

Ludgvan Parish Council

Minutes – 8 February 2023

Minutes of the monthly meeting of Ludgvan Parish Council, held on Wednesday 8 February 2023 at 6.45pm at the Murley Hall, Ludgvan

Present: Councillors: R Mann (Chairman), C Cartwright, S Elliott, J Mayall, S Miucci, J Munday, J Saville

Cornwall Councillor/s attending: Cllr A George.

Officer support: Parish Clerk/RFO

Minute No.	AGENDA ITEMS
LPC22.23.270	Apologies for absence – were received from Cllrs C Price-Jones, A Segal, A Branchett, M Payne, R Porter.
LPC22.23.271	Declarations of Interest: None.
LPC22.23.272	To approve written requests for dispensation - None
LPC22.23.273	Public Speaking (<i>up to 15 minutes in total</i>) The applicant attended to speak in support of a planning application subject to a 5 day protocol consultation.
LPC22.23.274	Cornwall Councillor reports <u>Ludgvan, Madron, Gulval & Heamoor</u> – Cllr George gave an update report which included: <ul style="list-style-type: none"> - Consultation underway for the emergency TRO (double yellow lines) - Devolution Deal – consultation ends later in the month And in response to a question about views on the possibility of a holiday bedroom tax, this is an issue which would need to be explored.
LPC22.23.275	Minutes of the meeting of the Council held on 11 January 2023 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.
LPC22.23.276	Clerk's update report The clerk's update report had been circulated prior to the meeting and was noted . Regarding minute 363 (Consultation, West Penwith CNP Traffic Regulation Order), Cllr Elliott reported that a CNP meeting had been held and that the decision had been made. Noted .
LPC22.23.277	Reports from Councillors as representatives on outside bodies Cllr Munday reported on a planning application granted with traffic control conditions. There had been a good job with the resurfacing works (Back Lane and Heather Lane) but no signs. If no signs were in place in March, the matter would be brought back to the parish council. Noted that this was a dangerous junction and needs to be addressed.

LPC22.23.278	Planning Applications																															
	a)	<p>PA22/11142 – Loading Bay, The Mushroom Farm, Varfell Lane, Long Rock – Construction of loading bay to existing packing sheds including reduction in level of existing hardsurfaced yard area and alterations to south-east elevation of buildings comprising altered and additional doors.</p> <p>Resolved – that the parish council has no objection to this application.</p>																														
	b)	<p>PA22/11355 – Hilly Field Cottage, Tregassack Road, Ludgvan – Extension to existing dwelling to include demolition of elements constructed under previous approval W1/91/P/0616</p> <p>Resolved – that the parish council has no objection, subject to the recommendations from the Historic Environment Officer being met. It is important that the proper process must be followed for the change of route of the public right of way through the site.</p>																														
	c)	<p>PA23/00353 – Land at Mushroom Farm, Long Rock, Penzance – Proposed use as dwelling with unrestricted occupancy (following decision 1/92/P/0782/FA for an agricultural dwelling)</p> <p>Resolved – Objection. The dwelling should remain an agricultural dwelling. Concern that the new access has been put in place without planning permission. Concern too that the Cornish Hedge has been destroyed, and it is asked that the hedge be required to be reinstated.</p>																														
	d)	<p>Pre-application Consultation from Cornerstone: Proposed upgrade of existing telecommunications base station, Bay Villas, Longrock Road, Longrock, Penzance</p> <p>Resolved – no objection.</p>																														
LPC22.23.279	<p>Schedule of Payments –</p> <p>Resolved - To approve the payments to be made, as set out in the payments schedule, and for the £50 change of ownership charge to be applied to refunds for grave ownerships.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Purpose</th> <th>Amount payable (inc VAT)</th> </tr> </thead> <tbody> <tr> <td>Ludgvan Parish Church</td> <td>Murley Hall Hire (January meeting)</td> <td>£24.00</td> </tr> <tr> <td>Simon and Rebecca Rhodes Garden and Grounds Care</td> <td>Ann. Maint – 4th quarter British Legion area maint. A30 benches maint.</td> <td>£1,178.30</td> </tr> <tr> <td>Webmate</td> <td>SSL certificates 16/2/23 – 15/2/24</td> <td>£26.40</td> </tr> <tr> <td>Ludgvan Parish Church</td> <td>Murley Hall Hire (LR meeting)</td> <td>£8.00</td> </tr> <tr> <td>Ludgvan Parish Church</td> <td>Murley Hall Hire (appraisal)</td> <td>£8.00</td> </tr> <tr> <td>Mrs J Beever</td> <td>Burial fee – refund</td> <td>£200.00</td> </tr> <tr> <td>Louise Dowe</td> <td>Clerk’s salary January (Note 1)</td> <td>£1,701.03</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI month 11 (Note 3)</td> <td>£522.36</td> </tr> <tr> <td>Louise Dowe</td> <td>Clerk’s expenses January 2023 (Note 2)</td> <td>£77.00</td> </tr> </tbody> </table>		Payee	Purpose	Amount payable (inc VAT)	Ludgvan Parish Church	Murley Hall Hire (January meeting)	£24.00	Simon and Rebecca Rhodes Garden and Grounds Care	Ann. Maint – 4 th quarter British Legion area maint. A30 benches maint.	£1,178.30	Webmate	SSL certificates 16/2/23 – 15/2/24	£26.40	Ludgvan Parish Church	Murley Hall Hire (LR meeting)	£8.00	Ludgvan Parish Church	Murley Hall Hire (appraisal)	£8.00	Mrs J Beever	Burial fee – refund	£200.00	Louise Dowe	Clerk’s salary January (Note 1)	£1,701.03	HMRC	PAYE/NI month 11 (Note 3)	£522.36	Louise Dowe	Clerk’s expenses January 2023 (Note 2)	£77.00
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LPC22.23.280	<p>Tree surgery works along Long Lane and access to Allotments</p> <p>Members considered the request from tree surgeons acting on behalf of the Diocese, to enable tree works.</p> <p>Resolved – that council agrees to the tree surgeons having access to the allotments site as requested, and that the digger may be kept on the allotment site, as requested.</p>												
LPC22.23.281	<p>Long Rock Memorial Hall – proposal for new meeting room [Cllr Cartwright]</p> <p><i>To consider the proposal: "The Parish Council will support the plan to investigate ways and means to have a new energy efficient meeting room on the site of the Long Rock Memorial Institute"</i></p> <p>Resolved – that this item be referred to the Long Rock Memorial Institute charity meeting in March as it is a matter for the council as Trustee to decide.</p>												
LPC22.23.282	<p>Long Rock Memorial Hall – charity trustee meetings [Cllr Cartwright]</p> <p><i>To consider the proposals:</i></p> <p><i>"The minutes of our meetings as corporate trustee of the charity Long Rock Memorial Institute shall be published on the council's website"</i></p> <p><i>"The meetings of this council when acting as Trustee of the charity Long Rock Memorial Institute shall be open to the public"</i></p> <p>Resolved – that this item be referred to the Long Rock Memorial Institute charity meeting in March as it is a matter for the council as Trustee to decide.</p>												
LPC22.23.283	<p>Rights of Way network –</p> <ol style="list-style-type: none"> 1) <i>To consider maintenance and improvement works that may be needed, and how to bring about improvements</i> 2) <i>To receive the LMP rights of way agreement 2023/24</i> <p>Resolved:</p> <ol style="list-style-type: none"> 1) To ask the council's footpaths contractor for information on which stiles need to be repaired/replaced, and for parish councillors to send in any works needed on footpaths furniture, for consideration at the March meeting of the council; and 2) The parish council agrees to sign up to the LMP agreement for the coming year 												
LPC22.23.284	<p>Pest Control at the Church Hill Allotments – to consider whether to commission further regular inspections to control pest activity at the allotments</p> <p>Resolved – to stop the contract for the pest control, and to review again if further complaints are received.</p>												
LPC22.23.285	<p>Ludgvan Community Land Trust - deferred, in the absence of Cllr Price-Jones</p>												

LPC22.23.286	Community Speedwatch Update - deferred, in the absence of Cllr Segal.
LPC22.23.287	<p>Update on proposed Long Rock traffic improvements</p> <p>Cllr Elliott reported that he had asked the cabinet member for Highways for a progress update: Cornwall Council are still waiting for the bus company's views on the changes to the bus stop that the traffic improvements works would bring about. The commitment to the project still remains. Noted.</p>
LPC22.23.288	<p>Minor works – shelves and noticeboard for the phonebox at Whitecross, and new noticeboards at Crowlas, to replace existing</p> <p>Resolved – that the works be confirmed as per the quote, to be implemented as soon as possible.</p>
LPC22.23.289	<p>Amenity Woodland Research [Cllr Cartwright] – <i>To consider the motion: The Council asks the Clerk to research grant funding and other financial assistance available to help the council to create and maintain an amenity woodland of about one hectare, and to investigate the possibility of engaging help and advice from the appropriate officer at Cornwall Council and the Woodland Trust to prepare a business plan suitable for approval by our Auditors including costs of leasing, planting and annual maintenance of the land.</i></p> <p>https://www.cornwall.gov.uk/environment/countryside/forest-for-cornwall-programme/forest-for-cornwall-and-landowners-farmers-and-businesses/</p> <p>Cllr Cartwright noted that the original proposal had been made when there had been the chance of an ideal site for this sort of project, and that perhaps it should be put on the backburner until another suitable area of land came forward.</p> <p>Members noted the information on the Forest of Cornwall project, circulated by the clerk prior to the meeting.</p> <p>It was also noted that there were various areas in the parish where trees could potentially be planted, including the amenity area next to the cemetery in Ludgvan.</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1) To invite Mieke Weiser (Forest for Cornwall Project Officer) to an upcoming meeting of the parish council, to discuss the help the council might be able to access through this project; and 2) For councillors and the clerk to review potential areas of land where trees might be planted, and to report back to the March meeting of the council.
LPC22.23.290	<p>Allotments update</p> <p>Members noted the allotments update report circulated prior to the meeting.</p>
LPC22.23.291	<p>Consultation (Cormac) – Balnoon Junction, Halsetown, St Ives – Safety Works <i>To consider a parish council response to the consultation</i></p> <p>Resolved – application supported.</p>
LPC22.23.292	Joint working with Marazion Town Council – no update.
LPC22.23.293	Burials policy – Surrender of Exclusive Right of Burial - <i>To consider and agree a policy for refunds in the event of the surrender of ownership of a grave lease</i>

	<p>Resolved – that council confirm that the charge for surrender of an Exclusive Right of Burial will be the change of ownership fee as set out in the fees and charges in force at the time of surrender request.</p>
LPC22.23.294	<p>Training</p> <p>Members considered the training opportunities available.</p> <p>Resolved – that the council approves the following training for the Clerk as an approved training expense: Charitable Trusts (SLCC) £60 + VAT; and VAT the basics and making tax digital (£30 + VAT)</p>
LPC22.23.295	<p>Finance report and bank reconciliation</p> <p>Noted – that the finance report had not been finished for the month, and would be circulated when work schedule permits.</p>
LPC22.23.296	<p>Code of Conduct Assessment Decision</p> <p>The council received the outcome assessment of a Code complaint regarding Councillor Cartwright. It was noted that Cllr Cartwright had sent a letter of apology.</p>
LPC22.23.297	<p>Correspondence/communications</p> <p>No matters of correspondence were raised at the meeting.</p>
LPC22.23.298	<p>Agenda items for a future meeting</p> <ul style="list-style-type: none"> <i>i.</i> Any items deferred from this meeting <i>ii.</i> Review of banking arrangements, to include opening a savings/deposit account – to consider options available and to decide on an appropriate savings/deposit account <i>iii.</i> Maintenance of public rights of way – to consider feedback from the council’s contractor, and feedback from councillors <i>iv.</i> Preparations for the Coronation
LPC22.23.299	<p>Exclusion of the press and public</p> <p>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>
LPC22.23.300	<p>Review of arrangements for contracts: grounds maintenance and rights of way maintenance – To review the contract arrangements in readiness for the 2023 season, from April 2023</p> <p>Noted – that the footpaths maintenance contract for 2023 was the second year of a two-year contract.</p> <p>Resolved – that the grounds maintenance contract to be renewed on a 3-year contract term, to include an increase of 5% from 1 April 2023. The contract to include provision for further fee review in future years within the contract term.</p>
LPC22.23.301	<p>Report following clerk’s annual appraisal - <i>To receive the report from the Employment Committee following the clerk’s annual appraisal, and to consider any recommendations from the committee</i></p> <p>Members noted the report on the annual appraisal.</p> <p>Agreed – to research a potential replacement printer.</p>

LPC22.23.302	<p>Review of the clerk's salary – <i>To receive the report from the Employment Committee following an in-house review of the salary scale for the post, and the positioning of the current post-holder on the salary scale.</i></p> <p>Resolved – that from 1 April 2023 the post of Clerk/RFO would be paid in accordance with national salary scale SCP 24 to 31, with the current Clerk to be paid at SCP 28 from 1 April 2023.</p>	
LPC22.23.303	<p>Asbestos Management Plan – Crowlas Cemetery Chapel Building - <i>To consider and adopt the draft Asbestos Management Plan and to agree any associated actions</i></p> <p>Members considered the written report circulate prior to the meeting.</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) The council to commission Allium Environmental to provide an Asbestos Management Plan for the chapel building; 2) Two separate quotes to be sought for: <ol style="list-style-type: none"> a. Removal and disposal of the profiled roof cladding sheets (all the sheets on both the chapel and the lean-to buildings); and b. A new roof for the chapel building, of similar materials and with roof-lights, if possible) 3) Clerk to check with the Planning Authority, whether planning permission should be applied for (noting that there will be a fee to be paid); and 4) When the costs of re-roofing had been received, to submit a grant application to the Heritage Lottery Fund for the re-roofing (if Levelling Up funding has been granted), or for the whole building repair project (if Levelling Up funding is not granted). 	
	Meeting closed: 8.33pm	Signed by Chair: