

LUXULYAN PARISH COUNCIL

DRAFT Minutes of the

Ordinary Meeting

Luxulyan Memorial Institute, 6.35 pm, after the Annual Meeting of the Parish Council

THURSDAY 9 MAY 2019

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston (Vice-chair), Cllr Kay Baker, Cllr Bob Hatton, Cllr Michele Latham, Cllr Francis Payne, Cllr Tina Windsor.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Sally-Anne Saunders, PCSO Steve Tibbles #30262 and no Members of the Public.

ABSENT:

Cllr Michael Grindley, Cllr Margaret Higman, 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), Society of Local Council Clerks (SLCC), 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 6.35 PM, in continuation after the Annual Meeting.

19/13 Apologies

Apologies were received from MH and SK.

19/14 Declarations of interest or requests for dispensation.

None.

19/15 Public Session

None.

19/16 Review of action points

The clerk reported that all action points were completed

At this point, Item 19.19.B was moved forward so that PCSO Steve Tibbles could report on Crime and Prevention in the parish. The summary of his report is below at that item.

19/17 Meetings and governance

A The council **RESOLVED** that the minutes, as read, of the meeting held on 11 April 2019 were a true and correct record (proposed FP, 2nd MLa) and they were signed.

B It was **RESOLVED** (proposed MLi, 2nd KBi) that the Clerk will attend training organised by the SLCC: *Using Social Media Platforms Webinar* on 26th June for £60 plus VAT.

19/18 Finance

A Year-end figures. It was **RESOLVED** (proposed KBa, 2nd FP) to approve the Year End figures for the fiscal year 2018-19 including: Bank Reconciliation, Budget Comparison, Cash Flow, Payments from Reserves, Register of Assets, and the 2018-19 Financial Briefing Note.

B Internal Audit Report. It was **RESOLVED** (proposed BH, 2nd KBi) to NOTE the Internal Auditor's report, which finds no errors, but suggests some improvements to procedures. These suggestions will be studied and implemented by the Audit Panel at its next meeting.

ACTION: Clerk & Audit Panel

C Internal Controls. After review of the internal controls of the Parish Council, the council **RESOLVED** (proposed KBa, 2nd MLa) that the council's internal controls are adequate and effective. The Audit Panel plays a large part of this process; it meets every quarter to monitor receipts and payments and help assess the council's risk.

D Annual Governance Statement. The clerk read out each statement at Section 1 of the Annual Governance and Accountability Return 2018-19 and it was **RESOLVED** (proposed FP, 2nd BH) that the Chair should sign the Annual Governance Statement with an answer 'Yes' to each statement. The Annual Governance Statement was signed by the Chair and the Clerk/Responsible Financial Officer.

E Accounting Statements. It was **RESOLVED** (proposed FP, 2nd MLa) that the statements in Section 2 of the Annual Governance and Accountability Return 2018-19, prepared by the Clerk/Responsible Financial Officer, including full explanations of variances over 15%, were a true and correct record of the accounting year. The Chair signed the Accounting Statements.

F Public Rights. It was **RESOLVED** (proposed KBi, 2nd FP) that, in accordance with Local Audit and Accountability Act 2014, Sec 26-27, the dates for the exercise of public rights are: 17 June – 26 July 2019. Notice will be placed on the public notice boards and the website.

ACTION: FP & Clerk

G It was **RESOLVED** to approve the Clerk's reports *Budget Comparison* and *Bank Rec* for April 2019 (proposed MLa, 2nd BH).

H The council **AUTHORISED** (proposed MLa, 2nd KBi) payments for May 2019 totalling £1,774.52. The last column is recoverable VAT.

Mrs C Wilson *2002	9 May 19	Clerk's salary and expenses	faster	£	949.38		
HMRC-PAYE *2002	9 May 19	Clerk's HMRC	faster	£	66.09		
XLN Business Services	12 May 19	LMI broadband Apr19	DD	£	40.73		
Andy Inglefield, inv	9 May 19	Playground inspections - 5 weeks	faster	£	57.50		
British Gas	9 May 19	Public Conveniences, electricity	DD	£	14.02		0.66
Alun Jones	9 May 19	Weed treatment, 1st of two	faster	£	216.00		36.00
Cormac Cleaning	9 May 19	Public Conveniences cleaning Apr19	faster	TBA			
Broxap	9 May 19	Litter Bin for village bus shelter	faster	£	280.80		46.80
Robert Larter	9 May 19	Internal Audit 2018-19	faster	£	150.00		

19/19 Reports

A Chair's Report. See the Chair's year-end report in the minutes of the 29 April 2019 Annual Parish Meeting.

B Crime & Prevention. PCSO Steve Tibbles #30262 attended the meeting and reported:

- The Service Level Agreement states that Parish Councils will be visited once a year by a PCSO.
- The job description for PCSOs has changed over the years and will continue to change. You won't be seeing PCSOs walking the streets anymore, but they do show up to investigate incidents. It might not be the same one twice in a row.
- From March 2020 all Local Policing Teams must have only 7 PCSOs. The St Austell Team has 7.4 PCSOs!
- The team includes: 1 Inspector, 2 Sergeants, 2 Police Constables.

- TSSO is a Tri-Service Safety Officer. They are located at Lostwithiel, but do not operate more than 5 minutes from their base.
- The 101 number is problematic because it will be answered quickly by someone who then puts you in a queue and you can be on hold for a very long time. If this happens to you, please email with your complaint about the service to: **opcc@devonandcornwall.pnn.police.uk** The 101 service will not improve unless lots of people complain about it.
- You can find out more about the Local Policing Team at: **www.devon-cornwall.police.uk/your-area/teams/Fowey-Loswithiel-St-Blazey/**
- When personnel is available there is a surgery in St Blazey: Police Surgeries at St Blazey Police Station, every 7th of the month, 9am-12pm.

C Cllr Saunders' report to the Parish.

- The garden village has had reserved matters approved and work has begun.
- STARR has secured the last tranche of funding that it needed. We will be talking a lot about STARR in the next few months. There will be a presentation about the project at the St Blazey Football Club, dates and times to be confirmed. The project will hold private surgeries for the affected landowners.
- The traffic counter that was set up at Reperry appears to indicate that no cars are exceeding the 40 mph limit. It is difficult to get traffic accident reports for a particular area. Cllr Saunders will continue to look into the traffic problems there.
- (Modification Order WCA 546) Some time ago an application was submitted for a new Footpath between Pontois Mill and Tywardreath Highway to be added to the definitive map. It is now 4th in the queue for official designation.

D Neighbourhood Plan steering group. The Steering Group has been addressing the issues brought up by the independent examiner. They expect the final draft to be ready for the referendum relatively soon.

E Skate Park Working Party. No report was received.

PCSO Tibbles left the meeting.

19/20 Considerations

A It was **RESOLVED** (proposed KBi, 2nd MLa) to accept the Service Level Agreement from Cormac Solutions for the cleaning of the public toilets at £3,916.65 + VAT for April 2019 – March 2020. After the council had set its budget, Cormac advised that it will now abide by the Living Wage. Nevertheless, the total annual fixed fee for the cleaning contract is only £16 over the parish council's budget figure.

B Acceptance of the Grass Cutting Agreement was **DEFERRED** until the next meeting in order to liaise with A&A regarding the areas involved.

C Consideration of whether to continue the broadband contract in the Luxulyan Memorial Institute was **DEFERRED** until next month in order to confer with the Institute committee.

19/21 Planning

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

- i. The council was offered a pre-application site visit on 11 May at Treskilling but was unable to attend. ML will send some dates to the clerk to coordinate another visit with the landowner.
ACTION: ML & Clerk

ii. **PA19/00982/PREAPP** | Planning Performance agreement for a programme of capital interventions for the Par and St Blazey Catchment area to reduce flood risk and provide the catalyst for future economic growth and allow for additional residential development | Land South Of White House Farm Prideaux Road St Blazey Cornwall PL24 2SR. Applicant: Cormac
 Cllr Saunders explained the general idea behind this application. LPC made no proposal for comments.

B Applications for consultee comments.

i. **PA19/03155** | Single storey extensions. | Old Walled Gardens Prideaux St Blazey Par Cornwall PL24 2SS.
 The council studied the plans, discussed the application and **RESOLVED** (proposed KBi, 2nd KBa) to submit the following consultee comments:
 *** Luxulyan Parish Council has noted the support of the neighbours and has **NO OBJECTION** to this application.

19/22 Highways & Flooding

Nothing to report. Often the best results come from direct reporting on the REPORT A POTHOLE section of Cornwall Council website or REPORT A BLOCKED DRAIN. Links are available from the Parish Council website at Parish Highways.

19/23 Assets – reports and maintenance

A Playing Field.

- i. Playing Field inspections for April were received and NOTED.
- ii. FP reported that there are exactly 15 shoots of knotweed on the playing field. This is a great improvement from last year, but it must be treated again. It was **RESOLVED** (proposed FP, 2nd BH) to use the same contractor, Mr K Perks, to remove the knotweed.
ACTION: Clerk

B Cemetery. Nothing to report

C Footpaths. Report on a number of footpaths will be given at the next meeting.

D Luxulyan Memorial Institute. Nothing to report.

E Village Toilets. It was reported that the cleaning fluid used in the toilet, it appears, no longer has a smell. In the past the clean smell was pleasant and regularly commented upon by visitors. The Clerk will ask Cormac Cleaning to bring the smell back to the public toilets.
ACTION: Clerk

19/24 Parish Matters – reports

A Luxulyan Parish Community Fund. Nothing to report.

B Luxulyan Valley Partnership. Nothing to report.

C Village Hall Committee. Nothing to report.

19/25 Correspondence & Invitations (complete list in Clerk’s Notes)

None outside of Clerk’s Notes.

19/26 Business for the next meeting

Notice Boards. Agency Agreement. Whether to keep Broadband in the Institute. For July: CIL (the Community Infrastructure Levy) and its implications for the parish.

19/27 Dates of next meetings

A Planning if needed 23 May 2019, 6.00 pm and the Ordinary Meeting 13 June 2019, 6.00pm, both at the Luxulyan Memorial Institute.

B 30th October 2019. Planning Inspectorate hearing regarding Common Land Application No. 2960. Cornwall Council to provide a suitable local venue.

The Chair thanked everyone and closed the meeting at 8.10 pm.

Mrs C Wilson ~ Parish Clerk ~ 11 May 2019