

# Ludgvan Parish Council

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## Minutes – 13 October 2021

Minutes of the monthly meeting of Ludgvan Parish Council, held on Wednesday 13 October 2021 at 7.00pm at the Murley Hall, Ludgvan.

**Present:** Councillors: R Mann (Chairman), A Branchett, C Cartwright, S Miucci, M Payne, C Price-Jones, B Richards, L Trudgeon

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

AGENDA NO.	AGENDA ITEMS
	<p><b>Chairman's Announcements</b></p> <p>The Chairman announced the resignation of Mark Squire as parish councillor for the Crowlas Ward, this was noted by the council.</p> <p>An additional item of correspondence will be considered, an opportunity for planning training provided through CALC.</p>
LPC21.22.158	<p><b>Apologies for absence</b> – were received from Cllrs S Elliott, J Munday, R Porter</p> <p>Also from C.Cllrs A George (travelling to work), C.Cllr L Taylor (driving to hospital)</p>
LPC.21.22.159	<p><b><u>Declarations of Interest:</u></b> None.</p>
LPC.21.22.160	<p><b>To approve written requests for dispensation</b></p> <p>Members considered the request received from Cllr Cartwright.</p> <p><b>Resolved</b> – that dispensation be granted for Cllr Cartwright to participate in all business relating to a bypass for Crowlas.</p>
LPC.21.22.161	<p><b>Statement from Cllr Cartwright</b></p> <p>Cllr Cartwright read the following statement:</p> <p><i>“As specified in sections 30, 31 and 32 Localism Act 2011, Order 14 of Ludgvan Parish Council’s standing orders and part 3 of the adopted code of conduct require members to disclose their financial interests relating to matters on the agenda to be discussed at council meeting including meetings of committees and sub committees of the council.</i></p> <p><i>During my presentation at the council meeting on 11 August I correctly stated that both the Blue and Yellow routes for a Crowlas by-pass set out in The Department of Transport proposals and supported by this council at that time would affect a piece of land at Gitchell Lane in which Cllr Miucci and her family have a financial interest.</i></p> <p><i>It was wrong of me to suggest that this ownership of land, undisclosed at that time, may have influenced the outcome of The Neighbourhood Plan consultations.</i></p> <p><i>Councillors take actions and make decisions based on our perception of the needs of the electorate that we represent. I apologise unconditionally to Councillor Miucci and her family for suggesting that they may have done otherwise.”</i></p> <p>Cllr Miucci asked for a correct pronunciation of her name. The statement was noted.</p>

LPC.21.22.162	<p><b>Public Speaking</b></p> <p>The applicant attended to speak in support of application PA21/00870 – Varfell Farm.</p>
LPC.21.22.163	<p><b>Cornwall Councillor reports</b> - <i>To note written reports from Cornwall Council Ward Members circulated prior to the meeting, and to receive further update verbally at the meeting.</i></p> <p><u>Ludgvan, Madron, Gulval &amp; Heamoor</u></p> <p>C.Cllr A George had given apologies for the meeting, and had sent a written update covering:</p> <ul style="list-style-type: none"> <li>• progress in addressing immediate traffic and parking pressures, following the site meetings called a couple of months ago</li> <li>• As ward member, C.Cllr George is updated on planning enforcement matters</li> <li>• An offer to meet informally with parish councillors on a regular (monthly) basis to give another channel of communication and help to progress parish matters.</li> </ul> <p>Parish Councillors requested that their concern be noted that no reports had been received from the two other Cornwall Council ward members for the area.</p> <p><i>Clerk's note: apologies were received after the meeting from the Ward Members for Long Rock, Marazion &amp; St Erth and St Ives East, Lelant &amp; Carbis Bay due to illness and hospital driving, respectively</i></p>
LPC.21.22.164	<p><b><u>Minutes of the meeting of the Council held on 8 September 2021</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.21.22.165	<p><b>Clerk's update report</b></p> <p>The update report had been circulated prior to the meeting and was noted.</p> <p>Cllrs Richards and Mann both offered to keep trying to contact the family responsible for the memorial bench at Long Rock which was in disrepair and should be removed or replaced.</p>
LPC.21.22.166	<p><b>Reports from Councillors as representatives on outside bodies</b></p> <p>Cllr Cartwright reported that at the recent Directors meeting of the A30 Action Group it had been noted that the Penzance Town Council payment was awaited, and then the traffic consultant could be paid for their report, which was now needed to present as evidence to Highways England.</p> <p>Cllr Price-Jones reported that he was continuing to carry out the online Climate Literacy training</p> <p>Cllr Mann reported that he had recently attended the Chairmanship training provided by CALC.</p>
LPC.21.22.167	<p><b>Planning Applications</b></p>
	<p>(a) <a href="#">PA21/06778</a> – The Old Quay House Inn, Griggs Quay, Hayle TR27 6JG – Alterations and extensions to lodges 1 – 6 including raising the ridge height and creating balcony areas. Lodges 7 – 9 are proposed to be replaced with new enlarged lodges with balconies and raised ridge heights and associated works. All lodges will remain as holiday use and ancillary to the main hotel/building. <i>(Neighbouring parish)</i></p> <p>WITHDRAWN</p>

	(b) <a href="#">PA21/08625</a> – The Lodge, Lelant Downs, Hayle – Application for a lawful development certificate for the existing use of a chalet for holiday letting and short-term residential tenancies.  <b>Resolved</b> – that the parish council has no comment.
	(c) <a href="#">PA21/08630</a> – The Nest, Access Track to Ros-San, Lelant Downs TR27 6LL – Certificate of Lawfulness for existing use: Use of part of a building as an independent dwelling.  <b>Resolved</b> – that the parish council has no comment.
	(d) <a href="#">PA21/09192</a> – 1 The Buildings, Station Road, Long Rock – Amendments to existing planning permission (PA17/07147)  <b>Resolved</b> – that the parish council objects to the application. The application is not in line with the Neighbourhood Plan or the Parish Design Statement, and does not make reference to them. The proposed development is considered to be overdevelopment in terms of scale, in terms of proportion to the site and in terms of neighbouring properties.
	(e) <a href="#">PA21/08870</a> – Varfell Farm, Varell Lane, Long Rock – Change of use of land for siting of 14 caravans for seasonal agricultural workers.  <b>Resolved</b> – that the parish council supports the application.
LPC.21.22.168	<p><b>NEIGHBOURHOOD PLAN</b></p> <p>Members considered the report and guidance documents produced by Cornwall Council.</p> <p>The clerk had provided a summary list of Ludgvan NDP policies, for reference when responding to planning application consultations, and also a template for a monitoring form, with suggested standard uses of NDP policies as a guide.</p> <p>It was noted that the adopted NDP document is now fully in operation and is scheduled to be reviewed after 5 years. The NDP Review Working Group had met to consider how best to carry out the review.</p> <p><b>Resolved to accept the recommendations</b> from the working group:</p> <ol style="list-style-type: none"> <li>1) councillors are encouraged to refer to relevant NDP policies when proposing responses to planning consultations</li> <li>2) the attached monitoring form will be used as the basis for keeping an ongoing record on the use of NDP policies in planning decisions by the Planning Authority (Cornwall Council), to enable analysis such as intended (or unintended) uses of policies, reference to NDP policies by planning officers, etc</li> <li>3) the working group to review the information gathered at roughly 6 monthly intervals</li> <li>4) any cllrs willing to help maintain the monitoring document may be appointed to the working group and can help to populate the monitoring form.</li> </ol>
LPC.21.22.169	<p><b>Affordable Housing - To receive an update</b></p> <p>Cllr Price-Jones updated on a recent email from Andrew George, Cornwall Community Land Trust, advising that options for affordable houses in other areas were being explored, with no viable options identified in the Ludgvan parish at this time.</p> <p>Cllr Price-Jones stated that he will continue to try to talk to landowners and architects directly regarding the potential for affordable housing in the parish.</p> <p><b>Noted.</b></p>

LPC.21.22.170	<p><b>Planned new housing at Long Rock</b> - <i>To consider an update on plans for building new housing in Long Rock.</i></p> <p>Councillors considered the potential that the housing development might be built in phases, and questioned at what stage the community building would be built and handed over to the parish council.</p>
LPC.21.22.171	<p><b>Traffic Survey</b> - <i>To receive an update</i></p> <p>Cllr Price-Jones referred to documents related to the recent traffic survey, circulated in advance of the meeting. He reported that an officer in the Transport Portfolio Holder for Transport's team had emailed to advise that funding has been secured for a number of projects to progress between now and March 2024, including addressing longstanding community concerns within Crowlas and Ludgvan. The starting point to be to commission feasibility work to review the various issues raised, including discussions at the site visit on 19 August and the detailed feedback and issues communicated by Cllr Price-Jones.</p> <p>The update was noted, and Cllr Price-Jones was thanked for the work carried out on the traffic survey by him and the volunteers who have carried out the survey work.</p> <p><b>Agreed</b> that to progress this and other ward matters, Cllrs Man, Price-Jones, Cartwright and Elliott would arrange to meet with C.Cllr A George for an informal meeting as he had offered.</p>
LPC.21.22.172	<p><b>Update following site meeting with Highways (19 August) – Lorries through Ludgvan Square and traffic/parking at the school and Crowlas crossroads.</b></p> <p>It was noted that this had been covered during discussion on the previous item.</p>
LPC.21.22.173	<p><b>Long Rock public toilets</b></p> <p><b>Noted</b> that the Clerk was working with the relevant Cornwall Council officer to schedule a Teams meeting to discuss this matter. Further report to be made to the November meeting of the Council.</p>
LPC.21.22.174	<p><b>Action against unsustainable beach items</b></p> <p>In response to a call to town and parish council, it was <b>Resolved</b> – that Ludgvan Parish Council resolves to support Cornwall Council's proposal to encourage the cessation of the sale of unsustainable bodyboard, and other short-term use beach items, and is happy for its name to be used on any correspondence to retailers within the parish.</p>
LPC.21.22.175	<p><b>Funding for Long Rock Playing Field Association</b></p> <p>Members considered an update received from the Long Rock Playing Field Association, noting that there had been £360 agreed donation for monthly inspections and that although the Playing Field Association did not consider these necessary, there were other items for which they requested funding assistance.</p> <p><b>Resolved</b> – that the previously agreed sum of £360 be paid to the Long Rock Playing Field Association to be used towards funding the annual play equipment inspection for the current year, solutions to gates being left open, and insurance costs.</p>
LPC.21.22.176	<p><b>Grants applications</b></p> <p>It was noted that rather than a formal grant application, this was a request for replacement items to bring the public access defibrillator at the Community Centre back into operation. The council had been contacted by the Ronnie Richards Memorial Charity.</p>

	<p><b>Resolved</b> – to purchase (funded from the grants budget) from the Ronnie Richards Memorial Charity, a replacement cabinet and battery pack and to gift these items to the Community Centre to bring the public access defibrillator at the Community Centre back into use.</p>
LPC.21.22.177	<p><b>National Highways consultation</b></p> <p><i>To agree a parish council response to the consultation at <a href="https://routestrategies.highwaysengland.co.uk/">https://routestrategies.highwaysengland.co.uk/</a></i></p> <p><b>Resolved</b> to submit the parish council resolution made at the August meeting of the council, calling for an alternative route for the A30 between St Erth and Newtown roundabouts. To refer to the Crowlas traffic counter so that National Highways can refer to their own data.</p>
LPC.21.22.178	<p><b>Joint working with Marazion Town Council - To receive an update on the latest joint meeting with Marazion Town Council representatives, and to agree any matters to raise at the next joint meeting (no joint meetings have been held since the last parish council meeting)</b></p>
LPC.21.22.179	<p><b>Survey of local councils – response to C.Cllr Barry Jordan</b></p> <p>Deferred to the November meeting of the council.</p>
LPC.21.22.180	<p><b>Cornwall Council Ward Member – attendance at parish council meetings</b></p> <p>Members discussed the benefits of good communications between the parish council and the Cornwall Council ward members, to help local issues to be resolved promptly and to help progress projects.</p> <p>It was <b>agreed</b> to contact each of the CC ward members to welcome their attendance at parish council meetings and to encourage brief written update reports whether or not they are available to attend the council meeting itself. Sending apologies in advance would let the parish council know whether to expect to be able to raise issues with individual ward members at council meetings.</p>
LPC.21.22.181	<p><b>Notice of Conclusion of Audit</b></p> <p>The Clerk reported on the conclusion of external audit 2020/2021. The Chairman welcomed the fact that there were no matters raised by the external auditor and thanked the clerk for her work on this. <b>Resolved</b> – that the report is noted.</p>
LPC.21.22.182	<p><b>Appointment of Internal Auditor</b></p> <p>It was reported that the council’s current Internal Auditor had retired.</p> <p><b>Resolved</b> - that the clerk contacts at least three local auditors (independent and competent to carry out this work), and reports back to the November meeting.</p>
LPC.21.22.183	<p><b>Appointment of Contracts Working Group</b></p> <p>Members considered the projects underway which would benefit from a working group to help to progress contract considerations and discussions between council meetings, noting that draft terms of reference were set out in the report.</p> <p><b>Recommended</b> – that</p> <ol style="list-style-type: none"> <li>1) a Contracts Working group be created</li> <li>2) Cllrs Mann, Porter and Price-Jones be appointed to the working group</li> </ol> <p>the terms of reference for the working group to be based on the terms set out above.</p>
LPC.21.22.184	<p><b>Legal support for leasehold and transfer arrangements</b></p>

	<p>It was noted that the parish council is working on projects which will require the services of solicitors for conveyancing and legal advice, including the transfer of Long Rock beach public conveniences, leasing out the public convenience property, potential lease arrangements for the chapel at Crowlas Cemetery, and the future use of the Long Rock Memorial Hall site.</p> <p><b>Resolved</b> – that</p> <ol style="list-style-type: none"> <li>1) the clerk will seek quotes from solicitors for work on the Long Rock Beach public conveniences and the chapel building at Crowlas Cemetery, and</li> <li>2) the council appoints Roger Taylor (of Wellers Solicitors) to give legal advice on the future use of the Long Rock Memorial Hall site.</li> </ol>																																							
LPC.21.22.185	<p><b>Review of Cemetery Regulations and Procedures</b></p> <p>Deferred to the November meeting of the council.</p>																																							
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LPC.21.22.187	<p><b>Review of Bench Policy</b></p> <p>Deferred to the November meeting of the council.</p>																																							
LPC.21.22.188	<p><b>Use of Microsoft Teams</b></p> <p>Deferred to the November meeting of the council</p>																																							
LPC.21.22.189	<p><b>Schedule of Payments – Resolved</b> to approve the payments to be made, as set out in the schedule:</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Purpose</th> <th>Amount (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>Direct bank payment</i></td> </tr> <tr> <td>Viking Direct</td> <td>Stationery Inv no 7334992</td> <td>£39.59</td> </tr> <tr> <td>Ludgvan Parish Church</td> <td>Hire of Murley Hall (8 September meeting)</td> <td>£24.00</td> </tr> <tr> <td>PKF Littlejohn</td> <td>External Audit 2020/21</td> <td>£360.00</td> </tr> <tr> <td>Simon Rhodes Grounds Maintenance</td> <td>Church Hill allotments rubbish removal (waste disposal costs and labour) £186 Whitecross phone box, clearing and cleaning £150</td> <td>£336.00</td> </tr> <tr> <td>Cornwall ALC Ltd</td> <td>Chairmanship training 290921</td> <td>£24.00</td> </tr> <tr> <td>Viking Direct</td> <td>Stationery Inv no 7645337</td> <td>£38.94</td> </tr> <tr> <td>Long Rock Playing Field Association</td> <td>A grant funding contribution award towards costs in 2021 including annual play equipment inspection, signs for the gates and insurance costs.</td> <td>£360.00</td> </tr> <tr> <td>Louise Dowe</td> <td>Clerk's salary September 2021 (Note 1)</td> <td>£1,542.36</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI month 7 (Note 3)</td> <td>£503.88</td> </tr> <tr> <td>Louise Dowe</td> <td>Clerk's expenses September 2021 (Note 2)</td> <td>£77.98</td> </tr> <tr> <td>Ludgvan Parish Church</td> <td>Hire of Murley Hall (August meeting) (invoiced for £24, after making pre-invoice payment of £20)</td> <td>£4.00</td> </tr> </tbody> </table>	Payee	Purpose	Amount (inc VAT)	<i>Direct bank payment</i>			Viking Direct	Stationery Inv no 7334992	£39.59	Ludgvan Parish Church	Hire of Murley Hall (8 September meeting)	£24.00	PKF Littlejohn	External Audit 2020/21	£360.00	Simon Rhodes Grounds Maintenance	Church Hill allotments rubbish removal (waste disposal costs and labour) £186 Whitecross phone box, clearing and cleaning £150	£336.00	Cornwall ALC Ltd	Chairmanship training 290921	£24.00	Viking Direct	Stationery Inv no 7645337	£38.94	Long Rock Playing Field Association	A grant funding contribution award towards costs in 2021 including annual play equipment inspection, signs for the gates and insurance costs.	£360.00	Louise Dowe	Clerk's salary September 2021 (Note 1)	£1,542.36	HMRC	PAYE/NI month 7 (Note 3)	£503.88	Louise Dowe	Clerk's expenses September 2021 (Note 2)	£77.98	Ludgvan Parish Church	Hire of Murley Hall (August meeting) (invoiced for £24, after making pre-invoice payment of £20)	£4.00
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	Ronnie Richards Memorial Charity (Public Access Defibrillator Program)	Cabinet and batter pack to be gifted to the Ludgvan Community Centre for the defibrillator sited at the community centre.	£625.20
	<i>Payment by Direct Debit</i>		
	Source for Business	Water – Long Rock Allotments 11 May – 31 Aug 21	£69.82
	Nest pension scheme	Clerk’s pension Sept 2021	£99.22
LPC.21.22.190	<b>Finance report and bank reconciliation</b> <b>Resolved</b> – that the budget monitoring report and bank reconciliation are noted.		
LPC.21.22.191	<b>Code of Conduct Assessment Decision</b> <b>Noted</b> receipt of a Code of Conduct Assessment Decision, in accordance with Standing Order 15a.		
LPC.21.22.192	<b>Correspondence/communications</b>  i. Local resident: request for a community noticeboard in Ludgvan Square “Having just been to pin up a poster for a charity event locally on the unofficial notice board ( a telegraph pole in The Square) I wonders if the parish council would fund a proper board for people to publicise local events that aren’t PC notices? I’m sure someone could be persuaded to make one for free if given the materials.” <b>Resolved</b> – not to take action to provide a community noticeboard.  ii. Late correspondence – CALC – planning training opportunity at a cost of £30 plus VAT <b>Resolved</b> – that the council agrees that Cllr Price-Jones attends the training.		
LPC.21.22.193	<b>Agenda items for a future meeting</b>  i. Any items deferred from this meeting  ii. Budget setting for 2022/2023 (draft budget to November meeting, decision at November or December meeting)  iii. Update from Cormac on the Coastal Path works (Marazion to Long Rock)  iv. Christmas trees for the parish (Mexico Inn, Long Rock, Lelant, Crowlas) – quotes  v. Community Speedwatch		
	Meeting closed: 8.20pm	Signed by Chairman: .....	