

**Minutes of a meeting of Landulph Parish Council Meeting held on
Monday 21st February 2022 at 6.30pm, Landulph Memorial Main Hall**

PRESENT: Councillors M. Worth (Chairman), G. Braund, P. Braund, L. Gawith, C. Tagg.

Also present: Cllr Martin Worth – Cornwall Councillor.

Public Forum

162-21 TO RECEIVE APOLOGIES FOR ABSENCE: none.

163-21 DECLARATIONS OF INTEREST RELATING TO ITEMS ON THE AGENDA

“To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting. The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.”

None.

164-21 DISPENSATIONS RELATING TO ITEMS ON THE AGENDA

In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable or Non Registerable Pecuniary Interest. Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct of the law.

Section 31(4) of the Localism Act 2011 states that dispensations may allow the Councillor:

- a. to participate, or participate further, in any discussion of the matter at the meeting(s); and/or
- b. to participate in any vote, or further vote, taken on the matter at the meeting(s).

If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held and if the dispensation allows may also vote.

None.

165-21 TO CONFIRM THE MINUTES OF THE PREVIOUS MEETINGS held on 24.01.22

Cllr G Braund, proposed, Cllr Gawith seconded, and it was RESOLVED to confirm these minutes.

166-21 MATTERS ARISING FROM THE MINUTES

Minute no 153-21 Cornwall Councillor Worth to raise at a meeting tomorrow about potential funding for the pre-school at Cornwall Council level. **[ACTION: Cllr Worth]**.

167-21 PLANNING – TO CONSIDER PLANNING APPLICATION:

- a) [PA22/00410](#) | Works to tree subject to Tree Preservation Order namely crown reduce T1 Oak tree to maintain weight stability of the tree, and remove all deadwood | 5 Hodders Way Cargreen PL12 6NY

It was discussed that a lot of tree pruning has been done, their contractor is not a tree expert, and it was hoped that Cornwall Council’s Tree Officer would be able to visit to assess the tree before the work is undertaken. This is a significant tree – it’s a Sessile Oak.

A Parish Councillor advised that, following a site visit, there were concerns to see that one has been horribly trimmed, the other two look fine. Trees are important for boundaries of rivers, and the Councillor expressed concern about this work being done.

Cllr Dennis commented that previously the parish council has commented to say it would go with the advice of Cornwall Council's Tree Officer.

Four Councillors were in agreement with the following statement (one Councillor was against, and one Councillor abstained), and it was **RESOLVED** that the following comment would be submitted to Cornwall Council.

Landulph's voluntary tree warden has raised concerns about the need for this work to be done. Landulph Parish Council would request that Cornwall Council's tree officer undertakes a full investigation before work starts. If the tree officer does not agree then Landulph Parish Council would not be happy for this work to go ahead.

168-21 PENYOKE RECREATION GROUND REFURBISHMENT, ANNUAL INSPECTION REPORT, ROLLING PROGRAMME / GRASS BANK (STANDING ITEM)

Cllr Dennis reported that, following the Play Inspection undertaken on 15 October 2021 and subsequent receipt of the report, Landulph Parish Council has carried out repairs to ensure that the red high-risk work has been done. The next level down is the yellow moderate-risk repairs that are needed – of which there are quite a few. A contractor has provided a quote for all the repairs which will be just over £8,000.

There is currently £2,950 available in the Playground Maintenance Fund, £14,193.93 in the Playground Reserve Fund.

Cllr Worth commented that the most important thing is what is important for the children of our parish.

Seesaw repair £350: Cllr P Braund proposed, Cllr Worth seconded and it was **RESOLVED** to undertake the repair to the seesaw.

Fence strengthening £925: Cllr G Braund proposed, Cllr P Braund and it was **RESOLVED** to undertake the repair to the fence strengthening.

Cllr Dennis to circulate the other quotes to all Councillors for consideration.

169-21 FOOTPATHS UPDATE (STANDING ITEM)

Cllr Tagg discussed a proposal to add a new footpath on Parish Online – and explained this doesn't mean that it will become a public footpath but will advise of its location. Cllr Worth commented that Cornwall Council has this data already. Cllr Tagg stated that the parish council is not able to add additional information to Cornwall Council's data, and the data only shows details about the footpath number, and whether it is gold/silver/bronze, nothing about access during low/high tide, local names, etc.

Cllr Dennis asked whether this local information could be made available on the parish council's website, and it was discussed that the parish could get a print of Parish Online, or a combination of the two.

Cllr Tagg commented that Parish Online is a tool that the parish council pays for – which is probably not worth the money if only two people look at it. Cllr Worth disagreed, saying this tool was really useful during emergency incidents. There was a discussion that the Parish Council version includes confidential information, but there could be two log-ins – one for the public, one for the parish council (at a cost of c£80 each). **[ACTION: Cllr Worth to sort out the Cornwall Council links].**

170-21 CLIMATE CHANGE ACTION GROUP (STANDING ITEM)

There have been two Winter Talks – the first one on 7th February, the second is scheduled for 7th March, to be held on zoom and in person, details available on www.landulph.org.uk/climateaction.php.

The presentations from the first event are now available **[ACTION: Cllr Tagg to email those who have provided their contact details]**.

Cllr Tagg commented that the Terms of Reference states that only five people can be involved who are not parish councillors, but there are currently more than five. Cllr Tagg proposed that the ToR doesn't specify how many parishioners can be involved. Cllr Tagg proposed, Cllr Dennis seconded, and it was RESOLVED to amend the ToR. **[ACTION: Cllr Tagg / Clerk]**.

171-21 TREES UPDATE

Amanda Pugh (Parish Tree Warden) advised that she has spoken with the Cricket Club representative following a pitch inspection – four of the trees in the copse are too close to the end of the boundary, and it would be better to remove those saplings now rather than later. Volunteers will weed around the saplings, and a meeting will be arranged to identify where those saplings will go.

There was a discussion on the possibility of fencing the tree copse, to protect the trees when the contractors cut the hedge, and also this would make it an enclosed wildlife area. As the land is owned by the parish council the Cricket Club asked whether the parish council contribute.

It was discussed that the parish council would need a proposal on what the fencing is and the costs.

[ACTION: Amanda Pugh to discuss with the Cricket Club].

172-21 COUNCILLOR VACANCY – NO APPLICATIONS RECEIVED

No applications received. Details are available on the website.

173-21 PARISHIONERS' DONATION TO LANDULPH PARISH COUNCIL – REQUEST FOR THE DONATION TO GO TOWARDS THE PLAY AREA

A donation of £350 has been given to the parish council from Amy Worthington, given in memory of Thelma Franklin, who was a parishioner at Hodders Way, with the request that it contributes towards the play area. Parish councillors expressed their thanks to the family for this kind donation.

Cllr Dennis reported on a bench that was reported with an advisory in the play inspection report that is rotten and needs to be replaced. There was a proposal that this donation could contribute towards a new bench, and could have a small plaque in Thelma's name.

Cllr Dennis proposed, Cllr Worth seconded, and it was RESOLVED to replace the bench.

[ACTION: Cllr Dennis to get some quotes, for the next meeting].

[ACTION: Clerk to contact Amy to advise – and to check on permission/wording for the plaque].

174-21 EMERGENCY PLAN UPDATE

Cllr Worth reported that, during recent storms resulting in loss of power in the village, the Emergency plan system in the village worked, the roof damage was swiftly sorted.

There was a discussion on resilience during emergencies such as these, and it was advised that parishioners purchase a power pack to recharge mobile phones to use in the event of power cuts. This is important because, with the new broadband provision in the parish, homes will not have a landline to call emergency services.

175-21 VILLAGE PUMP UPDATE

This is ongoing. **[ACTION: Cllr Worth to formally approach the landowner to agree a location].**

176-21 PLATINUM JUBILEE UPDATE

Cllr G Braund reported that events are being organised, the Cricket field is available.

There was a discussion that an Awards for All funding application from the parish council could be submitted (deadline 31st March).

Also, various suggested activities/momentoes were discussed including:

- A permanent momento for children (ie mug) – the school is already giving a coin;
- Lighting the cross with red, white and blue – Cllr Worth to investigate. The challenge is power – Cllr Worth to discuss with the landowner to seek permission to allow a cable across his land. **[ACTION: Cllr Worth].** Permanent power would cost c£1.5k, plus lighting and controls.
- Bench or picnic bench
- Boules court – Awards for All application could be explored.
- Decorating the bus shelter – possibly not if it contains bats (Amanda Pugh attended with a bat detector, to be revisited in a month or so), the alternative could be to decorate Ellbridge bus shelter instead.
- Planters/flowers – happy to support a payment of £80 to purchase planters and soil so that the Gardening Club could use the donated seeds to plant red white and blue flowers around the village. Cllr Dennis proposed, Cllr Tagg seconded, and it was RESOLVED to pay this. **[ACTION: Clerk to liaise with the Gardening Club].**
- Outdoor gym equipment
- New footpath – Jubilee path
- School / Parish Council meeting is scheduled on Weds 30th March.

177-21 HEDGES AND DISCUSSIONS WITH LAND-OWNERS UPDATE

A meeting was recently held with Cllrs Worth, P Braund, the relevant landowner and Will Glassup from Cornwall Council to discuss the possibility of a wider passing-bay halfway down at Highdown. Cllr Worth advised that the wider passing-bay would require either the parish council purchasing land from the landowner, or the landowner donating the land for £1. Also part of the negotiations were about issues with potholes at the entrance to the landowner's property – Cllr Worth reported there potholes were filled in approximately 3 weeks ago, and there are discussions with Cornwall Highways to sort out the resurfacing and kerbing into the area.

The parish council previously submitted a request to Highways on this – at the time it was unknown whether the parish council would need to purchase the land at a cost of c£25k – this figure was included in the original submission. The next round of submissions to Highways is imminent, and because there is no longer a need to purchase the land, this could be an advantage.

A discussion was also held with the landowner about the hedge-cutting, the landowner (who owns 70% of the hedges on the Highdown area) pointed out that the hedges were recently cut in February. He will only cut them once a year, and not in June/July, otherwise he will be breaking the law.

If the parish council is unlikely to receive a contribution from the landowners to cut the hedges, and the Cornwall Council Highways Manager advised that Cornwall Council would be unlikely to cut them in June/July, even for safety reasons.

This has been an issue for several years, which is why the parish council arranges for the hedges to be cut. Cllr Tagg questioned whether cutting the hedges makes drivers go faster. There was a discussion on whether the parish council could put up signs.

Cllr Worth advised this will go to the Community Network Panel.

178-21 TO CONSIDER A PROPOSAL FOR A GOVERNANCE AND FINANCE WORKING GROUP (PAPER BY CLLR TAGG AND CLLR GAWITH)

Proposal

We propose that the parish council set up a governance and finance working group to allow for more detailed scrutiny of parish finances and policies. The working group would not be able to make decisions but would be available to scrutinise financial affairs in more detail than the current arrangements and would provide support to the Clerk.

The working group would consist of 2 or 3 councillors and would meet quarterly to review the financial status, assist with the annual development of the precept budget and review policies.

The working group would take its own minutes but would make no decisions and bring issues and suggestions to the PC meeting.

The first action would be to agree a Terms of Reference (ToR) for the working group which could include the following:

1. Purpose of the working group
2. Membership of the working group
3. Frequency of meetings
4. Key Functions e.g.
 - a. Review existing policies and identify gaps in governance (e.g. a reserves policy is needed)
 - b. Annual review of all policies & recommendation to PC of any changes needed (e.g. at present at least one of the policies was approved in 2018 but includes 2021/22 data).
 - c. Monitor standing orders and delegated authorities
 - d. Produce precept proposals for consideration by Parish Council
 - e. Monitor annual audit
 - f. Quarterly monitor of spending against budget and level of reserves
 - g. Note virements between budget headings
 - h. Consider short and long term plans and use of reserves

The ToR would come to PC for approval and the PC would also approve who is on the working group.

Cllr Libby Gawith & Cllr Clare Tagg
Feb 2022

Cllr Tagg proposed, Cllr Worth seconded, it was RESOLVED to move this forward.

179-21 LIST OF SUGGESTED POLICIES FOR LANDULPH PARISH COUNCIL

A draft list of model policies for small parish councils has been prepared by the Clerk and circulated to Councillors for consideration.

180-21 ACCOUNTS FOR PAYMENT

It was RESOLVED to note the accounts.

PAYEE	CHQ	REASON	NET	VAT	GROSS
Google Ltd	DD	Direct debit for Google Cloud & G Suite 1.01-31.01.22	73.40	0.00	73.40
Landulph Under Fives	101396	£500 multiple of Grant Award - from S137	500.00	0.00	500.00
Landulph Under Fives	101397	£500 multiple of Grant Award - from S137	500.00	0.00	500.00
Landulph Under Fives	101398	£500 multiple of Grant Award - from S137	500.00	0.00	500.00
Landulph Under Fives	101399	£500 multiple of Grant Award - from S137	500.00	0.00	500.00
Landulph Under Fives	101400	£500 multiple of Grant Award - from S137	500.00	0.00	500.00
Landulph Under Fives	101401	£500 multiple of Grant Award - from S137	500.00	0.00	500.00
HMRC	101402	February tax	137.40	0.00	137.40
K Williams	101403	February salary + 25 extra hours (agreed at Jan 22 meeting)	550.54	0.00	550.54
Chagos Consulting Ltd	101404	Cllr Tagg attendance at Parish Online footpaths training session	10.00	0.00	10.00
Zoom	101405	Reimburse to KJ Williams for Zoom subscription 13.02.22 - 12.03.22	11.99	2.40	14.39
K Williams	101406	Post, print and expenses Feb 22	36.71	0.00	36.71
K Williams	101407	Reimburse to KJ Williams for Currys laptop care	7.65	0.00	7.65

181-21 CHAIRMAN'S URGENT BUSINESS / ANY OTHER BUSINESS (note: any items are for information only)

- a) Defibrillator training [**ACTION: Clerk to chase again, or else plan b needed to find another provider**].
- b) CALC AGM 8th March in Truro – no Councillor available to attend.

182-21 DATE OF NEXT MEETING: Monday 21st March 6.30pm Main Hall

DATES FOR 2022: 18 April, 16 May, 20 June, 18 July, 19 September, 17 October, 21 November, 19 December

10 Minute 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.

183-21 APPOINTMENT OF INTERNAL AUDITOR

Contractor 1: £150+VAT

Contractor 2: £225+VAT

Contractor 3: £75+VAT

Cllr P Braund proposed, Cllr M Dennis seconded and it was RESOLVED to appoint contractor 3.

184-21 AGREEMENT OF CLERK'S SCP AND EXPENSES 2022/23

Clerk to Landulph Parish Council – rates of reimbursement for pay and expenses

Expenses:

Mileage: 0.45p per mile (as per HMRC)

Printing:

0.10p per black and white sheet

0.50p per colour sheet

(in line with Cornwall Council charges)

Postage: in line with current postage costs

Office expenses (heating, lighting, broadband) - £17.33 pcm

Pay:

National Joint Council SCP18 pay rate £12.98 per hour

(note: negotiations have not yet finalised on the NJC pay award for 2021-22 and 2022-23, so this hourly rate is likely to increase, and back-pay to 1st April 2021 to be awarded).

Agreed at the Landulph Parish Council meeting held on 21st February 2022

Signed (Chairman):

Meeting closed at 21.20.....Chairman