

**Minutes of a meeting of Landulph Parish Council held on  
Monday 24 April 2017 at 7.30pm in the  
Landulph Memorial Hall Annexe, Landulph**

**PRESENT:** Councillors G Stevenson (Chairman), Mrs G Braund, P Braund, Mrs R Cradick, D Peck, C Wyman.

**Also present:** Katherine Williams - Clerk to the Council.

**Public Forum**

**164-16 APOLOGIES FOR ABSENCE** – Councillor Mrs Dennis.

**165-16 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA** – none.

**166-16 MINUTES OF THE PREVIOUS MEETING (28.3.17)** – one amendment in that Cllr Mrs Cradick was in attendance. Agreed.

**167-16 MATTERS ARISING FROM THE MINUTES**

- a) With reference to minute no. 73-16j) the Clerk shared a draft letter and it was RESOLVED that the Clerk would write to relevant landowners reminding them about their responsibility to cut back their hedges, Cllr Braund has provided name and addresses. [ACTION: Clerk].
- b) With reference to minute no. 120-16c) regarding the playground flooding issue, Cllr Stevenson advised that he has been advised to contact Adrian Drake from CORMAC, as it appears the pipe is the responsibility of Cornwall Council's Highways Department. [ACTION: Cllr Stevenson to draft a response].
- c) With reference to minute no. 157-16 the Clerk advised that she has yet to contact the Planning Enforcement Officer. [ACTION: Clerk].
- d) With reference to minute no. 156-16 the Clerk shared a draft notice for co-option, and it was RESOLVED to place this notice on the website and noticeboard with immediate effect.
- e) With reference to minute no. 161-16 the Clerk confirmed the hall booking for the revised meeting date of Monday 24 July.
- f) With reference to minute no. 162-16 the Clerk confirmed she has contacted Ray Hall regarding the Local Maintenance Partnership – Footpaths agreement for 2017-18.

**168-16 PLANNING** – none received.

**169-16 NEIGHBOURHOOD PLANNING UPDATE**

The draft Neighbourhood Plan is progressing, and should be available to share at the next Neighbourhood Plan meeting.

## **170-16 SOLAR PANEL FUNDING**

The Clerk advised that she has contacted Heartswell to arrange delivery of the Defibrillator unit, but is waiting for provisional training dates to be provided. Once these dates are arranged, publicity via the newsletter, noticeboards and website will be arranged. [ACTION: Clerk].

## **171-16 PENYOKE RECREATION GROUND REFURBISHMENT, ANNUAL INSPECTION REPORT, ROLLING PROGRAMME**

- a) [ACTION: A further decision is required by the Parish Council on the 'sanding' and preservation of the fence, or total replacement of the fence, and the annual maintenance of the equipment].
- b) The Tractor is now back in position having been refurbished by Nigel Cummings, the trailer is currently being refurbished and will be in place in due course.
- c) The maintenance and repair works of various pieces of equipment is to start today, and will finish by Friday 12 May – new signs are to be placed to notify of the new end date.

## **172-16 ELECTIONS AND CO-OPTION PROCESS**

The Clerk advised that all current Councillors stand down on Monday 8 May, although the position remains until the new Chairman has been voted in and has signed the Declaration of Office at the May Parish Council meeting. Landulph Parish Council had an uncontested election, with 6 of the 7 seats filled, one seat to be filled by co-option.

All re-elected Councillors need to submit their Register of Interests by 1 June 2017 to Cornwall Council.

All re-elected Councillors need to submit their expenses and expenses declaration by 1 June 2017 to Cornwall Council – if this is not received, then the Councillor will not legally be able to take office.

All re-elected Councillors are to sign their Declarations of Acceptance of Office in May – to be submitted to the Parish Council Clerk.

Cornwall Council Code of Conduct Training is available. [ACTION: Clerk to contact newly elected Councillors].

## **173-16 CONTRACT DOCUMENT FOR LOCAL MAINTENANCE PARTNERSHIP**

Chairman signed the contract document for the local maintenance partnership – footpaths 2017-18.

## **174-16 CONTRACT DOCUMENT FOR GRASS CUTTING SCHEDULE**

The draft contract document for the Grass Cutting Schedule was discussed, and agreement on the frequency and location required within this schedule. It was RESOLVED to use this contract document to go out to tender for this work. [ACTION: Clerk].

## **175-16 SUGGESTED AGENDA ITEMS FOR THE PARISH ASSEMBLY TO BE HELD ON 15 MAY**

It was RESOLVED that the Chairman would invite Sarah Coryton to speak at the Parish Assembly. [ACTION: Cllr Stevenson].

## **176-16 CORRESPONDENCE**

- a) Police and Crime Commissioner – CCTV: noted.

- b) Request for financial assistance from the Women’s Rape and Sexual Abuse Centre – it was RESOLVED to write and advise that unfortunately the Parish Council does not provide financial assistance to charitable organisations.

**177-16 PARISH COUNCIL BANKING PROCEDURES – HMRC AND BANK SIGNATORIES**

It was RESOLVED that HMRC and other payments will be made by bank transfer rather than cheque payment, which will be accounted for at each meeting.

From May, there will only be one Councillor authorised to sign the Council cheques, and to mitigate this risk other re-elected Councillors have been asked to become bank signatories, and are required to sign the relevant documents. [ACTION: Clerk, Cllr Braund, Cllr Cradick, Cllr Dennis].

**178-16 ACCOUNTS FOR PAYMENT:**

PAYEE	CHEQUE	REASON	NET	VAT	GROSS
Landulph School PTA	101048	Solar fund - replace shelter and equipment	4714.90	0.00	4714.90
Heartswell South West	101049	Solar fund - defibrillator	1794.40	0.0	1794.40
Heartswell South West	101050	Solar fund - training for defib	50.00	0.00	50.00
HMRC	101051	Tax - April 2017	79.20	0.00	79.20
KJ Williams	101052	Salary - April 2017 + 10h transparency	317.52	0.00	317.52
KJ Williams	101053	Post, print expenses Feb-April 2017	22.51	0.00	22.51

**179-16 CHAIRMAN’S URGENT BUSINESS**

- a) At the recent Saltash Area Road Safety Committee, notice was given that the works at Carkeel roundabout are ahead of schedule and possibly finished by Christmas 2017 rather than Spring 2018. The roadworks for the Broadmoor Farm roundabout will then commence.
- b) Devon and Cornwall Police are requesting volunteers for ‘Speedwatch’ – details to be placed on the noticeboard.
- c) Community Infrastructure Levy charging structure is due in May.
- d) Dual road name signs for Penyoke Lane are now in place.

**180-16 ANY OTHER BUSINESS**

- a) Cllr Cradick advised that a shipping container has been placed at the Yacht Club – there was a discussion about whether planning permission is required, and concerns about precedents being created.
- b) Cllr Braund advised that the Memorial Hall currently has 2 major projects – the flat roof at the rear of the hall, and the fire alarm which doesn’t currently meet standards. It was requested that the Parish Council pays for the work to be completed, and the Hall would reimburse the Council for the works (minus the VAT). There was a discussion about who owns the hall and land that it sits on, and it was RESOLVED that the Council owns both the hall and land. The Hall Committee runs the hall on behalf of the Council. The Clerk advised that the hall and land should be included on the Council’s list of assets.
- c) Cllr Stevenson advised that Sarah Coryton has been appointed as High Sherriff of Cornwall, and that he had written to offer congratulations to Sarah on behalf of the Council.
- d) The Chairman thanked Councillor Dave Peck and Councillor Chris Wyman for their help and guidance during their terms of office.

**181-16 DATE OF NEXT MEETING:** Monday 15 May, 7.30pm, Landulph Hall Annexe which is the Annual Parish Council meeting (which will follow the Annual Parish Assembly to be held at 7.00pm).

**Public Forum**

**Part Two: Under the Public Bodies (Admission to Meetings) Act 1960 the public (including the press) shall be excluded from the meeting at this point due to the confidential nature of the agenda items to be discussed.**

**182-16 GRASS CUTTING SCHEDULE – as discussed at minute no. 174-15.**

**183-16 HEDGE CUTTING SCHEDULE – as discussed at minute no. 164-18.**

**184-16 NJC PAY INCREASE FROM 1 APRIL 2017**

It was RESOLVED to adopt the National Joint Council’s pay increase as from 1 April 2017 for the Clerk’s pay, at SCP21.

Meeting closed at 9.00pm.....Chairman