

LANDULPH PARISH COUNCIL

Minutes of the meeting of Landulph Parish Council
held on Monday 15 January 2024 at 6.30pm at Landulph Memorial Main Hall

Public Forum.

129-23 To receive apologies for absence and approve the reasons given – Cllr G Braund (annual leave).

130-23 Declarations of interest relating to items on the agenda – none.

131-23 Members to consider any dispensations relating to items on the agenda – none.

132-23 To confirm the minutes of the meeting dated [18 December 2023](#).

Correction: Minute number 123.23: 25th February should say 5th February.

Cllr Ansell proposed, Cllr Gawith seconded and it was RESOLVED to approve the minutes.

133-23 Matters Arising (to discuss any actions arising from the previous meeting - please see the table at the end of the minutes).

134-23 Planning – to consider planning applications (Ctrl and Click on link).

- a) [PA23/I0042](#) | **Application for discharge of a planning obligation no longer necessary to make the development acceptable in planning terms | Tregwheal Landulph Saltash Cornwall PL12 6QQ**

Cllr Gawith proposed, Cllr Tagg seconded, two other Councillors agreed and it was RESOLVED that, as a consultee, Landulph Parish Council's response to Cornwall Council, is: Landulph Parish Council does not agree with this application, based on the fact that the applicant has not advertised the property as a local housing need for the relevant period of time, and there is a demand for housing of this size for local needs in the area.

To note: one Councillor disagreed, and one Councillor abstained.

- b) [Planning Updates](#) (for information only) - noted.

135-23 Report from the [Playing Field Working Group](#)

Cllr Gregory advised that three play equipment quotations have been received, and the Group is waiting to receive the CIL grant T&Cs - funding will be claimed retrospectively. VAT can be claimed back. Cllr Gregory also reported that the tractor repairs are now completed.

Cllr P Braund advised that the group were looking for play equipment produced in recycled plastic, very few companies are available - out of 5 companies, 3 quotations were received. The Working Group felt that Option 1 is the best equipment, is the cheapest, the company has 20 years' experience, and it is the main company in the UK dealing with recycled plastic.

Recommendations:

- Accept Quotation 1, to place order.
- 20% deposit payable.
- Following site survey and payment of deposit, delivery of items 12 - 14 weeks approximately (mid/end of May) and after installation anticipated completion of the project July/August 2024.
- Remaining 80% will be invoiced and payment due within 30 days of the date of the balance invoice.
- Last Annual Playpark Inspection was 09.03.23 - this will need to be carried out again soon.

It was proposed by Cllr P Braund, seconded by Cllr Gawith, and it was RESOLVED to agree with the recommendations. **[ACTION: Clerk to contact Play Inspection Company for a March inspection].**

136-23 Report from the [Governance and Finance Working Group](#).

Recommendations:

- Confirm that the Council has the funds to order and purchase the playground equipment without another loan (except the grant).

- The finance and governance group can temporarily move reserves in the budget as required to make the final payment. Any temporary movement to be reported to Council and confirmation also to be made that the reserves have been returned to the budget status when the grants and VAT has been received.

Cllr Gawith proposed, Cllr Tagg seconded and it was RESOLVED to agree with the recommendations.

137-23 Discussion on the Landulph Energy Proposals Working Group.

The draft Terms of Reference were discussed and the following comments made: the TOR should specify how many parish councillors are on the working group and that one of the Councillors should act as the Chair; to state Cornwall Council rather than County. Noted – to be discussed at the February agenda, change of name to Landulph Energy Working Group. **[ACTION: February agenda; Cllr Ansell to circulate the document to all Councillors and Clerk].**

138-23 Report from the [Landulph Climate Working Group](#).

Recommendations:

1. 5th February at LMH, 7:30pm start. Climate Matters: Reuse, Recycle, Reduce.
2. 4th March at LMH, 7:30pm start. Climate Matters: Transport for All.
3. Transport survey to be conducted.
4. Sign to promote residents' contribution to Forest of Cornwall.
5. Publicity for winter talks, RSPB Birdwatch and Landulph Public Rights of Way group through posters, email, magazine and social media.

It was proposed by Cllr Tagg, seconded by Cllr Gregory, and it was RESOLVED to agree with the recommendations.

139-23 Report from the [Landulph Orchard Green Working Group](#).

Recommendations:

1. Pay costs for labelling materials – cost of £35 for aluminium labels.
2. Launch postponed until better weather/blossom time.
3. Insurance still needs resolving.
4. Water system to be signed off and grant claimed.
5. Leave surfacing work until later in the year but cost now.
6. Shelter using wood from playground.
7. Cllr Tagg proposed the Parish Council requests a donation for £500 Community Chest donation from Cornwall Councillor Worth.

In relation to the insurance, the Clerk advised that the Parish Council's public liability insurance will cover the public attending a limited amount of events at the Orchard Greens which are hosted by the parish council, as long as all risk assessments etc are in place (following the advice given at the December 2023 meeting). The issue is that the insurance will not cover members of the public generally using the fields.

The Clerk has spoken with the insurance company's legal adviser, and asked her the question whether they would extend the parish council's insurance to also cover the general public, if an agreement was made. She stated the same as the SLCC advisor - that any agreement would need to be between the landowner (Duchy), the tenant farmers, and the Parish Council, and would need to specify exactly what activities were to take place / what the fields were to be used for, and to specify exactly who would be responsible for each activity.

In addition the legal adviser added that, until such agreement is in place, they would not be able to confirm whether the parish council's insurance could be extended to cover members of the public

generally using the fields. They would need to see the agreement and then decide whether they will extend the insurance cover.

In addition, the lawyer stated that the parish council - via its LOG working group - is recruiting volunteers to work on someone else's land without any agreement in place, and without any risk assessment or training being undertaken. She advised that the practice of asking volunteers to sign to say they are volunteering 'at their own risk' is not acceptable in this situation, and that either the parish council (or landowner/tenant farmer) is likely to be liable for any accident (but with no insurance to cover).

Following this discussion with the insurance company's legal adviser, the Clerk advised the parish council, in order for its public liability insurance to cover volunteers, that activities undertaken by volunteers are recorded, risk assessments and training are undertaken and copies kept, otherwise there is a risk to the Council.

Cllr Tagg recommended that there is a log of volunteers - all need to agree to adhere to the parish council's Safeguarding Policy and also agree to work at their own risk. A general risk assessment will be drawn up, training on the safe use of tools to be provided, lone working to be included. The Cormac volunteer group doesn't cover volunteers - the volunteers have to look at the risk assessment and sign it.

It was proposed by Cllr Tagg, seconded by Cllr Ansell, and it was **RESOLVED** to agree with the recommendations. (Cllr Worth abstained from this decision).

I40-23 Accounts for Payment:

| PAYEE | Chq No | Payment Details | Net | VAT | Gross |
|-----------------------|---------------|---|------------|------------|--------------|
| Travis Perkins | 101596 | Reimburse to A Pack for footpath repairs | 151.94 | 30.39 | 182.33 |
| Hydrosure Ltd | 101597 | Reimburse to A Butcher for orchard items | 29.68 | 5.94 | 35.62 |
| Norton Limited | 101598 | Reimburse to KJ Williams for antivirus protection | 19.99 | 4.00 | 23.99 |
| Google | DD | Dec-23 | 110.40 | | 110.40 |
| HMRC | 101599 | January Tax | 80.40 | | 80.40 |
| KJ Williams | 101600 | January Salary | 322.06 | | 322.06 |
| Cornwall Pension Fund | 101601 | January pension | 106.90 | | 106.90 |
| KJ Williams | 101602 | Reimburse for January post, print, expenses | 53.81 | | 53.81 |
| Currys | 101603 | Reimburse to KJ Williams for laptop care (Dec) | 6.28 | 1.37 | 7.65 |

I41-23 Chairman's Urgent Business / Any Other Business (note: any items are for information only).

- a) Cllr Gawith: elderly parishioner stuck on the larger step near the Boox Exchange telephone kiosk - could a handrail be attached to the nearby house (would need to identify who owns the land and the house), or a subsidiary step to make it smaller. **[AGENDA: February, Cllr Worth to identify land ownership].**

I42-23 Date of Next Meeting: Monday 19 February 2024, 6.30pm (Landulph Memorial Hall Main Hall)

Dates for 2024: 15 January, 19 February, 18 March, 15 April, 20 May, 17 June, 15 July, 16 September, 21 October, 18 November, 16 December.

10 Minute Public Forum

| MATTERS ARISING | | | |
|--|---|---|----------------|
| Key to actions: | | | |
| Yet to be actioned | Action pending | Action completed | Ongoing Action |
| Minute no. | Action | Update on Action Taken | |
| 225-22 | Footpaths. Cllr Tagg to draft a question to be raised – Clerk to raise under Casework Assist. Done – Casework Assist submitted 20.3.23. 23.3.23 Response from Cornwall Council – to be investigated. 17.4.23 Clerk to chase a response. July 2023 meeting: Clerk to contact Cornwall Council again, particularly to raise again about the dangerous steps. Cllr Tagg to email Cornwall Council in relation to the volunteer scheme. | Action completed. | |
| Matters Arising - April 2023 meeting: | | | |
| 259-22 | Clerk to note the hire of the hall for the Community Orchard public meeting in the accounts. | Action completed. | |
| 260-22 | Cllr Worth to liaise with Cornwall Highways on the possibility of 'horse riding' street signs being installed. Update October 2023 (90-23): budget has been spent, will need to apply next year. [Cllr Worth]. | Apply 2024. Yet to be actioned. | |
| Matters Arising - June 2023 meeting: | | | |
| 28-23 and 48-23 | Landulph Energy Proposals Working Group TOR to be drawn up. July 2023 meeting: First meeting to be arranged. | Action pending. Agenda – February 2024 | |
| 258-22 / 33-23 / 52-23 | Housing Needs Working Group - Cllr Tagg to draw up draft TOR; July 2023 meeting: [ACTION: Housing Needs Working Group meeting to be arranged]. | Remove from actions. | |
| Matters Arising - September 2023 meeting: | | | |
| 64-23 | Cllr Worth to speak to Catherine Thompson regarding the timing of the next highway allocation and also speak to Will Glassop to obtain an approximate budget. [ACTION: Cllr Worth] | Waiting for a date from the portfolio holder. Action pending. | |
| Matters Arising - October 2023 meeting: | | | |
| 82-23 | Zero Hours request for Landulph Parish Council's support for the Climate and Ecology Bill <ul style="list-style-type: none"> Support the Climate and Ecology Bill Inform local residents and inform local press/media of this decision Write to our local MP to inform them that this motion has been passed, and urge them to sign up to support the CE Bill – or thank them for already doing so: Write to Zero Hour, the organisers of the cross-part campaign for the CE Bill, expressing Landulph Parish Council's support (councils@zerohour.uk) [ACTION: Clerk and Cllr Tagg]. | Action completed. | |
| 83-23 | Barclays Bank mandate to be updated by Councillors, then Clerk to return forms to the bank. | Action completed. Barclays have confirmed all Councillors are now cheque signatories. | |
| 90-23 b) | Horse signs – to apply to the highways budget next year [Cllr Worth]. | In progress – action pending. | |
| 90-23 c) | Speed activated speed signs – Cllr Worth to investigate how much it would cost to have our own speed activated signs (the basic model). | Ongoing, though plans may be delayed until after the scheduled rota has occurred and feedback on impact obtained. | |
| Matters Arising - November 2023 meeting: | | | |
| 96-23 | Cllr Tagg to set up a footpaths volunteer group. | Action completed. | |
| Matters Arising - December 2023 meeting: | | | |

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| 114-23 | Future of Local Healthcare/St Barnabas, comments on Patients First Vision & Plan of Action . [ACTION: Letter of support to be sent – Clerk]. | Action completed. |
| 116-23 | Henry Searle field – proposal to install a fence to protect the trees from deer. Pentillie Estate has donated materials and resources and this is now complete. Thanks to Steve Pearson. [ACTION: Letter of thanks to be sent to Steve Pearson / Pentillie Estate – Clerk]. | Action completed. |
| 117-23 | Review of the Reserves Policy (no change from last year). [ACTION: Clerk to update and upload to the website]. | Action completed. |
| 119-23 | Precept request of £30,970.07. [ACTION: Clerk to respond to Cornwall Council]. | Action completed. |
| 120-23 | Discussion on creating a Landulph Parish Council YouTube channel. [ACTION: Cllr Tagg to investigate options and cost implications and report back]. | Action completed. |
| 123-23 | 25 th February and 4 th March Climate Matters Talks. Check on Hall bookings and costs. [Cllr Tagg / Clerk]. | Action completed. |
| 123-23 | Information about special species to be extended to include avocets, curlews and bats and entered on Parish Online interactive map. Cllr Tagg. | Yet to be actioned. |
| 123-23 | A Public transport survey to be considered. | Yet to be actioned. |
| 125-23 | Orchard insurance to be investigated. | Action pending. |
| 125-23 | Sign to be placed on the gates to the fields advising they are not open to the public. | Yet to be actioned. |
| Matters Arising – January 2024 meeting | | |
| 135-23 | Clerk to contact the Play Inspection Company to arrange a date in March for the annual inspection. | Action pending – Playground Inspection Company will confirm the date in March. |
| 137-23 | February agenda, Cllr Ansell to circulate draft Energy Group TOR. | Action completed. |
| 139-23I | Pay costs for labelling materials – cost of £35 for aluminium labels. Clerk to note costs. | Noted. Action completed. |
| 126-23 and 139-23 | Orchard water system AONB grant receipts to be signed off and grant claimed – Clerk to action. | Grant claim submitted. Action pending – awaiting payment. |
| 139-23 | Leave Orchard surfacing work until later in the year but cost now. | Yet to be actioned. |
| 139-23 | Shelter using wood from playground. | Yet to be actioned. |
| 139-23 | Cllr Tagg proposed the Parish Council requests a donation for £500 Cornwall Council Community Chest. Clerk to email Cornwall Cllr Martin Worth. | Application sent. Action pending – awaiting response. |
| 141-23 | Cllr Worth to identify the land ownership near the Book Exchange phone box. | Checking with Cornwall Council Officers. Action pending – awaiting response. |
| Actions outside of Parish Council meetings | | |
| Parish Council meetings are held on the 3 rd Tuesday of each month (except August) Parish Council Agendas are published on the 2 nd Wednesday of each month ACTION for All Councillors to note: Working Group reports and any agenda items to be submitted to the Clerk by the 2nd Tuesday of each month. To be published on the website in advance of a meeting. | | Parish Councillors to note. Ongoing. 20.11.23. Current system isn't working. Need to move Working Group meetings back to allow more time. |

Signed: Chairman