

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 13th November, 2019 in the Oasis Childcare Centre, Lower Quarter, Ludgvan commencing at 7pm.



M J Beveridge
Parish Clerk
08/11/2019

AGENDA:

Page No.

1. **Apologies for absence** – to receive and approve apologies for absence and note apologies not received.
2. **Declarations of Interest in Items on the Agenda** – to receive Declarations of Pecuniary Interests as declared on the Register of Interests and/or Declarations of Non-registerable Interests.
3. **Dispensations** – the Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct.
4. **Public Participation Period** – to last no longer than 15 minutes unless agreed by the Chairman.
5. **Parish Council Meeting Minutes** – to receive and approve the minutes of the meeting held on Wednesday, 9th October, 2019. 3-7
6. **Matters to Note** – to receive a verbal report on any matters arising from previous minutes, not on the agenda. For information only.
7. **Cornwall Councillor Report** – to receive report from Cllr. Elliott – to last no longer than 5 minutes unless agreed by the Chairman. For information only.
8. **Cornwall Council – Planning Applications** – for consideration.
 - (a) **PA19/08511** – Alterations to existing building including window openings and internal alterations to create first floor to be used as storage (revised application to approval PA18/11284) – Rosevidney Manor Road Between Lane To Tregilliwoe Farm And Gitchell Lane Rosevidney Crowlas TR20 9BX – Mr & Mrs K Whittam
 - (b) **PA19/08282** – Outline planning permission with all matters reserved: Two dwellings – Whitecroft Gilly Lane Whitecross TR20 8BZ – Mr & Mrs Veal
 - (c) **PA19/09139** – Certificate of lawfulness for existing use of land for residential curtilage – Eglos Cottage Access Track To Meadowvale Ludgvan TR20 8HQ – Mr Ben Matthews
 - (d) **PA19/09306** – Extension and alterations – Lower Trenowin Farm Road From B3311 To Angwinack Ludgvan TR20 8BL – Mr & Mrs Williams
 - (e) **PA19/09307** – Listed Building Consent for above alterations – Lower Trenowin Farm Road From B3311 To Angwinack Ludgvan TR20 8BL – Mr & Mrs Williams
 - (f) **PA19/09228** – Construction of first floor extension and associated works – 43 Godolphin Road Long Rock TR20 8JW – Ms C Page & Mr S Edwards
- Appeal** – for information.
 - (g) **PA19/01725** – Tregarthen Barn, Tregarthen Farm, Tregarthen, Long Rock – Mr and Mrs Richards. Appeal Allowed. Costs claim against Council – Dismissed.
9. **Finance Report**
 - (a) Payment Schedule – for approval.
 - (b) Receipts – for information.
 - (c) Bank Reconciliation – to note that the latest bank reconciliation has been signed.
 - (d) Budget Monitoring Report – for information.

10. **Allotments** – to discuss and approve.
 (a) Allotments Working Party – updates and to set date to fee setting meeting.
 (b) Long Rock wall – update on costs.
11. **Cemeteries** – to discuss and approve.
 Crowlas Chapel – drainage improvement measures.
12. **Tolverth Field, Long Rock** – to discuss replacement of gate post and gravel and approve expenditure.
13. **Councillor Roles** – to discuss motion from Cllr. Taylor for Councillors to be named primary contacts for specific issues.
14. **Tackling Littering** – to discuss best approach and approve expenditure if required.
15. **Parish Council Newsletter** – Cllr. Elliott to provide concept information.
16. **Road Sign** – Cllr. Price-Jones to provide costings for consideration.
17. **Budget 20/21** – to set meeting date for Accounts & Audit Committee.
18. **Clerk's Report** – for information.
 (a) Parish logo – update.
 (b) Ludgvan Square Telephone Box – to consider retaining it for community purpose.
 (c) Christmas Trees – to approve provision of three trees.
 (d) Calendar of meetings, 2020. 8
 (e) Aggregates Fund – to agree application focus.
19. **Website** – to receive an update on progress.
 New Privacy Notice – for adoption. 9-13
20. **Community Emergency Plans** – to receive an update on progress.
21. **Neighbourhood Development Plan** – to receive an update on progress.
22. **Design Statement** – to receive an update on progress.
23. **Affordable Housing Plan** – to receive an update on progress.
24. **Training** – to appoint Members and the Clerk to attend various courses.
25. **Highways, Bridleways and Footpaths** – to receive reports and agree actions.
 St Michael's Way – Inspection from St Ives boundary to Heather Lane Bridleway.
26. **For Information** – to receive updates on any meetings attended by Members or the Clerk as representatives of the Parish Council; future dates for the diary; and any matters of interest from Members or the Clerk.
27. **Correspondence** – to receive and agree actions.
 (a) CALC AGM – 7.15pm Tuesday 26th November, New County Hall, Truro.
 (b) Power For People – Motion to support Local Electricity Bill. 14-15
 (c) Street Trading Grant Application – Mr Trevor Osborne – Osbornes Discount Store – LI19/005916 – Street Trading Sub Committee, 20 November 2019 at 11.00 am at Council Offices, Dolcoath Avenue, Camborne. To decide attendance.
28. **Agenda Items** – to receive items for next meeting.
29. **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.
30. **Planning & Highways** – For information (see attached) 16
31. **Correspondence** – For information
 (a) Friends of the Earth – 20 Actions Council can take on Climate Emergency. 17-24
 (b) Highways England – A30 Green Ribs 25

LUDGVAN PARISH COUNCIL

Chairman:
Councillor Roy Mann

The Old Mill, Nancledra,
Penzance,
Cornwall TR20 8NA
(01736) 740922
clerk@ludgvan.org.uk
www.ludgvan.org

Clerk to the Council:
Joan Beveridge

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY, 9TH OCTOBER 2019, IN THE OASIS CHILD CARE CENTRE, LOWER QUARTER, LUDGVAN.

PRESENT: Councillors: R Mann (Chair); C Cartwright; S Elliott; J Munday; M Parker; C Price-Jones; M Taylor.

IN ATTENDANCE: Joan Beveridge (Clerk)

LPC 990 Apologies for absence

Apologies were received from Councillors Miucci, Squire and Trudgeon.

LPC 991 Declarations of interest in Items on the Agenda

Councillor Price-Jones re Item 11(a) Allotment Rules.

LPC 992 Dispensations

None.

LPC 993 Public Participation Period

Thirteen residents attended. Slippery, dangerous pavements on Church Hill were reported, due to being mossy and overgrown with grass growing in the gutters. Residents spoke in support of planning applications PA19/07524 and PA19/04612. Objections were raised to PA19/08317.

LPC 994 Presentation

CAD Architects gave a presentation about a residential and community development at Lower Quarter at the initial design concept stage. A mix of open market and affordable housing with open spaces and additional car parking for the village.

LPC 995 Minutes of the Parish Council Meeting on Wednesday 11th September, 2019

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

LPC 996 Matters to Note

- (a) Re LPC 981 (c): Litter – A30 Lower Quarter – Biffa costings to purchase, install and empty rubbish under private contract were noted. See LPC 1014, below.
- (b) Re LPC 981 (c): Toilets at Jordan's Café – Long Rock – The Café will be closing at end October for the season, at which point the plumbing will be overhauled.
- (c) Re LPC 981 (c): Who Dares Works – Two projects submitted by Council to the project for consideration; to renovate the old BT box at Whitecross and to clear ivy and brambles from Long Rock Memorial Hall – subject to Trustees' agreement.

LPC 997 Cornwall Councillor Report

- (a) Travellers broke into Tolverth Field. Although they left within 2 days, they damaged one of the benches, stole the gate pole and smashed down fencing.
- (b) Rock Armour on Long Rock beach – A report of collapse was only the sand settling.
- (c) The Hoxton Special will be running a variety of winter events and has launched an appeal to raise £1,000 to set up a solar powered weather station and webcam.

LPC 998 Cornwall Council – Planning Applications – For decision;

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

- (a) PA19/07524 – Proposed construction of detached garage and creation of new access for existing dwelling Meadowvale – Meadow-Vale Access Track To Meadowvale Ludgvan TR20 8HQ – Mr J Wallis – **Council requests that a condition be made that the 'Games Room', on the floor above the garage and storage room, cannot be converted to residential use. Aside from this caveat, Council has no objection.**
- (b) PA19/07888 – Extension and alterations including balcony and associated works – Summerhill Cottage Nancledra Hill Nancledra TR20 8AY – Mr & Mrs J Chalcraft – **Council objects to this application on the same grounds as the Cornwall Area of Outstanding Natural Beauty, particularly in terms of scale and lightspill.**
- (c) PA19/07949 – Advert consent: Totem Signage – The Range Long Rock TR20 8JQ – Mr Harding – **Council objects to this application on the same grounds as before, namely that the illumination/light pollution level is too high, particularly so close to a proposed Dark Skies area. The sign is out of scale with the surrounding area and overbearing. The proposed location is in the wrong place, it should be at the main industrial site entrance. Also, that it is too close to residential houses.**
- (d) PA19/08317 – Retrospective change in use of a former stables and workshop to a timber frame manufacturing and assembly workshop – Bowls Barn Castle Road Ludgvan Penzance Cornwall TR20 8HD – P Osborne – **Council objects to this application as it has been previously refused and Council supports the reasons for its refusal. It is unsuitable for a rural location and would be better placed in an industrial unit.**
- (e) PA19/08311 – New dormer and rooflight to loft – 4 Gladstone Terrace Long Rock TR20 8JB – Ms Alex Szpurka – **No objections.**
- (f) PA19/08198 – Erection of a Two Storey Extension and increase in residential curtilage – Tregarthen Cottage Tregarthen Long Rock TR20 8YH – Mr N Prior – **Council objects to this application on the basis that the quality of design and scale of extension are not in keeping with the original cottage and the vernacular of the hamlet.**
- (g) PA19/04612 – Replacement of existing garage/workshop with artist's studio – Higher Chellev Access Track To Higher Chellev Higher Trenowin Nancledra TR20 8BD – Mr Fox – **Council would reiterate that the Dark Skies initiative is very important to the area and would request that a condition is placed for solar activated blackout blinds to be installed to ensure there is no night-time light spill through the roof apertures. Aside from this caveat, Council has no objections.**

Notice of Appeals:

- (i) EN18/01161 – Bowls Farm. Cllr Elliott to attend the public inquiry on 16th October.
- (ii) PA19/01725 – Noted.

LPC 999 Finance Report

It was **RESOLVED** that:

- (a) **the Payment Schedule totalling £2,231.05 (appended) be approved for payment and be duly signed by the Chairman;**
- (b) **receipts totalling £21,996.87 be noted;**
- (c) **the bank reconciliation be noted;**
- (d) **the budget monitoring report be noted.**

LPC 1000 Allotments

It was **RESOLVED** that:

- (a) **Cllr. Taylor replace Cllr. Munday on the Working Party.**
- (b) **The draft revised Allotment Rules be AGREED with two amendments.**
- (c) **The authority to approve a quote for additional fencing be delegated to the Chairman and Vice-Chair.**
- (d) **Quotes of an additional £100 for site clearance re Church Hill plot #34, plus £150 for fencing and £300 to separate and fence off plot #33 be approved.**

LPC 1001 Cemeteries

It was **RESOLVED** that:

- (a) **A quote of £150 be approved to remove diseased hedge plants and replace.** The sexton to be asked to identify the disease responsible for killing the plants.
- (b) Potential future costs re Crowlas chapel and walls were noted. Clerk to contact Structural Engineer to request copy of January report.

LPC 1002 Ludgvan Square & Garden

It was **RESOLVED** that:

- (a) **A quote of £420 to cut down and remove the dead sycamore tree be approved.** The tree surgeon to be asked to identify the disease responsible for killing the tree.
- (b) **A quote of £200 for planting and low wall repairs be approved.**
- (c) **A quote of £250-£300 to repair the bench and surrounding walls be approved.** The bench to be offered to parishioners for dedication.

Cllr. Cartwright left the meeting.

LPC 1003 Parish Council Promotional Leaflet

Cllr. Elliott put forward his motion to produce and distribute to every household in Ludgvan Parish via Royal Mail, a promotional A2 leaflet, with a map on one side and Council information on the other, detailing the role of Council, its Members, promoting the new website etc. To be produced in full colour at an approx. cost of £1,000. It was **RESOLVED to approve the motion.** Cllr. Elliott to provide concept info to next meeting.

LPC 1004 Road Sign

A discussion took place regarding the installation of flashing 20 mile limit road signs. Cllr. Price-Jones AGREED to investigate costings and bring back to next meeting.

LPC 1005 Budget 2020/21

Key item: maintenance and repair of Crowlas cemetery chapel and walls.

LPC 1006 Clerk's Report

- (a) Long Rock Memorial Hall – Chairman declined meeting request. (See LPC 955 (b).)
- (b) Community Highways Scheme – an application to tackle issues of speeding in Long Rock and parking obstruction in Rospeath Lane has been submitted.
- (c) Community Governance Review – a second submission, providing a response to submissions from neighbouring parishes, has been submitted. The Electoral Review Panel's final document with proposals for every parish area and recommendations for future arrangements will be approved by Cornwall Council on 10th December, 2019.
- (d) Parish Logo – Nothing to note at this stage.
- (e) Neighbourhood Watch Report - There are a number of scams in circulation, one involves Thomas Cook travel refunds, another targets elderly people, and a warning to be extremely cautious of doorstep cold callers.

- LPC 1007 Website**
The new website is a work in progress. Cllr. Elliott aims to transfer all information from the old site to the new one by end of October. The Clerk and Cllr. Price-Jones will receiving training to enable them to be Administrators, on 14th November.
- LPC 1008 Community Emergency Plans**
Members have received documentation though not all Member “pairs” have met up yet. It was AGREED to aim to have plans developed by end of March, 2020.
- LPC 1009 Neighbourhood Development Plan**
An Examiner has been appointed. Links to website documentation require updating.
- LPC 1010 Affordable Housing Plan**
Progress has been made on getting a site for up to 20 homes. Ludgvan’s Housing Needs Survey figures have been confirmed as robust. CCLT meeting taking place in 2 weeks’ time. Cllr. Price-Jones to investigate possibilities of alternative heat/energy sourcing.
- LPC 1011 Design Statement**
Cllr. Price-Jones distributed a draft text-only version of the full document for feedback. A version including feedback and photographs to be produced by November meeting.
- LPC 1012 Training**
Nothing to report.
- LPC 1013 Highways, Bridleways and Footpaths**
A number of complaints have been received about footpaths being overgrown. The Rights of Way Working Party will meet on Monday, 21st October, as part of their development of footpaths and bridleways programme, to walk and inspect key paths.
- LPC 1014 Updates on Meetings attended by Members**
- (a) Chairman’s Report – Attended the Community Network Panel in St Just. Highways meeting postponed until next month. Attended Governance Review meeting at St John’s Hall and presented Ludgvan’s submission. Attended Town & Parish Conference. Gave advice to St Hilary’s Chairman re Governance Review.
 - (b) Other Councillors – Cllr. Parker attended NHS Kernow drop in. Cllr. Elliott attended School Nurses Conference in St Austell.
- LPC 1015 Correspondence**
Localism Summit, 6th November – Clerk to send information to Cllrs Parker and Taylor.
- LPC 1016 Agenda Items for Next Meeting**
- (a) Littering – how best to tackle the issue.
 - (b) Tolverth Field – financial support re replacement of gate post and gravel.

Treasurers Account

Payments made between 12/09/2019 and 09/10/2019

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
17/09/2019	NEST Pension	DD15	76.91			4030	100	32.96	Employer's contribution
						4000	100	43.95	Employee's contribution
09/10/2019	St Aubyns Estates	3278	40.00			4140	120	40.00	LR Allotments - Rent
09/10/2019	Webmate Internet Services	3279	82.80		13.80	4310	100	69.00	Annual website fee
09/10/2019	Viking Direct	3280	76.13		12.69	4070	100	63.44	Stationery
09/10/2019	Headland Printers	3281	20.40		3.40	4120	150	17.00	Sign for St Paul's Cemetery
09/10/2019	M Joan Beveridge	3282	1,518.77			4000	100	1,346.01	Clerk's Salary
						4070	100	18.00	Office costs
						4070	100	7.21	Tel Calls
						4070	100	8.05	PC-Stationery
						4060	100	139.50	Mileage
09/10/2019	HM Revenue & Customs	3283	343.61			4000	100	220.58	PAYE
						4010	100	123.03	NI
Total Payments:			2,158.62	0.00	29.89			2,128.73	

02/09/2019		DD14	72.43			4130	100	72.43	LR Allots Water
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Total Payments:			2,231.05	0.00	29.89			2,201.16	
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Signed by:
(Chair)

Dated: 9th October, 2019

CALENDAR OF LUDGVAN PARISH COUNCIL MEETINGS 2020

1. Wednesday, 8th January, 2020 at 7pm.
2. Wednesday, 12th February, 2020 at 7pm.
3. Wednesday, 11th March, 2020 at 7pm.
4. Wednesday, 8th April, 2020 at 7pm.
5. Wednesday, 13th May, 2020 at 7pm – **ANNUAL PARISH MEETING, FOLLOWED BY THE ANNUAL PARISH COUNCIL MEETING.**
6. Wednesday, 10th June, 2020 at 7pm.
7. Wednesday, 8th July, 2020 at 7pm.
8. Wednesday, 12th August, 2020 at 7pm.
9. Wednesday, 9th September, 2020 at 7pm.
10. Wednesday, 14th October, 2020 at 7pm.
11. Wednesday, 11th November, 2020 at 7pm.
12. Wednesday, 9th December, 2020 at 7pm.

LUDGVAN PARISH COUNCIL

GENERAL PRIVACY NOTICE

To be Adopted by Council: 13th November 2019

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly, using the data itself, or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Ludvan Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Cornwall Council
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for services, financial identifiers such as payment/transaction identifiers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

LUDGVAN PARISH COUNCIL

How we use sensitive personal data:

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;

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- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council;
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you. We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the acceptance of an allotment tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data:

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. Eg, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information.

LUDGVAN PARISH COUNCIL

We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data:

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. The right to correct and update the personal data we hold on you

If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4. The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7. The right to lodge a complaint with the Information Commissioner's Office

- You can contact the Information Commissioners Office on 0303 123 1113 or via email - <https://ico.org.uk/global/contact-us/email> or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

LUDGVAN PARISH COUNCIL

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

This Privacy Notice will be kept under regular review.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Clerk

Ludgvan Parish Council

Email: clerk@ludgvan.org

Council motion request re national community energy campaign

Email from: Steve Shaw

Steve.shaw@powerforpeople.org.uk

16 October 2019

I am contacting you to ask you to help our campaign for more local, clean energy generation that would benefit local communities.

We are a not-for-profit organisation campaigning for the [Local Electricity Bill](#) – that we authored – to become law. The Bill is currently supported by a cross-party group of 115 MPs.

The Bill aims to solve the current problem whereby local renewable energy generators, such as community energy groups, are unable to sell energy that they generate to local people. This is because of the huge setup and running costs involved in doing so.

The Bill would fix this problem by establishing a Right to Local Supply that would make the costs of selling locally generated clean energy proportionate to the scale of the operation. This would benefit the existing community energy groups across the country and, even more excitingly, create the opportunity for huge growth in such groups and other local clean energy providers.

If the Bill became law it would be excellent news for Parish and Town Councils that wished to set up their own energy companies to sell locally generated renewable energy to local people, as the set up and running costs involved would be proportionate and thus a fraction of what they are now. The revenues received by such councils could be ploughed back into local emissions reduction schemes and other local services and facilities.

Could you please help by doing the following?

1. Ask Ludgvan Parish Council to pass a motion in support of the Local Electricity Bill. A model resolution is below.

2. Sign up to the campaign which you can do here:
www.powerforpeople.org.uk/sign-up

Please reply if you would like to ask anything about our campaign.

Yours sincerely

Steve Shaw

Director

Power for People

www.powerforpeople.org.uk

Council Draft Resolution

That [*insert council's name*]

- (i) acknowledges the efforts that this council has made to reduce greenhouse gas emissions and promote renewable energy;
- (ii) recognises that councils can play a central role in creating sustainable communities, particularly through the provision of locally generated renewable electricity;
- (iii) further recognises
 - that very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so,
 - that making these financial costs proportionate to the scale of a renewable electricity supplier's operation would create significant opportunities for councils to be providers of locally generated renewable electricity directly to local people, businesses and organisations, and
 - that revenues received by councils that became local renewable electricity providers could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities;
- (iv) accordingly resolves to support the Local Electricity Bill, currently supported by a cross-party group of 115 MPs, and which, if made law, would make the setup and running costs of selling renewable electricity to local customers proportionate by establishing a Right to Local Supply; and
- (v) further resolves to
 - inform the local media of this decision,
 - write to local MPs, asking them to support the Bill, and
 - write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or info@powerforpeople.org.uk) expressing its support.

PLANNING & HIGHWAYS ITEMS FOR INFORMATION

Cornwall Council – Planning Decisions

	Details:	LPC:	CC:
PA19/03169 July 2019	Change of use of land for the siting of two holiday chalets – Rose-In-Vale Farmhouse Rose-In-Vale Farm Ludgvan Penzance TR20 8HQ – Mr David Wallis	Council agreed, by majority vote (5/4), to offer no objection.	Approved 22 Oct 19
PA19/07949 October 2019	Advert consent: Totem Signage – The Range Long Rock TR20 8JQ – Mr Harding	Council objects to this application on the same grounds as before, namely that the illumination/light pollution level is too high, particularly so close to a proposed Dark Skies area. The sign is out of scale with the surrounding area and overbearing. The proposed location is in the wrong place, it should be at the main industrial site entrance. Also, that it is too close to residential houses.	Approved 22 Oct 19
PA19/06651 September 2019	Proposed Extension and Alterations (to accommodate elderly family member) – 25 Polmor Road Crowlas TR20 8DW – Mr And Mrs Payne	Council objects on the grounds that it is not a suitable design for an older person; exacerbation of parking issues and overdevelopment within the area.	Refused 5 Nov 19

Highways - Planned Roadworks:

A30 – (by Arch Lane turning) – St Erth Flooding Mitigation Works, to be carried out from **9th November 2019 until March 2020**, working Monday to Friday on a combination of day and night shifts depending upon the stage of work. Most of the work will be carried out under temporary traffic lights. Bus stops will be temporarily relocated outside of the works area.

October 2019



20 actions parish and town councils can take on the climate and nature emergency

Parish and town councils may not be as powerful as local authorities but they can “do their bit” in addressing the climate and nature emergency and be a force for change.

1. [Be a force for good](#)
2. [Demonstrate leadership through your own practical actions](#)
3. [Use your powers wisely](#)
4. [Acknowledgements](#)

This guide complements Friends of the Earth's template Local Climate Action Plan¹ .

In this guide we identify actions that parish and town councils can take on climate change and nature. Its purpose is to support those of the 10,000 local councils across England and 750 community councils in Wales who want to "do their bit" in addressing the climate and nature emergency.

Be a force for good

Encourage the formation of Climate Action groups.

Communities across the country are coming together to take climate action in response to the climate and nature emergency. Climate Action groups will encourage and support you to take local political action, build positive community solutions, and join together to demand national action. Parish, town and community councils should encourage and support the formation of these groups. Friends of the Earth will provide resources, training and advice to climate action groups (see takeclimateaction.uk).

Actively support small and large planning applications for new renewable energy in the area.

Planning decisions will be made by the local planning authority, which needs to hear from those that support the applications. The UK needs to increase the amount of renewable energy it generates by around eight-fold.

Promote practical action by local people.

People can often be at a loss about what they can practically do to reduce their own carbon footprint or support nature. An impartial local guide that provides information on accredited local businesses can be invaluable and help keep money in the local

economy. The guide could include information on local accredited energy assessors² and renewable energy installers for solar panels, batteries, EV charging points and heat pumps³, eco-friendly retailers, green builders and landscape companies, etc. It can also encourage sustainable transport options.

Bring together groups of people for bulk purchases.

The costs of installing solar PV, or other renewable technologies such as heat pumps, should be much lower if done in bulk, street by street, or area by area. A town or parish council can bring together local homeowners and businesses to develop such a scheme - it's a widely used model in the Netherlands and places such as Suffolk and Frome in the UK. Bulk purchases of energy audits or energy insulation is also possible. Transition Streets is an example of this approach⁴.

Develop and promote lift-sharing scheme.

By convening local businesses and car-sharing schemes, such as the social enterprise Liftshare, it's possible to help local people reduce the carbon pollution from car use, save money and foster new friendships. An analysis by Liftshare suggested that 92% of people commuting to work in over 200 locations lived close enough to be able to share a car to work. Lift-sharing may often be a solution for people when public transport, cycling or walking to work isn't. Car-sharing schemes for non-commuting journeys should also be promoted⁵.

Use your voice.

Decisions on infrastructure projects are largely made by local authorities, Local Economic Partnerships, or by national government. But too many of these decisions will increase carbon emissions and / or harm nature. Use your voice when possible to oppose high-carbon developments, promoting sustainable alternatives instead. Press local authorities and MPs to demand national changes to bus services regulations, so all areas can regulate buses as London does, and urban profit-making routes can cross-fund loss making rural routes.

Demonstrate leadership through your own practical actions

Save energy.

Ensure any council buildings are as energy efficient as possible and any street lighting uses well-directed LED lighting. Getting an energy audit is the first step. Loans for projects in England that have a payback of less than five years are available through Salix funding⁶. Projects with longer term paybacks should still be carried out.

Produce green energy.

Install renewable energy generation, like heat pumps and solar PV, at council buildings. Heat pumps benefit from a government grant⁷ that will partially cover the cost. Several energy companies provide a smart export tariff, which pays for any electricity generated that isn't used by the building, including offering top prices if the solar PV is used in conjunction with a battery⁸. Funds can also be raised through Salix loans⁹ or through crowdfunding. Buildings using renewable energy should also be used as a showcase to help local people see these technologies first-hand, particular less familiar technologies such as heat pumps. An electronic display showing how much energy has been generated and how much money and CO2 emissions saved is one way of demonstrating the benefits.

Reduce pesticide use and other harmful activities.

It's possible to reduce activities that harm wildlife, from using peat-free compost to shunning pesticides and ensuring light pollution is controlled. Glastonbury Town Council has stopped using glyphosate weed killer and instead uses a hot foam system¹⁰. These steps alone are not enough to protect and restore nature but they're an important first step. To encourage others, promote the actions you're taking, for example use signage on council-owned land where you use peat-free compost.

Manage land for nature.

Parish, town and community councils can have responsibility for allotments, bridleways, burial grounds, commons and open spaces, and village greens. All of these can be managed to enhance nature, particularly through changing mowing regimes. Friends of

the Earth and Buglife have produced a guide to developing an action plan for helping pollinators such as bees¹¹ . Buglife's B-lines project aims to support the development of a network of wildlife friendly corridors¹² . Friends of the Earth is piloting a crowd-funded postcode gardener project to help people green the streets where they live¹³ .

Increase tree cover.

Friends of the Earth is campaigning for the UK to double tree cover. The Forestry Commission and others have suggested that even urban areas should aim for at least 20% tree cover¹⁴ . Parish, town and community councils should aim to double tree cover and, if necessary, go beyond this to reach the 20% minimum. Much of this will involve encouraging and supporting landowners to take part in tree planting. The Tree Charter, developed by the Woodland Trust, provides excellent guidance on how to increase tree cover. The National Association of Local Councils website provides case studies where it has been used¹⁵ .

Buy green.

Buying local can support the local economy and buying green can help protect the planet, rewarding businesses committed to a better future. Buying green electricity helps develop new renewable energy and ensures the council isn't supporting dirty energy financially. Friends of the Earth has identified Ecotricity, Good Energy and Octopus as the greenest energy companies. Buying green can also extend to any food provided at events, including providing mainly plant-based food and less but better meat and dairy.

Use green transport.

Employees and councillors should be encouraged to walk, cycle or use public transport or car-share. The council should provide bikes or electric bikes for staff as they carry out any work-related trips. It should also provide zero-interest loans for buying bikes. Where a car or van is needed it should be electric only.

Minimise waste going to landfill or incineration.

In your own operations, ensure all your waste is recycled or composted, but also consider setting-up community recycling facilities for hard-to-recycle items when the

local authority hasn't done so, for example in partnership with Terracycle¹⁶. Bisley Parish Council has set up a community composting scheme. The best approach for waste minimisation is reuse (eg, reusable cups) or avoiding unnecessary purchases.

Ensure money is invested wisely.

Across the UK, local authorities are investing tens of millions of pounds each into fossil fuel companies, despite having declared a climate emergency. Although town council investments will be tiny in comparison, the council should still ensure any council funds are invested safely in low-risk sustainable banks or investment funds.

Use your powers wisely

Ensure you know the climate change or nature implications of decisions before you make them.

It isn't credible to accept the need for rapid action on climate change and nature and then make decisions without knowing whether they'll be harmful or helpful. Requiring every decision to be well informed is common sense as well as good practice. This should extend to demanding that the planning authority provides you with this kind of information when consulting you.

Designate sites within the Neighbourhood Plan for trees, renewable energy and nature restoration.

In practice, the development of 90% of Neighbourhood Plans is led by town and parish councils working hand in hand with their communities. The Neighbourhood Planning process is far from perfect and very time consuming, but it offers the community the opportunity to show it means business on protecting and enhancing the environment for future generations.

Use the Neighbourhood Plan to require new homes to be energy efficient, nature friendly, and located close to public transport and amenities.

Given the climate and nature emergency, it's unfortunate that the government doesn't require all new homes to be as sustainable as possible. Neighbourhood Plans will identify sites for future housing and should push for these to be zero-carbon (eg,

Passivhaus standard) and nature friendly, even though the local planning authority may seek to override this aim. Homes should also be fitted with renewable energy. Homes need to be located close to amenities and public transport to avoid car dependency.

Designate safe walking and cycle routes in the Neighbourhood Plan.

Identify safe walking and cycling routes and where necessary work in partnership with district and county councils to deliver them. The Propensity to Cycle tool identifies the huge potential for increasing cycling in all areas of the country, particularly with good quality infrastructure, such as segregated cycleways and cycle-parking, and with the use of E-bikes¹⁷.

Use differential car-parking charges to support low-carbon vehicles.

Any carparks run by the council should offer low cost or free car-parking to electric vehicles and dedicated spaces with electric charging points.

Acknowledgements

This list of actions has drawn on ideas kindly shared by others including Simon Pickering (Green councillor, Stroud), Robert Vint (Extinction Rebellion, Totnes) and Chris Gittins (Timsbury Parish Council). All three also kindly provided comments on an earlier draft, for which I thank them. Any mistakes or errors remain mine.

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- 1.** Friends of the Earth, September 2019, Get your council to adopt our climate action plan, <https://takeclimateaction.uk/climate-action/get-your-council-adopt-our-climate-action-plan>.
 - 2.** A register of accredited assessors is available at <https://www.epcregister.com/searchAssessor.html>.
 - 3.** To qualify for a government grant (Renewable Heat Incentive) to help with the costs of installing renewable heat such as solar thermal panels or heat pumps it's necessary to use a certified installer. The list of certified installers is at <https://mcscertified.com/find-an-installer/>.
 - 4.** See <https://www.transitionstreets.org.uk>.
 - 5.** There are a number of car-sharing schemes across the country, including national and local providers. Somerset County Council has a guide on setting up a community car-share

scheme, <http://www.travelsomerset.co.uk/wp-content/uploads/2018/05/Car-Scheme-Toolkit-All-You-Need-to-Know-DW-Edit-2.doc> .

6. Webpage accessed 18 Sept 2019, <https://www.salixfinance.co.uk/index.php/loans/parish-councils>.

7. Ofgem has guidance on the non-domestic Renewable Heat Incentive at <https://www.ofgem.gov.uk/environmental-programmes/non-domestic-rhi>.

8. For example, Octopus was the first to offer a tariff to pay for exported energy (which will be metered) <https://octopus.energy/outgoing/>. Other companies will follow suit.

9. See <https://www.salixfinance.co.uk/loans/parish-councils>.

10. The company WeedingTech has produced a case study, but you might want to check on the current situation with Glastonbury Town Council, https://www.weedingtech.com/case_studies/glastonbury-town-council/.

11. Buglife and Friends of the Earth, Helping pollinators locally, <https://www.buglife.org.uk/sites/default/files/Helping%20Pollinators%20Locally.pdf>.

12. Buglife B-lines Hub, <https://www.buglife.org.uk/b-lines-hub>.

13. See <https://friendsoftheearth.uk/nature/10x-greener-towns-and-cities>.

14. Urban Forestry and Woodland Advisory Committee Network, England's Urban Forests: Using tree canopy cover data to secure the benefits of the urban forest, https://www.forestresearch.gov.uk/documents/2109/FR_FC_TreeCanopyData_leaflet.pdf.

15. NALC website, The Tree Charter, <https://www.nalc.gov.uk/our-work/treecharter>.

16. Terracycle website, <https://www.terracycle.com/en-GB/>.

17. Propensity to Cycle tool, <https://www.pct.bike/>.

Designated funds

Newsletter - October 2019

A30 Green Ribs

Along the A30 in Cornwall we have developed a flagship programme of work called “Keyn Glas” (Green Ridge in Cornish). Keyn Glas is made up of 17 individual environmental enhancement projects on third party land which will enable us to go above and beyond business as usual, and deliver environmental benefits that are greater than the sum of their parts.

Six of the projects form the Green Rib concept, three of which are the pilot ribs and will be delivered by the end of March 2020, the first rib starting construction in November 2019. These three ribs will deliver £2m of new green infrastructure across 30 km² of Central Cornwall’s countryside.

Green Rib concept:

A Green Rib project area extends out from the A30 and focuses on connecting core habitat areas to achieve continuous landscape corridors in Central Cornwall. This includes developing strategies to reinforce and connect existing habitat, reinstate historic field patterns, create new habitat areas, improve the extent and quality of existing pollinator zones, and to transition woodland to adapt to climate change conditions.

Along with Arup and Cornwall Wildlife Trust, we are working closely with stakeholders, local farmers and communities to implement landscape works that will:

- enhance the character, productivity and recreational value of the local landscape, including historic landscape areas
- reduce landscape and biodiversity severance by improving the condition and connectivity of woodland, hedgerow and grassland habitats
- reduce the speed and quantity of surface water runoff and improve water quality.

The work will deliver on our vision to protect and enhance the environmental resources of landscape, water, soil, air, biodiversity, and the historic environment. Based on the success of these three pilot ribs, we plan to deliver a further three ribs early in the next Roads Period (2020 to 2025). This will complete a landscape-scale suite of six ribs and will make a significant contribution to better health, wellbeing and resilience of habitats, landscape and local communities in this part of Cornwall.

