

Ludgvan Parish Council

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Minutes – 10 March 2021

Minutes of the meeting of Ludgvan Parish Council held at 7.00pm on Wednesday 10 March 2021, a remote meeting held via Zoom.

Councillors present: R Mann (Chairman), M Parker (Vice-Chairman), N Badcock, A Branchett, S Elliott, S Miucci, J Munday, C Price-Jones

In attendance: 1 member of the public, for the public participation period.

Officer present: Parish Clerk

Minute No.	AGENDA ITEMS
	Chairman's Announcements – the Chairman welcomed all those attending the meeting.
LPC231	Apologies for absence – were received from Cllrs N Osborne, L Trudgeon, M Squire, M Taylor.
LPC232	Declarations of Interest Cllr Price-Jones declared an interest in agenda item LPC238(f), as a neighbour of the application site, and would withdraw from the item if that item was discussed.
LPC233	To approve written requests for dispensation – None received.
LPC234	Public Speaking A member of the public spoke with regard to planning application LPC238 (f) listed on the agenda (application from Western Power). It was explained that the land would also be used by the landowner, in addition to the proposed use by Western Power – for the road only on the part of Western Power.
LPC235	Cornwall Councillor report C.Cllr Elliott reported a busy month with highways issues and so he had been busy with meetings with Cormac. An on-site meeting with the farmer at Gear Farm had led to a possible solution and so Cllr Elliott intended to encourage communications between Highways and land owners to seek better solutions to flooding problems across the parish and the impact this has on local roads. The parish council may have a part to play in helping with this joined-up communication. There have been discussions with the heliport regarding the potential for tree-planting, for carbon offset. 350 deciduous trees had been planted. Last month Varfell Farm were granted planning permission. The caravans have helped to ensure that there have been sufficient number of workers for the farm. Concerns at covid-precautions have been reported to Cornwall Council. The parish council should be hearing soon from the farm manager to set up the regular community meetings, in line with a planning condition imposed. The parish council will have a role to play in working with the farm to help ensure that the conditions are implemented. A planning appeal decision issued earlier in the day regarding Back Lane in Canonstown had been granted. This was a concern as it was not thought that the Planning Inspector understood the situation regarding these properties having an access at this point on the A30. Cllr Elliott had been requested to ask the parish council to write and express concern at the decision in view of

	<p>the traffic hazard this will present, to be sent to Cornwall Council officers Adam Carlille, Mark Broomhead, and the Appeals Team at Cornwall Council. It was AGREED to do this. It was noted that as a private road, it cannot be adopted unless brought to Highways standard, and that conditions will be difficult to impose on a private road. This highlighted the need for the road situation to be resolved before building starts on site. If the decision cannot be rescinded, then the parish council will ask that all conditions are fully implemented. This is likely to be an issue for the incoming ward member for the area.</p> <p>Cllr Elliott expressed his heartfelt thanks to Thornes for their supplies over the past year, to families in receipt of free school meals, including home deliveries where needed. It had highlighted the very severe need that many families in the parish are in.</p> <p>In response to a question about gaps in the yellow lines at Marazion, this is being investigated and a response would be reported when received. These are expected to help with road safety and the residents at St Theresa's.</p>
LPC236	<p><u>Minutes of the meeting of the Council held on 10 February 2021</u></p> <p>Resolved – that the minutes of the meeting of the council, as above, having been circulated, be taken as read, approved and signed by the Chairman as a true and accurate record of the meeting.</p>
LPC237	<p>Clerk's update report</p> <p>Members noted the update report circulate prior to the meeting. Progress on the Marazion to Penzance coastal path was noted, with some concern that works may not be finished before the summer season. Concern was also raised that the tender process by Cornwall Council for interest in re-opening the public toilets at Longrock appeared to be too slow.</p>
LPC238	<p>Planning Applications</p>
	<p>(a) <u>PA21/00498</u> – 10 Bowglas Close, Ludgvan TR20 8HH – Construction of ground floor extensions & associated works</p> <p><i>This application had been deferred at the last meeting due to lack of information. An IT error on the Cornwall Council system has been corrected, and the relevant documents are now available.</i></p> <p>Resolved – that the application is supported.</p>
	<p>(b) <u>PA21/00931</u> – 11 Churchfield Close, Crowlas, TR20 8ER – Conversion and extension of garage/workshop to self-contained annexed accommodation and garage extension.</p> <p>Resolved – that the application is supported.</p>
	<p>(c) <u>PA21/01465</u> – Bramble Hedge Barn, Access to Little Borea, Nancledra TR20 8AY – Single storey wrap around extension on rear southwest corner of property and enlarged utility/porch to provide level access to existing building.</p> <p>Resolved – that the application is supported.</p>
	<p>(d) <u>PA21/01246</u> – The Corner Shop, Road between A30 and Lower Quarter, Crowlas TR20 8ED – Demolition of existing dwelling and construction of two self-build dwellings, landscaping and associated works.</p> <p>Resolved – to send the comment – the application would be supported if plot 1 were moved back and for both properties to use the same access. The proposed second</p>

	access is too close to the road junction (a road safety concern) and would prevent the use of the layby.
(e)	<p>PA21/00877 – Penrose Nurseries, Back Lane, Canonstown, Hayle TR27 6NF - Construction of a new dwelling house with a vaulted ceiling living/dining room with feature trusses before a gallery in front of the mezzanine bedroom, study and bathroom with additional pond.</p> <p>Resolved - that the application is supported.</p>
(f)	<p>PA20/10450 – Land off Lower Quarter, Lower Quarter, Ludgvan, Penzance TR20 8EQ – Construct a tarmac road to form an access to a ground mounted transformer, used only by Western Power Distribution with a locked gate.</p> <p>Noted – that this application has been withdrawn and so not comment at this time.</p>
(g)	<p>PA20/05624 – Refuse Transfer Station and Household Waste Recycling Centre, Treloweth Lane, St Erth TR27 6LP – Proposed redevelopment of St Erth Refuse Transfer Station (RTS) to include an extension to the existing waste transfer building, the provision of new external bays (for glass and clinical waste) and external enclosed bays (for wood wastes), associated infrastructure (eg. provision of weighbridge etc), reversing the traffic flow through the RTS facility and changes to operating hours of the RTS and HWRC (see planning statement for further details). The application site boundary also includes the Household Waste Recycling Centre (HWRC).</p> <p>Members noted that the parish council received information on this application via email – circulated to parish councillors on 26 February.</p> <p>Resolved – the application is supported.</p>
LPC239	<p>Publicity for the Neighbourhood Plan Referendum</p> <p>Members considered the need to agree publicity to encourage good voter turnout for the referendum, to be held in the early summer. It was noted that a leaflet to publicise the holding of the NDP referendum had been previously agreed, since delayed due to the covid-19 pandemic and national restrictions. Cornwall Council had not yet given a new date for the rescheduled referendum, but had advised that it was being planned for early summer 2021. Matter considered during the discussion included:</p> <ul style="list-style-type: none"> - A leaflet to be produced after the elections in May, to introduce newly elected cllrs, outline the work of the parish council, and to encourage voter turnout at the NDP referendum. The leaflet to be distributed to every household in the parish - The leaflet to include the parish council logo - Copies of the neighbourhood plan documents would need to be made available to view in locations open to the community, in addition to displaying the documents on the parish council website. Cllrs to consider likely suitable places for the NDP documents to be made available to the public - Posters to be displayed on noticeboards in the parish, and cllrs to consider additional places for posters to be displayed, to cover areas of the parish without a noticeboard - There will be costs involved – design, print and distribution - Publicity for the referendum to be discussed with the NDP Steering Group at a meeting to be held next week.

	<p>It was AGREED – that this would be an agenda item for the next meeting, with suggestions for the leaflet to be sent through to the clerk prior to the April council meeting.</p>
LPC240	<p>Re-opening of Marazion Station – application for feasibility funding</p> <p>Members considered the need to ratify the grant application submitted for 5 March 2021 deadline, and to consider parish council funding contribution of up to £6,250 should the application to the Ideas Fund be successful.</p> <p>Councillors recorded their thanks to Cllr Munday and the clerk for the work put into the application submitted to the Ideas Fund. The application had been submitted with input from stakeholders, Marazion Town Council, Cornwall Council and with advice from Network Rail. It had the support of the local MP.</p> <p>It was agreed that as for Marazion Town Council, this council’s commitment to part-funding the feasibility study, should the application be successful, was based on the expectation that local businesses would be asked to contribute, and so the local council agreed contributions represented a maximum amount. Other potential funding options included crowd funding (Cornwall Council’s Localism team may be able to advise), and the developer at the proposed new housing development in Longrock.</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1. The submission of the Ideas Fund application be approved; 2. A contribution from the parish council up to a maximum amount of £6,250 is agreed, as the local match-funding requirement should the Ideas Fund application be successful; and 3. To discuss potential other funding sources with Marazion Town Council at the next joint meeting
LPC241	<p>Longrock Memorial Hall</p> <p>This item was deferred to the next meeting, pending advice from the solicitor advising on procedure.</p>
LPC242	<p>Longrock Playing Field</p> <p>Members considered the report circulate prior to the meeting, setting out the potential for the parish council to support the volunteers running the Longrock Playing Field. The report set out the need for records to be kept showing playing field safety inspections, and advised that this was an area where the parish council could help to fund this expense which would help the ongoing running of this community facility.</p> <p>It was noted that the playing field is leased by the Longrock Playing Field Association and that usually funds are raised through the 100 club, but collections have fallen dramatically this year due to the pandemic. In view of the importance for play areas to be well-maintained, it was</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1. The council agrees in principle to fund regular inspections of the play equipment up to a cost of £30 per month – this amount to be funded from reserves in 2021/2022 financial year, and included as a budget line for future years; and 2. The Longrock Playing Field Association to be asked to provide a written risk assessment to support their decision on frequency of inspections, and the cost of inspections between 1 April 2021 and 31 March 2022.

LPC243	<p>Footpaths Review</p> <p>It was agreed to defer this item to the next council meeting, pending circulation of review documents to cllrs.</p>
LPC244	<p>Longrock public toilets</p> <p>It was noted that Cornwall Council own the public toilets and had advised that interest that the property and environment services were developing a tender process in line with the approach across Cornwall, to open up the opportunity for bids from the private sector to re-open the facility alongside a business use to generate income to support the cost of providing the service. The timescales for the tender process had not yet been given.</p> <p>Councillors were concerned that time was passing, and with an expected busy tourist season ahead it was seen as essential for the public toilets to be open for use in the peak summer weeks. If it were to fall to the parish council to open the facility, then it was agreed that Cornwall Council should bring the facility to a usable standard before handover to the parish council, should the private sector option not prove viable.</p> <p>Resolved – that Cornwall Council be asked:</p> <ol style="list-style-type: none"> 1. to confirm that the tender process is progressing with urgency and is expected to result in a private sector option to enable the Marazion coast path public toilets to be open for the 2021 summer season; and 2. for a site meeting to view the facility and to be advised of the works needed to bring it to a standard ready for use by the general public.
LPC245	<p>Returning to physical meetings</p> <p>With the current temporary legislation enabling remote council meetings due to cease on 6 May, the council considered arrangements that might need to be in place to enable a return to physical meetings from 7 May onwards. Members discussed this and considered the following:</p> <ul style="list-style-type: none"> - if hybrid meetings were a possibility, there could be a need to consider investing in a large screen for the meeting room, to enable all present to see remote participants. Also there would need to be camera/s at the meeting, to enable remote participants to see those at the meeting venue. - some cllrs stated that they wished to continue in their role as a parish councillor but would not yet feel safe attending a physical meeting, having shielded since March 2020 in some instances, and in view of continuing risks and uncertainties about the spread of the covid-19 virus and its variants. - it was questioned whether the Oasis Children’s Centre would be willing to offer the centre as a meeting venue, as this would also potentially impact their own risk assessments and how they can operate (eg increased cleaning / caretaking) - If other venue options were needed, suggestions included the Murley Hall, the parish church, Ludgvan School hall. - The parish council may need to review its scheme of delegation to ensure business continuity in decision making. - A working group may need to be created to work on the arrangements. <p>It was noted that there were still many uncertainties, further updates from CALC were expected in coming weeks, and so it was</p>

	<p>Resolved – to start drafting a risk assessment, with input from cllrs welcome, and for this item to be discussed further at the next meeting.</p>
LPC246	<p>Coastal Path works</p> <p>Cllr Branchett had been concerned that although the works on the Marazion Coast Path were progressing, it might not be complete by the summer. An update from Cormac had been emailed to all cllrs prior to the meeting.</p> <p>During discussion concerns were raised that there could be a safety issue with the mixing of pedestrians and cyclists using the same path. It was noted that there will be clear signage to let all users know that it is a mixed use path. A question was asked about whether there would be speed restrictions or a limit on use by electric bikes. Cllr Elliott gave an undertaking to seek answers to Members’ questions, and invited them to email questions to him.</p> <p>Resolved - that Cormac be asked to confirm when the works are planned to be completed.</p>
LPC247	<p>Joint working with Marazion Town Council</p> <p>An update on the latest joint meeting with Marazion Town Council representatives was given, including:</p> <ul style="list-style-type: none"> - the joint meetings will continue on an intermittent basis, as and when needed - regarding enforcement for dog fouling, dogs on beaches, and illegal parking, Marazion Town Council is in discussion with Cornwall Council about increased enforcement and potential Service Level Agreements with local councils. This can be considered further after lockdown restrictions are lifted, to enable trials against the background of usual traffic activity. - The Red River needs to be cleaned up. This was seen as something that Marazion Town Council needs to take action on. <p>Looking to the future, it was noted that Cornwall Council is becoming more strategic and so it is likely that more services will be provided by local councils, or groups of local councils working together to commission services, and so joint working is likely to increase.</p> <p>Noted.</p>
LPC248	<p>Climate Emergency Development Plan Document (DPD) Pre-Submission draft - Consultation under Regulation 19 of the of the Town and Country Planning (Local Planning) (England) Regulations 2012</p> <p>Members considered the parish council response to this consultation, and it was</p> <p>Resolved – that Cllr Price-Jones will draft a response and circulate to cllrs before the response is sent on behalf of the parish council.</p>
LPC249	<p>Review of Asset Register and regular asset inspections</p> <p>It was noted that it is part of the council’s annual review of policies to review the Asset Register each year. The format had been updated.</p> <p>Resolved – that the Asset Register as at 10 March 2020 (with the amendment of the addition of benches at the amenity area) be approved.</p> <p>It was acknowledged that the council’s assets need regular maintenance and repair and that regular inspections and good record-keeping were needed.</p>

	<p>Resolved – that</p> <ol style="list-style-type: none"> 1. The Asset Checklist appended to the report be used as the basis for inspection and record keeping (to be emailed to the clerk after each inspection); and 2. That Cllrs Branchett, Miucci and Price-Jones be appointed to carry out an asset inspection at least once a year (starting in Autumn 2021). <p>Regarding the A30 benches, the council thanked the clerk for actioning the repairs, and to Mr Rhodes for carrying out the repair works to a high standard.</p> <p>Members asked about the phone box at Whitecross and noted that many were used for the community, for example as informal book exchanges. It was suggested that local people could be asked to see how they would like the phone box to be used. Agreed – to ask Mr Rhodes to advise on the cost of bringing the phone box into good repair, and possible use as a book exchange.</p>									
LPC250	<p>Maintenance of A30 benches</p> <p>Members considered the report updating on repair works to A30 benches at Cockwells and Whitecross, and the need for repairs to the bench at Canonstown.</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) the A30 benches at Whitecross, Cockwells and Canonstown are added to the parish council Asset Register, and asset inspection regime; and 2) the bench at Canonstown is repaired, with the slabs to be re-laid. 									
LPC251	<p>Internal Controls – policy and procedures</p> <p>Members considered the report which set out the need to approve a policy and checklist for Internal Controls, to support the effective management of the council’s finances and risks.</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1. The council adopts the Internal Controls Policy and Checklist attached; and 2. That the members of the Accounts and Audit Committee arrange with the clerk to carry out period internal audit checks throughout the year, to commence in Autumn 2021. 									
LPC252	<p>Burials – training and/or membership of the ICCM</p> <p>Members considered the report which recommended appropriate training for the clerk, to further the knowledge already acquired, and access to sector specific guidance. It was noted that burials administration was subject to legal requirements and regulations, and so ongoing training and advice was advisable.</p> <p>Recommended – that the council agrees to the clerk taking up burials training, provided by the ICCM, as set out in the report.</p>									
LPC253	<p>Schedule of Payments</p> <p>Resolved – that the payments set out in the schedule be approved for payment.</p> <table border="1" data-bbox="247 1839 1369 2078"> <thead> <tr> <th data-bbox="247 1839 625 1933">Payee</th> <th data-bbox="625 1839 1197 1933">Purpose</th> <th data-bbox="1197 1839 1369 1933">Amount (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="247 1933 1369 1989"><i>Payments by online banking</i></td> </tr> <tr> <td data-bbox="247 1989 625 2078">Truro Diocesan Board of Finance, c/o Savills Ltd</td> <td data-bbox="625 1989 1197 2078">Rent for allotments, Church Hill 29/09/2020 to 24/03/21</td> <td data-bbox="1197 1989 1369 2078">£350</td> </tr> </tbody> </table>	Payee	Purpose	Amount (inc VAT)	<i>Payments by online banking</i>			Truro Diocesan Board of Finance, c/o Savills Ltd	Rent for allotments, Church Hill 29/09/2020 to 24/03/21	£350
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	Simon Rhodes – Garden & Grounds Care	Rubbish removal (plots CH2 & 32), inc. tipping fee and labour	£180.78
	Webmate	SSL certificates for website (Ludgvan.org) 06/04/21 – 05/04/22)	£24.00
	RBL Poppy Appeal	Donation for poppy wreath, Remembrance 2020	£25.00
	L Dowe	Clerk's salary (February) (note 1)	£1,492.96
	L Dowe	Clerk's expenses (February) (note 2)	£26.00
	HMRC	PAYE tax and NI (February) (note 3)	£553.97
	<i>Payments by Direct Debit</i>		
	SWW	Water at St Paul's Cemetery. 1 Nov 20 to 21 Jan 21	£9.57
	SWW	Water at Longrock Allotments. 6 Nov 20 to 9 Feb 21	£54.79
	NEST pension scheme	Pension contribution (February)	£99.22
LPC254	Finance report and bank reconciliation Resolved – to note the finance report and bank reconciliation.		
LPC255	<p>Correspondence</p> <p>It was noted that there had been an email invitation to the A30 Group hosted by Derek Thomas. MP. It was noted that the meeting had been held earlier in the day. An update was given and Cllrs Mann and Elliott reported that there had been a good attendance from local councils and the A30 Action Group. It was proposed for the group to become a Community Interest Company and so funding was being sought to support this. It was also noted that there had been a representation claiming that there was a lack of support from the parish council. Cllr Elliott reported that the parish council's position as published in May 2020 had been reiterated.</p> <p>Agreed that the council is minded to contribute £2,000 to the A30 Group to help fund the consultant's report – the Case for Action, in support of a new route for the A30 between Rose An Grouse and Newtown. As this item had not been included on the agenda for this meeting, ratification of this decision to be an agenda item for the next meeting of the parish council.</p>		
LPC256	<p>Agenda items for a future meeting</p> <ol style="list-style-type: none"> i. Contribution to the A30 group for the case for action to re-route the section of the A30 from Rose An Grouse to Newtown. ii. Suggested priorities for the incoming council (agenda item for the April meeting) iii. Speed monitoring devices for Lower Quarter, Ludgvan [Cllr Price-Jones] iv. Phone box at Whitecross – future use, possible book exchange [Cllr Miucci] v. Longrock bench – family to replace, or request Cornwall Council to remove. vi. Update on Coastal Path works [Cllr Branchett] vii. Community Emergency Plans (first meeting after the Annual Meeting) 		

LPC257	<p>Exclusion of the press and public</p> <p>Resolved – that in accordance with s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from the meeting during the consideration of the following business owing to the confidential nature of that business.</p>	
LPC258	<p>Regularising burial register entry and associated administration and financial matters</p> <p>Members considered the clerk’s report, setting out a matter in relation to a burial in 2019 and noted the steps taken to regularise administration and financial matters. The clerk advised on improvements made to burial documents on the website and guidance which had been issued to all local Funeral Directors.</p> <p>The waiver of the fee referred to in the report was agreed.</p> <p>It was agreed that Joseph Beard be the approved grave digger for both St Paul’s Cemetery and Crowlas Cemetery and that other grave diggers would only be allowed with agreement from the clerk. The appointed grave digger to be asked to confirm with the clerk each time they are contracted to dig a grave at either cemetery.</p> <p>Agreed that the burials forms will be updated to include a clause that if proper procedure is not followed, then the Funeral Director will be liable for costs and/or necessary liaison with the family.</p>	
	<p><u>Meeting closed at 9.32 pm</u></p>	<p>Signed by Chairman:</p>