

## LUXULYAN PARISH COUNCIL

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

**THURSDAY 9 FEBRUARY 2017**

## PRESENT:

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

## ALSO PRESENT:

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

## ABSENT:

Cllr Ralph Keam, Cllr Barbara Fahey, Cllr Cath Grey and Ward Member Cllr Simon Rix.

Abbreviations: Councillors are abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Association of Local Councils (CALC), 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 6.33 PM and the Chairman welcomed all.*

## 16/198 Apologies

Apologies were received from RK for family commitments, CG because she was away, BF because of family commitments.

## 16/199 Declarations of interest or requests for dispensation.

None was received.

## 16/200 Public Session

No members of the public were present.

*Cllr Satterthwaite arrived during the following item.*

## 16/201 Review of action points

A 2<sup>nd</sup> Defibrillator. ML reported that Gunwen Chapel is still being considered for the site of a 2<sup>nd</sup> defibrillator to serve that area of the parish, listed building regulations, etc, are being investigated.

B The clerk did not apply in the end to join the Community Governance and Locality Working Group formed by CALC because of time constraints.

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

## 16/202 Meetings and governance

A Parish Council and Cornwall Council elections will be held on Thursday 4<sup>th</sup> May 2017.

B Information about becoming a parish councillor will be put on the website and on the notice boards (where there is room!).

**ACTION: Clerk**

C With regret, Cllr Satterthwaite resigned from the Council because he has been selected as a candidate for office in Cardiff. The Council wishes Jack all the best in this exciting new endeavour.

D The council **DEFERRED** the approval of the minutes for 12 January 2017 as they were received very late and not all had had a chance to read them.

- E The clerk reported that she has revised her work schedule and, as a general rule, will work on Luxulyan PC business each week on Wed afternoon, Thursday and Friday. However, councillors and members of the public certainly may contact the clerk at other times if the need arises.
- F It was **RESOLVED** to move the three May meetings to the 3<sup>rd</sup> Thursday of the month, or **Thurs, 18<sup>th</sup> May 2017** in order to comply with the legislation concerning local council elections. These meetings will be the first meetings in the municipal year after the elections and will begin at 6 pm:  
 The Annual Parish Meeting (aka: meeting of the electors, at which local groups are invited to give reports on their activities over the last year)  
 The Annual Meeting of the Parish Council  
 The Ordinary Meeting of the Parish Council
- G A Boundary Review Inquiry Day was organised by CALC with a panel of councillors and clerks from local councils who heard evidence from members and officers of Cornwall Council. The report on the discussion and conclusions was noted and it was **RESOLVED** to affirm in writing to CALC the document and its conclusions (proposed RS, 2<sup>nd</sup> KB).  
**ACTION: Clerk**
- H The council **PROPOSED** to amend its Standing Orders sections 14. The proposal will be voted on at the March ordinary meeting.  
 Replacement of 14a, 14b ad 14d to read:  
 14a. Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded, when the outcome of the complaint shall be reported to a meeting of full council.  
 14b. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.  
 14d. Upon notification by the Monitoring Officer of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider any recommendations of the Monitoring Officer and what, if any, action to take against him in accordance with the recommendations. The Council has no ability to impose its own sanctions against a member found in breach of the Code of Conduct. Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings.
- I Playing Field inspections for Feb/Mar'17 were received and the following volunteers were enlisted for the next 4 weeks:  
**ACTION: KB, GH, RS, RS.**

## 16/203 Finance

- A Clerk's reports *Payments against Budget, Cash Flow, and Bank Rec* were **NOTED**.
- B The council **RESOLVED** to continue paying the Clerk's membership in the Society of Local Council Clerks (SLCC). The cost has not risen and it is shared with St Ewe PC who pay 25%; also the £10 subscription to the Association of Local Council Clerks, which is the trade union and used to be integrated with SLCC. At the same time the council **RESOLVED** to request that St Ewe pay 50% because they benefit equally from the advice (proposed GH, 2<sup>nd</sup> ML).

C The council **AUTHORISED** payments for February 2017 totalling £1,922.69. 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. The water bill is authorised with the other payments this month, but it is especially high. Investigations are underway to discover why. The clerk is investigating whether this bill can be lowered, but the max that would be paid is £451.17 as indicated in the list (proposed RS, 2<sup>nd</sup> AC).

6 Feb 16	<i>Public Conveniences, cleaner's salary</i>	faster	£	226.64		
9 Feb 17	<i>HMRC, cleaner's salary</i>	faster	£	56.80		
9 Feb 17	<i>Clerk's salary and expenses</i>	faster	£	663.44		
9 Feb 17	<i>Public Conveniences, electricity</i>	DD		TBD		
9 Feb 17	<i>Water bill, toilets (meter read 10 Jan)</i>	faster	£	451.17		
9 Feb 17	<i>laser printer toner</i>	faster	£	55.19		9.20
9 Feb 17	<i>paper</i>	faster	£	7.45		1.25
9 Feb 17	<i>Granite Towers postage</i>	faster	£	70.80		
9 Feb 17	<i>Clerk's subscription (25% from St Ewe)</i>	faster	£	131.00		
9 Feb 17	<i>Practitioners Conference</i>	faster	£	260.20		21.20

D In order to pay wages on time, payments for March 2017 totalling £283.44 were **AUTHORISED** (proposed RS, 2<sup>nd</sup> AC).

<i>Public Conveniences, cleaner's salary</i>	faster	£	226.64		
<i>HMRC, cleaner's salary</i>	faster	£	56.80		

E As Cllr Satterthwaite was the internal control check and he has just resigned, ML was **APPOINTED** Internal Control Check to carry out the checks, as before, every quarter (proposed GH, 2<sup>nd</sup> KB).

F Internal Audit. It was previously resolved to have Cornwall Council do a comprehensive Internal Audit at the end of this fiscal year and budget for a comprehensive Audit every 5 years. The clerk brought two other quotes for comparison and no proposal was made to change the previous decision .

#### 16/204 Crime & Prevention. PCSO report

A PCSO Jamie Ward will be available at the Institute every Wednesday morning between 9.30 am and 12.30 pm. The Institute has been booked for this purpose.

B The PCSO Report for January 2017 was **NOTED**. INCIDENTS RECORDED: 2 Anti-social behaviour, 1 Crime recorded, 8 Public safety, 9 Transport. CRIMES RECORDED: 2 Violence without injury.

#### 16/205 Cllr Rix's report to the Parish

No report was received. ML requested that Cllr Rix report on the tipping at Trevanney Farm because it has increased.

#### 16/206 Neighbourhood Plan steering group report

The NP Steering Group will meet every third Wednesday of the month at 6.45 pm at the Institute. GH took the hard copies of the CC Local Plan for the use of the Steering Group.

#### 16/207 WWI Beacons of Light, November 2018

More investigation needs to be made into the nature of the organisers of this commemoration.

**ACTION: ML and Clerk**

## 16/208 Broadband in the Lux. Memorial Institute

ML reported on the Institute Committee meeting. They have decided that broadband is too expensive for the Institute. The Council RESOLVED in principle that it could pay half the cost if perhaps the NP Group would pay the rest. ML will get 3 quotes for broadband and call an Institute meeting.

**ACTION: ML**

## 16/209 Brighten up the village fund

It was agreed that the Council is broadly supportive of initiatives to beautify the village and it write to Cath to thank her for her efforts. However, the council feels that it should not be involved in the decision to allocate funds that have been raised privately (proposed GH, 2<sup>nd</sup> ML). The clerk will write.

**ACTION: Clerk**

## 16/210 Planning

## A Planning Correspondence.

- i. Mr Sauer, from BayWa, wrote to inform the council that the construction phase of the Bodwen Solar Farm has commenced and that if there are any problems to please let him know. RS reported that adequate signs are up and deliveries are not disrupting Bodwen any longer.

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

- i. EN17/00225. Alleged breach of condition 3 (surface water) of PA11/03169; namely insufficient drainage and soakaways built to handle volume of water - Bodiggo Farm Luxulyan Bodmin Cornwall PL30 5DR. Status: Pending Consideration. This enforcement was **NOTED**.

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

## D Applications for consultee comments.

- i. **PA17/00618** | Telecommunications prior notification for proposed 12.5m high 1S lattice tower with 3no antennas fixed to headframe. Proposed 2no 0.3m dishes, proposed HUAWEI BTS3900AL Cabinet, proposed TSC Cabinet and proposed associated equipment. | Site For Telecommunications Equipment South East Of Tregarrick Farm Luxulyan Cornwall PL30 5EQ. After a detailed discussion of various points concerning this application, including the fact that it is adjacent to the Gold FP 408/12/1, that it is very close to a few residences at Rosemelling, that it will be visible from many residences in and outside Rosemelling, and that there doesn't appear to be a site notice, the councillors decided to visit the site and request an extension for the consultee comments.

**ACTION: Clerk & Councillors**

- ii. **PA17/00814** | Application for Certificate of Lawfulness Existing Use for caravan site for 5 residential caravans | Land North Of Quarry Park Bodelva St Blazey PL24 2SZ. After a short discussion LPC **RESOLVED** the following consultee comments (proposed ML, 2<sup>nd</sup> RS):  
\*\*\* LPC recognises that the caravans have been there for some time and has NO OBJECTION to this application.

## 16/211 Highways &amp; Flooding

A	ML was appointed the LPC representative on the Flood Forum at her request and the Clerk will sign her up as a member. <b>ACTION: Clerk</b>
B	There is an uprooted tree between Gatty's and Blackhill Car Park, after the weak bridge. The uprooted tree is leaning on another tree and could come down into the road. This is on a stretch of road that does not drain properly and potholes will soon begin to form again. The clerk will advise Highways. <b>ACTION: Clerk</b>
C	Carne Cross. On the road by the building at the site for PA14/11789 there is water, and possible ice, covering the road on a dangerous bend. The ditch that previously took the water away has been blocked to make a site entrance and the water pools on the road. As this is a site with a long history, the clerk will advise Highways, the case officer, Cllr Rix, CC Enforcements, and the Environment Agency. <b>ACTION: Clerk</b>
D	Drains at Atwell and Rosemelling need attention. The clerk will advise Highways. <b>ACTION: Clerk</b>

## 16/212 Assets – reports and maintenance

A	Cemetery. Work to replace the fence posts is awaiting better weather.
B	Defibrillator – Churchtown. AC submitted the weekly reports for 2016, which show that there have been no problems of any kind with the working of the device.
C	Footpaths. Work continues on Footpaths 6, 8 and 10.
D	Luxulyan Memorial Institute. ML reported on current repairs and on the meeting of the committee (see Item 208).
E	Playing Field. There are some outstanding works which have been contracted and are not yet complete. The Clerk will report on progress at the next meeting. <b>ACTION: Clerk</b>
F	Village Toilets.
	<p>i. LPC discussed refurbishment of the toilets, particularly the handwashing units. The clerk met with a Wallgate salesman who visited the site and reported that the units in Ladies and Gents are from c.1985 and parts are no longer available. The unit in the disabled loo still has parts available. A quote from Wallgate to replace all three units is £7,140. The clerk will investigate quotes for handbasins with sensor or push taps and a new hot water heater, plus installation and making good the wall and tiling around the basins, soap dispensers and paper towel dispensers and wastepaper bins, and alternatively hand driers. <b>ACTION: Clerk</b></p> <p>ii. There has been an excessive water bill. A local plumber has checked out the toilets and could not find any problem. South West Water is sending out a plumber to investigate a possible leak (at no cost) and he will be there next Wednesday. The bill is currently on hold until after the inspection. <b>ACTION: Clerk</b></p> <p>iii. The clerk reported that South West Water has informed all its customers that the government has now changed the law so that each customer will be able to</p>

choose the company that handles the customer's contract with SW Water, so that each customer will be able to choose which type of supply suits them best.

## 16/213 Parish Matters – reports

A Community Networks: St Blazey; China Clay. The clerk will pass on emails about these meetings to all councillors, not just RS who is LPC's representative. RS inquired whether Luxulyan has an emergency plan and it does not.

B Luxulyan CLT. The council **NOTED** that the plot at Beswetherick Field with planning permission for 2 market value and 2 affordable homes is for sale. The clerk is still enquiring with the Section 106 about the status of the 106 conditions for this development.

**ACTION: Clerk**

C Luxulyan Parish Community Fund (LPCF).

i. As JS has resigned, RS proposed that Cllr Fahey be appointed to the Panel for the fund and it was **RESOLVED** (proposed RS, 2<sup>nd</sup> ML).

ii. RS handed out flyers to all the councillors about how to apply to this fund. The 4th February coffee morning at the Institute was successful. A number of people inquired about the Fund and took away flyers.

D Luxulyan Valley Partnership. A variety of trails through the valley are being developed around different levels of ability; however, because of the terrain, there will not be a trail that is fully compatible with wheelchair use.

E School Management Committee. This will be taken off the agenda as a standing item.

F Street Sweeping. All is OK at the moment.

G Village Hall Committee. GH reported on redecoration of the Hall, a new payment structure and roof repairs.

16/214 Correspondence & Invitations (complete list in *Clerk's Notes*)

A A letter was received and **NOTED** from Mr Trevarthen concerning the LPCF.

## 16/215 Business for the next meeting

Standing Orders, Section 14. Quotes for Village Toilet refurbishment.

## 16/216 Dates of next meetings

A Planning if needed 23 February, 6.30 pm and the Ordinary Meeting 9 March, 6.30pm, both at the Luxulyan Memorial Institute.

B Please note the change of the May meetings from the second Thursday to the third Thursday, 18<sup>th</sup> May 2017.

*The Chairman thanked everyone and the meeting closed at 9.30 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 22 February 2017*