

LUXULYAN PARISH COUNCIL

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

THURSDAY 12 OCTOBER 2017

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston, Cllr Cath Grey, Cllr Margaret Higman, Cllr Sarah Kemp, Cllr Francis Payne, Cllr Justine Rowe, Cllr Bert Rowe.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Sally-Anne Saunders, and 15 Members of the Public.

ABSENT:

Cllr Andy Cottrill (Vice-chair), Cllr Sue Perry and PCSO Jamie Ward

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), Luxulyan Neighbourhood Plan (LNP). *** 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.

17/125 Apologies

Apologies were received from AC, SP, PCSO Jamie Ward.

17/126 Declarations of interest or requests for dispensation.

None.

17/127 Public Session

A The councillors were delighted to see 12 children at the meeting. They gave their names and the Chair asked each one to speak in turn. Not all spoke, but they explained that they had come to ask whether the Parish Council was going to build a skate park. They are very keen that this should happen. CG said that the Council had agreed in principle to support a skate park, but that this depended on available space and cost. Quotes for the proposed park are being prepared by different companies and will be delivered to the Clerk. Consideration of these quotes will be the next step. A Skate Park is an expensive item and the more money raised directly in the community the better. The children said they would like help raise funds if given the opportunity. The children were encouraged to continue using the play area, and were asked particularly to leave the play areas tidy after they leave. The children promised to do so and left the meeting.

The children left the meeting.

B Mr Alex Sauer of BayWa had hosted a site visit that afternoon, attended by Cllr Kemp. Mr Sauer explained that BayWa would be submitting a planning application in the next few weeks for the extension of the Solar Park from 25 to 30 years; that is, changing condition 11. This would allow for a pro-rata extension of the unilateral agreement. The landscaping is going ahead in the autumn as scheduled. The grass will be cut regularly and the bordering trees will be maintained and pruned. Sheep may be allowed to graze. Cllr Kemp was impressed by the quiet natural environment in the solar park. The council was in agreement that it could support the 5-year extension in principle, pending the arrival of the full application.

Mr Sauer left the meeting.

C Lisa Solly of Situ8 introduced the planning application **PA17/06411**, change of use of ancillary accommodation to holiday accommodation. The Chair moved the discussion and vote on this item forward (see the decision at Item 17/140D.i).

L. Solly of Situ8 left the meeting.

17/128 Review of action points

A The council has resolved to make the clerk the Data Protection Officer (DPO), but after attending a meeting with the Society of Local Council Clerks, it appears that this may have been hasty. It is not yet clear exactly what functions the DPO will have and parish councils may need to have an independent DPO, much like the internal auditor. The clerk will keep LPC informed of any news. For the moment the clerk will send a document about the upcoming General Data Protection Regulations (GDPR) and the '12 Steps to Take Now'.

ACTION: Clerk

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

17/129 Meetings and governance

A Minutes. The councillors requested more time to review the Draft Minutes of the meetings on 14 September and 9 October, so the signing was **DEFERRED**.

B Staffing Committee. It was **RESOLVED** unanimously to appoint MH and JR as members of the staffing committee.

C Saturday, 14 October. It was **AGREED** that the clerk will attend the Boundary Commission conference organised by the Cornwall Association of Local Councils. The fee is £10 and this will not be shared with St Ewe as they did not request the clerk attend.

ACTION: Clerk

D The Correspondence Policy was reviewed at the 9th October extraordinary meeting.

E Mileage Payments. This topic was raised with the previous council. ML proposed that the councillors do not take any payments, nor the Chair. Parish Councillors work on a voluntary basis and it would change the attitude toward the work and toward the Parish Council if payments were made. It was **RESOLVED** that councillors would not take payments for their voluntary work.

F Complaints procedure review was **DEFERRED** until the next meeting. The current complaints policy is on the website.

G It was **RESOLVED** that the Green Folders with sets of the Council's policies will be handed out and maintained by the Clerk only for those councillors that request Agendas & Minutes by post (proposed ML, 2nd CG).

ACTION: Clerk

H Due to the confidential nature of the business to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960, the Council **RESOLVED** to close the meeting to the public for the following item.

The remaining member of the public left the meeting and decided not to return after the confidential discussion.

I After discussion, it was **RESOLVED** (proposed ML, 2nd KB) as a trial to use a local playing field inspector for four weeks who is qualified for operational inspections and will perform the inspections for a reasonable weekly sum. It will be discussed at the

next meeting whether to continue or to modify the schedule.

ACTION: Clerk

17/130 Finance

A Extension of clerk's hours for the month of October. The clerk handed out her timesheet for this month which was already at 60 hours. After discussion it was **RESOLVED** to allow the clerk 27 more hours this month, which would cover the Boundary Conference and the other normal duties (proposed FP; 2nd KB).

B Clerk's reports *Payments against Budget, Cash Flow, and Bank Rec* were **NOTED**. The clerk gave a brief overview of the format for the benefit of the new councillors. No questions were immediately raised, but the clerk said that she could answer any questions afterwards by telephone or email.

C Audit Panel. It was **RESOLVED** that KB and CG become members of the Audit Panel (proposed MH, 2nd ML). It meets quarterly, carries out the Internal Control Check, and makes recommendations to the full council with regard to financial matters such as the Budget, etc.

D A more equitable Division of payments for Training was considered between LPC and St Ewe Parish Council, the clerk's other parish council. It was **RESOLVED** to split the training costs 60/40 (proposed ML, 2nd CG). LPC will pay 60% and St Ewe is asked to pay 40% rather than 25%, as was done up to now. The clerk will take this proposal to the St Ewe Parish Council meeting.

ACTION: Clerk

E The council **AUTHORISED** payments for October totalling £1,341.31 (proposed FP, 2nd KB). The last column is recoverable VAT.

12 Oct 17	<i>Clerk's salary and expenses</i>	faster	£	736.53		1.33
12 Oct 17	<i>LNP Broadband install + Sept & Oct17</i>	DD	£	161.31		
	<i>Public Conveniences, electricity</i>	DD		TBC		
12 Oct 17	<i>2nd application weed control</i>	faster	£	216.00		36.00
12 Oct 17	<i>Granite Towers postage, Oct-Nov17</i>	faster	£	59.78		
12 Oct 17	<i>LNP Print Works, 3 invoices</i>	faster	£	167.69		23.89

17/131 Crime & Prevention. PCSO report

The PCSO Report was delivered to the 9th October extraordinary meeting.

17/132 Cllr Saunders' report to the Parish

- As we now know, the number of Cornwall Councillors elected in 2021 will be 87. According to the first draft of the divisions map, Luxulyan will be in a division with 6 other parishes. One Cornwall Councillor would serve: Luxulyan, Lanlivery, Lostwithiel, St Winnow, Broadoak, Boconnoc, and St Veep.

- The 2018/19 budget for Cornwall Council will be voted on next month.

- Central Government is organising a 'Shared Prosperity Fund' which will replace EU funding in counties like Cornwall. CC is requesting they have more input into how the funds will be used in Cornwall.

- Luxulyan is very lucky to still have a PCSO. Treverbyn just lost theirs and most parishes rarely see their PCSO.

- If you are interested in being part of a Community Speed Watch, trained by the Police and sent to areas as and when needed, please contact me (Sally-Anne).

- Community Networks. A CC portfolio holder has been assigned to each Community Network and will attend each meeting so that they get to know about issues from the ground up. A budget for each Networks is being considered. All the wrinkles are yet to be ironed out.

The Chair brought forward the item about Welcome Packs because Cllr Grey wanted to introduce the topic and then she left the meeting because of illness (see Item 17/137).

17/133 Neighbourhood Plan steering group report

The Neighbourhood Plan questionnaire has been circulated and 25% have been completed and returned. The LNP is currently crunching the numbers and will probably have a presentation for the Parish Council about the results in November. The LNP is happy that they are currently under budget. ML raised a concern that some people in outlying areas, like herself, have not received a questionnaire. FP will take this back to the LNP to investigate.

ACTION: FP

17/134 Cleaning of Public Toilets by Cormac, full contract

ML, FP and the Clerk reported that they had met with the new permanent head of Cormac Cleaning Services, Phil Kyte, at the Village Toilets this afternoon and had had a positive discussion about a further contract. Cormac is keen to win the contract. There was short period of time when a cleaner was ill, and the toilets were left dirty, but Phil Kyte will look into it so that the invoice received earlier by the Clerk may be revised. Phil agreed that the invoice would not be paid until this situation was settled. LPC agreed that the toilets are well maintained on the 4 day/week schedule. It was **RESOLVED** to request a Service Level Agreement from Cormac, on the same schedule as before, that would run until March (proposed SK, 2nd ML). The price will remain the same until the end of March when there will be an index-linked increase of some kind.

ACTION: Clerk

17/135 Defibrillator at Gunwen

A It was **RESOLVED** (proposed JR, 2nd SK) that the Parish Council would hire the electrical contractor who fixed the bad installation of the first defibrillator on the Memorial Institute, as they are the preferred installer of the PAD provider. The PAD will be delivered to the Clerk's house and she will coordinate the installation.

ACTION: Clerk

B Training for this defibrillator will be £20pp or £200 for 10 people. Sally-Anne said there might still be some cash in her Community Chest and it was **AGREED** that the clerk would make an application.

ACTION: Clerk

17/136 Replacement Goal Posts for the Playing Field

The clerk does not yet have a quote for full size goal posts. ML will ask Steve Clark to get quotes. The clerk noted that previous minutes do not refer to the replacement of the goal posts or the size required. This Item was **DEFERRED**.

ACTION: ML

17/137 Welcome Packs

CG explained that a member of the parish would like to put Welcome Packs together for newcomers. The person involved would like to explain the project to the Parish Council

and the Council asked CG to invite her to the next meeting.

ACTION: CG

17/138 Wooden Bus Shelter

A member of the public requested that LPC consider the replacement of the village bus shelter with a wooden one, but the member of the public was not at the meeting to explain fully. The shelter was purchased not long ago and it was generally thought that it would be a shame to replace it. However, it certainly could use some attention, so the clerk will write to A&A to see if they can suggest what improvements can be made. The council **AGREED** that it should be painted.

ACTION: Clerk

17/139 Facebook page for LPC

The discussion to consider a Facebook page was **DEFERRED** because the lead councillors on this issue were away.

17/140 Planning

C Planning issues and correspondence of note.

- i. **PA17/02473/PREAPP** | Pre-application advice for change of use of land from stationing six static holiday caravans and seven seasonal pitches to the stationing of ten park homes | Croft Farm Holiday Park Croft Farm Luxulyan Bodmin PL30 5EQ. The item was briefly discussed and **NOTED**. Consultee comments are not accepted on pre-applications.

D Enforcements – (listed in *Clerk’s Notes*)

E Planning decisions (reported in *Clerk’s Notes* and on the website).

F Applications for consultee comments.

- i. **PA17/06411** | Change of use of ancillary accommodation to holiday accommodation | The Mowhay Lower Gurtla Farm Road From Moor Lane To Junction West Of Roseney Farm Luxulyan PL30 5DU.
The council discussed the application and **RESOLVED** the following comments (proposed ML, 2nd KB):
Luxulyan Parish Council **SUPPORTS** this application as it is only a change of use.

- ii. **PA17/06519** | Change of use of land to 3 no. Traveller pitch with associated works including, 3 no. mobile homes, 3 no. touring caravans, 3 no. dayrooms and hardstanding | Carne Cottages Carne Cross St Blazey Cornwall PL24 2SX.
The council discussed the application and unanimously **RESOLVED** the following comments:
Luxulyan Parish Council **OBJECTS** to this application as it is a development of significant size on a dangerous corner.

- iii. **PA17/09036** | Ground floor extension to rear of property. | El-Carim Bridges Luxulyan Bodmin Cornwall PL30 5EF.
Consultee comments were **DEFERRED** until the councillors can visit the property. ML will call the agent to make an appointment.
ACTION: ML

17/141 Highways & Flooding

A Three issues were highlighted this month. The first two are in Lanlivery parish. The clerk is asked to write to highways about: 1) 3 ft wide pothole between Gatty’s Bridge

and Lanlivery 2) blocked drain under the road causing the road to flood, half a mile past Greadow Farm toward Lanlivery 3) hedges dangerously blocking drivers' view at the crossroads by Carne Cottage.

ACTION: Clerk

B Consideration of a working group for a database of highway issues for Luxulyan parish was **DEFERRED**.

17/142 Assets – reports and maintenance

A Cemetery. Nothing to report.

B Churchyard. The letter from Living Churchyard Group to the Archdeacon was read out at the extraordinary meeting on 9th October indicating their temporary suspension of work.

C Defibrillator at the Institute. ML and BR are now checking the defibrillator weekly.

D Footpaths. SK reported that FP15 is mossy. The clerk will let the contractors know. SK also reported that some parishioners request a hand rail on FP14 between the new development at Beswetherick Field and Bridges; however, the FP14 is in limbo because the developer has not finished the required work.

E Luxulyan Memorial Institute. The internet has been installed and is working well.

F Playing Field. Nothing further to report. See 17/127A.

G Village Toilets. FP currently holds the only keys to the cupboard. He will make two sets; one for ML and one for the clerk.

ACTION: FP

17/143 Parish Matters – reports

A Community Networks: There is a meeting on Monday for the St Blazey Network.

B Luxulyan CLT. No meeting has been called.

C Luxulyan Parish Community Fund. Nothing to report.

D Luxulyan Valley Partnership. Minutes of the meetings were requested by BR and JR. The clerk will post them to them and forward the email to everyone else.

ACTION: Clerk

E Street Sweeping. It was reported by a councillor that the weed spraying took place on 9th October in the evening about 6pm. The weed killer should show effect in about 2 weeks. The council was concerned about the time of day; the night dew might decrease the effectiveness and it was a time of lots of activity on the pavements, including children on skateboards and scooters. The clerk was requested to write to the contractor about this.

ACTION: Clerk

F Village Hall Committee. Nothing to report.

G Mud at Treskilling. A councillor reported on the slippery state of the roads at Treskilling because of the mud. Also large rocks have been left on the road after tractors hit the hedge and members of the public have to move them, sometimes in the mud and the dark. A councillor pointed out that between the rain and the need to work the fields, there is a lot mud on the road everywhere, but it was also stated that the main roads are not allowed to be left in a bad state and the unclassified roads should also be cleared. LPC **RESOLVED** that the clerk write the farmer(s) at Treskilling (proposed

SK; 2nd JR).
ACTION: Clerk

17/144 Correspondence & Invitations (complete list in *Clerk's Notes*)

A letter was received from a member of the public interested in becoming a parish councillor when a vacancy occurs.

17/145 Business for the next meeting

No items were requested other than those mentioned in the minutes.

17/146 Dates of next meetings

A Planning if needed 26 October 2017, 6.00 pm and the Ordinary Meeting Thurs, 9th November, 6.00pm, both at the Luxulyan Memorial Institute.

B A Question and Answer session with the Clerk will be scheduled shortly. The original date of 2nd November has been cancelled and will be rearranged.

The Chairman thanked everyone, and the meeting closed at 8.50 pm.

Mrs C Wilson ~ Parish Clerk ~ 26 October 2017