

Luxulyan Parish Council **DRAFT** Minutes
Ordinary Meeting, THURSDAY 14 September 2023
6.00 pm, at Luxulyan Memorial Institute

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Helen Francis, Cllr Michael Grindley, Cllr Bob Hatton, Cllr Margaret Higman, Cllr Sarah Kemp, Cllr Francis Payne, Cllr Carl Tonkin.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson and two Members of the Public.

ABSENT:

Cllr Keith Bilston, Cllr Dan Cordy (Vice-chair), Lockengate Ward Member Cllr Peter Guest, Luxulyan Ward Member Cllr Colin Martin.

ABBREVIATIONS:

Councillors may be abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Cornwall Assoc. of Local Councils (CALC), Footpath (FP), Community Land Trust (CLT), *** 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.

23/68 Apologies

Apologies were received from KB, DC and the Ward Members. HF said she would arrive late.

23/69 Declarations of interest or requests for dispensation.

None.

23/70 Public Session

A A volunteer from the Granite Towers magazine came to answer questions from the councillors about the Grant Application for £500 towards publishing costs. Publishing costs are the only expense because all the labour is volunteer. The magazine had not requested council funds from LPC since 2019 because it had received grants from the Luxulyan Parish Community Fund (LPCF) and Cornwall Community Fund. The 2022 accounts for the magazine show that there was a deficit that year. Advertising covers a bit more than half the yearly publishing costs and donations are about 12%, the rest must come as grants from local councils and other organisations.

Item 23/72.B was brought forward. See the decision at that Minute.

B A resident of Bridges came to discuss his concerns about clearing the leat that runs by the properties there because it could back up and cause flooding of the houses. Cllr Hatton has had email conversations with the National Railway Network about clearing the leat, particularly a fallen tree, and he will copy the clerk into his correspondence. The Chair said she would bring this problem to the attention of Highways because water from the road is washing into the properties along with water from the car park of the Railway Station, which seems to be incorrectly levelled/graded. The council requests that the residents continue to report to the parish council with any concerns or updates.

Cllr Francis arrived and a member of the public left the meeting.

23/71 Meetings and governance

- | | |
|---|--|
| A | The council RESOLVED that the minutes, as read, of the meeting held on 10 August 2023 are a true and correct record (proposed MH, 2nd MG) and they were duly signed. |
| B | The Community Area Partnership would like a principal and a deputy representative for the parish council. Cllr Linfoot was appointed as principal rep in May, so only the deputy is needed. The council RESOLVED (proposed ML, 2 nd HF) to appoint Cllr Cordy as deputy. |

23/72 Finance

- | | | | |
|---|---|------------------------|------------|
| A | There were no questions about the accounts and it was RESOLVED (proposed HF, 2nd SK) to receive the Clerk's reports, <i>Bank Reconciliation</i> , <i>Budget Comparison</i> and <i>Cash Flow</i> to the end of August 2023, as a correct record. | | |
| B | The council considered a grant application from Granite Towers, the magazine for Luxulyan and Lanlivery parishes, published every two months. (See Minute 23/70.A) The council RESOLVED (proposed MG, 2 nd SK) to grant the magazine £500 for publishing costs. It requested that they consider asking Lanlivery PC to raise its annual grant. | | |
| C | Insurance. After considering 3 quotes for the council's annual insurance, the council RESOLVED (proposed SK, 2 nd BH) to renew with the quote from Zurich Municipal for £1,130.21, which is the first year of a 3-year long term agreement. | | |
| D | The clerk reported that the invoices from CorServ Facilities (contracted to clean the public toilets) have been incorrect since the beginning of the contract in Apr'23. If the council does not have a correct invoice, the VAT cannot be claimed properly. Today the problem has finally been resolved. The contract was mistakenly put into the CorServ accounting system as an 11-month contract. The clerk has confirmed that the 12-month contract will be upheld. The council AGREED to pay 11 invoices rather than 12. | | |
| E | The council AUTHORISED payments for September 2023 totalling £6,754.07 (proposed SK, 2nd BH). | | |
| | <u>Description</u> | <u>Amount with VAT</u> | <u>VAT</u> |
| | Clerk's salary and expenses | £1,138.88 | - |
| | HMRC payment | 93.59 | - |
| | Clerk's Pension | 45.15 | - |
| | Playground inspections & swing repair | 208.40 | - |
| | Public Convenience Cleaning Apr'23 | 409.96 | 68.32 |
| | Public Convenience Cleaning May'23 | 409.96 | 68.32 |
| | Public Convenience Cleaning Jun'23 | 460.94 | 76.82 |
| | Public Convenience Cleaning Jul'23 | 460.96 | 76.82 |
| | Public Convenience Cleaning Aug'23 | 460.96 | 76.82 |
| | Public Conveniences, electricity [in credit] | 0.00 | - |
| | A&A Garden Services | 825.00 | - |
| | A&A Garden Services | 400.00 | - |
| | Office supplies | 2.50 | 0.42 |
| | Website hosting and email | 189.60 | 31.60 |
| | Council insurance | 1,130.21 | - |
| | Grant for Granite Towers publication costs | 500.00 | - |
| | Bank service charge | 18.00 | - |

A	Report on Actions. The Clerk has had no reply to her query with the police about a stolen bicycle in the area. ML will chase this.
B	Chair’s report. The weed spray has done his job around Luxulyan village. This is strange because the clerk has been waiting for an invoice for the work done in 2022, but it hasn’t arrived. The council last paid for weed control in 2021, so the clerk will look into this. The Chair is still waiting for a drive around the parish with the Highway Manager. The Chair has a long list of drains and potholes to show her.
C	<p>Cornwall Councillor Peter Guest’s report to the Parish (Lockengate Ward)</p> <p>Firstly, please accept my apologies for not attending tonight’s meeting. It’s down to a combination of childcare issues and the fact that I’m halfway through an Ofsted inspection of the Cornwall Adult Education Board, of which I happen to be Vice Chair and the lead Governor for Ofsted and quality assurance. I think that I’d much rather be with you than being grilled by a Civil Servant! Joking aside, we have got a very good management team in place, an efficient operation and without tempting fate, I’m pretty sure that the inspection will go well.</p> <p>I’m not sure where the summer went, personally, I think I blinked and missed it, but, if you managed to catch a bit of sun, I hope you enjoyed it. Traditionally, August tends to be a quiet month as a lot of the Officers go on leave and the number of Committee meetings tails off. This has given me more time to really get my teeth into local issues and residents casework.</p> <p>A couple of weeks ago, I took Sophie Hosking who is a Strategic Director in Cornwall Council on a Grand Tour of the Division showing her the various projects that we hope to deliver. We had a good meeting discussing the Whitemoor Village Hall project followed by a site visit to the Bugle Band Contest ground. Although we haven’t got any projects in the pipeline for the Lockengate ward, there are still funds available and if anyone has any thoughts or suggestions for potential projects that would benefit the community, I’d be keen to hear about them. Sophie was impressed with what she heard and saw. She will be a useful ally once we get to the grant application stage of our projects and I’d like to thank all involved for their time and input into what turned out to be a successful visit.</p> <p>One long awaited piece of work that is due to begin is the traffic calming at Reperry. This area, especially the junction has suffered traffic incidents for a number of years now. Shortly after I was first elected, I met with concerned residents who had been campaigning for years to get measures put into place to both bring the speed of the traffic down and improve people safety. It has been a long process, but now the work is scheduled to start in Mid-September and at the time of writing I am just waiting on an actual date.</p> <p>Recently, I spent the day in New County Hall with the Cornwall Youth Council. I’ve been involved with these committed and enthusiastic young people since the start of the administration. We had a good day, mentoring the Young Councillors on the art of debate, bringing motions to Council and voting on them. Sounds pretty dry, but, a good day was had by all and, as always, I was impressed at the depth of knowledge and enthusiasm that the young people demonstrated.</p> <p>As you may be aware, the new waste collection service will be rolled out in the old Restormel district in January. There was a briefing for Parish Councils, but I also have a copy of the presentation if anyone would like to see it. If you have any queries on this,</p>

please get in touch and I will do my best to find out for you.

On Wednesday, I will be at a Cabinet meeting where next years draft budget will be discussed. At the time of writing, we are still waiting for the Government to announce the levels of funding that will be given to Local Authorities next year, but, by law, we are obliged to produce a balanced budget and have had to estimate that level of funding. Although, we don't have to ratify it until February, the draft has come out early in order for it to be examined, discussed and to take on board any suggestions made. The main headline that will come out of that meeting is that next years Council Tax is likely to rise by 2.99% plus an extra 2% to cover Adult Social Care costs. This will mean approximately £1.38 more per week for a Band C property.

That's it for this month, as always, if anything crops up, please don't wait for our monthly meeting, either call me or drop me a line.

Peter. | cllr.peter.guest@cornwall.gov.uk | 07947 826627.

D Cornwall Councillor Colin Martin's report to the Parish (Luxulyan Ward). No report.

23/74 Considerations

A Luxulyan CLT. The council moved this agenda item to the end of the meeting because of the lengthy discussion, but it will be minuted here.

i. The AGM of the CLT was held on Friday, 11 August at 7pm in the Village Hall. 21 members attended and the draft minutes have been circulated to all the members, which includes the address made by John Wright and other papers. Mr Wright is the only remaining trustee from the original trustees, as all others stood down.

In accordance with its constitution, Mr Wright remains as a trustee and 6 other trustees were elected at the AGM by the members: Barbara Fahey, Francis Payne, Rhiannon Penter, Ben Bond, Aaron Kitto and Shelley Porter.

ii. Correspondence beginning in June 2023 between Mr Wright and Cllr Payne and between Mr J Wright and the council and was circulated by the clerk previous to the meeting. The Chair read out a letter from Mr Wright to her as Chair of the Council, dated 9th September. The clerk had circulated a draft response to Mr Wright's letter to the parish councillors of 9th September, which was separate from the letter to the Chair. The wording of the response was approved by the parish council and the council **RESOLVED** (proposed ML, 2nd MH) that all letters from the council to Mr Wright should be sent 'signed for'.

FP reported that he had just received a box of Ralph Oliver's Luxulyan CLT documents, which he has not yet been able to read, but would copy what the CLT needed and then give the box to the Clerk for safekeeping.

ACTION: FP

B The council **RESOLVED** (proposed SK, 2nd MH) that the clerk should attend the Luxulyan CLT meetings as minute-secretary until the trustees were on their feet regarding the day to day running of the CLT. The first meeting of the Trustees has been called for Wed, 27th September at 7 pm in the Village Hall.

C The council **RESOLVED** (proposed HF, 2nd MG) that it would renew the contract with the Play Inspection Company for the annual play area inspection.

23/75 Planning

A Correspondence. Planning decisions are reported in Clerk's Notes.

The Chair read out a letter from a neighbour about a property at Lockengate at which

there appears to be a lot of development activity which may be without planning permission. The Chair will request a visit and report back to the council.

ACTION: ML

B There were no applications for consultee comments.

23/76 Highways & Flooding

A Luxulyan congestion for school pick-ups and drop-offs. Everyone driving through Luxulyan at this time knows of the terrible congestion caused by parents' vehicles. The council **AGREED** to send a letter to the school to request they promote walking to school by parents who live nearby.

ACTION: Clerk

B The council would like to enquire whether any Community Speed Watch groups would like to do a watch for Luxulyan village. The clerk will also enquire with Highways about a 20 mph limit for the village. This could be requested via the Highways Scheme through the Community Area Partnership.

ACTION: Clerk

C Reperry. The council has been copied into emails about a car accident at Reperry. Cllr Guest will report if this changes any of the plans for traffic calming there.

D The council has been copied into emails about an incident at Higher Menadue when a large lorry that took out part of a stone hedge near the entrance to one of the cottages. Highways has replied that this is a private property issue.

23/77 Assets – reports and maintenance

A Playing Field. Playing Field inspections for month were received and **NOTED**.

B Cemetery. Nothing to report.

C Footpaths. Nothing to report.

D Luxulyan Memorial Institute. Nothing to report.

E Village Toilets. The clerk has submitted an expression of interest to the Shared Prosperity Fund about the refurbishment of the village toilets and awaits a reply. If the project is not suitable for this Fund, they should be able to give advice about what grants are available. They like 'shovel ready' projects so getting a design and three quotes asap would be helpful.

ACTION: Clerk, DC, ML

23/78 Parish Matters – reports

A Luxulyan Parish Community Fund. The webpage of the LPCF on the parish council website is now up to date.

B Luxulyan Valley Partnership. Nothing to report.

C Village Hall Committee. Pictures of the new suspended ceilings were sent to the council. The council applauded the Village Hall committee and especially Mr Chris Thomas for such a great improvement to the Hall.

23/79 Correspondence & Invitations

A A landowner in the parish emailed the parish council with her concerns about the impatient and rude behaviour of people in the lanes toward the contractors that are cutting the hedges. Please be aware that these jobs are weather dependent, and the

contractors are juggling this work between their other jobs, and that they must work within government guidelines. Patience and consideration are required on all sides when driving around these narrow country lanes.

The council was pretty sure that the worst culprits are the tourists! Nevertheless, the council asks everyone to treat the people cutting the hedges with gratitude because a trimmed hedge makes our journeys much more pleasant.

- B A member of the public requested that the council look into what might be done to renew Luxulyan’s contributions to the Cornish Guardian in the ‘Down Your Way’ section. The council requested that the clerk ask the previous contributor what is involved and report back to the council.
ACTION: Clerk

23/80 Business for the next meeting

Budget & Precept. Quotes for internal audit.

23/81 Dates of next meetings.

- A Ordinary Meeting 12 October 2023, 6.00 pm at the Luxulyan Memorial Institute.
B Audit Panel, one half hour before the Ordinary Meeting, 12 Oct, 5.30 pm, Institute.
C An extraordinary meeting may be called by the Chair if needed for planning or other business. An agenda would be posted 3 clear days before.

*The meeting closed at 8.00 pm and the Chair thanked everyone for attending.
Mrs C Wilson ~ Parish Clerk ~ 22 September 2023*

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____