

LUXULYAN PARISH COUNCIL

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

THURSDAY 9 JUNE 2016

PRESENT:

Cllr George Haywood (Chair), Cllr Michaela Linfoot (Vice-chair), Cllr Jack Satterthwaite, Cllr Andy Cottrill, Cllr Keith Bilston.

ALSO PRESENT:

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

ABSENT:

Cllr Ralph Keam, Cllr Clare Eich, Cllr Barbara Fahey, Cllr Roger Smith.

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 began at 6.30 PM and the Chairman welcomed all.

16/33 Apologies.

Apologies were received from RS, BF, RK, PCSO Merrikin, Cllr Rix.

16/34 Declarations of interest or requests for dispensation.

None.

16/35 Public Session.

- Matt Tonkin and Steve Clark explained their plans to use the playing field with the goal posts for football practice. They will be forming a football club for primary school children. Initially the field would just be used for practice, but eventually children's matches would be held there. They will need smaller goal posts.
- LPC explained that the council wants to develop that area according to the wishes of the community. There are no firm plans. The Park Survey was a first step to gauge community feeling and get ideas.
- LPC requested that they send the clerk the dimensions of the pitch they need for their practice. It may be possible to develop other areas of the field alongside the space necessary for football. One goal may need a safety net behind it to protect the other play areas.
- JS said that the results of the survey indicate that the majority want to keep both goal posts. The posts are in good condition, but the nets need to be replaced.
- ML mentioned some local organisations that may be able to grant funds towards the equipment.
- See the Park Survey results on the Luxulyan PC website. Input from the community is still welcome. Contact Jack Satterthwaite or any other councillor or the clerk.

16/36 Review of action points and any further action, if required.

A Thanks to KB the play area rubbish bin is in place. Disappointing that there is only one key and bolts were not supplied to fix the bin to the concrete base, but KB ensured it was fixed properly. Previous minute 15/87 (Aug'15) indicates that the Village Hall committee has agreed that the caretaker will empty the bin each week. KB will give the key to the Village Hall caretaker. The clerk will request a second key.
ACTION: KB and Clerk

B The VH fence is not yet fixed properly. The clerk will speak with A&A to see what they can do and will delay payment of INV608 until it is resolved. ACTION: Clerk
C Hanging Baskets. ML will speak with Cath to see where the baskets will be fixed. The clerk will find more exact costs for maintenance. ACTION: ML & Clerk
D Village Signs. C Garwood of the Heritage Lottery Bid is looking into the possibility of funding village signs that also show the World Heritage designation.
E Other previous items will be discussed under the topics below.

16/37 Meetings and governance.

A The minutes of the Parish Meeting (Meeting of the Electors) of 12 May 2016 were reviewed and no changes were made. At the next Parish Meeting held on 11 May 2017 they will be approved by the electors and signed.
B The minutes of the Annual Meeting of the Parish Council held on 12 May 2016 were approved and signed as a true and correct record (proposed AC, 2 nd AC).
C The minutes of the Ordinary Meeting of the Parish Council held on 12 May 2016 were approved and signed as a true and correct record (proposed JS, 2 nd ML).
D This item was listed by mistake. The CALC representative was appointed at the Annual Meeting in May, Item 16/9.
E Notice of a vacancy in the parish council to be filled by co-option has been placed on the notice boards and the website. One person has shown interest thus far. Anyone who is interested should write to the clerk.
F Update on the Electoral Review. Nothing to report this month.
G The clerk attended a free CRCC course on the morning of 1st June 'How to run a safe event'.
H Complaints Procedure. This draft document, tailored for LPC, was handed out to all councillors. It will be placed on the website for public inspection, discussed and voted on at the next meeting with any agreed changes. ACTION: Clerk
I Publication Scheme. This draft document, tailored for LPC, was handed out to all councillors. It will be placed on the website for public inspection, discussed and voted on at the next meeting with any agreed changes. ACTION: Clerk
J Playing Field inspections for May/June were received and the following volunteers were enlisted for the next 5 weeks: ACTION: ML, KB, AC, JS, GH.

16/38 Finance.

A Clerk's reports on <i>Payments against Budget</i> and <i>Cash Flow</i> were noted .
B It was agreed that LPC would stay with Unity Trust Bank (proposed ML; 2 nd AC). Though the cost of the current account will now be £72 per year, it is the only bank that has the facility for 2 authorisations for online payments at a reasonable cost, which has proved very convenient.

C Payments for June totalling £2,794.34 were **authorised** (proposed AC, 2nd JS). 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 Jun 16		AJH, cleaner	faster	£	226.84		
9 Jun 16		HMRC cleaner (*1702)	faster	£	56.60		
9 Jun 16		Clerk's salary and expenses May'16	faster	£	629.49		
9 Jun 16		Bricknells office supplies & stamps	faster	£	45.16		5.15
9 Jun 16		A&A, pruning trees playing field #608	faster	£	200.00		
9 Jun 16		A&A, internal hedges playing field #607	faster	£	320.00		
9 Jun 16		J Cleare, Granite Towers postage	faster	£	76.80		
9 Jun 16		South West Play, 2nd payment of £3278.40	faster	£	1,229.40		546.40
21 Jun 16		British Gas, electricity for toilets	DD	£	10.05		0.47

D In order to pay wages on time, payments for July totalling £283.44 were **authorised** (proposed AC, 2nd JS).

6 Jul 15		AJH, cleaner	faster	£	226.64		
14 Jul 16		HMRC cleaner (*1703)	faster	£	56.80		

16/39 PCSO report and incidents.

A INCIDENTS RECORDED: 1 Anti-social behaviour; 1 Crime recorded; 9 Public Safety; 6 Transport; 17 Total. CRIMES RECORDED: 1 Vehicle offence; 2 Criminal damage; 1 Other offences; 4 Total. PCSO Merrikin said, "Please note that one of these crimes is in the process of being 'no crimed' as investigation has found it to be a civil matter. Two of the other crimes occurred on the outskirts of Luxulyan."

B ML reported that someone identifying himself as a parish councillor told two minors on horseback that they could not ride on the path they were on. This appears to be misinformation and it is being investigated.

16/40 Cllr Rix's report to the Parish.

No report was received.

16/41 Neighbourhood Plan (NP) steering group report.

A LPC has applied under Part 2 (5) (1) of The Neighbourhood Planning (General) Regulations 2012 for entire parish of Luxulyan to be designated a Neighbourhood Area for the Luxulyan Parish Neighbourhood Plan. The formal process will take at least 8 weeks, but meanwhile, the NP Steering Committee may continue its work.

B It was **agreed** that the NP would receive up to £250 of parish council funds, without repayment as previously agreed (Item 16/22), because the grants received for NP costs may not be used for retrospective items (proposed ML, 2nd KB).

C Neighbourhood Plan Afternoon, **Saturday, 9th July, 2-5 pm, Village Hall**. The hall is booked from 1-6 pm. RS has made a powerpoint presentation with input from CRCC. Posters are printed.
ACTION: All councillors and the community.

D JS will develop a Facebook page for the Luxulyan Neighbourhood Plan and may use up to £20.00 for 'advertising' the page on other Facebook pages in the area (proposed KB, 2nd GH).
ACTION: JS

E It was **agreed** to apply for an initial £2,000 grant from the DCLG (Dept for Communities and Local Government) (proposed AC, 2nd JS). In the course of development of the Plan, up to £9,000 may be granted for NP costs.
ACTION: Clerk

F RS, in consultation with CRCC, has made an Initial Scoping Survey to ask all residents of Luxulyan Parish about their ideas for planning policies and priorities. It was **agreed** there would be a Prize Draw for all participants (proposed KB, 2nd ML). Details revealed at the Village Hall on 9th July.

16/42 A30 Consultation.

It was agreed not to reply as a council because of time constraints. Councillors may reply as individuals if they wish.

16/43 Dog Show.

After a through discussion, it was **agreed** to grant permission for a Dog Show to be held in the Playing Field during Feast Week (proposed AC, 2nd ML).

16/44 Luxulyan Community Mini-bus Project

It was unanimously **decided** that the parish council would not to take over the Mini-bus Project because it is an expensive project, initially and on a yearly basis, and there is not enough community support for fundraising (proposed ML, 2nd KB).

16/45 Luxulyan Park Survey

JS gave an excellent powerpoint presentation of the breakdown of responses to the survey. The results will be posted on the website on a **new page**: Lux Park Improvements. The parish council wishes to consult fully with all residents. If you have further comments, please contact any councillor or the clerk. No decisions have been made about improvements and notice of any decision to be made will be found on the Parish Council Agenda, posted before the meeting, and probably on the *Lux Park Improvements* webpage too. See also Item 16/35. The clerk will **write** to Cath and Mike to thank them for their help collecting the survey forms in their shop.

ACTION: Clerk

16/46 Good Citizen Award

This item is deferred until next month.

16/47 Review of Cemetery Policy

This item is deferred until next month.

16/48 Planning

A Planning correspondence.

- i. **PA14/11789**; Appeal Ref: **APP/D0840/W/15/3011500**. GH has had lengthy correspondence with CC regarding the discharge of conditions placed on the development at Carne Cross. Documents have submitted to discharge the conditions, but a decision has not been made whether or not they comply. A number of councillors and members of the public have had near misses from lorries going in and out of the site on the blind bend. The electric wire across the road is a Highway issue, not a planning issue. The wire has been taken out recently, presumably by a tall lorry.
- ii. J Wright of Luxulyan CLT forwarded us a letter received by Cornwall Council from the Planning Inspectorate. There will be a site visit (venue to be decided) regarding PA15/08298 (or their reference: APP/D0840/S/16/3143592) on **Tuesday, 23 August 2016, 10 am**. This would give the developer of the

affordable housing at Beswetherick Field 10 years to complete the development, rather than 5 years (which are up).

B Enforcements – (reported in *Clerk's Notes*).

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

D Applications for consultee comments.

- i. PA16/04855 | Ancillary accommodation | Penthorn Lane From Chimney Tops To The Grange Lockengate Bugle PL26 8RU.
LPC has no objection to this application and **agreed** to submit the following consultee comments (proposed KB, 2nd JS):
*** Luxulyan Parish Council offers NO OBJECTION to this application. The Council does note the request from the Countryside Access Team concerning Footpath 408/5/2 and would ask that the case officer take their points into consideration for the Decision Notice.

16/49 Highways & Flooding.

A The clerk will write to Highways regarding the dangerous site entrance at the new development at Carne Cross (PA14/11789). See Item 16/48Ai.

ACTION: Clerk

B The hazardous grass verge at Little Chapel has been reported and Highways will inspect. A member of the public has cut back the worst of it, but it must be cut back properly.

C LPC has had a number of complaints about the edge of the Village Hall by the main road, which needs cutting back more frequently.

D Support was received from Treverbyn Parish Council for a sign stating 'No HGVs' placed at either end of the road from Bowling Green to Ebenezer. The clerk will write to Highways.

ACTION: Clerk

16/50 Assets – reports and maintenance.

A Cemetery. Nothing to report.

B Footpaths. RS is finishing a report on the footpaths and then Roger James will call a meeting of the Footpath Committee.

C Defibrillator. Installation was cancelled again. The clerk will write to request immediate installation because it can't save lives if it is still in its box. The clerk will request times for defibrillator training and get back to ML. It was **agreed** that PCSO Merrikin can organise a newspaper article after it is installed (proposed ML, 2nd AC).

ACTION: Clerk, ML

D Luxulyan Memorial Institute. Nothing to report

E Playing Field.

- i. It was noted that there are a few unfinished items at the Playing Field. The clerk will write to South West Play to have them finished before the final payment is made. See also 16/35 and 16/45 above.

ACTION: Clerk

- ii. It was agreed that 2 more signs must be ordered for the Playing Field stating: Children's Play Area – No Dogs. The sign indicating people must pick up after

their dog implies dogs are allowed, which they are not. The council will consider a dog friendly area that can be well controlled when considering Park improvements, but in the meanwhile it is a no dog area.

ACTION: Clerk

F Village toilets. The contract with British Gas for the electricity has been renewed. They did not allow us to drop the standing charge and only pay for what we use. The standing charge was raised slightly (£2.47/yr) and the charge for units dropped slightly.

16/51 Parish Matters – reports.

A Community Networks. Meetings will be later in June.

B CLT – Community Land Trust. See Item 16/48Aii.

C Luxulyan Parish Community Fund. Nothing to report yet. The panel is still waiting for the contract between CCF and Clean Earth.

D Luxulyan Valley Partnership. 96 responses so far to the public survey for the Heritage Lottery Bid about the public uses of Luxulyan Valley. Next May is the 20th anniversary of the Friends of Luxulyan Valley (FOLV) and the Heritage Lottery Bid will incorporate a celebration of this into their activities. A number of surveys of flora and fauna will be carried out for the bid. **NOTE:** do not be concerned if you see trees with dots on them: they are not marked to be cut down; they are trees of special interest. Leat inspections are 3 per week, cut back from twice daily because of budget cuts.

E School Management Committee. Nothing to report .

F Street Sweeping. Nothing to report.

G Village Hall Committee. Nothing to report.

16/52 Correspondence & Invitations. (complete list in *Clerk's Notes*)

A CC consultation: One Public Transport System Survey. LPC agreed to fill in the survey individually.

16/53 Business for the next meeting.

Nomination boxes Good Citizen Award. Cemetery Policy review. 000000000.

16/54 Dates of next meetings.

A 20 June Neighbourhood Plan meeting at the Institute, 6.30 pm.

B Neighbourhood Plan Afternoon, **Saturday, 9th July, 2-5 pm, Village Hall.**

C Audit Panel, 5.30 pm 14 July 2016 at the Luxulyan Memorial Institute.

D The Ordinary Meeting 14 July 2016 and planning if needed 23 June. Both at 6.30 pm at the Luxulyan Memorial Institute.

The Chairman thanked everyone and the meeting closed at 9.20 pm.

Mrs C Wilson ~ Parish Clerk ~ 24 June 2016