

# LUDGVAN PARISH COUNCIL

All members of the Council are hereby summoned to attend the Monthly Meeting of Ludgvan Parish Council to be held on Wednesday 9<sup>th</sup> January, 2019 in the Oasis Childcare Centre, Lower Quarter, Ludgvan commencing at 7pm.



M J Beveridge  
Parish Clerk  
04/01/2019

## **AGENDA:**

	<b>Page No.</b>
<b>Public Participation Period (if required)</b>	
<b>1. <u>Apologies for absence</u></b>	
<b>2. <u>Minutes of the Parish Council Meeting on Wednesday, 12<sup>th</sup> December, 2018</u></b>	3-6
<b>3. <u>Declarations of Interest in Items on the Agenda</u></b>	
<b>4. <u>Dispensations</u></b>	
<b>5. <u>Councillor Reports</u></b>	
(a) Cornwall Councillor Simon Elliott	
(b) Chairman's report	
(c) Other Councillors	
<b><u>REPORTS FOR DECISION</u></b>	
<b>6. <u>Cornwall Council – Planning Applications</u></b>	
(a) <a href="#">PA18/11284</a> – Retrospective approval for the Retention of Existing Window Openings, Conservation Velux Rooflights, Inset Balcony Structure and First Floor to be used as Ancillary Accommodation to Manor House – Rosevidney Manor, Crowlas, TR20 9BX – Mr & Mrs K Whittam	
(b) <a href="#">PA18/11679</a> – Construction of replacement rear extension. – Penlee A30 between Rospeath Lane And Cockwells, Crowlas, TR20 8DS - Mr & Mrs A Morcumb	
<b>7. <u>Clerk's Report</u></b>	
(a) Budget and Precept 2019/20	7-16
(b) Parish Action Plan	
(c) Community Governance Review – deadline 8 <sup>th</sup> February, 2019 and CALC Conference on the Review, 16 <sup>th</sup> February, 2019	
(d) Bank mandate	
(e) Concrete beams for cemeteries – acceptance of quote	
(f) Website designers presentation request re upgrade	17
(g) CALC's Working with Council – 3 sessions over 3 months at £300 – Supports new Clerks working towards ILCA qualification but also open to members	18
(h) Grant applications – Cruse Bereavement Care Cornwall	19-20
<b>8. <u>Finance Report</u></b>	
(a) Payment Schedule for approval	
(b) Receipts	
(c) Bank Reconciliations	
(d) Budget Monitoring Report	

9. **Neighbourhood Development Plan**

Programme & support 2019

10. **Affordable Housing Plan** (Cllr Price-Jones)

11. **Highways**

- (a) Speed restriction, Ludgvan Lease roundabout suggestion. (Cllr Elliott)
- (b) Licensing decision – Street Trading Sub-Committee granted Mr Davies’s renewal application to trade. Minutes of the STS-C meeting: [Click here:](#)

12. **Climate Emergency Proposals** (Cllr Price-Jones)

13. **Correspondence**

Towednack Parish Council

14. **Exclusion of the Press & Public**

To consider passing the following resolution: that under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified in the following item

(a) **Co-option of New Members**

Applications to be considered. (Previously circulated)

- (b) Clerk’s contract of employment

15. **AOB and Agenda Items for Next Meeting**

REPORTS FOR INFORMATION

16. **Planning & Highways**

21-22

17. **Correspondence**

# LUDGVAN PARISH COUNCIL

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**Chairman:**

Councillor Roy Mann

**Clerk to the Council:**

Joan Beveridge

The Old Mill,

Nancledra,

Penzance,

Cornwall TR20 8NA

(01736) 740922

[clerk@ludgvan.org.uk](mailto:clerk@ludgvan.org.uk)

[www.ludgvan.org.uk](http://www.ludgvan.org.uk)

**MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY, 12<sup>TH</sup> DECEMBER 2018, IN THE LUDGVAN OASIS CHILD CARE CENTRE, LOWER QUARTER, LUDGVAN.**

**PRESENT:** Councillors: R Mann (Chair); C Cartwright; Simon Elliott; S Miucci; M Parker; C Price-Jones; M Squire; L Trudgeon.

**IN ATTENDANCE:** Joan Beveridge (Clerk)

**Public Participation Period**

The applicant re item 8 (c) addressed objections raised on the planning website. A Parishioner raised an objection re item 8 (e) in that the area concerned regularly floods, and in adjacent fields, there is a lot of lying water. He requested that adequate drainage be put in to address these issues.

**LPC 833 Co-optee**

Cllr Simon Elliott signed his Declaration of Acceptance of Office.

**LPC 834 Apologies for absence**

Apologies were received from Councillors R Sargeant and D Osmand.

**LPC 835 Appointment of Vice-Chair**

It was **RESOLVED** to defer this appointment until the May meeting. In the event the Chair is unavailable, Council will elect a Chair for that meeting.

**LPC 836 Employment Committee and Accounts & Audit Committee - Membership**

It was **RESOLVED** that Cllr Trudgeon would join the Employment Committee and Cllr Elliott would join the Accounts & Audit Committee.

**LPC 837 Minutes of the Parish Council Meeting on Wednesday, 14th November, 2018**

The minutes were approved as a true and correct record of the meetings and duly signed by the Chairman.

**LPC 838 Declarations of interest in Items on the Agenda**

None.

**LPC 839 Dispensations**

None.

## LPC 840 Councillor Reports

- (a) *Cornwall Councillor Simon Elliott:*
- (i) Cross party support for all householders to pay council tax and second home owners to pay extra.
  - (ii) Lorry convoy passed school at 8.40 am – due to stone delivery in Falmouth.
  - (iii) Proposed roundabout situated at Ludgvan Leaze would help alleviate traffic density outside the school.
  - (iv) Homeless people pushed into living in camps in woods outside Penzance.
  - (v) Discussions need to start now about future Parish boundary changes.
- (b) *Chair:*
- (i) Attended Quarry meeting with new manager.
  - (ii) Heliport Stakeholders meeting addressed ground rules. Conditions have now been worked through.
  - (iii) Community Panel elected new Chair and Deputy-Chair. Mike Peters went through Highways submission list. Next Clerks/Chairs meeting to re-discuss.
  - (iv) Police Liaison Group – Plans to address rise in rural crime.
- (c) *Other Councillors:*
- (i) Cllr Miucci observed parents' dangerous driving behaviours outside the school.
  - (ii) Cllr Price-Jones reported current response to Housing Needs Survey at 8.4%, aiming to get 20% if possible. It was AGREED to encourage more returns via the website and school newsletter and flag up 21<sup>st</sup> December deadline. Next steps: after Christmas, there will be a call for land.
  - (iii) Green Party calling for climate emergency proposals.

## LPC 841 Cornwall Council – Planning Applications - For decision;

The Council's resolutions are shown in **BOLD** below:

- (a) PA18/10421 – Application for the change of use to form two separate houses from one. – Chy-An-Bre, Canonstown, TR27 6ND – Ms Dawn Clayton – **No Objection.**
- (b) PA18/10722 – The construction of a new silt trap to the north of Marazion Marsh. The creation of new open water areas within the existing reedbeds to encourage new wildlife habitat sites. The provision of a new water level control device on the existing marsh outfall culvert, which is intended to prevent the marsh drying out during the summer months. – Land At Marazion Marsh, Long Rock, TR20 8LD – Mr Andy Cook – **No Objection.**
- (c) PA18/10626 – Proposed extensions to a single storey bungalow to form a 2-storey house and replacement garage – Kantara, Blowing House Hill, Ludgvan TR20 8AW – Mr & Mrs Ranson – **No Objection.**
- (d) PA18/10625 – Outline application for residential development of up to 5 dwellings (all matters reserved) – 3 Riverside Cottages, Access To Riverside Cottages, Cockwells TR20 8DB – Mr Michael Rendell – **No Objection.**
- (e) PA18/10816 – Farm track to link two existing farm tracks – Trembethow Farm, Lelant Downs, TR27 6NN – Richards - **No Objection, but Council request that the Landowner improve the drainage on the bridleway. It also notes the Landowner will require an order to move the footpath.**
- (f) PA18/09941 – Proposed new external treatment to dwelling to include minor internal alterations. – Boscreege, Cucurrian, Ludgvan, TR20 8AP – Mr and Mrs Bagnall – **No Objection.**
- (g) PA18/10730 – Construction of bank of solar panels at ground level in front of new house currently under construction, Bayhouse, Station Road, Long Rock TR20 9TT – Ms Julia Newham – **Objection on the grounds that it will be obtrusive, the number of solar panels excessive and reflections off the panels potentially hazardous to the railways.**

#### **LPC 842 Clerks Report**

The Clerk presented her report and it was **RESOLVED that:**

- (a) **The Aggregates Fund be allocated towards the costs of removing and replacing the current wall at Long Rock allotments with a low retaining wall and 6' fencing.**
- (b) **Allotment rents for 2019 be £34.00 for a full plot.**
- (c) On the recommendation of the Employment Committee:
  - (i) **The Clerk to enrol on the ILCA course.**
  - (ii) **The Clerk to enlist the services of an accountant familiar with the RTS software to assist in the preparation of the End of Year accounts.**
  - (iii) **Next year's Council budget to include training budget.**
  - (iv) **A community communications strategy to be developed.**
  - (v) **A recruitment strategy to be developed.**
  - (vi) **After January, Employment meetings to be 6 monthly.**
- (d) **Two new concrete beams to be commissioned for Crowlas and St Paul's cemeteries.**
- (e) **A tree surgeon to be employed to remove a tree branch in the Amenity/Community Garden. Cllr Parker to forward contact details.**
- (f) **Rev. Marnes to be contacted to establish their plans in the event of HM Elizabeth II's death.**
- (g) **A Parish Plan objective to be the development of a community centre in Long Rock.**

#### **Finance Report**

It was **RESOLVED that:**

- (a) **the Payment Schedule totalling £6,082.37 (appended) be approved for payment and be duly signed by the Chairman;**
- (b) **receipts totalling £785.00 be noted;**
- (c) **the bank reconciliation be noted;**
- (d) **the budget monitoring report be noted.**

#### **LPC 843 Neighbourhood Development Plan**

The pre-submission draft to be produced by the end of December for sign-off in January 2019.

#### **LPC 844 AOB and Agenda Items for Next Meeting**

- (a) Future Agenda Items:
  - (i) It was agreed to add Affordable Housing as an ongoing Agenda Item.
  - (ii) It was agreed to add Highways as an ongoing Agenda Item.
  - (iii) It was agreed to add the Green Party's proposals to the January Agenda.
- (b) Cllr Elliott reported that Highways grips, cut alongside the Gitchell Lane railway bridge, diverted flood water onto the line. This could cause a landslip, endanger the signals and potentially shut down the railway line to Penzance. It was agreed that the Clerk write to Chief Executive, Kate Kennally, expressing Council's concerns.

#### **LPC 845 Correspondence**

A Parishioner sent in a complaint about the state of the Nancladra to Boskennal section of Blowing House Hill road. It was agreed that the Clerk should write to the Parishioner detailing actions taken.

## Treasurers Account

## Payments made between 15/11/2018 and 12/12/2018

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
15/11/2018	South West Water	DD12	16.16			4130	150	16.16	Water St Paul's Cemetery
21/11/2018	NEST Pension	DD13	44.48			4000	100	24.26	Employee Pension contribution
						4030	100	20.22	Employer Pension contribution
12/12/2018	Norton - Symantec Ltd	3187	24.99		4.16	4350	100	20.83	Norton Computer Software
12/12/2018	Henry Rich	3188	276.99			4460	140	150.00	Grass cutting, June-Oct
						4430	140	48.00	LMP Tree removal
						4200	140	78.99	Noticeboard maintenance
12/12/2018	Heamoor Royal British Legion	3189	35.00			4150	100	35.00	Poppy wreath donation
12/12/2018	Henry Rich	3190	2,289.75			4430	140	1,254.04	Gold paths second cut
						4430	140	1,035.71	Silver paths cut
12/12/2018	Simon Rhodes	3191	938.30			4460	150	288.75	St Paul's cemetery maint
						4400	140	187.55	Amenity gdn maint
						4460	160	404.25	Crowlas cemetery maint
						4410	140	57.75	Church town plot maint
12/12/2018	M Joan Beveridge	3192	171.00			4040	100	171.00	Reimburse travel to training
12/12/2018	M Joan Beveridge	3193	1,425.29			4000	100	1,286.73	Clerk's salary
						4070	100	18.00	Office costs
						4060	100	108.45	Mileage
						4070	100	0.52	Tel calls
						4070	100	11.59	Petty cash
12/12/2018	HM Revenue & Customs	3194	314.59			4000	100	202.59	PAYE
						4010	100	112.00	NI
<b>Total Payments:</b>			5,536.55	0.00	4.16			5,532.39	
1/11/18	S W Water	DD11	545.82			4130	100	545.82	CH Allotments
<b>Total Payments</b>			6,082.37	0.00	4.16			6,078.21	

Signed by: .....

(Chair)

Dated: 12th December, 2018

## **BUDGET & PRECEPT 2019/20 & FORECASTS FOR 2020/21 & 2021/22**

### **1 Background**

- 1.1 The preparation of an annual budget is one of the key statutory tasks undertaken by the council. The budget has three main purposes:
- it results in the council setting the precept for the year;
  - subject to the council's Financial Regulations, it gives the clerk overall authority to make spending commitments in accordance with the plans approved by members; and
  - it provides a basis for monitoring progress during the year by comparing actual spending against planned spending.

### **2 Process**

#### 2.1 *The form that the budget takes:*

- 2.1.1 Members need to be comfortable that the level of detail provided enables them to make an informed decision on the budget that is set. The budget has been prepared at a detailed level.

#### 2.2 *Review of the current year's budget:*

- 2.2.1 A review of the current year is required for three main purposes:
- to identify activities that are being carried out this year that will also be carried out next year and need to be budgeted for;
  - to identify things that are happening in the current year that will not happen next year and do not need to be budgeted for again and
  - to identify items that are not in the current year budget, and need to be added for next year's budget.

***Appendix 1 shows actual spend against the budget to date and provides a projection of the year end position. Overall a loss of £7,142 is predicted.***

#### 2.3 *Determine spending plans:*

- 2.3.1 Having determined what the council wants to spend its money on, the next stage is to work out the costs of its plans. For existing activities, this will require an assessment of likely changes in the level of the activity and the possible impact of wage and price inflation. The prices of new activities will have to be estimated using the best information currently available.

- 2.3.2 The majority of budget heads have remained at current levels or amended to reflect the current year's projected outturn.

The major changes are outlined below:

- Amendments to clerk's salary and employer's national insurance to reflect increased hours and payscale increment;
- Addition of pension contributions;
- Addition of a training budget;
- The anticipated completion of the Neighbourhood Development Plan.
- Significant increases to maintenance budgets for anticipated work to Long Rock allotments wall and Crowlas cemetery walls.

#### 2.4 *Assess levels of income:*

- 2.4.1 Careful consideration should be given to budgeted levels of income for the forthcoming year.

The major changes are outlined below:

- Due to an increase in the taxbase the Council Tax Support Grant has slightly increased this year, but it should be assumed it will then continue to fall, year on year, once more;
- Other Grants are less available.
- Allotment rents have been adjusted to reflect the agreed increase in fees.

- 2.5 *Bring together spending and income plans:*
- 2.5.1 For many activities, spending and income decisions will be linked directly – e.g. a council decided to extend the opening hours of a community hall, then it will spend more on heat and light but also generate more income from charges.
- However, it is an important stage of the budget process when spending plans are brought together with assessments of income to see how affordable the plans are. When doing this it is usual practice to be more optimistic about spending plans (i.e. to expect that the council will be able to carry out all its plans and spend as intended) and more pessimistic about income levels (i.e. to assume that the council might not be able to generate all the income it hopes to). Affordability will usually be judged by the impact the overall plans will have on the precept. If there is an increase in the council's budgeted net spending for next year over the current year, would this result in an increase in the precept that would be acceptable to the local population as an addition to their council tax?
- 2.5.2 The overall impact of the budget as proposed is to increase the precept by £1,025 which on a Band D property equates to £0.69 or 2% per annum. Once immediate maintenance works have completed, initial estimates for the 2020/21 and 2021/22 years suggest that at current service levels and with 2% increases in the Council Tax there will be headroom for the provision of either new or improved services.
- 2.6 *Provide for contingencies and consider the need for balances:*
- 2.6.1 Some councils may have absolute certainty in their spending plans for the forthcoming year. However, most councils will have some uncertainty in their plans, perhaps because of general factors such as inflation or changes in interest rates on cash deposits or specific things such as not knowing exactly how much firms will tender for planned work. Before committing itself to its spending plans, the council should review the need for amounts to cover contingencies, in case inflation is higher than expected or works are more costly than was first thought. The amounts added to the budget should not be excessive. Councils might work to the principle that it is better to raise cash from a higher precept and not use it than to set the precept too low, and so run out of cash and run the risk of incurring an unlawful overdraft.
- A well-managed council will also look forward beyond the end of the year for which the budget is being set and think about whether there are any substantial commitments that it would be prudent to set aside funds for. For example, if a village hall needed re-roofing in three years' time, but the council could not afford the cost from that year's budget. Instead, a balance could be built up by raising the precept for a proportion of the cost in each of the next three years. A forecast for the two following years has also been provided.
- Most councils will therefore budget to carry forward a balance, to cover contingencies or specific spending plans. This means that in setting the budget the council will have to estimate what balance will be brought into the new year, decide what balance it wants to carry forward and charge the difference against the new year's precept.
- Un-earmarked reserves should be maintained at a level that ranges from 25% to 100% of gross expenditure dependent upon the risks facing the council.
- 2.6.2 The Council had an effective contingency in the 'Aggregate Levy'. It is now a grant and must be applied for with a specific purpose in mind. However, it remains a viable source of funding for community focused projects.
- Most of the budget heads are relatively low risk in terms of unexpected expenditure, with the exception of those areas to be tackled in 2019/20 in terms of maintenance issues.
- It is estimated that 'free' balances will represent 30% of expenditure at the end of the 2018/19 financial year which is acceptable.
- 2.6.3 The exposure to financial risk can also be mitigated to some extent by providing a fund for the renewal of assets in the future, for example, the IT equipment and cemetery gates.
- Contributions to election expenses and green initiative reserves also continue.



- 7 *Approve the budget:*
- 7.1 Having determined the planned levels of spending, anticipated income and the balances needed to be carried forward for contingencies and future spending plans, the budget needs to be approved. Much of the work preceding this stage has been delegated to the responsible financial officer and the Accounts & Audit Committee members, but the council must approve the finalised budget. Sufficient information has been provided with the budget papers so that members can make a reasonable and informed assessment about the desirability and affordability of the plans for the coming year.
- 7.2 Council Tax Referenda Levels:  
Details of the level, if any, at which an increase in council tax at parish level would trigger a referendum has been confirmed to not apply to parish councils in 2019/20.
- 8 *Confirm the precept:*
- 8.1 The important statutory stage of the budget process is confirming the precept that is to be raised on the unitary authority for the area. The law requires that precepts be issued a month before the new financial year starts, i.e. by 1 March. The unitary authority may ask for precepts to be issued by an earlier date to assist their setting and administration of the council tax and will normally provide assistance to local councils to ensure that everything goes smoothly.
- 9 *Review progress against the budget in the coming year:*  
Once the budget has been approved, it should be an active tool for managing the council's finances. The well-run council will have the following arrangements in place.
- Progress reports prepared periodically through the year, showing spending and income to date against budgeted amounts. Care should be taken to profile the budget across the year and not necessarily assume, say, that half the budget would have been spent after six months. For instance, a significant element of spending may be grants to local organisations paid at the start of each financial year. There would then be a peak of spending in April that would not be characteristic of the other months of the year. An effective report would therefore contain projections for the full year based on the spend to date and future plans.
  - The report is presented at each council meeting in line with Standing Orders. This would provide members either with comfort that the spending plans were proceeding as hoped or with information about areas where spending was higher or lower than anticipated. In the latter case, members will be able to consider the need to amend their expenditure plans (perhaps by switching amounts from one budget heading to another that is overspent – known as ‘virement’), to take steps to increase income, or to make decisions about using the funds that have been saved for contingencies.
  - It is good practice to change a budget that is shown by experience to be ineffective. However, changes should only be made with the authorisation of those who approved the original budget.

**IT IS RECOMMENDED THAT:-**

- a the budget for 2019/20 as shown in appendix 1 be approved;**  
**b the precept for 2019/20 be set at £42,439**

## LUDGVAN PARISH COUNCIL

### SUMMARY OVERVIEW FOR BUDGET 2019/20

Actuals 2017/18		2018/19 Year End Projection	Budget 2019/20
	<b>Receipts</b>		
<u>34,487</u>	Precept	<u>41,414</u>	<u>42,439</u>
34,487	Sub Total	41,414	42,439
	<b>Operating Income</b>		
2,939	Administration	2,307	2,354
472	Long Rock Allotments	450	510
1,440	Church Hill Allotments	1,620	1,760
7,125	Amenities	8,500	8,500
2,912	St Pauls Cemetery	1,750	2,250
2,812	Crowlas Cemetery	2,100	2,100
7,346	Neighbourhood Planning	2,998	0
1,313	VAT Data	1,232	-
<u>60,846</u>	Total Receipts	<u>62,371</u>	<u>59,913</u>
	<b>Running Costs</b>		
27,716	Administration	27,834	31,615
253	Long Rock Allotments	405	4,756
2,087	Church Hill Allotments	1,894	1,796
4,019	Amenities	13,265	13,065
1,373	St Pauls Cemetery	1,824	1,827
1,857	Crowlas Cemetery	3,152	3,154
11,595	Neighbourhood Planning	20,189	3,700
1,232	VAT Data	950	-
<u>50,132</u>	Total Payments	<u>69,513</u>	<u>59,913</u>
	<b>Receipts and Payments Summary</b>		
37,574	<b>Opening Balance</b>	48,288	41,146
<u>60,846</u>	Add Total Receipts (As Above)	<u>62,371</u>	<u>59,913</u>
98,420		110,659	101,059
50,132	Less Total Payments (As Above)	69,513	59,913
<u>48,288</u>	<b>Closing Balance</b>	<u>41,146</u>	<u>41,146</u>
	<b>Reserve Balances are represented by:</b>		
10,714	Current Year Fund	0	0
12,736	General Reserves	20,879	20,879
15,441	EMR Repairs & Renewals	13,941	13,941
0	EMR Elections	1,500	1,500
5,242	EMR Neighbourhood Plan	0	0
380	EMR Community Chest	500	500
1,599	EMR LLCA	0	0
1,476	EMR Green Initiatives	2,126	2,126
0	EMR LR Toilet	1,200	1,200
700	EMR Equipment	1,000	1,000
<u>48,288</u>		<u>41,146</u>	<u>41,146</u>

APPENDIX 1

		Actual 2018/19 to date	Budget 2018/19	Projection 2018/19	Budget 2019/20	Projections		Yr 17/18	Yr 16/17
						2020/21	2021/22		
<b>100</b>	<b>Administration</b>								
1076	Precept	41,414	<b>41,414</b>	41,414	<b>42,439</b>	43,288	44,154	34,487	33,244
1080	Interest Received (Business Acct)	1	<b>4</b>	1	-	-	-	4	4
1090	Council Tax Support Grant	1,506	<b>1,506</b>	1,506	<b>1,554</b>	1,321	1,123	1,905	2,436
1110	Other Grants	-	<b>800</b>	800	<b>800</b>	800	800	1,030	1,368
	<b>Administration :- Receipts</b>	<b>42,921</b>	<b>43,724</b>	<b>43,721</b>	<b>44,793</b>	<b>45,409</b>	<b>46,077</b>	<b>37,426</b>	<b>37,052</b>
4000	Clerk's Salary	11,997	<b>15,576</b>	16,540	<b>19,327</b>	20,107	20,509	14,014	18,193
4010	Employers NI	693	<b>957</b>	1,030	<b>1,505</b>	1,615	1,668	808	1,387
4030	NEST Pension - Employer's contrib	116	-	200	<b>400</b>	423	434	-	-
4040	Training	493	-	1,200	<b>1,200</b>	1,000	1,000	-	-
4060	Travel	590	<b>750</b>	850	<b>850</b>	850	850	599	752
4070	Office Expenses	1,095	<b>1,250</b>	1,305	<b>1,325</b>	1,350	1,400	1,397	792
4080	Advertising	-	<b>600</b>	450	<b>450</b>	500	600	934	-
4090	Subscriptions	1,033	<b>1,000</b>	1,033	<b>1,050</b>	1,060	1,070	983	933
4100	Insurance	711	<b>725</b>	711	<b>725</b>	750	750	708	751
4110	Audit Fees	460	<b>350</b>	460	<b>500</b>	550	600	350	350
4150	S137 and Other Grants	385	<b>700</b>	700	<b>700</b>	700	700	535	625
4160						-	-	-	-
4170	Christmas Trees	-	<b>250</b>	250	<b>250</b>	250	250	242	242
4180	Deedstore	8	<b>16</b>	16	<b>18</b>	18	18	15	15
4190	Meeting Room Hire	170	<b>360</b>	360	<b>360</b>	360	360	360	360
4300	Website Development	-	<b>100</b>		<b>100</b>	100	100	60	-
4310	Website Maintenance	970	<b>900</b>	970	<b>970</b>	970	970	856	750
4320	Election Expenses	-	<b>1,500</b>	1,500	<b>1,500</b>	2,000	2,500	5,721	-
4350	Software - Annual Licence	259	<b>232</b>	259	<b>385</b>	290	290	229	226
	<b>Administration :- Payments</b>	<b>18,980</b>	<b>25,266</b>	<b>27,834</b>	<b>31,615</b>	<b>32,893</b>	<b>34,069</b>	<b>27,811</b>	<b>25,376</b>

		Actual 2018/19 to date	Budget 2018/19	Projection 2018/19	Budget 2019/20	2020/21	2021/22			Yr 17/18	Yr 16/17
<b>120</b>	<b>Long Rock Allotments</b>										
1210	Allotment Rents	65	450	450	510	525	540			472	438
	<b>Long Rock Allotments :- Receipts</b>	<b>65</b>	<b>450</b>	<b>450</b>	<b>510</b>	<b>525</b>	<b>540</b>			<b>472</b>	<b>438</b>
4120	Maintenance	-	150	150	4,500	150	150			-	-
4130	Water	51	150	150	150	150	150			149	94
4140	Rents Payable	80	80	80	80	80	80			80	80
4350	Software - Annual Licence	25	24	25	26	27	28			24	23
	<b>Long Rock Allotments :- Payments</b>	<b>156</b>	<b>404</b>	<b>405</b>	<b>4,756</b>	<b>407</b>	<b>408</b>			<b>253</b>	<b>197</b>
<b>130</b>	<b>Church Hill Allotments</b>										
1210	Allotment Rents	313	1,620	1,620	1,760	1,820	1,870			1,440	1,403
	<b>Church Hill Allotments :- Receipts</b>	<b>313</b>	<b>1,620</b>	<b>1,620</b>	<b>1,760</b>	<b>1,820</b>	<b>1,870</b>			<b>1,440</b>	<b>1,403</b>
4120	Maintenance	377	400	400	400	400	400			799	75
4130	Water	563	400	700	600	650	700			496	299
4140	Rents Payable	350	700	700	700	700	700			700	700
4350	Software - Annual Licence	94	92	94	96	98	100			92	90
	<b>Church Hill Allotments :- Payments</b>	<b>1,384</b>	<b>1,592</b>	<b>1,894</b>	<b>1,796</b>	<b>1,848</b>	<b>1,900</b>			<b>2,087</b>	<b>1,164</b>

		Actual 2018/19 to date	Budget 2018/19	Projection 2018/19	Budget 2019/20	2020/21	2021/22			Yr 17/18	Yr 16/17
	<b>140 Amenities</b>										
1100	Footpath Grant		<b>4,000</b>	4,000	<b>4,000</b>	4,000	4,000			2,625	5,230
1130	Aggregate Fund Income		<b>4,500</b>	4,500	<b>4,500</b>	4,500	4,500			4,500	-
	<b>Amenities :- Receipts</b>	-	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>			<b>7,125</b>	<b>5,230</b>
4120	Maintenance	200	-	200	<b>200</b>	200	200			20	320
4200	Repairs	160	<b>1,245</b>	1,245	<b>1,045</b>	1,100	1,200			567	-
4400	St Pauls Amenity Area	563	<b>750</b>	750	<b>750</b>	750	750			682	682
4410	Churchtown Garden	173	<b>430</b>	430	<b>430</b>	430	430			210	210
4420	Aggregate Fund Expenditure	-	<b>4,500</b>	4,500	<b>4,500</b>	4,500	4,500			4,500	-
4430	Footpath Maintenance	3,769	<b>4,000</b>	4,000	<b>4,000</b>	4,000	4,000			2,210	2,945
4450	Long Rock Toilets	-	<b>1,200</b>	1,200	<b>1,200</b>	1,200	1,200			-	-
4460	Grass Cutting	180	<b>290</b>	290	<b>290</b>	290	290			330	285
4470	Green Initiatives	-	<b>650</b>	650	<b>650</b>	650	650			-	-
	<b>Amenities :- Payments</b>	<b>5,045</b>	<b>13,065</b>	<b>13,265</b>	<b>13,065</b>	<b>13,120</b>	<b>13,220</b>			<b>8,519</b>	<b>4,442</b>

			Actual 2018/19 to date	Budget 2018/19	Projection 2018/19	Budget 2019/20	2020/21	2021/22			Yr 17/18	Yr 16/17
	<b>150</b>	<b>St Pauls Cemetery</b>										
	1200	Burial Fees	1,000	<b>2,680</b>	1,750	<b>2,250</b>	2,250	2,250			2,912	1,900
		<b>St Pauls Cemetery :- Receipts</b>	<b>1,000</b>	<b>2,680</b>	<b>1,750</b>	<b>2,250</b>	<b>2,250</b>	<b>2,250</b>			<b>2,912</b>	<b>1,900</b>
	4120	Maintenance	-	<b>255</b>	255	<b>255</b>	255	255			-	255
	4130	Water	34	<b>50</b>	50	<b>50</b>	60	65			54	51
	4460	Grass Cutting	866	<b>1,230</b>	1,230	<b>1,230</b>	<b>1,230</b>	<b>1,230</b>			1,050	1,050
	4520	Sextons Duties	-	<b>132</b>	132	<b>132</b>	132	132			120	120
	4350	Software - Annual Licence	157	<b>154</b>	157	<b>160</b>	163	166			150	150
		<b>St Pauls Cemetery :- Payments</b>	<b>1,057</b>	<b>1,821</b>	<b>1,824</b>	<b>1,827</b>	<b>1,840</b>	<b>1,848</b>			<b>1,374</b>	<b>1,626</b>
	<b>160</b>	<b>Crowlas Cemetery</b>										
	1200	Burial Fees	1,859	<b>500</b>	2,100	<b>2,100</b>	2,100	2,100			2,812	262
		<b>Crowlas Cemetery :- Receipts</b>	<b>1,859</b>	<b>500</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>	<b>2,100</b>			<b>2,812</b>	<b>262</b>
	4120	Maintenance		-	1,500	<b>1,500</b>	150	150			357	-
	4460	Grass Cutting	1,213	<b>1,620</b>	1,620	<b>1,620</b>	1,650	1,670			1,470	1,470
	4350	Software - Annual Licence	32	<b>30</b>	32	<b>34</b>	36	38			30	30
		<b>Crowlas Cemetery :- Payments</b>	<b>1,245</b>	<b>1,650</b>	<b>3,152</b>	<b>3,154</b>	<b>1,836</b>	<b>1,858</b>			<b>1,857</b>	<b>1,500</b>

		Actual 2018/19 to date	Budget 2018/19	Projection 2018/19	Budget 2019/20	2020/21	2021/22			Yr 17/18	Yr 16/17
<b>200</b>	<b>Neighbourhood Planning</b>										
1120	Neighbourhood Planning Grant	2,998	-	2,998	-	-	-			7,346	1,654
	<b>Neighbourhood Planning :- Receipts</b>	<b>2,998</b>	<b>-</b>	<b>2,998</b>	<b>-</b>	<b>-</b>	<b>-</b>			<b>7,346</b>	<b>1,654</b>
4020	Staff/General Costs/LLCA	4,264	<b>13,676</b>	10,101	<b>3,700</b>	-	-			3,769	2,635
4260	Grant Funded		-	2,998	-	-	-			7,425	1,654
4270	Other (Reserve Funded)		<b>7,090</b>	7,090	-	-	-			401	656
	<b>Neighbourhood Planning :- Payments</b>	<b>4,264</b>	<b>20,766</b>	<b>20,189</b>	<b>3,700</b>	<b>-</b>	<b>-</b>			<b>11,595</b>	<b>4,945</b>

		Actual 2018/19 to date	Budget 2018/19	Projection 2018/19	Budget 2019/20	2020/21	2021/22			Yr 17/18	Yr 16/17	
<b>999</b>	<b>VAT Data</b>											
115	VAT Refunds	1,232	-	1,232	-	-	-					
	<b>VAT Data :- Receipts</b>	<b>1,232</b>	<b>-</b>	<b>1,232</b>	<b>-</b>	<b>-</b>	<b>-</b>					
515	VAT on Payments	639	-	950	-	-	-					
	<b>VAT Data :- Payments</b>	<b>639</b>	<b>-</b>	<b>950</b>	<b>-</b>	<b>-</b>	<b>-</b>					
	Grand Totals:- Receipts	50,388	57,474	62,371	<b>59,913</b>	60,604	61,337					
	Payments	32,770	64,564	69,513	<b>59,913</b>	51,944	53,303					
	Net Receipts over Payments	17,618	(7,090)	7,142	<b>0</b>	8,660	8,034					
	Use of Neighbourhood Planning Reserve		7,090		-							
	Amended Net Receipts over Payments		-		-							
									2018/19	2019/20	2020/21	2021/22
	General Reserve	23,450		20,879				Taxbase	1,204.63			
	Repairs & Renewals	15,441		13,941				Band D	34.54	35.23	35.93	36.65
	Elections	-		1,500				Increase		2%	2%	2%
	Neighbourhood Planning	5,242		-								
	Community Chest Grant	380		500								
	LLCA	1,599		-								
	Green Initiatives	1,476		2,126								
	LR Toilet Reserve	-		1,200								
	IT Equipment Reserve	700		1,000								
		<b>48,288</b>		<b>41,146</b>								



To All Clerks

The relationship which exists between us is somewhat different to a normal supplier and we would like to acknowledge that by inviting Ludgvan Parish Council to learn more about our services and participate in the development of our next website model.

The attachment not only explains What We Do it also reminds you of our Free Makeover Service and ends with an invitation to help shape our new website model which we hope to launch in the summer of 2019.

**By participating in the development of the new model councils will benefit financially if they choose to upgrade.**

Please place the attached before your council at your January meeting and advise us of the councils decision by 31st January 2019.

May we take this opportunity to offer you our best wishes for Christmas and the New Year

Thank you

Kind regards  
Mike Henson  
Managing Director  
mh-p internet Limited

## **WORKING WITH YOUR COUNCIL**

**COURSE TUTOR:** Sarah Mason

**WHO IS IT FOR?:** New Parish Clerks, administration assistants or anyone considering or currently studying the SLCC ILCA online course.

'Working with Your Council' s a fantastic training opportunity for clerks/ council staff or even councillors to gain a rounded view of council functions and the important role they play in enabling a council to operate and function well.

The course comprises of 3 sessions and all 3 sessions must be attended before accreditation is awarded.

**The subjects covered will include:**

- Roles and Responsibilities
- Community Engagement
- Procedures
- Law
- Finance
- Information Law & Managing Confidential Information

**COURSE DURATION:** 3 full day sessions will run from 10:00am – 4.00pm

The charge for the course is based on candidates attending all 3 sessions.

# LUDGVAN PARISH COUNCIL

## Grant Application Form

Please complete all sections and use additional sheets if necessary. If you have any questions please contact the Parish Clerk, Tel: 01736 740922 or email: [clerk@ludgvan.org.uk](mailto:clerk@ludgvan.org.uk) Post completed form to Parish Clerk, The Old Mill, Nancledra, Penzance, Cornwall TR20 8NA.

Applications may be emailed to the above address, please send supporting documents as scanned attachments or as pdf, word or excel files.

1.	Name of Organisation	Cruse Bereavement Care Cornwall
2.	Designated Contact	Bernadette Pawley, Co-ordinator
3.	Address for Correspondence	Cruse Bereavement Care in Cornwall c/o St Austell Community Hospital, Porthpean Road, St Austell, PL26 6AA
4.	Telephone number	01726 76700
5.	E-Mail Address	cornwall@cruse.org.uk
6.	Name of Project	Travel expenses for volunteers supporting people at home in the Ludgvan area.
7.	Description of project including total cost	Geography of Cornwall and lack of local availability means our trained volunteers have to travel large distances at times to support people in their homes. They give their time free but are re-imbursed at 20p per mile. A grant of £200 would help to continue to provide a service in a rural area.

8.	Amount requested.	£200
9.	Describe what the money will be spent on.	See above – travel re-imburement.
10.	How will the project benefit the local community?	Cruse supports bereaved adults whatever the circumstances. Bereaved people often feel isolated and sometimes reluctant to socialise. Support from a trained bereavement volunteer for a short period of time can help to adjust to a different way of life.
11.	Please state how you consider that you meet the conditions of the Council's Grant Policy?	Our service directly supports the people of Ludgvan. Although we come under the umbrella of Cruse nationally, financially we are stand-alone and have to seek local funding.
12.	What other organisations have you approached for funding?	Other Councils. Nothing else in Ludgvan.

Have you included your most recent bank statement

For Office Use:

Date Received:	Approved: Yes/No	Date Approved:
Minute Number:	Cheque Number:	Signed:
Relevant Act:		

# PLANNING & HIGHWAYS ITEMS FOR INFORMATION

## Cornwall Council – Planning Decisions

	Details:	LPC:	CC:
<b>PA17/10583</b> Dec 17	Retention and alteration of garden decking. – 2 Bowls Barn Castle Road Ludgvan Penzance Cornwall TR20 8HD	The parish council is happy to defer to the planning officer to try and reach an acceptable solution.	Approved 21 Dec 18
<b>PA18/08690</b> Oct 18	1 Greenbank Crowlas Penzance Cornwall TR20 8DX - Proposed first floor extension and attic conversion - Mr C Edwards	No objection, subject to the question of the loss of privacy being addressed and obscure glass being used.	Approved 21 Dec 18
<b>PA18/09328</b> Nov 2018	Outline application with all matters reserved for replacement of historic dwelling and garage and associated works. – Historic Dwelling North Of Tregarthen Farmhouse Tregarthen Long Rock Cornwall – Mr M Faulkner	Council has no objection in principle to having a building on this site so long as the designs developed are in keeping with the site, and that all the technical issues, re flooding, drainage, sewerage etc., are fully considered by the appropriate experts.	Refused 18 Dec 18
<b>PA18/09335</b> Nov 2018	Two detached dwellings with integral garages – Land Adj To The Cottage Castle Gate Ludgvan Cornwall TR20 8BQ – Mr J Walker	Council objects to this application on the grounds that it is a new development in open countryside, within an AONB, also the scale and design of the development is not appropriate to the site.	Approved 17 Dec 18
<b>PA18/09707</b> Nov 2018	Demolition of barn and construction of garage/workshop. – Tregender Farmhouse Tregender Lane Crowlas Penzance Cornwall TR20 8DQ – Mr & Mrs N Brown	No objection.	Approved 28 Dec 18
<b>PA18/10062</b> November 2018	Conversion of existing redundant barns to form five residential dwellings, with associated parking and landscaping with variation of condition 8 in respect of PA17/00221 to allow for extension, 3 additional rooflights and stainless steel flue – Tregender Farmhouse Tregender Lane Crowlas Penzance Cornwall TR20 8DQ - Mr N Brown	No objection.	Approved 28 Dec 18

## Planning Appeals:

**Appeal Ref: APP/D0840/W/18/3208008 re PA17/10394, dated 1 November 2017**

Treas-Lew, Gilly Lane, Whitecross TR20 8BZ - The development proposed is for a seasonal roundhouse, self-contained, with septic tank, for holiday use. LPC had No Objection but it was refused.

Appeal allowed and Planning Permission Granted.

# PLANNING & HIGHWAYS ITEMS FOR INFORMATION

## **Highways - Planned Roadworks:**

Location: Badgers Cross to Nancledra  
Timing: 3-11 January 2019 – repair stone hedge

Location: Badgers Cross to Nancledra  
Timing: 23-25 January 2019 – gully emptying and road maintenance

Location: Road between Carntiscoe Rd and Nannesbridge Road, Trencom, Lelant Downs  
Timing: 28 March – 1 April