

Ludgvan Parish Council

Minutes – 13 December 2023

Minutes of the monthly meeting of Ludgvan Parish Council held on Wednesday 13 December 2023 at 6.45pm in the Murley Hall, Ludgvan.

Councillors present: Councillors: R Mann (Chair), L Brindley, J Mayall, S Oliver, J Savill

Cornwall Councillor Divisional Members attending: C.Cllr J Martin. Apologies received from C.Cllrs A George and L Taylor.

Officer support: Clerk/RFO to the Parish Council

Minute No.	AGENDA ITEMS
	Chair's Announcements
LPC23.24.228	Apologies for absence – were received from Cllrs L Miucci, S Miucci, M Payne, J Munday, R Porter, B Richards, C Cartwright.
LPC23.24.229	Election of Vice-Chair of the Parish Council Resolved – that Cllr Savill is elected as Vice-Chair of the Parish Council until the next meeting.
LPC23.24.230	<u>Declarations of Interest:</u> None.
LPC23.24.231	To approve written requests for dispensation – None
LPC23.24.232	Public Speaking A member of the public had attended to ask whether there was any progress on getting a handrail for the steps at Trethorne Court.
LPC23.24.233	Presentation – Running a Memory Café A representative from the Cornwall Memory Café Network attended to give an overview of their work and the way that they could help support a Memory Café for Ludgvan.. 43 across Cornwall and Isles of Scilly, and all subscribe to the CMC Network. Age UK provide memory café's, not usually work with the CMC Network. The CMC Network is affiliated to Disability Cornwall. If anyone is interested in starting a memory café, a £1,000 start up grant can be available, with support for the first few sessions, to help with set up, connections with GP, social prescribing and making connections, and provision of wrap around support. Able to support at home for people with dementia who may attend the memory café, support with helping to access other support, carers allowance, etc. Can also help with leaflets etc. There is a gap that could be filled by a new memory café in Ludgvan. The next nearest are Penzance and Hayle. None in Marazion. Sourcing volunteers – can the CMC Network help? - yes – can help with a volunteer drive through social media and leaflets for village shops etc. List of local facilitators (eg singing, music, seated yoga). Quarterly meeting with other café's, and so plenty of support. More information on the website. Tea and coffees are usually provided through fund raising such as raffles (not covered by the grants). Often held twice a month. Sessions are usually 2pm – 4pm, with a refreshment break.

	It was noted that support for people with dementia was a growing need and the memory café's are a valuable resource in local communities. Members discussed and agreed that a potential location could be the Community Centre, if volunteers could be found to run it.		
LPC23.24.234	<p>Cornwall Councillor reports</p> <p><u>Long Rock, Marazion & St Erth / Ludgvan,</u></p> <p>C.Cllr Martin – has been visited places which have been flooded in the local area. Many people are felling trees, including in TPO areas, this is being investigated. Working to find accommodation for families who have been issued with eviction dates, and discussing with the landlord to request an extension of time.</p> <p>West planning, 6 applications, 3 were against the officer recommendation, one has resulted in a helpful discussion with the applicant.</p>		
LPC23.24.235	<p><u>Minutes of the meeting of the Council held on 8 November 2023</u></p> <p>Resolved – that the minutes of the meetings 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>		
LPC23.24.236	<p>Clerk's update report</p> <p>The update report circulated prior to the meeting was noted.</p>		
LPC23.24.237	<p>Reports from Councillors as representatives on outside bodies</p> <ul style="list-style-type: none"> • Meeting on 24 November with National Highways and Cornwall Council, next meeting 23 January, priority list to be drafted. • Cllr Savill – the Police Councillor Advocate Scheme is conducting a survey, the link will be shared with parish councillors to give their feedback. • Cllr Mayall has arranged to meet with Andrew George (Cornwall Community Land Trust) to discuss potential ways forward, all local councillors are welcome to attend, Cllr Mayall will circulate details. Cllr Mayall has also had a meeting with a local person interested in joining a self-build scheme. The experience of Cornwall Community Land Trust was noted. <p>Suggestion – the council to write to Cornwall Council to object to the £50 registration fee they charge, for people to sign up to register as a potential self-build.</p> <p>Resolved – to send the objection to Cornwall Council, regarding the £50 fee for self-build registration.</p>		
LPC23.24.238	<p>To co-opt to vacancy on the council – Crowlas Ward</p> <p>Resolved – to co-opt Stephen Oliver as parish councillor for the Crowlas Ward, filling the vacancy.</p>		
LPC23.24.239	<p>To receive declaration of Acceptance of Office, and written agreement to observe the Council's Code of Conduct</p> <p>Cllr Oliver signed his Declaration of Acceptance of Office.</p>		
LPC23.24.240	<p>Planning Applications</p> <table border="1"> <tr> <td>a)</td><td><u>PA23/08961</u> – Trembethow Manor, Lelant Downs, Hayle TR27 6NN – Construction of single-storey extension</td></tr> </table>	a)	<u>PA23/08961</u> – Trembethow Manor, Lelant Downs, Hayle TR27 6NN – Construction of single-storey extension
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		<p>Members noted the changes that had been made since the refusal of the previous application.</p> <p>Resolved – to support the application.</p>
	b)	<p>PA23/07658 – Land North of Lanvean, Tregender Lane, Crowlas – Outline planning permission with some matters reserved for two new homes including access (all other matters reserved)</p> <ul style="list-style-type: none"> - No reference to previous flash flooding at the site - Concern at changes to accommodate visibility splay, would affect the semi-rural nature of the highway - Noted the reasons for refusal given for a previous application - Questioned whether sufficient tests for suitability had been carried out <p>Resolved – to object to the application as the site is outside the settlement boundary and so contrary to policy LUD5 of the Ludgvan NDP, concern that there is a mains water supply through the application site, concern at removal of Cornish hedge for visibility splay which would change the semi-rural nature of the road, and support the concerns raised by neighbours in the Cornwall Council planning consultation portal. Concern at history of flash flooding on the site.</p>
	c)	<p>PA23/08480 – Barn East-South-East of Galowva Cottages, Crowlas TR20 8DS – Conversion of barn to form dwelling and associated works (amendments to commenced previously approved barn conversion PA15/04859)</p> <p>Resolved – to support the consultation response submitted by National Highways.</p>
	d)	<p>PA23/08472 – St Ives Holiday Village, Lelant, St Ives – Removal of 5 chalets and replacement with 6 micro-lodges</p> <p>Resolved – application supported.</p>
	e)	<p>PA23/09501 – Que Sera, Back Lane, Crowlas, Penzance – Proposed rear extension</p> <p>Resolved – to object to the application:</p> <ul style="list-style-type: none"> - Extension is too big in proportion to the rest of the property, and the proposed flat roof is contrary to the Ludgvan Parish Design Statement. - Agree with the South West Water comments on the application
	f)	<p>PA23/09522 – Rosewartha, Crowlas, Penzance – Certificate of Lawfulness for Existing use to confirm the unfettered occupancy in respect of the self contained dwelling at Rosewartha, Little Rosevidney, Crowlas</p> <p>Resolved – no evidence to offer.</p>
	g)	<p>PA23/08693 – Splatten Ridden Farm, Lelant Downs, Hayle – Construction of an agricultural shed</p> <p>Resolved – the parish council supports the application.</p>
LPC23.24.241		<p>Consultation from GallifordTry – Proposed Electronic Communications Base Station Site (CS300796_00) car park adjacent to the Engine Inn in PH B3311, Crippleaze, St Ives TR20 8NF (NGR: 150037/036809)</p> <p>Members considered the consultation documents and Resolved – no objection to the proposal.</p>

LPC23.24.242	<p>Schedule of Payments</p> <p>Resolved – to approve the payments set out in the schedule, with the addition of £2.75 to the Clerk’s expenses, for postage of Unity Bank account application documents (11 December 2023).</p> <table><tr><th>Payee</th><th>Purpose</th><th>Amount (inc VAT)</th></tr><tr><td colspan="3"><i>To be paid by online bank payments</i></td></tr><tr><td>Keskeys Christmas Trees</td><td>3 x 12 ft Nordman Firs, trees for the parish</td><td>£360.00</td></tr><tr><td>Ludgvan Parish Church</td><td>Murley Hall Hire (8 November meeting)</td><td>£24.00</td></tr><tr><td>Ludgvan Parish Church</td><td>Murley Hall Hire (15 November, LRMI AGM)</td><td>£8.00</td></tr><tr><td>Jacob Kitchen Plumbing and Heating</td><td>Responding to complaint of low water pressure at the allotments, Church Hill</td><td>£40.00</td></tr><tr><td>Viking</td><td>Stationery – inv no 3418774</td><td>£34.49</td></tr><tr><td>Cornwall Association of Local Councils</td><td>Planning training (enforcement and appeals) JS 22 Nov 23</td><td>£36.00</td></tr><tr><td>Louise Dowe</td><td>Clerk’s salary November</td><td>£2,523.60</td></tr><tr><td>HMRC</td><td>PAYE/NI month 9</td><td>£1,111.20</td></tr><tr><td>Louise Dowe</td><td>Clerk’s expenses November 2023, as per schedule plus £2.75 postage</td><td>£77.55</td></tr><tr><td>SLCC Society of Local Council Clerks</td><td>Clerk’s annual membership subscription</td><td>£296.00</td></tr><tr><td colspan="3"><i>To be paid by Direct Debit</i></td></tr><tr><td>NEST pension scheme</td><td>Clerk’s pension November 2023</td><td>£200.68</td></tr><tr><td>Source for Business</td><td>Water – Long Rock allotments 120823 to 091123</td><td>£94.87</td></tr></table>	Payee	Purpose	Amount (inc VAT)	<i>To be paid by online bank payments</i>			Keskeys Christmas Trees	3 x 12 ft Nordman Firs, trees for the parish	£360.00	Ludgvan Parish Church	Murley Hall Hire (8 November meeting)	£24.00	Ludgvan Parish Church	Murley Hall Hire (15 November, LRMI AGM)	£8.00	Jacob Kitchen Plumbing and Heating	Responding to complaint of low water pressure at the allotments, Church Hill	£40.00	Viking	Stationery – inv no 3418774	£34.49	Cornwall Association of Local Councils	Planning training (enforcement and appeals) JS 22 Nov 23	£36.00	Louise Dowe	Clerk’s salary November	£2,523.60	HMRC	PAYE/NI month 9	£1,111.20	Louise Dowe	Clerk’s expenses November 2023, as per schedule plus £2.75 postage	£77.55	SLCC Society of Local Council Clerks	Clerk’s annual membership subscription	£296.00	<i>To be paid by Direct Debit</i>			NEST pension scheme	Clerk’s pension November 2023	£200.68	Source for Business	Water – Long Rock allotments 120823 to 091123	£94.87
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LPC23.24.243	<p>Renewal of Clerk’s subscription to the Society of Local Council Clerks</p> <p>Resolved – to pay the Clerk’s annual subscription to the SLCC, noting that where the Clerk also works for another parish council, the subscription charge may be reduced on a pro-rata basis, if agreed by the second parish council.</p>																																													
LPC23.24.244	<p>Review of allotment fees</p> <p>Members considered the report and reviewed the allotment fees to be charged from 1 January 2025, noting that the council aimed to cover the costs of running the allotments, and that as a number of the allotment tenants lived outside the parish, the level of subsidy by the parish council should be limited.</p> <p>Resolved – to increase the standard plot rent to £38 per annum from 1 January 2025. Tenants to be notified by the end of December 2024, to give 12 months notice of increase.</p>																																													

LPC23.24.245	<p>Review of burial fees</p> <p>Members reviewed the burial fees charged, taking into account the running costs of the two cemeteries, and comparisons with charges set by nearby local councils.</p> <p>Resolved – to keep the fees as they are for this year, noting that this may result in a more significant percentage increase next year.</p>
LPC23.24.246	<p>Bus shelters <i>To consider provision of new bus shelters, and repair and maintenance of existing shelters</i></p> <p>Members considered the recent calls for either new bus shelters or repairs to bus shelters. It was noted that there were a number of bus shelters in the parish which the parish council were responsible for. An agreement had been signed in 2013, however the bus shelters had not been added to the council's Asset Register at that time.</p> <p><u>Whitecross</u> – a request for a new bus shelter on the Hayle-bound side of the A30. This location was subject to discussion with Cornwall Council and National Highways and so it was agreed to defer consideration on this request until the outcome of those discussions was known.</p> <p><u>Chy an Gweal, Ludgvan, next to the Community Centre</u> – notification that the bus shelter has rusted, concerns had been raised that there could be risk of injury. The shelter is beyond repair and so recommended for replacement. It is one of the bus shelters for which the parish council is responsible. A quote had been received from Cornwall Council's preferred contractor</p> <p>Resolved – to action the purchase and installation of a replacement bus shelter at Chy an Gweal in this financial year, with a grant application to be submitted to Cornwall Council and the remainder to be financed by CIL funds held by the parish council.</p> <p><u>Castle Gate</u> – request for a new bus shelter in the layby at Castle Gate, for Penzance bound buses. Verbal agreement for the location has been given by Cornwall Council. Grant application had not yet been submitted, pending quote from Cornwall Council's preferred supplier.</p> <p>Resolved – that the council agrees to install a bus shelter at this location, with grant support to be sought from Cornwall Council. As it was understood that Cornwall Council would agree only one bus shelter grant per local council per annum, the purchase and installation of a bus shelter at this location to be deferred until after April 2024.</p>
LPC23.24.247	<p>To consider motion by Cllr Cartwright: "In accordance with section 59c of the Community Infrastructure Regulations 2010, Ludgvan Parish Council agrees to allocate £15,000, out of the £40,000 Community Infrastructure levy funds already received, to Road safety works suggested by National Highways and to other new Infrastructure on the A30 trunk road through The Parish. "</p> <p>Deferred to the next scheduled meeting of the council, in the absence of Councillor Cartwright.</p>
LPC23.24.248	<p>To consider motion by Cllr S Miucci: To instruct the Clerk to contact the owners of the field above the pavement between Gilly Lane and the post box at Whitecross, to advise of mud and water on the pavement which may be caused by field run-off, and to ask them to take steps to remedy this, to reduce or prevent water run-off from field to pavement.</p> <p>Deferred to the next scheduled meeting of the council, in the absence of Cllr S Miucci.</p>

LPC23.24.249	<p>To consider motion by Cllr S Miucci:</p> <p>To instruct the Clerk to request Cornwall Council to require the landowner/s of Collurian Lane to keep the surface water drains running freely, to reduce water run-off onto the A30. If Cornwall Council or National Highways will not do this, then for the Clerk to make the request directly to the landowner/s.</p> <p>Deferred to the next scheduled meeting of the council, in the absence of Cllr S Miucci.</p>
LPC23.24.250	<p>Monitoring of the parish council's defibrillators – to consider signing up to a maintenance and inspection agreement</p> <p>Agreed to defer until the January meeting of the Council, pending further information.</p>
LPC23.24.251	<p>Noticeboard for Lelant Downs</p> <p>Members considered the report setting out the recommended cost and design for a new noticeboard at Lelant Downs. The cost of the recommended noticeboard started from £281 plus VAT, Councillors noted that the cost would be slightly more than this minimum as posts would also be needed, to fix the noticeboard onto.</p> <p>Resolved – to arrange for the purchase and installation of the recommended Greenbarnes noticeboard on the grassed area next to the bench at Lelant Downs, to be funded from CIL funds, and to ask the Council's footpaths contractor to carry out the installation work.</p>
LPC23.24.252	<p>Repair and painting of cemetery gates</p> <p>It was noted that the local blacksmith asked to recommend a course of action for both sets of cemetery gates had advised that the Crowlas Cemetery gates could be re-hung and repaired, and that the gates at the New St Paul's Cemetery would best be replaced as repair was not likely to be cost effective, the tubular metalwork had rusted through in too many places.</p> <p>Quotes for the work would be provided. The blacksmith had also been asked to quote for the supply and installation of a handrail at Trethorne Court steps. It was expected that the quote would be received before the January meeting of the council.</p> <p>Agreed – to defer this item until the January meeting of the council.</p>
LPC23.24.253	<p>Ludgvan Community Land Trust - An update had been given earlier in the meeting.</p>
LPC23.24.254	<p>Opening up discussions with the developers at Long Rock re the community hall <i>To consider when to start discussions, noting that the parish council will need to start to budget for operating the hall.</i> It was noted that the building works had started, and would take a number of months to reach the stage where it would be appropriate to open these discussions.</p> <p>Agreed – that this will be an agenda item at the June 2024 meeting of the council.</p>
LPC23.24.255	<p>Cornwall Council Community Chest applications - <i>to consider making applications</i></p> <p>Agreed - No applications at this stage.</p>
LPC23.24.256	<p>Joint working with Marazion Town Council - No update.</p>
LPC23.24.257	<p>Information report - £454 reclaimed from insurance cover, following the transfer of the Long Rock Memorial Institute charity to new trustees Noted.</p>
LPC23.24.258	<p>Review of Ludgvan Parish Council Business Plan - Defer to future meeting.</p>

LPC23.24.259	Community Infrastructure Levy, use of funds - Defer to future meeting.
LPC23.24.260	Training No requests.
LPC23.24.261	<p>Draft Budget 2024/25 - <i>to review the draft budget, for recommendation to council for approval at the December meeting of the council</i></p> <p>The report setting out the considerations which had been taken into account when drafting the budget for the coming year was considered, along with the draft budget figures, both of which had been circulated prior to the meeting to enable time for questions and comments to be raised by Members before and at the council meeting.</p> <p>Members agreed to add a new budget line 'bus shelters' with a budgeted expenditure of £4,335 for 2024/25, in addition to the expenditure items included in the draft budget.</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) Council approves the recommended additions and transfers to earmarked reserves, for the 2023/24 financial year end; 2) Council approves the 2024/2025 budget as set out in the report to council and with the addition of a budget line for bus shelters with £4,335 expenditure budgeted for 2024/25; and 3) Council approves the proposed precept of £56,000 for the 2024/2025 financial year, and for the 2024/25 precept request to be sent by the Clerk/RFO for submission (online) to Cornwall Council.
LPC23.24.262	<p>Review of cemetery policy on reserving entitlement to burial plots <i>To consider permitting the reserving of burial plot entitlement</i></p> <p>Members considered the report, setting out the option to allow the purchase of an Exclusive Right of Burial in advance of the need for a grave space for interment, on the basis that a specific grave space could not be reserved, the next available grave space would be allocated when interment booked.</p> <p>Resolved – to update the cemetery rules to enable the purchase of an Exclusive Right of Burial for a non-specific grave space in advance of need of the grave space for interment.</p>
LPC23.24.263	<p>Appointment of Bank Signatory - <i>following the resignation as a parish councillor of one of the bank account signatories, a replacement signatory to be appointed.</i></p> <p>Agreed – to defer this item to the January meeting of the council.</p>
LPC23.24.264	<p>Adoption of protocol for the use of the council's Multipay card</p> <p>After considering the draft protocol, it was</p> <p>Resolved- to approved and adopt the protocol for use of the council's Multipay credit card.</p>
LPC23.24.265	<p>Finance report and bank reconciliation</p> <p>The budget monitoring report and bank reconciliation were noted.</p>
LPC23.24.266	<p>Correspondence/communications</p> <ol style="list-style-type: none"> 1) Nance Mill Engines Preservation Association – Noted. It was agreed to also suggest that the association contacts St Ives Town Council as the site is either in or next to the St Ives Parish.
LPC23.24.267	Agenda items for a future meeting

	<p><i>i.</i> Any items deferred from this meeting</p> <p>Repair and renovation of the chapel building at Crowlas Cemetery – to receive an update and agree on the next actions to take, including: Asbestos Management Plan; Funding application/s (National Lottery Heritage Fund)</p>	
LPC23.24.268	<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>	
LPC23.24.269	<p>National Agreement – salary scales 2023/24</p> <p>Resolved – that the council notes and approves the rate of pay from 1 April 2023 in line with the Local Government Service Pay Agreement 2023, for the period from 1 April 2023 to 31 March 2024.</p>	
LPC23.24.270	<p>Review of Pension arrangements for staff</p> <p>Members considered the report setting out the options for staff pension arrangements.</p> <p>Resolved – that the council will close the NEST pension scheme and instead enroll in the Cornwall Local Government Pension Scheme, from 1 April 2024.</p>	
LPC23.24.271	<p>IT Support Contract</p> <p>Deferred until a future meeting.</p>	
LPC23.24.272	<p>Banking compensation agreement <i>To consider the update on the compensation awarded following poor banking service</i></p> <p>The council noted the Clerk's update, that after investigation by the Financial Services Ombudsman, Lloyds Bank had agreed to make a compensation payment.</p> <p>Resolved – that it was considered that the compensation should be paid into the parish council current account.</p>	
LPC23.24.273	<p>Damage to amenity land by St Paul's New Cemetery <i>To consider the damage and decide on appropriate action to take</i></p> <p>Members considered the report which set out the damage to the amenity land. Following discussion it was Agreed – to contact the owner of the livestock and seek to meet on site to discuss how best to restore the area to its previous condition.</p>	
	Meeting closed: 9.28pm	Signed by Chair: