

# Ludgvan Parish Council

## Minutes – 14 February 2024

Minutes of the meeting of Ludgvan Parish Council held on Wednesday 14 February 2024 at 6.45pm in the Murley Hall, Ludgvan.

**Councillors present:** Cllrs R Mann (Chair), R Porter (Vice-Chair) L Brindley, J Mayall, J Munday, S Oliver.

In attendance: Clerk/RFO (remotely, via Teams, due to illness). No members of the public.

Minute No.	AGENDA ITEMS
LPC23.24.307	<b>Apologies for absence</b> were received from Cllrs Cartwright, L Miucci, S Miucci, Payne, Richards, Savill. Apologies also received from C. Cllrs George and Taylor.
LPC23.24.308	<b>Declarations of Interest:</b> None
LPC23.24.309	<b>To approve written requests for dispensation</b> None
LPC23.24.310	<b>Public Speaking</b> None
LPC23.24.311	<p><b>Cornwall Councillor reports</b></p> <p>Members noted the written reports received.</p> <p>Cllr Taylor’s report included: expressions of interest for new electric vehicle charging points; Land potentially available for development - call for sites; Household waste recycling centres; MMR vaccine; and young people opportunity for careers in caring.</p> <p>Cllr George’s report included:</p> <ul style="list-style-type: none"> <li>- Chasing Highways on the proposals for improvements at Ludgvan Churchtown and Lower Quarter</li> <li>- Need to move forward on plans for the handrail at Trethorne Court, with contribution from Community Chest</li> <li>- The progress with the A30 discussions with National Highways and neighbouring parishes</li> <li>- Support for the Ludgvan CLT</li> </ul>
LPC23.24.312	<p><b>Election of Vice-Chairman</b></p> <p>The Chair expressed his thanks to Cllr Savill for having agreed to temporarily fulfil the position of Vice-Chair.</p> <p><b>Resolved</b> – that Cllr Porter be appointed as Vice-Chair for the remainder of the Council year.</p>
LPC23.24.313	<p><b><a href="#">Minutes of the meeting of the Council held on 10 January 2024</a></b></p> <p><b>Resolved</b> – 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>
LPC23.24.314	<p><b>Clerk’s update report – noted.</b></p> <ul style="list-style-type: none"> <li>- The surface drains at Collurian Lane and Heather Lane, and the mud on the pavement near Gilly Lane had been reported to National Highways, with response that they are not the responsibility of National Highways. <b>Agreed</b> – to report drains to South West Water and to try to identify the landowner who might be responsible for the surface drain clearance.</li> </ul>

	- Cllr Mayall had been confirmed as the fifth bank signatory, bank card and online banking details to be sent in the post to him in the next few days.																																																
LPC23.24.315	<b>Reports from Councillors as representatives on outside bodies</b> None																																																
LPC23.24.316	<b>Planning Applications</b>																																																
	a) <a href="#">PA23/09831</a> – The Willows, Nance, Trink, St Ives TR26 3JQ – Lawful Development Certificate for the existing use of cabin (The Willows) as a dwelling house <b>Resolved</b> – the parish council has no further evidence to offer, and requests that the right of way at the site should remain clear and unobstructed.																																																
	b) <a href="#">PA24/00001/NDP</a> – St Hilary Neighbourhood Development Plan <b>Resolved</b> – that the draft of the St Hilary NDP is supported.																																																
	c) <a href="#">PA23/09294</a> – Whitecroft, Gilly Lane, Whitecross TR20 8BZ – Retention of retaining wall <b>Resolved</b> – that in view of the further information received, the application is supported.																																																
LPC23.24.317	<p><b>Schedule of Payments</b></p> <p><b>Resolved</b> – that the payments as set out in the schedule are approved for payment:</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>To be paid by online bank payments</i></td> </tr> <tr> <td>Mr EH Rich</td> <td>Grass cutting (Church Hill) and paint, fit noticeboards at Crowlas (original invoice lost in post)</td> <td>£305.00</td> </tr> <tr> <td>Mr EH Rich</td> <td>Grass cutting (Church Hill) and fitting padlock (Crowlas Cemetery)</td> <td>£258.83</td> </tr> <tr> <td>Ludgvan Parish Church</td> <td>Murley Hall Hire (10 January meeting)</td> <td>£24.00</td> </tr> <tr> <td>Simon and Rebecca Rhodes, Garden &amp; Grounds Care</td> <td>Third quarter. Annual maintenance, St Paul Cemetery, Amenity Area, Crowlas Cemetery, Churchtown plot.</td> <td>£985.19</td> </tr> <tr> <td>Simon and Rebecca Rhodes, Garden &amp; Grounds Care</td> <td>Fourth quarter. Annual maintenance, St Paul Cemetery, Amenity Area, Crowlas Cemetery, Churchtown plot. Plus annual maint. memorial garden area, A30 benches. Plus single payment for work to bench at Lelant Downs.</td> <td>£1,325.19</td> </tr> <tr> <td>Ludgvan Parish Church</td> <td>Murley Hall Hire (25 January committee meeting)</td> <td>£8.00</td> </tr> <tr> <td>Staff costs</td> <td></td> <td>£2,635.08</td> </tr> <tr> <td>Louise Dowe</td> <td>Clerk's expenses January 2024</td> <td>£78.12</td> </tr> <tr> <td colspan="3"><i>To be paid by Direct Debit:</i></td> </tr> <tr> <td>Staff costs</td> <td></td> <td>£136.94</td> </tr> <tr> <td>Source for Business</td> <td>Church Hill Allotments – water. 6/10/23 to 16/1/24</td> <td>£66.58</td> </tr> <tr> <td>Source for Business</td> <td>New St Paul's Cemetery – water. 11/10/23 to 29/1/24</td> <td>£27.19</td> </tr> <tr> <td>Source for Business</td> <td>Long Rock Allotments – water. 10.11.23 to 6.2.24</td> <td>£62.89</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payee	Purpose	Amount (inc VAT)	<i>To be paid by online bank payments</i>			Mr EH Rich	Grass cutting (Church Hill) and paint, fit noticeboards at Crowlas (original invoice lost in post)	£305.00	Mr EH Rich	Grass cutting (Church Hill) and fitting padlock (Crowlas Cemetery)	£258.83	Ludgvan Parish Church	Murley Hall Hire (10 January meeting)	£24.00	Simon and Rebecca Rhodes, Garden & Grounds Care	Third quarter. Annual maintenance, St Paul Cemetery, Amenity Area, Crowlas Cemetery, Churchtown plot.	£985.19	Simon and Rebecca Rhodes, Garden & Grounds Care	Fourth quarter. Annual maintenance, St Paul Cemetery, Amenity Area, Crowlas Cemetery, Churchtown plot. Plus annual maint. memorial garden area, A30 benches. Plus single payment for work to bench at Lelant Downs.	£1,325.19	Ludgvan Parish Church	Murley Hall Hire (25 January committee meeting)	£8.00	Staff costs		£2,635.08	Louise Dowe	Clerk's expenses January 2024	£78.12	<i>To be paid by Direct Debit:</i>			Staff costs		£136.94	Source for Business	Church Hill Allotments – water. 6/10/23 to 16/1/24	£66.58	Source for Business	New St Paul's Cemetery – water. 11/10/23 to 29/1/24	£27.19	Source for Business	Long Rock Allotments – water. 10.11.23 to 6.2.24	£62.89			
Payee	Purpose	Amount (inc VAT)																																															
<i>To be paid by online bank payments</i>																																																	
Mr EH Rich	Grass cutting (Church Hill) and paint, fit noticeboards at Crowlas (original invoice lost in post)	£305.00																																															
Mr EH Rich	Grass cutting (Church Hill) and fitting padlock (Crowlas Cemetery)	£258.83																																															
Ludgvan Parish Church	Murley Hall Hire (10 January meeting)	£24.00																																															
Simon and Rebecca Rhodes, Garden & Grounds Care	Third quarter. Annual maintenance, St Paul Cemetery, Amenity Area, Crowlas Cemetery, Churchtown plot.	£985.19																																															
Simon and Rebecca Rhodes, Garden & Grounds Care	Fourth quarter. Annual maintenance, St Paul Cemetery, Amenity Area, Crowlas Cemetery, Churchtown plot. Plus annual maint. memorial garden area, A30 benches. Plus single payment for work to bench at Lelant Downs.	£1,325.19																																															
Ludgvan Parish Church	Murley Hall Hire (25 January committee meeting)	£8.00																																															
Staff costs		£2,635.08																																															
Louise Dowe	Clerk's expenses January 2024	£78.12																																															
<i>To be paid by Direct Debit:</i>																																																	
Staff costs		£136.94																																															
Source for Business	Church Hill Allotments – water. 6/10/23 to 16/1/24	£66.58																																															
Source for Business	New St Paul's Cemetery – water. 11/10/23 to 29/1/24	£27.19																																															
Source for Business	Long Rock Allotments – water. 10.11.23 to 6.2.24	£62.89																																															

LPC23.24.318	<p><b>To consider motion by Cllr Cartwright:</b> "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><b>Deferred</b> - until the next meeting, in the absence of Cllr Cartwright. Member present indicated that they would wish to see this proposal made for a specific project.</p>
LPC23.24.319	<p><b>Jubilee Pool – option for the parish council to fund free swims for youngsters, summer 2024</b></p> <p>Members received the written invitation to the parish council to fund free swims for under 16 year olds at the Jubilee Pool. During discussion there was support for the potential benefits of the scheme, encouraging ability in and around water for young people living near the coast and with concern that beaches are not always suitable for swimming.</p> <p>Members were interested to learn how the scheme might work in practice, including how the pool would identify children and young people from the Ludgvan parish. Members considered ways in which the scheme might benefit all income levels, and noted that families to the east of the parish would have less benefit from the scheme.</p> <p><b>Resolved</b> – to invite a representative from the Jubilee Pool to discuss the proposal at the March meeting of the Parish Council.</p>
LPC23.24.320	<p><b>Ludgvan Community Land Trust</b></p> <p>Councillor Mayall reported that the Ludgvan Community Land Trust had found and contacted the Executor responsible for selling land which may be suitable for a community housing site, and they have agreed to discuss with the Community Land Trust. There was an upcoming meeting with Andrew George, Cornwall CLT to discuss how to move forward with the Ludgvan Community Land Trust. It was hopeful that there could be a viable project to move forward with. <b>Noted</b></p>
LPC23.24.321	<p><b>Cornwall Council Community Chest applications</b></p> <p>Members noted that a quote had been sought from a local blacksmith for a handrail on the steps from Trethorne Court, in response to requests from local residents on safety grounds. In view of the historic nature of the location, next to the Parish Church, it was agreed that a locally sourced bespoke handrail should be installed.</p> <p><b>Resolved</b> to submit application to the Community Chest fund (C.Cllr Andrew George) to fund the supply and installation of a handrail at the steps between Trethorne Court and The Square, based on the quote sought from local blacksmith Ashley Pearce.</p>
LPC23.24.322	<p><b>Joint working with Marazion Town Council</b></p> <p><b>Agreed</b> to invite representatives from Marazion Town Council to the next meeting/s with National Highways, Cormac, Cornwall Council and St Erth Parish Council, regarding the A30. Also to share the notes of the previous meetings with Marazion Town Council.</p>
LPC23.24.323	<p><b>Terms of Reference for Planning Committee</b></p> <p>The draft terms of reference for the Planning Committee had been circulated prior to the meeting.</p> <p><b>Resolved</b> – to approve and adopt the terms of reference for the Planning Committee.</p>

LPC23.24.324	<p><b>5 Day Protocol for planning applications</b> <i>To review, to consider whether the planning committee should be consulted [Cllr Savill]</i></p> <p><b>Deferred</b> – to the next meeting of the Council, in the absence of Cllr Savill.</p>
LPC23.24.325	<p><b>Appointment of Internal Auditor for 2024</b></p> <p><b>Resolved</b> – to appoint Barbara Goraus as Internal Auditor for 2024</p>
LPC23.24.326	<p><b>Cornwall Council Local Maintenance Partnership 2024/25 offer: Public Rights of Way vegetation cutting</b> <i>To receive the documents setting out the offer, and to <b>Resolve</b> to accept</i></p> <p>Members noted that LMP documents circulated prior to the meeting and</p> <p><b>Resolved</b> – to accept the LMP Agreement 2024/25.</p> <p><b>Agreed</b> – to hold a meeting of the Rights of Way Working Group at 6pm, Wednesday 13 March.</p>
LPC23.24.327	<p><b>Contractor arrangements for local rights of way maintenance work, 2024/25</b> <i>To review the arrangements and arrange to seek quotes if contract renewal is needed</i></p> <p>It was noted that the current contract, of a two-year term, has come to an end, and that the work had been carried out to a high standard during that time.</p> <p><b>Resolved</b> – that quote will be sought for the rights of way maintenance for a three-year contract term. To be reported at the March meeting of the council, for decision.</p>
LPC23.24.328	<p><b>Training</b></p> <p><b>Resolved</b> – training approved, provided by or via CALC</p> <p>Cllr Brindley:</p> <ul style="list-style-type: none"> <li>- 23.2.24 Social media for councils advance strategies</li> <li>- 27.2.24 Code of Conduct</li> <li>- 12.3.24 Dealing with local and regional media</li> <li>- 25.3.24 Emotional intelligence and resilience</li> <li>- 28.3.24 Managing difficult people and conversations</li> <li>- 28.2.24 and 13.3.24 Navigating charitable trusts for local councils</li> </ul> <p>Cllr Oliver: 27.2.24 Code of Conduct</p>
LPC23.24.329	<p><b>Replacement office mobile phone</b></p> <p>Members considered the report which set out the need for a replacement office mobile, as the current mobile has become outdated and cannot be upgraded to a version that can cope with all requirements of the banking app. It was noted that the Clerk works for two parish councils and so there could be potential for the cost of a shared phone number to be shared between the two councils, this to be looked into as an option.</p> <p><b>Resolved</b> – to purchase a replacement office mobile phone based on the specifications set out in the report, and to seek to defray the cost, if possible, by sharing the office phone with another local council.</p>
LPC23.24.330	<p><b>Finance report and bank reconciliation</b></p> <p>Members <b>noted</b> the budgeting monitoring report and bank reconciliation.</p>
LPC23.24.331	<p><b>Correspondence/communications</b></p> <p>No correspondence to report.</p>

	Cllr Munday noted that there were two local facebook groups which the council could link with through its own social media. At this stage it as <b>agreed</b> to use the council's facebook page as an online noticeboard.	
LPC23.24.332	<b>Agenda items for a future meeting</b> <ul style="list-style-type: none"> <li><i>i.</i> Any items deferred from this meeting</li> <li><i>ii.</i> IT Support Contract</li> <li><i>iii.</i> Review of Ludgvan Parish Council Business Plan</li> <li><i>iv.</i> CIL – use of funds</li> <li><i>v.</i> Repair and renovation of the chapel building at Crowlas Cemetery – <i>to receive an update and agree on the next actions to take, including: Asbestos Management Plan; Funding application/s (National Lottery Heritage Fund)</i></li> <li><i>vi.</i> Update from Cllrs Porter and Richards – meeting SWW, cleaning up Long Rock beach</li> </ul>	
LPC23.24.334	<b>Repair and painting of cemetery gates</b> <b>Deferred</b> to next meeting, pending quotes.	
LPC23.24.335	<b>Review of contract for the ongoing maintenance of bus shelters</b> <b>Deferred</b> to next meeting, pending further information.	
	Meeting closed: 7.42 pm	Signed by Chair: .....