

Luxulyan Parish Council **DRAFT** Minutes  
Ordinary Meeting, THURSDAY 13 AUGUST 2020  
6.00 pm, ONLINE via Zoom

**PRESENT:**

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston (Vice-chair), Cllr Michael Grindley, Cllr Bob Hatton, Cllr Margaret Higman, Cllr Francis Payne.

**ALSO PRESENT:**

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

**ABSENT:**

Cllr Kay Baker, Cllr Sarah Kemp, Cllr Michele Latham.

**NOTE ON JOINING THE MEETING AS MEMBERS OF THE PUBLIC:**

Members of the public must request online Meeting details in advance from the Clerk in order to join the meeting online. All participants that join the meeting start in the 'waiting room' and are admitted by the clerk as soon as possible.

**ABBREVIATIONS:**

Councillors are abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Cornwall Assoc. of Local Councils (CALC), Footpath (FP), \*\*\* 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.

**MINUTES:**

*The meeting began at 6.00 PM and the Chair welcomed all.*

20/66 Apologies

Apologies were received from KBa, SK, MLa.

20/67 Declarations of interest or requests for dispensation.

MG and KBi declared an interest in Item 20/73.A.i, the planning preapp, because they live at Croft Farm Park. BH declared an interest in 20/73.A.ii because he is a close neighbour.

20/68 Public Session

A J Rolfe, Affordable Housing Enabler, and George Lewis, Development Manager of the Community Land Trust, attended to hear about the parish's wishes to ensure that the building of 3 more affordable homes at Beswetherick Field goes ahead as soon as possible. Cllr Payne and Chris Austin explained the history of the site and also the nature of the covenant between Cornwall Council, the developer and the person who gifted the land for the affordable housing project. Cllr Payne expressed his thanks to Roger Smith for putting together a Beswetherick Timeline which has been enormously helpful. J Rolfe and G Lewis pledged to assist Luxulyan in any way they could. Ward Member Saunders offered to organise a meeting between the case officer for the current planning application (PA20/03153), CC Legal Team, Luxulyan Parish Council, Luxulyan Community Land Trust, the Cornwall Community Land Trust and Affordable Housing. Chris Austin emphasised the need for action since no progress had been made at the site since 2015. LPC **RESOLVED** (proposed MLi, 2<sup>nd</sup> FP) to take Ward Member Saunders up on her offer.

*J Rolfe, G Lewis and C Austin left the meeting.  
FP briefly left the meeting to return before the end of next Public Session 20/68.B.*

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| B | J Owen spoke for the application PA20/05053 at Lower Harros Farm. He took the council through the Design Statement and answered questions. |
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*The Chair moved Item 20/73.B.i forward. See the decision at that Item.  
J Owen left the meeting.*

*Cllr Hatton left the meeting for the duration of the discussion and vote on the following Item and returned at Item 20/70.G.*

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| C | L Solly, agent for the application PA20/04012 at the Station Yard summed up the reasoning supporting the application. |
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*The Chair moved Item 20/73.A.ii forward. See the decision at that Item.  
L Solly left the meeting.*

## 20/69 Meetings and governance

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| A | The council <b>RESOLVED</b> that the minutes, as read, of the ONLINE meeting, scheduled for 27 July and held on 30 July and 3 August, via <i>Zoom</i> , were a true and correct record (proposed KBi, 2 <sup>nd</sup> FP). The Chair's signature will be obtained by post. As the decisions contained in this document were resolved in the minutes of the meeting just approved, it was further <b>RESOLVED</b> (proposed KBi, 2 <sup>nd</sup> FP) to ratify the 'LPC COVID-19 risk assessment Aug20'. The Chair's signature will be obtained by post. |
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| B | The council <b>RESOLVED</b> (proposed MLi, 2 <sup>nd</sup> KBi) to follow the guidance of the SLCC regarding analysis of and response to the consultation for the Local Government Association's new Model Code of Conduct. The clerk will respond.<br><b>ACTION: Clerk</b> |
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| C | The council <b>RESOLVED</b> (proposed MLi, 2 <sup>nd</sup> FP) that the clerk should attend an SLCC training webinar: <i>Creating Accessible Excel Documents</i> , at a cost of £30. It will help the Clerk comply with statutory accessibility standards.<br><b>ACTION: Clerk</b> |
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| D | The council <b>RESOLVED</b> (proposed MLi, 2 <sup>nd</sup> KBi) to appoint Cllr Payne as lead councillor for the hand sanitisers. He will monitor them and keep them filled.<br><b>ACTION: FP</b> |
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## 20/70 Finance

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| A | There were no questions about the accounts and it was <b>RESOLVED</b> (proposed KBi, 2 <sup>nd</sup> MH) to receive the Clerk's reports, <i>Bank Reconciliation</i> , <i>Budget Comparison</i> and <i>Cash Flow</i> to the end of July 2020, as a correct record. |
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| B | The clerk reported that the council's bank has confirmed that LPC's accounts are eligible for the Financial Services Compensation Scheme again this year. |
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| C | The clerk reported that the council is eligible for the Small Business Grant Fund (SBGF) and the Local Authority Discretionary Grant Fund (LADGF). The clerk applied for the SBGF which has been approved and the funds of £10K have been received. |
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| D | The council <b>RESOLVED</b> (proposed FP, 2 <sup>nd</sup> BH) to approve the List of Assets for Insurance Purposes, which indicates the assets insured by LPC. The chair's signature will be obtained by post. |
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E	INSURANCE 2020/21. The council <b>RESOLVED</b> (proposed MG, 2 <sup>nd</sup> MLI) to approve the quote for a 3-year Long Term Agreement with Zurich Insurance beginning in September 2020. They have a lot of experience with local council insurance, have good customer service and had the most competitive quote.		
F	The council <b>AUTHORISED</b> payments for August 2020 totalling £2,759.47 (proposed MLI 2nd KBi).		
	<u>Description</u>	<u>Amount with VAT</u>	<u>VAT</u>
	Clerk's salary and expenses	£1,132.60	22.41
	Clerk's HMRC	£35.54	
	Clerk's Pension Jul20	£27.00	
	Playground inspections - 4 weeks	£46.00	
	Public Conven, elec. (meter reading)	£16.57	0.78
	Public Conveniences, cleaning Jul20	£208.72	34.79
	Granite Towers postage	£37.84	
	War Horse bench	£1,255.20	209.20

20/71 Reports

A	Report on Actions. The Clerk reported that all actions are completed except for the risk assessments which are ongoing.
B	Chair's report. Due to her work schedule there is nothing to report to the council this month.
C	Crime & Prevention. Nothing to report.
D	<p>Cornwall Councillor Saunders' report to the Parish</p> <p>I am keen to highlight a couple of new discussion platforms that have recently been added to the Council website:</p> <p>The first "The Cornwall We Want" is a discussion Forum seeking to explore residents views regards drawing up a vision for Cornwall in 2050. • <a href="http://www.cornwall.gov.uk/council-and-democracy/have-your-say/the-cornwall-we-want/">www.cornwall.gov.uk/council-and-democracy/have-your-say/the-cornwall-we-want/</a></p> <p>The second, "Carbon Neutral Cornwall Hive" seeks to engage with residents on the subject of climate change. • <a href="http://letstalk.cornwall.gov.uk/carbon-neutral-cornwall">letstalk.cornwall.gov.uk/carbon-neutral-cornwall</a></p> <p>It is also worth noting that the Climate Change Development Plan Document (DPD) which aims to strengthen planning policy in respect of the climate change challenge, has now opened for public consultation and runs until the 25 September 2020. <a href="http://www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/adopted-plans/development-plan-documents/climate-change-development-plan-document/">www.cornwall.gov.uk/environment-and-planning/planning/planning-policy/adopted-plans/development-plan-documents/climate-change-development-plan-document/</a></p> <p>Updates on Highways issues:</p> <p>In response to a request by residents to consider traffic calming measures at Carne cross, a traffic speed survey has been requested from Highways.</p> <p>At Lockengate, the planned works to address a safety issue with the curb is scheduled for the 4th week in September. Highways have reported that lack of ready access to power is a costly factor regards the possible installation of a duel faced vehicle activated sign at this location.</p> <p>A planned new brown sign for Lockengate designed to encourage Eden Bound traffic to stay on the A391 has been delayed as discussions with Eden regards covering the cost broke down. Given the recurring nature of the problems regards Eden bound traffic in the back lanes of the Parish every year, Highways have now agreed to cover the cost themselves.</p>

Cornwall Councillor Saunders' report continued — Updates on other matters:

I have become aware of a rumour in relation to the StARR Project and the possible introduction of Beavers to the upper catchment area of the Par River.

The Council's Electoral Review Panel has been delayed regarding decisions about parish boundaries because of Covid-19.

A comprehensive report on Minorca Lane will be going to the Council's Leadership Team (CLT) in late August.

When meeting with residents in the vicinity of Higher Menadue recently to discuss Japanese Knotweed, it was highlighted that there have been issues in the locality regards Danish Crown employees discarding their PPE - Gloves and face masks, by the side of the road. Residents have raised the issue with the company and have been out doing litter picks themselves.

I have recently reported a substantial fly tip on Minorca Lane.

## 20/72 Considerations

A The council **RESOLVED** (proposed MLI, 2nd KBI) to add the two bus shelters at Bridges and Conce Moor to the council's list of assets.

B There was no proposal to respond to the Cornwall and West Devon Mining Landscape World Heritage Site Management Plan.

## 20/73 Planning

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

*Cllrs Bilston and Grindley left the meeting for the duration of the discussion on the next item (20/73.A.i).*

i. **PA20/01577/PREAPP** | Pre application advice for change of use of land from stationing of 18 static holiday caravans and 15 seasonal pitches to the stationing of 20 residential park homes, | Croft Farm Luxulyan Cornwall PL30 5EQ.

The council discussed the pre-application briefly and it was generally agreed that there will be no problem with this application and it is a good way to achieve lower cost housing in the parish.

*Cllrs Hatton left the meeting for the duration of the discussion and vote on the next item (20/73.A.ii).*

ii. 5-Day Protocol. **PA20/04012** | Change of use of ground floor workshop space to residential floor space, and associated works | Land At The Workshops Station Yard The Bridges Luxulyan PL30 3EF.

In accordance with Planning's 5-day protocol, the case officer informed LPC that he is minded to approve this application. After discussion it was **RESOLVED** (proposed MLI, 2<sup>nd</sup> FP) to 'agree to disagree' with the case officer.

B Applications for consultee comments.

i. **PA20/05053** | Change of use from a redundant agricultural barn to a 1No. 2bed private residential dwelling | Lower Harros Farm Tremodrett Roche St Austell Cornwall PL26 8LN.

The council listened to the presentation of the agent, considered the documents and discussed the application. The council **RESOLVED** (proposed FP, 2nd KBI) to submit

<p>the following consultee comments:                  *** Luxulyan Parish Council has NO OBJECTION to this new build, but asks the case officer to consider any agricultural tie which might be in effect.</p>
<p>ii. <b>PA20/05538</b>   Extension of steel framed building for use as hobby / workshop   Little Oaks Carne Cross St Blazey PL24 2SX.                  The council looked at the plans, discussed the application and <b>RESOLVED</b> (proposed MLi, 2nd MH) to submit the following consultee comments:                  *** Luxulyan Parish Council has NO OBJECTION to this extension which does not affect any other properties.</p>
<p>iii. <b>PA20/00006/NDP</b>   Plan Proposal and Strategic Environmental Assessment submitted for Tywardreath and Par Neighbourhood Development Plan.   Tywardreath And Par Parish Cornwall.                  The council discussed the application and <b>RESOLVED</b> (proposed BH, 2nd FP) to submit the following consultee comments:                  *** Luxulyan Parish Council SUPPORTS this Neighbourhood Development Plan.</p>
<p>iv. <b>PA20/06268</b>   Proposed demolition of existing dwelling and conservatory and the construction of a new two-storey dwelling and attached garages.   The Grange Lockengate Bugle St Austell PL26 8RU                  The council looked at the plans and discussed the application. It agreed that a site visit would be helpful. The clerk will contact the applicants and arrange a date.  <b>ACTION: Clerk</b></p>

20/74 Highways & Flooding

<p>A TRAFFIC THROUGH THE PARISH. The Ward Member informed the council about the Eden Project sign at Lockengate. Last year it was approved and agreed that Eden was to put up a sign stating “Follow A391 to Eden Project” at Lockengate. Then the Eden Project backed out, so the sign which was promised was never put up. The clerk has written to the Eden Project requesting their cooperation in finding methods to redirect holiday makers away from Luxulyan’s narrow lanes. It was <b>AGREED</b> that the clerk would put a link on the LPC Facebook page to the contact details for the Eden Project so that parishioners could write directly to the Eden Project if they wish. The Ward Member will contact Highways to see whether the sign can be installed with Highways budget because it is an ongoing problem.  <b>ACTION: Clerk &amp; Ward Member</b></p>
<p>B HIGHWAY NETWORK SCHEME. This was <b>DEFERRED</b> until the next meeting.</p>

20/75 Assets – reports and maintenance

<p>A Playing Field. Playing Field inspections for month were received and <b>NOTED</b>. FP reported a 2 metre square area of knotweed in the same place as before. The council <b>RESOLVED</b> (proposed MLi, 2<sup>nd</sup> KBi) to contract the knotweed removal again. If the previous contractor is unavailable, the clerk should contact Cormac.  <b>ACTION: Clerk</b></p>
<p>B Cemetery. The hand sanitiser and sign are in place and the bench will not be installed yet to avoid coronavirus contamination.</p>
<p>C Footpaths.</p>
<p>i. FP 5 has a rather demanding stile. The council will investigate.</p>

ii. The council received an email complaining of the sorry state of FP14 through Beswetherick housing estate. The clerk has replied explaining that the council is doing its best to make the footpath navigable again and moved on the definitive map.

iii. FP12 stile at the roadside was sadly flattened by a minor car crash. This has been reported and Cormac has sent the farmer the materials to rebuild the stile.

D Luxulyan Memorial Institute. Seed & Plant Swaps are going ahead and following Covid-19 guidelines.

E Village Toilets. The clerk received a quote from Cormac for cleaning the disabled toilet six days a week and the work could start on Monday 17<sup>th</sup> August with a deep clean. The total for the year is under budget and would make the public toilet available to the public again. Hand sanitiser is in place at the door and the clerk has prepared appropriate signage which requests all users follow government guidelines for Covid-19 prevention, especially by keeping at least 2 metres apart. The new cleaning contract would replace the current contract, which the council has honoured by paying at 50% during this crisis. After discussing the pros and cons and evaluating the risks, the council **RESOLVED** (proposed MLI, 2<sup>nd</sup> MG) to open only the disabled toilet to the public 7 days a week from Monday, 17 August. The risk assessment, as agreed tonight, will be published by the clerk and the Chair's signature will be obtained by post. This decision will be reviewed at the September meeting.

**ACTION: Clerk**

20/76 Parish Matters – reports

A Luxulyan Parish Community Fund. The August meeting was cancelled because of the coronavirus, but there were no applications in any case.

B Luxulyan Valley Partnership. No recent meeting.

C Village Hall Committee. No meeting.

D Other matters for report. The abandoned car, near the smashed stile at FP 12 was reported to CC, but they don't want to know until 22<sup>nd</sup> August. CC does not deal with cars before they have been abandoned for 6 weeks.

20/77 Correspondence & Invitations (complete list in Clerk's Notes)

A The clerk read the letter from Newquay Town Council in response to the council's letter requesting each council in Cornwall request a delay of easing of Lockdown.

B The clerk read a letter from Sherryl Murray MP in response to the council's letter about the request for the delay of easing of Lockdown.

20/78 Business for the next meeting

Highway Network Scheme Year 3 requests. Beswetherick will become a standard item on the agenda under Planning. Beaver update. Review of opening of Disabled Public Toilet.

20/79 Second Public Session for feedback from the public

None.

20/80 Dates of next meetings.

A Ordinary Meeting 10 September 2020, 6.00 pm ONLINE via Zoom.

B An extraordinary meeting may be called by the Chair – for planning or other business, if needed. An agenda would be posted 3 clear days before.

*The meeting closed at 9.15 pm and the Chair thanked everyone for attending.*

*Mrs C Wilson ~ Parish Clerk ~ 14 August 2020*

**SIGNED:**

**THESE ARE DRAFT MINUTES.**

Chair of meeting: \_\_\_\_\_ Date: \_\_\_\_\_