

Ludgvan Parish Council

Business Plan 2021-2022

Approved by council – 8 September 2021

Ludgvan Parish Council Business Plan

This document sets out the parish council's plan for the coming year. The council's priorities aim to meet the needs of the local community, based on local knowledge of the parish councillors and feedback (ie from consultations, working with local organisations, etc). Every member of the community is welcome to comment on the plan, so that the parish council can work to make sure it is relevant and takes into account all local issues.

A business plan gives a framework to give direction to the work of the council. Residents of the parish can see what the council is trying to achieve and what its spending priorities are. It also helps the parish council to forecast its budgets and calculate its precept requirement for future years.

The plan sets out what the parish council does – and does not – do. It is an evolving plan which will be reviewed and updated regularly. The priorities in the plan will be used by the council to keep track of its progress throughout the year.

Background

There are two tiers of local government that provide services for residents in the Ludgvan parish:

[Cornwall Council](#) is responsible for transportation and highways maintenance, education, public health and social services, waste disposal, planning, public rights of way, and libraries.

[Ludgvan Parish Council](#) is the tier of local government closest to the community. It provides parish facilities including amenity areas in Ludgvan, allotments (Longrock and Church Hill, Ludgvan), and cemeteries (Crowlas and Ludgvan). The parish council carries out footpath cutting on behalf of Cornwall Council. The parish council is a consultee on planning applications, with the final decision on planning applications resting with Cornwall Council as the local planning authority. With regard to the most local level of planning policy, the parish council has produced a Neighbourhood Plan with a Parish Design Statement to set out the standards for appropriate development in the parish.

Ludgvan Parish includes communities at Long Rock, Ludgvan, Crowlas, Cockwells Whitecross and Lelant Downs.

Ludgvan Parish Council has 12 councillors (in August 2021, 9 elected and 3 coopted) who act together as a corporate body and make decisions, with the aim of acting in the best interests of the local community. The Chairman and Vice-Chairman of the council are elected each year at the Annual Council meeting in May. Parish Councillors are unpaid and give their time and efforts to parish council work. Elections were last held in May 2021 and are held every four years.

The council meets every month during the year, on the second Wednesday of the month. Meetings are usually held in the Oasis Centre, Ludgvan. Council meetings are open to the public and include a public participation period at the start of each meeting. Minutes of all meetings (including details of all spending) are published on the council website.

The council can set up working groups and committees to deal with matters which may need more detailed consideration outside of the council meetings. Committees may have delegated decision-making powers granted to them.

Accountability and Management

The parish council operates in accordance with its adopted policies, including Standing Orders and Financial Regulations, which are reviewed and updated regularly. These two documents set out the way in which the parish council conducts its business and manages its finances. Copies of policies are published on the council's website.

The parish council uses the Rialtas Alpha accounting software to help manage and report on its financial transactions. Finance reports and bank reconciliations are reported at council meetings. The council's finances and procedures are monitored each year through a process of internal and external audit.

There is one (part-time) employee – the clerk to the parish council. The clerk prepares agenda papers for council meetings, drafts minutes and correspondence, and carries out all the administrative affairs of the council. The clerk is Proper Officer and also the Responsible Finance Officer. Operational work (footpath cutting, grounds maintenance, etc) is contracted out.

Local councillors work to represent their communities and in doing so they have a community leadership role which is carried out in accordance with the council's adopted Code of Conduct. The Code of Conduct includes principles such as selflessness; honesty & integrity; objectivity; accountability; openness; leadership; personal judgement; respect for others; duty to uphold the law; stewardship of the council's resources.

Key Activities for 2021/22:

Activity	Details and timescales
Long Rock Memorial Institute	To complete the transfer of ownership and management of the memorial hall, from the current trustees to the parish council, acting as sole trustee. From there, to decide on the future use of the hall and/or land at this location. The Council, in its capacity as sole trustee, will produce a separate business plan for the memorial hall.
Proposed new community hall for Long Rock	To liaise with Cornwall Council and the developer of the proposed housing development in Long Rock, to achieve a purpose built community hall for Long Rock, and for the parish council to take on ownership and management responsibility
Review of footpaths	To review the cutting and maintenance requirements for footpaths maintained by the parish council under the LMP scheme, and to negotiate with Cornwall Council any changes to the LMP cutting list.

Long Rock public toilets	To seek the transfer of freehold ownership from Cornwall Council and then for the parish council to carry out the tendering process which is hoped will lead to a business use of the site with ancillary public toilet provision.
Traffic safety	<ul style="list-style-type: none"> - traffic survey - speeding traffic - lorries / Ludgvan - campaigning for a new bypass - parking
Support for community groups	<ul style="list-style-type: none"> - Longrock Playing Field Association - Grants
Amenity areas	<ul style="list-style-type: none"> - Amenity area, Ludgvan - Memorial area, Ludgvan - A30 benches - Phone box at Whitecross
Communications	<ul style="list-style-type: none"> - website - noticeboards (review positions and effectiveness) - social media (consider increasing parish council presence on social media) - potential for future issues of parish council newsletter
Neighbourhood Plan	<ul style="list-style-type: none"> - implementation following the 'yes' vote at referendum - how to monitor and review in the five years leading up the the planned first review of the neighbourhood plan.
Affordable Housing	<ul style="list-style-type: none"> - identify suitable sites for affordable housing
Climate change	<ul style="list-style-type: none"> - heat camera, bring into use - encourage sustainable transport options (eg re-opening Marazion Station)
Planning and development	<ul style="list-style-type: none"> - timely and informed responses to consultations from CC on planning applications in the parish - to utilise CIL and s.106 contributions where possible
Allotments	<ul style="list-style-type: none"> - proactive liaison with the Allotments Working Group and with plot-holders - regular inspections, to ensure that plots are well kept and productive. Aim for a quick turnaround of un-worked plots, so that these can be allocated to people on the allotments waiting list - <i>consider a community plot? - the council has had enquiries from Pz food charity, also a number of people keen to work a plot for mental health/social reasons.</i>
Cemeteries	<ul style="list-style-type: none"> - works at Crowlas Cemetery (repairs to chapel and boundary walls) - explore potential alternative uses for the chapel building at Crowlas cemetery - review the burials policies and procedures - bring in a memorials safely inspection regime - review of cemetery fees and charges, including considering an increase in fees to cover increased costs to the parish council for installation of concrete beams for memorials.

Governance	<ul style="list-style-type: none"> - review of council policies - internal audit – cllr checks - assets – cllr checks
Finances	<ul style="list-style-type: none"> - ensure that the precept requested by the parish council is set at a level which provides sufficient resources to deliver the annual business plan, and delivering good value for money to local residents - to keep the council’s finances under review and make the most of all available resources - to seek grant contributions from external funders where appropriate
Joint working with neighbouring councils	<ul style="list-style-type: none"> - tackling speeding traffic - enforcement (parking and dog fouling) - working to re-open the railway station at Marazion

Parish Council Budget

In the Autumn of each year the parish council considers the budget for the coming year, taking into account financial forecasts for the current year, potential under- and over-spends, and planned works and projects for the coming year. The budget is set, usually at the December meeting of the Council, and includes an amount agreed as the precept to be requested from Cornwall Council. Cornwall Council bills local residents for their Council Tax, including the precept amount which is collected on behalf of the parish council.

Precept and Council Tax Support Grant

Last year (2020/21)		This year (2021/22)	
Precept	Council Tax Support Grant	Precept	Council Tax Support Grant
£43,288	£1,317	£48,759	£1,343

Cost Centre Budgets

Cost Centre	Last year 2020/21				Current year 2021/22	
	Income		Expenditure		Inc.	Exp.
	Budget	Actual	Budget	Actual	Budget	Budget
Administration	£45,005	£45,197	£33,735	£34,753	£50,502	£34,349
Long Rock Allotments	£510	£703	£607	£318	£520	£620
Church Hill Allotments	£1,680	£2,269	£2,397	£3,393	£1,714	£2,445
Amenities	£8,500	£6,610	£13,490	£6,299	£8,969	£23,256
St Paul’s Cemetery	£2,250	£2,647	£2,576	£4,278	£2,295	£2,628
Crowlas Cemetery	£750	£735	£11,654	£2,249	£765	£2,187