

LUXULYAN PARISH COUNCIL

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

THURSDAY 12 JULY 2018

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston (Vice-chair), Cllr Kay Baker, Cllr Michael Grindley, Cllr Sarah Kemp, Cllr Tina Windsor.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Sally-Anne Saunders, and 3 Members of the Public.

ABSENT: Cllr Bob Hatton, Cllr Margaret Higman, Cllr Francis Payne, Cllr Justine Rowe.

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), 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 Chair warmly welcomed the new councillors. They signed their Declarations of Acceptance of Office in the new book and the meeting began at 6.00 PM.

18/43 Apologies

Apologies were received from JR, BH, FP, MH.

18/44 Declarations of interest or requests for dispensation.

A ML and SK declared an interest because of family connections for Item 18/51.D.i. Cllr KBa also declared an interested because she is the applicant.

B ML, KBa and SK declared an interest because of family connections for Item 18/50.E.

18/45 Public Session

A Mr R Stephenson spoke about the progress on the Neighbourhood Plan.

- Cornwall Council requested alterations – mainly deleting redundant sections.
- The Strategic Environmental Assessment is outstanding.
- The revised DRAFT will be posted on the parish council website very soon with a complete list of downloadable evidence files.
- Coastline has contacted the Steering Committee because it wants to work within Luxulyan's Neighbourhood Plan to build some affordable housing in Luxulyan, possibly just five houses. The conversation with Coastline will continue and the Parish Council will be kept in the loop.

R Stephenson left the meeting.

B Mr R James thanked the Parish Council for advocating a warning bollard at the bridge. He said it was very satisfying to have a simple and effective solution realised so quickly.

R James left the meeting.

ML, SK and KBa left the chamber for the duration of the public session, discussion and decision on PA18/05419. The Vice-chair assumed the chair.

C The agent for the application at Item 18/51.D.i answered questions from the councillors about the property and the application.

The chair brought Item 18/51.D.i forward (See the decision at that item.) As the meeting was inquorate for a decision, ML, who has the furthest relationship with the people

involved, returned to chamber for the vote. The planning agent left the meeting.

18/46 Review of action points

The clerk explained the action point list. There are no un-actioned items. Two items await further information and some items are in progress. There were no questions.

18/47 Meetings and governance

- A The council **RESOLVED** that the minutes, as read, of the meeting held on 14 June 2018 were a true and correct record (proposed ML, 2nd KBi) and they were duly signed.
- B The clerk received confirmation from the councillors about the Code of Conduct training sessions they can attend. The clerk will book them in. The clerk handed out 'A Brief Guide for Councillors to the Code of Conduct' received from Cornwall Council.
ACTION: Clerk
- C Consideration of a councillor CALC representative was **DEFERRED** to the next meeting.
- D There was no proposal to alter the Boundary Commission's Draft of divisional boundaries. Luxulyan will have two Cornwall Councillors representing it. The northern polling district will be in the newly defined Goonbarrow Electoral Division and the southern polling district will be in the newly defined Lostwithiel Electoral Division.
- E A revised Complaints Procedure was reviewed, and a few changes were requested. The clerk will present a new revision at the next meeting in line with the requests.
ACTION: Clerk
- F The clerk handed out supplements to the councillors' policy folders (green folders) with the latest updates of the policies.

18/48 Finance

- A Clerk's reports, through June 2018, *Payments against Budget, Cash Flow, and Bank Rec* were **NOTED**. It was further **NOTED** that £2,423.48 of reclaimed VAT (up to May'18) was received.
- B The Clerk's timesheet for June was circulated and she answered questions from the councillors. It was **RESOLVED** to approve the extra hours on the June timesheet which was signed by the Chair (proposed KBi, 2nd TW).
- C The council **AUTHORISED** payments for July 2018 totalling £3,223.99 (proposed KBa, 2nd KBi). The last column is recoverable VAT.
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|-----------|--|--------|---|--------|--|-------|
| 12 Jul 18 | <i>Clerk's salary and expenses</i> | faster | £ | 985.00 | | |
| 12 Jul 18 | <i>Clerk's HMRC</i> | faster | £ | 67.04 | | |
| 12 Jul 18 | <i>inv797, soak away</i> | faster | £ | 230.00 | | |
| 12 Jul 18 | <i>inv798, re-erect toilets hand rail</i> | faster | £ | 75.00 | | |
| 12 Jul 18 | <i>inv799, cleaning solar panels</i> | faster | £ | 30.00 | | |
| 12 Jul 18 | <i>inv800, grass cutting</i> | faster | £ | 345.00 | | |
| 12 Jul 18 | <i>inv801, replacing fence playing field</i> | faster | £ | 350.00 | | |
| 12 Jul 18 | <i>Asbestos survey</i> | faster | £ | 175.00 | | |
| 12 Jul 18 | <i>By-election recharges</i> | faster | £ | 273.70 | | |
| 12 Jul 18 | <i>Pavement weed control, 1st spray</i> | faster | £ | 216.00 | | 36.00 |
| 12 Jul 18 | <i>Public Conveniences cleaning June</i> | faster | £ | 353.77 | | 58.96 |
| 12 Jul 18 | <i>Playground inspections - 4 weeks</i> | faster | £ | 46.00 | | |
| 12 Jul 18 | <i>LNP Broadband Jun18</i> | DD | £ | 25.08 | | |
| 12 Jul 18 | <i>Box of paper</i> | faster | £ | 20.80 | | 3.47 |
| 12 Jul 18 | <i>Public Conveniences, electricity</i> | DD | £ | 6.60 | | 0.78 |
| 12 Jul 18 | <i>Corporate subscription, FoLV</i> | faster | £ | 25.00 | | |

18/49 Reports

<p>A Chair's Report.</p> <ul style="list-style-type: none"> • The chair visited the site at Treskilling where Highways has been doing emergency repairs to the verge with gabions. The site still needs tidying, but work is complete and is in accordance with the engineer's plans. Sadly, the workers were verbally abused by one member of the public, but in general they said everyone was friendly. • Gunwen Chapel has a Cream Tea for the public on 26th July from 2-4pm. • Chair and Vice-chair will attend a meeting about bereavement care in County Hall.
<p>B Monthly crime reports are no longer received and there is nothing else to report.</p>
<p>C Ward Member Sally-Anne Saunders' Report</p> <ul style="list-style-type: none"> • The West Carclaze Garden Village is having some Public Consultation days on 3-4 August. The water treatment plant in Luxulyan will be affected. Experts will be at the meeting to discuss innovative reed bed sewage treatment. • The Devon & Cornwall Police are considering amalgamating with Dorset. A survey may be available later this year. • Sally-Anne again asks for input from the parishioners about the impact the blocked leats are having on the properties around them, particularly the flooding at Bridges. She will need quantifiable evidence in order for action to be taken to improve the leats. • Luxulyan Valley Heritage Lottery Fund. Cornwall Council sent a letter about the unfortunate termination of the Lottery Fund Grant because there are insuperable problems with the budget. It will not go forward as a unified project, but perhaps smaller projects can be completed individually. The CC letter about the Heritage Lottery Funding was circulated with the latest Granite Towers magazine.
<p>D Neighbourhood Plan steering group report was given during the Public Session.</p>
<p>E Skate Park Working Party</p> <ul style="list-style-type: none"> • They are preparing a questionnaire for the public about the Skate Park and SK said she would bring a copy of the questionnaire to the next meeting for the council's approval. • A member has been away and the Working Party has not yet opened a bank account. The Chair explained that the Working Party would have to form a separate group from the Parish Council in order to open a bank account. The Working Party is part of the parish council and the bank account must be separate from the Parish Council, independently run, with a different name. <p>ACTION: SK</p>

18/50 Considerations

<p>A Questionnaire about the Bodwen Solar Park Fund. It was RESOLVED (proposed ML, 2nd KBi) to accept the Questionnaire as drafted by the Clerk and LPC will use up to £500 for its printing and distribution to all households in the parish. It is 4 A5 pages, and the clerk will contact CC in the first instance for to see if they can print and post it.</p> <p>ACTION: Clerk</p>
<p>B Tree Warden Scheme. It was RESOLVED (proposed ML, 2nd KBi) to appoint a person from the parish with much experience. ML will get the address for the Clerk to send a letter requesting they accept the post.</p> <p>ACTION: ML and Clerk</p>

*The Clerk declared an interest as a family member of one of the contractors and left the room for the discussion and vote on the following item.
She gave all four quotes to the Chair.*

C Shed roof repair. It was **RESOLVED** (proposed KBi, 2nd KBa) to accept the quote from Mr D Horn for the full replacement of the timbers for the Shed roof and for reinstating the original roof slates. The clerk will advise the contractors.

D A new notice board for the King's Arms Pub was **DEFERRED**.

*SK, ML and KBa left for the duration of the discussion and vote on the following item.
KBa returned to vote so that the meeting would be quorate.*

E Tarmacking and landscaping the Cemetery. The Clerk read out 4 detailed quotes without mentioning contractors' names. It was **RESOLVED** (proposed MG, 2nd KBi) to award the contract for the improvement at the Cemetery to A&A.

ML and SK returned to the chamber.

It was further **RESOLVED** (proposed KBi, 2nd TW) to include the area – between the cemetery gate and the road – with the path to be tarmacked, as recommended by the contractors.

F Second bin for Cemetery. It was **RESOLVED** to buy a bin that matches the original one as much as possible and the clerk will get quotes.

ACTION: Clerk

G Bin for village bus stop. The clerk presented three quotes for large bins of different types. It was **RESOLVED** (proposed SK, 2nd KBa) to buy the 170 litre round litter bin in black with the optional security cable to fix the lid to the bin and it was further **RESOLVED** to purchase a sticker that indicates that it is a rubbish bin.

ACTION: Clerk

H Forest School. The Chair read an email from the leader of the Forest School explaining that, he has closed the school. As he was running the school without pay, there are no funds to bring the site up to the required health and safety specs. Problems were brought to light when his rustic improvements to the area were vandalised and used as fuel for a fire. The clerk will write to him and explain that the council has **RESOLVED** to fence in the area and put up relevant signage (proposed ML, 2nd KBa), if that is what is needed for the Forest School to go ahead.

ACTION: Clerk

I A councillor had wanted to consider action to improve the state of the churchyard. Just before the meeting it had been strimmed and was looking much better. Cormac's cutting schedule was explained and it was also explained that the parish council has no authority over the churchyard.

J Alleyway between St Julitta and St Sulien. SK will send the clerk the addresses of the properties that have boundary fences with Footpath 15 and it was **RESOLVED** (proposed SK, 2nd ML) that the clerk would write a polite letter requesting the residents cut their boundary vegetation so that it does not obstruct the footpath, esp. brambles.

ACTION: Clerk

K Website. The clerk has been advised that the web browser Google Chrome will, in the near future, inform its users of websites that do not have an SSL security certificate. The council website does not have this certificate as it is not needed, but the warning could frighten off users to the council's website. The SSL certificate would cost the council £125 to set up and £50 per annum from the website provider. It was **AGREED** to do nothing for the moment. The clerk will monitor the analytics on the website to see if visitor numbers drop dramatically after this comes into practice.

ACTION: Clerk

SK left the meeting.

18/51 Planning

A Planning issues and correspondence of note. The letter from Coastline was reported during the public session about the Neighbourhood Plan.

B Planning decisions are reported in *Clerk's Notes* and on the website.

C Applications for consultee comments.

i. **PA18/05419** | Extension to property to create a garage with bedrooms above - ancillary works including re-siting of oil tank with protection walls | 11 St Julitta Luxulyan PL30 5ED. This is a resubmission by the case officer for consultee comments with a new description.

The council looked at the plans. During the discussion it was brought to light that the application will either be revised, or a new application will be submitted, for other works originally thought to be permitted development. Consultee comments were **DEFERRED** (proposed MG, 2nd KBi) to an extraordinary meeting so that the council can get more details and look at the development as a whole.

ii. **PA18/05563** | Creation of photovoltaic solar park, including installation of modular photovoltaic units, inverter stations and attendant infrastructure with variation of condition 2 (plans approved) of decision PA10/07114 dated 15/02/2011 to allow the installation of a shunt reactor kiosk | Photovoltaic Installation At Trenoweth Luxulyan.

The council considered the application and **RESOLVED** the following consultee comments (proposed KBa, 2nd TW):

*** Luxulyan Parish Council SUPPORTS the addition of a simple, small scale functional kiosk.

iii. **PA18/04635** | Proposed dormer extension to existing dwelling and continued use of ancillary residential annexe as holiday letting accommodation | Holly Lodge Bodiggo Luxulyan PL30 5DR.

The council looked briefly at the plans and, as this application is very recent and the council's comments could be postponed, this was **DEFERRED** so that a site visit could be arranged. The clerk will coordinate a convenient time with the agent.

ACTION: Clerk

18/52 Highways & Flooding

MG reported a large granite stone that was knocked out of the hedge by a farm vehicle onto the road at Treskilling. It was in the deep shade where it could not be seen very well and could have caused damage to a car. The stone has now been removed, but MG asked, in such a situation, who is responsible for this. It was explained that the farmer is responsible for damage to the hedges by his vehicles and for removing any obstruction on the road caused by his vehicles.

18/53 Assets – reports and maintenance

A Playing Field. Playing Field inspections for June were received and **NOTED**. The clerk will have a meeting with the playing field inspector and a fellow who can repair the rust on the Toddler Multi-play and Junior Multi-play and repaint. The Chair and Vice-chair would like to attend and the clerk will advise.
ACTION: Clerk

B Cemetery. Nothing to report. See Items 18/50.E & F.

C Footpaths. The clerk reported that she met briefly with the new Public Path Orders Officer who is making sure his team takes a fresh look at things.

i. Footpath 14 across Beswetherick Field. The Senior Countryside Officer wrote, “I have contacted colleagues within Cornwall [Council] who deal with liaison with the planning process and enforcement asking them to see if this most unsatisfactory situation can be urgently resolved.”

ii. Footpath 6. The clerk will ask A&A to see that the Himalayan Balsam is strimmed or pulled out before it seeds. There is a large amount in the farm yard which needs to be dealt with as well. The Senior Countryside Officer advised that CC must “get the balance between protecting the right of way but not interfering with legitimate agricultural practice and rights of access for livestock.” The clerk will reply and emphasise the need to consider the safety of the public when walkers and livestock can meet in such a high sided ‘channel’.
ACTION: Clerk

D Luxulyan Memorial Institute. Seed & Plant swaps continue.

E Village Toilets. They are in good shape. The alarm for the disabled toilet has been renewed. It has an audible alarm and a brighter light. To shut off the alarm you press the button that says RESET on the wall inside the toilet.

18/54 Parish Matters – reports

A Community Networks: St Blazey; China Clay. No meetings to report on.

B Luxulyan CLT. There has not been a meeting.

C Luxulyan Parish Community Fund. Nothing to report.

D Luxulyan Valley Partnership. See 18/49.C

E Street Sweeping/ Knotweed. The knotweed looks vigorous. A second treatment is scheduled for September, but in any case, the clerk will confer with the contractor about whether or not it needs another spray.
ACTION: Clerk

F Village Hall Committee. No report.

18/55 Correspondence & Invitations (complete list in *Clerk’s Notes*)

There was no correspondence other than in the *Clerk’s Notes*. MG requested the clerk send Mrs Harradence an item about WWI commemorations.

The clerk also welcomed the new councillors and asked them to feel free to contact her by email or telephone if they have any questions about anything.

18/56 Business for the next meeting

No items were suggested.

18/57 Dates of next meetings

A Planning if needed 26th July 2018, and the Ordinary Meeting 9 August 2018, both at 6.00 pm at the Luxulyan Memorial Institute.

B The Audit Panel will meet at 5.00 pm before the August meeting.

The Chair thanked everyone and closed the meeting at 9.02 pm.

Mrs C Wilson ~ Parish Clerk ~ 28 July 2018