

# LUXULYAN PARISH COUNCIL

Minutes of the

## Ordinary Meeting

held at the Luxulyan Memorial Institute at 6:47 pm  
after the Parish Meeting and the Annual Meeting of the Parish Council

**THURSDAY 12 MAY 2016**

**PRESENT:**

Cllr George Haywood (Chair), Cllr Michaela Linfoot (Vice-chair), Cllr Jack Satterthwaite, Cllr Andy Cottrill, Cllr Clare Eich, Cllr Barbara Fahey, Cllr Roger Smith, Cllr Keith Bilston.

**ALSO PRESENT:**

Clerk to the Parish, Mrs Christine Wilson; Tasha Davis, CC Community Link Officer for the St Blazey, Fowey & Lostwithiel area of which Luxulyan Parish is a member; and 2 Members of the Public.

**ABSENT:**

Cllr Ralph Keam, Ward Member Cllr Simon Rix and PCSO Natalie Merrikin.

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), Neighbourhood Plan (NP). \*\*\* 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 immediately followed the Annual Meeting of the Parish Council.*

**16/13 Declarations of interest or requests for dispensation.**

None.

**16/14 Public Session.**

A The owner of the Village Shop explained her campaign to brighten up the village. She has a collecting pot in the Shop that has already collected a good amount. Some suggestions from the public for improvements to the village are:

- Hanging basket on lamp posts or other suitable places. Flower pots as well. There is already support from local businesses to sponsor individual baskets. She asked for Parish Council support to maintain the hanging baskets during the summer. The clerk will ask other parishes how they handle maintenance. JS will ask at St Austell council because they have a large scale programme.

**ACTION: JS and Clerk**

- A sign saying something like 'welcome to Luxulyan and Luxulyan Valley' at the entrances to the village. RS has had some correspondence about a welcome sign that also says 'World Heritage Site'. It might cost around £500 for a sign, plus £200 for an added plaque. LPC requested the clerk write to the Heritage Lottery Fund Project to see if any funds could be allocated for such signs, and whether they would be more flexible about the placement of the signs, rather than only the two places suggested on the 2010 map.

**ACTION: Clerk**

- Clean up the area around the redundant phone box. [It was explained that this is an ongoing issue that began a couple years ago when BT made the box redundant. Tasha Davis has enquired about this very recently and it is on the list to be removed but BT will "do it in their own time". She suggests LPC write to its MP about it to

see if pressure can be put on BT to do something quickly.]

**ACTION: Clerk**

- Everyone is very appreciative of the grass being cut around the bus shelter by the school, but they wonder if LPC can do the same for the slope by the houses opposite the school. The Chairman said that LPC would discuss it; however, it could set a precedent for expectations of the council to cut other areas.
- Bins at the Playing Field are needed, though she understands that one is already purchased and ready to be positioned.
- A skate ramp in the Playing Field.
- One area in the Playing Field designated as 'Dog Friendly' with a sitting/picnic area.

*A member of the public left the meeting.*

- Tasha Davis also said not to forget that the ward councillor's Community Chest fund may be used for this type of project.

B The applicant for planning at Item 16/26Di spoke about the pressing need for accommodation for a worker on their farm. It was agreed to move the item forward. (See the decision at that item).

*The applicant left the meeting.*

16/15 Review of action points from previous minutes and decide on any further action, if required.

- The rubbish bin will be placed in the Playing Field soon.
- ML has spoken with Martin Eddy re the allocation of funds and work at Rosemelling for flood prevention. It appears that work has started there again with drains being cleared. ML will monitor progress.
- Bodiggo Grit Bin. It has been hit again and may not be repairable. It was positioned in a very vulnerable spot. The clerk will request A&A move the sand to other bins and **dispose** of the bin (proposed GH, 2<sup>nd</sup> KB).  
**ACTION: Clerk**
- There has been no communication from Treverbyn re 'Not Suitable for HGV' signs.  
**ACTION: Clerk**
- We are awaiting the electrician so the defibrillator can be installed.
- The clerk will not wait any longer for the Luxulyan Comm. Fund in order to apply simultaneously for a 2<sup>nd</sup> defibrillator; but will apply right away to the Comm. Chest.  
**ACTION: Clerk**
- Playing Field survey is under way.
- The envelope with the Password list was lost. The clerk will change all current passwords and get the renewed list to the Chairman.  
**ACTION: Clerk**
- The fence between the houses and the playing field was looked into by ML and AC. There is a gap without fencing that the children go through. The clerk will contact A&A to cover the space in some way.  
**ACTION: Clerk**



16/16 Meetings and governance.

- A The minutes of the meeting held on 14 April 2016 were **approved** and signed as a true and correct record (proposed ML, 2<sup>nd</sup> KB).
- B The minutes of the meeting held on 21 April 2016 were **approved** and signed as a true and correct record (proposed ML, 2<sup>nd</sup> BF).
- C The change in the Code of Conduct, para 3.5A, as discussed on 10 March, was **ratified**, having left at least 28 days for public comment. (proposed RS, 2<sup>nd</sup> JS). It will be updated on the website and in the policy folders.  
**ACTION: Clerk**
- D The change in Standing Orders, Sec 18(a) and (c), as discussed on 10 March, was **ratified**, having left at least 28 days for public comment (proposed BF, 2<sup>nd</sup> RS). It will be updated on the website and in the policy folders.  
**ACTION: Clerk**
- E The Grant Awarding Policy, as discussed on 10 March was **adopted and ratified**, having left at least 28 days for public comment (proposed RS, 2<sup>nd</sup> JS). It will be uploaded to the Policies webpage and printed for the policy folders.  
**ACTION: Clerk**
- F Update on the Cornwall Electoral Review. Nothing to report.
- G Playing Field inspections for April/May were received and the following volunteers were enlisted for the next 4 weeks:  
**ACTION: GH, JS, KB, AC.**

16/17 Finance.

- A The Internal Audit Report by Mr P Roberts was **received** with 'no issues to report'. The auditor considered the 'financial risk low' and financial controls and procedures 'adequate and appropriate'.
- B Review. In accordance with the Accounts and Audit Regulations 2015, LPC reviewed its internal controls with regard to governance and risk management. The Audit Panel with Internal Control checks reviews this, reports to full council quarterly and has flagged no problems. It was agreed that the internal controls are adequate and effective (proposed GH, 2<sup>nd</sup> RS).
- C Governance. Each of the Annual Governance Statements in the Annual Return 2015/16 was read out by the Chairman in turn and each question was considered and answered unanimously with 'Yes'. The council authorised this to be signed by the Chairman and clerk (proposed ML, 2<sup>nd</sup> CE).
- D Accounts. The Accounting Statements of the Annual Return 2015/16 were prepared by the clerk as Responsible Financial Officer. The accounting statements were approved (proposed JL, 2<sup>nd</sup> JD) and signed by the Chairman.
- E The Annual Return is ready to be sent to the external auditors and the statutory period for availability for the public inspection of the accounts is 3<sup>rd</sup> June – 14<sup>th</sup> July 2016. Notice of the details will be posted on the notice boards and the website.  
**ACTION: Clerk**
- F Payments for May 2016 totalling £1,224.83 and, in order to pay wages on time, payments for June totalling £283.44 were **authorised** (proposed AC, 2<sup>nd</sup> CE). The last column is recoverable VAT. NB: For ease of reporting, the cleaner's salary,



authorised the previous month, is reported with this month's payments.

|           |                                      |        |   |        |  |       |
|-----------|--------------------------------------|--------|---|--------|--|-------|
| 6 May 16  | AJH, cleaner                         | faster | £ | 226.84 |  |       |
| 12 May 16 | HMRC cleaner (*1701)                 | faster | £ | 56.60  |  |       |
| 12 May 16 | Clerk's salary and expenses Apr'16   | faster | £ | 610.01 |  |       |
| 12 May 16 | Cornwall Wildlife Trust              | faster | £ | 96.00  |  | 16.00 |
| 12 May 16 | South West Water                     | faster | £ | 101.34 |  |       |
| 12 May 16 | British Gas, electricity for toilets | DD     | £ | 10.09  |  | 0.48  |
| 12 May 16 | Paul Roberts, internal audit         | faster | £ | 75.00  |  |       |
| 12 May 16 | Eurooffice, laser toner              | faster | £ | 48.95  |  | 8.16  |
|           |                                      |        |   |        |  |       |
| 6 Jun 16  | AJH, cleaner                         | faster | £ | 226.84 |  |       |
| 9 Jun 16  | HMRC cleaner (*1702)                 | faster | £ | 56.60  |  |       |

16/18 PCSO report.

A March 2016. Crimes recorded: 1 Other theft; 1 Possession of drugs. Incidents recorded: 1 Anti-social behaviour; 8 Public safety; 7 Transport.

B Year End Report. Crimes recorded: 6 Violence with injury; 5 Violence without injury; 1 Other sexual offences; 1 Burglary dwelling; 2 Burglary non-dwellin; 3 Vehicle offences; 8 Other theft; 8 Criminal damage; 2 Possession of drugs; 1 Other offence. Total 38 compared with last year's 40. Incidents recorded. 16 Anti-social behaviour; 2 Crimes not recorded; 15 Crimes recorded; 89 Public safety; 86 Transport. Total 208 compared with last year's 260.

C April 2016. Crimes recorded: 2 Violence without injury; 1 Burglary non-dwelling; 1 Other theft; 1 Possession of weapons. Incidents recorded: 2 Anti-social behaviour; 5 Public safety; 6 Transport.

16/19 Cllr Rix's report to the Parish.

No report was received.

16/20 Luxulyan Parish Good Citizen of the Year – 2016.

Notice has been placed in Granite Towers for Jun/Jul and will also be in the Aug/Sept issue. The nomination form is on the website. Deadline for nominations is 31 Aug. CE will make more boxes for the nomination forms.

**ACTION: CE**

16/21 St Blazey Police presence, update.

It appears that the purchase of the building and the housing of the police in one section of it will now go ahead. St Blaise Town Council will not request the promised funds from LPC until the sale is complete.

16/22 Neighbourhood Plan steering group report.

It was agreed that a loan of £250 from reserve funds would be **allocated** to the Group so they can start work (proposed ML, 2<sup>nd</sup> CE). The **OPEN DAY** is at the **Village Hall, Sat. 9<sup>th</sup> July from 2 pm – 5 pm**. They will need the laptop, screen and projector. GH received the Wildlife Site Map.

16/23 St Austell to A30 link road exhibition.

A number of councillors have attended the exhibition. Two routes are being considered and currently there is a public consultation about the two routes. One links St Austell with the A30 further east for easier access to the north. The other route hits the A30

further west for a faster link to Newquay. CC has a questionnaire available online for the public and LPC will consider a formal response at its June meeting.

#### 16/24 Brighten Up the Village Programme.

A The proposals being organised through the Village Shop were discussed during the Public Session. See item 16/14.

B Possible village signs were discussed at Item 16/14.

C **Village Litter Pick** is organised for **Saturday 18 June, 10 am**, Luxulyan Memorial Institute. It is the weekend before Feast Week and has been advertised in Granite Towers. ML is the co-ordinator. CE will organise the risk assessment and register of participants. Various councillors are organising equipment.

**ACTION: CE, ML, RS, JS.**

#### 16/25 Luxulyan Community Bus report

The Community Bus project has lost its most active member due to ill health and the future of the project is uncertain. A member of the public suggested LPC could take over the project and it will consider the possibility at its next meeting.

#### 16/26 Planning

##### A Planning correspondence

i. CC Consultation: Gypsy and Travelling Communities Site Allocations Development Plan Document - Scoping Report. It was **agreed** that RS and the clerk will respond to the consultation by 1<sup>st</sup> June.

**ACTION: RS and Clerk**

ii. **APP/D0840/S/16/3143592** and **APP/D0840/W/16/3145679** for Beswetherick Fields. The council and the CLT have responded and the council's responses to each will be placed on the website under *Parish Planning*.

**ACTION: Clerk**

##### B Enforcements – reports on progress (others may be listed in *Clerk's Notes*).

i. A farmer whose land adjoins Danish Crown's new car park has had several enforcements and lengthy correspondence with Danish Crown and Cornwall Council ever since the car park was developed (**PA14/10783** approved Nov 2014) because it drains into his field and has rendered a sections of his fields boggy and unarable. It was **agreed** the clerk should write to Sheryll Murray MP and Cllr Rix.

**ACTION: Clerk**

ii. **APP/D0840/W/15/3011500**. The 3 month deadline for some conditions on this Appeal Allowed With Conditions has passed. The entrance to this site is badly positioned on a corner and is used regularly by lorries, which local residents have found dangerous. GH will write to CC to see what the situation is.

**ACTION: GH**

##### C Planning decisions (reported in *Clerk's Notes* and on the website).

##### D Applications for consultee comments.

i. **PA16/02471** | The siting of a ABI Arizona static caravan to be used as accommodation by a farm worker. | Trevanney Farm St Blazey Cornwall PL24 2SU.

This item was moved forward at 16/14B. The council **agreed** to SUPPORT this

application and send the following comments (proposed ML; 2<sup>nd</sup> BF):  
\*\*\* Luxulyan Parish Council strongly supports this application because it is necessary for the farm business.

- ii. **PA16/03669** | Application for amendments to existing planning consent (**PA16/00379**). Including dormer to west elevation, addition of chimney to south elevation and reconfiguration of windows on west and south elevations | Toms Barn Nanscawen St Blazey Par Cornwall PL24 2SR.  
The council **agreed** to SUPPORT this application and send the following comments (proposed AC; 2<sup>nd</sup> ML):  
\*\*\* Luxulyan Parish Council is happy to support this application which will not affect neighbours and will enhance the development.

#### 16/27 Highways.

- A The pothole in front of the Institute has been repaired and so has the fence at Treskilling. The pothole was repaired with only 6mm of material rather than 10mm so it may not last very long.
- B The chairman read out the scheduled dressing, surfacing and patching works for Luxulyan Parish which are expected to be accomplished in 6 months, but at least within 18 months. Copies of the lists will be on the website under *Parish Highways*.  
**ACTION: Clerk**
- C Lockengate "Don't follow your Sat-Nav" sign has been turned down by CC on the grounds that it would be unsustainable to erect the sign in every place in Cornwall where sat-nav sends cars, lorries and emmets down inappropriate routes.

#### 16/28 Assets – reports and maintenance.

- A Playing Field. The ballot box is in the shop for replies to the Play Area Surveys. South West Play is doing a good job so far repairing the equipment.
- B Footpaths. LPC received a letter from the North Cornwall Cluster Group about the inadequacy of the 10% increase in the LMP. The clerk passed it on to the Footpath Committee and it was **noted**.
- C Cemetery. BF reported it clean and tidy.
- D Village toilets. The quarterly Feed in Tariff was received for £67.16.
- E Luxulyan Memorial Institute. Seed & Plant Swaps are happening. Other money raising activities planned.

#### 16/29 Parish Matters – reports.

- A Flooding. Nothing to report.
- B Village rubbish bins and street sweeping. Nothing to report.
- C Village Hall Committee. Meeting in a fortnight's time. CE will request a copy of their annual report to ensure the £3,000 grant for the floor is ring-fenced.  
**ACTION: CE**
- D School Management Committee. The new headteacher has been appointed. She is the current deputy head.
- E Luxulyan Parish Community Fund. Waiting for the agreement between Cornwall Community Fund and Clean Earth Energy.

F Luxulyan Valley Partnership. Meeting next month. Heritage Lottery Fund coordinator will have a survey for inhabitants and users views about Luxulyan Valley.

G CLT – Community Land Trust. Waiting to hear about appeals. See Item 16/26Aii.

H Other matters for report.

i. Par Running Track is part of the county wide sports facility / leisure strategy and Tasha Davis said that the lead proponent from CC would fight hard for its retention.

ii. A member of the public has very kindly been cleaning the notice board in the village and said that he would continue. The clerk will write to thank him.  
**ACTION: Clerk**

iii. A person has been caught on camera dumping plaster board at the quarry.

iv. Fast cars “boy racers” around the parish late at night have been heard fairly often.

16/30 Correspondence & Invitations. Nothing outside of *Clerk's Notes*.

16/31 Business for the next meeting.

LPC response to A30 St Austell Link questionnaire. Whether the Parish Council should take on responsibility for the Community Bus project. Review of Cemetery Policy. Location of boxes for Good Citizen nominations.

16/32 Dates of next meetings.

Planning if needed 26 May, 6.30 pm and the Ordinary Meeting 9 June 2016, 6.30pm, both at the Luxulyan Memorial Institute.

*The Chairman thanked everyone and the meeting closed at 8.53 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 2 June 2016*

*GP Hayward  
9/6/16*