

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 8th January, 2020 in the Oasis Childcare Centre, Lower Quarter, Ludgvan commencing at 7pm.



M J Beveridge
Parish Clerk
03/01/2020

AGENDA:

- | | Page No. |
|---|----------|
| 1. <u>Apologies for absence</u> – to receive and approve apologies for absence and note apologies not received. | |
| 2. <u>Declarations of Interest in Items on the Agenda</u> – to receive Declarations of Pecuniary Interests as declared on the Register of Interests and/or Declarations of Non-registerable Interests. | |
| 3. <u>Dispensations</u> – the Clerk will consider and report on any requests for dispensation in line with the Council's Code of Conduct. | |
| 4. <u>Public Participation Period</u> – to last no longer than 15 minutes unless agreed by the Chairman. | |
| 5. <u>Allocated Employment Site Presentation</u> – Andrew Golay on Cornwall Development Plan for Hayle – Site H-E2 – to last no longer than 10 minutes. | |
| 6. <u>Parish Council Meeting Minutes</u> – to receive and approve the minutes of the meeting held on Wednesday 11 th December, 2019. | 3-7 |
| 7. <u>Matters to Note</u> – to receive a verbal report on any matters arising from previous minutes, not on the agenda. For information only. | |
| 8. <u>Cornwall Councillor Report</u> – to receive report from Cllr. Elliott – to last no longer than 5 minutes unless agreed by the Chairman. For information only. | |
| 9. <u>Cornwall Council – Planning Applications</u> – for consideration. | |
| (a) <u>PA19/08317</u> – Retrospective change in use of a former stables and workshop to a mixed use as a timber frame manufacturing and assembly workshop, domestic & commercial storage and stabling for the keeping of a recreational horse – Bowls Barn Castle Road Ludgvan Penzance Cornwall TR20 8HD – P Osborne. | |
| Decision deferred from December: | |
| (b) <u>PA19/10164</u> – Retention of extension to dwelling – Gwel-An-Margh Ludgvan Penzance Cornwall TR20 8BL – Mr & Mrs Higgins | |
| 10. <u>Finance Report</u> | |
| (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. | |
| 11. <u>Budget & Precept 2020/21</u> – for approval. | 8-16 |
| 12. <u>Grants</u> | |
| (a) PK Muay Thai (Martial Arts Club) – Rospeath Industrial Estate, Crowlas | 17-18 |
| 13. <u>Logo</u> – for approval. | 19 |

14. **Risk Register and Review of Internal Controls 2019/20** – for approval.
15. **Community Halls**
 - (a) New Community Building in Long Rock – to consider invitation to Parish Council to take on ownership and management.
 - (b) Long Rock Memorial Hall.
16. **Auto Speed Watch Roadside Units** – to approve expenditure, subject to relevant authorisations being received.
17. **Clerk’s Report** – for information.
 - (a) Recruitment – update.
 - (b) Tolverth Field Repairs – update.
 - (c) St Erth PC meeting re boundary review.
 - (d) CALC AGM – Thursday 30th January at 7.30 – New County Hall, Truro – to approve attendees on behalf of Council.
 - (e) Climate Emergency Working Party meeting – to set date.
 - (f) Community Chest 2020/21 proposal to purchase thermal imaging camera – to consider and approve preparation of application.
18. **Website** – to receive an update on progress.
 - (a) Training
19. **Community Emergency Plans** – to receive an update on progress.
 - (a) Canonstown to Whitecross – replacement for Cllr. Miucci.
20. **Neighbourhood Development Plan**
 - (a) Examiner’s Report.
 - (b) Next steps.
21. **NDP/PC Promotional Leaflet** – update on progress.
22. **Design Statement** – update on progress.
23. **Affordable Housing Plan** – 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.
 - (a) Parish “Welcome to Ludgvan” Road signs.
 - (b) Rights of Way W/P report on section 3 of St Michael’s Way.
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.
28. **Agenda Items** – to receive items for next meeting.
29. **Planning & Highways** – For information (see attached)
30. **Correspondence** – For information
 - (a) Cornwall Council – Site Allocations Development Plan

LUDGVAN PARISH COUNCIL

Chairman:
Councillor Roy Mann

Clerk to the Council:
Joan Beveridge

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

MINUTES OF THE MONTHLY MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY, 11TH DECEMBER 2019, IN THE OASIS CHILD CARE CENTRE, LOWER QUARTER, LUDGVAN.

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

IN ATTENDANCE: Joan Beveridge (Clerk)

LPC 1046 Apologies for absence

Apologies were received from Councillors C Cartwright and J Munday.

LPC 1047 Declarations of interest in Items on the Agenda

None.

LPC 1048 Dispensations

None.

LPC 1049 Presentation on PA19/09309

The Agent/Architect outlined proposals to improve the surface of the access roads.

LPC 1050 Public Participation Period

4 present. Residents outlined objections to PA19/09309 and potential negative impacts to residents in terms of safety (speeding cars) and drainage.

LPC 1051 Minutes of the Parish Council Meeting on Wednesday 13th November, 2019

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

LPC 1052 Matters to Note

None.

LPC 1053 Cornwall Councillor Report

Community Governance Review – Cllr. Elliott attended CC meeting 10 December to approve recommendations before going forward to public consultation.

- (i) Ludgvan/Penzance boundary: Recommendation was for “no change”. Penzance put forward amendment, later withdrawn, however, if Long Rock residents indicate a desire to be part of Penzance (during public consultation), Penzance can reapply to change boundary.
- (ii) Ludgvan/St Erth boundary: Recommendation was for properties east of A30 within Canon’s Town and Rose-an-Grouse to be transferred from St Erth to Ludgvan. However, there was a counter recommendation. Cllr. Elliott proposed a meeting with St Erth to discuss/take forward the boundary change proposals.

LPC 1054 Cornwall Council – Planning Applications;

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

- (a) PA19/09309 – Construction of 5 Bungalows with Garages on Vacant Field – Land SW Of Evergreen Lodge Back Lane Canonstown TR27 6NF – Mr R Budrikis – **Council objects (5 in favour/2 against/1 abstention) to this application on the following grounds: Proposed improvements to access roads (Heather Lane and Back Lane) are not to a standard that will allow them to be adopted. Increase in car numbers and speed of traffic on the “improved” access roads would pose a significant risk to foot traffic, particularly without pavements. The design/floor plans appear more suited to holiday lets than residency. There are too many units for the site. The development has not been designed with integrated sustainability or renewables.**
- (b) PA19/06874 – Erection of a dwelling (amended design) – Land South East Of Glen Cairn Ludgvan TR20 8AJ – Mr G Penrose – **Council objects as before, in that the development continues to be overlooking with loss of privacy to neighbouring properties.**
- (c) PA19/09766 – Change of use of agricultural land to form horse riding sand school + associated works – Cucurrian Farm Cucurrian Ludgvan TR20 8AP – Mr P Ramsey – **No objections.**
- (d) PA19/09833 – Creation of First Floor Amenity Area & Installation of Frosted Privacy Screen – 10 Trescoe Road Long Rock TR20 8JZ – Mr & Mrs D Roskilly – **No objections.**
- (e) PA19/10164 – Retention of extension to dwelling – Gwel-An-Margh Ludgvan Penzance TR20 8BL - Mr And Mrs Higgins – **Council defers its decision until more information is received as to why the extension was considered to have been constructed under permitted development.**
- (f) PA19/09988 – Erection of two detached houses and associated siteworks – Omeagayne Canonstown Hayle TR27 6LU – Mr K Freer – **Council objects to this application on the grounds that the Highways access onto the A30 is unsafe. The area is known locally to be prone to flooding and there is a lack of correct drainage.**
Appeals:
 - (i) PA18/11590 – Tremenheere Sculpture Garden – **Council continues to support this application as the development is clearly not a permanent structure. If necessary, a condition could be applied that if it’s ever not needed the area could be returned to as it was.**
 - (ii) PA19/04524 – Blowing House Hill – **Council continues to object to this application on the same grounds as before. In relation to Council’s concerns over the use of a soakaway for surface water drainage as opposed to a piped/pumped system, Council would like the developer, in support of his proposal, to provide evidence that he has considered the hydrostatic pressure that this proposal would apply to the retaining wall at the rear of White Gables. Council considers a hydrostatic survey is required and would be interested to view the developer’s calculations, including the analysis of the physical soil properties and the specific calculations for the water pressure applied to the wall.**
 - (iii) PA19/00814 – Trink bungalow – **Council continues to object to this application (9 for/1 against) on the same grounds as before.**
Street Trading Licensing:
 - (iv) LI19/007583 – A30 Layby near Newtown roundabout – **Council objects to this application on the grounds that a layby on the A30, the main trunk road, is not an appropriate location for trading. It should be available for delivery lorries to wait in, before completing their journeys to Penzance. The scale of the business is expanding year on year, taking up more and more space. There are public health and safety concerns about a trader, handling food and vegetables, in a location where there is no running water and no toilet facility.**

- LPC 1055 Finance Report**
It was **RESOLVED** that:
- (a) **the Payment Schedule totalling £4,209.30 (appended) be approved for payment and be duly signed by the Chairman;**
 - (b) **receipts totalling £Nil be noted;**
 - (c) **the bank reconciliation be noted;**
 - (d) **the budget monitoring report be noted.**
- LPC 1056 Recruitment Panel**
It was **RESOLVED** to have a Panel of five: Cllrs. R Mann; M Parker; M Squire; M Taylor and L Trudgeon.
- LPC 1057 Allotments**
- (a) It was **RESOLVED** to approve the Working Party's recommendation to increase tenancy fees by one pound to £35/annum.
 - (b) Long Rock tenants request received for gravel pathway for better access and measures to tackle run-off from the road flooding into allotments during heavy rain.
 - (c) LR #7A – Council needs to see signs of progress by February 2020. Tenant to be sent a friendly reminder of things he could be doing now.
- LPC 1058 Budget 2020/21**
Accounts & Audit Committee considered first draft budget. Second draft to be considered prior to January LPC meeting.
- LPC 1059 Parish Council Promotional Leaflet**
It was **RESOLVED** to utilise first leaflet as a means of promoting Neighbourhood Plan to encourage residents to vote and to fund accordingly.
- LPC 1060 Auto Speed Watch Roadside Units**
Cllr. Price-Jones reported that Highways have no objections, so long as units mounted on existing poles. Cost of data collection in Year One, part of initial purchase and £48/pair thereafter. Still awaiting Devon & Cornwall Police's authority to install.
Cllr. Squire left the meeting.
- LPC 1061 Climate Emergency**
Cllr. Elliott suggested the acquisition of a thermal imaging camera to enable residents to identify heat leakage from their homes.
It was **RESOLVED** to set up a Climate Emergency Working Party with Cllrs. S Elliott; S Miucci and M Taylor, with the possibility of inviting non-councillors to join it in the future, to take this issue forward.
- LPC 1062 Clerk's Report**
- (a) Community Governance Review – Superseded by LPC 1053, above.
 - (b) Tolverth Field Repairs – It was **RESOLVED** to approve labour costs of £200.
 - (c) Recruitment Update – 9 applications have been received so far.
 - (d) Crowlas Cemetery – Still awaiting Structural Surveyor's Report.
 - (e) Logo – 3 winning designs from Ludgvan School were displayed and one chosen as the Ludgvan logo.
- LPC 1063 Website**
- (a) It was **RESOLVED** to approve the Candidate Privacy Notice.
 - (b) It was **RESOLVED** to approve the Data Protection Policy.
 - (c) It was **RESOLVED** to approve the Terms of Use Notice.
 - (d) Cllr. Elliott to provide training to Cllr. Price-Jones and the Clerk on 23rd December in enable them to take over admin of the Site.

LPC 1064 Community Emergency Plans

The 4 Areas provided updates on progress. A number of places of safety were suggested. It was proposed that Ludgvan/Crowlas and Canon's Town/Whitecross link up, in terms of providing a place of safety.

LPC 1065 Neighbourhood Development Plan

Examiner flagged up conflict between Plan and Cornwall Council's Coastal Change Management Area (CCMA). Ludgvan agreed to remove the CCMA from the Plan.

LPC 1066 Design Statement

Update deferred, to January 2020.

LPC 1067 Affordable Housing Plan

CCLT proceeding on land acquisition.

LPC 1068 Training

None.

LPC 1069 Highways, Bridleways and Footpaths

- (a) Highways – Gitchell Lane/Railway bridge flooding is a long standing issue. Cllr. Elliott has approached Phil Mason to deal with it.
Long Rock traffic flow; Cllr. Elliott proposed meeting with Geoff Brown and Cllr. Mann to take matters forward.
It was **RESOLVED to put forward a FOI request on business rates gathered from Ludgvan Parish.**
- (b) Footpaths – The Rights of Way WP has now walked St Michael's Way down to Ludgvan, inspecting signage. A request for "arrow signs" has been made to the Footpaths Officer.

LPC 1070 For Information

- (i) The Chairman attended a tour of the new Heliport which is scheduled to open in March.
- (ii) Cllr. Miucci reported an issue with Hardy's Exotics planting overgrowing and restricting the pavement at Whitecross. Cllr. Elliott suggested contacting Roger Stribling, Asst. Services Manager, Highways England.
- (iii) Cllr. Parker reported flooding at Green Lane being resolved by dredging.
- (iv) Cllr. Elliott noted that there is 22 weeks' worth of EU funding remaining for hedge cutting works.

LPC 1071 Correspondence

Strengthening police powers to tackle unauthorised encampments – Government Consultation. Open to public. Consultation ends: 05/03/2020. Responses to: www.gov.uk/government/consultations/strengthening-policepowers-to-tackle-unauthorised-encampments

LPC 1072 Agenda Items for Next Meeting

- (a) Long Rock Memorial Hall
- (b) Welcome to Ludgvan Signs

Treasurers Account

Payments made between 14/11/2019 and 11/12/2019

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
19/11/2019	South West Water	DD17	15.80			4130	150	15.80	St Paul's Cemetery water
20/11/2019	NEST Pension	DD18	76.91			4030	100	32.96	Employer's contribution
						4000	100	43.95	Employee's contribution
25/11/2019	Prepared Media Ltd	3291	240.00		40.00	4080	100	200.00	Recruitment Ad
11/12/2019	Gumtree	3292	62.39		10.40	4080	100	51.99	Recruitment Ad
11/12/2019	Reach Publishing Services Ltd	3293	480.00		80.00	4080	100	400.00	Recruitment Ad
11/12/2019	Simon Rhodes	3294	1,058.30			4460	150	288.75	St Paul's Cemetery
						4460	160	404.25	Crowlas Cemetery
						4400	140	187.55	Amenity Gdns
						4410	140	57.75	Churchtown Plot
						4520	150	120.00	Sextons duties
11/12/2019	Apex Tree Service	3295	420.00			4120	140	420.00	Felling Tree - Ludgvan Sq
11/12/2019	Society of Local Council Clerk	3296	52.30		0.80	4070	100	47.50	Clerk's Manual
						4070	100	4.00	Delivery
11/12/2019	M Joan Beveridge	3298	1,434.99			4000	100	1,346.01	Clerk's Salary
						4070	100	18.00	Office costs
						4070	100	1.24	Tel Calls
						4070	100	3.14	PC + Stationery
						4060	100	66.60	Mileage
11/12/2019	Heamoor British Legion	3299	25.00			4150	100	25.00	Heamoor British Legion
11/12/2019	HM Revenue & Customs	3299	343.61			4000	100	220.58	PAYE
						4010	100	123.03	NI
Total Payments:			4,209.30	0.00	131.20			4,078.10	

Signed by:
(Chair)

Dated: 11th December, 2019

BUDGET & PRECEPT 2020/21 & FORECASTS FOR 2021/22 & 2022/23

1	Background
1.1	<p>The preparation of an annual budget is one of the key statutory tasks undertaken by the council. The budget has three main purposes:</p> <ul style="list-style-type: none"> • 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	<i>The form that the budget takes:</i>
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	<i>Review of the current year's budget:</i>
2.2.1	<p>A review of the current year is required for three main purposes:</p> <ul style="list-style-type: none"> • 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. <p>Appendix 1 shows actual spend against the budget to date and provides a projection of the year end position. Overall a loss of £8,205 is predicted.</p>
2.3	<i>Determine spending plans:</i>
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	<p>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:</p> <ul style="list-style-type: none"> • Increase in office costs, in terms of travel and projected newsletter/promotional leaflet costs. • Increase in audit fees for end of year Accountancy Support. • Increase in repairs costs at Church Hill allotments and Crowlas cemetery. • Decrease in Long Rock allotments maintenance as wall repairs now complete. • Decrease due to completion of the Neighbourhood Development Plan. • £1,200 has been included should there be a requirement to open Long Rock toilets in the summer.
2.4	<i>Assess levels of income:</i>
2.4.1	<p>Careful consideration should be given to budgeted levels of income for the forthcoming year. The major changes are outlined below:</p> <ul style="list-style-type: none"> • 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 and increases in running cost, particularly water and maintenance costs.

BUDGET & PRECEPT 2020/21 & FORECASTS FOR 2021/22 & 2022/23

2.5	<i>Bring together spending and income plans:</i>
2.5.1	<p>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.</p> <p>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).</p> <p>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?</p> <p>Appendix 1 shows the proposed budget for the 2020/21 financial year.</p>
2.5.2	<p>The overall impact of the budget as proposed is to increase the precept by £849 which on a Band D property equates to a modest saving of £0.19 or -1% per annum (due to a taxbase increase). Once immediate maintenance works have completed, initial estimates for the 2021/22 and 2022/23 years suggest that at current service levels with 2% increases in the Council Tax there will be headroom for the provision of either new or improved services.</p>
2.6	<i>Provide for contingencies and consider the need for balances:</i>
2.6.1	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
2.6.2	<p>The Council had an effective contingency in the 'Aggregate Fund' although as a grant it must be applied for with a specific purpose in mind. However, it remains a viable source of funding for community focused projects.</p> <p>Most of the budget heads are relatively low risk in terms of unexpected expenditure, with the exception of those areas to be tackled in 2020/21 in terms of maintenance issues.</p> <p>It is estimated that 'free' balances will represent 46% of expenditure at the end of the 2019/20 financial year which is acceptable.</p>
2.6.3	<p>The exposure to financial risk can also be mitigated to some extent by providing a fund for the renewal of assets in the future. Contributions to election expenses and green initiative reserves continue.</p>

BUDGET & PRECEPT 2020/21 & FORECASTS FOR 2021/22 & 2022/23

7	<i>Approve the budget:</i>
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 2020/21.
8	<i>Confirm the precept:</i>
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	<i>Review progress against the budget in the coming year:</i>
	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. <ul style="list-style-type: none"> • 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 2020/21 as shown in appendix 1 be approved;
b	the precept for 2020/21 be set at £43,288.

Appendix 1

		Actual 2019/20 to date	Budget 2019/20	Projection 2019/20	Budget 2020/21	Projections		2021/22	2022/23
100	Administration								
1076	Precept	42,439	42,439	42,439	43,288	44,154	45,037		
1080	Interest Received (Business Acct)	-	-	-	-	-	-		
1090	Council Tax Support Grant	1,555	1,554	1,555	1,317	1,120	952		
1110	Other Grants	1,836	800	1,836	400	400	400		
	Administration :- Receipts	45,830	44,793	45,830	45,005	45,674	46,389		
4000	Clerk's Salary	14,451	19,327	19,327	19,327	19,327	19,327		
4010	Employers NI	1,107	1,505	1,505	1,505	1,505	1,505		
4030	NEST - Employer's contrib	264	400	400	400	400	400		
4040	Training	615	1,200	1,200	1,200	1,000	1,000		
4060	Travel	933	850	1,000	1,200	1,000	1,000		
4070	Office Expenses + computer	1,077	1,325	2,323	1,350	1,400	1,450		
4080	Advertising	652	450	652	800	500	500		
4090	Subscriptions	1,125	1,050	1,125	1,200	1,200	1,200		
4100	Insurance	781	725	781	800	820	840		
4110	Audit Fees	746	500	746	800	800	800		
4150	S137 and Other Grants	1,170	700	1,220	1,200	1,200	1,200		
4160						-	-		
4170	Christmas Trees	-	250	250	260	275	275		
4180	Deedstore	8	18	16	18	20	22		
4190	Meeting Room Hire	120	360	360	450	450	450		
4300	Website Development	43	100	100	100	100	100		
4310	Website Maintenance	985	970	1,000	1,000	1,000	1,000		
4320	Election Expenses	-	1,500	-	2,000	2,500	2,500		
4350	Software - Annual Licence	240	385	385	125	400	400		
	Administration :- Payments	24,317	31,615	32,390	33,735	33,897	33,969		

		Actual 2019/20 to date	Budget 2019/20	Projection 2019/20	Budget 2020/21	2021/22	2022/23						
120	Long Rock Allotments												
1210	Allotment Rents	-	510	510	510	520	530						
	Long Rock Allotments :- Receipts	-	510	510	510	520	530						
4120	Maintenance (inc new wall)	2,753	4,500	4,500	150	150	150						
4130	Water	251	150	350	350	350	350						
4140	Rents Payable	40	80	80	80	80	80						
4350	Software - Annual Licence	26	26	26	27	28	29						
	Long Rock Allotments :- Payments	3,070	4,756	4,956	607	608	609						
130	Church Hill Allotments												
1210	Allotment Rents	167	1,760	1,680	1,680	1,900	2,000						
	Church Hill Allotments :- Receipts	167	1,760	1,680	1,680	1,900	2,000						
4120	Maintenance	954	400	1,000	1,000	1,000	1,000						
4130	Water	374	600	574	600	600	650						
4140	Rents Payable	350	700	700	700	700	700						
4350	Software - Annual Licence	95	96	95	97	98	100						
	Church Hill Allotments :- Paymen	1,773	1,796	2,369	2,397	2,398	2,450						

			Actual 2019/20 to date	Budget 2019/20	Projection 2019/20	Budget 2020/21	2021/22	2022/23					
	140	Amenities											
	1100	Footpath Grant	-	4,000	4,000	4,000	4,000	4,000					
	1130	Aggregate Fund Income	-	4,500	4,500	4,500	4,500	4,500					
		Amenities :- Receipts	-	8,500	8,500	8,500	8,500	8,500					
	4120	Maintenance	450	200	200	300	300	300					
	4200	Repairs	270	1,045	1,745	1,300	1,300	1,300					
	4400	St Pauls Amenity Area	563	750	750	750	750	750					
	4410	Churchtown Garden	316	430	1,000	500	500	500					
	4420	Aggregate Fund Expenditure	4,500	4,500	4,500	4,500	4,500	4,500					
	4430	Footpath Maintenance	1,576	4,000	4,000	4,000	4,000	4,000					
	4450	Long Rock Toilets	-	1,200	-	1,200	1,200	1,200					
	4460	Grass Cutting	60	290	290	290	290	290					
	4470	Green Initiatives	-	650	1,250	650	650	650					
		Amenities :- Payments	7,735	13,065	13,735	13,490	13,490	13,490					

			Actual 2019/20 to date	Budget 2019/20	Projection 2019/20	Budget 2020/21	2021/22	2022/23					
	150	St Pauls Cemetery											
	1200	Burial Fees	1,862	2,250	2,250	2,250	2,250	2,250					
		St Pauls Cemetery :- Receipts	1,862	2,250	2,250	2,250	2,250	2,250					
	4120	Maintenance inc beams	806	255	3,000	1,000	500	500					
	4130	Water	51	50	51	55	60	65					
	4460	Grass Cutting	578	1,230	1,230	1,230	1,230	1,230					
	4520	Sextons Duties	120	132	132	132	132	132					
	4350	Software - Annual Licence	159	160	159	159	160	161					
		St Pauls Cemetery :- Payments	1,714	1,827	4,572	2,576	2,082	2,088					
	160	Crowlas Cemetery											
	1200	Burial Fees	250	2,100	750	750	750	750					
		Crowlas Cemetery :- Receipts	250	2,100	750	750	750	750					
	4120	Maintenance	1,404	1,500	1,500	10,000	1,500	1,500					
	4460	Grass Cutting	809	1,620	1,620	1,620	1,650	1,670					
	4350	Software - Annual Licence	34	34	34	34	35	36					
		Crowlas Cemetery :- Payments	2,247	3,154	3,154	11,654	3,185	3,206					

		Actual 2019/20 to date	Budget 2019/20	Projection 2019/20	Budget 2020/21	2021/22	2022/23					
200	Neighbourhood Planning											
1120	Neighbourhood Planning Grant	385	-	385	-	-	-					
	Neighbourhood Planning :- Receipt	385	-	385	-	-	-					
4020	Staff/General Costs/LLCA	1,125	3,700	3,700	-	-	-					
4260	Grant Funded		-	-	-	-	-					
4270	Other	1,784	-	1,784	-	-	-					
	Neighbourhood Planning :- Paym	2,909	3,700	5,484	-	-	-					

		Actual 2019/20 to date	Budget 2019/20	Projection 2019/20	Budget 2020/21	2021/22	2022/23						
999	VAT Data												
115	VAT Refunds	809	-	1,200	-	-	-						
	VAT Data :- Receipts	809	-	1,200	-	-	-						
515	VAT on Payments	2,548	-	2,650	-	-	-						
	VAT Data :- Payments	2,548	-	2,650	-	-	-						
	Grand Totals:- Receipts	49,303	59,913	61,105	58,695	59,594	60,419						
	Payments	46,313	59,913	69,310	64,459	55,660	55,812						
	Net Receipts over Payments	2,990	0	8,205	(5,764)	3,934	4,607						
	Use of E.M. Reserves		8,205		5,764								
	Amended Net Receipts over Payments		8,205		-								
										2019/20	2020/21	2021/22	2022/23
	General Reserve	31,703		31,703				Taxbase	1,235.30				
	Repairs & Renewals	15,441		14,945				Band D		35.23	35.04	35.74	36.46
	Elections	1,500		3,000				Increase			-1%	2%	2%
	Neighbourhood Planning	7,016		-									
	CC Grant to Emergency Plans	880		400									
	LLCA	1,599		-									
	Green Initiatives	1,476		1,162									
	LR Toilet Reserve	1,200		2,400									
	IT Equipment Reserve	1,000		-									
	Aggregates Fund	4,500		4,500									
		66,315		58,110									

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 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	PK Muay Thai (Martial Arts Club) Rospeath Industrial Estate, Crowlas
2.	Designated Contact	Mrs H. Tidey (member and parent of member)
3.	Address for Correspondence	
4.	Telephone number	
5.	E-Mail Address	
6.	Name of Project	To cover Attendance Costs for Young Student members to enable them to attend Away Competitions - to cover travel, any overnight accommodation and additional competition kit costs.
7.	Description of project including total cost	The Club would like to take students away for competitions, giving them the chance to compete and gain extra experience. However, finances make it hard for lots from down this way, because we usually have to travel so far. Not all families or individuals are in the position to fund such trips. Lots of trips to competitions end up with an over-night stay.
8.	Amount requested.	£100.00

9.	Describe what the money will be spent on.	There's the expense of travelling and also the kit that has to be bought, to take part. Usually students don't have a full kit of their own so there are always additional items needed under competition rules, eg specific gloves, shin pads and head gear. This all adds up and can quite often mean students miss out on the chance to take part in such events.
10.	How will the project benefit the local community?	If children were able to go away for competitions etc., there would be recognition in local papers/on-line etc. This gets the club recognised, more interest in classes, more children from surrounding areas having a safe place to meet other children and learn a new sport. Keeping the local community busy, fit and healthy and having fun. Lots of people probably don't even know the club is there (on Rospeath Industrial Estate, Crowlas).
11.	Please state how you consider that you meet the conditions of the Council's Grant Policy?	The Head Coaches who run PK Muay Thai have worked extremely hard to locate local premises and hold down jobs to fund the running of the club. It is their passion to get others interested in a sport that they have both competed in themselves at very high levels. Any money collected through fundraising or grants will all very much benefit the club and children wishing to go further within the sport.
12.	What other organisations have you approached for funding?	Not yet.

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:		

LOGO – TWO OPTIONS:

A:



B:



RISK REGISTER 2019/20

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

RISK REGISTER 2019/20

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
11	Smoke from fires	Breathing difficulties, particularly for those suffering from asthma. Fire spread	1	2	2 Low	Letting agreement includes rules on fires.
Cemetery Sites						
	Crowlas					
12	Danger from falling wall masonry/grave headstones	Injury to staff or public, insurance liability or criminal charge	1	3	3 Medium	Cemetery walls & grave headstones regularly examined & repaired as required. Future control of headstones facilitated by introduction of reinforced beam. Insurance in place. New cemetery software will enhance recording of inspection process
13	Danger of slips/trips/falls.		1	2	2 Low	Cemetery areas regularly maintained, grass cut & rubbish including leaves removed.
14	Security of Crowlas cemetery store	Damage would require the Council to pay for repairs	1	2	2 Low	Insurance in place. Regular inspections
15	Seating	Injury due to poor maintenance.	1	1	1 Low	Regular inspections
	St Pauls					
16	Danger from falling grave headstones.	Injury to staff or public, insurance liability or criminal charge	1	2	2 Low	Reinforced beams installed to facilitate fitting & positive retention of headstones. Insurance in place
17	Danger of slips/trips/falls.		1	2	2 Low	Central tarmac pathway provided for pedestrians. Grass regularly trimmed & leaves etc removed. Cemetery subject to regular inspection. Undertakers to be responsible for grave excavation, spoil disposal & graveside safety.

RISK REGISTER 2019/20

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
Amenity/Other Sites						
	St Pauls Amenity Site					
18	Slips/falls from steep bank,	Injury to staff or public, insurance liability or criminal charge	1	2	2 Low	Terraced footpaths for pedestrians regularly trimmed, maintained & inspected. Insurance in place
	Churchtown Garden					
19	Slips/trips	Injury to staff or public, insurance liability or criminal charge	1	2	2 Low	Regular maintenance. Insurance in place
20	Trees - danger of falling limbs	Injury to staff or public, insurance liability or criminal charge	1	3	3 Medium	Churchtown Garden sycamore cut down late 2019 when tree died. New tree to be planted early 2020.
General						
21	Injury to members of the public caused by contractors when on Council business	Claim against the Council	1	3	3 Medium	Contractors required to have public liability insurance which is inspected by the Council.
22	Loss of cash through theft or dishonesty	Financial impact on Councils ability to deliver services	1	2	2 Low	All receipts banked promptly (payment accepted by cheque or internet banking only); no petty cash held.; two Member signatories for all cheques; fidelity guarantee included in insurance cover.
23	Integrity of banking arrangements	Financial loss	1	2	2 Low	Current account maintained with Lloyds TSB. Authorised signatories (with specimen signatures) amended when the composition of the Council changes. Bank mandate approved by Council.
24	Integrity of insurance cover	Legal liability as a consequence of asset ownership or activities of council	1	3	3 Medium	Insurance cover reviewed annually by Accounts & Audit Working Party and approved by Council.

RISK REGISTER 2019/20

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
25	Integrity of computer held records and documents	Loss of data Breach of Data Protection Act	1	3	3 Medium	Duplicate backup of relevant files held on separate hard drive. Hard copy of all key documents retained by Clerk. All computer activity protected by the latest Norton anti-virus software. DPA policy in place. Allotment, Cemetery & Planning data maintained on proprietary software which is regularly backed-up
26	Integrity of Archived records	Loss of historic data	1	1	1 Low	Appropriate historical records to be transferred to County Records (Kresen Kernow) in Truro.
27	Failure to maintain proper financial records	Inability to manage council services effectively or efficiently	1	2	2 Low	Accounts maintained on software package that can easily produce all necessary reports Regular back-ups made. Monthly reporting of bank reconciliations, receipts & payments against budgets.
28	Failure to achieve an effective internal audit	Lack of scrutiny and possibility of fraud	1	2	2 Low	Independent, competent internal auditor appointed.
29	Failure to keep up to date Standing Orders & Financial Regulations	Governance arrangements are not for purpose and lead to failure of accountability	1	3	3 Medium	Both documents based on NALC Model and reviewed annually in May.
30	Failure to meet requirements as an employer	Financial penalty form HMRC. Loss through payment of incorrect salary	1	2	2 Low	Clerk paid in line with approved contract of employment. Overtime, if any, formally approved. Payroll managed on HMRC software
31	Failure to comply with VAT requirements	Financial loss if VAT not reclaimed	1	1	1 Low	Council not VAT registered and undertakes no services that would currently require registration. VAT claims produced by accounts software.

RISK REGISTER 2019/20

Risk No.	Description	Impact	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating	Response
32	Failure to maintain sound budget arrangements	Insufficient funds to deliver services	1	2	2 Low	Precept and three year projections produced by Clerk in conjunction with Accounts & Audit Working Party and approved by Council. Monthly budget monitoring reporting in place
33	Failure to act within legal powers	Inability to deliver wishes of Council. Reputational impact as acting 'ultra vires'	1	3	3 Medium	All new projects checked against list of powers; advice would be sought from Cornwall Council Monitoring Officer in cases of doubt. Member of SLCC & CALC.
34	Fraud or Corruption	Financial loss. Reputational impact	1	3	3 Medium	Members provide Declaration of Interests and are bound by the Code of Conduct.
35	Failure to comply with General Data Protection Regulations	Unlimited fines	1	3	3 Medium	Members assigned parish council email addresses for all council matters. Unnecessary historic paperwork shredded under licence.

PLANNING & HIGHWAYS ITEMS FOR INFORMATION

Cornwall Council – Planning Decisions

	Details:	LPC:	CC:
PA19/06726 September 2019	Construction of wooden garden lodge – Conifers 1 Heather Lane Canonstown TR27 6NG – Mr And Mrs Sobey	No objections, conditional on it not being used for Airbnb/holiday let.	Approved 18 Dec 19
PA19/08198 October 2019	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.	Approved 20 Dec 19
PA19/08282 November 2019	Outline planning permission with all matters reserved: Two dwellings – Whitecroft Gilly Lane Whitecross TR20 8BZ – Mr & Mrs Veal	No objections, (3 in favour, 1 against, 5 abstentions) but Council considers the application not to be in the spirit of the “emerging” Ludgvan Neighbourhood Development Plan.	Approved 11 Dec 19
PA19/09228 November 2019	Construction of first floor extension and associated works – 43 Godolphin Road Long Rock TR20 8JW – Ms C Page & Mr S Edwards	No objections.	Approved 19 Dec 19

Highways - Planned Roadworks:

A30 eastbound between the junctions with the A394 and the A3074 from 06:00 on 2 January 2020 to 16:00 on 29 February 2020