

LUDGVAN PARISH COUNCIL

This is to notify you that the Monthly Meeting of Ludgvan Parish Council will be held on Wednesday 8th February, 2017 in the Oasis Childcare Centre, Lower Quarter, Ludgvan commencing at 7pm.

S. P. Hudson

S P Hudson
Parish Clerk
03/02/2017

MONTHLY PARISH COUNCIL AGENDA: Public Participation Period (if required)

1. **Apologies for absence**
2. **Minutes of the Monthly Parish Council Meeting on Wednesday 11th January 2017**
3. **Declarations of interest in Items on the Agenda**
4. **Dispensations**
5. **Councillor Reports**
 - (a) Cornwall Councillor Roy Mann
 - (b) Chairman
 - (c) Other
6. **Cornwall Council – Planning Applications - For decision**
 - (a) [PA16/11800](#) - Badgers Croft Trencrom Lelant Downs Hayle - Two storey rear kitchen and bedroom extension in place of existing dilapidated Structure - Mr And Mrs H Young
 - (b) [PA17/00164](#) - Land ESE Ludgvan House Lower Quarter Ludgvan Penzance - Conversion and extension of outbuilding to form residential unit -Mr Andrew Perkin
 - (c) [PA17/00338](#) - Hannaville Gilly Lane Whitecross TR20 8BZ - Surfacing of access, change of use of land and creation of parking area, erection of retaining walls and erection of studio/shed in garden - Mr Iain Paterson
 - (d) [PA17/00860](#) - McDonalds Restaurant Long Rock Penzance Cornwall - Application for advertisement consent for the installation of 4 no. new signs and the relocation of 4 no. existing drive thru signs. - McDonald's Restaurants Ltd McDonald's Restaurants Ltd
 - (e) [PA17/00859](#) - McDonalds Restaurant Long Rock Penzance Cornwall - Application for Planning Permission for reconfiguration of the drive thru lane and kerb lines to provide a side-by-side order point including a new island for signage and associated works to the site. Alterations to elevations which include the construction of extensions totalling 24.5 sqm, incorporating extending the dining area and back of house. Replacement drive thru booths to be installed with new cladding surrounds. The installation of 2 no. new Customer Order Displays (COD) and a Goal Post height restrictor with a new drive thru signage suite. - McDonald's Restaurants Ltd McDonald's Restaurants Ltd
7. **Clerk's Report**
 - (a) Website makeover
 - (b) Risk Assessment & Review of Internal Controls

- (c) A30 Improvements
- (d) Bench at Church Hill
- (e) Whitecross Phone Box
- (f) Election Timetable

8. Finance Report

- (a) Payment Schedule for approval
- (b) Receipts
- (c) Bank Reconciliations
- (d) Budget Monitoring Report

9. Correspondence

- (a) Post Office - change of location Long Rock post office
- (b) Charter 4 Cornwall
- (c) Cornwall Council - Licensing

10. Cornwall Council – Planning Decisions etc. Advised to Council - For information

- (a) PA16/10066 - Approved Drive-Thru Unit Land Off Eastern Green Jelbert Way Longrock/Penzance - Application for advertisement consent for 1x powder tray sign in Costa red at the west elevation, 1x powder tray sign in Costa red at the east elevation, 1x powder tray sign in Costa red at the north elevation, 1x set of roof letters at the south elevation, 2x key seller menu signs, 1x triple menu sign, 1x 10m pole sign and 1x height barrier - Costa - **Approved**
- (b) PA16/10649 - White Hart Inn Church Hill Ludgvan TR20 8EY - Demolition of existing shed like structure to build new extension to decking area and new lean too to the decking area - Mr Martyn Clark Punch Taverns - **Approved**
- (c) PA16/10650 - White Hart Inn Church Hill Ludgvan TR20 8EY - Listed Building Consent; Demolition of existing shed like structure to build new extension to decking area and new lean too to the decking area - Mr Martyn Clark Punch Taverns - **Approved**
- (d) PA16/08619 - Land At Borea Nancledra Penzance Cornwall TR20 8AZ - Widening of access/entrance - Mr Joseph Beger - **Approved**
- (e) PA16/10799 - WM Morrison Supermarkets Plc Long Rock Penzance Cornwall - Advertisement Consent for Store and petrol station signage (1 x formed panel, 2 x wall mounted letters, 1 x motif box, 2 x totems, canopy and car wash signage) - Wm Morrison Supermarkets PLC - **Approved**
- (f) PA16/08297 - Sea Wall Long Rock Cornwall TR20 8JJ - Rock armour sea defence protection to a 63metre section of existing sea wall - Cornwall Council Contract Commissioning Services - **Approved**
- (g) PA16/11796 - Jarlshof 57 Heather Lane Canonstown TR27 6NG - First floor extension, rear (south) recessed balcony and internal alterations to existing bungalow. - Mr And Mrs Craig Tonkin - **Approved**
- (h) PA16/10365 - La Mouette Castle Road Ludgvan Penzance - Construction of a replacement Low Energy Dwelling - Mr & Mrs James & Dani Battle - **Approved**
- (i) PA16/11071 - Land At Gitchell Lane Gitchell Lane Cockwells Cornwall -Conversion, Extension & Associated Works of Existing Historical Dwelling to Form Sustainable Family Dwelling & Associated Works. (Resubmission of application no. PA16/07616 dated 19/10/16). - Mr L Mr L Miucci - **Refused**

11. Cornwall Council - Planning Enforcement, Appeals etc.

- (a) EN16/01886 - B And M Retail Ltd Jelbert Way Eastern Green Penzance Cornwall TR18 3AR - Alleged breach of condition 5 (no sale of food) of W1/88/P/0800; namely selling of food and drink - **Course of Action Agreed**

12. Other items for Information:

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic
Location: Griggs Quay, Hayle
Timing: 20th February 2017 to 24th February 2017 (1900 to 0700)
Contact: Balfour Beatty Rail, Tel: 01392 482 233

13. Action Under Standing Order 26

Due to the expiration of response time in respect of PA16/11670 and following a site visit the following response was made to Cornwall Council:

Following site visit, no objection but perhaps a granite facing rather than the proposed slate hanging would be more in keeping

14. Neighbourhood Plan Committee - Appointment of Councillors & Co-option of Non-Councillors

Makeover Agreement

Every five years we will, at your request, perform a free makeover to your website.

To your instructions we will change images, text content, colour scheme and update the technology to our latest specification. In some cases there may be a charge to update the core technology of the website and we will clarify this on request.

In order to qualify for the makeover councils must adopt the following procedure:

1. There must be no outstanding invoices on your account.
2. The terms of the makeover, detailed here, must be presented to the council in line with the requirements of the Accountability and Transparency Code of Practice.
3. Acceptance of the terms of the makeover must be minuted in line with the requirements of the Accountability and Transparency Code of Practice.
4. Copies of the Agenda and Minutes should be sent to us together with a letter signed by the Chairman and the Clerk accepting our terms. This is deemed to be the date that the makeover commences.
5. In the event that the council decides to terminate the makeover agreement the council agrees to pay a cancellation fee equivalent to £50 for each year, or part thereof, that the makeover agreement has to run.
6. This makeover agreement is supplementary to and does not affect your rights to terminate as described in **Your Right To Terminate**

AGENDA ITEM 7(B): LUDGVAN PARISH COUNCIL 8TH FEBRUARY 2017 REPORT OF THE CLERK:

RISK MANAGEMENT & REVIEW OF INTERNAL CONTROLS

1. Background

- 1.1 The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.
- 1.2 Smaller authorities prepare their annual governance statement by completing Section 1 of the annual return. This is in the form of a number of statements, known as assertions, to which the authority needs to answer 'Yes' or 'No'.
- 1.3 The authority needs to have appropriate evidence to support a 'Yes' answer to an assertion, for example a reference in a set of formal minutes.
- 1.4 Two of the assertions listed in the Annual Governance Statement relate to Risk Management and Internal Controls.
- 1.5 This report seeks to provide the evidence to allow Council to respond with a 'yes' to those assertions.

2. Risk Management

- 2.1 The assertion in the Annual Governance Statement is that *"We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required"*.
- 2.2 In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:
 - 2.2.1 Identifying and assessing risks. The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered taking during the year that could have financial or reputational consequences.
 - 2.2.2 Addressing risks. Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover.
- 2.3 Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives. Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.
- 2.4 Risk management is not just about financial management; it is about protecting the achievement of objectives set by the authority to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation, and can impact on the ability to achieve desired outcomes. The authority generally and members individually are responsible for risk management.
- 2.5 Risk management is an ongoing activity that comprises four elements:
 - identifying risks;
 - assessing risks;
 - addressing risks; and
 - reviewing and reporting.
- 2.6 The Risk Register attached as Appendix 1 demonstrates how the Council meets its obligations in this respect.

3. Internal Controls

- 3.1 The assertion in the Annual Governance Statement is that " *We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness*".
- 3.2 In order to warrant a positive response to this assertion, processes need to be in place and effective in respect of the following areas:
- Standing Orders & Financial Regulations
 - Safe & Efficient Arrangements to Safeguard Public Money
 - Employment
 - VAT
 - Fixed Assets & Equipment
 - Loans & Long Term Liabilities
 - Review of Effectiveness of the above
- 3.3 A review of the effectiveness of these internal controls is attached as Appendix 2.
It is **RECOMMENDED that:-**
- (a) **the Risk Register attached as Appendix 1 is approved**
 - (b) **the review of the effectiveness of internal controls attached as Appendix 2 is approved and the recommendations therein agreed**

Appendix 1

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
1	Security of Crowlas cemetery store	Damage would require the Council to pay for repairs	1	2	2 Low	Insurance in place. Regular inspections
2	Security of notice boards, seats & gates	Damage would require the Council to pay for repairs or replacement	2	2	4 Medium	Insurance in place. Regular inspections
3	Security of office equipment	Damage would require the Council to pay for repairs or replacement	1	1	1 Low	Insurance in place. Equipment of relatively low value and kept at Clerk's home
4	Security of Chain of Office	Damage would require the Council to pay for repairs or replacement	1	2	2 Low	Insurance in place. Kept securely by Chair
5	Damage to third party property or individuals arising from council activities	Council may be subject to an insurance claim or criminal charge if negligent	1	3	3 Medium	Public Liability £10m included in insurance cover.
6		Injury to council members or employees arising from council activities	1	2	2 Low	Employers Liability £10m included in insurance cover.
7	Allotment Sites					
7(a)	Injury to tenants & visitors from tenant activities.	Council may be subject to an insurance claim or criminal charge if negligent	1	3	3 Medium	Regular inspection of allotment sites made & recorded; Public Liability included in insurance cover.
7(b)	Slips/trips/falls.		2	2	4 Medium	
7(c)	Injuries from contact with barbed wire		1	2	2 Low	Barbed wire prohibited in tenancy agreement
7(d)	Bee keeping/Attack by bees		1	2	2 Low	Tenant to be accredited member of the Bee Keepers Association. No bee keeping at present
8	Cemetery Sites					
8(a)	Crowlas					

Appendix 1

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
8(a)(i)	Danger from falling wall masonry/grave headstones	Injury to staff or public, insurance liability or criminal charge	1	3	3 Medium	Cemetery walls & grave headstones regularly examined & repaired as required. Future control of headstones facilitated by introduction of reinforced beam. Insurance in place. New cemetery software will enhance recording of inspection process
8(a)(ii)	Danger of slips/trips/falls.		1	2	2 Low	Cemetery areas regularly maintained, grass cut & rubbish including leaves removed.
8(b)	St Pauls					
8(b)(i)	Danger from falling grave headstones.	Injury to staff or public, insurance liability or criminal charge	1	2	2 Low	Reinforced beams installed to facilitate fitting & positive retention of headstones. Insurance in place
8(b)(ii)	Danger of slips/trips/falls.		1	2	2 Low	Central tarmac pathway provided for pedestrians. Grass regularly trimmed & leaves etc removed. Cemetery subject to regular inspection. Undertakers to be responsible for grave excavation, spoil disposal & graveside safety.
9	Amenity/Other Sites					
9(a)	St Pauls Amenity Site					
9(a)(i)	Slips/falls from steep bank,	Injury to staff or public, insurance liability or criminal charge	1	2	2 Low	Terraced footpaths for pedestrians regularly trimmed, maintained & inspected. Insurance in place
9(b)	Churchtown Garden					
9(b)(i)	Slips/trips	Injury to staff or public, insurance liability or criminal charge	1	2	2 Low	Regular maintenance. Insurance in place
10	Trees -danger of falling limbs	Injury to staff or public, insurance liability or criminal charge	1	3	3 Medium	Regular inspection of sycamore in Churchtown Garden.

Appendix 1

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
11.	Injury to members of the public caused by contractors when on Council business	Claim against the Council	1	3	3 Medium	Contractors required to have public liability insurance which is inspected by the Council.
12	Loss of cash through theft or dishonesty	Financial impact on Councils ability to deliver services	1	2	2 Low	All receipts banked promptly (payment accepted by cheque or internet banking only); no petty cash held.; two Member signatories for all cheques; fidelity guarantee included in insurance cover
13	Integrity of banking arrangements	Financial loss	1	2	2 Low	Interest earning and current accounts are maintained with Lloyds TSB. Authorised signatories (with specimen signatures) are amended when the composition of the Council changes. Bank mandate approved by Council
14	Integrity of insurance cover	Legal liability as a consequence of asset ownership or activities of council	1	3	3 Medium	Insurance cover reviewed annually by Accounts & Audit Working Party and approved by Council
15	Integrity of computer held records and documents	Loss of data Breach of Data Protection Act	1	3	3 Medium	Duplicate backup of relevant files held on separate hard drive. Hard copy of all key documents retained by Clerk. All computer activity protected by the latest Kaspersky Anti-virus software. DPA policy in place.
16	Integrity of Archived records	Loss of historic data	1	1	1 Low	Appropriate historical records are transferred to County Records in Truro.
17	Failure to maintain proper financial records	Inability to manage council services effectively or efficiently	1	2	2 Low	Accounts maintained on software package that can easily produce all necessary reports. Monthly reporting of bank reconciliations and budgets
18	Failure to achieve an effective internal audit	Lack of scrutiny and possibility of fraud	1	2	2 Low	Independent, competent internal auditor appointed.

Appendix 1

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
19	Failure to keep up to date Standing Orders & Financial Regulations	Governance arrangements are not for purpose and lead to failure of accountability	1	3	3 Medium	Both documents based on NALC Model and are reviewed annually in May.
20	Failure to meet requirements as an employer	Financial penalty form HMRC. Loss through payment of incorrect salary	1	2	2 Low	Clerk paid in line with approved contract of employment. Overtime, if any, formally approved. Payroll managed on HMRC software
21	Failure to comply with VAT requirements	Financial loss if VAT not reclaimed	1	1	1 Low	Council not VAT registered and undertakes no services that would currently require registration. VAT claims produced by accounts software.
22	Failure to maintain sound budget arrangements	Insufficient funds to deliver services	1	2	2 Low	Precept and three year projections produced by Clerk in conjunction with Accounts & Audit Working Party and approved by Council. Monthly budget monitoring reporting in place
23	Failure to act within legal powers	Inability to deliver wishes of Council. Reputational impact as acting 'ultra vires'	1	3	3 Medium	All new projects checked against list of powers; advice would be sought from Cornwall Council Monitoring Officer in cases of doubt. Member of SLCC & NALC.
24	Fraud or Corruption	Financial loss. Reputational impact	1	3	3 Medium	Members provide Declaration of Interests and are bound by the Code of Conduct.

Approved by Council 8th February 2017 Minute Ref:

Appendix 2

No.	Internal Control	Control Frequency	Responsibility	2016/17 Activity
1.	Standing Orders & Financial Regulations:			
1.1	STANDING ORDERS			
	NALC Model Standing Orders were adopted in May 2016	Review at least annually.	Clerk	Annual Meeting Minute LPC 493(d)(i)
1.2	FINANCIAL REGULATIONS			
	NALC model Financial Regulations were adopted in May 2016	Review at least annually.	Clerk	Annual Meeting Minute LPC 493(d)(ii)
1.3	Standing Orders include provisions for securing competition and regulating the manner in which tenders are invited	Review at least annually	Clerk	Standing Order 19 sets out limits for tenders, quotes and estimates and was updated to include the provisions of the Procurement Regulations 2015
1.4	Financial Regulations should require the use of Official Orders	Review at least annually	Clerk	Financial Regulation 10 meets these requirements
1.5	Standing Orders lay down management procedures for capital works	Review at least annually	Clerk	Financial Regulation 12. No capital activity, in the year, has taken place.
2.	Safe and efficient arrangements to safeguard public money			
2.1	<i>Accounts for payment:</i>			
2.1.1	Financial Regulation 4.1 - authority to spend	All payments	Clerk	Authority not currently evidenced - Recommend introduction of Authorisation Slip
2.2.2	Financial Regulation 5.2 - production of payment schedule	Each meeting	Clerk	Schedules appended to Minutes. Urgent payments, if any, reported to next meeting
2.1.3	Financial Regulations 5.3 - 5.4 - checking, certification & coding of invoices	All payments	Clerk	All payments taken to Council - Recommend inclusion of cost codes on future payment schedules
2.1.4	Financial Regulation 6.3 - payment method	All payments	Clerk	Majority of payments made by cheque with two Member signatures required. Direct Debit payments are reviewed and approved annually LPC 494(h) Internet banking not used Credit/Debit Card not used

Appendix 2

2.2	<i>Receipts:</i>			
2.2.1	Cash should be entered into cash book on day of receipts and banked intact	All receipts	Clerk	All income is separately receipted banked intact and reported to each Council meeting. No cash payments are received.
2.2.2	VAT needs to be accounted for on some receipts	All new income streams	Clerk	Currently there are no VATable supplies made that would require registration
2.3	<i>Cash</i>			
2.3.1	Ensure cash held is within limits placed by the Fidelity Guarantee	NO CASH IS RECEIVED & NO PETTY CASH IS HELD		
2.3.2	Keep petty cash floats to a minimum			
2.4	<i>Debt Collection</i>			
2.4.1	Authorities should ensure that invoices raised are paid promptly or that appropriate recovery action has been taken.	Only applies to allotment rents received	Clerk	New Allotment software produces list of unpaid rents
2.4.2	Financial Regulation 9.4 - write of bad debts must be approved by Council	All bad debts	Clerk	No bad debts in 2016/17
2.5	<i>Employment</i>			
2.5.1	Employees must be subject to PAYE	Monthly	Clerk	PAYE managed through HMRC software - checked by internal auditor. Payments to HMRC included on monthly payment schedules
2.5.2	Must ensure contractors do not meet the definition of employees	Ongoing	Clerk	Contractors provide grass cutting, general maintenance, footpath cutting and cemetery and amenity maintenance. Use of HMRC Employment Status Indicator Tool suggests none are employees.
2.5.3	All employers are required to have employers liability insurance	Annual	Clerk/Accounts & Audit Working Party	Current insurance £10million
2.6	<i>Fixed Assets & Equipment</i>			
2.6.1	There is a requirement to have an asset register	Ongoing	Clerk	The asset register is reported to

Appendix 2

				Council as part of the accounts authorisation process LPC 493(f)
2.6.2	Assets should be recorded at cost	Each purchase	Clerk	No activity in 2016/17
2.7	<i>Loans & Long term Liabilities</i>			
	Long term loans require borrowing approvals	Every loan	Clerk	The Council has no loans.

**AGENDA ITEM 7(C): LUDGVAN PARISH COUNCIL 8TH FEBRUARY 2017 REPORT OF
THE CLERK:
A30 IMPROVEMENTS**

- 1 Recent posts on the website of Derek Thomas MP have suggested that the improvements to the A30 and in particular those major improvements at Crowlas Crossroads are unlikely to happen until 2020/21, much later than originally anticipated.
- 2 A response direct from Highways England was requested and the following was received:
"Steve,

Thank you for your email, I'm replying as Nigel is currently away from the office. The MP's website reflects the information we've previously provided regarding potential timescales for delivery. The feasibility work and testing for the proposed signalisation at Crowlas crossroads, identified in the phase 1 study, is now nearing completion. This concept testing is essential to support a robust bid for design and delivery funding in April this year which, if successful, will enable us to take the proposals through to detailed design in 2018/19 prior to construction in 2020/21.

I realise that the local community may find this lengthy process frustrating, but we have to demonstrate that we are prioritising funding on schemes which will deliver the greatest benefit to all road users and adjacent communities, and schemes such as this have to bid against other candidate schemes. However, I can assure you that we are exploring all possible funding streams to progress through to scheme delivery.

Nigel or I would be happy to discuss this with you further should you wish"

**AGENDA ITEM 7(F): LUDGVAN PARISH COUNCIL 8TH FEBRUARY 2017 REPORT OF
THE CLERK:
ELECTION TIMETABLE**

1 As Members are aware parish council elections across Cornwall are due to take place on 4th May. The timetable is shown below with comments where required.

2	Date	Event	Comment
	20/03/2017	Publication of Notice of Election	Requirement to post on notice boards and website

POLITICAL PURDAH COMMENCES

Up to 4pm 04/04/2017 4pm 04/04/2017	Individual submission of nomination papers Deadline for withdrawal	This has changed from previous elections there is no opportunity to withdraw after nominations has closed
4pm 04/04/2017	Deadline for submitting nominations	Must be hand delivered in PERSON (but not necessarily by the candidate)
05/04/2017	Publication of Statement of Persons Nominated	Will notify whether an election will be held or candidates are elected unopposed
25/04/2017	Publication of Notice of Poll	Requirement for public display
04/05/2017	Polling Day	
08/05/2017	Change of Council	Old Councillors retire and new ones take office - this date means that there is a need to move the date of the May meeting back one week

No later than 22/05/2017	Annual Meeting of the Council
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Declaration of Acceptance of Office	All Councillors must return their Acceptance of Office before the meeting or Request that Council resolves to grant an extension. Members who fail to do so will lose their seat
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No later than 05/05/2017	Completion of Register of Disclosable Pecuniary Interests	All Members will have to submit a new form in its entirety, the update process followed after the last election for returning Members will not apply.
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Failure to meet the deadline is a criminal offence

Not later than 09/06/2017	Election Expenses	The return of the Declaration of Election Expenses must be delivered to the Returning Officer. Nil returns are required
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No later than 12/06/2017	Co-option of casual vacancies	If vacancies remain can be filled by co-option up to this time -after Cornwall Council may call another election at our expense
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Agenda Item 8(a)

Payments for approval

Reference	Payee Name	Cheque No	Transaction Detail	Amount Paid	Total
#80	South West Water	DD09	Church Hill Allot Water		141.85
#81	South West Water	DD10	St Pauls Water		13.71
#82	Cornwall Air Ambulance	3032	Grant Award		100.00
#83	Simon Rhodes	3033	Cemetery & Amenity Maintenance		853.00
#84	Viking Direct	3034	Stationery		16.04
#85	Steve Hudson		Salary	1,496.55	
			Mileage	38.90	
			Telephone	8.55	
		3035	Office Costs	18.00	1,562.00
#86	HM Reveunue & Customs		PAYE	19.26	
		3036	National Insurance	115.89	135.15
#87	Safe Custody	DD11	Deed Store		7.50
					<hr/> <hr/> 2,829.25

SIGNED: 8th February 2017

R SARGEANT

CHAIRMAN

Agenda Item 8(b)

RECEIPTS FOR INFORMATION

Receipt Ref	Banking Ref	Date	Amount	Transaction Detail
46		11/01/2017	28.50	Allotment Rent
47		11/01/2017	28.50	Allotment Rent
48	500168	11/01/2017	28.50	Allotment Rent
49		11/01/2017	28.50	Allotment Rent
50		11/01/2017	28.50	Allotment Rent
51		11/01/2017	28.50	Allotment Rent
52		19/01/2017	28.50	Allotment Rent
53		19/01/2017	28.50	Allotment Rent
54	500169	19/01/2017	28.50	Allotment Rent
55		19/01/2017	28.50	Allotment Rent
56		19/01/2017	28.50	Allotment Rent
57		19/01/2017	28.50	Allotment Rent
58	DC25	05/01/2017	28.50	Allotment Rent
59	DC26	11/01/2017	28.50	Allotment Rent
60	DC27	13/01/2017	28.50	Allotment Rent
61	DC28	16/01/2017	85.50	Allotment Rent
62	DC29	16/01/2017	28.50	Allotment Rent
63	DC30	19/01/2017	150.00	Grant
64		26/01/2017	28.50	Allotment Rent
65	500170	26/01/2017	28.50	Allotment Rent
66		26/01/2017	28.50	Allotment Rent
67		26/01/2017	57.00	Allotment Rent
68	DC31	23/01/2017	28.50	Allotment Rent
69	DC32	24/01/2017	10.00	Allotment Rent
70	DC33	30/01/2017	28.50	Allotment Rent
71	DC34	20/01/2017	28.50	Allotment Rent
72	DC35	30/01/2017	18.50	Allotment Rent
73	DC36	09/01/2017	0.32	Bank Interest
73	DC36	09/01/2017	- 0.32	Correct Error

948.00

**Bank Reconciliation Statement as at 31/01/2017
for Cashbook 1 - Treasurers Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Treasurers Account	31/01/2017		31,572.96
			<hr/> 31,572.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			31,572.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			31,572.96
		Balance per Cash Book is :-	31,572.96
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/01/2017
for Cashbook 2 - Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Account	31/01/2017		7,518.88
			<hr/> 7,518.88
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			7,518.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			7,518.88
		Balance per Cash Book is :-	7,518.88
		Difference is :-	0.00

Detailed Receipts & Payments by Budget Heading 02/02/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1076 Precept	33,244	33,244	0			100.0%	
1080 Interest Received	3	4	1			79.0%	
1090 Council Tax Support Grant	2,436	2,436	(0)			100.0%	
1110 Other Grants	450	558	108			80.6%	
Administration :- Receipts	<u>36,133</u>	<u>36,242</u>	<u>109</u>			<u>99.7%</u>	<u>0</u>
4000 Clerk's Salary	16,677	18,190	1,513		1,513	91.7%	
4010 Employers NI	1,271	1,379	108		108	92.1%	
4060 Travel	693	750	57		57	92.4%	
4070 Office Expenses	700	1,250	550		550	56.0%	
4080 Advertising	0	600	600		600	0.0%	
4090 Subscriptions	933	950	17		17	98.2%	
4100 Insurance	751	750	(1)		(1)	100.1%	
4110 Audit Fees	350	350	0		0	100.0%	
4150 S137 and Other Grants	625	700	75		75	89.3%	
4160 Youth Club Grant	0	500	500		500	0.0%	
4170 Christmas Trees	242	225	(17)		(17)	107.4%	
4180 Deedstore	15	16	1		1	93.8%	
4190 Meeting Room Hire	360	360	0		0	100.0%	
4300 Website Development	0	100	100		100	0.0%	
4310 Website Maintenance	750	770	20		20	97.4%	
4320 Election Expenses	0	1,000	1,000		1,000	0.0%	
4330 Software - Initial Purchase	590	0	(590)		(590)	0.0%	
4340 Software - set up/training	200	0	(200)		(200)	0.0%	
4350 Software - Annual Licence	226	0	(226)		(226)	0.0%	
Administration :- Indirect Payments	<u>24,383</u>	<u>27,890</u>	<u>3,507</u>	<u>0</u>	<u>3,507</u>	<u>87.4%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>11,750</u>						
<u>120 Long Rock Allotments</u>							
1210 Allotment Rents	313	350	38			89.3%	
Long Rock Allotments :- Receipts	<u>313</u>	<u>350</u>	<u>38</u>			<u>89.3%</u>	<u>0</u>
4120 Maintenance	0	150	150		150	0.0%	
4130 Water	94	120	26		26	78.5%	
4140 Rents Payable	80	80	0		0	100.0%	
4330 Software - Initial Purchase	59	0	(59)		(59)	0.0%	
4340 Software - set up/training	20	0	(20)		(20)	0.0%	
4350 Software - Annual Licence	23	0	(23)		(23)	0.0%	
Long Rock Allotments :- Indirect Payments	<u>276</u>	<u>350</u>	<u>74</u>	<u>0</u>	<u>74</u>	<u>78.8%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>37</u>						

Detailed Receipts & Payments by Budget Heading 02/02/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Church Hill Allotments</u>							
1210 Allotment Rents	1,226	1,450	224			84.5%	
Church Hill Allotments :- Receipts	<u>1,226</u>	<u>1,450</u>	<u>224</u>			<u>84.5%</u>	<u>0</u>
4120 Maintenance	75	250	175		175	30.0%	
4130 Water	299	500	201		201	59.7%	
4140 Rents Payable	350	700	350		350	50.0%	
4330 Software - Initial Purchase	236	0	(236)		(236)	0.0%	
4340 Software - set up/training	80	0	(80)		(80)	0.0%	
4350 Software - Annual Licence	90	0	(90)		(90)	0.0%	
Church Hill Allotments :- Indirect Payments	<u>1,130</u>	<u>1,450</u>	<u>320</u>	<u>0</u>	<u>320</u>	<u>77.9%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>96</u>						
<u>140 Amenities</u>							
1100 Footpath Grant	2,700	3,474	774			77.7%	
1130 Aggregate Fund Income	0	4,500	4,500			0.0%	
Amenities :- Receipts	<u>2,700</u>	<u>7,974</u>	<u>5,274</u>			<u>33.9%</u>	<u>0</u>
4120 Maintenance	320	0	(320)		(320)	0.0%	
4200 Repairs	64	1,500	1,436		1,436	4.3%	
4400 St Pauls Amenity Area	682	682	0		0	100.0%	
4410 Churchtown Garden	210	210	0		0	100.0%	
4420 Aggregate Fund Expenditure	0	4,500	4,500		4,500	0.0%	
4430 Footpath Maintenance	2,530	3,474	944		944	72.8%	
4450 Long Rock Toilets	0	1,272	1,272		1,272	0.0%	
4460 Grass Cutting	285	250	(35)		(35)	114.0%	
4470 Green Initiatives	0	408	408		408	0.0%	
Amenities :- Indirect Payments	<u>4,091</u>	<u>12,296</u>	<u>8,205</u>	<u>0</u>	<u>8,205</u>	<u>33.3%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(1,391)</u>						
<u>150 St Pauls Cemetery</u>							
1200 Burial Fees	700	2,680	1,980			26.1%	
St Pauls Cemetery :- Receipts	<u>700</u>	<u>2,680</u>	<u>1,980</u>			<u>26.1%</u>	<u>0</u>
4120 Maintenance	255	0	(255)		(255)	0.0%	
4130 Water	51	0	(51)		(51)	0.0%	
4460 Grass Cutting	1,050	1,120	70		70	93.8%	
4520 Sextons Duties	120	120	0		0	100.0%	
St Pauls Cemetery :- Indirect Payments	<u>1,476</u>	<u>1,240</u>	<u>(236)</u>	<u>0</u>	<u>(236)</u>	<u>119.0%</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(776)</u>						

Detailed Receipts & Payments by Budget Heading 02/02/2017

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>160 Crowlas Cemetery</u>							
1200 Burial Fees	262	500	238			52.4%	
	<u>262</u>	<u>500</u>	<u>238</u>			<u>52.4%</u>	<u>0</u>
Crowlas Cemetery :- Receipts	262	500	238			52.4%	0
4460 Grass Cutting	1,470	1,470	0		0	100.0%	
	<u>1,470</u>	<u>1,470</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Crowlas Cemetery :- Indirect Payments	1,470	1,470	0	0	0	100.0%	0
Movement to/(from) Gen Reserve	<u>(1,208)</u>						
<u>200 Neighbourhood Planning</u>							
1120 Neighbourhood Planning Grant	1,654	8,000	6,346			20.7%	
	<u>1,654</u>	<u>8,000</u>	<u>6,346</u>			<u>20.7%</u>	<u>0</u>
Neighbourhood Planning :- Receipts	1,654	8,000	6,346			20.7%	0
4020 Staff Cost	2,635	4,500	1,865		1,865	58.6%	
4260 Grant Funded	1,654	8,000	6,346		6,346	20.7%	
4270 Other	656	3,986	3,330		3,330	16.5%	
	<u>4,945</u>	<u>16,486</u>	<u>11,541</u>	<u>0</u>	<u>11,541</u>	<u>30.0%</u>	<u>0</u>
Neighbourhood Planning :- Indirect Payments	4,945	16,486	11,541	0	11,541	30.0%	0
Movement to/(from) Gen Reserve	<u>(3,291)</u>						
<u>999 VAT Data</u>							
115 VAT Refunds	600	0	(600)			0.0%	
	<u>600</u>	<u>0</u>	<u>(600)</u>			<u>0.0%</u>	<u>0</u>
VAT Data :- Receipts	600	0	(600)			0.0%	0
515 VAT on Payments	1,117	0	(1,117)		(1,117)	0.0%	
	<u>1,117</u>	<u>0</u>	<u>(1,117)</u>	<u>0</u>	<u>(1,117)</u>	<u>0.0%</u>	<u>0</u>
VAT Data :- Indirect Payments	1,117	0	(1,117)	0	(1,117)	0.0%	0
Movement to/(from) Gen Reserve	<u>(518)</u>						
<hr/>							
Grand Totals:- Receipts	43,587	57,196	13,609			76.2%	
Payments	38,888	61,182	22,294	0	22,294	63.6%	
Net Receipts over Payments	<u>4,700</u>	<u>(3,986)</u>	<u>(8,686)</u>				
Movement to/(from) Gen Reserve	<u>4,700</u>						



Mr Steve Hudson - Parish Clerk
Ludgvan Parish Council
Brynmor
St Ives Road
TR26 2SF

19 January 2017

Dear Mr Hudson

Long Rock Post Office®
4A Godolphin Road, Long Rock, Penzance, TR20 8JL

Proposed move to new premises & branch modernisation

I'm writing to let you know that we are proposing, with the Postmaster's agreement, to move the above Post Office branch to a new location – Long Rock Stores, Long Rock, Penzance, TR20 8JF. I'm pleased to tell you that if the move goes ahead, subject to consultation, it will change to one of our new local style branches.

This change is part of a major programme of modernisation taking place across the Post Office network, the largest in the history of Post Office Ltd. The Programme is underpinned by Government investment and will see up to 8,000 branches modernised and additional investment in over 3,000 community and outreach branches.

What will this mean for customers?

- Post Office services will be offered from a till on the retail counter in a modern open plan branch
- Longer opening hours
- The majority of Post Office products and services will still be available
- Improved accessibility

Consulting on the proposed new location

We're now starting a 6 week local public consultation and would like you to tell us what you think about the suitability of the proposed new location. Before we finalise our plans, we would really like to hear your views on the proposed location, particularly on the following areas:

- How suitable you think the new location and premises are and how easy it is to get there
- Are the new premises easy for you to get into and is the inside easily accessible
- Are there any other local community issues which you believe could be affected by or affect the proposed change
- If the move were to proceed is there anything we could do to make it easier for customers

I've enclosed an information sheet that provides more details about the new location and the range of products that will be available. If you have any comments or questions, please email or write to me via our Communication and Consultation team, whose contact details are below. Please note that your comments will not be kept confidential unless you expressly ask us to do so by clearly marking them "In Confidence". Any information we receive will be considered as we finalise our plans for the new branch. If others in your organisation are interested in the proposal, please feel free to let them know about it.

You can share your views on the proposed move through our easy and convenient new online questionnaire via the link below. When entering the site you will be asked to enter the code for this branch: 36355599

postofficeviews.co.uk

Dates for local public consultation:

Local Public Consultation starts	20 January 2017
Local Public Consultation ends	3 March 2017
Proposed month of change	May/June 2017

Posters and leaflets will now be displayed in branch to let customers know about the changes and to ask their views. I've included information about the Code of Practice over the page and copies of the Code will also be available in branch.

Thank you for considering our proposal. At the end of the consultation I'll be in touch again to let you know our final plans.

Yours sincerely



Suzanne Richardson
Regional Network Manager

How to contact us:

-  postofficeviews.co.uk
-  comments@postoffice.co.uk
-  Customer Helpline: 03457 22 33 44
Textphone: 03457 22 33 55
-  FREEPOST Your Comments

Please note this is the full address to use and no further address details are required.

Want to tell us what you think right here and now – scan here.

If you don't have a QR code scanner on your phone, you can find one in your app store.



Items sent by Freepost take 2 working days to arrive. Therefore, responses by Freepost should be sent in sufficient time to arrive before the end of the consultation period. Working days do not include Saturdays or Sundays. Responses received after the deadline will not be considered,

To get this information in a different format, for example, in larger print, audio or braille please contact the Customer Helpline on 03457 22 33 44 or Textphone 03457 22 33 55.

Long Rock Post Office information sheet

	Current Post Office location	Proposed new Post Office branch location (subject to local public consultation)																												
Address	4A Godolphin Road Long Rock Penzance TR20 8JL	Long Rock Stores Long Rock Penzance TR20 8JF																												
Post Office opening hours	<table border="1"> <tr><td>Mon</td><td>08:30 – 17:30</td></tr> <tr><td>Tue</td><td>08:30 – 17:30</td></tr> <tr><td>Wed</td><td>08:30 – 17:30</td></tr> <tr><td>Thu</td><td>08:30 – 17:30</td></tr> <tr><td>Fri</td><td>08:30 – 17:30</td></tr> <tr><td>Sat</td><td>08:30 – 17:30</td></tr> <tr><td>Sun</td><td>09:00 – 12:00</td></tr> </table>	Mon	08:30 – 17:30	Tue	08:30 – 17:30	Wed	08:30 – 17:30	Thu	08:30 – 17:30	Fri	08:30 – 17:30	Sat	08:30 – 17:30	Sun	09:00 – 12:00	<table border="1"> <tr><td>Mon</td><td>07:00 – 20:00</td></tr> <tr><td>Tue</td><td>07:00 – 20:00</td></tr> <tr><td>Wed</td><td>07:00 – 20:00</td></tr> <tr><td>Thu</td><td>07:00 – 20:00</td></tr> <tr><td>Fri</td><td>07:00 – 20:00</td></tr> <tr><td>Sat</td><td>08:00 – 19:00</td></tr> <tr><td>Sun</td><td>08:00 – 19:00</td></tr> </table>	Mon	07:00 – 20:00	Tue	07:00 – 20:00	Wed	07:00 – 20:00	Thu	07:00 – 20:00	Fri	07:00 – 20:00	Sat	08:00 – 19:00	Sun	08:00 – 19:00
Mon	08:30 – 17:30																													
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Sun	09:00 – 12:00																													
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Tue	07:00 – 20:00																													
Wed	07:00 – 20:00																													
Thu	07:00 – 20:00																													
Fri	07:00 – 20:00																													
Sat	08:00 – 19:00																													
Sun	08:00 – 19:00																													
Distance	75 metres away from the current branch, along varied terrain.																													
Accessibility & Accessibility works	<p>Access and facilities Current branch has a wide door and a step at the entrance. Internally, there is a hearing loop.</p> <p>Parking Roadside is available nearby.</p>	<p>Access and facilities The proposed premises would have a wide door and level access at the entrance. Internally, there would be a hearing loop and space for a wheelchair.</p> <p>Parking Roadside is available nearby.</p>																												
Retail	Cards and stationery	Convenience store																												
Local Public Consultation starts	20 January 2017																													
Local Public Consultation ends	3 March 2017																													
Proposed month of change	May/June 2017																													

Long Rock Post Office® services available

Your Postmaster or our Customer Helpline on 03457 223344 will be happy to help you with any queries about product availability or provide you with details of maximum value of transactions. Customers can also shop online at www.postoffice.co.uk

	Current branch	New branch
Mail		
First & Second Class mail	✓	✓
Stamps, stamp books (1 st class 6 & 12 only, 2 nd class 12 only)	✓	✓
Special stamps (Christmas issue only) & postage labels	✓	✓
Signed For	✓	✓
Special Delivery	✓	✓
Home shopping returns	✓	✓
Inland small, medium & large parcels	✓	✓
Express & contract parcels	✓	✓
British Forces Mail (BFPO)	✓	✓
International letters & postcards (inc. signed for & Airsure)	✓	✓
International parcels up to 2kg & printed papers up to 5kg	✓	✓
Parcelforce Worldwide International parcels	✓	✓
Articles for the blind (inland & international)	✓	✓
Royal Mail redirection service	✓	✓
Local Collect	✓	✓
Drop & Go	✓	✓
Withdrawals, deposits and payments		
Post Office Card Account	✓	✓
All personal and business banking cash withdrawals, deposits, balance enquiries & enveloped cheque deposits (card, barcoded or manual)	✓	✓
Postal orders	✓	✓
Moneygram	✓	✓
Change giving	✓	✓
Bill payments		
Bill payments (card, barcoded or manual)	✓	✓
Key recharging	✓	✓
Transcash (without barcode)	✓	✓
Licences		
Rod fishing licences	✓	✓
Travel		
Pre-order travel money	✓	✓
On demand travel money	Euros	Euros
Travel insurance referral	✓	✓
Mobile Top-ups & E vouchers		
Mobile Top-ups & E vouchers	✓	✓
National Lottery Terminal	x	✓
Payment by cheque	✓	✓
Products marked x are available at Penzance Post Office, WHSmith, 96 Market Jew Street, Penzance, TR18 2LE	Opening times: Mon – Fri 09:00 – 17:30 Sat 10:00 – 16:00	

Code of Practice for changes to the Post Office® network

What's a Code of Practice?

The Code of Practice contains guidelines we follow. They tell us how, and when to tell you about changes to your local Post Office services. We've worked with the independent statutory consumer watchdog on these guidelines, which in Great Britain is Citizens Advice and Citizens Advice Scotland, and in Northern Ireland, the Consumer Council.

What kind of changes does it include?

Information about when we're planning to move or close one of our branches or outreach services. This also covers information about when a branch has suddenly closed unexpectedly because of something like a flood or fire.

Who do we tell about changes?

You and your representatives (who are often local MPs or local authorities and councils).

How will we tell you what's happening?

If there's a minor change – like changing opening times, then we'll let you know by putting up posters in the Post Office. If the plan is to move a Post Office then we'll put up posters and hand out letters in the branch as well as writing to your representatives. We'll have a press release and, the relevant information will be easy to find on our website.

How long will it take?

We'll let you know about any changes as soon as we possibly can. Sometimes, change is out of our control but we'll try to keep you as up-to-date about what's happening as much as we can. We try to make sure you have 4 weeks' notice before anything happens. If we're going to make big changes, there'll be a 'consultation period' which lasts about 6 weeks. This means that you've got time to let us know how you feel.

It's easy to let us know what you think...

We want to hear what you and your representatives think about change and to make sure it's easy for you to let us know, all of our contact details can be found on all our posters and letters. You can contact us by email, letter or phone.

How will you find out about the final plans?

We'll be letting you know in as many ways as possible. There'll be posters put up in or around your local area, letting you know what's going on. We'll also write to local representatives and, the information will be on our website.

If you let us know what you think, we'll make sure you know about our final plans either by writing to you, or having the information easily available in the Post Office or on our website.

What can you do if you think we haven't followed the Code of Practice?

If you don't think we've followed the Code, then please write to us or email us via the contact details included in this letter and let us know why.

To have a look at the full Code of Practice, it's on our website at www.postofficeviews.co.uk

Steve Hudson

From: Charter4Cornwall
[charter4cornwall@gmail.com]
Sent: 13 January 2017 10:17
To: ludgvanclerk@btinternet.com
Subject: Support a Charter for Cornwall

Categories: Agenda Item

Dear Clerk to Ludgvan Parish Council,

The Charter for Cornwall is a grassroots campaign calling for candidates at the forthcoming Cornwall Council elections to commit themselves to a more sustainable, longer-term vision for Cornwall. We are calling on voluntary organisations and town and parish councils to support the four pledges of the Charter, which can be found at <http://www.charterforcornwall.com/the-four-pledges> We hope Ludgvan Parish Council will join others in supporting this campaign.

Since the 1960s Cornwall's housing and population growth has run at a rate far higher than the UK norm. At present housebuilding rates are 40% higher than upcountry, while applications received for major residential schemes are 78% higher pro rata. The Government wants it to be even higher and Cornwall Council's Local Plan obliges. Despite the almost universal demand from local organisations for a lower housing target, councillors have, in the main, been unable or unwilling to mount a robust challenge to a higher target and demand fairer treatment for Cornwall and its communities.

While the planners prefer to talk about 'local needs', in reality the vast majority of the housing target will go to meet external demand and second 'homes'. In consequence Cornwall has become a developers' paradise, attracting speculative housing projects on the edges of our towns and locking us into a spiral of population growth. This threatens to undermine the economic gains of recent years and, in a context of austerity, overload the NHS and GP surgeries, schools and other services, while contributing to the growing congestion on our roads. In short, developers get the benefits; local communities suffer the drawbacks. Cornwall Council's only answer is more of the same.

Meanwhile, our young people struggle to access 'affordable' housing and our coastal villages become ghost towns in winter.

There has to be a better way. Councillors and local communities need to do more to work together to seek a more sustainable and longer term strategy for Cornwall, one that does less damage to our environment and heritage. May's Cornwall Council elections offer the opportunity to make the future of Cornwall an issue. We plan to ask all the candidates in those elections to sign up to the four pledges of a Charter for Cornwall. Currently, the Charter is open for consultation until February 4th. In February and March, we will be publicising it and asking supporters to lobby candidates as they declare themselves. In April/May we will be publishing their responses online.

The more organisations that declare their support for the Charter, the more chance we have to convince candidates to commit themselves to a change of direction. We need a more open and honest Cornwall Council responsive to its communities. We need councillors prepared to do more to defend our countryside and those aspects that make Cornwall special.

Agenda item 9(b)

We hope that Ludgvan PC can support us, either by replying to this email or via the contact form on our website. If you have any queries please do get in touch.

Bernard, Pete, Julie
for Charter for Cornwall

Hello

On the 23rd November 2016 Cornwall Council confirmed its intention to pass a resolution in accordance with section 45(2) of the Local Government (Miscellaneous Provisions) Act and authorised the Licensing Team Manager to publish and serve notice in accordance with section 45(3) of the Local Government (Miscellaneous Provisions) Act. This Notice has been served on all Town and parish Councils, a read receipt will be requested to provide evidence that the following notice has been served correctly as prescribed in the Act.

NOTICE OF INTENTION TO ADOPT PART II OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 ("the 1976 Act")

NOTICE IS HEREBY GIVEN, pursuant to Section 45 (3) of the Local Government (Miscellaneous Provisions) Act 1976, that the Cornwall Council intends to pass a resolution that the provisions of Part II of the 1976 Act are to apply to the area of the Cornwall Council.

Previous adoptions by the former Cornwall District / Borough Councils are still valid. However, the purpose of re-adopting the legislation is to have one combined resolution for the whole Cornwall Council area.

The resolution will have the effect of confirming the area of the Cornwall Council as a 'controlled district' for the purposes of the 1976 Act, thus empowering the Council to control the licensing of Hackney Carriage and Private Hire Vehicles, Drivers and Operators.

A copy of this Notice will also be placed in the Town and Parish Newsletter.

If you have any questions regarding the content of my email or the notice issued to you then please don't hesitate in contacting me on the details contained in my footer below.

Kind regards

Byron Kevern

Senior Licensing Officer (East)

Public Protection

Cornwall Council, Chy Trevail, Beacon Technology Park, Bodmin PL31 2FR

bkevern@cornwall.gov.uk

Telephone : 01208 893159

Licensing office: 01208 893346

Mobile: 07972 111 536

Visit us at: www.cornwall.gov.uk

Email us at: licensing@cornwall.gov.uk

Follow us on: [Twitter](#)

We can offer your business bespoke regulatory support. [Click here](#) to find out more.
Please let us know if you need any particular assistance from us, such as facilities to help with mobility, vision or hearing, or information in a different format.

'Onen hag oll'

Please consider the environment. Do you really need to print this email?