

# Ludgvan Parish Council

Tel: 07928 813 653

Email: clerk@ludgvan.org.uk

## Minutes – 11 August 2021

Minutes of the monthly meeting of Ludgvan Parish Council, held on Wednesday 11 August 2021 at 7.00pm at the Murley Hall, Ludgvan.

**Present:** Councillors: R Mann (Chairman), S Elliott (Vice-Chairman), A Branchett, C Cartwright, J Munday, M Payne, R Porter, C Price-Jones, L Trudgeon

**In attendance:** 2 members of the public and Cornwall Councillor L Taylor

**Officer support:** Clerk to the Parish Council

Minute No.	AGENDA ITEMS
	<p><b>Chairman's Announcements</b></p> <p>Welcomed newly co-opted Cllr Michael Payne to the meeting.</p> <p>Reported on recent royal visit, HRH Princess Anne visit to Trink Dairy, attended by the Chairman and Clerk.</p>
LPC21.22.90	<p><b>Apologies for absence</b> – were received from Cllrs Richards (unwell), Squire (work commitments), Miucci (unwell).</p>
LPC.21.22.91	<p><b><u>Declarations of Interest:</u></b> None</p>
LPC.21.22.92	<p><b>To approve written requests for dispensation</b> - None</p>
LPC.21.22.93	<p><b>Public Speaking</b></p> <p>The applicants attended and spoke in support of the planning application listed as (a) at Minute LPC.21.22.98.</p>
LPC.21.22.94	<p><b>Cornwall Councillor reports</b></p> <p>C.Cllr Taylor reported that:</p> <ul style="list-style-type: none"><li>- she would attend the meeting at Heather Lane on Friday, with Cllrs Elliott and Munday</li><li>- she is supportive of the A30 Group</li><li>- the county-wide waste contract would not be implemented until next year. The delivery of green bins and seagull bags will be rolled out in readiness</li><li>- noted the pressure on the health service in Cornwall, Treliske is under particular pressure and so ambulances are being encouraged to bring patients to other hospitals. A scheme was being developed to enable ambulance and 111 calls to make GP appointments to reduce the number of patients brought to hospital</li><li>- visitors are being encouraged to seek advice from their GP or tel 111</li><li>- recycling bins are being replaced where they had been removed from council sites</li><li>- business rates on public toilets had been reduced to zero</li><li>- she would make enquiries at Cornwall Council regarding the devolution of the Long Rock public toilets to the parish council</li><li>- to help tackle homelessness and reduce the number of people housed in hotels, there was a roll-out of portable homes, some in place already at County Hall, a living space where</li></ul>

	<p>residents could also cook their own meals. These will be located on Cornwall Council land initially and then in other areas.</p> <p>Questions were asked: will skips be provided to housing estates again? - Not on a regular basis, possibly from time to time where there is a need; timescale on finishing the coast path? – Cllr Taylor will find out.</p> <p>C.Cllr George and C.Cllr Sherfield-Wong had each sent their apologies for this meeting.</p>
LPC.21.22.95	<p><b><u><a href="#">Minutes of the meeting of the Council held on 14 July 2021</a></u></b></p> <p><b>Resolved</b> – 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.21.22.96	<p><b>Clerk's update report</b></p> <p>Members noted the report circulated prior to the meeting.</p> <p><b>Resolved</b> to note the report, and <b>agreed</b> that a meeting of the footpaths working group will be held in the next few weeks.</p>
LPC.21.22.97	<p><b>Reports from Councillors as representatives on outside bodies</b></p> <p>Cllr Elliott reported that he had attended the liaison group meeting at Varfell Farm, which had included a tour of the site. The caravans had been set up well, landscaping was good, and there had only been one covid case on site since setting up. The nearest neighbour attended, and was also happy with the site.</p> <p>Cllr Elliott reported that he had attended the Ludgvan Horticultural Show. It had been a good event, the church had proved to be a good venue for the show, parking was the only issue.</p>
LPC.21.22.98	<p><b>Planning Applications</b></p>
	<p>(a) <b><u><a href="#">PA21/06327</a></u></b> – Garage adjacent to White Walls, Road between A30 and Lower Quarter, Crowlas TR20 8ED – Conversion of domestic garage to form dwelling.</p> <p><b>Resolved</b> - that the application is supported.</p>
	<p>(b) <b><u><a href="#">PA21/03331</a></u></b> – Croft Hooper, A30 between Rospeath Land and Cockwells, Crowlas TR20 8DR – Certificate of lawfulness for existing use of buildings on land used for office, storage and light industrial.</p> <p><b>Resolved</b> – to give no comment as the parish council had no evidence to offer.</p>
	<p>(c) <b><u><a href="#">PA21/06803</a></u></b> – Westholme, A30 between Whitecross and The Lamb and Flag, Canonstown TR27 6ND – Proposed garden annex on site of existing timber shed.</p> <p><b>Resolved</b> – that the application is opposed. The application is not in line with the neighbourhood plan, the Design and Access Statement made no reference to materials or to the Ludgvan Design Guide. Concern that there is no off-road parking proposed, this will be an issue at this location.</p>
	<p>(d) <b><u><a href="#">PA21/06699</a></u></b> – Elsa, Tregender Lane, Crowlas TR20 8DH – Proposed single storey side extension</p> <p><b>Resolved</b> - that the council has no objection to the application but is concerned that there was no reference to the Ludgvan Neighbourhood Plan or to the Ludgvan Design Guid in the Design and Access Statement.</p>

	<p>(e) <a href="#">PA21/07039</a> – Tregadjack Farm, Tregassack Road, Ludgvan TR20 8XG – Proposal of shepherd’s hut ancillary to Tregadjack Farm</p> <p><b>Resolved</b> – that the parish council would need more information before it could support this application. There was no reference in the application to the Ludgvan Neighbourhood Plan. The Heritage Impact Statement had no reference to heritage. There was no information on water supply, drainage, power, waste treatment.</p>
LPC.21.22.99	<p><b>Ludgvan Neighbourhood Plan – next steps following referendum</b></p> <p><i>To note the outcome of the referendum and to agree any appropriate actions at this stage.</i></p> <p><b>Agreed</b> – that this will be an agenda item at the September meeting of the council.</p>
LPC.21.22.100	<p><b>Affordable Housing - To receive an update [Cllr Price-Jones]</b></p> <p>No update at this meeting.</p>
LPC.21.22.101	<p><b>Planned new housing at Long Rock - To consider an update on plans for building new housing in Long Rock. [Cllrs Branchett and Price-Jones]</b></p> <p>No update at this meeting.</p>
LPC.21.22.102	<p><b>Long Rock public toilets</b></p> <p>Discussions had commenced with Cornwall Council, seeking the devolution of the Long Rock Public Toilets to the parish council.</p> <p>Members noted that an incoming tenant would want a long lease (50+ years) to enable the capital investment in the site to be recouped.</p> <p>Next steps would include setting out the heads of terms for the transfer, and starting work to seek expressions of interest for use of the site.</p> <p><b>Resolved</b> – to appoint a working group to oversee the transfer process for the Long Rock beach public conveniences, to carry out the discussions on the transfer and to make recommendations to council for decision.</p> <p><b>Resolved</b> – that members of the working group would be Cllrs Branchett, Porter, Payne and Munday.</p>
LPC.21.22.103	<p><b>Landmark Tree application</b></p> <p>Members noted that there had been very short notice of the opportunity to apply for a tree for an area of public land. An application had been submitted, seeking a tree for the Tolverth Field.</p> <p><b>Resolved</b> - to retrospectively approve the submission of the application to the Landmark Tree scheme run by Cornwall Council.</p>
LPC.21.22.104	<p><b>Traffic Survey</b></p> <p>Cllr Price-Jones reported that after three survey days, initial findings were:</p> <ul style="list-style-type: none"> <li>- speeding concerns, Church Hill, Lower Quarter</li> <li>- Safety concerns, particularly the large vehicles</li> <li>- Emissions, there is thought to be a high enough level of traffic to merit an emissions survey</li> <li>- Quarry lorries, several breaches of planning conditions.</li> </ul> <p>A full analysis to follow.</p>

LPC.21.22.105	<p><b>Traffic safety issues at Ludgvan Churchtown and Lower Quarter</b></p> <p>Members <b>noted</b> the site meeting to be held on 19 August, outcome to be reported to the September meeting of the council.</p>
LPC.21.22.106	<p><b>Traffic Speed issues:</b></p> <ul style="list-style-type: none"> <li><b>i. Speed monitoring devices for Lower Quarter, Ludgvan</b></li> <li><b>ii. Mobile speed camera for Long Rock</b></li> </ul> <p>CLlr Price-Jones reported that the speed monitoring cameras would cost in the region of £2,500 - £3,000 each. He had made progress in setting up a community speedwatch scheme (at no cost) and so it was agreed to try the speedwatch scheme in the first instance. There were sufficient volunteers to run the speedwatch scheme.</p> <p><b>Agreed</b> to trial the speedwatch scheme in the first instance.</p>
LPC.21.22.107	<p><b>Double Yellow Lines at Newtown Lane</b></p> <p>Members expressed their concern at the recently repainted double yellow lines, and the gaps in the coverage, apparently in line with the approved Traffic Regulation Order.</p> <p>CLlrs noted that the request for the double yellow lines had come through the work of the Community Network Panel, but that they had not been told that there would be gaps in the lines.</p> <p>It was noted that Madron Parish Council were considering bringing in a Traffic Regulation Order for an issue in the Madron Parish.</p> <p><b>Resolved</b> – that the clerk will contact Madron Parish Council and the Community Link Officer to explore the potential for joint working on a Traffic Regulation Order, with the parishes to pay for the consultation and TRO, then Cornwall Council/Cormac to pay for the works. Findings to be reported to Council in September.</p>
LPC.21.22.108	<p><b>Parish Council position on the need for a bypass from St Erth to Long Rock</b></p> <p><b>Resolved</b> – that the (newly elected/co-opted) council fully endorses the council’s statement previously made, regarding the need for an A30 bypass, support for the new A30 campaign being led by the MP, and calls for all three Cornwall Council ward members to support the scheme.</p> <p><b>Resolved</b> – that Ludgvan Parish Council recognises the urgent need to improve the A30 trunk road by building a new road from St Erth Roundabout to Newtown Roundabout. The Department of Transport consultation document issued in April 1993 identified two suitable routes, both were stated as providing “very good value for money”. As traffic flow has increased considerably in the intervening years, the value for money must have increased even further. The Parish Council would support either of these routes or indeed another route if a better one was identified.</p>
LPC.21.22.109	<p><b>Coast Path issues</b></p> <p>Members noted the update on the renovation works, and asked whether signage would include speed / safety signs.</p>
LPC.21.22.110	<p><b>Joint working with Marazion Town Council – No meetings had been held.</b></p>

LPC.21.22.111	<p><b>Funding commitment to the A30 Case for Action</b></p> <p>Members considered the letter received from Derek Thomas MP, following the recent meeting of Clerks and Chairman of councils on the A30 Group.</p> <p><b>Resolved</b> – that the council endorses the payment of £2,000 to be paid to the company, <a href="#">Penzance to Camborne A30 Action Ltd.</a></p> <p><b>Resolved</b> – that Ludgvan Parish Council will apply to become a member of the company, as a corporate body, with Cllr Porter as the council representative, and Cllr Mann as deputy.</p>
LPC.21.22.112	<p><b>Review of Bench Policy - <i>To review and approve this policy document.</i></b></p> <p><b>Agreed</b> – that this item be deferred to the September council meeting, to enable review to take into account consecrated ground.</p>
LPC.21.22.113	<p><b>Review of Risk Assessment for the holding of council meetings</b></p> <p>Members considered the risk assessment in light of changes in Government restrictions related to covid-19.</p> <p><b>Resolved</b> – to continue with the current covid-19 precautions at meetings, to encourage all attending to take a lateral flow test before the meeting, and to continue to meet in the Murley Hall for the time being.</p>
LPC.21.22.114	<p><b>A Business Plan for the parish council</b></p> <p><b>Agreed</b> – that this item be deferred until the September council meeting.</p>
LPC.21.22.115	<p><b>Use of Annual Turbine Levy (PA12/10374, s.106 agreement)</b></p> <p>Members considered potential specific uses for the annual levy payments received.</p> <p><b>Resolved</b> – to continue the practice, that the funds go into the general parish council fund.</p>
LPC.21.22.116	<p><b>Use of councillor emails</b></p> <p>Members considered the need for councillors to use the council-issued email accounts for council business. Noted that this was important should there be a subject access request.</p> <p><b>Resolved</b> – that for the protection of personal data under GDPR that we, as officers and members of Ludgvan Parish Council are privy to, as well as to facilitate any Data Discovery requests and to assist in Safeguarding, Ludgvan Parish Council:</p> <p style="padding-left: 40px;">(A) REQUIRES all Councillors to conduct Parish business solely on the @ludgvan.org.uk Office365 account provided free of charge, including communications with any third party bodies when representing the Parish Council.</p> <p style="padding-left: 40px;">And</p> <p style="padding-left: 40px;">(B) RECOMMENDS that Councillors use the provided Parish device to access these accounts. Where they do not, Councillors understand their responsibilities under GDPR and the implications on their personal devices and data of Data Discovery requests.</p> <p style="padding-left: 40px;">A breach of (A) would be considered a matter of misconduct.</p>
LPC.21.22.117	<p><b>Use of Microsoft Teams</b></p> <p><b>Agreed</b> – that this item will be deferred until the September council meeting, to enable full report in advance.</p>

LPC.21.22.118	<p><b>Schedule of Payments</b></p> <p><b>Resolved</b> – that the payments, as set out below, be approved.</p> <table border="1" data-bbox="304 277 1426 1310"> <thead> <tr> <th data-bbox="304 277 611 360">Payee</th> <th data-bbox="611 277 1257 360">Purpose</th> <th data-bbox="1257 277 1426 360">Amount (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="304 360 1426 421"><i>Direct bank payment:</i></td> </tr> <tr> <td data-bbox="304 421 611 504">Simon Rhodes Grounds Care</td> <td data-bbox="611 421 1257 504">Renovation of Canonstown bench £90 Cutting back allotments path £30</td> <td data-bbox="1257 421 1426 504">£120</td> </tr> <tr> <td data-bbox="304 504 611 555">Ludgvan Parish Church</td> <td data-bbox="611 504 1257 555">Hire of Murley Hall (July meeting) (Invoice pending)</td> <td data-bbox="1257 504 1426 555">£20</td> </tr> <tr> <td data-bbox="304 555 611 607">Sync powered by GBM</td> <td data-bbox="611 555 1257 607">Microsoft Office 365 Business Premium – 1 user</td> <td data-bbox="1257 555 1426 607">£126.00</td> </tr> <tr> <td data-bbox="304 607 611 658">CALC</td> <td data-bbox="611 607 1257 658">Code of Conduct training – S Elliott</td> <td data-bbox="1257 607 1426 658">24.00</td> </tr> <tr> <td data-bbox="304 658 611 752">Penzance to Camborne A30 Action Ltd</td> <td data-bbox="611 658 1257 752">£2,000 contribution towards the A30 Case for Action research and report</td> <td data-bbox="1257 658 1426 752">£2,000.00</td> </tr> <tr> <td data-bbox="304 752 611 846">Webmate</td> <td data-bbox="611 752 1257 846">Webmate email Ludgvan.org (020921 – 010922) Webmate pro ludgvan.org (020921 – 010922)</td> <td data-bbox="1257 752 1426 846">£154.80</td> </tr> <tr> <td data-bbox="304 846 611 898">Viking</td> <td data-bbox="611 846 1257 898">Stationery</td> <td data-bbox="1257 846 1426 898">£16.10</td> </tr> <tr> <td data-bbox="304 898 611 992">Rialtas Business Software</td> <td data-bbox="611 898 1257 992">Annual licences for: Alpha accounts; cemeteries; allotments</td> <td data-bbox="1257 898 1426 992">£529.20</td> </tr> <tr> <td data-bbox="304 992 611 1043">Louise Dowe</td> <td data-bbox="611 992 1257 1043">Clerk’s salary July 2021 (Note 1)</td> <td data-bbox="1257 992 1426 1043">£1,542.36</td> </tr> <tr> <td data-bbox="304 1043 611 1095">HMRC</td> <td data-bbox="611 1043 1257 1095">PAYE/NI month 5 (Note 3)</td> <td data-bbox="1257 1043 1426 1095">£503.88</td> </tr> <tr> <td data-bbox="304 1095 611 1146">Louise Dowe</td> <td data-bbox="611 1095 1257 1146">Clerk’s expenses July 2021 (Note 2)</td> <td data-bbox="1257 1095 1426 1146">£74.15</td> </tr> <tr> <td colspan="3" data-bbox="304 1146 1426 1198"><i>Payment by Direct Debit:</i></td> </tr> <tr> <td data-bbox="304 1198 611 1249">Source for Business</td> <td data-bbox="611 1198 1257 1249">Water – St Paul’s Cemetery</td> <td data-bbox="1257 1198 1426 1249">£19.36</td> </tr> <tr> <td data-bbox="304 1249 611 1310">NEST pension scheme</td> <td data-bbox="611 1249 1257 1310">Clerk’s pension July 2021</td> <td data-bbox="1257 1249 1426 1310">99.22</td> </tr> </tbody> </table>	Payee	Purpose	Amount (inc VAT)	<i>Direct bank payment:</i>			Simon Rhodes Grounds Care	Renovation of Canonstown bench £90 Cutting back allotments path £30	£120	Ludgvan Parish Church	Hire of Murley Hall (July meeting) (Invoice pending)	£20	Sync powered by GBM	Microsoft Office 365 Business Premium – 1 user	£126.00	CALC	Code of Conduct training – S Elliott	24.00	Penzance to Camborne A30 Action Ltd	£2,000 contribution towards the A30 Case for Action research and report	£2,000.00	Webmate	Webmate email Ludgvan.org (020921 – 010922) Webmate pro ludgvan.org (020921 – 010922)	£154.80	Viking	Stationery	£16.10	Rialtas Business Software	Annual licences for: Alpha accounts; cemeteries; allotments	£529.20	Louise Dowe	Clerk’s salary July 2021 (Note 1)	£1,542.36	HMRC	PAYE/NI month 5 (Note 3)	£503.88	Louise Dowe	Clerk’s expenses July 2021 (Note 2)	£74.15	<i>Payment by Direct Debit:</i>			Source for Business	Water – St Paul’s Cemetery	£19.36	NEST pension scheme	Clerk’s pension July 2021	99.22
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LPC.21.22.119	<p><b>Finance report and bank reconciliation</b></p> <p><b>Resolved</b> - to note the budget monitoring report and bank reconciliation.</p>																																																
LPC.21.22.120	<p><b>Correspondence/communications</b></p> <ul style="list-style-type: none"> <li>i. request from a local resident – Parking in Crowlas – <b>noted</b> that this matter would be considered at the site meeting on 19 August.</li> <li>ii. email from CALC – NALC online event: making rural housing more affordable, 17 November 2021 (£30 per attendee) <b>agreed</b> – that Cllr Elliott will attend on behalf of the council, if available on that date.</li> </ul>																																																
LPC.21.22.121	<p><b>Agenda items for a future meeting</b></p> <ul style="list-style-type: none"> <li>i. Review of Cemetery Regulations (September)</li> <li>ii. Memorial inspection policy and procedures (September)</li> <li>iii. Review of Emergency Scheme of Delegation (September at the latest)</li> <li>iv. Chy An Mor – cyclists using pedestrian footway (September)</li> <li>v. Footpaths review (September)</li> <li>vi. other items deferred from this meeting</li> </ul>																																																

	<p><i>vii.</i> Cllr Price-Jones' response to C.Cllr Barry Jordan (see previous meeting)</p> <p><i>viii.</i> Review and monitoring of the Neighbourhood Plan.</p>
LPC.21.22.122	<p><b>Exclusion of the press and public</b></p> <p><b>To resolve:</b> 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.21.22.123	<p><b>Long Rock Memorial Hall</b></p> <p>Members considered the update on steps to transfer the trusteeship of the Long Rock Memorial Hall to the parish council.</p> <p><b>Recommended</b> – that</p> <ol style="list-style-type: none"> <li>1) the council accepts the Trusteeship of the Long Rock Memorial Institute, as from the date of this meeting, noting that the Trusteeship had been transferred from the previous Trustees at their meeting on 1 July 2021.</li> <li>2) The out-going Trustees to be asked to hand over the building keys and to be ready to transfer the funds held on behalf of the charity as soon as the council, as managing trustee, has an operating bank account.</li> <li>3) to confirm and ratify insurance arrangements made by the clerk</li> <li>4) the council convenes a meeting of the charity, as Managing Trustee to: <ol style="list-style-type: none"> <li>a. appoint a Chairman, Treasurer and Secretary</li> <li>b. approve necessary changes to administrative processes of the charity</li> <li>c. agree the authorised bank signatories</li> <li>d. approve the opening of a bank account</li> <li>e. make any other decisions needed at that point in time</li> <li>f. The meeting to be held on Wednesday 25 August 2021, at 7pm in the Murley Hall, Ludgvan. After this initial meeting, meetings of the council as trustee to be scheduled to be held on the same evenings as parish council meetings, wherever possible.</li> </ol> </li> </ol> <p><b>Resolved</b> – that security fencing be put in place to prevent unauthorised access to the property, to be paid for from parish funds.</p>
LPC.21.22.124	<p><b>Crowlas Cemetery – repair of boundary wall, chapel structure and new drainage - To receive an update and consider any further actions at this stage.</b></p>
LPC.21.22.125	<p><b>Payroll / HMRC</b></p> <p>Members considered outsourcing to an external payroll company to resolve a duplicate entry in the HMRC online account for PAYE, having exhausted options given by HMRC Employer Helpline and the council's payroll software support helpline.</p> <p><b>Resolved</b> – that the MP be contacted and asked to help resolve the issue.</p> <p><b>Resolved</b> – that a second quote be sought, from Alverton Accountants.</p>
	<p><b>Meeting closed 8.55pm</b></p>
	<p><b>Signed by Chairman: .....</b></p>