

Ludgvan Parish Council

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Agenda – 9 February 2022

To Members of Ludgvan Parish Council:

Councillors: R Mann (Chairman), S Elliott (Vice-Chairman), A Branchett, C Cartwright, S Miucci, J Munday, M Payne, R Porter, C Price-Jones, B Richards

Dear Councillor

You are summoned to an ordinary meeting of Ludgvan Parish Council on **Wednesday 9 February 2022 at 7.00pm**, to be held in the **Murley Hall, Ludgvan**, for the purpose of transacting the following business.

Councillors and the public attending should observe the [safe attendance protocols](#) published on the website, and signage at the meeting venue, precautions to help protect against the spread of covid-19 at meetings, including the wearing of face coverings please, if you are able to.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that while every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

Yours sincerely

Louise Dowe

Louise Dowe
Clerk to the Council
2 February 2022

AGENDA

Chairman's Announcements

AGENDA NO.	AGENDA ITEMS
LPC21.22.244	Apologies for absence
LPC.21.22.245	<u>Declarations of Interest:</u> <i>Members to declare disclosable pecuniary interests and non-registerable interests (including details thereof) in respect of any items on this agenda, including any gifts or hospitality exceeding £25.</i>
LPC.21.22.246	To approve written requests for dispensation
LPC.21.22.247	Public Speaking <i>(up to 15 minutes in total)</i>
LPC.21.22.248	Cornwall Councillor reports - <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> <u>Long Rock, Marazion & St Erth / Ludgvan, Madron, Gulval & Heamoor / St Ives East, Lelant & Carbis Bay</u>

LPC.21.22.249	<p><u>Minutes of the meeting of the Council held on 12 January 2022</u></p> <p>To resolve – 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.21.22.250	Clerk's update report - See separate report.
LPC.21.22.251	Reports from Councillors as representatives on outside bodies
	<u>ITEMS FOR DECISION:</u>
LPC.21.22.252	<p>To co-opt to vacancy on the council - Crowlas Ward (1 vacancy)</p> <p><i>To interview the candidate/s for co-option to fill the vacancy for councillor on the parish council, and to consider filling the current vacancy in the Crowlas Ward, by co-option</i></p> <p>Application received – Andrew Segal</p>
	PLANNING
LPC.21.22.253	Planning Applications
	(a) <u>PA22/00601</u> – 33 Trescoe Road, Long Rock, Penzance TR20 8JY – Non-material amendment (NMA1) for minor amendments to footprint and elevations to extension to decision PA18/06086 dated 13.08.18
	(b) <u>PA21/12748</u> – Land south west of Evergreen Lodge, Back Lane, Canonstown – Construction of 5 dwellings with garages on vacant field without compliance with Condition 2 of decision notice PA19/09309 dated 08.03.2021.
	(c) <u>PA21/11830</u> – 11 Churchfield Close, Crowlas, Penzance TR20 8ER – Conversion and extension of garage to form self-contained family annexe accommodation and extension to provide new garage – revised scheme of <u>PA21/00931</u>
	(d) <i>Any additional planning consultations received before 5pm, Friday 4 February.</i>
	PARISH ISSUES
LPC.21.22.254	<p>Street Trading Grant Application – Miss Marie Thompson trading as ‘The Cornish Ice Box’ – footpath opposite Marazion March – LI11_000299</p> <p><i>To consider a parish council response to the above street trading application.</i></p>
LPC.21.22.255	<p>Highways Network funding</p> <p><i>To start to draw up a list of works to be requested under the Highways Network Funding scheme – submission date – 20 February</i></p>
LPC.21.22.256	<p>Setting up a Land Trust for Ludgvan – [Cllr Price-Jones]</p> <p><i>To consider the potential to set up a local Land Trust</i></p>
LPC.21.22.257	Long Rock public toilets - <i>To receive an update on efforts to transfer the Long Rock public toilets to the parish council, and agree actions to take, if appropriate.</i>
LPC.21.22.258	<p>Works specification for Chapel at Crowlas Cemetery</p> <p><i>To consider the draft work specification, for quotes for repair works</i></p>
LPC.21.22.259	<p>Welcome signs for road entrances to Ludgvan Parish [Cllr Mann]</p> <p><i>To consider purchasing and installing ‘Welcome to Ludgvan Parish’ signs</i></p>

LPC.21.22.260	Potential to install a new bench at Long Rock – [Cllr Branchett] <i>To consider the parish council purchasing and installing a bench at Long Rock</i>
	PARTNERSHIP WORKING AND CONSULTATIONS
LPC.21.22.261	Madron Parish Neighbourhood Development Plan – <i>To consider this parish council’s response to the consultation on the Madron Parish draft NDP and Madron Parish Design Guide</i>
LPC.21.22.262	Joint working with Marazion Town Council - <i>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)</i>
	ACCOUNTS AND GOVERNANCE
LPC.21.22.263	Appointment of a councillor as signatory to the parish council bank account <i>To appoint a fourth councillor to join the pool of bank signatories</i>
LPC.21.22.264	Appointments to committees <i>To make appointments to committees, following cllr resignations</i>
LPC.21.22.265	Data Asset Register <i>To consider the draft Data Asset Register, and to approve it as a council policy document</i>
LPC.21.22.266	Planning Sites Meetings – Protocol <i>To consider the draft protocol for councillors attendance at planning sites meeting, with a view to approve and adopt a protocol to be followed.</i>
	Burials policies
LPC.21.22.267	Review of Cemetery Regulations and Procedures – <i>to consider, approve and adopt a revised set of Cemetery Regulations – February meeting</i>
LPC.21.22.268	Cemeteries Risk Assessment – <i>to approve the risk assessment, drafted for Council to consider</i>
LPC.21.22.269	Grave Digging Policy - <i>to consider and approve the draft Grave Digging Policy</i>
LPC.21.22.270	Memorial Inspection Policy – <i>to approve policy and procedures, and to implement regular inspections of memorials in parish council run cemeteries</i>
LPC.21.22.271	Bench Policy – <i>to consider, approve and adopt the revised Bench Policy</i>
LPC.21.22.272	Review of fees and charges – Cemeteries – <i>to review and then set the fees and charges for the council’s cemeteries for 2022/2023</i>
LPC.21.22.273	Guidance on Exclusive Rights of Burial (ERoB) and transfer of ownership, and associated forms: <i>(to update the current information on the website)</i> <ul style="list-style-type: none"> a. Assignment of Exclusive Right of Burial form b. Surrender of Exclusive Right of Burial form <i>(to be written)</i> c. Assent of Executor or Administration form d. Deed of Assignment <i>(to be written)</i> e. Form of Renunciation f. Statutory declarations g. Flowchart – transfer of ERoB <i>(new)</i>

LPC.21.22.274	Schedule of Payments - <i>To approve the payments to be made, as set out in the schedule appended to this agenda.</i>
LPC.21.22.275	Finance report and bank reconciliation - <i>To consider and note the budget monitoring report and bank reconciliation.</i>
LPC.21.22.276	Correspondence/communications <ul style="list-style-type: none"> i. Request from a local resident – allotments, request for ban on use of pesticides, and encouraging biodiversity – see reports bundle.
LPC.21.22.277	Agenda items for a future meeting <ul style="list-style-type: none"> i. Any items deferred from this meeting ii. Approval of Cemeteries policies and procedures, if deferred for final decision at the February meeting iii. Review of Financial Risk Assessment – <i>to review and agree any updates needed to the Financial Risk Assessment</i> iv. Review of Asset Register – <i>to review and agree any updates needed to the Asset Register.</i> v. Council communications through social media [Cllr Price-Jones] vi. Legal support for leasehold and transfer arrangements – <i>to appoint a solicitor for the council for transfers of property, leases etc (not that heads of terms for public toilets transfer will be needed to inform a quote, hence the delay)</i>
	MATTERS FOR DECISION, INFORMATION EXCLUDED FROM THE PRESS AND PUBLIC
LPC.21.22.278	Exclusion of the press and public <p>To resolve: 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>
	<u>CONFIDENTIAL ITEMS FOR DECISION</u>
LPC.21.22.279	Lease of Land, Church Hill Allotments <p><i>To consider the option to negotiate a new lease with the landlord of the land, Church Hill Allotments</i></p>
LPC.21.22.280	Crowlas Cemetery – repair and maintenance of walls <p><i>To approve a schedule of works to inform requests for quotes.</i></p>
LPC.21.22.281	Legal support for leasehold and transfer arrangements <p><i>To appoint a solicitor to act for the council for transfers of property, leases, etc</i></p>