

LUXULYAN PARISH COUNCIL

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

THURSDAY 14 JULY 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.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Simon Rix, and no Members of the Public.

ABSENT:

Cllr Roger Smith and Cllr Keith Bilston.

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.

16/54 Apologies

Apologies were received from RS and KB.

16/55 Declarations of interest or requests for dispensation.

RK declared an interest in Item 16/58b as one of the applicant for co-option is a relation.

16/56 Public Session

No members of the public attended.

16/57 Review of action points from previous minutes and decide on any further action, if required.

A Hanging Flower Baskets. The clerk and JS reported on the high cost of watering hanging baskets. It was **decided** that LPC would not consider maintenance of hanging baskets and the clerk would write to the member of the public who proposed this explaining that the project is unviable unless maintained by volunteers (proposed AS, 2nd JS). Other ways to beautify the village could certainly be considered.

ACTION: Clerk

B NP Facebook page. JS has not been able to start the page yet. He and the clerk will coordinate to do this, it will be set up so that JS will upload the content and the clerk can monitor the information (Standing Order 15b.xv).

ACTION: JS and Clerk

C The Clerk will enquire about the costs of Survey Monkey for use by the NP Steering Committee.

ACTION: Clerk

16/58 Meetings and governance

A The minutes of the meeting held on 9 June 2016 were **approved** (proposed JS, 2nd ML) and signed as a true and correct record with one change to Item 16/37B which read "proposed AC, 2nd AC". The first 'AC' was changed to 'ML'.

- B Co-option. In order to fill the place vacated by Cllr Jodie Fisher, the council **co-opted** Mrs Catherine Grey (proposed ML; 2nd JS). Mrs Grey had given her apologies for this meeting.
- C Ward Member Simon Rix updated the council on the Cornwall Electoral Review. The Review is in 2 stages; firstly the decision as to the number of councillors elected to Cornwall Council, which will be decided in October 2017; and secondly, changes to the electoral borders to reflect the new number of CC members. The changes will take effect for the 2021 elections.
- D Chairman's Training, 19 July. Two places are booked. AC and JS will attend. JS will take the place of ML, who is unable to attend.
- E The clerk handed out a revised job description and person specification for the role of clerk to LPC. It was an exercise for her Certificate in Local Council Admin. LPC will vote to adopt it, with any agreed changes, at the next meeting.
- F The Complaints Procedure handed out at the last meeting and placed in draft form on the website was discussed briefly and adopted (proposed BF; 2nd AC). It will be **placed** on the website under *Council Policies*.
ACTION: Clerk
- G The Publication Scheme handed out at the last meeting and placed in draft form on the website was discussed briefly and adopted (proposed AC; 2nd ML). It will be **placed** on the website under *Council Policies*.
ACTION: Clerk
- H Playing Field inspections for July/Aug were received and the following volunteers were enlisted for the next 4 weeks:
ACTION: JS, CE, BF, RK.
- I Churchtown Defibrillator inspections. The clerk will **include** the weekly inspection of the defibrillator on the Playing Field inspection form. AC explained what has to be checked. Everyone who attended the Defib training on 6th July received the code for the cabinet. A few people at the training gave their contact details to be contacted any day or night by the emergency services to help in an emergency. ML has the papers that came with the unit and will **bring** them to the next meeting.
ACTION: Clerk and ML

16/59 Finance

- A Clerk's reports on *Payments against Budget* and *Cash Flow* were **noted**.
- B Payments for July totalling £1,177.77 were **authorised** (proposed RK, 2nd AC). 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. The payment for NP leaflets and refreshments will come out of the £250 allocated to the NP by LPC.
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|----------------------|-----------|---------------------------------------|---------|---|--------|--|------|
| Mrs A Hawken | 6 Jul 15 | Public Conveniences, cleaner's salary | faster | £ | 226.64 | | |
| HMRC cleaner (*1703) | 14 Jul 16 | HMRC, cleaner's salary | faster | £ | 56.80 | | |
| Mrs C Wilson | 14 Jul 16 | Clerk's salary and expenses | faster | £ | 652.07 | | |
| The Sign Shed | 14 Jul 16 | 2 x No Dogs signs for Play. Field | faster | £ | 31.19 | | 5.20 |
| Computer Active | 14 Jul 16 | Updating clerk's laptop | faster | £ | 50.00 | | |
| Pegasus Printers | 14 Jul 16 | NP leaflets | faster | £ | 137.00 | | 7.00 |
| Cllr Linfoot | 14 Jul 16 | NP 9 Jul meeting refreshments | 3000161 | £ | 14.24 | | |
| British Gas | 21 Jul 16 | Public Conveniences, electricity | DD | £ | 9.83 | | 0.46 |
- The invoice for the weed spraying was discussed because it does not appear that it was effective. AC will send the clerk photos and the invoice will not be paid yet if the weed spraying was not good enough.

C In order to pay wages on time, payments for August totalling £283.44 were **authorised** (proposed RK, 2nd AC).

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|----------------------|-----------|---------------------------------------|--------|---|--------|--|--|
| Mrs A Hawken | 6 Aug 16 | Public Conveniences, cleaner's salary | faster | £ | 226.84 | | |
| HMRC cleaner (*1704) | 11 Aug 16 | HMRC, cleaner's salary | faster | £ | 56.60 | | |

D Audit Panel report. The chairman of the audit panel, AC, reported that the internal control check was all OK. The Public Sector Deposit Fund was briefly described and it will be on the agenda for the next meeting to decide whether to put council funds in it for a slightly better rate of interest.

16/60 PCSO report

INCIDENTS RECORDED: 4 Anti Social Behaviour, 7 Public Safety, 6 Transport.
CRIMES RECORDED: 1 Violence with injury, 1 Violence without injury, 1 Other theft, 1 Public Order Offences, 1 Other offences.

Thank you to AC for picking up a lot of broken glass in the village after an incident. An abandoned car is waiting collection and is in an awkward position at a junction. ML will contact the PCSO to see if it can be moved more quickly.

16/61 Cllr Rix's report to the Parish

- Cllr Rix responded to a report of unauthorised dumping of material on a farm. The Environmental Agency has been contacted and has not yet responded.
- Cllr Rix was contacted by residents about a planning application in Rosemelling which has subsequently been withdrawn.
- He will support the planning application for ancillary accommodation at Penthorn, Lockengate. The case officer is minded to refuse permission because it is still too far away from the main building; however, the applicant has responded to all the reasons for refusal of the first application and moving it closer to the main building would adversely affect the amenity of the site. LPC responded with a 'no objection' and Cllr Rix wondered if LPC would now consider a responding to the 5-day protocol with a 'support' of the application and Cllr Rix would call it to planning committee, though household applications usually do not go to committee.

Cllr Linfoot left the meeting because of another engagement.

The chairman brought Item 16/66A forward (see the decision at that Item). Cllr Rix left the meeting after that Item.

16/62 Neighbourhood Plan steering group report

A The community informational meeting at the Village Hall the afternoon of Saturday 9th July was attended by approximately 35 residents. 7 people have shown an interest in volunteering for the Neighbourhood Plan. A meeting is planned for **Thursday 28th July** at the Institute to bring the interested people together. NP questionnaires and registers of interest will be delivered to the school Friday 15 July for delivery by the children.

ACTION: NP Steering Committee

B DCLG grant. The clerk has downloaded the form, which must be prepared ahead of time and then submitted online. The clerk and GH will liaise to complete this.

ACTION: GH and Clerk

C It was suggested that a logo for the NP could be requested from the school, designed by one of the children, but this is postponed until after the summer holidays.

16/63 Community Clean-ups

LPC decided to sponsor regular litter picks, now called Community Clean-ups (proposed JS, 2nd CE). They will be held on the 3rd Saturday of each month, 10-12 o'clock. Clean-ups will not be held from September to February. The next Community Clean-up is Sat, 20th August, 10-12 o'clock. Meet at the Institute.

16/64 Good Citizen Award.

CE has the nomination boxes which will be placed in popular locations around the village. The clerk gave CE the nomination forms. Forms can also be found on the website. It is simple to nominate someone without a form: just email the clerk with your name, the name of the person(s) you are nominating and the reason why. The 2016 Good Citizen Award will be announced after the council's September meeting.

ACTION: Luxulyan parishioners. Pick up a form and contact the council with your nomination!

16/65 Cemetery Policy Review.

Revisions of the cemetery policy were discussed and will be drafted by the clerk who will present them for discussion at the next meeting.

16/66 Planning

A Planning correspondence. 5 Day Protocol: **PA16/04855** for Ancillary accommodation at Penthorn Lockengate. The case officer advised (according to the 5 day protocol) that she was of a mind to refuse this application because it was too far away from the main building. After some discussion and a look at the plans again, the council was happy changed its comments from 'no objection', to support this application, and to support Cllr Rix's call for it to go to committee (proposed JS, 2nd AC). GH will go to planning committee if required.

*** Luxulyan Parish Council changed its view and will now fully SUPPORT this application. The Parish Council is happy with the changes made to the building in response to the previous refusal regarding size and the removal of the kitchen. Regarding the location of the building, placing it closer to the main house would visually detract from the main house, and the Council believes the proposed domestic outbuilding is situated conveniently and properly within the curtilage of the substantial rural property. The Council hopes that you will reconsider your recommendation for refusal and allow this development, while also adding any planning conditions needed to respect the integrity of Footpath 408/5/2.

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

- i. **PA14/11789** - APP/D0840/W/15/3011500 - Land North West Of Carne Cottages, Carne Cross, St Blazey - Enforcement Case EN15/01708. The applicants have put in an application to discharge some of the conditions of the appeal. Decisions are pending and will take some time.

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

D Applications for consultee comments.

- i. **PA16/05198** | Certificate of lawfulness existing use: Usage of caravan as a dwelling | The Caravan Moorland Cottage Conce Moor Bugle Cornwall PL26 8RT. The application was discussed and LPC decided on the following comments (proposed RK, 2nd AC):
*** Luxulyan Parish Council offers NO OBJECTION to this application on the understanding that the case officer will take previous applications by this applicant

and enforcements on this property into consideration, such as the approval of two mobile homes (PA14/09669) and EN13/01825 regarding the alleged construction of a separate unit of residential accommodation.

- ii. **PA16/00009/NDP**. Plan proposal and Strategic Environmental Assessment Report for Roche Parish Neighbourhood Development Plan. | Roche Cornwall.
This application just arrived and there has not been time to study the documents. This is deferred until the next meeting.

16/67 Highways & Flooding

A Grass verges. They have been strimmed by Cormac just before Feast Week, including the bank by the school and the corner by Chapel House.

B The T-junction near the bus shelter at Gillys is uncut and a road safety hazard. The clerk will write to Cormac.
ACTION: Clerk

C There was a request for a sign to Bodiggo, but the parish would be entirely responsible for the cost. There was also a request for a 30 mph sign on the road to Savath, but a sign of this kind has been requested before and CC is generally not prepared to put signs on unclassified roads.

16/68 Assets – reports and maintenance

A Cemetery. The clerk has requested quotes for the repair of the fence posts that are rotten. The living churchyard has not been cut very well; a strip has been left uncut and untidy down the middle; the trees and rhododendrons need to be cut away from the headstones. BF will try to send photos to the clerk, who will write to Cormac.
ACTION: Clerk

B Footpaths. RS has written a report and will give it next month. Roche Parish has not yet replied about the common footpath, 408/10.

C Luxulyan Memorial Institute. Maintenance is being carried out for damp and the meeting room ceiling is being replaced.

D Playing Field. Nothing to report.

E Village Toilets. A few people have complained about the smell in the toilets. GH and AC will monitor the cleaning of the toilets and report back.
ACTION: GH and AC

F Other matters for report

16/69 Parish Matters – reports

A Community Networks: St Blazey; China Clay. Nothing to report.

B Luxulyan CLT. Clerk will enquire where the meeting of the Planning Inspectorate will be held.
ACTION: Clerk

C Luxulyan Parish Community Fund. Nothing has been heard yet.

D Luxulyan Valley Partnership. No meeting took place.

E School Management Committee. Nothing to report.

F Street Sweeping. No requests made.

G Village Hall Committee. Fundraising continues for a new floor.

16/70 Correspondence & Invitations (complete list in *Clerk's Notes*)

A Par Running Track. The fight to keep it open continues and they are gathering evidence to prove its viability. He will be the interested parishes in touch with progress.

B Offer of defibrillator training. A resident in Luxulyan Parish has volunteered to hold training and LPC **agreed** (proposed AC, 2nd CE) that ML would coordinate further CPR and defibrillator training with her, will confirm the instructor's credentials and will keep the clerk informed of who participates.

ACTION: ML and Clerk

C JS will attend Cornwall Council's Governance review.

D Camborne Town Council letter to Town and Parish Councils to support the freehold purchase of the Rugby Pitch from CC. LPC agreed unanimously to support this petition. The clerk will sign the online petition on behalf of the council (proposed CE, 2nd BF).

ACTION: Clerk

16/71 Business for the next meeting

Cemetery Policy. Discuss a change of chairperson policy. Public Sector Deposit Fund. Quotes for cemetery fence.

16/72 Dates of next meetings

A Planning if needed 28 July, 6.30 pm and the Ordinary Meeting 11 August, 6.30pm, both at the Luxulyan Memorial Institute.

B Sat 20 August. Community Clean-up. 10-12 o'clock, Lux. Memorial Institute.

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

Mrs C Wilson ~ Parish Clerk ~ 5 August 2016