

**LUXULYAN PARISH COUNCIL**

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

**THURSDAY 11 FEBRUARY 2016**

PRESENT:

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

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, PCSO Natalie Merrikin, and 1 Member of the Public.

ABSENT:

Cllr Jodie Fisher, Cllr Ralph Keam, Cllr Clare Eich, Ward Member Cllr Simon 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). \*\*\* indicates the Consultee Comments submitted to the Planning Authority; the general points are decided by LPC; formal submission is delegated to the Clerk.

*The meeting began at 6.35 PM and the Chairman welcomed all.*

15/193 Apologies.

Apologies were received from CE and RK.

15/194 Co-option of a parish councillor

Mr K Bilston attended the meeting to meet the Council and see what a parish council meeting is like. He briefly introduced himself, answered some questions about why he wished to serve on the council, and remained for the duration of the meeting. If Mr Bilston wishes to proceed, a vote will be taken for co-option in March.

15/195 Declarations of interest or requests for dispensation.

None.

15/196 Public Session.

None.

15/197 Action points from previous minutes with further action, if required.

**A** The new key for the pub notice board does not work. The clerk gave the only working key to GH and received the new key from GH to get it fixed.

**ACTION: Clerk**

**B** GH and ML will coordinate to put the new Village Hall rubbish bin in its place when it isn't raining.

**ACTON: GH and ML**

**C** A & A have not yet put up the No Dogs signs for the Playing Field.

15/198 Meetings and governance.

**D** The minutes of the meeting held on 14 January 2016 were **approved** and signed as a true and correct record (proposed ML, 2<sup>nd</sup> JS).

**E** Financial Regulations. The Draft Financial Regulations, based on the Model Fin. Reg. from the National Association of Local Councils for the parish council were discussed and some changes made. The **modifications were agreed** wholly

(proposed ML, 2<sup>nd</sup> JS) and the modified DRAFT will be put on the website under *Council Policies* to give all parishioners a chance to see the modified Draft before it is ratified at the March meeting.

**ACTION: Clerk**

F Policy 'Packs' for councillors in ring binders will be made up by the Clerk including a 'Change Log' page at the front for any subsequent changes to be listed by date. These will be handed out at the next meeting.

**ACTION: Clerk**

G Modifications to the Good Citizen Award Policy, which was ratified in November, were **approved** and signed and will be posted on the website. The Good Citizen Award has its own webpage.

**ACTION: Clerk**

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

**ACTION: RS, GH, BF, JS.**

15/199 Finance.

A Clerk's reports on *Payments against Budget* and *Cash Flow* were **noted**.

B Payments for February totalling £ 1595.18 were **authorised** (proposed ML, 2nd AC). The last column is recoverable VAT.

11 Feb 16	<i>C Wilson, salary Jan'15</i>	faster	£	660.59		
11 Feb 16	<i>J.Cleare, GT postage</i>	faster	£	77.35		
11 Feb 16	<i>SW Water, Oct - Jan</i>	faster	£	105.37		
11 Feb 16	<i>Granite Towers - grant</i>	faster		???		
11 Feb 16	<i>Dan Cordy, Plumbing &amp; Heating</i>	faster	£	740.00		
19 Feb 16	<i>British Gas (Dec'15)</i>	DD	£	11.87		0.56

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

6 Mar 16	<i>AJH, cleaner</i>	faster	£	219.88		
10 Mar 16	<i>HMRC cleaner</i>	300159	£	55.00		

See Items 15/201A, 204, 205 and 207B & D for authorisation of further payments.

C New External Audit arrangements. The Local Audit and Accountability Act 2014 requires that from 2017, smaller authorities will appoint auditors through a 'sector led body' or opt out of such arrangements and appoint auditors locally. The newly formed Smaller Authorities' Audit Appointments Ltd (SAAAL) is keeping the cost of external audit similar to the previous arrangements. LPC decided unanimously to **OPT IN** (proposed RS, 2nd JS). No action is required as all local councils automatically opt in unless they specifically opt out.

D Internal Auditor. The appointment of Internal Auditor for the 2015/16 financial year was postponed until the next meeting because we do not yet know whether all the candidates are available.

E It was noted that the online *Council Accounts* has information posted which includes salaries and possibly other personal information. Data protection was discussed and it was emphasised that the council's online information must be published in accordance with the Local Government (Access to Information) Act 1985, Schedule 12A 'Exempt Information'.

**ACTION: Clerk**

## 15/200 PCSO report.

A Crime Report. INCIDENTS RECORDED: 3 Public safety; 6 Transport. CRIMES RECORDED. 2 Violence without injury; 1 Vehicle offence. PCSO Merrikin did say that next month we can expect an incident recorded which involved an alpaca on the public highway. The alpaca was returned to its field without incident. She was asked how this incident would appear on the Report, and she explained that it could be classed as Public Safety or Transport, depending on the person logging the incident.

B Community Engagement Policy. The Devon and Cornwall Police have reviewed their engagement policy with local councils. Luxulyan can expect at least one visit per year from their local PCSO. The council can request the Police attend a meeting to discuss a particular issue. Their new guidelines will be posted on the LPC's website.

**ACTION: Clerk**

C Police Liaison Group. Councils will nominate a representative for a Police Liaison Group that will be established soon for each sector. Each group will meet approximately every 6 weeks. ML requested the role and it was **agreed** the ML would be LPC's representative.

## 15/201 Defibrillator for Churchtown, Luxulyan.

PCSO Merrikin gave a talk about the need for defibrillators and had detailed information about the Ronnie Richards Memorial Charity which helps communities install PADs (Public Access Defibrillators). She has worked with nearby parishes to obtain quite a few PADs and explained how they work in an emergency.

A After an in depth discussion, it was **agreed** (proposed AC, 2nd ML) to purchase a defibrillator for Churchtown, Luxulyan, which will cost up to £1,600.00 including training, and will be taken from the council's reserves. The PAD has a 10 year warranty and there are no running costs. PCSO Merrikin assured the council that it is relatively easy to use, even without formal training.

**ACTION: Clerk**

B £500 plus £200 training cost will be requested from Cllr Simon Rix's Community Chest Fund for the defibrillator. No one was sure whether the Fund had anything left this financial year, but a quick reply is expected. If there are no funds now, LPC will ask that this request be made for the next financial year.

**ACTION: Clerk**

C The clerk will request permission to install the defibrillator on the outside of the Memorial Institute from the Institute Committee.

**ACTION: Clerk**

D Funds for a further defibrillator will be requested from the Lux. Parish Community Fund in the future. A number of locations were suggested. The best spot for installation can be decided at a later date. If members of the public have any suggestions, please contact a councillor or the clerk.

*The Council thanked PCSO Merrikin for her attendance and she left the meeting.*

## 15/202 Cllr Rix's report to the Parish.

Cllr Rix did not attend and no report was received.

## 15/203 Neighbourhood Plan steering group report.

The steering group met on 10 February. They are enthusiastic about moving forward, but would also like to have a meeting with Tasha Davis, the Community Network

coordinator at Cornwall Council. She explained that the community needs to be very specific about what its goals are; some communities find that they do not need a NP. They will also meet with CRCC (Cornwall Rural Community Charity) who have helped many communities with their Neighbourhood Plan. This is a paid service, but the first meeting has no charge. The steering group will try to **meet** again next Wednesday with either Tasha or the CRCC for some technical help.

**ACTION: GH**

#### 15/204 Grant for *Granite Towers* magazine.

A letter was received from Mr J Cleare requesting a donation for the publishing costs for *Granite Towers* magazine, which serves Luxulyan and Lanlivery parishes and is an invaluable method of communication for the Parish Council. Though no request was received last year, in the past grants have been awarded on a regular basis and, in line with previous years, it was **agreed** to grant £200 (proposed ML, 2<sup>nd</sup> AC).

**ACTION: Clerk**

#### 15/205 Planning

A Paperless Planning. AC has looked into the best way to view planning documents at meetings and reported on his findings. It was **decided** to use approximately £500 + VAT of the Cornwall Council 'paperless planning' grant of £700, already received, to purchase a projector and screen suggested by AC (proposed RS, 2<sup>nd</sup> ML). The new projector is compatible with the clerk's current laptop, but has additional features that will help 'future-proof' it.

**ACTION: Clerk**

#### B Planning correspondence

- i. Consultation on the Proposed Changes to the National Planning Policy Framework – 22 Feb deadline. CALC has circulated the response to this consultation by the Cornwall Planning Partnership (CPP), which is made up of a number of parish and town councillors and clerks who represent local councils in the planning system. Local councils have been invited to adapt this response to their parish and send it in. LPC agrees with the response and it was **decided** (proposed JS, 2<sup>nd</sup> BF) that the Clerk should respond to the consultation supporting the CPP letter.

**ACTION: Clerk**

#### C Enforcements, decisions and appeals of note (*also in Clerk's Notes; decisions and appeals on website*).

- i. Appeal **APP/D0840/W/15/3011500** ALLOWED WITH CONDITIONS. Land opposite Carne Cottages, Trethurgy, St Blazey, Cornwall. Ref **PA14/11789**, dated 11 December 2014, was refused by notice dated 9 February 2015. The development proposed is the Change of use of land to 3no. Romani Gypsy pitches and associated works including 3no. mobile homes, 3no. touring caravans, 3no. day rooms, 1no. septic tank and hard standing.

- ii. **EN16/00205**. Untidy site - dumping of rubbish - Application refused under **PA15/05789** -Change of use of land to 3 No romani gypsy pitches and associated works including 3 No mobile homes, 3 No touring caravans. - Land North West Of Carne Cottages Carne Cross St Blazey Cornwall. | Received date: Fri 05 Feb 2016 | Status: Pending Consideration

- iii. Appeal has been made: **APP/D0840/W/15/3139576** for the refusal of **PA15/03708** Erection of cottage to be used for residential purposes. Land South East Of The

Mill Prideaux Road St Blazey Cornwall. [LPC objected to this application at its May 2015 meeting.]

D Applications for consultee comments.

- i. **PA15/10660** | Change of use of land for siting of 10 residential static caravans | Apondarose Minorca Lane Bugle St Austell Cornwall PL26 8QN. After discussion, LPC **agreed** to the following comments (proposed RS, 2<sup>nd</sup> AC):

\*\*\* Luxulyan Parish Council (LPC) OBJECTS to this application and notes the objection of the Sustainable Drainage Lead Officer and the concerns of the Environmental Health Planning Liaison and Mineral Waste Policy consultation, and hopes their advice will be given considerable weight. LPC objects to this application for four reasons. 1) Due to regular flooding. It is common local knowledge that the field floods frequently. Reeds grow there because it is so boggy. 2) It is in an area of Great Historic Value for which due care and consideration concerning the amount and type of development is important. LPC does not believe 10 residential caravans for temporary workers is the type of development suitable in an area of Great Historic Value. 3) No need has been demonstrated as to why this development should encroach into the countryside, and 4) the local employer, for which a housing need is cited, has recently been cutting jobs, not increasing the number of workers. The development does not appear to be responding to a verifiable need, but appears to be of a more speculative nature.

- ii. **PA16/00379**. Toms Cottage Nanscawen St Blazey Par Cornwall PL24 2SR Two storey extension to existing house including replacing existing sun room and enlarging residential curtilage. - Mr Mitchell Hart. After discussion, LPC **agreed** to the following comments (proposed ML, 2<sup>nd</sup> AC):

\*\*\* Luxulyan Parish Council SUPPORTS this two storey extension which is in keeping with the existing house and unobtrusive to its neighbours.

- iii. **PA16/00386**. Heywards Heath New Road St Blazey Par Cornwall PL24 2SB Replacement of existing dwelling - Mr Derek Heyward. After discussion, LPC **agreed** to the following comments (proposed ML, 2<sup>nd</sup> AC):

\*\*\* Luxulyan Parish Council SUPPORTS this application in principle because it replaces a temporary mobile home with an attractive permanent residence. LPC does note the request of the Environmental Health Planning Liaison and has taken this into consideration.

15/206 Highways.

A An informational visit/meeting between ML and the Highways Manager Rachael Tatlow, including M Eddy of the Flood Forum and Cllr S Rix, has not been set up yet. The clerk will write again to request a date.

**ACTION: Clerk & ML**

B Old granite drain beside Luxulyan Cemetery car park has caved in. BF spoke with a local farmer who promised to see to fixing the drain so that it works as before.

C POTHoles. It is suggested that, if possible, members of the public – and councillors – should telephone Cornwall Council (Tel: **0300 1234 222**) or use the online facility to report potholes. This can be found on the CC website by searching for: **REPORT IT**. Or the links can be found on the parish website under *Useful Links*.

D The potholes at Carne Cross are getting bad, one in particular.

**ACTION: Clerk**

E Two traffic signs have advanced corrosion at the base. One on the road beside Village Hall and one beside the village bus shelter. The clerk will advise Highways.

**ACTION: Clerk**

#### 15/207 Assets – reports and maintenance.

A Salt Bins. The clerk reported that the Cormac price for filling one salt bin is over £85 and, therefore, it would probably be much cheaper for the parish council to fill the bins. The bin at Bodiggo is still not fixed but ML will monitor the situation.

**ACTION: ML**

B Playing Field. The clerk produced a standard form, Request For Quotation, for the play equipment and play surfaces. Three quotes using this form were compared and it was **decided** to award the contract to South West Play (proposed ML, 2<sup>nd</sup> BF). The clerk will clarify some details and a suitable completion date before confirming the contract.

**ACTION: Clerk**

C Footpaths. After consultation with the Ramblers, RS reported on the difficulty of a bridge/boardwalk at FP6. RS suggested a meeting of the FP committee to assess the situation and will report back after they meet. A&A quoted for a bridge or an infill of the bank at FP8, but the clerk will get more details of the proposed work. Perhaps the FP committee can look at FP8 at the same time as FP6.

**ACTION: RS, JS & Clerk**

D Cemetery. LPS considered 4 quotes for the lowering of 9 fir trees between the cemetery and the cemetery car park. It was **agreed** to award the contract to A1 Tree Surgery (proposed ML, 2<sup>nd</sup> AC). Before confirmation the clerk will request the trees be lowered 3 feet below the height suggested on the quote.

**ACTION: Clerk**

E Village toilets. We have already had compliments on the new Ladies' loo, installed at the beginning of the week for the agreed price. The plumber has promised to keep an eye on the other loos in case they suffer from the same problems.

F Luxulyan Memorial Institute. A carpet has been chosen for the hall.

#### 15/208 Parish Matters – reports.

A Flooding. Nothing new to report.

B Village rubbish bins are in good order.

C Village Hall Committee. ML reported on possible new fundraising activities.

D School Management Committee. Nothing to report.

E Luxulyan Valley Partnership. Nothing to report.

F Luxulyan Parish Community Fund. The paperwork is with Cornwall Community Foundation (CCF) now and they are waiting for a contract to be agreed with Clean Earth. They are not sure yet when the first applications will be accepted.

G CLT – Community Land Trust. Nothing to report.

15/209 Correspondence & Invitations. (complete list in *Clerk's Notes*)

A A letter from St Blaise PC was read out by the Chairman thanking Luxulyan for its financial support of the future Police office at St Blazey Community Space. LPC will not be invoiced until the sale of the building is complete. (See 15/180C last month)

B There were no proposals for consultation on the Cornwall Local Plan revisions.

C Rural Services Network has requested details about Luxulyan Parish for a survey of rural local councils. JS will fill out the survey.  
**ACTION: JS**

D St Austell Bay Economic Forum ( SABEF ) Investment Plan final report. RS thought it was worth keeping an eye on. There will be an informational meeting at the Eden Project in May.

E At the suggestion of a member of the public, it was **agreed** to request the support of Treverbyn Parish Council to request permission to place two "Not Suitable for HGVs" signs at either end of the road between Bowling Green and Ebenezer which runs through the hamlet of Menadew.  
**ACTION: Clerk**

15/210 Business for the next meeting.

St Austell Bay Economic Forum ( SABEF ) Investment Plan final report. To budget for a comprehensive Internal Audit every 5 years.

15/211 Dates of next meetings.

Planning if needed Thurs, 25 February, 6.30 pm and the Ordinary Meeting Thurs, 10 March 2016, 6.30pm, both at the Luxulyan Memorial Institute.

*The Chairman thanked everyone and the meeting closed at 9.40 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 15 February 2016*