

LUXULYAN PARISH COUNCIL**DRAFT** Minutes of the Ordinary Meeting at the Luxulyan Memorial Institute, 6.30 pm,**THURSDAY 8 SEPTEMBER 2016**

PRESENT:

Cllr George Haywood (Chair), Cllr Jack Satterthwaite, Cllr Ralph Keam, Cllr Barbara Fahey, Cllr Roger Smith, Cllr Keith Bilston, Cllr Catherine Grey.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, and 3 Members of the Public.

ABSENT:

Cllr Michaela Linfoot (Vice-chair), Cllr Andy Cottrill, and 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), 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.

16/93 Apologies

Apologies were received from AC.

16/94 Declarations of interest or requests for dispensation.

None.

16/95 Public Session

- Two members of the public explained their planning application at 16/109D.iv. The chairman brought the discussion and decision on that item forward. See the decision at that item.

Two members of the public left the meeting.

- A resident on St Cyriac explained that the trees in the hedge of the playing field have grown very tall and cast significant shade on the houses along St Cyriac, particularly the ash tree. He requested that LPC consider pruning the trees. Item 104 was brought forward for discussion. See the resolution at that item.
- Request to stop or control traffic for the industrial estate through St Cyriac. The amount and speed of the traffic is significant, particularly when considering the preschool at the Village Hall and also recognising the fact that there is another route into the estate from Bridges. LPC explained that it had complained recently, but that CC needs evidence from various members of the public as well as the Parish Council in order to justify any Highways intervention. Residents are encouraged to take photographic evidence when possible, keep a diary of problems, and to use the REPORT IT facility on the CC website (also available through LPC's website) to report problems.

One member of the public left the meeting.

16/96 Review of action points from previous minutes and decide on any further action, if required.

A The war memorial survey has been filled out by RS.

B RS is still in conversation about the possibility of World Heritage Site signs for the parish.

C The Neighbourhood Plan funding has arrived with allocations for consultations and community engagements. It must be spent within 6 months (by March 2017).
D The Staffing Committee recommends that the toilets are regularly inspected by the Parish Council. It will organise a form and schedule for this.
E Other previous items will be discussed under the topics below.

16/97 Meetings and governance

A The Declaration of Acceptance of Office for the newly co-opted Cllr Catherine Grey was received by the Clerk.			
B Cllr Grey signed her Email Request form and it was received by the clerk.			
C The council RESOLVED to approve the minutes, as read, of the meeting held on 11 August 2016, which were duly signed as a true and correct record (proposed RK, 2 nd JS).			
D Vacant positions after the resignation of Cllr Eich. <table border="1" data-bbox="199 790 1455 1151"> <tr> <td>i. It was decided to leave Cllr Eich's place as trustee for the Memorial Institute, and her place on the Luxulyan CLT, vacant for the time being. If circumstances change a replacement may be sought.</td> </tr> <tr> <td>ii. The clerk will enquire with the headmistress whether LPC may have a place on the school management committee. ACTION: Clerk</td> </tr> <tr> <td>iii. The council RESOLVED to appoint GH as the council's representative on the Village Hall committee.</td> </tr> </table>	i. It was decided to leave Cllr Eich's place as trustee for the Memorial Institute, and her place on the Luxulyan CLT, vacant for the time being. If circumstances change a replacement may be sought.	ii. The clerk will enquire with the headmistress whether LPC may have a place on the school management committee. ACTION: Clerk	iii. The council RESOLVED to appoint GH as the council's representative on the Village Hall committee.
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E Rotation of the Chair. A discussion was held about whether the council should make it a policy to change Chair every 2 years. This is a policy in some other parish councils. The council RESOLVED not to make this a policy for the moment (proposed BF; 2 nd RK).			
F A revised Job Description and Person Specification for the clerk was discussed and a small adjustment to the wording on one of point was made to read 'all notice boards'. LPC then RESOLVED to accept the revised documents (proposed RS, 2 nd RK).			
G Planning Training. The council RESOLVED to accept the clerk's request to attend planning training in Launceston on Thursday afternoon, 6 th October, with a provisional cost of £15 (proposed RS, 2 nd JS).			
H The council RESOLVED to move the July 2017 meeting from 13 July to 6 July, which will allow the clerk leave for family matters. The meeting will be taped and the clerk will prepare the minutes during the week beginning 10 th July (proposed RK, 2 nd BF).			
I The council RESOLVED to grant the clerk annual leave from 3 rd July – 7 th July 2017. This will mean that the Agenda for the July 2017 meeting is prepared and the summons sent by 30 th June (proposed RK, 2 nd BF).			
J JS reported on and explained the two electoral consultations by Cornwall Council. <table border="1" data-bbox="199 1917 1455 2103"> <tr> <td>i. The first concerned the number of Cornwall Councillors. It is reported that the recommendation will not be any higher than 108 councillors but could be as low as 28. After discussion of the pros and cons of more or fewer councillors, LPC RESOLVED to reply to the consultation suggesting that the number of Cornwall Councillors should remain as high as possible in order for the residents of the</td> </tr> </table>	i. The first concerned the number of Cornwall Councillors. It is reported that the recommendation will not be any higher than 108 councillors but could be as low as 28. After discussion of the pros and cons of more or fewer councillors, LPC RESOLVED to reply to the consultation suggesting that the number of Cornwall Councillors should remain as high as possible in order for the residents of the		
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parishes to have better access to their Cornwall Councillor. JS and the Clerk will reply to the consultation.

ACTION: JS and Clerk

ii. The second consultation concerned the type of governing body Cornwall Council will have, whether it will keep the Leader and Executive Committee or elect a Mayor. LPC **RESOVED** to request that CC keep the Executive Committee because it appears to be the most efficient form of governance. JS and the Clerk will reply to the consultation.

ACTION: JS and Clerk

K Playing Field inspections for Sept/Oct were received and the following volunteers were enlisted for the next 5 weeks:

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

L AC has not reported any problems with the defibrillator inspections.

16/98 Finance

A The council **RESOLVED** to accept the clerk's reports: *Payments against Budget, Cash Flow and Bank Rec* (proposed RS; 2nd RK).

B Bank signatories. There are currently 2 councillors who are signatories, plus the clerk. The council **RESOVED** not to appoint another signatory for the time being and will review the decision if any problems arise (proposed JS, 2nd BF).

C The council **RESOLVED** to allow Ruthern Valley Players (a community group) to use the printer for 1500 A4 sheets. The Players will reimburse LPC with one ink cartridge and a box (5 reams) of paper (proposed KB, 2nd JS).

D The council **AUTHORISED** to payments for September totalling £1,698.68 (proposed JS, 2nd RS). The last column is recoverable VAT. NB: For ease of reporting, the cleaner's salary, authorised the previous month, is reported with this month's payments.

5 Sep 15	<i>Public Conveniences, cleaner's salary</i>	faster	£	226.64		
8 Sep 16	<i>HMRC, cleaner's salary</i>	faster	£	56.80		
8 Sep 16	<i>Clerk's salary and expenses</i>	faster	£	654.74		
21 Sep 16	<i>Public Conveniences, electricity</i>	DD	£	10.50		0.50
8 Sep 16	<i>Unblocking Village toilet drains</i>	faster	£	102.00		17.00
8 Sep 16	<i>St Blazey Police rooms, annual fee</i>	faster	£	400.00		
8 Sep 16	<i>Website and email annual fee</i>	faster	£	168.00		28.00
15 Sep 16	<i>Dan Cordy Plumbing and Heating</i>	faster	£	80.00		
					September	
					1,698.68	

E In order to pay wages on time, payments for October totalling £283.44 were **AUTHORISED** (proposed JS, 2nd RS).

6 Oct 15	<i>Public Conveniences, cleaner's salary</i>	faster	£	226.84		
13 Oct 16	<i>HMRC, cleaner's salary</i>	faster	£	56.60		

The clerk left the room for the duration of this Item 16/98F.

F The clerk requested that the council consider 10.4 extra hours this month which were spent for the staffing committee. The council **RESOLVED** to allow these hours. The clerk thanked the council and will add them to next month's invoice.

16/99 Crime & Prevention

A ML will attend the Police Liaison Group, Tuesday 4th October at 7.00pm in St Austell Police Station.

B PCSO Report. INCIDENTS RECORDED: Antisocial behaviour 5; Crime not recorded 1; Crime recorded 1; Public safety 11; Transport 6. Total 24. CRIMES RECORDED: Violence without injury 1; Burglary non-dwelling 1; Criminal damage 2; Public order offences 1. Total 5.

16/100 Cllr Rix's report to the Parish

No report was received.

16/101 Neighbourhood Plan steering group report

- THE NEIGHBOURHOOD PLAN IS A PARISH-WIDE PROJECT. The parish council will facilitate it as much as possible, but it should be driven by all interested people in the parish.
- The Steering Committee will now be formed including all interested residents and councillors. GH is putting a contact list together to invite all those who replied to the Questionnaire. Any other residents of Luxulyan who are interested in being on the Steering Committee may contact Cllr George Haywood.
- If you have not filled in a Questionnaire, they are still available on the parish council's website and are still welcome.
- GH has started an analysis of the Questionnaires. Footpaths and the natural environment ranked as high priorities for residents.
- YOU CAN BE PART OF THE STEERING COMMITTEE.

16/102 Good Citizen Award decision.

Unfortunately very few nominations were received. The clerk will write thank those who nominated people for the Award; however, because of the very low response, the council **RESOLVED** not to make an Award at this time (proposed KB, 2nd BF). LPC recognised that information about the Award was not distributed well enough, even though it had been advertised in the latest two editions of Granite Towers. A number of ways to make the nomination forms more available to everyone in the parish were discussed. JS will investigate walking routes for distribution. GH will write a short article for Granite Towers explaining the council's decision.

ACTION: GH JS and Clerk

16/103 Children's Football Club

The council **RESOLVED** to allow children's football club on the playing field starting in September 2016 without charge and conditional on appropriate insurance coverage for the Club (proposed JS, 2nd BF). The club will advise the LPC of its insurance coverage. The club will purchase children's goal posts and all other equipment. It will cut the grass as necessary for their practice and games. It will advise LPC in advance of match schedules for posting on a dedicated webpage with other information pertinent to the club. A minimal amount of the clerk's time will be used for setting up and maintaining the club's webpage. If the club does not send the information in a timely manner, the Council has the right to delete the page. This arrangement will be reviewed by the Council in August 2017.

16/104 Tree Pruning

The council **RESOLVED** to prune the trees on the Beswetherick Field side of the playing field. The clerk will endeavour to get 3 quotes (proposed RS, 2nd BF).
ACTION: Clerk

16/105 Cemetery Policy Review

A draft has not yet been prepared and this will be deferred until the next ordinary meeting.
ACTION: Clerk

16/106 Cemetery Fence Repair

Quotes were considered and the council **RESOLVED** to accept the quote of £400 from Derek Heyward to replace the posts and cement them in (proposed KB, 2nd JS).
ACTION: Clerk

16/107 Parish Walks Policy

RS distributed a draft policy for parish walks organised by the Footpath Committee, but under the auspices of the parish council. It was agreed that councillors will send any suggestions about the policy to RS within the week and the Clerk will clarify some points with the insurance company.
ACTION: Councillors and Clerk

16/108 Unification of parish committees

A member of the public suggested that all committees within the parish are unified within the parish council. However, it should be noted that a parish council is only authorised to act under specific legislation and actions outside such regulations are unlawful. It is likely that the council would sometimes be unauthorised to act and therefore unable to deal with the different problems and goals of other organisations. After full discussion the council unanimously **RESOLVED** not to support the suggestion.

16/109 Planning

A Planning issues and correspondence of note.

- i. It was suggested by a member of the public that it might be a helpful to post a weekly report for parish planning on the notice boards. After full discussion of the pros, cons and logistics, the council **RESOLVED** not to post weekly reports on the notice boards because it would not be practical (proposed RK, 2nd JS).
- ii. Non-material amendment. **PA16/08129**. Drawing Title – 01_Overview Swales Revision A - dated 05.09.2016 – which supersedes the original submission.

RS will study the new submission and advise GH whether there is a need for an extraordinary meeting on 22 September to send any comments.
ACTION: RS

B Enforcements. The enforcement listed in *Clerk's Notes* was **NOTED**.

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

- i. Decision: discharge of condition. **PA16/06420** | Submission of details to discharge condition 4 in respect of decision no. PA14/11789 Appeal ref: 3011500 | Land North West Of Carne Cottages Carne Cross St Blazey Cornwall.

The clerk will advise the Environment Agency that a member of the public reported to the parish council a possible dump of asbestos on the site.

ACTION: Clerk

- ii. **APPEAL WITHDRAWN. APP/D0840/S/16/3143592** relating to **PA15/08298**. Modification or discharge of affordable housing requirements [request for change from 5 year delivery to 10 year delivery window] Quay Developments Luxulyan Ltd. Beswetherick, Luxulyan.

The hearing on 23 August did not take place. CC informed LPC that “Because of the appeal decision [Appeal **APP/D0840/W/16/3145679** allowed against the refusal of **PA15/05168**] the developer can build 4 houses, of which 2 will be affordable. This supersedes our ability to take the land, as the developer is now able to implement the new permission.” LPC is very concerned about the state of the original S.106 agreement from the original approved planning **C2/08/01791** which includes payments to the school, the proper reinstatement of the Footpath, etc. There are also grave concerns about the quality of the new homes, the lack of pavements, streetlights, drainage, etc. The clerk will write to CC to ask for clarification on all these points.

D Applications for consultee comments.

- i. **PA16/07440** | Creation of a purpose built wedding venue | Corgee Farm Strawberry Lane Luxulyan Bodmin Cornwall PL30 5DS.
Due to time considerations, the application was **DEFERRED** until the next ordinary meeting.

- ii. **PA16/07506** | Listed building consent for removal of rear lean to roof and replacement with new flat roof to blockwork lavatory block to enable more effective weathering to original window and enhancement of window as a feature | Gunwen Chapel Luxulyan Bodmin Cornwall PL30 5DU.
LPC **RESOLVED** to support this application with the following consultee comments (proposed RS, 2nd KB):
*** Luxulyan Parish Council enthusiastically **SUPPORTS** these improvements to Gunwen Chapel because they help ensure the continued use of a historic building by the community and by others travelling through the parish.

- iii. **PA16/07401**. Resubmission of existing permission **PA16/02117** - Demolition of the existing single block garage and replacement with a double width double block garage, changes to the existing planning permission, namely - 1 Square up the building front and back to be the same size, 2. Resize garage to 6.550mm wide, 9350mm to fit on foundations laid and 3. Add stairs to first floor storage, 4 raise the roof to 5358mm overall height 5. Add extra window to ground floor end wall 6. Add extra door to front of garage.
LPC **RESOLVED** to conditionally continue its support of this application (proposed KB, 2nd JS). During the vote there was one objection because of the ambiguities in the application. LPC submits the following consultee comments:
*** Luxulyan Parish Council found the proposed changes to the development puzzling, particularly the outside stair to a 1st storey storage area with a door which appears unnecessarily narrow and restrictive for access to a storage area. Nevertheless, the council will continue to support the application with the condition that there is no change to the originally stated purpose. If the space is required for accommodation, the Parish Council understands that separate planning permission is required.

iv. **PA16/07890** | Construction of new dwelling | Fairhaven Rosemelling Luxulyan Bodmin Cornwall PL30 5EQ.
 LPC **RESOLVED** to support this application with the following consultee comments (proposed RS, 2nd KB):
 ** Luxulyan Parish Council **SUPPORTS** this application. It is infill within the hamlet of Rosemelling. Local people will be able to live in the parish and the construction will be sympathetic to its surroundings.

v. **PA16/07743** | Variation of condition 2 attached to decision **PA10/07013** (change of use from ancillary bedrooms to self contained two person holiday home) to allow permanent residential tenure | Windsor Cottage Higher Menadue Bugle St Austell Cornwall PL26 8QW.
 Due to time considerations, the application was **DEFERRED** until the next ordinary meeting.

vi. **PA16/07859** | To erect a Light Industrial and retail building | Annears Garage Tywardreath Highway Par Cornwall PL24 2RN.
 Due to time considerations, the application was **DEFERRED** until the next ordinary meeting.

16/110 Highways & Flooding

A Cormac has advised that complaints from members of the public are an effective means of gaining evidence to make traffic controls (like a ‘Don’t follow your Sat-Nav’ sign) happen. Support from the Parish Council also adds weight; however, either on its own is probably not enough. The clerk will remind CC that LPC has requested the ‘no Sat-Nav’ sign. The public may use Cornwall Council’s REPORT IT online (its available on the website under Useful Links) or email directly to handee@cormacltd.co.uk.

ACTION: Clerk

B The council **NOTED** the road closures in Bodmin until September 2017.

16/111 Assets – reports and maintenance

A Cemetery. BF reported that all was good except the fence which will soon be fixed.

B Footpaths. RS gave a full report on the state of the problematic paths: FP 6, FP 8, and FP 10. James Clapp, from Cormac, has taken an interest and visited. He has also been sent a copy of photos of the FP through Beswetherick Field. FP 10 (running into the FP in Roche parish) will need about 300 m of boardwalk which makes it a very expensive project. CC may only keep FP 10 closed past November 2017 if it has approved dates in place to fix and open the path.

C Luxulyan Memorial Institute. Nothing to report.

D Playing Field. The clerk will find someone for 2 maintenance items; to repair a hole in the Junior Multi-play and to apply rot retardant to the wooden play equipment. The council **RESOLVED** to delegate the decision to the clerk as long as the work is under the amount agreed by LPC.

ACTION: Clerk

E Village Toilets. The clerk will get quotes for: 2 new toilet seats like the one replaced because of a leak earlier in the year; a new boiler (at the moment the toilets only use cold water); maintenance of the 3 Wallgate handwashing units and possible replacements.

ACTION: Clerk

16/112 Parish Matters – reports

A Community Networks: St Blazey; China Clay. RS and JS reported that there may not be any reason to attend the China Clay network. There are now few mentions of Minorca Lane which was the reason for attendance.
B Luxulyan CLT. See item 16/109C.ii.
C Luxulyan Parish Community Fund. A date has been set for the first deadline for applications and the first meeting of the Panel in December this year. JS and RS will check to see if the fund is now £20K strong. Relevant information must be put on the website. ACTION: Clerk, JS and RS.
D Luxulyan Valley Partnership. RS reported on the meeting the previous day. The consultation is over. Capital works are challenging so the bid is delayed until March.
E School Management Committee. No report.
F Street Sweeping. The clerk reported that she has again requested the removal of the telephone box since there is a new programme of removals.
G Village Hall Committee. No report.
H CG requested the list of people who trained on the defibrillator on so that they can contact each other in case of emergency. Medical professionals who live in the village could also be on the list. ACTION: ML

16/113 Correspondence & Invitations (complete list in *Clerk's Notes*)

A The council declined to consider quarterly 'operational inspections' offered for £295/year because the weekly inspections cover this, along with the yearly ROSPA inspection.
B If a councillor or member of Bodwen is interested in seeing the Grampound Road solar park on the 11 th or 12 th October, please contact the clerk or Cllr Roger Smith.
C A letter from the National Grid Line refurbishment was read out by GH. It is on schedule and should be complete in November.

16/114 Business for the next meeting

Small Community Fund Grants. Beautifying the Village project. Parish Walks Policy. Report on the 1 st Draft of new constituencies.

16/115 Dates of next meetings

A 17 September. Community Clean-up. 10-12 o'clock, Lux. Memorial Institute.
B Planning if needed 22 September, 6.30 pm and the Ordinary Meeting 13 October, 6.30pm, both at the Luxulyan Memorial Institute.
C 27 September. Staffing Committee.
D 11 October. Meeting about Bodwen Solar Farm, 6.30 pm, Lux. Memorial Institute
E 13 October. Audit Panel, 13 October, 5.30 pm, Lux. Memorial Institute

The Chairman thanked everyone and the meeting closed at 22.09 pm.

Mrs C Wilson ~ Parish Clerk ~ 26 September 2016