



**Minutes of the meeting of Annual Meeting of Landulph Parish Council  
held on Monday 20 May 2024 at 6.30pm at Landulph Memorial Main Hall**

**Public Forum.**

- 01-24 To elect the Chairman for the civic year 2024-25 (to sign the Declaration of Acceptance of Office of Chairman)**  
Cllr Gawith proposed, Cllr Tagg seconded, and it was unanimously RESOLVED to elect Cllr Martin Worth as Chairman.
- 02-24 Appointment of Vice Chairman for the civic year 2024-25 (to sign the Declaration of Acceptance of Office)**  
Cllr Worth proposed, Cllr P Braund seconded, and it was RESOLVED to elect Cllr Libby Gawith as Vice Chairman.
- 03-24 Appointment of Representatives to Working Groups / Outside Bodies for the Civic Year 2024-25:**  
Landulph Memorial Hall Committee: Cllr P Braund  
Saltash Area Road Safety Committee – no longer active so remove from the list.  
Landulph School Liaison Committee: Cllr G Braund  
Landulph Under Fives Committee: Cllr G Braund  
Local Footpaths Group: Cllr Tagg / Gwen Morris  
Playing Field Working Group: Cllr P Braund, Cllr Gregory, Cllr Gawith  
Governance and Finance Working Group: Cllr Gawith, Cllr Tagg, Clerk/RFO  
Landulph Emergency Plan Working Group: Cllr Worth, Cllr Ansell, one vacancy  
Landulph Parish Climate Action Group: Cllr Worth, Cllr Tagg, Cllr Gregory  
Housing Needs Working Group: remove from the list  
Community Orchard Working Group: Cllr Worth, Cllr Tagg, Cllr Ansell  
Landulph Energy Proposals Working Group: Cllr Worth, Cllr Gawith, Cllr Ansell  
South East Cornwall Community Area Partnership: Cllr Gawith / Cllr Tagg  
includes the Cornwall Gateway Environmental Action Group: Cllr Gregory, Cllr Tagg  
Devon and Cornwall Police Commissioner Parish Councillor Advocate: Cllr Worth  
Cllr Worth proposed, Cllr G Braund seconded, and it was RESOLVED to approve these representatives. **[ACTION: Clerk to update the website].**
- 04-24 To receive apologies for absence and approve the reasons given.** None.
- 05-24 [Declarations of interest relating to items on the agenda.](#)** None.
- 06-24 Members to consider any dispensations relating to items on the agenda.** None.
- 07-24 To confirm the [minutes of the meeting dated 15 April 2024.](#)**  
Proposed amendment to minute number 193-23: There will be 'danger of drop' signs, and a rope put in place for the opening event.  
Cllr Gregory proposed, Cllr Ansell seconded, and it was RESOLVED to approve the minutes and amendment.
- 08-24 Matters Arising (to discuss any actions arising from the previous meeting).**  
Discussion on the cricket club's use of the Henry Searle Memorial Field – for the June agenda.  
The Governance and Finance Working Group reviewed the deed of trust which states that in the first instance the field should be used for Saltash Cricket Club, but in the event of the club

terminating the lease or vacating the property, then the Council should use all reasonable steps to procure the continued use of the property for cricket, but failing this for the recreational use of the inhabitants of the parish of Landulph, but failing this for amenity land or woodland with access for the inhabitants of the parish of Landulph, but failing this for agriculture, the income therefore being used for the benefit of the inhabitants of the parish of Landulph. **[ACTION: Clerk to chase a response from Callington Cricket Club].**

#### **09-24 Planning – to consider planning applications (Ctrl and Click on link)**

a) [PA24/02520](#) | Installation and operation of a Grid Stability Facility consisting of synchronous compensators and associated electrical infrastructure, underground cabling, access tracks, drainage, landscaping, temporary construction compound and ancillary infrastructure. | Sub Station Ellbridge Lane Hatt Saltash Cornwall PL12 6PU

Cllr Gawith proposed, Cllr Worth seconded, and it was RESOLVED that, as a consultee, the response to Cornwall Council is: Landulph Parish Council agrees with the application, with the following comments:

Screening: Landulph Parish Council has viewed the Year 15 viewpoint 1 and would request that more substantial screening is installed, with a 100% increase in trees planted around the whole site, as the current proposals do not sufficiently screen the installation. The screening should use trees rather than shrubs, as the buildings will be over 10m tall.

Transport: Landulph Parish Council would require that the applicants include, within any construction contracts, instructions to their contractors that any construction vehicles should drive at a 20mph speed limit when travelling from the A388 to the site.

Sound/noise levels: It's disappointing that the applicant has not provided information on the noise levels of the proposed equipment. Landulph Parish Council feels this is not adequate and would request information on the expected additional noise levels. If the actual noise levels exceed the predicted noise levels within the report, then the Parish Council would expect that the applicants install additional noise insulation to attenuate the noise.

The precedent of establishing a community fund has already been set with this type of installation in Scotland, which can be found at this link <https://www.statkraft.co.uk/newsroom/2023/keith-greener-grid-park-community-fund/>. Landulph Parish Council would require agreed community support funding from the applicants for the benefit of the parish of Landulph (as previously discussed at the [19 February 2024 Landulph Parish Council meeting, minute number 146-23](#)) and the Parish Council looks forward to further discussions with the applicant.

#### **10-24 Report from the [Landulph Climate Action Group](#).**

Recommendations:

1. Investigate best day for passengers for 454 bus
2. Run a summer competition for all ages to be focussed on the BioBlitz theme
3. Follow up on maritime recycling of the boat recovered from the river
- 4) Focus on hedgehogs in social media posts

Costs: Printing and prizes for summer competition – approx. £75

Cllr Gregory proposed, Cllr Ansell seconded, and it was RESOLVED to agree the recommendations. **[ACTION: Clerk to note costs].**

#### **11-24 Report from [Landulph Orchard Green Working Group](#).**

Recommendations:

1. Consolidate amounts left in grants (where allowable) with donations to allow for spending on incidentals
2. Manage finances for Duchess Green FIPL grant through the Parish Council.
3. Publicise plans for Duchess Green to seek feedback from the community.
4. Announce that Duke Orchard is now open to the community in the newsletter.

Costs:

1. Order accessible composting toilet, blocks to stand it on and finish for the Wood – part of Duchess Green FIPL grant £5330 exc VAT
2. Wheelbarrow and a small wheeled bin – about £65 exc VAT
3. Pickets to complete entrance fence – about £40 exc VAT

Cllr Tagg proposed, Cllr P Braund seconded, and it was RESOLVED to agree with the recommendations. **[ACTION: Clerk to note costs].**

**12-24 Report from the [Playing Field Working Group](#).**

Accept date of w/c 17 June for installation of new equipment. Article was placed in April/May Newsletter and also on LPC web site advising work should commence mid-June for about 2 weeks. Contractors will endeavour to keep areas of the Park open as much as possible. Unfortunately the CIL first stage grant application was unsuccessful. Report noted.

**13-24 Confirm appointment of internal auditor.**

Cllr Worth proposed, Cllr Gawith seconded, and it was RESOLVED that Tamar Accounting Ltd is appointed.

**14-24 Approve transfer from Open Spaces General Reserve to AONB Orchard Earmarked Reserve to cover £18.12 overspend in the 2023/24 accounts.**

Cllr Gawith proposed, Cllr G Braund seconded, and it was RESOLVED to agree this transfer.

**15-24 [Approval of End of Year Accounts ending 31.03.24.](#)**

Cllr Worth proposed, Cllr Ansell seconded, and it was RESOLVED to approve the accounts.

**16-24 [Conflicts of interest with BDO LLP](#) (external auditor).**

The Clerk noted there were no conflicts of interest from either the Clerk or Landulph Parish Councillors with this organisation.

**17-24**

- a) **Approval of the Annual Governance Statement (AGAR page 4)**
- b) **[Annual Governance and Accountability Return 2023/24](#), including: Annual Governance Statement 23/24 (page 4); [Bank Reconciliation](#); Explanation of Significant Variances ([Accounting Statement](#), [Receipts](#), [Payments](#), [Reserves](#), [Fixed Assets](#)); [Notice for the period of the exercise of Public Rights and Publication of Unaudited Annual Governance and Accountability Return](#).** The Internal Auditor has checked the documents.

Cllr Gawith proposed, Cllr Tagg seconded, and it was RESOLVED to approve the AGAR 23/24 and accompanying documents.

**18-24 Proposals to install a handrail/step near the phone kiosk - update.**

**[ACTION: For the June agenda].**

**19-24 Landulph School PTA request to use the playing field on 28<sup>th</sup> June 2024 for a summer event (an after school sports day with bbq, bouncy castle etc to raise funds for the school).**

There was a discussion that the new playground equipment's two-week installation period starts on 17<sup>th</sup> June – so there will be no play equipment available, and it's unknown how many vehicles the play equipment will require on site. Also, as there are no toilets, water or amenities on site, there was a question on whether the playing field is suitable for this type of event. It is also unknown how many people, cars etc would be expected. **[ACTION: Cllr G Braund to find out more information and circulate to Parish Councillors. Clerk to email Councillors for a Delegated Authority decision].**

**20-24 Email cc'd to Councillors 19.04.24 from Catherine Thomson - on the proposal that CAP could be promoted as a strategic partner to the Tamar Bridge and Torpoint Ferry Joint Committee – thus enabling the CAP to make strong representations to any consultation exercises and/or representing the views of the towns and parishes.**

Noted – Landulph Parish Council thinks this is a good idea **[ACTION: Clerk to respond to Catherine Thomson].**

**21-24 Discussion on increasing Google costs, other options available, changing to gov.uk emails. [ACTION: June agenda].**

**22-24 [Footpaths contractor sought to undertake footpath maintenance 2024](#) – no applications received. [ACTION: To contact neighbouring parishes and Duchy College, and extend the deadline, promote via Landulph Innit, for the June agenda].**

**23-24 Accounts for Payment:**

PAYEE	Chq No	Payment Details	Net	Tax	Gross	
Brunel Engraving Company	101633	Reimburse to P Jermain - plaque engraving for Orchard bench (£29.70 + £7.08 delivery + £7.36 VAT	36.78	7.36	44.14	Total £260.04
The Original Factory Shop	101633	Reimburse to P Jermain - plastic boxes	6.00		6.00	
Hatt Service Station Limited	101633	Reimburse to P Jermain - bubbles for Orchard opening event	10.00		10.00	
Tamar Valley Food Hub	101633	Reimburse to P Jermain - Apple Juice and Apple Cider for opening event	102.92	20.58	123.50	
Colins of Callington	101633	Reimburse to P Jermain - ribbon for opening event	2.40		2.40	
Sainsbury's	101633	Reimburse to P Jermain - cider for opening event	74.00		74.00	
Bodmin Nursery	101634	Reimburse to A Butcher - Fruit Trees for orchard	97.00		97.00	Total £118.57
Trago	101634	Reimburse to A Butcher - Signs and Varnish for orchard	17.26	4.31	21.57	
Able Print Ltd	101635	Printing for orchard	59.90		59.90	
Tamar Aquatics and J&M Garden Machinery	101636	Reimburse to C Tagg, postfix for orchard	40.99	8.21	49.20	
Travis Perkins	101637	Reimburse to S Pearson, fence posts for orchard	25.52	5.10	30.62	
The Play Inspection Company Ltd	101638	Play Inspection held on 15.3.24	127.50	25.50	153.00	
Currys	101639	Laptop care (April) - reimburse to KJ Williams	6.28	1.37	7.65	
KJ Williams	101640	Salary May	322.06		322.06	
HMRC	101641	Tax May	80.40		80.40	

Cornwall Pension Fund	101642	Pension May	106.90		106.90	
KJ Williams	101643	Post, print and expenses May	62.93		62.93	
Tamar Accounting	101644	Annual internal audit inspection	79.17	15.83	95.00	

**24-24 Chairman's Urgent Business / Any Other Business** (note: any items are for information only).

- Cornwall Councillor Worth advised that there are likely to be changes in Cornwall Council roles, to be formally announced.
- A parishioner contacted Landulph Parish Council as a matter of courtesy to advise about a forthcoming Geocaching and litter picking activity on the shoreline, as those attending will need to cross the playing field for access.

**25-24 Date of Next Meeting – Monday 17 June 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.**

<b>MATTERS ARISING</b>		
<b>Key to actions:</b>		
Yet to be actioned	Action pending	Action completed
		Ongoing Action
Minute no.	Action	Update on Action Taken
<b>Matters Arising - April 2023 meeting:</b>		
260-22 + 90-23b)	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].	In progress – action pending.
<b>Matters Arising - September 2023 meeting:</b>		
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.
<b>Matters Arising - October 2023 meeting:</b>		
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.
<b>Matters Arising – January 2024 meeting</b>		
141-23 + 177-23	Cllr Worth to identify the land ownership near the Book Exchange phone box. Phone kiosk handrail: Cllr Gawith to cost up a suitable handrail and report back. For discussion at the May 2024 meeting.	Checking with Cornwall Council Officers. Action pending – awaiting response.
<b>Matters Arising – February 2024 meeting</b>		
Public Forum	Request for a new street sign at the end of Fore Street Cornwall Cllr Worth to raise via Cornwall Council Casework Assist.	Action pending. Raised 28.3.24, acknowledged by CC 15.4.24, awaiting outcome (could take 8-12 weeks).
163-23	Spaniards planning - Clerk to chase up the enforcement response to original reporting on 7.11.23 (email sent 4.3.24), response received from Cornwall Council dated 5.3.24 confirming that a stage 4 enforcement investigation is in process.	Action pending – awaiting outcome.
<b>Matters Arising – March 2024 meeting</b>		
171-23	PA23/10042. Question was raised as to why the response from LPC was not online. Cllr Worth confirmed he is aware the Clerk submitted a response at 11pm on 15.01.24 following the January meeting but this is still not showing online. This is being investigated by Cornwall Council.	Action pending – awaiting response.
178-23	Landulph Memorial Hall EV charging proposal: Cllr P Braund to raise at the next Landulph Memorial Hall meeting.	Yet to be actioned.

179-23	Free framed portrait of King Charles – Clerk applied 25.03.24. Portrait has been delivered to the Clerk.	Action pending – awaiting confirmation from Landulph Memorial Hall.
<b>Matters Arising – April 2024 meeting</b>		
162-23, 180-23 & 195-23	Discussion on increasing Google costs, other options available, changing to gov.uk emails. [Cllrs Worth/Tagg].	Action pending.
198-23	Fibreglass hull on footpath. Clerk to report this footpath obstruction to Cornwall Council (done). Clerk to respond to the parishioner (who is the footpath liaison officer) asking whether she has any suggestions on how to remove it – response sent to Parish Councillors 13.5.24. Reported to Cornwall Council – who advised contacting the Coast Guard – Coast Guard advised this is a Cornwall Council issue, or the landowner.	Action pending.
<b>Matters Arising – May 2024 meeting</b>		
04-24	Clerk to update the list of representatives on the website.	Action completed.
197-23 and 08-24	Cricket Ground lease – reviewed by the Governance and Finance Working Group in May. Discussion needed with the Cricket Club (email sent, and phone message left), awaiting response from them. Discussion on the cricket club's use of the Henry Searle Memorial Field – for June agenda. Clerk chased a response from Callington Cricket Club 1.6.24. Meeting arranged 11.6.24.	Action pending.
10-24	Clerk to note LPCAG costs of printing and prizes for summer competition – approx. £75	Action completed.
11-24	Clerk to note LOG costs.	Action completed.
19-24	School use of the playing field on 28.6.24. Cllr G Braund to find out more information and circulate to Parish Councillors, then Clerk to email Councillors for a Delegated Authority decision.	Action pending.
20-24	Clerk to respond to Catherine Thompson.	Action completed.
196-23 and 22-24	Footpaths contractor sought to undertake footpath maintenance 2024 – advertised, deadline 12 <sup>th</sup> May. No applications submitted. Clerk has contacted neighbouring parishes, a recommended contractor and Duchy College, extended the deadline. To be promoted via Landulph Innit, for the June agenda.	Action pending.
<b>Actions outside of Parish Council meetings</b>		
Parish Council meetings are held on the 3 <sup>rd</sup> Tuesday of each month (except August) Parish Council Agendas are published on the 2 <sup>nd</sup> Wednesday of each month <b>ACTION for All Councillors to note: Working Group reports and any agenda items to be submitted to the Clerk by the 2<sup>nd</sup> Tuesday of each month.</b> To be published on the website in advance of a meeting.		Parish Councillors to note. Ongoing. Working Group meetings to be held in time for reports to be submitted.

Signed: ..... Chairman