

**Minutes of a meeting of Landulph Parish Council Annual Meeting held on  
Monday 15 May 2017 at 7.30pm in the  
Landulph Memorial Hall Annexe, Landulph**

**PRESENT:** Councillors G Stevenson (retiring Chairman) – for first part of the meeting, Mrs G Braund, P Braund, Mrs R Cradick, Mrs M Dennis, M Holmes, M Worth (elected Chairman).

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

**Public Forum**

**01-17 TO ELECT THE CHAIRMAN FOR THE CIVIC YEAR 2017-18**

Cllr P Braund proposed, Cllr M Dennis seconded and it was RESOLVED that Cllr Martin Worth would be elected as Chairman.

Cllr Worth thanked Gerry Stevenson for his valuable input to the Parish Council.

**02-17 APOLOGIES FOR ABSENCE – none.**

**03-17 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA**

Cllr P Braund – item 15 as he is on the Memorial Hall Committee.

Cllr G Braund – item 15 as she is on the Memorial Hall Committee.

**04-17 TO ELECT THE VICE CHAIRMAN FOR THE CIVIC YEAR 2017-18**

Agenda item to be deferred until the next meeting.

**05-17 COUNCIL VACANCY – CO-OPTION**

Two nominations were received, one nomination was subsequently withdrawn.

Cllr Cradick proposed, Cllr G Braund seconded, and it was RESOLVED that Mr Mark Shirlaw would be co-opted onto the Parish Council.

**06-17 DECLARATIONS OF OFFICE, PLUS REMINDER OF: REGISTER OF INTERESTS, ELECTIONS EXPENSES AND PAPERS, CODE OF CONDUCT TRAINING**

[ACTION: to send Declaration of Acceptance of Office to Cllr Shirlaw].

**07-17 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES:**

Landulph Memorial Hall Committee: Cllr R Cradick

Saltash Area Road Safety Committee: Gerry Stevenson to continue to report to the Parish Council

Landulph School Liaison Committee: Cllr G Braund

Local Footpath Group: Cllr M Shirlaw

Neighbourhood Planning Group (x2): Cllr G Braund, Cllr R Cradick

Penyoke Playground - [Clerk to seek clarification] – defer until next meeting. Cllr Dennis to become involved.

Cornwall Gateway Community Network Panel Meeting: Cllr Martin Worth.

**08-17 MINUTES OF THE PREVIOUS MEETING (24.4.17) – agreed.**

## **09-17 MATTERS ARISING FROM THE MINUTES**

- a) With reference to minute no 167-16b) Cllr P Braund gave an update on the Playing Field flooding issue. Cllr Braund has met with Cornwall Council (CORMAC) and the Environment Agency. It appears that streams near the old Council houses flow to the river, the outlet for this flow is broken which causes pressurised water in the pipe – which has broken through the pipe onto the playing field. The Environment Agency have advised that it's not their responsibility; CORMAC have advised they have no fund to action. Proving ownership of the pipe is proving to be a problem, so the Parish Council needs to keep an eye on this situation. Currently waiting for a further response from CORMAC.
- b) With reference to minute no 167-16a) the Clerk advised that letters have been sent to relevant landowners reminding them about their responsibility to cut back their hedges.
- c) With reference to minute no 167-16c) the Clerk advised that a Cornwall Planning Officer responded advising that the works at Grove Villa are not yet completed and therefore the owner still requires caravans to be on site; and that Cornwall Council and the Police have visited the site and they are satisfied with the positioning of the CCTV cameras on site.
- d) With reference to minute no 175-16, Sarah Coryton was invited to the meeting but unfortunately was unavailable.

## **10-17 PLANNING**

- a) [PA17/03831](#) | Non-material amendment (1) to Units 1-3 in respect of decision notice PA11/06092 - change of use in the conversion of barns and farmhouse into five dwellings to include vehicular access. Form Garden areas and building garage/outbuildings | Bittleford Farm St Mellion Saltash Cornwall PL12 6QE. It was RESOLVED that the Parish Council has no objection.

## **11-17 PLANNING INDUCTION TRAINING DATES – JUNE 2017**

It was RESOLVED that Parish Councillors would attend this training [CLERK to book].

## **12-17 NEIGHBOURHOOD PLANNING**

The draft Neighbourhood Plan is progressing, and is currently being tidied up. Hopefully in the next week or so it will be sent to a Cornwall Planning Officer who will review it and advise whether any alterations are required. Cornwall Council will then send it through a more detailed review, which could take up to 6 months.

## **13-17 SOLAR FUNDING PROPOSALS – DEFIBRILLATOR AND TRAINING DATE**

The free defibrillator and CPR training is on Tuesday 4 July, 7-9pm, Landulph Memorial Main Hall – all welcome (all ages).

Cllr Braund advised that hopefully it will be installed this Friday, and will be located between the doors of the main hall outside wall. It will be registered with the Ambulance Service. A further discussion on the distribution of the key box number will be held at the next Parish Council meeting.

## **14-17 PENYOKE RECREATION GROUND REFURBISHMENT, ANNUAL INSPECTION REPORT, ROLLING PROGRAMME**

It was RESOLVED that the preservation/refurbishment of the Recreation Ground fencing will be reviewed again in 12 months.

### **15-17 MAINTENANCE PAYMENT FOR MEMORIAL HALL**

The Memorial Hall Committee has requested a donation from the Parish Council towards the Hall's roof work. It was RESOLVED that a sum of £1700 would be donated, which is 50% of the cost.

### **16-17 CORRESPONDENCE: COPYRIGHT LICENSING AGENCY – COPYRIGHT COMPLIANCE**

The Copyright Licensing Agency has written to the Parish Council advising that it does not hold a licence from the CLA ensuring the lawful reuse of copyright articles from published media. To obtain this would cost £164.91 + VAT per annum. It was RESOLVED that this is not required.

### **17-17 LANDULPH PARISH COUNCIL STANDING ORDERS, CODE OF CONDUCT, FINANCIAL REGULATIONS – ANNUAL APPROVAL**

Agenda item to be deferred to the next meeting.

### **18-17 PARISH COUNCIL BANKING PROCEDURES – BANK SIGNATORIES**

Councillors Braund, Braund, Cradick and Dennis have completed the forms to be Parish Council bank signatories. It was RESOLVED that Cllr Worth would also complete the forms in due course.

### **19-17 VAT REFUND CLAIM 2016-17**

The 2016-17 VAT refund claim was agreed and signed.

### **20-17 ACCOUNTS FOR PAYMENT**

<b>PAYEE</b>	<b>CHEQUE</b>	<b>REASON</b>	<b>NET</b>	<b>VAT</b>	<b>GROSS</b>
Mr N Cummings	101054	Repair/rebuild of tractor for playground	369.38	73.88	443.26
HMRC	BACS	Tax - May 2017	74.20	0.00	74.20
KJ Williams	BACS	Salary - May 2017 + 7.5h Audit, elections & contracts in April	296.42	0.00	296.42
KJ Williams	BACS	Post, print expenses April (2) - May 2017	32.90	0.00	32.90

### **21-17 AUDIT OF ACCOUNTS**

The 2016-17 Audit of Accounts were agreed and signed.

### **22-17 FIXED ASSETS REGISTER**

The 2017-18 Fixed Assets Register is to be reviewed, and discussed at a future Parish Council meeting.

### **23-17 INSURANCE RENEWAL**

It was RESOLVED that the Clerk would renew the Parish Council insurance.

### **24-17 CHAIRMAN'S URGENT BUSINESS – none.**

### **25-17 ANY OTHER BUSINESS**

- a) Cllr P Braund: playground – request for a finance report to next meeting. [ACTION: Clerk].
- b) Cllr Braund: Letter of thanks to Nigel Cumming for rebuilding and reinstating the timber tractor playground equipment. [ACTION: Clerk].
- c) Cllr Cradick: Overgrown hedges. It was RESOLVED that the Clerk would contact Cornwall Council/CORMAC – as the Parish Council does not have the powers to deal with this – this is the responsibility of Cornwall Council. It was also RESOLVED that Cllr Holmes would seek quotes for cutting the hedges – for discussion at the next meeting. [ACTION: Clerk to contact CORMAC; Cllr Holmes to seek quotes].

**26-17 DATE OF NEXT MEETING:**

Monday 19 June 2017 at 7.30pm, Landulph Hall Annexe.

**27-17 DATES FOR 2017**

24 July, 18 September, 16 October, 20 November, 18 December.

**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.**

**28-17 GRASS CUTTING SCHEDULE – APPROVAL OF CONTRACTOR**

One quotation was received, and it was RESOLVED that the contract would be awarded to Ray Hall.

**29-17 PLAYGROUND MAINTENANCE – APPROVAL OF CONTRACTOR**

Two quotations were received, and it was RESOLVED that the contract would be awarded to Ray Hall.

**30-17 CLERK’S HOURS**

It was RESOLVED to pay the Clerk for additional hours undertaken.

Meeting closed at 9.54pm.....Chairman