

**Minutes of the Landulph Parish Council Annual Meeting held on
Monday 21 May 2018 at 7.30pm in the
Landulph Memorial Hall Annexe, Landulph**

PRESENT: Councillors M Worth (Chairman), Mrs G Braund, P Braund, Mrs Dennis, M Shirlaw.

Also present: Cornwall Councillor Jesse Foot; Katherine Williams - Clerk to the Council.

Public Forum

01-18 ELECTION OF THE CHAIRMAN FOR THE CIVIC YEAR 2018-19

It was proposed by Cllr P Braund, seconded by Cllr Dennis, and RESOLVED that Cllr Martin Worth would act as the Chairman for the Civic Year 2018-19.

02-18 APOLOGIES FOR ABSENCES – Cllrs Mrs R Cradick, M Holmes.

03-18 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA – none.

04-18 TO ELECT THE VICE CHAIRMAN FOR THE CIVIC YEAR 2018-19

It was proposed by Cllr P Braund, seconded by Cllr Dennis, and RESOLVED that Cllr Marc Shirlaw would act as the Vice Chairman for the Civic Year 2018-19.

05-18 DECLARATION OF OFFICE

The Declarations of Office for Chairman and Vice Chairman were signed, and witnessed by the Parish Clerk.

06-18 APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES FOR THE CIVIC YEAR 2018-19

Landulph Memorial Hall: Cllr Cradick

Local Footpath Group: Cllr Shirlaw

Saltash Area Road Safety Committee: Cllr Worth

Landulph School Liaison Committee: Cllr Mrs Braund

Neighbourhood Planning Group (x2): Cllrs Mrs Braund and Cradick

07-18 MINUTES OF THE PREVIOUS MEETING (16.04.2018) – agreed.

08-18 MATTERS ARISING FROM THE MINUTES

- a) With reference to minute no. 205-17a) Cllr Mrs Braund advised that she now has internet banking facilities on behalf of the Parish Council.
- b) With reference to minute no.205-17b) [ACTION: Address to be changed with Land Registry for correspondence relating to Landulph Memorial Hall – Clerk].
- c) With reference to minute no. 205-17c) Cllr Shirlaw has drafted a report, for discussion regarding the accidents/near-misses on the A388 turning to Landulph. There was query on how many times the police have been on site to review, and a suggestion was made that a Freedom of Information request was submitted to the Police asking what actions / reviews have been undertaken by them at this site. It was also discussed that one of the comments received from CORMAC for not undertaking the repainting of the white lines was due to financial reasons. It was RESOLVED that a newsletter item would be published, asking residents to record past incidents and to let the Parish Clerk know; and also to report any incidents to the Police, and to Cornwall Council. Parish

Councillors stated that it is unacceptable that action will not be taken by Cornwall Council unless a death occurs on the site. Cllr Foot advised that he would investigate whether he can contribute to this, and that he would also liaise with Adrian Roberts from CORMAC to obtain further information.

- d) It was reported that the 20mph sign on the road near the school is faded away – to be reported to Cornwall Council. Councillors and parishioners were reminded that individuals can report issues such as this directly to Cornwall Council, the contact details are available on Cornwall Council's and Landulph Parish Council's website.
- e) With reference to minute no. 217-17a) the Enforcement Officer advised that he will be contact Cornwall's Conservation Officer for further advice on this case.
- f) With reference to minute no. 217-17d) regarding the low vibrational noise, Cornwall Council attended on site but couldn't hear / measure the noise. The resident advised this noise is still present, and the issue is ongoing.
- g) With reference to minute no. 217-17e), a response has been received from Cornwall Highways stating that if drivers ignore the home-made signs currently in place, then they will also ignore any official signs. Cllr Worth expressed concerns re the state of the 'back route' to the village. There was a discussion about whether the Parish Council has a community emergency plan – Cllr Foot advised that a team from Cornwall Council can help put this together.
- h) With reference to minute no. 217-17c), a response has been received from Cornwall Highways stating that "the request for extending the double white lines at the junction on the A388 to Cargreen is well documented and has been explained several times by our senior traffic safety engineer".
- i) With reference to minute no. 217-17b), the Council were advised that the fire alarm in the Memorial Hall was serviced 2 weeks ago, and the engineer advised that it meets all specifications.

09-18 PLANNING - to consider planning applications received:

- a. [PA18/03749](#) | Replacement front door with etched glazed panels, and replacement UPVC windows with painted timber sliding sashes to front elevation. | Kilna Fore Street Cargreen PL12 6PA
It was RESOLVED to agree with this application.
- b. [PA18/03328](#) Works to trees in a conservation area, namely various works to trees T1-T15, Coombe Park, Coombe Lane, Cargreen (for the Parish Council's information only).
Noted.
- c. **PLANNING ENFORCEMENT** Cornwall Council has contacted the Parish Council, advising that, relating to planning enforcement investigations, "Cornwall Council will no longer publish online the details of planning enforcement cases and the weekly lists of cases opened and closed will no longer be provided to local councils. The reason for this is that, whilst the matter is under investigation, the Council does not have a fair and lawful basis for putting that information into the public domain, either by statutory duty or by way of consent of the individual involved. On conclusion of an investigation the person(s) who reported the matter to planning enforcement will be provided with a summary of the findings. However, this information will not be made available to Parish Councils, unless the Parish Council reported the matter to Cornwall Council for investigation. Furthermore, Cornwall Council will no longer provide regular updates for ongoing investigations to anyone – and

will only be able to provide a summary once the investigation has been concluded. The service of a formal Enforcement Notice is a matter for the public register, therefore on conclusion of an investigation resulting in the service of a formal Enforcement Notice, the case details will be placed on the online planning register”.

10-18 NEIGHBOURHOOD PLANNING (standing item).

The plan is moving forward, the original draft plan has been modified to take account of all the views expressed in the survey last year and advice from Cornwall Council officers, Tamar Valley AONB, Natural England and Historic England. The revised draft plan can be seen on the plan website www.landulphplan.org.uk – parishioners are encouraged to read the plan.

The Cornwall Local Plan is also on this website – parishioners are also encouraged to read this, as every policy also applies to Landulph.

The next step is a 6-week formal consultation on the draft plan. All residents and those who work in the parish are invited to make written comments. This consultation will run from 11th June to 27th July 2018. Paper copies of the draft plan are available to read (available in the Memorial Hall, phonebox book exchange, and One Stop Shops in Saltash and Callington libraries). All comments must be made in writing either by: email to secretary@landulphplan.org.uk; or using the feedback facility on the Landulph Neighbourhood Plan website; or by letter delivered to the Chairman of the Landulph Neighbourhood Development Plan Group - Jo Butcher, Three Corner Meadow, Cargreen, PL12 6PA. Details will be placed on the Parish Council website.

There was a query on whether the figures for affordable housing stays ringfenced to Landulph for 3 years.

11-18 PENYOKE RECREATION GROUND REFURBISHMENT, ANNUAL INSPECTION REPORT, ROLLING PROGRAMME

Cllr Dennis contacted a local contractor, who has provided a quote of £255 for the repairs arising from the most recent playground inspection. It was RESOLVED to ask this contractor to undertake this work. It was also RESOLVED to request a quote from this contractor to replace the fence with resin posts. [ACTION: Cllr Dennis to contact the contractor].

12-18 PENYOKE DRAINAGE ISSUES

Councillor Braund advised that he has contacted the Environment Agency, who will be writing with information regarding repairs to the drain and proposals for the bank.

13-18 REQUEST FOR ROAD SIGNS AT HIGHER AND LOWER TINNELL, STATING THAT DRIVERS SHOULD NOT FOLLOW THEIR SAT NAV AS THE ROAD IS UNSUITABLE FOR HEAVY VEHICLES

This was discussed at minute number 8-18 above.

14-18 SOLAR FUNDING – UNDER FIVES

It was RESOLVED to pay the Under Fives an amount of £410 from the Solar Funding, to replace parts of the timber at the front edge of the bonded rubber along with the edges of two of the shaped planters.

15-18 SOLAR FUNDS

A suggestion has been received from a parishioner of the Parish Council administering other funds within the parish. It was RESOLVED that the Clerk would seek further guidance, as the Parish Council is auditable, and has some restrictions of what it is allowed to fund. [ACTION: Clerk]. This idea could be

discussed with local organisations in the parish who may wish to donate to these funds – for use within the parish.

16-18 GENERAL DATA PROTECTION REGULATIONS (GDPR)

The Clerk reported that she attended a workshop on GDPR on 16.05.2018, run by Cornwall Council and Cornwall Association of Local Councils. It was RESOLVED that an action plan would be drafted, with delegated authority given to Cllrs Dennis and Worth to work on this along with the Clerk. [ACTION: Clerk / Cllrs Dennis and Worth].

17-18 CORRESPONDENCE:

- a. **Nominations to become the Parish's Tree Warden** The Tree Council is trying to revitalise and expand its network of Tree Wardens, and the Parish Council has been asked to nominate someone locally who would be prepared to work within the local community and with the Tree Council to increase local understanding of the importance of trees and to identify local problems to find solutions. The Tree Warden would join a network in Cornwall and nationwide, would receive training, including free awareness raising sessions. Specific functions would include identifying ancient trees, researching local issues and raising awareness of the importance of local forests and woodlands. The Tree Warden would also be able to access special funds including the Woodland Trust's 'free trees' scheme. Further information available on the [Tree Council website](#). If you are interested, please contact the Parish Clerk by the end of June.
- b. **Appointment of members to Cornwall Countryside Access Forum** This forum provides advice to Cornwall Council and other bodies on how to make the countryside more accessible, and applications are currently being sought from candidates for vacancies on the forum. Successful candidates will be appointed for a period of 3 years. A balance of users, landowners and other interests on the forum. Public meetings are held 4 times a year, usually on a Tuesday afternoon. Further details and an application form are available from: Representative of the Secretary to CCAF, Cornwall Council, tel. 01579 341243, email ccaf@cornwall.gov.uk The closing date for applications is Friday 29 June 2018.
- c. **Letter from CORMAC/Cornwall Council requesting confirmation from the Parish Council that it will manage any personal data in compliance with GDPR.** It was RESOLVED to acknowledge receipt and the letter was signed by Cllr Martin Worth. [ACTION: Clerk to scan and return to CORMAC].
- d. **Cornwall Council – emergency road closure on the road from Ziggerson Wood to Cuple Park, from 17.05.2018 to 06.06.2018.** Contact South West Water 0344 346 2020.

18-18 PARISH COUNCIL BANKING PROCEDURES

Cllr Mrs Braund advised that she now has access to internet banking on behalf of the Parish Council, will this will be tested on one the payments for May.

19-18 VAT REFUND CLAIM 2017-18

It was RESOLVED to approve and sign the VAT refund claim from 2017-18. The Clerk advised that she is still trying to identify the VAT number from Symantec for the Norton anti-virus software, so this is still outstanding.

20-18 ACCOUNTS FOR PAYMENT:

PAYEE	CHEQUE	REASON	NET	VAT	GROSS
K J Williams	101123	Expenses April 2018	27.25	0.00	27.25
HMRC	101124	May Tax	67.40	0.00	67.40
K J Williams	101125	May Salary	268.94	0.00	268.94
Cormac Solutions Limited	101126	Weed spray April 2018	124.65	24.93	149.58
Landulph Hall	101127	Hall bookings for Council meetings Sep18-Jul19	148.50	0.00	148.50
Tamar Accounting	101128	Internal Audit 2017-18	75.00	15.00	90.00

21-18 AUDIT OF ACCOUNTS 2017-18 – ANNUAL GOVERNANCE STATEMENT

It was RESOLVED to approve and sign the Annual Governance Statement 2017-18, signed by Cllr Martin Worth, and K. Williams – Clerk and Responsible Financial Officer.

22-18 AUDIT OF ACCOUNTS 2017-18 – ACCOUNTING STATEMENTS

It was RESOLVED to approve and sign the Accounting Statements 2017-18, signed by Cllr Martin Worth, and K. Williams – Clerk and Responsible Financial Officer.

23-18 FIXED ASSETS REGISTER

It was RESOLVED to approve the Fixed Assets Register. It was also RESOLVED to request to receive a copy of the Memorial Hall insurance schedule. [ACTION: next agenda].

24-18 INSURANCE RENEWAL

Quotes were received from two companies, and it was RESOLVED to use Zurich Municipal. There was query on the cover for officials included in the policy on whether this includes GDPR.

25-18 CHAIRMAN'S URGENT BUSINESS - NONE

26-18 ANY OTHER BUSINESS

- a) Cllr Dennis enquired whether Cormac have been asked to include the Memorial Cross/postbox in their weed spraying contract. [ACTION: Clerk to contact Cormac].
- b) It was reported that the hedges are overgrown again. The Council will encourage all parishioners to report via the website to Cornwall Council – urgent action. The Clerk advised that the Parish Council does not have the responsibility or powers to cut the hedges. This is the responsibility for Cornwall Council / landowners. It was RESOLVED that two Councillors will visit the landowner to ask them to cut their hedges; inform Cornwall Council that the hedges need cutting – and a request that they take action. The formal route is to inform Cornwall Council, encourage all parishioners to report to Cornwall Council; plan to visit the landowner/tenant to resolve. Report by next week. Highdown on the main access road to the village.

27-18 DATE OF NEXT MEETING – Monday 18 June 2018 at 7.30pm, Landulph Hall Annexe.

28-18 DATES FOR 2018: 16 July, 17 September, 15 October, 19 November, 17 December.

10 minute Public Forum to follow the meeting.

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.

29-18 NATIONAL JOINT COUNCIL 2018-19 NATIONAL SALARY AWARD

It was RESOLVED to approve the NJC 2018-19 salary award for SCP 25, backdated from 1.4.18.

30-18 CLERK'S HOURS

It was RESOLVED to approve the payment for additional hours undertaken by the Clerk of 19.50 hours in May 2018.

Meeting closed at 9.33pm.....Chairman