

LUXULYAN PARISH COUNCIL

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

THURSDAY 14 JANUARY 2016

PRESENT:

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

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson.

ABSENT:

Cllr Jodie Fisher.

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). *** 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 6.30 PM and the Chairman welcomed all.

This meeting was immediately preceded by the quarterly meeting of the Audit Panel (AC, GH and JS), which brings its recommendations to the Council.

15/174 Apologies.

Apologies were received from PCSO Merrikin.

15/175 Declarations of interest or requests for dispensation.

RK declared an interest in the decisions and payments for repair of the Village Toilets because his grandson is a self-employed plumber and usually does the work.

15/176 The Co-option of a new councillor.

A letter or letters to request co-option were not received before this meeting.

15/177 Public Session.

No members of the public were present.

15/178 The review of action points.

The review was deferred until the next meeting.

15/179 Meetings and governance.

A The minutes of the meeting held on 10 December 2015 were **approved** and signed as a true and correct record (proposed RK, 2nd JS).

B It was **agreed** that the Minutes and Agendas of LPC will no longer be posted by the Clerk in order to reduce the Clerk's hours. The following councillors will each take charge of the one of the 3 notice boards: AC – Main notice board at the Village Toilets. RS – Lockengate notice board. GH – wooden notice board at The King's Arms Pub. All three councillors have the respective keys necessary for their notice board.

ACTION: AC, RS, GH

C Playing Field inspections for Dec/Jan were received and the following volunteers were enlisted for the next 4 weeks:

ACTION: JS, CE, RS, AC.

D Clerk's reports on *Payments against Budget* and *Cash Flow* were **noted**. The Audit Panel had reviewed these reports, the Internal Control Check was completed and they raised no concerns.

RK did not discuss or vote for payment of Dan Cordy, plumber at the next item.

E Payments for January totalling £702.99 were **authorised** (proposed AC, 2nd BF). The last column is recoverable VAT.

14 Jan 16	<i>C Wilson, salary Dec'15</i>	faster	£	488.98		
14 Jan 16	<i>Dan Cordy, plumber, Toilets</i>	300157	£	100.00		
14 Jan 16	<i>MetroRod</i>	faster	£	102.00		17.00
21 Jan 16	<i>British Gas - Nov</i>	DD	£	12.01		0.57

F In order to pay wages on time, payments for February totalling £274.88 were **authorised** (proposed AC, 2nd BF).

6 Feb 16	<i>A Hawken, cleaner</i>	faster	£	219.88		
11 Feb 16	<i>HMRC cleaner</i>	300158	£	55.00		

G Transparency Code. The turnover for LPC is expected to be under £25K this financial year which means that it must conform to the new Transparency Code and publish information about its accounts online. The Audit Panel recommended and full Council **agreed** that LPC would publish its accounts online (on the *Council Accounts* webpage) in accordance with the Transparency Code even when it is slightly above the £25K turnover, as it was last financial year. It also **agreed** that, in compliance with the Model Publication Scheme, it would publish Budget v. Payment figures every 6 months.

ACTION: Clerk

15/180 Police presence.

A PCSO Report. There was 1 Crime Recorded of Violence with Injury. However the PSCO did note that it was a quiet month for Luxulyan.

B The PCSO has offered and the clerk will invite her attend the next meeting to discuss a new defibrillator.

C St Blaise Town Council has taken on responsibility for supplying the police with an office which will serve the surrounding parishes including Luxulyan, Tywardreath, Par, Lostwithiel and Fowey, at a cost of approximately £8,000 per year.

In accordance with the 1997 Local Government and Rating Act, Sec. 31, Luxulyan PC **agreed** to support the police presence at the St Blazey Community Space with £400/per year, as requested by St Blaise Parish Council (proposed RS, 2nd ML). Luxulyan's contribution is 4.9% of the projected yearly running costs, which is equal to Luxulyan's proportion of the total precepts of each benefiting parish. The Clerk will add this new spending category to the accounts and will also request from St Blaise Town Council an indication of what the annual increase might be.

ACTION: Clerk

15/181 Cllr Rix's report to the Parish.

Cllr Rix did not attend or send a report.

15/182 Neighbourhood Plan steering group report.

A The meeting was not possible over the holidays, but ML will organise it this month. It was agreed that any councillors who wish to attend should ring her to let her know their availabilities and ML will **contact** St Eval to arrange a meeting before the next PC meeting. It was agreed that the Clerk should attend if possible to get a better idea of the Clerk's role in the process.

ACTION: ML and councillors

B GH and AC borrowed a copy of the Parish Plan (from 2006?) from the files. It should help start the Neighbourhood Plan process. GH will scan and **email** it to everyone.

ACTION: GH

15/183 SLCC Regional Roadshow

The Clerk's attendance at the 9 March SLCC Regional Roadshow in Saltash, at a cost of £69, was **approved** (proposed ML, 2nd JS), as it proved very informative on a number of topics last year.

ACTION: Clerk

15/184 ERCCIS.

RS reported that the Environmental Records Centre for Cornwall and the Isles of Scilly could create a bespoke map of Luxulyan CP which highlights the opportunities and constraints provided by the resources of wildlife and landscape interests in the area at a cost of £80. It was **agreed** to request the map because it would form part of the Neighbourhood Plan and assist its development (proposed AC, 2nd ML).

ACTION: Clerk

15/185 National Grid maintenance.

The clerk handed out leaflets received from the National Grid Community Relations team about the works. She will **post** two A3 notices about the works at Lockengate and the main Village notice board. Some information is already posted on the website under *Notices*. AC will **scan** the leaflet and send it to the Clerk to post on the website.

ACTION: Clerk, AC

15/186 Planning

A Planning correspondence. Roche Draft Neighbourhood Plan. LPC is a statutory consultee to the Roche DRAFT Neighbourhood Plan. The other councillors thanked RS for his notes on the Draft. LPC found it understandable that one of the main concerns was the traffic through Roche village and noted that one of the suggested routes that could be built would go through Luxulyan Parish; however, that route was considered an unlikely choice. It was also thought odd that there was no mention of footpaths; however, there were no objections to the Draft on any point and the Clerk will **write** to express LPC's congratulations on an impressive document.

ACTION: Clerk

B Enforcements (others in *Clerk's Notes*).

It was noted that **EN15/02495** [Breach of S106 non payment of contributions, Beswetherick Field] is with CC's legal department. CE will **inquire** whether the Luxulyan CLT has any further information.

ACTION: CE

C **APP/D0840/W/15/3011500**. Planning ref: **PA14/11789**. The Appeal has not yet been decided. There were concerns about electric cables now installed at the site of the unauthorised development at Carne Cross.

D Planning decisions were **noted** (reported in *Clerk's Notes* and on the website).

E Applications for consultee comments.

i. **PA15/08421** | Conversion of barn and erection of extension to form residential dwelling (amended design) | Trescoll Farm Barn Trescoll Farm Lockengate. After discussion LPC **agreed** to the following comments (proposed ML; 2nd RK):

*** Luxulyan Parish Council continues to SUPPORT this application with its amended design; however' its support is subject to clarification about the impact of the development on Footpath 408/4/1, if any. LPC notes that FP4 cuts through the property between the current development and the 'Proposed Butcher's Shop' as outlined on the Location Plan (Sept 15).

15/187 Highways.

A A letter from a member of the public to LPC was **noted** about the poor state of the parish's roads, blocked drains and the pavements that are slippery with fallen leaves.

B The virtual pavement on the bridge from the village to Bridges is not well defined which is hazardous, especially since school children use the bridge every day.
ACTION: Clerk will write

C There is flooding on the road between Trenoweth Farm and Challow Terrace.
ACTION: Clerk will write

D It was **agreed** that the Clerk will invite R Tatlow and M Eddy to see problem areas in the Parish guided by ML, including the unfinished work at Rosemelling.
ACTION: Clerk

E The hedge which was becoming a problem in the wet weather opposite the Cemetery is being cut back by a tree surgeon.

15/188 Assets – reports and maintenance.

A Playing Field.

i. Quotes were discussed from three providers for the maintenance and repair of the play equipment; however, it was unclear if all were quoting for exactly the same things. The clerk will write a list of all the items and request a quote from each using the complete list.
ACTION: Clerk

ii. LPC received a drawing from Trethew Mill Gardening Services for a proposed community area on the Playing Field. Any decision will be postponed until the results of the survey about the use of the Playing Field have been collated. The survey will go out when the weather is better.

B Footpaths. A&A will try to finish a major cut back of a section of FP6 'Dark Lane' for the agreed price of £60 (15/169D.i) once the weather clears a bit. It is noted that it must be done before the spring ban on hedge cutting.

C Cemetery. Nothing to report.

RK withdrew from the discussion and vote on the next item.

D Village toilets. The drains were blocked again and MetroRod was called in. They were done only last August. One Ladies' loo needs to be replaced because there is a structural leak. It was **agreed** that the work was urgent and that Dan Cordy will do the work at a quoted cost of £740 including labour (proposed ML; 2nd RS). There is a possibility that the building has shifted, which has caused the recent problems and this will be investigated if the drains block again soon.

ACTION: Clerk

E Luxulyan Memorial Institute. Seed and Plant Swaps begin again in March.

15/189 Parish Matters – reports.

A Flooding. See 15/187 Highways.

B Village rubbish bins. No problems to report.

C Village Hall Committee. The new VH rubbish bin is still in the car park. GH and ML will move it into place.

ACTION: GH and ML

D School Management Committee. Nothing to report.

E Luxulyan Valley Partnership. Good meeting held recently. Stage 2 of the Heritage Fund bid is progressing. RS is the voluntary secretary.

F CLT – Community Land Trust. See item 15/186(B)

G Luxulyan Parish Community Fund. A meeting was held on 13 January with Cornwall Community Foundation (CCF) to begin the organisation. The commission level for CCF was agreed at 10% of all grants awarded, which means the committee will arrange its own minutes of meetings. Kevin Marsh of Lanlivery is Secretary. As originally organised, there will be 7 trustees, including 2 Parish Councillors. Meetings will be quarterly. Grants will normally be between £250 - £2000. Grant information will be posted on the Parish Council website.

15/190 Correspondence & Invitations. (complete list in *Clerk's Notes*)

15/191 Business for the next meeting.

Nothing was specified.

15/192 Dates of next meetings.

A Planning if needed 28 January 2016, 6.30 pm, and the Ordinary Meeting 11 February 2016, 6.30pm, both at the Luxulyan Memorial Institute.

The Chairman thanked everyone and the meeting closed at 8.58 pm.

Mrs C Wilson ~ Parish Clerk ~ 27 January 2016