

**LUXULYAN PARISH COUNCIL**

**DRAFT** Minutes of the Ordinary Meeting at the Luxulyan Memorial Institute, 6.00 pm,

**THURSDAY 8 JUNE 2017**

**PRESENT:**

Cllr Michaela Linfoot (Chair), Cllr Andy Cottrill (Vice-chair), Cllr Keith Bilston, Cllr Cath Grey, Cllr Francis Payne, Cllr Sue Perry, Cllr Bert Rowe.

**ALSO PRESENT:**

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Sally-Anne Saunders and 1 Member of the Public.

**ABSENT:**

None.

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 6:00 PM and the Chairman welcomed all.*

**17/36 Apologies**

Apologies were received from PCSO Jamie Ward.

**17/37 Declarations of interest or requests for dispensation.**

None.

**17/38 Public Session**

Mr D Weston came to discuss three highways issues: 1) The Luxulyan sign towards Gatty's Bridge is gone. 2) Speed in the village is a problem, especially motorbikes. Trying again for a 20 mph limit would be good. 3) The Eden Project traffic through Lockengate is a continuous problem.

ML explained that she is waiting for a date from the PCSO to have a joint meeting with Highways to discuss all these problems. Meanwhile, the clerk will write to Highways.

**ACTION: Clerk and ML**

*The member of the public left the meeting.*

**17/39 Review of action points**

The clerk was requested to get 3 quotes for improvements to the public toilets and she has the name of a recommended contractor who needs to meet at the toilets in order to be able to quote adequately. Other quotes may be requested based on the finalised list of items needed. ML, AC and CG are available to meet. The clerk will arrange the meeting.

**ACTION: Clerk**

**17/40 Meetings and governance**

A Miss J Rowe wrote to the council about her interest in being co-opted onto the council, but she was away and was not able to attend this meeting. The clerk has invited her to the next meeting on 6th July.

B The council **DEFERRED** the approval of the 18 May minutes as they were late and the councillors had not had time review them fully.

C The clerk will be away from 12 June to 12 July and will be available by email but not by telephone.

D Appointments. The following appointments were **RESOLVED** (proposed ML; 2<sup>nd</sup> AC).

i. Luxulyan Neighbourhood Plan Steering Group. Cllr Perry was appointed.

ii. Luxulyan Parish Community Fund Panel. Cllr Payne was appointed.

iii. Luxulyan Memorial Institute Trustees. Three of the four places are filled and no councillors put themselves forward, so the 4<sup>th</sup> place remains vacant.

iv. Luxulyan Community Land Trust (two places). Cllr Payne was appointed and the other place remains vacant.

E Training. Only one place was available for Planning Training in Bodmin 14 June and CG was first on the list. Code of Conduct Training is confirmed only for St Austell, 11 September: FP, KB, CG and BR. All sessions are free.

**ACTION: CG, FP, KB, BR, CG**

F Playing Field inspections for May/June were received and, as the clerk will be away, the following volunteers were enlisted for the next 9 weeks starting the week of 11 June and ending the week of 6 August:

**ACTION: SP, BR, CG, FP, SP, KB, CG, BR, FP.**

#### 17/41 Finance

A Clerk's reports *Payments against Budget* and *Bank Rec* were discussed and **NOTED**. The *Cash Flow* needs updating and should be available in July. The clerk has sent a handout regarding the allocation of earmarked funds and this will be discussed at the next meeting.

B The clerk explained that the Burial Records, though complete, are in need of better organisation. Following the clerk's training in the laws concerning burials at the SLCC Practitioner's conference in February, the clerk requested 10 hours of overtime to bring the burial records into better order in a digital file. The paper record will remain intact, but the search facility in a digital record is much more efficient. SP pointed out that 10 hours was probably not sufficient to complete the task; however, it would be good to make a start. It was **RESOLVED** to grant 10 extra hours for this task (proposed SP, 2<sup>nd</sup> FP).

**ACTION: Clerk**

C It was **REQUESTED** that the clerk keep a timesheet to better understand what the job entails and the time involved.

**ACTION: Clerk**

D The council **AUTHORISED** payments for June totalling £ 833.80 (proposed AC, 2<sup>nd</sup> FP). The last column is recoverable VAT.

Mrs C Wilson	8 Jun 17	Clerk's salary and expenses	faster	£	644.03		
A&A, Inv718	8 Jun 17	Playing Field gate & Toilets' gutters	faster	£	70.00		
Eurooffice	8 Jun 17	Laser Printer black toner	faster	£	59.99		10.00
Jim Cleare	8 Jun 17	Granite Towers postage	faster	£	59.78		
British Gas	25 Jun 17	Public Conveniences, electricity	DD	TBC			

E The Village Shop has opened an account for LPC so that it can invoice more easily for the consumables for the public toilets, which have been purchased as a stop-gap measure in order to keep the disabled loo open.

F The clerk explained that a handsomely bound book is available for the council's Declarations of Acceptance of Office which costs £120 + VAT. It has 200 entries and

would last approximately 50 years. The council **RESOLVED** to purchase the book (proposed KB, 2<sup>nd</sup> CG).

**ACTION: Clerk**

17/42 Crime & Prevention. PCSO report.

PCSO Jamie Ward's report for May 2017 was NOTED. INCIDENTS RECORDED: 1 Anti-social behaviour; 1 Crime recorded; 4 Public Safety; 9 Transport. CRIMES RECORDED: 1 Violence with injury; 1 Other sexual offences; 1 Other theft; 1 Public Order Offences; 1 Other offences.

17/43 Cllr Saunders' report to the Parish

**Since our last meeting** on 18 May I have been busy with the following :-

1) Attended my first full council meeting, where the leader of the council was elected (Adam Paynter) We have just this week learned the names of the 5 Lib Dem and 5 Indy cabinet members.

2) I now also know which committees I am appointed to -

– Health and Social Care – Overview and Scrutiny Committee. The first meeting for this committee is set for Fri 16 June 2017

– Appeals – relates to appeals brought by parents in respect of council funded school transport. I will be on the first panel for this committee, due to sit on Mon 19 June 2017.

– There is a new committee structure, voted for by last administration. (No more PACS – Policy Advisory Committee's)

3) I have attended 10 hours of mandatory Planning , plus a 5 hour induction into the purpose of the overview and scrutiny committees and 2 hours of training in relation to The Appeals Panel.

4) I have been approached by a constituent, the manager of Penmount Grange re concerns over the dangers of accessing the carriageway from the nursing homes drive.

**Upcoming**

5) I will be attending the St Blazey, Fowey & Lostwithiel Area Network Panel Meeting on Mon 19 June 2017.

6) I will be attending the Planning Committee – Central at County Hall, Truro on Monday 12 June in respect of PA16/11625 Lower Gillies.

17/44 Neighbourhood Plan steering group report

There has not been a meeting since the last report.

17/45 Planning

A Planning issues and correspondence of note.

- i. ML and Ward Member Saunders will represent LPC at Planning Committee on 12 June at CC Offices in St Austell to decide **PA16/11625** Removal of the mobile home and the erection of a dwellinghouse Lower Gillies. The clerk will send comments from the case officer and LPC's comments to all councillors.

**ACTION: Clerk**

B Enforcements listed in *Clerk's Notes*. The council requested that the clerk send another report to enforcement about the possibly illegal works at Carne Cross **PA14/11789**.

**ACTION: Clerk**

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

D There were no applications for consultee comments.

## 17/46 Highways &amp; Flooding

A See the public session, Item 17/38.
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## 17/47 Assets – reports and maintenance

A Cemetery. ML reports that the lower cemetery is in good condition. Though the churchyard is not the responsibility of the Parish Council there are issues with the Living Churchyard status. It can look a mess and some graves are very difficult to find in the summer. The clerk will invite the Living Churchyard group, who do voluntary maintenance of the churchyard, to the LPC meeting in July to discuss the situation. <b>ACTION: Clerk</b>
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B Footpaths. LPC has received complaints directly from parishioners and via Cornwall Council about the weeds and bamboo on the tarmacked footpath in the village (FP15). The bamboo is invading from the school grounds. The clerk will write to the school with a copy to the chair of governors about the issue. <b>ACTION: Clerk</b>
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C Luxulyan Memorial Institute. They are applying for grants to renovate the snooker room.
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D Playing Field.
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i. It was noted that the MUGA (Multi-use game area) was green and slippery, so the clerk will see whether A&A can give it a good scrub. <b>ACTION: Clerk</b>
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ii. It was <b>RESOLVED</b> to purchase bin liners, gloves and goggles from LPC's village shop account for the use of councillors on their weekly inspections and clean-ups (proposed ML; 2nd SP). CG will keep the items at the Village Shop so any councillor can pick them up there.
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iii. Proposed skateboard ramp. A 28x57 metre area was measured to the side of the football pitch used by the children's football club. A number of other gaming areas were suggested including boules which requires a gravel pitch. The matter can be considered in more detail when CG has prices. ML will meet with the children's football coaches. <b>ACTION: CG and ML</b>
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E Village Toilets. See Item 17/39. Also, the clerk brought quotes from Cormac for a 7-day and a 4-day week. It was <b>RESOLVED</b> to request a 4-month trial of a 4-day per week cleaning schedule from Cormac. If possible, the days should be Tues, Thurs, Sat and Sun so that the weekend is covered (proposed CG, 2 <sup>nd</sup> KB). The clerk was requested to get a quote for a year's cleaning with a 7-day week from June - September and a 4-day week for the rest of the year. <b>ACTION: Clerk</b>
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## 17/48 Parish Matters – reports

A Community Networks: the St Blazey, Fowey & Lostwithiel Area Network Panel Meeting is on Mon 19 June 2017.
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B Luxulyan CLT. Nothing to report.
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C Luxulyan Parish Community Fund. The clerk will request up to date information about the grants awarded for the
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D Luxulyan Valley Partnership. Nothing to report.
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E Knotweed at Treskill continues to be monitored by a councillor. The visible knotweed has been treated once and will need further treatments.

F Village Hall Committee. Nothing to report.

17/49 Correspondence & Invitations (complete list in *Clerk's Notes*)

A St Austell Bay and Clay Country Community Economic Plan consultation. LPC did not consider a response.

17/50 Business for the next meeting

Earmarked funds. Skate ramp.

17/51 Dates of next meetings

A Planning if needed 22 June, 6.00 pm and the Ordinary Meeting Thurs, 6 July, 6.00pm, (the first Thursday as a one-off), both at the Luxulyan Memorial Institute.

*The Chairman thanked everyone and the meeting closed at 8.35 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 20 June 2017*