

**LUXULYAN PARISH COUNCIL**

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

**THURSDAY 11 APRIL 2019**

**PRESENT:**

Cllr Michael Grindley, Cllr Bob Hatton, Cllr Margaret Higman, Cllr Michele Latham, Cllr Francis Payne, Cllr Tina Windsor.

**ALSO PRESENT:**

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Sally-Anne Saunders, and 4 Members of the Public.

**ABSENT:**

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston (Vice-chair), Cllr Kay Baker, Cllr Sarah Kemp,

Abbreviations: Councillors are abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Cornwall Assoc. of Local Councils (CALC), Footpath (FP), Local Maintenance Partnership (LMP), Community Network Panel (CNP), Friends of Luxulyan Valley (FOLV), General Data Protection Regulations (GDPR), 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 6.05 PM. As the Chair and Vice-chair were not present, election of a Chair for the meeting was the first item.*

**18/209 Apologies**

A It was **RESOLVED** that Cllr Bob Hatton take the Chair for the meeting (proposed TW, 2<sup>nd</sup> MH).

B Apologies were received from MLi, KBa, KBi, SK.

**18/210 Declarations of interest or requests for dispensation.**

FP declared an interest in Item 18/202.B.iii (PA19/02696).

**18/211 Public Session**

All members of the public explained that they wanted to discuss the planning application PA19/02696. Two were the owners and two were neighbours.

FP left the chamber.

The neighbours were concerned about the height of the fence and the height of the roof which could result in the loss of their view and the loss of light. The owners explained that a very high hedge and fence had been taken down and a much shorter fence was replacing them, and they showed the design of the house, which has an almost flat roof. The owners and the neighbours answered questions from the councillors.

*The Chair moved the Item 18/202.B.iii forward. See the council's decision at that Item. After the decision, the public left the meeting and FP returned to the chamber.*

**18/212 Review of action points**

A The clerk read an email from St Blaise Town Council. No other councils are helping with the Police Office in St Blazey. St Blaise was grateful for Luxulyan's contribution of £400 per year up to this point. BH thought that it would not be in Luxulyan's interest to continue the contribution unless Luxulyan sees an increased police presence in the parish. The clerk will reply and ask whether St Blaise can verify how often the Police Office is being used there. The council expects the annual invoice from St Blaise TC

in August and will make a decision regarding further support at that time.

**ACTION: Clerk**

B The clerk reported that the Burial Records have been put in a digital file in accordance with the 1977 Local Authorities Cemetery Order, utilising the 10 hours granted to the clerk (17/41.B). These 10 hours will be charged at the previous hourly rate. The records of receipts and ERBs (Exclusive Rights of Burial certificates) are still to be dovetailed with the new digital file, but this will be done as and when the clerk has the time within her normal hours.

18/213 Meetings and governance

A The council **RESOLVED** that the minutes, as read, of the meeting held on 14 March 2019 were a true and correct record (proposed TW, 2<sup>nd</sup> MLa) and they were duly signed.

B Quotes to spend the Bodwen Solar Park Fund are delayed due to revised quotes recently received. The clerk will distribute a list with the draft minutes. The quotes are to be discussed at the Parish Meeting on Monday, 29 April at 7.30 pm in the Institute.  
**ACTION: Clerk**

C Parish Wards, Community Governance Review and Polling Places Review.

i. FP handed out a timetable for the Community Governance Review.

ii. This Review might have the power (at Luxulyan's request) to reverse the decision to split Luxulyan parish between two Cornwall Council divisions. Two Cornwall Council divisions within the parish creates two electoral wards. These wards are:

- **Lockengate Ward** in the **Roche & Bugle Electoral Division**
- **Luxulyan Ward** in the **Lostwithiel & Lanreath Electoral Division**

If the parish council requested a reversal of this decision, the parish would be represented by the Lostwithiel & Lanreath Electoral Division only. This is a large division comprising 8 parishes, including Luxulyan Ward, Lanlivery Parish, Lostwithiel Parish, St Winnow Parish, Boconnoc Parish, St Veep Parish, Broadoak Parish and Lanreath Parish.

There was a lengthy discussion regarding the benefit of the parish wards. The council **NOTED** that there is a risk of higher election costs and that the council will have to budget for possible increased costs.

Cllr Saunders explained the benefits for the parish if it has 'one foot' in the Roche & Bugle Electoral Division (Lockengate Ward) and 'one foot' in the Lostwithiel & Lanreath Electoral Division (Luxulyan Ward). The parish council will have a voice in two different Community Networks and will have the voice of two Cornwall Councillors at county level.

The parish council **RESOLVED** (proposed BH, 2<sup>nd</sup> MG) to stay in two Cornwall Council divisions with the benefits of representation by two Cornwall Councillors which means two electoral wards within Luxulyan Parish. These electoral changes take place in 2021.

18/214 Finance

A It was **RESOLVED** (proposed MLa, 2<sup>nd</sup> BH) to approve MG as Internal Control for this month as there were no other non-signatories at the Audit Panel meeting to carry out the Internal Control Check.

B The Audit Panel reported that there were no queries raised for the fourth quarter (year end) Internal Control Check. Indeed, there were no queries raised at any of the checks during the year.

C The council **NOTED** the clerk's reports: *Budget Comparison, Bank Reconciliation (last quarter)* and *Bank Reconciliation (year end)*. The clerk also handed out the *External Audit* figures with the *Explanation of Variances* for approval at the May meeting. The clerk will finish the *Year End Cash Flow* and send it out before the next meeting.  
**ACTION: Clerk**

D The council **RESOLVED** (proposed BH, 2<sup>nd</sup> MG) to buy a software package for payroll for the fiscal year 2019-20 at £49 per year.  
**ACTION: Clerk**

E The council **AUTHORISED** payments for April 2019 totalling £3,838.41 (proposed TW, 2<sup>nd</sup> FP). The last column is recoverable VAT.

Mrs C Wilson *2001	11 Apr 19	Clerk's salary and expenses	faster	£	802.27		
Mrs C Wilson *2001	11 Apr 19	Clerk's annual leave	faster	£	469.38		
HMRC-PAYE	11 Apr 19	Clerk's HMRC	faster	£	210.81		
XLN Business Services	11 Apr 19	LMI broadband Feb19	DD	£	40.73		
Andy Inglefield, inv365	11 Apr 19	Playground inspections - 4 weeks	faster	£	46.00		
British Gas	11 Apr 19	Public Conveniences, electricity	DD	£	15.03		0.71
Cormac Cleaning	11 Apr 19	Public Conveniences cleaning Mar19	faster	£	353.76		58.96
Jim Cleare	11 Apr 19	Postage, Granite Towers	faster	£	39.01		
Lux. Mem. Institute	11 Apr 19	Room Hire Sep18-Mar19	faster	£	130.00		
CALC	11 Apr 19	CALC Annual Subscription	faster	£	501.42		53.97
The Play Inspection Co	11 Apr 19	Annual playground inspection	faster	£	78.00		13.00
Agave Landscape Ltd	11 Apr 19	Clearing moss, cemetery car park	faster	£	132.00		22.00
Lux. Mem. Institute	11 Apr 19	LNP room hire	faster	£	120.00		
Tony Lee	11 Apr 19	LNP consultant	faster	£	900.00		

## 18/215 Reports

A Chair's Report. Cllr Linfoot sent her apologies.

B Crime & Prevention. Nothing to report.

C Cornwall Councillor Saunders' report to the Parish

- It appears that the problems at Footpath 15 behind the school have been cleared.
- Cllr Saunders has contacted Cormac about the stones blocking the leat at bridges and is awaiting a reply.
- At Cllr Saunders request, Cormac has contacted Network Rail about clearing the leat and Network Rail has promised to inspect in May. They will measure the silt and take pictures. It is hoped that a maintenance schedule will be drawn up.
- STARR project (St Austell Bay Resilient Regeneration). With a project officer, Cllr Saunders has visited areas in Luxulyan that will be affected by the STARR project. Interventions are planned at the quarry and Lavreen to slow the river. STARR will work with Natural England and the Rivers Trust.
- STARR PROJECT OPEN DAY in May in St Blazey, details to be confirmed.

D Neighbourhood Plan steering group. After examination by an independent person, Luxulyan's Neighbourhood Development Plan has been revised. The revised document has gone to Cornwall Council again for their scrutiny.

E Skate Park Working Party. No report this month.

## 18/216 Considerations

A Boxes of Sandbags at the Institute. The locks on the boxes are rusted. The Clerk gave FP the keys and he will do his best to make them work.  
**ACTION: FP and Clerk**

B The village bus shelter is looking very good after a big clean by volunteers. There are some burn marks in the Perspex, but there is no need to replace them at the moment.

<p>The council will monitor the bus shelter.  <b>ACTION: Councillors</b></p>
<p>C It was <b>RESOLVED</b> (proposed MLa, 2<sup>nd</sup> TW) to renew the annual electricity contract for the public toilets with British Gas. The payments are too small to warrant looking for another provider.  <b>ACTION: Clerk</b></p>
<p>D Good Citizen of the Year Award. The council considered a request to limit the nominees to persons who had done good deeds/works in the year of the nomination. After discussion, no proposal was made to change the Award guidelines.</p>

18/217 Planning

<p>A Planning issues and correspondence. Planning decisions are reported in <i>Clerk's Notes</i> and on the website.</p>
<p>B Applications for consultee comments.</p>
<p>i. <b>PA18/10874</b>   Outline planning permission with all matters reserved: Infill dwelling   Land North Of Fairhaven Rosemelling Luxulyan.          The council discussed the application at length. Cornwall Councillor Saunders aided the discussion. The local planning authority was aware of the issues concerning open countryside. It was <b>RESOLVED</b> (proposed MG, 2<sup>nd</sup> FP) to submit the following consultee comments:          *** Luxulyan Parish Council offers NO OBJECTION to this application which now includes 1) a rounded boundary as shown by the case officer on a map sent 4 April titled "Officer Suggestion", and 2) includes a precondition to ensure the road vision splay is altered in accordance with Highways' safety suggestions.</p>
<p>ii. <b>PA19/01357</b>   Proposed annexe and workshop   Catch 22 New Road St Blazey PL24 2SB.          Councillors attended a site visit and discussed the application at the meeting. The council <b>RESOLVED</b> (proposed FP, 2<sup>nd</sup> TW) to submit the following consultee comments:          *** Luxulyan Parish Council offers NO OBJECTION to this application on the understanding that the proposed annexe and workshop will be tied to the main house.</p>

FP left the chamber for the duration of the next Item.

<p>iii. <b>PA19/02696</b>   Technical Details Consent following the Permission in Principle for one dwelling dated 29/10/2018   Land Adj Ivy Cottage Luxulyan Bodmin Cornwall PL30 5DW          The council discussed the application at length with the owners and neighbours, studied the plans and <b>RESOLVED</b> (proposed BH, 2<sup>nd</sup> MLa) to submit the following consultee comments:          *** Luxulyan Parish Council offers NO OBJECTION to this application in light of the open lines of communication between the owners and their near neighbours, especially concerning the lowering of the fence and the roofline, which would help preserve the amenities of light and view for their northern neighbours.</p>
<p>iv. Applications for consideration since the posting of this Agenda:  <b>PA19/00506</b>   Replacement of existing outbuilding with a two storey garage, incorporating a store and workshop above and inclusion of a lean-to greenhouse on the southern elevation   Marks Cottage Chimney Tops Bugle St Austell PL26 8RT          The council considered the plans, discussed the application and <b>RESOLVED</b> (proposed FP, 2<sup>nd</sup> BH) to submit the following consultee comments:</p>

\*\*\* Luxulyan Parish Council offers NO OBJECTION as the new development will improve the aspect of the property and does not appear to affect any neighbours.

18/218 Highways & Flooding

Cllr Saunders will bring the potholes at the road near PL24 2SB to the attention of Highways.

**ACTION: Cllr Saunders**

18/219 Assets – reports and maintenance

A Playing Field. Playing Field inspections for March 2019 were received and **NOTED**. The annual inspection has also been received and **NOTED**; there are no grave concerns. The council **RESOLVED** that the clerk is delegated to deal with the suggestions from the annual report (proposed BH; 2<sup>nd</sup> TW).

B Cemetery. As soon as the new bin is installed at the village bus shelter, the large black bin will be taken to the cemetery for old wreaths.

C Footpaths. Footpath 15 is now clear. FP will report on Footpath 13, the Saints' Way, at the next meeting.

D Luxulyan Memorial Institute. Seed and Plant swaps continue.

E Village Toilets. Nothing to report.

F Gatty's Bridge sign is now firmly fixed in place.

18/220 Parish Matters – reports

A Luxulyan Parish Community Fund. The panel met recently and has awarded two grants. 1) £2,000 to the church for new lighting, 2) £2,500 toward a project worth £7K for renovation of the shed and toilet at Innis Chapel.

B Luxulyan Valley Partnership.

i. Cllr Saunders reported about the last meeting. English Heritage now has funding for exploratory work on the fabric of the viaduct. The work will take place this year. There is a suspected breach of the leat at Pons Mill which is being investigated.

ii. It was **AGREED** that BH, FP and MG will look into writing a report on the current state of the leat system in Luxulyan Parish. They will see whether they can enlist the aid of other members of the community. The report would then be sent to the various agencies involved with maintaining the leats and watercourses in the parish.  
**ACTION: BH, FP, MG**

C Village Hall Committee. New heaters will be installed in the main room of the Hall.

18/221 Correspondence & Invitations (complete list in Clerk's Notes)

A The parish council has again received Small Business Rate Relief for the fiscal year 2019-20 for the Public Toilets, as it does every year. Without the relief, the parish would be paying business rates for the toilets, even though there is no charge to use the facilities.

18/222 Business for the next meeting

Approval of the External Audit figures.

18/223 Dates of next meetings

A	Planning if needed 25 April, 6.00 pm.
B	The Annual Parish Meeting, <b>29 April</b> , 6.30 pm at the Luxulyan Memorial Institute. Allocation of the Bodwen Solar Park Funds will be discussed with quotes for some of the main projects.
C	The Annual Meeting of the Parish Council, at which the chair will be elected and committees appointed, <b>9 May 2019</b> at 6.00 pm at the Institute, followed immediately by the Ordinary meeting.
D	30 <sup>th</sup> October 2019, venue TBC, Planning Inspectorate hearing for Common Land Application No. 2960 — 5.944 acres of land at Trevellion Moor or Lowertown Moor in the parish of Luxulyan. Centred on Ordnance Survey grid reference SX 048 615..

*The Chair thanked everyone and closed the meeting at 9.20 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 13 April 2019*