

LUXULYAN PARISH COUNCIL

DRAFT Minutes of the

Ordinary Meeting

held at the Luxulyan Memorial Institute at 6:47 pm

after the Parish Meeting and the Annual Meeting of the Parish Council

THURSDAY 18 MAY 2017

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston, Cllr Andy Cottrill, Cllr Cath Grey, Cllr Francis Payne..

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Sally-Anne Saunders, and 2 Members of the Public.

ABSENT:

Cllr Bert Rowe.

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 immediately followed the Annual Meeting of the Parish Council.

17/15 Declarations of interest or requests for dispensation.

A CG declared an interest in 17/29Ai and 17/29Ciii because of a family connection.

B Requests for dispensation. None.

17/16 Public Session.

Mr I Philips and Mrs M Dunkley reported on the progress making the ground floor of Gunwen Chapel into a community centre. Building renovations are due to be completed in August this year and they hope that the second Luxulyan Parish defibrillator will be fitted to the building then. The congregation meets every Sunday and therefore the defibrillator can be checked every week. The Chair moved Item 17/28 forward to this point. [See the decision at that item.]

17/17 Review of action points

A ML volunteered to collect the list of Action Points for each ordinary meeting with the help of AC.

17/18 Meetings and governance

A The council **RESOLVED** that the minutes, as read, of the meeting held on 13 April 2017 were a true and correct record (proposed KB, 2nd AC) and they were duly signed.

B It was **RESOLVED** to renew membership in the Cornwall Association of Local Councils (CALC) (proposed KB, 2nd CG). The councillors requested login details of the CALC website to access the document archive there.
ACTION: Clerk

C Code of Conduct free training was requested from SP, FP, KB, ML, CG. The clerk will sign them up and also BR.
ACTION: Clerk

D Planning training for councillors was requested by SP, ML, CG. The clerk will sign them up.

ACTION: Clerk

E Playing Field inspections for Apr/May were received and the following volunteers were enlisted for the next 3 weeks:

ACTION: FP, CG, KB.

17/19 Finance

A The council **AUTHORISED** payments for May totalling £2,447.82 (proposed ML, 2nd FP). The last column is recoverable VAT.

Mrs C Wilson	3 May 17	MS Office one-off download	faster	£	119.99		20.00
Mrs C Wilson	18 May 17	Clerk's salary and expenses	faster	£	666.03		
CALC	18 May 17	CALC Membership subscription	faster	£	432.55		46.56
British Gas	25 May 17	Public Conveniences, electricity	DD	£	11.16		0.53
British Gas	25 May 17	Repayment of £9.18 taken from our acct	faster	-£	9.18		
Bricknells	18 May 17	Office supplies, incl. paper	faster	£	28.39		4.74
South West Water	18 May 17	Public Toilets, water bill- estimated	faster	£	308.38		
Cornwall Council	18 May 17	Internal Audit by CC	faster	£	612.00		102.00
Computer Active	18 May 17	Laptop MOT	faster	£	62.50		
Complete Weed Control SW	18 May 17	1st application weed control	faster	£	216.00		36.00

Items 17/19B-G were **RESOLVED** unanimously as a block (proposed KB, 2nd FP).

B Clerk's Year-end reports including the *Annual Return, Cash Flow, and Bank Rec* were **REVIEWED**. There were no questions about the accounts.

C Internal Audit. This year the internal audit was conducted by Cornwall Council to comply with the The Accounts and Audit Regulations 2015 and best practice in the 2016 *Practitioner's Guide, Governance and Accountability for Smaller Authorities in England*. LPC **CONSIDERED** the report of the internal auditor which raised the issue of a need for a formal risk assessment. The clerk has already begun the process with a draft Risk Assessment Policy for the consideration of the Audit Panel when it next meets. The Audit Panel will bring the policy to full council for approval. The next step would be the a formal risk assessment of the council's property and services to be made by the Audit Panel, in accordance with the policy, and to be brought for approval to full council. The internal audit also suggested that the council implement a process for formally earmarking funds, which will be carried out at the next meeting. Apart from the aforementioned, LPC received assurance that its policies and procedures are adequate, appropriate and effective, and its financial risk is low.

ACTION: Audit Panel

D Review. In accordance with the Accounts and Audit Regulations 2015, LPC **REVIEWED** its internal controls with regard to governance and risk management. LPC has put procedures in place to implement the suggestions of the internal auditor and it, therefore, **AGREED** that its internal controls are adequate and effective.

E Governance. Each of the Annual Governance Statements in the Annual Return 2016/17 was **CONSIDERED AND ANSWERED** unanimously with 'Yes'. The council **AUTHORISED** this to be signed by the Chair and clerk.

F Accounts. The Accounting Statements of the Annual Return 2016/17 were prepared by the clerk as Responsible Financial Officer. The accounting statements were **APPROVED** by the council and signed by the Chair.

G The Annual Return is ready to be sent to the external auditors and the statutory period for availability for the public inspection of the accounts is **AGREED** as 3 July – 11 August 2017. Details will be posted on the notice boards and website.

ACTION: Clerk

17/20 Crime & Prevention. PCSO report

A The PCSO Report for April 2017 was **NOTED**. INCIDENTS RECORDED: 1 Anti-social behaviour; 6 Public Safety; 9 Transport. CRIMES RECORDED: 1 Other sexual offences; 1 Vehicle Offences; 1 Other offences.

17/21 Ward Member Sally-Anne Saunders' report to the Parish

Cllr Saunders introduced herself and gave a brief report. She remains a parish councillor for Treverbyn Parish and lives in Stenalees. She is going through an intensive induction and training period as a new Cornwall Councillor. She requests that people contact her regarding the issues in the parish and she will endeavour to attend LPC's meetings. Her contact details will be placed on the website and notice boards.

17/22 Neighbourhood Plan steering group report

A brief report regarding finances was made. £333 of the grant from Groundworks was repaid because they were not able to put broadband into the Institute.

17/23 Japanese Knotweed.

A letter from a parishioner was read out concerning knotweed growing in the verge near Bridges. It was **AGREED** that FP would monitor the situation.

17/24 Noise of pumping station

A letter from a parishioner mentioned the unreasonably high level of noise from the pumping station near Bridges. LPC thought it more of a matter between the parishioner and SW Water. The clerk will reply.

ACTION: Clerk

17/25 Skate ramp

A possible position for a Skate Ramp was briefly discussed and LPC awaits further information. CG will contact an acquaintance who could give more details and quote.

17/26 Village signs

CG reported on the progress of the signs.

17/27 Litter Pick

It was reported that there is now a group unconnected with LPC that do the Litter Picks.

17/28 Placement of the second Defibrillator

After the report from the congregation at Gunwen Chapel which alleviated the concerns of the council regarding the weekly checks of the equipment, it was **RESOLVED** to continue with the previous plan of placing the defibrillator at Gunwen Chapel. The clerk will purchase the defibrillator and ML will organise training for those interested.

ACTION: Clerk and ML

17/29 Planning

A Planning issues for report.

- i. **PA17/00660/PREAPP** | Pre application advice for Residential development (outline) for the development of 60 units | Land North Of Tregarrick Farm Luxulyan Cornwall PL30 5EQ. Case Officer Stephen Kirby. Determination Deadline Thu 25

May 2017. LPC NOTED that the case officer had given planning advice and closed the PREAPP; however, the advice that the case officer gave is unknown. The clerk was copied into a couple objections to this development from members of the public, which we assume were sent to the case officer.

- ii. **PA16/11625** Removal of the mobile home and the erection of a dwellinghouse | Lower Gillies Road From Newgate To Conce, Conce Bugle Cornwall PL26 8RT. Cllr Saunders reported that she has requested **PA16/11625** be sent to planning committee: It was AGREED that ML would attend on behalf of LPC. The committee will probably sit on Monday, 12 June in Truro.

B Enforcements and Planning Decisions are listed in *Clerk's Notes*.

C Applications for consultee comments.

- i. **PA17/02856** | Creation of a purpose built wedding venue with associated works (re-submission of previously refused application **PA16/07440**) | Corgee Farm Strawberry Lane Luxulyan Bodmin Cornwall PL30 5DS
After a brief discussion, the council **RESOLVED** (proposed KB, 2nd ML) to submit the following consultee comments:

*** Luxulyan Parish Council SUPPORTS this application because it would be good for Corgee Farm and good for the area, bringing jobs and visitors. It is unreasonable to suggest that large vehicles like large busses need to access the site. The owners/administrators of the venue would certainly send out directions and instructions for bringing only suitable vehicles to the site. The parish council anticipates that any outstanding Highways issues can be resolved so that they do not obstruct the diversification of the farm.

- ii. **PA17/03667** | Submission of details to discharge condition 5 in respect of decision notice **PA13/03710** allowed on appeal APP/D0840/A/14/2217727 | Land South Of A391 Near Bodwen Access To Higher Menadew Bugle PL26 8RP

After scrutiny of the plans and after the clerk read out the summary of the comments from the Parish Meeting, the council **RESOLVED** unanimously to support the views of the Parish Meeting and to submit the following consultee comments:

*** After a community consultation with a representative of BayWa at a Parish Meeting, Luxulyan Parish Council SUPPORTS the discharge of condition 5 on the understanding that BayWa will no longer use an audible alarm, and that the alarm lights will not shine directly into nearby houses. The parishioners are appreciative of BayWa's willingness to consult with them and modify their business plan when possible.

CG left the room for the duration of the discussion and vote on the following Item.

- iii. **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 close scrutiny of the revised plans, the council unanimously **RESOLVED** to submit the following consultee comments:

*** Luxulyan Parish Council OBJECTS to this application again for a number of reasons. It supports the objections of local residents. The council has noted the redesign of the mast head, but the position is the same and the Council still considers it to be too close to the residences of Rosemelling. Flooding is particularly severe at the nearby road junction and this mast will decrease the

drainage capacity of the field above the junction. The visual impact in the hamlet is very high. In summary, for all the reasons stated above, the tower's proximity to the hamlet of Rosemelling makes this application unreasonable and unsuitable.

17/30 Highways & Flooding

A Visibility at the Old Chapel. The clerk has received a response from Highways which did not offer any help. Further discussion was **DEFERRED**.

17/31 Assets – reports and maintenance

A Cemetery. Cllr Linfoot will keep an eye on the cemetery and report periodically.

B Footpaths. No report.

C Luxulyan Memorial Institute

D Playing Field. Nothing to report.

E Village Toilets. The clerk has sent the Service Level Agreement out to a number of people, but there has been no firm interest. The disabled-access loo has been opened and Cllrs Linfoot and Cottrill are keeping an eye on it and cleaning it as and when it is needed. The clerk will request a quote from Cormac for a cleaning contact for the toilets. FP reported that the drains needed adjustment to keep them from clogging up, as they occasionally do.

ACTION: Clerk

17/32 Parish Matters – reports

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

B Luxulyan CLT. Nothing to report.

C Luxulyan Parish Community Fund. The clerk will request updated information for the website.

D Luxulyan Valley Partnership. Nothing to report.

E Village Hall Committee. Nothing to report.

17/33 Correspondence & Invitations (complete list in *Clerk's Notes*)

A LPC received a letter from a member of the public regarding a neighbour who keeps rubbish in their front garden. LPC requested that the clerk suggest they send their information to Enforcement.

17/34 Business for the next meeting

No business was requested.

17/35 Dates of next meetings

A Planning if needed 1st June, 6.00 pm and the Ordinary Meeting 8 June 2017, 6.00 pm, both at the Luxulyan Memorial Institute.

B The clerk will be available only by email from 12 June to 12 July 2017.

The Chair thanked everyone and the meeting closed at 10.25 pm.

Mrs C Wilson ~ Parish Clerk ~ 7 June 2017