



**Minutes of the meeting of Landulph Parish Council
held on Monday 20 January 2025 at 6.30pm at Landulph Memorial Main Hall**

Attendees: Councillors Martin Worth (Chair), Diane Gregory, Clare Tagg, Philip Braund, and the Clerk to the Council.	
Public Forum	
151-24	To receive apologies for absence and approve the reasons given. Cllr G Braund apologies for January meeting – on holiday Cllr Gawith apologies for January meeting – on holiday Cllr Ansell apologies for January meeting – work commitments.
152-24	<u>Declarations of interest relating to items on the agenda.</u> None.
153-24	Members to consider any dispensations relating to items on the agenda. None.
154-24	To confirm the minutes of the meeting dated <u>16 December 2024.</u> Suggested amendment to minute number 138-24 to state “there <i>is</i> a donation box at the church (for anyone who parks there) Cllr C Tagg proposed, Cllr P Braund seconded, and it was RESOLVED to approve the amended minute and minutes of the meeting.
155-24	Matters Arising (to discuss any actions arising from the previous meeting).
156-24	Planning – to consider planning applications (Ctrl and Click on link) – none.
a)	PA24/07043 Works to Tree(s) covered by a Tree Preservation Order (TPO) - Oak - Pruned so it doesn't become too heavy and fall, taking part of the bank away 7 Hodders Way Cargreen Saltash Cornwall PL12 6NY Cllr Worth abstained from the vote. Cllr Tagg proposed, Cllr Gregory seconded, and it was RESOLVED that Landulph Parish Council’s response, as consultee, is: Landulph Parish Council supports this application provided that it is approved by Cornwall Council’s Tree Preservation Officer. [ACTION: Clerk to submit response on the planning portal].
b)	PA24/09330 Development of a Battery Energy Storage System (BESS) with associated infrastructure, grid connection, access and landscaping. Land At West Kingsmill Landulph Saltash Cornwall PL12 6NB Discussion points: <ul style="list-style-type: none"> ▪ Landulph Parish Councillors attended a site visit. ▪ The applicant has also visited for a meeting at a Parish Council meeting. ▪ The Parish Council has commented previously – it would be helpful if the applicant could respond to these points. It says the points have been addressed in the Technical Assessment, where is the Technical Assessment that answers our questions? ▪ Landulph Parish Council could ask the applicant for another meeting / discussion. ▪ Viewpoints: this extends the view of industrialisation in the area. ▪ The applicant has drawn a red line on the photo to highlight the possible extent of the BESS site, but the applicant hasn’t highlighted any mitigation with tree planting, etc.

	<ul style="list-style-type: none"> ▪ Cllr Worth commented that the applicant wrote to Landulph Parish Council approx. 2-3 weeks ago – which was circulated to Parish Councillors, we could have responded and asked further questions then. ▪ There will be tree planting on the other planning applications that the Parish Council has seen. ▪ This planning application is not one that the Parish Council can easily comment on. ▪ This application and this technology is important for the area – but the Parish Council needs the applicant to answer the questions. <p>Cllr Tagg abstained from the vote. Cllr P Braund proposed, Cllr Gregory seconded, and it was RESOLVED that Landulph Parish Council’s response, as a consultee, is to agree with the application, with the following comments:</p> <p>Landulph Parish Council has previously asked the applicant several questions – it states these have been answered in the Technical Assessment, but this is not clearly available. Landulph Parish Council would request these questions are answered; any changes are made clear; and would request a follow-up meeting with the applicant, to discuss the points previously raised. [ACTION: Clerk to submit response on the planning portal].</p>
157-24	Planning Updates – for information only.
a)	<p>Cornwall Council Planning Teams meeting for Councillors / Clerks on Weds 29 January, 4.00-5.15 pm: Update on the revised New Planning Policy Framework and other planning changes How Neighbourhood Plans and the Local Plan are impacted by planning changes Next steps on the Call for Sites (email already circulated) – for information.</p> <p>Cllr Worth advised that a briefing note has been created on these important changes. Landulph has a Neighbourhood Plan, and has designated areas.</p>
158-24	Delegated Decisions – to note.
159-24	<p>Report from the Dot Gov Domain Working Group</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. Agree the Dot Gov Working Group Terms of Reference. 2. Agree header image, colour and use of logo 3. Agree new email addresses. <p>Cllr Tagg proposed, Cllr Gregory seconded, and it was RESOLVED to approve the recommendations. Discussion points:</p> <ul style="list-style-type: none"> ▪ Councillors to start considering what, of their own data, should be migrated. ▪ Cllr Tagg has discussed with the Newsletter Group, and also published in the newsletter, to ask a group to take over the Landulph.gov.uk website as a community website. ▪ The reason for migrating to this new website is so that it is an official government website ending in .gov.uk.
160-24	<p>Report from the Searle Family Searle Memorial Field Working Group – option to be agreed on the water supply connection.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. Two new combination locks are bought to replace those being removed in January. [ACTION: Cllr P Braund] 2. Octopus Energy contacted to transfer the account into Landulph Parish name. [ACTION: Clerk]. 3. The pavilion to be added to our insurance from 1st January 2025. [ACTION: Clerk]. 4. Local cricket clubs to be contacted in February [ACTION: Cllr Gawith]. <p>Costs: 2 combination locks (approx £20 each). Discussion points: The Clerk was advised by Source for Business:</p>

- **If the supply remains connected**

Advised to run the tap periodically every month (otherwise a risk of legionella).

Standing charge costs: £94.68 per year + VAT (will be split over 4 bills).

- **If the supply is disconnected**

Reconnection costs - if there are no issues at the site, the minimum reconnection cost = £500 (but could be more if issues are present)

If the supply is disconnected for more than 6 months there is the risk of legionella, and would need the pipes to be flushed and cleaned.

Things to consider:

Source 4 Business (S4B) stated they have no record of a leak at the field – the Cricket Club was told there has been no leak in the past month, but there was a spike in usage some time ago, the meter readings are now normal. If the Cricket Club believes it had a leak, the Club will need to contact S4B, but again S4B confirmed there is no leak.

Are there automatic flushing toilets in the pavilion? Is the meter dial spinning around? Landulph Parish Council will need to check the red numbers too – are they changing even with no water usage? If a leak is suspected – Landulph Parish Council could consider contacting its insurance company, or taking out insurance with a company such as HomeServe.

If there is a leak, it would need to be repaired by Landulph Parish Council. A disconnection is classed as a repair.

If work is required, Landulph Parish Council could apply to South West Water for a leakage allowance, if not approved Source 4 Business can challenge.

Two parishioners emailed the Parish Council asking that the following is brought to the attention of the Parish Council meeting on 20th January. This relates to item 10 on the published agenda – the water supply/leak on the Searle Family Memorial Field.

Extract from report sent to the Landulph Parish Council for the 20th January meeting states:

“South West Water have been contacted about the supply to the site and asking for the meter to be disconnected at the meter. The leakage team were on site and have confirmed that there was a huge leak. We have painted the meter cover so that the meter (one of many by the school) can be easily identified going forward.”

20th January Meeting Agenda Item 10 states:

“option to be agreed on the water supply connection”

However:

1. The group update does not contain any options just a request for disconnection of the supply already isolated at the main opposite the school.
2. The meter cover is now NOT clearly marked in the roadway opposite the school. It requires repainting to avoid any interference with the adjacent covers to other properties’ water supplies as occurred previously when the leak was initially identified.
3. Any plan to update/replace water main to the cricket field site must be looked at carefully as there are at least 2 parallel pipes to residential properties and any damage to these/ interruption in supply would be the responsibility of the appointed contractor.

Cllr Worth proposed, Cllr P Braund seconded, and it was RESOLVED to approve the recommendations of the Working Group report, and that the additional information provided to the Clerk is to be passed to the Working Group for a further report with their recommendations. **[ACTION: Clerk to note padlock costs]. [ACTION: Working Group to review and provide a further report].**

161-24

Report from the [Landulph Orchard Green Working Group](#)

Recommendation:

Article on bulbs planted in Duchess Green for Newsletter.

162-24	<p>Report from the Landulph Climate Group Working Group.</p> <p>Recommendations:</p> <p>Run the climate film week in March but charge £7 per person for each film.</p> <p>Two articles for February/March newsletter: Wildlife Corridors, Plants for Pollinators in Winter.</p> <p>Costs: Cost of film week likely to be about £500 but hopefully will be at least partially offset by charging for entry (needs about 18 people per film to cover this cost).</p> <p>Options discussed:</p> <ol style="list-style-type: none"> a) Landulph Parish Council to cover costs of £500 as a community event (free to the public) b) Charge £7 for each film c) Don't do it or move to something different. <p>Cllr Tagg proposed, Cllr Gregory seconded, and it was RESOLVED to rethink this and report back to the Council [ACTION: LCAG Working Group].</p>
163-24	<p>Report from the Governance and Finance Working Group.</p> <p>Recommendations:</p> <ul style="list-style-type: none"> ▪ Landulph Parish Council to note the Finance Update. ▪ Landulph Parish Council to review the precept proposals 25/26 document; to review the proposed budget for each budget heading (decrease / increase / no change); and to review the associated comments explaining the reasons for the budget proposals. ▪ It is recommended that Landulph Parish Council aims for any increase to the 25/26 precept to be kept under 5%. ▪ To create a new General Reserve budget heading for 25/26: <ul style="list-style-type: none"> • Searle Memorial Field General Reserve - to pay for any adhoc running costs. ▪ To create new Earmarked Reserve budget headings for: <ul style="list-style-type: none"> • Searle Memorial Field Earmarked Reserve – the Parish Council will need to spend money on this, due to Callington Cricket Club's departure from the lease; • Community Website Earmarked Reserve – earmarked budget to pay for a website provider to retain the website for community use due to the Council's migration to a .gov.uk website; • Community Transport Project Options Earmarked Reserve – budget to be available, to investigate various options for alternative community transport from Landulph; • Community Developments / Emergency Planning at the Memorial Hall Earmarked Reserve – budget to be available so that options can be investigated to ensure the hall has power in the event of an emergency, and other community developments. ▪ At the end of the financial year (and when hopefully most of the FIPL grant has been received), it is recommended that the Parish Council can review the finances to identify spend that can be transferred to Earmarked Reserves. ▪ To note that the quote to replace the fencing at the playing field is £25k, the current reserve plus proposed precept would be £18k – so £7k short, which could be considered as a virement at the end of the financial year. ▪ Duchess Orchard toilet, benches and shelters to be added onto the Asset Register. ▪ New accounting package to be investigated. <p>Note: the Working Group report was discussed and its recommendations agreed in the following minute.</p>
164-24	<p>Finance Update / Precept proposals 25/26 to be agreed.</p> <p>To note: Landulph Parish Council can agree to vire amounts between earmarked funds.</p> <p>Cllr Worth thanked the Clerk and the Governance and Finance Working Group for the work involved in preparing the budget and proposals.</p>

	Cllr Worth proposed, Cllr Tagg seconded, and it was RESOLVED to approve the Governance and Finance Working Group recommendations, and the Precept proposals 25/26 of £34,400. [ACTION: Clerk to notify Cornwall Council of the Council's precept decision, and to prepare the 2025/26 budget in accordance with this budget decision].
165-24	Accounts for Payment (details at the end of the minutes). The cheque for Landulph Memorial Hall (101766) will need to be redone, as the Climate Change Talk bookings are no longer required. [ACTION: Clerk to prepare a new payment].
166-24	Chairman's Urgent Business / Any Other Business (note: any items are for information only).
a)	Devolution proposals. Cornwall Council is looking to engage with the Government as a Cornwall only area – this is being debated on 21.01.25. If there are any changes, this could delay the elections by a year.
b)	Footpaths Group has replaced the gate; a working group has cleared a path around Penyoke to Neale Point.
c)	Litter picking – it would be helpful if the Parish Council could encourage more litter picking volunteers.
167-24	Date of Next Meeting – Monday 17 February 2025, 6.30pm (Landulph Memorial Hall, Main Hall) Dates for 2025: 20 January, 17 February, 17 March, to note 21 April has moved to 28 April, 19 May, 16 June, 21 July, no meeting in August, 15 September, 20 October, 17 November, 15 December.

Public Forum

Payee	Chq No	Payment Details	Budget	Net	VAT	Gross
Norton	101758	Norton	ICT costs GR	24.99	5.00	29.99
Microsoft	101759	Microsoft	ICT costs GR	59.99		59.99
Currys	101760	Currys	ICT costs GR	6.28	1.37	7.65
SLCC	101761	SLCC	Subscriptions GR	110.00		110.00
HMRC	101762	Tax - January	Employment Costs GR	83.80		83.80
KJ Williams	101763	Salary - January	Employment Costs GR	335.33		335.33
Cornwall Pension Fund	101764	Pension January	Employment Costs GR	111.32		111.32
KJ Williams	101765	Post, print, expenses - January	Office Expenses GR	48.04		48.04
Cancelled cheque	101766	Cancelled cheque				
WH Bond & Sons Ltd	101767	Gates - Orchard	FIPL Grant GR	359.55	71.91	431.46
Serpells	101768	Tree stakes - Orchard (reimburse to C.Tagg)	FIPL Grant GR	311.00	62.20	373.20
The Boston Bulb Company Ltd	101769	Bulbs - Orchard (reimburse to C.Tagg)	FIPL Grant GR	26.82	4.17	30.99
	101770	Cancelled cheque				
Local Authority Technology CIC	101771	Parish Online work on gov.uk website domain	FIPL Grant GR	246.72	61.68	308.40

GR = General Reserve | EMR = Earmarked Reserve

MATTERS ARISING		
Key to actions:		
Yet to be actioned	Action pending	Ongoing Action
Minute no.	Action	Update on Action Taken
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] 16.12.24 Clerk to ask Will Glassop for report and update. (average speeds and times of day etc)	Waiting for a date from the portfolio holder. Action pending.
Matters Arising - October 2023 meeting:		
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). [ACTION: Cllr Worth to chase this] 18.11.24.	Ongoing, though plans may be delayed until after the scheduled rota has occurred and feedback on impact obtained.
Matters Arising – February 2024 meeting		
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).
Matters Arising – March 2024 meeting		
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.
Matters Arising – April 2024 meeting		
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. Cllr Tagg has spoken with Gwen Morris – she will look at it again to see if there is anything the Footpaths Group can do anything.	Action pending.
Matters Arising – July 2024 meeting		
52-24b)	Clerk has requested a road safety audit for this area (Landulph Cross) with Will Glassup. Email sent 15.07.24	Action pending.
Matters Arising – September 2024 meeting		
86-24	Cutting around the 20mph and repeater signs. Clerk to raise a request via Casework Assist for Cormac to clear them. Reported 23.09.24 CAS-12527-C8Z3K7	Action pending.
92-24	Cllr Tagg to check whether the painting of the new bus shelter will be done this year. Cllr Tagg advised that the weather is not suitable for painting outside walls. Suggestion to be painted on panels of wood to then be secured, but decision to wait until 2025. Cllr Tagg to contact the contractor to remove a part of the guttering.	Action pending.
Matters Arising – October 2024 meeting		
99-24 and 135-24	Cornwall Cllr Worth to discuss the planning protocol issue with Louise Wood, Head of Service. Cllr Worth reported this was an extension / a change – this was in line with the planning protocol process. Protocol 6 or 7 lays out what can be called to a planning committee.	Action pending.

	<p>Everyone on the parish council was surprised that the rules had changed (and when Cornwall Cllr Worth discussed with colleagues – they were also surprised). The protocol has been updated in the last 6 months, our opportunity to comment was now minimal (on anything). Landulph Parish Council’s feedback – any change to this protocol should be consulted upon.</p> <p>This is a major restructure to the planning framework. Certain strategic items are being taken out by government. Changes coming through even at strategic levels. If they meet the requirement of the local plans then the applications will go through.</p> <p>Planning applications are debated fully (whether the Parish Council agrees or disagrees) – all discussion points should be minuted.</p>	
Matters Arising – November 2024 meeting		
126-24 and 143-24	Clerk has contacted Barclays to identify the process involved for setting up BACs payments. Cllrs G Braund, Tagg and Gawith to contact Barclays individually to set up.	Action pending.
Matters Arising – December 2024 meeting		
147-24	Cllr Worth to enquire whether the St Dominic bus service to Saltash could be linked. 20.01.2025 A meeting has been held – unfortunately this won’t be progressed.	Action completed
Matters Arising – January 2025 meeting		
156-24 a) and b)	Clerk to submit consultee response onto the planning portal.	Action completed
160-24	Cricket ground: Cllr P Braund to buy two combination locks. Clerk to note padlock costs.	Yet to be actioned.
160-24	Cricket ground: Clerk to contact Octopus Energy to transfer the account into Landulph Parish Council name.	Action completed
160-24	Cricket ground: Clerk to contact insurance company and add the Cricket pavilion from 1st January 2025.	Action pending.
160-24	Cricket ground: Cllr Gawith to contact local cricket clubs in February.	Yet to be actioned.
160-24	Cricket ground: Working Group to review and provide a further report.	Yet to be actioned.
162-24	LCAG Working Group to rethink the Climate Film Week and report back to the Council.	Yet to be actioned.
163-24 and 164-24	Clerk to notify Cornwall Council of the Council’s precept decision.	Action completed
163-24 and 164-24	Clerk to prepare the 2025/26 budget in accordance with the budget decisions.	Yet to be actioned.
165-24	Clerk to prepare a new payment to the hall for room bookings (minus the Climate Change bookings).	Action pending.
Actions outside of Parish Council meetings		
<p>Parish Council meetings are held on the 3rd Tuesday of each month (except August) Parish Council Agendas are published on the 2nd 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.</p>		<p>Parish Councillors to note. Ongoing. Working Group meetings to be held in time for reports to be submitted.</p>

Signed: Chairman