, 6.30 pm,

THURSDAY 10 DECEMBER 2015

PRESENT:

Cllr George Haywood (Chair), Cllr Jack Satterthwaite, Cllr Ralph Keam, Cllr Clare Eich, Cllr Barbara Fahey and Cllr Roger Smith.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, and no Members of the Public.

ABSENT:

Cllr Andy Cottrill, Cllr Jodie Fisher and Cllr Michaela Linfoot. Ward Member Cllr S Rix.

Abbreviations: Councillors are abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Footpath (FP), Local Maintenance Partnership (LMP), Community Land Trust (CLT), Friends of Luxulyan Valley (FOLV), D Luxulyan Parish Community Fund (LPCF), Cornwall Association of Local Councils (CALC), UK government Department for Communities and Local Government (DCLG). *** 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 6.35 PM and the Chairman welcomed all.

15/154 Apologies.

A Apologies were received from Cllr S Rix, PCSO Merrikin, AC, ML and JF. JF requested approval of absence because of caring for her very young baby. Approval for JF's absence passed unanimously (proposed JS, 2nd BF.)

15/155 Declarations of interest or requests for dispensation.

RS requested dispensation for any matters pertaining to his membership in 3 voluntary organisations: Cornwall Archaeological Society (Area Representative), Rambler's Association, Friends of Luxulyan Valley (Trustee). It was **agreed** that Roger's input on matters concerning these organisations would be valuable and that decisions on these topics would not benefit him financially, nor benefit him more than any other member of the council or community. Dispensation for all 3 organisations was granted for up to 4 years (proposed RK, 2nd BF) in accordance with Localism Act 2011, Sec 33(2)c. The clerk holds the Dispensation Request Forms.

15/156 Public Session.

A None.

15/157 Previous action points with further action if required.

A Reports on the actions of ML and AC were deferred until the next meeting.

B It was **noted** that actions by CE and the clerk at 137E, and by the clerk at 142B are not yet completed.

C **Bodwen Solar Farm Community Contribution.** Further to 143, no further information has been received from Elgin Energy Ltd. We await the donation when the solar farm is fully functioning, which is expected in the next few months.

D **Luxulyan Parish Community Fund.** Further to 146, JS reported that the LPCF Panel is now comprised of 7 people: Cllr J Satterthwaite, Cllr M Linfoot (both representing LPC), Nick Legard, Jim Clear, Chris Austin, Dave Bunt and Kevin Marsh. The Panel met on 2nd December to decide whether to form its own charity CIO (Charitable Incorporated Organisation) or have the Cornwall Community Foundation (CCF) handle all the administration for a 10-15% fee on funds granted.

The panel decided to have the CCF administer the charity for 12 months. The decision would then be discussed and voted on again. Dave Bunt was elected Chair; Cllr J Satterthwaite Vice-Chair; Kevin Marsh Secretary. The LPCF Panel will meet with CCF on 13 January to start the process. The Panel will not have regular meetings, but will meet as and when necessary.

E 151. Report on national grid presentation at Lanhydrock attended by GH. Refurbishment of the power lines between Indian Queens to Landulph will take place from April to October 2016 using 3 work crews. For safety reasons some roads will be closed for short periods of time. More information is available at this website:
www2.nationalgrid.com/UK/In-your-area/Projects/Indian-Queens

F Other previous items will be reported on under the topics below.

15/158 Meetings and governance.

A Co-option of a new member. Two candidates have shown an interest in the one vacant place on the council. The Chairman requested that they write to the clerk.

B The minutes of the meeting held on 12 November 2015 were **approved** and signed as a true and correct record (proposed JS, 2nd BF).

C Clerk's reports on this month's *Payments v. Budget* and *Cash Flow* were **noted**.

D Renewal of the clerk's Society of Local Council Clerks (SLCC) membership was approved because the information provided by the SLCC is of benefit to the clerk and the council (proposed RS, 2nd RK). The membership fee is shared with the clerk's other parish council with LPC paying 75%, or £88.50. The clerk pays the fee personally and will charge it to the council as an expense included in the payment with her salary.

E Payments for December totalling £2,291.91 were **authorised** (proposed RS, 2nd RK). The last column is recoverable VAT.

10 Dec 15	<i>C Wilson, salary Nov'15</i>	faster	£	557.48		
10 Dec 15	<i>The Play Inspection Co.- Oct inspection</i>	faster	£	71.94		11.99
10 Dec 15	<i>CALC - Transparency training</i>	faster	£	18.00		3.00
10 Dec 15	<i>A&A, footpaths</i>	faster	£	476.00		
10 Dec 15	<i>A&A, grass cutting</i>	faster	£	735.00		
10 Dec 15	<i>A&A, gate</i>	faster	£	70.00		
10 Dec 15	<i>Broxap, Village Hall bin</i>	faster	£	274.80		45.80
10 Dec 15	<i>Jim Cleare, GT postage</i>	faster	£	77.35		
21 Dec 15	<i>British Gas - Oct</i>	DD	£	11.34		0.54

F In order to pay wages on time, payments for January 2016 totalling £274.88 were **authorised** (proposed RS, 2nd RK).

6 Jan 16	<i>A Hawken, cleaner</i>	faster	£	220.08		
14 Jan 16	<i>HMRC cleaner</i>	300159	£	54.80		

G Playing Field inspections for November were received and the following volunteers were enlisted for the next 5 weeks:
ACTION: BF, CE, RS, GE, JS.

15/159 PCSO report.

Not all the crimes recorded in the PCSO's crime report are directly linked to Luxulyan. PCSO Merrikin explains that only 2 would be of interest to the Parish: 1 Criminal damage to vehicle – the windscreen of the van parked on the land near to Corgee. This van has now been moved. 1 Criminal Damage – tree cut down without permission of the owner. At the beginning of December we received a report of a burglary to a shed

and stable in a field near to the Church. Nothing was taken but a cast iron bath was moved towards the gate and a horse let out of its stable. We ask that people are vigilant and report anything suspicious to the Police.

With Christmas so close I would also like to remind people to make sure their properties are secure and do not leave expensive items on display.

15/160 Cllr Rix's report to the Parish.

Cllr Rix did not attend and did not send a report.

15/161 Finance

A The clerk's hours. The clerk's timesheets since June were submitted to the Staffing Committee. A working party met on 26 Nov to consider the clerk's work, to look at the increased work for all clerks in general because of many devolved responsibilities from central and county government to local councils, including the new transparency code and paperless planning, and they recommended 60 hours per month to the council. After answering questions, the clerk left the room and the council discussed the issue in private. After careful consideration of the work load and the impact on the budget, it was **decided** to increase the clerk's hours to 60 hours per month with effect from January 2016 (proposed GH, 2nd CE). GH and the clerk will design a more detailed timesheet in order to understand the clerk's time better and to see if councillors can help with or take on any of the work.

ACTION: GH and clerk

B BUDGET. The proposed budget was compared with the last 4 years and changes discussed. An increase of 1% was **agreed**, bringing the Budget for the financial year 2016/17 up to £22,137 (proposed CE, 2nd JS).

C PRECEPT. Due to the decrease in the Council Tax Support Grant, an increase of £528 was **agreed**, bringing the Precept to £18,933 for the financial year 2016/17. However, due to a rise in the taxbase, the Band D payment will remain exactly the same; that is, a 0% increase (proposed CE, 2nd JS).

ACTION: clerk

D The Transparency Code for Smaller Councils. RS attended training from CALC on the transparency code and the responsibilities for councils with a turnover of under £25,000. LPC's turnover hovers around the £25K mark and is expected to remain under £25K this financial year. RS reported that Luxulyan PC is already compliant with most of the Code: draft minutes and Clerk's Notes are published for each meeting online along with many aspects of LPC's accounts. The clerk reported that the accounts are on a new webpage, *Council Accounts*, and the only missing element (for compliance with the Code) is a table of parish council land assets, because she is still researching the details. RS also noted that all correspondence with the clerk is a public document.

ACTION: clerk

E Sector-led External Audit. RS **reported** that the Transparency Code replaces the obligation for smaller councils to have an external audit. CALC strongly recommends that smaller councils continue having an external audit by opting into a 'sector-led' external accounting programme. Costs can be kept down with group rates. The DCLG should be writing to all smaller councils this month to make a decision about an external audit and LPC will consider this at the January meeting.

15/162 Neighbourhood Plan steering group report.

Nothing to report this month.

15/163 Weed Spraying along the village roads.

It was **agreed** to renew the weed spraying contract for two sprays, spring and autumn 2016, for the same amount as last year, £423 (proposed CE, 2nd RS). However, the clerk will **investigate** whether Rosevale Gardens was included in the sprays this year, as was requested. Extra was paid for this and GH reported that there is no visible effect.
ACTION: clerk

15/164 Lorries to Danish Crown.

The clerk **reported** on correspondence between a parishioner and Danish Crown regarding the lorries that follow Sat Navs down the narrow lanes rather than the wider lane through Bodwen. Also, there was an accident with a lorry delivering to Danish Crown hitting a post box at Menadew. Unfortunately, the Post Office Service has said they will not reinstate the post box there. It was **agreed** that the clerk should write to the Post Office and to Danish Crown to request that everything possible be done to reinstate the post box so that the local residents do not lose this important service.
ACTION: clerk

15/165 To discuss funding for a village Defibrillator.

GH **reported** that the pub will be holding fundraisers for an all-weather outside wall-mounted defibrillator box, so that the defibrillator (currently located inside the pub) will be available at any hour of the day. There will be a £200 per year maintenance fee for the box and perhaps the Parish Council or the Luxulyan Parish Community Fund would be interested in funding this. GH will also investigate the possibility of another defibrillator for Luxulyan village.
ACTION: GH

15/166 Enforcements.

A **EN15/02202** closed. Large area of common land has been cleared and a hard standing base laid. Land at Corgee Moor Luxulyan Bodmin Cornwall. This case has been closed. The case officer has explained that the investigation and enforcement has moved to other agencies, because the SSSI status makes their case stronger. ML and RS visited the site again. The barbed wire fence and abandoned vehicle are gone, but the asbestos and hardcore are still there.

B Enforcement Case closed **EN15/01708**. PA14/11789 - APP/D0840/W/15/3011500 - Land North West Of Carne Cottages, Carne Cross, St Blazey. It was **noted** that the latest refused planning application PA15/05789 may have some inaccuracies.

15/167 Planning

A Planning correspondence.
PA15/07648. Ancillary accommodation. Penthorn. Lane From Chimney Tops To The Grange Lockengate Bugle PL26 8RU. Mr Norman Harrington. This application was called to Planning Committee which will meet on 21st December at 2 pm in the Council Chamber, St Austell. GH will attend and speak in support of the application.
ACTION: GH

B Planning decisions (also reported in *Clerk's Notes* and on the website).
PA15/08439 | Erection of an affordable dwelling | Land Adjacent To Carne Cottages

Carne Cross St Blazey Par Cornwall PL24 2SX. The determination deadline is 24 December. It was agreed to await the decision of the case officer. If the case officer decides not to support the application, in opposition to LPC's opinion, an extraordinary meeting may be called to discuss whether to ask that this go to committee.

c Applications for consultee comments. None.

15/168 Highways.

A GH reported the standing water at Carne Cross to Cornwall Council.

B Bank near 4 Cross. The clerk **reported** that Highways can offer no direct help about the hedge being eroded. However a **letter** was received from the property owner thanking LPC for its support because the large vehicles are no longer a problem. LPC should be informed if this changes.

c Road to the Old Clay Dry. Highways **wrote** to say that they have no budget for traffic calming measures at this time; however, they suggest that the Parish continue to **report** speeding violations so that a map of incidents can be made in the area which would help support action when the budget is available.
ACTION: Members of the public

D It was **noted** that Highways' replies to complaints are informative even when they cannot offer any immediate or direct help. The new Highway & Environment Manager's replies to complaints and requests are very helpful.

E A pothole is getting worse opposite No 2 St Sulien, on the corner. The clerk will report it.
ACTION: clerk

F The potholes that had been repaired are opening again between the quarry entrance and Kernick Farm. The clerk will report them.
ACTION: clerk

15/169 Assets – reports and maintenance.

c Playing Field.

i. The Village Hall bin arrived before the date requested. It now needs to be positioned in the play area. GH will coordinate with Chris Thomas to get it in position.
ACTION: GH

ii. The 2015 inspection report by the Play Inspection Co. was received and the current quotes (next item) for the play equipment repairs are based on this. It was **agreed** to accept the offer of £62.50 +VAT for next year's inspection, which is an increase of less than £3 (proposed RK, 2nd CE).
ACTION: clerk

iii. Two quotes have been received, but it was **agreed** to defer consideration of quotes for play equipment and soft surface repairs until the next meeting so that we may have three quotes. ML should receive the quote from Cormac shortly.
ACTION: ML

iv. Playing Field Survey. JS asked, and it was **agreed**, that the survey - about the use of the other side of the playing field where the goal posts and orchard are - will not be distributed to the parish until the spring because the weather at the moment is not conducive to thinking about outside activities.

D Footpaths.
<p>i. Extra maintenance work on FP 6 & 8 was suggested by the footpath contractors A&A. RS reported on the state of the paths and it was agreed that FP6 needs the extra work as it did last year. A&A suggested a bridge of some kind could alleviate the flooding problem at FP6. RS will enquire whether the Ramblers could help finance a solution. FP8 however will need extra work to protect the bank so the clerk will ask A&A for a quote. ACTION: Clerk and RS</p>
<p>ii. RS reported on the likelihood that the Secretary of State will not renew the closure order on FP10, which meets Roche Parish's FP4. This would make the path the responsibility of Cornwall Council again. The Ramblers have looked into the repairs necessary and it would be far above the Ramblers' budget.</p>
<p>iii. Cormac has requested that the parish provide them with the rate LPC pays for the surface cutting of all the footpaths in the parish. LPC has never distinguished the surface cut from the hedge cut. It would be an arduous task and would take up too much time. It was agreed not to reply (proposed RS, 2nd JS).</p>
E Cemetery.
<p>i. The clerk will get quotes for topping the fir trees at the cemetery car park. BF will take a photo of the trees so that the clerk can describe the work precisely. ACTION: BF and Clerk</p>
<p>ii. The moss on the central path at the cemetery is very slippery. The clerk will ask A&A to make it a priority. ACTION: Clerk</p>
F Village toilets. AC reported by email that the work requested by South West Water in October was completed and that SW Water has made a second inspection which we have passed.
G Village Bus Shelter. As the Trethew Mill Garden Services is now attending to the bus shelter, the clerk advised Mrs Hawken the cleaner in October that her services would no longer be required at the bus shelter. As of Nov '15, £9.01 per month is no longer paid to Mrs Hawken.
H Luxulyan Memorial Institute. CE reported that the Cheese and Wine evening on 11 December is sold out. More fundraising is being arranged.

15/170 Parish Matters – reports.

A Flooding. Nothing to report.
B Village rubbish bins. Nothing to report.
C Village Hall Committee. Nothing to report.
D School Management Committee. CE reported that there are 91 pupils. The school has consulted with parents about the move to an academy trust, the Penninsular Learning Trust. This will not change the school in any way, but will allow it to pull on more resources.
E Luxulyan Valley Partnership. Nothing to report.
F CLT – Community Land Trust. Nothing to report.

G Minorca Lane Project. There is a meeting coming up of the China Clay Community Network Panel. ML and JS will attend and plan to attend regularly.

ACTION: JS and ML

H Flytipping. BF and RS reported on various incidents of flytipping, many around Minorca Lane. They said that Cory was pretty good about cleaning them up reasonably quickly. The major tip near the Blacksmith Shop has been partially cleaned up.

15/171 Correspondence & Invitations. (complete list in *Clerk's Notes* 10-12-15)

A Ms Hugo thanked the council for its prompt response to complaints about the unlawful development at the SSSI site on Corgee Moor. She hopes it will be cleaned up soon and retain its SSSI status.

B Tesco Local Community Grants. Information was circulated to all councillors.

15/172 Business for the next meeting.

No specific suggestions.

15/173 Dates of next meetings.

A Planning if needed 17 December, 6.30 pm and the Ordinary Meeting 14 January 2016, 6.30pm, both at the Luxulyan Memorial Institute.

B China Clay Community Network Panel Meeting to be held on Monday 14th December at 7pm at Bugle Chapel Room. ML and JS will attend.

The Chairman thanked everyone and the meeting closed at 21.40 pm.

Mrs C Wilson ~ Parish Clerk ~ 16 December 2015

Happy Holidays and a very Merry New Year!