

## LUXULYAN PARISH COUNCIL

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

**THURSDAY 8 DECEMBER 2016**

## PRESENT:

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

## ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson and no Members of the Public.

## ABSENT:

Cllr Michaela Linfoot (Vice-chair), Cllr Andy Cottrill, Cllr Ralph Keam, Cllr Cath Grey 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 6:35 PM and the Chairman welcomed all.*

## 16/162 Apologies

Apologies were received from RK, AC, CG and ML.

## 16/163 Declarations of interest or requests for dispensation.

None.

## 16/164 Public Session

None.

*JS arrived during the next item.*

## 16/165 Review of action points

A The street light is still on at the bridge. Workmen were seen on the bridge, probably dealing with the light, but it is not fixed. A further report is required.

**ACTION: Clerk**

B The clerk has a panoramic photo of the west hedge of the playing field and will now request quotations for pruning work to be done on the trees.

**ACTION: Clerk**

C Other previous items will be discussed under the topics below.

## 16/166 Meetings and governance

A The council **RESOLVED** that the minutes as read of the meeting held on 10 November 2016 were a true and correct record (proposed RS, 2<sup>nd</sup> BF) and they were duly signed.

B LMI Trustee appointment. After discussion about whether there really is the need to have 4 LPC representatives as trustees for the Institute, GH will discuss this with the Secretary of the Institute and report back to the next meeting.

**ACTION: GH**

C Cornwall Electoral Review and new Parliamentary Boundary proposals. JS reported on the new Boundary proposals which will combine Luxulyan parish with Lostwithiel

and Liskeard, whereas the parish has many more ties with Bodmin and St Austell. It was **RESOLVED** (proposed KB, 2<sup>nd</sup> BF) that JS and the clerk will write a response to the Boundary Commission explaining Luxulyan's objection to the proposal. JS also reported that there is no news regarding the Electoral Review at the moment.  
**ACTION: JS and Clerk**

D Electoral Nomination Packs for May 2017 election. The rules concerning nominations have changed slightly and all details are not known, but if allowed, the clerk will pick up 10 packs when they are available in early March. More details will be available in January/February.  
**ACTION: Clerk**

E At the clerk's request, it was **RESOLVED** (proposed JS, 2<sup>nd</sup> KB) that she would attend the Society of Local Council Clerk's Practitioners' Conference in February 2017 in Warwickshire, which will cover a range of relevant topics. It is expected that it will cost a maximum of £390 including fees and mileage to be calculated at £0.30/mile. There may be significant savings if the journey can be shared and if the clerk's other parish council will approve a percentage of the cost.

F Playing Field inspections for Nov/Dec were received and the following volunteers were enlisted for the next 5 weeks:  
**ACTION: GH, RS, JS, RS, BF**

G Community Governance And Locality Working Group (CGLWG) formed by the Cornwall Association of Local Councils. The clerk asked if there would be any objection to her application to join this group which will review Cornwall Council's governance and engagement with Local Councils so that the engagement will be more positive and productive. LPC has no objection.  
**ACTION: Clerk**

16/167 Finance

A Clerk's reports *Payments against Budget, Cash Flow, and Bank Rec* for November 2016 month end were **NOTED** and no issues were raised except that the clerk will adjust the Cash Flow so that, for clarity, the Neighbourhood Plan grant is shown as a separate row in reserves.

B BUDGET. The council **RESOLVED** (proposed JS, 2<sup>nd</sup> KB) a budget of £21,638 for the next fiscal year 2017-18.

C PRECEPT. The council **RESOLVED** (proposed KB, 2<sup>nd</sup> RS) a precept of £18,933 for the next fiscal year 2017-18. It is equal to the precept last year and the Band D annual payment is projected to be the same.

D It was **RESOLVED** (proposed KB, 2<sup>nd</sup> RS) to purchase a new laptop battery for the clerk's computer at a cost of £36, as the previous less expensive battery no longer holds any charge; also an anti-virus program which is approximately £35 per annum.

E The council **AUTHORISED** payments for December totalling £1,785.78 (proposed JS, 2<sup>nd</sup> KB). 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.

6 Dec 16	<i>Public Conveniences, cleaner's salary</i>	faster	£	226.84		
8 Dec 16	<i>HMRC, cleaner's salary</i>	faster	£	56.60		
8 Dec 16	<i>Clerk's salary and expenses</i>	faster	£	673.68		
8 Dec 16	<i>Public Conveniences, electricity</i>	DD	£	11.16		0.53
8 Dec 16	<i>Annual inspection of play equip.</i>	faster	£	75.00		12.50
8 Dec 16	<i>Playing Field &amp; Cemetery grass, etc</i>	faster	£	742.00		

F In order to pay wages on time, payments for January totalling £283.44 were **AUTHORISED** (proposed JS, 2nd KB).

6 Jan 17	Public Conveniences, cleaner's salary	faster	£	226.84		
12 Jan 17	HMRC, cleaner's salary	faster	£	56.60		

#### 16/168 Crime & Prevention. PCSO report

The PCSO Report for November 2016 was **NOTED**. INCIDENTS RECORDED: 2 Anti-social behaviour; 1 Crime not recorded; 7 Public safety; 6 Transport. CRIMES RECORDED: 1 Violence with injury; 1 Rape; 1 Other sexual offences; 1 Vehicle offences; 1 Other theft; 2 Criminal damage.

#### 16/169 Cllr Rix's report to the Parish

Cllr Rix did not send a report.

#### 16/170 Neighbourhood Plan Steering Group report

A GH and RS represent LPC on the NP Steering Group.

B The Steering Group has approved some Terms of Reference for itself based on a model document recommended by Cornwall Rural Community Charity, and a chairman was elected, Lawrence Moores. Other members will be listed on the Neighbourhood Plan webpage and also dates of meetings. JS will also put the information on the Facebook page, which is up and running but doesn't have much information yet. The Group is hoping the Institute will get internet soon. GH emphasised that all parish councillors are welcome at NP meetings though only two councillors are official representatives for LPC.

**ACTION: Clerk, GH, RS**

C They have requested use of LPC's projector and screen for their meetings and the loan was **AGREED** as long as the projector is available for LPC meetings. GH took the projector home with him. BF offered a screen she has at home.

D The council **RESOLVED** (only JS, BF and KB voted, as RS and GH are members) that the Steering Group will make the decisions about how the Neighbourhood Plan grant from Groundwork UK will be used.

#### 16/171

It was **NOTED** that the Landulph overhead line refurbishment has finished and the company has requested feedback. There have been no complaints about the work from members of the public. Feedback about the work has been completed individually, and LPC itself will not respond.

#### 16/172 2017 Off-Street Parking Orders (2017 Orders) public consultation

This does not affect Luxulyan directly and there was no proposal to respond.

#### 16/173 Planning

A Pre-App Protocol for Local Councils. The council **RESOLVED** in principle to adopt the Pre-App Protocol for Local Councils (proposed RS, 2nd JS) which was proposed by the Cornwall Planning Partnership. However, before the policy can be used, the documents must be personalised for Luxulyan Parish. LPC requests that the Neighbourhood Plan Steering Group fill out the Parish Profile.

**ACTION: NP Steering Group**

## B Planning correspondence.

- i. The project manager says the major work will start on the Bodwen solar farm (**PA13/03710**) on approximately 19th December. No works are happening between 24<sup>th</sup> December and 2<sup>nd</sup> January.
- ii. **PA14/11789** Land North West of Carne Cottages, Carne Cross. This site continues to be developed. The hedge has been removed. A business accepting building rubble for payment is advertised on Facebook. The rubble is being dumped adjacent to the stream and it is unknown how the watercourse and drainage will be affected. Cornwall Council and the Environment Agency have been advised. The clerk will write to CC again with a copy to Cllr Rix and Sheryll Murray MP.  
**ACTION: Clerk**

C Planning decisions are reported in *Clerk's Notes* and on the website. No issues were raised at the meeting.

## D Applications for consultee comments.

- i. **PA16/11001** | Non material amendment (2) for NMA approved 4th October 2016 (PA16/08129) to show fence with 20cm gap to the ground, as specified within the LEMP submitted with conditions discharge application (PA16/09317). One gate initially planned will also be removed, and a reference to a green coloured fence has been removed (as per attached plans) to (PA13/03710) for Construction of solar photovoltaic park with attendant infrastructure (application accompanied by an environmental statement). | Land South Of A391 Near Bodwen Bugle Cornwall.  
  
After a brief discussion LPC offered NO OBJECTION (proposed KB, 2<sup>nd</sup> JS).
- ii. **PA16/11329** | Opening a new gated entrance into field. | Harpers Cottage Access To Harpers Cottage Bugle PL26 8RT.  
  
After a brief discussion LPC offered NO OBJECTION (proposed KB, 2<sup>nd</sup> BF).
- iii. **PA16/02983/PREAPP.** Land North Of Appletree Farm Conce Moor Bugle Cornwall PL26 8RT Pre-application for glamping site for up to 6 x 1 bed pods (log effect tents) on land currently used for shelter for 2 horses - Mrs Christina Roberts.  
  
Firstly, LPC noted that the land is in a Designated Rural Area (Housing Order 1981) and is unsure whether this proposal is compatible with the designation. Secondly, no business plan or site plan was submitted, nor explanation about parking, water supply or sewage disposal. The clerk will write to the case officer explaining that there is not enough information to make a decision on this proposal.  
**ACTION: Clerk**
- iv. **PA16/09846** | Siting of two mobile homes, two touring caravans (for nomadic use) and construction of one utility dayroom for use by extended family | Apondarose Minorca Lane Bugle St Austell Cornwall PL26 8QN  
  
After discussion, LPC **RESOLVED** to submit the following comments (proposed KB; 2<sup>nd</sup> BF): \*\*\* Luxulyan Parish Council OBJECTS to this application because it is in an Area of Great Historic Value and an Area of Great Scientific Value. It is a Designated Rural Area in accordance with the Housing Order 1981; it is in Flood Zone 2 & 3. The STARR project should be consulted, because it is in a designated Flood Zone. Access to the main road is not ideal and possibly dangerous.

Luxulyan has noted that the Oxford Consultants for Social Inclusion (OCSI) show that impermanent housing in Luxulyan Parish is at 11.5%, whereas the average in England is 0.4%. The amount of impermanent residences in Luxulyan already appears excessive.

v. **PA16/11437** | Conversion of loft space to form additional bedroom, bathroom and sitting area, creation of small roof terrace. | The Bungalow Bridges Luxulyan Bodmin Cornwall PL30 5EF

After a brief discussion LPC offered NO OBJECTION (proposed JS, 2<sup>nd</sup> KB).

16/174 Highways & Flooding

A RS reported on the meeting he had with an engineer from CC about the virtual pavement at Bridges. The engineer will see if it can be placed on a work schedule, or Cormac will send an quote for the cost of repainting the red lines. RS read out an email from Cllr Rix in support of the work.

16/175 Assets – reports and maintenance

A Defibrillator-Churchtown. The clerk has received a new instruction sign for the defibrillator. GH received it and will discuss with AC whether AC or A&A Services will fix it to the wall of the Institute.  
**ACTION: GH & AC**

B Notice Board at Lockengate. RS gave a verbal report. Discussion about moving or replacing it is deferred until spring.

C Bus Shelters. CC has replied thanking LPC for an excellent response to their query about bus shelters in the parish and acknowledged all 4 shelters (Churchtown, Lockengate, Conce Moor and Bridges). The council **NOTED** that the Conce Moor and Lockengate shelters are looking unloved, but still function and so improvements are not urgent.

D Cemetery. The clerk will request A&A get the moss off the pavement at the cemetery as a matter of urgency.  
**ACTION: Clerk**

E Footpaths. RS reported that Cornwall Council has work in progress to keep water off FP6 and FP8. The closure of FP10 has reached its statutory limit, so CC will have to open it or advise when the work will be done to open it.

F Luxulyan Memorial Institute. The Institute is considering getting internet, which would be of great help for the Neighbourhood Plan Steering Group and also be of help to the Parish Council. It would make the Institute more attractive as a venue. The clerk will get a quote from BT.  
**ACTION: Clerk**

G Playing Field.

i. It was **AGREED** that all councillors would meet on 12 December at 2pm at the play equipment in order to review the inspection report dated 5/11/16 from the Play Inspection Company and determine the response to their recommendations and whether there is a need for another opinion; i.e., second inspection.  
**ACTION: all councillors that are available**

ii. It was **RESOLVED** (proposed RS, 2<sup>nd</sup> JS) to accept the quote for £65.00 + VAT from the Play Inspection Co for next year's inspection. The clerk will reply.

H Village Toilets. Nothing to report.

I Website. After discussion LPC asked the clerk to send requests for photos to replace the main photo on the website: JPG format; 960x200 pixels.  
**ACTION: Clerk**

#### 16/176 Parish Matters – reports

A Community Networks: St Blazey; China Clay. No report this month.

B Luxulyan CLT. Nothing has been heard from the group. GH will speak with the chairman.  
**ACTION: GH**

C Luxulyan Parish Community Fund. 14<sup>th</sup> December is the first meeting of the Panel for distribution of the Fund. The results will be posted on the website.  
**ACTION: Clerk**

D Luxulyan Valley Partnership. Dr C Garwood and an engineer, P Reynolds, will come to LPC's 12<sup>th</sup> January meeting at 6 pm, to report on progress of the Heritage Lottery Fund bid.

E School Management Committee. As yet there is no LPC representative on the committee.

F Street Sweeping. The clerk will request that the drain at Brandy's Meadow is cleaned out as it has grass growing out of it.  
**ACTION: Clerk**

G Village Hall Committee. There is a meeting in January. The clerk will send the newsletter, Vital Venues, to GH the council representative.

H Chickens. Chickens and all birds must be kept indoors for 30 days from the 8<sup>th</sup> of December in order to protect them from Bird Flu carried by wild birds. The clerk will post the information on the website.  
**ACTION: Clerk**

#### 16/177 Correspondence & Invitations (complete list in *Clerk's Notes*)

A Winter Wellbeing Guide booklet from CC was given to GH for the Village Hall.

#### 16/178 Business for the next meeting

Please note the 12<sup>th</sup> January meeting will begin at 6.00 pm. No other business requested.

#### 16/179 Dates of next meetings

A Mon, 12<sup>th</sup> December, 2.00 pm. Playing Field inspection of all councillors.

B Planning if needed 22 December 2016, 6.30 pm.

C Audit Panel, 12 January 2017, 5.00 pm Luxulyan Memorial Institute.

D Ordinary Meeting **12 January 2017, 6.00 pm**, Luxulyan Memorial Institute. The change of time for the Ordinary Meeting is so Dr C Garwood and Peter Reynolds can report on the Heritage Lottery Fund Project.

*The Chairman thanked everyone and the meeting closed at 9.35 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 27 December 2016*