

LUXULYAN PARISH COUNCIL

DRAFT Minutes of the

Ordinary Meeting

held at the Luxulyan Memorial Institute at 7:16 pm
after the Parish Meeting and the Annual Meeting of the Parish Council

THURSDAY 10 MAY 2018

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston (Vice-chair), Cllr Catherine Grey, Cllr Bob Hatton, Cllr Margaret Higman, Cllr Sarah Kemp, Cllr Francis Payne, Cllr Justine Rowe.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Sally-Anne Saunders and 2 Members of the Public. Community Network Panel Officer, Tasha Davis, arrived during the Annual Meeting and stayed through Item 18/15 A, after which she left the meeting.

ABSENT:

None.

Abbreviations: Councillors are abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Footpath (FP), General Data Protection Regulations (GDPR), 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 7.16 PM. The Chair welcomed all and thanked those that had been waiting so patiently for the Public Session.

18/14 Declarations of interest or requests for dispensation.

MH declared an interest in Item 18/21.C.i because of family connections and did not participate in the discussion or vote during that item. There were no requests for dispensation.

18/15 Public Session

A Tasha Davis gave a PowerPoint presentation about the Community Network Panel (CNP) Highway Scheme and its procedures. For a total of four years, the Scheme has a budget of £50K per year per Community Network for highway improvement schemes (traffic calming, pavements, etc) not for highway maintenance.

Tasha requested a list of Highways issues from the Parish Council by the end of June. At the CNP's next meeting on 16 July 2018 the issues will be discussed, prioritised and voted on. Issues, not solutions, are requested because highways experts will look at the best way to solve the issues.

Luxulyan is a member of the St Blazey, Fowey & Lostwithiel CNP, which includes:

- 3 town councils: Lostwithiel, St Blaise and Fowey
- 6 parish councils: Lanlivery, Luxulyan, St Sampson, St Veep, St Winnow, and Tywardreath & Par
- 2 parish meetings: Boconnoc and Broadoak.
- There are 5 Cornwall Councillors representing the area covered by the CNP.
- Each town and parish has a vote and each Cornwall Councillor has a vote, which totals 16 votes.

Tasha also advised, that Luxulyan and the other parishes in the Community Network will have to coordinate their efforts in order to use the relatively small budget well over

the 4-year period. If the scheme is a success, it will be repeated. If CNPs cannot come to equitable decisions, the Scheme might not be repeated.

Tasha Davis left the meeting and Cllr Grey apologised and left the meeting.

B The leader of Arrow Forest School and the manager of the Pre-school at Luxulyan Village Hall attended the meeting and explained what form the forest school would take and how the wooded area of the playing field would be used. The Preschool and the Forest School assured LPC that their insurance would cover their activities and the Preschool has sent copies of their insurance to the clerk. The council **AGREED** in principle (proposed SK, 2nd ML) that the forest school was a good idea. Formal acceptance will be placed on the June agenda. The council requested that the clerk be kept up to date with the Forest School schedule, and that the Preschool make sure the clerk has a copy of current insurance documents whilst they are using the land.

18/16 Review of action points

The clerk reported that she has had conflicting instructions from various councillors concerning the reporting of action points. This item was **DEFERRED** until next month.

Cllr Kemp gave her apologies and left the meeting.

18/17 Meetings and governance

A The council **RESOLVED** that the minutes, as read, of the meeting held on 12 April 2018 were a true and correct record (proposed KB, 2nd JR) and they were duly signed.

B The draft minutes of the Annual Parish Meeting were reviewed and it was agreed that they were accurate (proposed KB, 2nd BH). However, the minutes will be approved at the next Parish Meeting. Only the parish meeting (meeting of the electors) may approve parish meeting minutes.

C Training opportunities were reported by the clerk and it was **RESOLVED** that ML and KB would attend Chairmanship training with CALC in Liskeard on 4th June at a cost of £30 + VAT each (proposed ML, 2nd KB); FP will attend Councillor Skills training on 7th July at a cost of £65 + VAT (proposed FP; 2nd JR). The clerk will book them in.
ACTION: Clerk

D Listing advertisements. It was **RESOLVED** that the clerk should no longer list advertisements in the Clerk's Notes (proposed ML, 2nd KB). In accordance with the Correspondence Policy they will be archived for six months and then deleted.

18/18 Finance

A The council **AUTHORISED** payments for May totalling £2,993.19 (proposed JR, 2nd BH). The last column is recoverable VAT.

10 May 18	Clerk's salary and expenses	faster	£	967.51		6.58
10 May 18	Clerk's HMRC	faster	£	342.97		
10 May 18	LNP, printing (authorised 8-3-18)	faster	£	12.00		
10 May 18	Repair to lights in public toilets	faster	£	365.76		60.96
10 May 18	Office supplies	faster	£	17.88		2.98
10 May 18	Toilets- water, Jan-Apr18 estimated	faster	£	81.91		
10 May 18	Repayment of Neigh. Plan grant	faster	£	1,180.08		
10 May 18	LNP Broadband Apr18	DD	£	25.08		

B A simplified version of the timesheet was requested by two councillors. The clerk showed the council the April timesheet in two forms for comparison. It was **RESOLVED** to accept the extra hours for the month of April (proposed BH, 2nd JR).

- C Year-end Figures. It was **NOTED** that the year-end figures had been approved at the April meeting. The clerk handed out new figures and explained that no mistakes were found; however, a couple payments have moved categories after the input of the internal auditor who is an accountant by trade. The clerk explained the slight variations which were **NOTED** and will be covered again at Item 18/18.G.
- D Internal Audit Report. The council **RECEIVED** the internal audit report and the clerk read the recommendations from the internal auditor. It was **NOTED** that the internal audit did not bring up any discrepancy in the accounts. The report states that “The accounts were prepared on a receipts and payments basis and were verifiable to the underlying records.” It was **AGREED** that the auditor’s recommendations would be considered in detail by the Audit Panel.
- E Financial Risk Assessment. The council is satisfied that the internal control checks and the clerk’s monthly financial reports are adequate for the control of financial risk. The council also recognises, as explained by the internal auditor, that the council’s approved Financial Risk Assessment does not follow the formal risk assessment format of identifying possible risks, qualifying and quantifying them. It was **AGREED** that a risk assessment will be drawn up by the Audit Panel in the recommended format.
- F Annual Governance Statement. The clerk read out each statement and it was **RESOLVED** (proposed KB, 2nd BH) that the Chair should sign the Annual Governance Statement with an answer ‘Yes’ to each statement with the exception of Assertion 5 regarding Risk Assessment. Apart from the internal auditor’s recommendation above, he pointed out that the review of risk took place in April, which was not within the financial year 2017-18. Therefore, the council was obliged to answer ‘No’ regarding carrying out an assessment of the risks facing the authority. It was then further **RESOLVED** (proposed KB, 2nd FP) to agree a statement prepared by the clerk in accordance with the Annual Return’s instructions describing ‘how the authority will address [has addressed] the weakness identified.’ This statement was signed by the Chair and the Clerk/Responsible Financial Officer to be submitted with the Annual Return.
- G Accounting Statements 2017-18. It was **RESOLVED** (proposed KB, 2nd BH) that the statements prepared by the Clerk/Responsible Financial Officer, including full explanations of variances over 15%, were a true and correct record of the accounting year and that the Chair should sign the Accounting Statements 2017-18.
- H It was **RESOLVED** (proposed ML, 2nd KB) that the period for the exercise of public rights, in accordance with Local Audit and Accountability Act 2014, Sec 26-27, would run from 4th June to 13th July 2018. The notice will be placed on the notice boards and the website.

18/19 Reports

- A The PCSO Annual Report for Luxulyan Parish April 2017 – March 2018 was **NOTED** with thanks. PCSP Jamie Ward had explained that ‘the team at HQ had to individually create each parish’s report which took quite some time.’
- INCIDENTS RECORDED 2017-18:
 Anti Social Behaviour 11. Crime Not Recorded 2. Crime Recorded 13. Public Safety 60. Transport 77. Total of 163, compared with a total of 215 last year.
- CRIMES RECORDED 2017-18:
 Violence with Injury 10. Violence without Injury 14. Rape 1. Other Sexual Offences 2. Burglary Non-Dwelling 0. Vehicle Offences 2. Other Theft 8. Criminal Damage 6. Public Order Offences 7. Possession of Weapons 1. Possession of Drugs 0. Other Offences 4. A total of 55, compared with a total of 45 last year. Non-notifiable Offences 5

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| B Cornwall Cllr Saunders was conscious of the time and said she would give a full report at the next meeting. |
| C Neighbourhood Plan steering group. FP reported that the planning authority (Cornwall Council) has insisted on some significant changes to the Neighbourhood Plan, which are being discussed and dealt with by the Steering Group. It will be longer than anticipated before the Neighbourhood Plan reaches its final draft and referendum, but there should be more information and a clearer timescale at the next meeting. |
| D There are not yet quotes for the Skate Park groundworks. |

18/20 Considerations

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| A Highway improvement schemes have been DEFERRED until the June meeting when the council will compile a short list to send to Tasha Davis for consideration at the Community Network Panel meeting on 16 th July. |
| B Questionnaire. It was RESOLVED (proposed ML, 2 nd KB) to accept the recommendation of the Parish Meeting regarding a questionnaire to be organised by the parish council to be sent, or letterbox dropped, to all households about the best uses for the Bodwen Solar Park Fund. |
| C The wording of the questionnaire would have to be agreed by the council, but this would be best worked out by a small group so that they could bring their draft to the council for discussion and approval. This item was DEFERRED and the council would like to encourage anyone interested in the questionnaire to contact the clerk. |
| D Social Media Policy. DEFERRED until those most interested are here to discuss. |
| E Weed control. It was RESOLVED to accept the quote from the previous contractor to spray the weeds on the pavements in the village (proposed KB, 2 nd MH). |
| F It was RESOLVED to accept the Service Level Agreement from Cormac Cleaning (proposed BH, 2 nd KB). The cost of the contract has not gone up, but may rise in future. |
| G Insurance claim for water damage in the Institute. The clerk has written to the insurance company at the request of the Institute committee about the possibility of a claim, but has not yet received a reply. DEFERRED. |
| H Knotweed in the Playing Field. It was RESOLVED (proposed JR, 2 nd KB) that the clerk should find a contractor to treat and destroy the knotweed in the playing field. The clerk may approve quotes up to £500 for work on this project. A local contractor has been suggested and contact details of other contractors are welcome.
ACTION: Clerk |
| I New bin at the bus stop. It was AGREED that the twice weekly pick up is working well and a larger bin is not necessary. |
| J Grass verge maintenance. Four areas of maintenance were identified: 1) the topside of Rosevale; 2) by the village bus stop; 3) beside the Old Chapel; 4) by the telecom box. The clerk will be sent a clearer description / grid reference in order to get quotes for the work. |

18/21 Planning

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| A Planning correspondence. | |
| <table border="1"> <tr> <td>i. Ministry of Housing: Unauthorised Encampments Consultation. Cllr Saunders is consulting enforcement officers about this and will report back to LPC with</td> </tr> </table> | i. Ministry of Housing: Unauthorised Encampments Consultation. Cllr Saunders is consulting enforcement officers about this and will report back to LPC with |
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suggestions for a response which is due by 15 June 2018.

ACTION: FP and Cllr Saunders

- ii. **PA18/01025/PREAPP** | Pre-application advice for proposed construction of a residential dwelling | Land South East of Treskilling Farm Cottage Treskilling Luxulyan Cornwall PL30 5EJ.

The council discussed the proposal and **RESOLVED** (proposed FP, 2nd KB) to submit these comments to the case officer.

*** Luxulyan Parish Council looked at this application and has noted that this appears to be a 'rounding off' on the site of an old farm building and does not intrude into the countryside. However, the parish council requests that you consider the fact that permissions for building on land between Treskilling and the council houses have previously been refused because of their intrusion into open countryside.

- iii. FP reported that some trees that have a Tree Preservation Order on them and that may be in danger of falling on the churchyard wall. The owners will be applying for planning consent for removal of the TPOs. FP has tied string around the trees and suggests that councillors go by and take a look.

B Enforcements and Planning Decisions (see also Clerk's Notes)

- i. **EN18/00718**. The case is closed and no breach found because the water run-off is due to rain water. The case officer summarised that "This may be mitigated with Council ditch/drain clearance."

C Applications for consultee comments.

- i. **PA18/01727** | Demolition of single storey workshops and stores, proposed steel framed engineering workshop | Vehicle Workshop Penince Ind Estate Penince St Blazey Cornwall PL24 2SU

The council discussed the application and **RESOLVED** (proposed BH, 2nd KB) to submit the following consultee comments:

*** Luxulyan Parish Council **SUPPORTS** this application as the new structure directly replaces an existing building without any change in dimension. It will help develop a local business without any real impact on roads or traffic. There is also demolition of some derelict buildings which will improve the area aesthetically.

18/22 Highways & Flooding

Two instances of fly tipping were reported. One had the rubbish removed and the trailer was left behind. The trailer was then again filled with rubbish. The second instance was near the quarry. It is not known whether the rubbish has been removed.

18/23 Assets – reports and maintenance

A Playing Field. Playing Field inspections for the last month were received and NOTED.

B Cemetery. It was reported that the grass is a bit long.

C Footpaths. ML and Cllr Saunders are monitoring progress at FP 6 where water runs onto private property.

D Luxulyan Memorial Institute. Nothing to report.

E Village Toilets.

- i. It was **RESOLVED** (proposed FP, 2nd JR) to have Cormac Cleaning do a deep clean of the toilets. The clerk will check whether this is extra to the specification agreed with the contractor.

ii. It was **RESOLVED** (proposed ML, 2nd BH) to accept the quotes from Cornwall Electrician for replacing the flashing strobe alarm for the disabled toilet at £130 + VAT and also for the repair of the reset button. He will check the reset buttons for the alarm in the disabled toilet and in the cupboard. Repair of the reset button in the disabled toilet could cost up to £142 + VAT.

18/24 Parish Matters – reports

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| A Community Networks: St Blazey; China Clay. Nothing to report at the moment. |
| B Luxulyan CLT. No meeting has been held. |
| C Luxulyan Parish Community Fund. Nothing to report. |
| D Luxulyan Valley Partnership. LPC has two representatives and the clerk will inform the Partnership. |
| E Village Hall Committee. No meetings have been held |

18/25 Correspondence & Invitations (complete list in *Clerk's Notes*)

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| A No proposal was made about Volunteering with Cormac. |
| B Mr Bradley wrote to the parish meeting and requested that all councillors explain what they have achieved as an individual for the parish in the last 12 months and outline what they hope to achieve for the parish in the next year. Some councillors spoke at the parish meeting; however, it was promised that this would be brought to the parish council, as all councillors were not at the parish meeting and it is a more appropriate question for the council. The chair emphasised that the council works as a body; however, if other councillors would like to respond to his question individually they may do so. |
| C The clerk reported on the results of a litter pick around Luxulyan by U3A (University of the Third Age), a volunteer group who have their own insurance. They collected four large bags of rubbish. The council was very grateful for their initiative. |

18/26 Business for the next meeting

Use of the Playing Field for the Forest School. Highway Scheme suggestions.

18/27 Dates of next meetings

Planning if needed 31 May 2018, 6.00 pm and the Ordinary Meeting 14 June 2018, 6.00pm, both at the Luxulyan Memorial Institute.

The Chairman thanked everyone and closed the meeting at 9.45 pm.

Mrs C Wilson ~ Parish Clerk ~ 25 May 2018