

**LUXULYAN PARISH COUNCIL**

**DRAFT** Minutes of the Ordinary Meeting at the Luxulyan Memorial Institute, 7.00 pm,

**THURSDAY 10 OCTOBER 2019**

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Kay Baker, Cllr Michael Grindley, Cllr Margaret Higman, Cllr Francis Payne.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson and 1 Member of the Public.

ABSENT:

Cllr Keith Bilston (Vice-chair), Cllr Bob Hatton, Cllr Sarah Kemp, Cllr Michele Latham, Cllr Tina Windsor.

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 7.00 PM and the Chair welcomed all.*

19/105 Apologies

Apologies were received from Ward Member Cllr Sally-Anne Saunders, KB, BH, MLa, TW.

19/106 Declarations of interest or requests for dispensation.

MLi declared an interest in planning application PA19/08569 at Item 19/113.B .

19/107 Public Session

A It was **NOTED** that just before this meeting the councillors were trained by Cornwall Council regarding INCIDENT REPORTING of

- dog fouling,
- fly tipping and
- littering.

The councillors in attendance and the clerk may now report incidents of these criminal offences that take place in Luxulyan or anywhere in Cornwall directly to Cornwall Council. The INCIDENT REPORT will result in a postal Fixed Penalty Notice being served on the offender in accordance with Criminal Procedure Rules r27.1(1); Criminal Justice Act 1967, s.9, Magistrates' Courts Act 980, s.5B

This is a direct, non-confrontational method to report these offences by trained councillors or staff. The incident must be witnessed directly by the trained councillor or staff. The name of the offender may not be necessary if other details, such as vehicle registration are reported. If you have any questions, please don't hesitate to contact the clerk.

B One member of the public came to explain the poor overgrown state of the hedges/verges along the road from Lowertown Moor to Corgee Moor, including Breney Common. They had already reported this to Cornwall Council, who had said that it is the commoners' responsibility to cut back the verges. The clerk will contact the Common Land and Village Greens Officer to find out who the commoners are.

**ACTION: Clerk**

## 19/108 Review of action points

All action points still in progress were discussed.
A Letters will be sent to the properties across from the Institute concerning the trees overhanging the road. The council is aware that these trees will probably need to be inspected because of Tree Protection Orders. <b>ACTION: Clerk</b>
B Defibrillator training. It was noted that it is difficult to get people to train, but especially to retrain, to use the defibrillator. This is a common problem everywhere. MLi will contact Gunwen, the site of the second defibrillator, and set up a date for training with the parish councillors. <b>ACTION: ML</b>

## 19/109 Meetings and governance

A The council <b>RESOLVED</b> that the minutes, as read, of the meeting held on 4 <sup>th</sup> September 2019 were a true and correct record (proposed FP, 2 <sup>nd</sup> KBa) and they were duly signed.
B The council <b>RESOLVED</b> that the minutes, as read, of the extraordinary meeting held on 11 <sup>th</sup> September 2019 were a true and correct record (proposed KBa, 2 <sup>nd</sup> FP) and they were duly signed.
C Working Party for General Data Protection procedures. MG agreed to meet with the clerk to review the audit, policy and risk assessment, etc for data protection and to report to full council with draft documents. <b>ACTION: Clerk &amp; MG</b>
D Community Governance Review. One letter was received from a resident affected by Luxulyan's proposal to move the northern border to the A30. It supported a move to Lanivet parish. The council awaits responses from other residents. The CGR could review and change the wards in Luxulyan Parish. There was a short discussion regarding the advantages and disadvantages of Wards in Luxulyan Parish. The clerk will send information to the councillors. The item will appear on the November agenda about whether Luxulyan is better off with 10 councillors for the whole of the parish, as it is now. Wards mean that the total number of councillors for LPC would not change from 10; however, 3 councillors would represent the northern Lockengate ward, elected by only Lockengate ward residents, and 7 councillors would represent the southern Luxulyan ward, elected only by Luxulyan ward residents. <b>ACTION: Clerk</b>
E The clerk reported on the conversation with CC electoral services and Danish Crown. After it was reported that parishioners had a hard time locating the polling booth in the far car park, Danish Crown said that it is happy to help to improve signage.
F Climate emergency. FP is preparing a report and this item was <b>DEFERRED</b> .

## 19/110 Finance

A There were no questions about the accounts and it was <b>RESOLVED</b> (proposed KBa, 2 <sup>nd</sup> FP) to receive the Clerk's reports <i>Budget Comparison, Cash Flow and Bank Reconciliation</i> through 30 Sept 2019 as a correct record.
B Budget 2020-21, version 1. A draft budget has been sent to all councillors. The clerk answered questions about the budget, and it will be addressed again at the November meeting.

C The council **AUTHORISED** payments for October 2019 totalling £2,811.44 (proposed KBa, 2<sup>nd</sup> MLi). The last column is recoverable VAT.

Mrs C Wilson *2007	10 Oct 19	Clerk's salary and expenses	faster	£	895.77		2.15
HMRC-PAYE *2007	10 Oct 19	Clerk's HMRC	faster	£	38.24		
NEST Pensions	10 Oct 19	Clerk's Pension	DD	£	-		
British Gas	10 Oct 19	Public Conveniences, electricity	DD	£	13.63		1.08
Andy I. Inv	10 Oct 19	Playground inspections - 4 weeks	faster	£	46.00		
Andy I. Inv426-B	10 Oct 19	Repair picnic table	faster	£	20.00		
Cormac Cleaning	10 Oct 19	Public Conven. Cleaning Aug19	faster	£	391.67		65.28
Jim Cleare	10 Oct 19	Granite Towers postage	faster	£	34.03		
Bricknells	10 Oct 19	Brown envelopes	faster	£	20.95		3.50
XLN Business Services	10 Oct 19	LMI broadband Sep19	DD	£	3.65		
A&A Garden Services	10 Oct 19	Play Field, Cemetery, Verges	faster	£	1,347.50		

## 19/111 Reports

### A Chair's Report.

- 25 Sept. There was a site meeting about StARR, its effect on local residents and possible alternatives.
- 25 Sept Luxulyan Valley Partnership. At this meeting it was decided to get together on 30<sup>th</sup> October and meet at Pontois Mill with Cllr M Linfoot, Cllr B Hatton, Cornwall Cllr C Martin (Chair of the Luxulyan Valley Partnership) and the Portfolio holder – in order to have a 'joined up' conversation about the StARR project, the leats, the turbine, the weir, and the opening up of the leats into Charlestown harbour. If there is time they will also walk the leats.
- 30 Sept. The Chair travelled around the parish with the Highways Manager, R Tatlow, and considered a possible one-way system around the Bodwen area. They also looked at drains and R Tatlow has assured us that in October and rural maintenance team will tackle the drains. A road closure is needed to flush the Rosemelling drains and this is being worked out. Another 'drive round' will be scheduled for this month if possible, to discuss further Highways issues.

B Crime & Prevention. Police officers will be at the next Community Network meeting and the Chair will ask what is happening about service for the rural area.

C Cllr Saunders' report to the Parish. There was no report this month.

D Cornwall New Energy Conference was attended by MG who found it very interesting and he reported in some detail. Numerous examples were given of projects that save energy and benefit the community. A suggestion from the workshops, that parishes may wish to consider, to carry out an energy and carbon audit, could be incorporated into the report being prepared by FP on energy saving, carbon neutrality and climate change.

## 19/112 Considerations

A Benches for the cemetery, play area, other areas. The clerk had forwarded catalogues and quotes for many styles of benches. MLi and KBa will get together as a working group to bring suggestions to the next meeting about which type of bench should go where.

**ACTION: MLi and KBa**

B 1<sup>st</sup> Highways Scheme. It was **RESOLVED** (proposed KBa, 2<sup>nd</sup> MLi) that the 'please drive carefully' sign should be at Challow Terrace, not St Cyriac.

C Citizen of the Year 2019. It was **AGREED** that KBa will place the boxes for nominations in the church, village hall, Institute, school, village shop and pub. As last year, the

deadline for nominations is 30 November. KBa will collect the boxes and they will be opened at the December meeting. Nominations may also be sent to the clerk.

D A parishioner has requested more signage for Treskilling to define the boundaries of the hamlet and to get people to drive more slowly. MLi will speak with the Highway Manager about it when they meet at the end of the month.

**ACTION: MLi**

E The Pub notice board needs replacing, and the owners have approved an area on the side of the building which has more space. The clerk will get quotes.

**ACTION: Clerk**

19/113 Planning

A Planning issues and correspondence. Planning decisions are reported in Clerk's Notes and on the website.

i. The clerk will ask CALC and SLCC whether it is possible to post the planning applications on the council's Facebook page.

**ACTION: Clerk**

B Applications for consultee comments.

i. **PA19/07532** | Certificate of lawfulness for existing use as a residential dwelling. | Heywards Heath Prideaux Road St Blazey PL24 2SB.  
The council discussed the application and **RESOLVED** (proposed MLi, 2<sup>nd</sup> KBa) to submit the following consultee comments:  
\*\*\* Luxulyan Parish Council has NO OBJECTION to this application.

ii. **PA19/06622** | Repair of roof of lean to extension, tiles to match those on chapel building. Laying of new floor with damp proof membrane inside lean to. Building of partition wall inside lean to extension with lockable internal door to create secure storage for tools. Portable chemical toilet to be placed in front part of lean to. Insertion of glass panel in top of existing external door to enable natural light to enter front part of lean to extension. Relocation of calor gas bottle from lean to extension into a new secure store (base 2 foot square) outside the lean to extension. | Innis Methodist Church Innis Moor Lanivet Bodmin PL30 5HZ.  
The council discussed the application and **RESOLVED** (proposed FP, 2<sup>nd</sup> MH) to submit the following consultee comments:  
\*\*\* Luxulyan Parish Council fully and wholeheartedly SUPPORTS this application.

*MLi left the chamber for the duration of the discussion of the following item.*

*As the Vice-chair was not present, the council agreed that*

*KBa would take the chair for this item:*

iii. **PA19/08569** | Submission of reserved matters (appearance, landscaping, layout and scale) following outline approval PA18/10874 for a single dwelling | Land North of Fairhaven Rosemelling Luxulyan Bodmin Cornwall PL30 5EQ.  
This application which came in after the agenda was posted was **DEFERRED** until the November meeting. KBa will arrange a site visit.

**ACTION: KBa**

19/114 Highways & Flooding

MG proposed that the parish council request a traffic count on the main road through the parish from March to end of August. This would give Highways a good idea of the traffic problems and congestion that happen during the summer months. MLi will bring the

suggestion to the Area Manager when they meet.

**ACTION: MLI**

19/115 Assets – reports and maintenance

A Playing Field. Playing Field inspections for September were received and NOTED.

B Cemetery. The clerk will make laminated signs for the bins in the cemetery with labels: METAL, PLASTIC & OASIS (non-compostable); COMPOST.

**ACTION: Clerk**

C Footpaths. KBa and FP reported that the Chair of the footpath committee has stepped down and there is no Chair at the moment. The committee is organising some community walks and would like to recruit new members.

D Luxulyan Memorial Institute. 26 October, 10 am - 2 pm, Christmas Craft Fair fundraiser. Mince pies and sausage rolls will be served.

E Village Toilets. Wallgate promised the keys were on their way, but they have not yet arrived.

19/116 Parish Matters – reports

A Luxulyan Valley Partnership. See Item 19/111.A

B Village Hall Committee. MH reported that they will replace the door and they are in conversation with the insurers about water damage to the carpet. The whole of the flat roof may need to be replaced.

19/117 Correspondence (complete list in Clerk's Notes)

The clerk reported on the letter received about electric car charging units available.

19/118 Business for the next meeting

CGR and parish wards. Budget 2020-21. Benches. Quotes for pub notice board.

19/119 Dates of next meetings

A Planning if needed 24 October, 6.00 pm and the Ordinary Meeting 14 November, 6.00pm, both at the Luxulyan Memorial Institute.

B 15 October – Planning Inspectorate Regarding Land Southeast of Minorca Lane.

C 30 Oct - Planning Inspectorate Meeting about Common Land at Lowertown Moor.

*The Chair thanked everyone and closed the meeting at 9.45 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 23 October 2019*