

LUXULYAN PARISH COUNCIL

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

THURSDAY 10th March 2016

PRESENT:

Cllr George Haywood (Chair), Cllr Jack Satterthwaite, Cllr Ralph Keam, Cllr Clare Eich, Cllr Barbara Fahey, Cllr Roger Smith, Cllr Keith Bilston (after his co-option)

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson and 2 Members of the Public.

ABSENT: Cllr Michaela Linfoot, Cllr Andy Cottrill, Cllr Jodie Fisher, 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 proposed and decided by LPC; formal submission is delegated to the Clerk.

The meeting began at 6.30 PM and the Chairman welcomed all.

15/212 Apologies.

Apologies were received from AC, ML and Cllr Rix.

15/213 Declarations of interest or requests for dispensation.

A BF declared an interest in her family's planning application, Item 223Dii.

B RK requested permission to speak about the CLT, Item 226I, though he has relatives who live there. It was agreed that there is no decision to make and this is purely informational, so permission was **granted**.

Co-option of Keith Bilston was moved to this point of the meeting. See item 215.

15/214 Public Session.

Cllr Fahey left the room for the duration of the public session, and the discussion and vote on Item 223Dii.

Vicky Fahey answered questions about the family's planning application, Item 223Dii. It was **agreed** to move Item 223Dii forward. (See the decision at that Item).

15/215 Review of action points with further action, if required.

A Previous Item 194. The co-option of Mr Keith Bilston was unanimously **supported**. Cllr Bilston signed his Declaration of Acceptance of Office before the council and also signed his Email Request form.

B Previous Item 198, Financial Regulations. The Draft Financial Regs have been on the website since the last meeting. No further alterations were proposed. The Financial Regulations, as read, were **ratified** and will be posted on the website under *Council Policies* (proposed RS, 2nd BF).
ACTION: Clerk

C Previous Item 198, Policy Packs. The clerk was chagrined that she forgot to bring the policy packs, but will bring them in April.
ACTION: Clerk

D Previous Item 199. Our Internal Auditor for the previous 2 years will not be able to do the work this year. It was **agreed** that Paul Roberts will be the internal auditor at a fee of £75 (proposed JS, 2nd RS). He will pick up and deliver the paperwork.

E Previous Item 201. The clerk informed the council of new prices for the defibrillator, but all is still within the £1600 authorised. Cllr Rix has authorised a grant for all that was left in his Community Chest Fund (£249.08) for the defibrillator. Organisation of training was discussed and it was **decided** to fund training for 10 people, with priority given to those that live near the Memorial Institute where the defibrillator will be installed. The deadline for the Granite Towers has passed so other means should be found to publicise the training, including personal invitation, website and notice boards. KB agreed to be present when the unit is being installed by the electrician recommended by Ronnie Richards Memorial Charity.

ACTION: Clerk and KB

F Previous Item 207B. Maintenance on the Playing Field will take place in late April or early May. Today's payment to South West Play is 75% of the total contract.

G Previous Item 209. JS looked at the survey requested by the Rural Services Network and advised the council that it was mainly looking for contact details to distribute its information within the parish and that this was probably not needed by the community. It was **decided** to ignore the survey.

15/216 Meetings and governance.

A The minutes of the meeting held on 11 February were **approved** and signed as a true and correct record (proposed RS, 2nd BF).

B Playing Field inspections for Feb/March were received and the following volunteers were enlisted for the next 5 weeks:

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

C Workplace Pension. The Clerk attended a free seminar hosted by Cornwall Rural Community Charity (CRCC) about Workplace Pensions in February. As an employer, Luxulyan Parish Council is required to make a Workplace Pension available. It was originally thought that a professional firm would be the most efficient way to enrol in a pension scheme; however, after further study, the Clerk reported that it would be expensive for the service provided. LPC is registered to receive information from The Pensions Regulator and its staging date is 1 April 2017. The Clerk will keep the council informed about progress toward compliance. GH flagged this as a future budget item.

ACTION: Clerk

15/217 Finance.

A Clerk's reports on *Payments against Budget* and *Cash Flow* were **noted**. The clerk explained that no virements had been done this year. Though some budget categories are overspent, overall the council is well within budget. Reserve funds have been used in the 2015-16 financial year for the purchase of the new swing set, the defibrillator, for maintenance of the playing field, and for the Clerk's salary increase. Year End Accounts will explain this in further detail.

B A budgeted reserve of £100 per year was **approved** for a comprehensive internal audit every 5 years; however, it was **agreed** that the first comprehensive audit will take place next year and funds (approx. £500) can be taken from reserves (proposed CE; 2nd RS).

C Payments for March totalling £4,892.70 were **authorised** (proposed JS, 2nd CE). The last column is recoverable VAT. **NB:** For ease of reporting, the cleaner's salary, authorised the previous month, will be reported with this month's payments.

6 Mar 16	AJH, cleaner	faster	£	219.88		
10 Mar 16	HMRC cleaner (*1611)	faster	£	55.00		
10 Mar 16	C Wilson, salary Feb'16	faster	£	610.01		
10 Mar 16	SLCC Regional Roadshow	faster	£	82.80		13.80
10 Mar 16	A&A Garden Services, cemetery	faster	£	247.50		
10 Mar 16	Bricknells Stationery (2 receipts)	faster	£	39.76		6.63
10 Mar 16	Martin Luck Group	faster	£	57.59		9.60
10 Mar 16	FOLV Membership renewal	faster	£	25.00		
12 Mar 16	South West Play	faster	£	2,049.00		
21 Mar 16	British Gas (Feb)	DD	£	1.36		0.50
12 Mar 16	Defibrillator from RR Memorial Charity	faster	£	1,474.80		245.80
19 Mar 16	Information Plaque RR Memorial Charity	faster	£	30.00		5.00

The clerk was relieved to report that British Gas finally reimbursed the £9.18 owed since July 2014. It was mentioned that it probably used £9.18 of the clerk's time to get it back, but it's still gratifying.

D In order to pay wages on time, payments for April totalling £274.88 were **authorised** (proposed JS, 2nd CE).

6 Apr 16	AJH, cleaner	faster	£	219.88		
14 Apr 16	HMRC cleaner	faster	£	55.00		

15/218 PCSO Report.

PCSO Merrikin reported that "Although 4 crimes are recorded, only the theft relates to Luxulyan. This was the theft of camping equipment for the top of the woods (where Barney and I went on a joint visit with *LPC councillors* a while ago). The 'vehicle offence' relates to theft of fuel but has been signed to the wrong location and actually would come under Roche." INCIDENTS RECORDED: 2 Anti-social Behaviour; 8 Public Safety; 3 Transport. CRIMES RECORDED: 2 Violence with injury; 1 Vehicle offence; 1 Other theft.

15/219 Cllr Rix' Report

LPC did not receive a report from Cllr Rix. As mentioned at Item 215D, Cllr Rix approved a grant from his 2015-16 Community Chest. It was **agreed** that LPC will request £500 from his next year's Community Chest for a second defibrillator to be placed at a location selected by the community, possibly around Lockengate (proposed GH, 2nd RS). The council will request a grant from the Luxulyan Parish Community Fund for the rest (see previous Item 201D).

ACTION: Clerk

15/220 Neighbourhood Plan steering group report.

The group had a preliminary meeting with the Cornwall Rural Community Charity (CRCC). GH thanked RS for his extensive work on a document drafting the aims of Luxulyan's Neighbourhood Plan. GH also spoke with our Community Link Officer who offered help. JS mentioned there is a grant of £8,000 available for work on Neighbourhood Plans.

15/221 To consider Local Devolution Fund.

JS reported the St Blazey, Fowey & Lostwithiel Community Network Panel, of which LPC is a member, will vote on how to use a £22,000 Devolution Fund. Applications are due on 21st March. The main choice will be between one or two large projects or many

smaller projects. It was **agreed** that LPC would prefer it spent on one or two larger projects. JS will represent the council at the vote in April. (Proposed RS, 2nd CE)

15/222 St Austell Bay Economic Forum (SABEF) Investment Plan final report.

JS and RS have looked at it. LPC has no special influence over it and the subject can be raised at a meeting as and when necessary.

The new projector and screen were used for the first time at this meeting in conjunction with paper planning applications. After 1st April CC will no longer send paper planning applications and LPC will rely exclusively on the projector to see planning documents.

15/223 Planning

A Planning correspondence. None.

B Enforcements listed in Clerk's Notes were **noted**.

C Planning decisions were **noted** (fully reported in *Clerk's Notes* and on the website). It was specially noted that **PA15/10078** has been withdrawn awaiting further evidence for the discharge of Condition 6 for the Bodwen Solar Park, **PA13/03710**. Until Condition 6 is fulfilled (i.e., 'discharged') development cannot start.

D Applications for consultee comments.

i. **PA16/01635**. Outline planning permission with all matters reserved: Construction of two semidetached dwellings. Moorland View Conce Moor Bugle PL26 8RT.

A number of questions were raised about this application. It did not appear that LPC had enough information to make a decision. RK suggested that a site visit would be appropriate in order to assess the impact of the development. RS mentioned that a Footpath runs through the development, but would not be directly affected by the buildings. Nevertheless, it is odd that the footpath is not highlighted in the application. The clerk will try to get more information from the case officer. GH will organise a site visit for Thurs, 24 March and perhaps an extra-ordinary meeting.

ACTION: Clerk, GH

Cllr Fahey left the room for the duration of the discussion and vote on Item 223Dii.

ii. **PA16/00796**. Change of use of rough/scrubland to D2 use (assembly and leisure) to include airsoft and paintball. Thunder Park Luxulyan Cornwall PL30 5QA. || After discussion, LPC **agreed** to the following comments (proposed CE, 2nd JS):

*** Luxulyan Parish Council **SUPPORTS** this application for four reasons. 1) The activities will not disturb neighbours as the site is surrounded by the quarry on one side and fields owned by the same family around the other sides. These activities have been organised occasionally already with no complaints. By its very nature, the activity is relatively quiet. 2) Car parking space is adequate. 3) It is an ideal site for this use. 4) There is little disturbance to wildlife.

15/224 Highways.

A Neither Cllr Linfoot nor Cllr Rix were here to report if there had been a parish visit with Rachael Tatlow, Highways & Environment Manager.

B **GOOD NEWS**. The road through Treskilling is currently having extensive work done. In February ML and AC took photos, sent them to Cllr Rix. Cllr Rix sent them on to

Highways saying that “this is now a safety critical road repair requirement” and the work was brought forward.

- c GOOD NEWS. A large pothole at St Sulien was reported online and filled within a week after being reported. Also the massive pothole at Carne Cross was filled in right away. You can go to our *Useful Links* webpage to report potholes online.

15/225 Assets – reports and maintenance.

A Playing Field. With the good weather, JS would now like to distribute the Playing Field Survey and requested the use of 2 of the Good Citizen Award ballot boxes to receive replies to the survey.

ACTION: CE, JS

B Footpaths. The Local Maintenance Partnership Agreement was **accepted** (proposed RS, 2nd JS). The payment has increased from £806 to £887, or 10%.

ACTION: Clerk

C Cemetery. The cemetery is still looking very tidy after its Christmas clean up. The trees are not down yet, but the Clerk will **inquire** about when it will be done.

ACTION: Clerk

D Village toilets. Nothing to report.

E Luxulyan Memorial Institute. CE was not able to attend the last meeting because of a school meeting. The clerk will **confirm** whether or not the Institute committee sanctioned the installation of the defibrillator on the outside of the Institute.

ACTION: Clerk

15/226 Parish Matters.

A Treskilling Downs, consultee comments. RS reported on the positive response he received from the Heritage at Risk Protection Officer and the Senior Archaeologist for Countryside at County Hall regarding the current clearing works. The Clerk reported on the Higher Level Stewardship Agreement between the farmer at Lestoon and Natural England. The current works are part of this stewardship. LPC is a statutory consultee for the proposed works and it was **agreed** to send the Council’s resounding support of the works for the Stewardship scheme to the Planning Inspectorate (proposed RS, 2nd RK). Natural England is also awaiting the decision about whether Treskilling Downs will become an SSSI and become part of an interconnected series of sites across mid-Cornwall.

ACTION: Clerk

B Street Sweeping. Luxulyan Parish is a ‘Zone 3’ area for the Cory street sweepers, which means there is no schedule, but the PC can request a sweep when needed. It was **agreed** to make Street Sweeping a regular agenda item.

C Flooding. Nothing to report.

D Village rubbish bins. Nothing to report.

E Village Hall Committee. Nothing to report.

F School Management Committee. The school was visited again by Ofsted. It is still in the RI (Requires Improvement) category and is working very hard toward Outstanding. From 1st April the school will become an academy. The name and school colours will not change. On the same day the school joins the Peninsular Learning Trust, a multi academy trust for the St Austell Bay area, which means more support for the teachers.

G Luxulyan Valley Partnership. Christina Garwood is the new project co-ordinator for the Luxulyan Valley Heritage Restoration HLF bid. Christina Dixson is doing the activity planning. They will be talking to lots of people and groups to work out how the valley can be enjoyed by local people. This does not mean large car parks! Historic England has given the viaduct Scheduled Monument status. Jenny Heskett is the Valley Ranger and is organising tree clearing with volunteers.

H Luxulyan Parish Community Fund. They are waiting for the contract between Clean Earth and the Cornwall Community Foundation, but it is almost ready.

I Luxulyan CLT. A CLT flat is up for sale. RK reported on the poor state of some of the fittings on the CLT properties. It was suggested the homeowners contact the National House Building Council about the 10-year warranty for new homes. It was agreed LPC should **write** to Cornwall Council with a copy to the Luxulyan CLT.
ACTION: Clerk

15/227 Correspondence & Invitations. (complete list in *Clerk's Notes*)

A 11 March – JS will attend the Annual General Meeting of the Cornwall Association of Local Councils (CALC).
ACTION: JS

B The clerk received a War Memorial Survey at a Society of Local Council Clerks' meeting. The group is trying to make a register of all the war memorials in England. RS offered to give the survey to a local historian to fill out.
ACTION: RS

C Update on the sale of the Police building in St Blazey. There are many delays which, it is hoped, will not keep it from happening.

D Luxulyan's Community Link Officer, Tasha Davis, asked to attend the Parish Council's AGM. LPC would like to **invite** her and the clerk will let her know the date.
ACTION: Clerk

E The Granite Towers thanked LPC for its donation and for its payments of postage.

15/228 Business for the next meeting.

End of year Budget Comparison and Cash Flow. June – review of the Cemetery Policy.

15/229 Dates of next meetings.

A Site meeting and Planning if needed 24 March, time and place TBC. The Ordinary Meeting 14 April, 6.30 pm, at the Luxulyan Memorial Institute. The Audit Panel will meet on 14 April at 5.30 pm at the Institute.

B 12 May there are 3 meetings beginning at 6.00 PM
— The Annual PARISH MEETING, chaired by the Chairman of the Parish Council.
— Annual Meeting of the PARISH COUNCIL
— Ordinary Meeting of the PARISH COUNCIL

The Chairman thanked everyone and the meeting closed at 9.05 pm.

Mrs C Wilson ~ Parish Clerk ~ 21 March 2016