

**Minutes of a meeting of Landulph Parish Council Annual Meeting held on  
Monday 16<sup>th</sup> May 2022 at 6.30pm**

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

Also present: Cllr Martin Worth – Cornwall Councillor, and Clerk to the Council.

**Public Forum**

**01-22 TO ELECT THE CHAIRMAN FOR THE CIVIC YEAR 2022-23 (AND TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN)**

Cllr Gawith proposed, Cllr G Braund and it was RESOLVED that Cllr Worth would be appointed to the office of Chairman, the Declaration of Acceptance of Office of Chairman was signed.

**02-22 TO ELECT THE VICE CHAIRMAN FOR THE CIVIC YEAR 2022-23 (AND TO SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE OF VICE CHAIRMAN)**

Cllr Worth proposed, Cllr Dennis seconded and it was RESOLVED that Cllr Gawith would be appointed to the office of Vice Chairman, the Declaration of Acceptance of Office of Vice Chairman was signed.

**03-22 APPOINTMENT OF REPRESENTATIVES TO WORKING PARTIES / OUTSIDE BODIES FOR THE CIVIC YEAR 2022-23:**

- LANDULPH MEMORIAL HALL COMMITTEE – Cllr P Braund
- SALTASH AREA ROAD SAFETY COMMITTEE – Cllr L Gawith
- LANDULPH SCHOOL LIAISON COMMITTEE - Cllr G Braund
- LOCAL FOOTPATHS GROUP – Cllr C Tagg
- LANDULPH EMERGENCY PLANNING GROUP – Cllr M Dennis, Cllr L Gawith, Cllr M Worth
- LANDULPH PARISH CLIMATE ACTION GROUP – Cllr M Worth, Cllr M Dennis, Cllr C Tagg
- CORNWALL GATEWAY COMMUNITY NETWORK PANEL – Cllr L Gawith
- CORNWALL GATEWAY ENVIRONMENTAL ACTION GROUP – Cllr M Dennis, Cllr C Tagg
- LANDULPH UNDER FIVES COMMITTEE – Cllr G Braund

**04-22 TO RECEIVE APOLOGIES FOR ABSENCE** – Cllr P Braund.

**05-22 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 received.

**06-22 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 received.

### **07-22 TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING (25.04.2022)**

Cllr Gawith proposed, Cllr Dennis seconded, and it was RESOLVED to agree the minutes of 25<sup>th</sup> April 2022.

### **08-22 MATTERS ARISING FROM THE MINUTES**

- a) With reference to minute no 208-21a Cllr Worth advised that the investigation for potential funding for the pre-school at Cornwall Council level is ongoing.
- b) With reference to minute no 208-21b the Clerk confirmed that thank you emails had been sent to the Climate change speakers.
- c) With reference to minute no 208-21c Cllr Tagg confirmed that an article had been placed in the newsletter re the parish council newsletter.
- d) With reference to minute no 211-21a, Cllr Dennis confirmed that she had spoken with Amanda Pugh, and agreed the two trees next to the footpath near Penyoke do have ash die-back, it was thought the landowner was the Duchy of Cornwall, but that hasn't been confirmed. **[ACTION: Cllr Worth to follow up on the interactive map].**
- e) With reference to minute no 211-21b, Cllr Worth confirmed that he has liaised with Cornwall Council officers in relation to the obstruction of the bye-way, and was informed that the parish council shouldn't be involved. After a discussion between parish councillors, Cllr Tagg stated that she would still like the parish council to advise parishioners, Cllr Worth stated he would be nervous about the parish council giving advice on a matter that is not within its powers to do so, and would encourage parishioners to report such matters to Cornwall Council. It was RESOLVED that a notice would be published from the parish council – all parish councillors to agree by email.
- f) With reference to minute no 211-21, Cllr Dennis confirmed that she has sent the link regarding the outdoor gym equipment to all parish councillors for information.
- g) With reference to minute no 218-21, the Defibrillator training dates have been confirmed for Monday 13<sup>th</sup> June, and Monday 11<sup>th</sup> July, two sessions on each evening, 6.30-7.30, 7.45-8.45pm.
- h) With reference to minute no. 219-21 there is an action outstanding. **[ACTION: Cllrs Worth and Tagg to review the Google package].**
- i) With reference to minute no. 220-21 it was confirmed that details on the custodian trustee of the hall were circulated to parish councillors.
- j) With reference to minute no 220-21, the Clerk confirmed that the pound sign was added to the Fixed Assets Register.
- k) With reference to minute no 222-21 it was confirmed that the Governance and Finance Working Party met to discuss the Fixed Assets Register, the purchase cost should remain the same each year but the insurance value would potentially change.
- l) With reference to minute no 223-21 Cllr Worth contacted Sarah Coryton, and also the current High Sheriff, who was unfortunately previously engaged. It was RESOLVED that the parish council would contact the High Sheriff early next year.

### **09-22 PLANNING – TO CONSIDER PLANNING APPLICATIONS:**

- a) [PA22/02886](#) | Conversion and extension for redundant barn to form residential annex | Colloggett Barns, The Shippen Road From Junction South Of Grove Villa To Colloggett Farm Cottages Landulph PL12 6ND

Cllr Worth proposed, Cllr G Braund seconded and it was RESOLVED to respond to Cornwall Council that Landulph Parish Council supports this application.

- b) [PA22/03775](#) | Proposed 1.6 MW solar PV development with variation of condition 17 of decision PA11/01235 dated 18.04.2011 | West Kingsmill Road From Leigh Lane To Kingsmill Lake And Farm Landulph Saltash Cornwall PL12 6NB

Cllr Worth proposed, Cllr Dennis seconded and it was RESOLVED to respond to Cornwall Council that Landulph Parish Council supports this application.

**Planning application update:**

- c) [PA22/03731](#) Southbound Slip Cargreen Cornwall PL12 6PA Non Material Amendment in relation to Decision Notice PA21/10552 dated 23.12.2021: change from timber windows to UPVC (white), box extension still formed in white painted hardwood.

At the April 2022 meeting it was RESOLVED that the Parish Council would submit comments to Cornwall Council stating that it has no objection to this planning application.

A subsequent email was received from Cornwall Council under the local planning protocol dated 11.5.22 stating:

Thank you for your recent consultee response with reference to the above application, a non-material amendment for the use of UPVC windows in place of timber. Within your response you raised no objection.

I would like to take this opportunity to inform you that in this instance officers consider that the proposed amendment is considered to be material and therefore the amendment cannot be approved under this application. The reason for this is the location of the site within a Conservation Area where the use of UPVC rather than the approved timber diminishes the quality of development to that approved. As a consequence officers are concerned about the potential impact of this amendment on the surrounding area which should be subject to full assessment to establish whether the proposed change is contrary to planning policy.

In light of the above, in this instance we will not be accepting the works as a non-material amendment.

Landulph Parish Council (unanimous decision), under the local planning protocol, chose option 1: to agree with the officer's recommendation.

**10-22 PENYOKE RECREATION GROUND REFURBISHMENT, ANNUAL INSPECTION REPORT, ROLLING PROGRAMME / GRASS BANK (STANDING ITEM)**

Cllr Dennis reported on the following:

An additional £900 for balance beam

£6400 total for works on:

£845 tractor

£2865 activity trail

£1380 adult keep fit equipment.

£925 balance beam

£385 Multi play area

Cllr Dennis has contacted Ray Hall to take action, but was advised that procuring wood is currently difficult.

Cllr Tagg proposed to set up a Playground Working Group on playground, to discuss whether equipment should be repaired or replaced, as lots of money is being spent on repairs, needs to an overall long-term plan. Cllr Dennis advised that the parish council acts on the annual safety inspection advice.

Cllr Gawith would like to see a proposal on outdoor gym – to show options, to be presented to the parish council. Cllr Tagg advised there is a lot of funding available in the playground fund.

Cllr Dennis advised that she's happy to put together a proposal for an adult gym, but as far as advising on how long a piece of equipment or repair will last would be difficult to judge – as we don't even receive that information from the playground inspection company. Cllr Worth asked whether there's a requirement for a consultant to advise on the longevity of play equipment.

Cllr Tagg advised that the jubilee fund was spent on mugs, and asked where would the funds for an adult gym come from?

Cllr Tagg advised that the playground reserve fund was set up to replace the existing, rather than repair it. Cllr Worth commented that he'd received a comment from a parishioner that the parish council should provide public toilets at Penyoke. There was a discussion about the costs – the yacht club's installation of a toilet wasn't too expensive, but there is already water / sewage / cleaning already on that site. The option of an eco toilet could be investigated, this would need to be looked at before the next budget setting meeting in November.

Penyoke Recreation Ground Working Party – proposal to be set up.

Terms of Reference to be agreed at a parish council meeting.

More information on an adult gym proposal could feed into this working party.

**11-22 FOOTPATHS UPDATE (STANDING ITEM) – none.**

**12-22 CLIMATE CHANGE ACTION GROUP UPDATE (STANDING ITEM) – none.**

**13-22 TREES UPDATE (STANDING ITEM)**

**[ACTION: Cllr Worth to identify ownership of the trees at Penyoke that have ash die-back].**

Sessile Oak at The Cross – Clerk confirmed to Cornwall Council, should arrive this year.

**14-22 COUNCILLOR VACANCY**

This has been published in the parish newsletter, parish council newsletter, and parish council website.

**15-22 EMERGENCY PLAN UPDATE**

Cllr Dennis advised that a meeting is to be arranged. Cllr Worth advised that Roger Pugh was due to attend this parish council meeting to provide an update but was unexpectedly unable to attend.

**16-22 HIGHWAYS UPDATE**

Cllr Worth advised that the sinkhole investigation has been added to Cormac's schedule.

The bus shelter at Landulph Cross was hit by Cormac sub-contractor's van, it potentially has a colony of bats, insurance report to be submitted.

## **17-22 VILLAGE PUMP UPDATE – none.**

## **18-22 PLATINUM JUBILEE UPDATE**

Cllr G Braund advised that the Jubilee mugs have been ordered and paid for, and a list has been compiled of children in the parish.

There was a discussion on the need for the following at the planned events:

- Risk assessments
- Insurance
- Hall public liability will be in place if the hall is hired for a nominal £1. Form from booking clerk, to be completed by the parish council, this will cover both events.
- Jill will check re the yacht club insurance.

## **19-22 DEFIBRILLATOR TRAINING CONFIRMED DATES**

Monday 13<sup>th</sup> June and Monday 11<sup>th</sup> July, two sessions on each date 6.30-7.30pm and 7.45-8.45pm, Memorial Hall Main Hall, book onto a session via the Parish Council website, or by contacting the Parish Clerk, 12 people per session. Cllrs Worth and Gawith offered to help set up the hall, and to meet the trainer.

## **20-22 TO APPROVE THE FIXED ASSETS REGISTER 2021/22 (NOTE TO RESTATE 2020/21 FIGURE IN AGAR)**

Cllrs Gawith and Tagg confirmed that the Governance and Finance Working Group met with the Clerk to go through the documents.

Cllr Tagg proposed, Cllr G Braund seconded, and it was RESOLVED to approve the Fixed Assets Register 2021/22; and the RESTATED Fixed Assets Register 2020/21.

## **21-22 APPROVAL OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2021/22**

Cllr Gawith confirmed that the Governance and Finance Working Group met with the Clerk to go through the documents, and also met with the internal auditor. Cllr Gawith went through the checklist (Section 1 of the AGAR page 4) to ensure there is a sound system of internal control, and this checklist was agreed and completed at this meeting. Cllr Gawith also discussed Section 2 (Accounting Statements 2021/22 page 5).

Cllr G Braund proposed, Cllr Dennis seconded and it was RESOLVED to approve the Annual Governance and Accountability Return 2021/22, and the Chairman and Clerk signed the relevant sections. The documents will be available on the Parish Council website.

## **22-22 ACCOUNTS FOR PAYMENT:**

| <b>PAYEE</b>              | <b>CHQ</b> | <b>REASON</b>   | <b>NET</b> | <b>VAT</b> | <b>GROSS</b> |
|---------------------------|------------|---|------------|------------|--------------|
| Ray Hall                  | 101419     | See Saw supply and fit main wooden bean                             | 370.00     | 0.00       | 370.00       |
| Ray Hall                  | 101420     | Fence: supply and fit 52m of rails, 3 composite posts, 140 uprights | 1849.00    | 0.00       | 1849.00      |
| CALC                      | 101421     | 28.4.22 Finance training for Cllr Tagg                              | 30.00      | 6.00       | 36.00        |
| NALC                      | 101422     | Reimburse to Cllr Gawith NALC training                              | 32.44      | 6.49       | 38.93        |
| NALC                      | 101423     | Reimburse to Cllr Worth NALC training                               | 32.44      | 6.49       | 38.93        |
| Clerk and Councils Direct | 101424     | Reimburse to Cllr G Braund Jubilee mugs                             | 657.04     | 131.41     | 788.45       |

|                        |   |   |        |      |           |
|------------------------|---|---|--------|------|-----------|
| Landulph Memorial Hall | 101425  | 12/5 2-5pm<br>13/6 6-9pm (Defib training)<br>27/6 6-9pm (was defib trng - now Parish Council meeting)<br>11/7 6-9pm (defib trng)<br>7/2 5.30-8.30pm (climate action grp)<br>7/3 5.30-8.30pm (climate action grp)<br>15hrs @ £7.50ph = £112.50 | 112.50 | 0.00 | 112.50    |
| HMRC                   | 101426  | Tax May 2022  | 101.60 | 0.00 | 101.60    |
| KJ Williams            | 101427  | Salary May 2022   | 406.99 | 0.00 | 406.99    |
| KJ Williams            | 101428  | Post, print and expenses May 2022   | 63.19  | 0.00 | 63.19     |
| Currys                 | 101429  | Reimburse to K Williams - laptop after care   | 6.28   | 1.37 | 7.65      |
| Zoom                   | 101430  | Reimburse to K Williams 13.5-12.6.22  | 11.99  | 2.40 | 14.39     |
| Google                 | DD  | Direct debit for Google Cloud and G Suite - 1.05-31.05.22   | 73.40  | 0.00 | 73.40     |
| Landulph Memorial Hall | 101431  | 16.5.22 parish assembly earlier start time  | 5.00   | 0.00 | 5.00      |
| <b>RECEIPTS</b>        |   |   |        |      |           |
| <b>DATE</b>            | <b>REASON</b>   |   |        |      | <b>£</b>  |
| 11.04.2022             | Precept and Council Tax Support Grant (50% - 1st payment) |   |        |      | 13,671.92 |
| 14.04.2022             | HMRC VAT REFUND 2020-21                                   |   |        |      | 474.20    |

**Balances at 29 April 2022**

|                 |                         |
|-----------------|-------------------------|
| Current Account | 5,857.71                |
| Savings Account | <u>52,366.07</u>        |
| <b>TOTAL</b>    | <b><u>58,223.78</u></b> |

**23-22 CHAIRMAN'S URGENT BUSINESS / ANY OTHER BUSINESS**

- a) Cllr Worth: BT Broadband at the hall – formerly mis-sold, in the process to have that corrected.
- b) Cllr G Braund – is anyone else still receiving an email re ultrafast broadband. Others have received too – even though they have registered their voucher. Unsubscribe.

**24-22 DATE OF NEXT MEETING** – Monday 27<sup>th</sup> June 2022\*, 6.30pm (Landulph Memorial Hall Main Hall) \*please note this has changed from Monday 20<sup>th</sup> June

**Dates for 2022:** 18 July, 19 September, 17 October, 21 November, 19 December.

**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.**

**25-22 TO APPROVE THE PAYMENT OF THE CLERK'S ADDITIONAL HOURS FOR WORK ON THE AGAR**

It was proposed by Cllr Gawith, seconded by Cllr Dennis and RESOLVED that the additional hours would be paid to the Clerk for additional work undertaken on the AGAR.

Meeting closed at 20:21.....Chairman