

Ludgvan Parish Council

Tel: 07928 813 653

Email: clerk@ludgvan.org.uk

Minutes – 19 May 2021

Minutes of the Annual Meeting of Ludgvan Parish Council held at 7.00pm on Wednesday 19 May 2021 at the Murley Hall, Ludgvan.

Councillors present: R Mann (Chairman), A Branchett, C Cartwright, S Elliott, S Miucci, J Munday, C Price-Jones.

In attendance: 2 members of the public

Cornwall Councillors: C.Cllrs A George and T Sherfield-Wong

Officer present: Clerk to the parish council.

Minute No.	AGENDA ITEMS
	Chairman's Announcements – the Chairman welcomed all present to the meeting, noting that this was the first face to face meeting of the council for some time due to covid-19 restrictions, and highlighted the safety provisions in place.
LPC.21.22.1	Election of Chairman for council year 2021/22 Resolved – that Cllr Roy Mann be elected Chairman for council year 2021/2022
LPC.21.22.2	Apologies for absence – were received from Cllr L Trudgeon.
LPC.21.22.3	Declarations of Interest – None
LPC.21.22.4	To approve written requests for dispensation – None
LPC.21.22.5	Election of Vice-Chairman for council year 2021/22 Resolved – that Cllr Simon Elliott be elected as Vice-Chairman for council year 2021/2022
LPC.21.22.6	Public Speaking The applicant for PA21/02757 explained the application proposals. A local resident spoke to raise concerns at PA21/03545, including the unsuitability of the lane, increase in traffic, water run-off, joining the areas of Whitecross and Cockwells, and a two storey building being out of character with the area. Cornwall Councillors C.Cllrs Andrew George and Tara Sherfield-Wong each attended the meeting and introduced themselves. It was noted that all three Cornwall Council ward members whose wards include the Ludgvan parish area, will endeavour to attend parish council meetings and to work with the parish council for the benefit of local people. C.Cllr Taylor had given her apologies for this meeting.

LPC.21.22.7	<p><u>Minutes of the meeting of the Council held on 28 April 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>
LPC.21.22.20	<p>Planning Applications</p>
	<p>(a) PA21/03545 – Plot adjacent to Hannaville, Gilly Lane, Whitecross, Penzance – Construction of new dwelling and installation of septic tank.</p> <p>Resolved – to object to the application. The proposed development would encroach into the countryside, extending the built environment further up the lane which, if continued, would link with Cockwells – inappropriate as a piecemeal approach, without an overall development plan for the area. This would be further development on an un-maintained road and raises concern at traffic safety with another additional use of the junction onto the A30. Concern at overdevelopment and the proposal for a two-storey dwelling which would be a departure from the roofline for the area, with neighbouring bungalows. Also, there should be reference to the Ludgvan Parish Design Statement in the application.</p>
	<p>(b) PA21/02520 – 2 Bowls Barn, Castle Road, Ludgvan, Penzance – Conservatory</p> <p>Resolved – to support the application.</p>
	<p>(c) PA21/02757 – Kantara, Blowinghouse Hill, Ludgvan TR20 8AW – Single storey, self-contained annexe to replace existing garden building</p> <p>Resolved – to support the application.</p>
	<p>(d) PA21/03543 – Land south of Locke Stampys, Trelocke Hill, Nancledra, Penzance – Retention of existing stables at paddock.</p> <p>Resolved – to support the application, provided that there are conditions attached to ensure that the stables continue for agricultural/equestrian use only.</p>
LPC.21.22.8	<p>To agree arrangements to co-opt members to fill the vacancies on Ludgvan Parish Council:</p> <ul style="list-style-type: none"> - Lelant Ward – 2 vacancies - Longrock Ward – 1 vacancy <p>Members considered the co-option process and the draft advert and application form for candidates. It was noted that applicants need not live in the ward they apply for, but must meet the eligibility criteria for the parish.</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) the system and documentation used in the 2020 co-option process be agreed as the method for co-opting to the 3 current vacancies 2) interviews and the co-option vote to be held in the public session of the June meeting of the Council 3) the co-option vacancies to be advertised on noticeboards, the parish council website, and for Cllr Elliott to arrange for advertising on Facebook (cost approx. £20)
LPC.21.22.9	<p>Appointments to <u>Committees, Working Groups</u> and Outside Bodies</p>

	Accounts and Audit Working Group	Cllrs Mann, Elliot, Trudgeon
	Employment Committee	Cllrs Mann, Squire, Trudgeon
	Allotment Working Group	Cllrs Mann, Branchett, Price-Jones, Trudgeon Church Hill allotment reps: B Hulks, S Wilson, C Rodda Longrock allotment reps: A Bennetts, W Fraser <i>(Clerk's note, W Fraser has stepped down from this position as A Bennetts is able to represent Longrock).</i>
	Neighbourhood Plan Steering Group	Cllrs Mann, Elliott, Miucci, Price-Jones. Community volunteers: L Miucci and G Carter (steering group chairman)
	Rights of Way Working Group	Cllrs Branchett, Elliott, Munday
	Affordable Housing Working Group	Cllr Price-Jones
	Website Compliance Working Group	Cllr Elliott
	Councillor Advocate for the Police and Crime Commissioner	Cllr Branchett
	Council internal audit checks	Banking, payroll, policies and assets – Cllr Price-Jones Payments and receipts – Cllr Miucci Burials and allotments – Cllr Branchett
	Council asset checks	Ludgvan churchtown area – Cllr Price-Jones A30 benches and phone boxes – Cllr Miucci Longrock area – Cllr Branchett.
	Resolved – that the appointments as set out above, be approved.	
LPC.21.22.10	Bank Signatories It was noted that since the elections, one of the councillor authorised bank signatories had not stood for election, and so the pool of signatories had reduced to three.	

	<p>Resolved – that councillor bank signatories be updated to Cllrs Mann, Elliott, Trudgeon (as existing), and the addition of Cllr Price-Jones.</p>
LPC.21.22.11	<p>To receive the Internal Audit Report for the year ended 31 March 2021</p> <p>After noting the contents of the report, it was</p> <p>Resolved – that that council receives the Internal Audit report for the year ended 31 March 2021.</p>
LPC.21.22.12	<p>To approve the Annual Governance Statement 2020/2021 for signing by the Chairman</p> <p>Resolved – that the council approves the Annual Governance Statement for 2020/2021</p>
LPC.21.22.13	<p>To approve the Accounting Statements 2020/2021 for signing by the Chairman</p> <p>Resolved – that the council approves the AGAR Accounting Statements for 2020/2021</p>
LPC.21.22.14	<p>To approve the Annual Return for the year ended 31 March 2021</p> <p>Resolved – that the council approves the Annual Return for 2020/2021</p>
LPC.21.22.15	<p>To receive and adopt the Cornwall Code of Conduct 2021</p> <p>Members considered the updated draft of the model Code of Conduct, as recommended by Cornwall Council and Cornwall Association of Local Councils. Following consideration, it was</p> <p>Resolved – that the council adopts the Cornwall Code of Conduct 2021 with immediate effect, and that at 2.6 (Gifts and Hospitality), the requirement will be for gifts and hospitality in excess of £25 to be declared.</p>
LPC.21.22.16	<p>Emergency Scheme of Delegation</p> <p>As a continuing precaution against risk of spread of coronavirus, the council considered the ability to minimise time spent in face-to-face meetings by considering the adoption of an Emergency Scheme of Delegation.</p> <p>In view of the arrangements able to be put in place to enable face to face meetings to be held in a meeting hall, the Emergency Scheme of Delegation was considered in the context that it should be adopted as it might be needed, but with the intention for the council to resume holding physical meetings on a monthly basis.</p> <p>Resolved – that the Council delegates authority to the Clerk in consultation with the Chairman and Vice-Chairman to take any actions necessary, with associated expenditure, to protect the interests of the community and ensure council business continuity, informed by consultation with Members of the Council. The Emergency Scheme of Delegation to be reviewed no later than September 2021.</p>
LPC.21.22.17	<p>Key review dates</p> <p>Members considered the need to review meeting arrangements in the context of precautions against covid-19.</p> <p>Resolved - Emergency Scheme of Delegation to be reviewed in September 2021</p>
LPC.21.22.18	<p>Dates of forthcoming meetings</p>

	<p>Resolved – that monthly meetings will resume, to be held on the second Wednesday of the month, except the June meeting, to be held on Wednesday 16 June at the Murley Hall, Ludgvan.</p>																		
LPC.21.22.19	<p>Clerk’s update report</p> <p>Members noted the report circulated prior to the meeting, and in particular:</p> <ul style="list-style-type: none"> - LPC270 – contribution to the A30 Group – agreed that the parish council would not volunteer to hold funds on behalf of the group - LPC271 – speed monitoring – Cllr Price-Jones reported that there would be volunteers carrying out 24hr monitoring for 2 days after the G7 summit, results to be reported at the June council meeting - LPC286 – code of conduct training – agreed not to proceed with arranging whole-council training as there would be sufficient training available through Cornwall Council and through CALC. <p>Resolved – to note the update report.</p>																		
LPC.21.22.21	<p>Publicity for Neighbourhood Plan Referendum</p> <p>Noting that the Ludgvan NDP referendum is expected to be held in the early summer, the following arrangements for publicity were</p> <p>Agreed:</p> <ul style="list-style-type: none"> - a booklet to be designed, printed and delivered to all households in the parish, to introduce the parish council and to encourage electors to vote in the NDP referendum - booklet to be printed on A4 sized paper, folded once. Colour on the outside and black&white inside - design to be drafted by the clerk (cllrs input welcomed) - printing and distribution to be outsourced (Cllr Elliott to suggest suitable companies. 																		
LPC.21.22.22	<p>Schedule of Payments</p> <p>Resolved – that the schedule of payments, as set out below, is approved for payment.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Purpose</th> <th style="text-align: left;">Amount (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>Payments by online banking:</i></td> </tr> <tr> <td>Viking Direct</td> <td>Stationery supplies</td> <td>£42.19</td> </tr> <tr> <td>Mark Ayotte, Plumbing and Heating</td> <td>Repair of tap – Longrock allotments</td> <td>£114.00</td> </tr> <tr> <td>David Gallie</td> <td>Internal Audit 2020/21</td> <td>£182.50</td> </tr> <tr> <td>Louise Dowe</td> <td>Clerk’s expenses May 2021</td> <td>£37.67</td> </tr> </tbody> </table>	Payee	Purpose	Amount (inc VAT)	<i>Payments by online banking:</i>			Viking Direct	Stationery supplies	£42.19	Mark Ayotte, Plumbing and Heating	Repair of tap – Longrock allotments	£114.00	David Gallie	Internal Audit 2020/21	£182.50	Louise Dowe	Clerk’s expenses May 2021	£37.67
Payee	Purpose	Amount (inc VAT)																	
<i>Payments by online banking:</i>																			
Viking Direct	Stationery supplies	£42.19																	
Mark Ayotte, Plumbing and Heating	Repair of tap – Longrock allotments	£114.00																	
David Gallie	Internal Audit 2020/21	£182.50																	
Louise Dowe	Clerk’s expenses May 2021	£37.67																	
LPC.21.22.23	<p>Agenda items for a future meeting</p> <ol style="list-style-type: none"> i. Suggested priorities for the incoming council ii. Community Emergency Plans (first meeting after the Annual Meeting) iii. Double yellow lines to the station pub, Longrock [Cllr Branchett] iv. Whitecross phone box [Cllr Miucci] 																		

	<p>v. an update on the plans for new housing at Longrock <i>[requested by Cllr Branchett, Cllr Price-Jones to seek an update]</i></p> <p>vi. update on Longrock public toilets, planned re-opening</p>	
LPC.21.22.24	<p>Exclusion of the press and public 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>	
LPC.21.22.25	<p>Longrock Memorial Hall Cllrs Elliott and Price-Jones noted that the purpose to which the Memorial Hall would be put once transferred to the parish council had not been finalised, and noted that as there was a local housing need, the parish council could consider ways to provide affordable housing on the site. Cllrs Elliott and Price-Jones offered to make initial enquiries to establish whether this might be a viable option. The clerk to seek advice from the council’s solicitor and from CALC.</p>	
	Meeting closed: 8.25pm	Signed by Chairman: