

**Minutes of a meeting of Landulph Parish Council Meeting held on
Monday 18th July 2022 at 6.30pm**

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

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

Public Forum

50-22 TO RECEIVE APOLOGIES FOR ABSENCE – Cllr G Braund.

51-22 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.

52-22 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.

53-22 TO CONFIRM THE MINUTES OF THE PREVIOUS MEETING (27.06.2022)

Cllr Worth proposed, Cllr Gawith seconded, and it was RESOLVED to agree the minutes of 27th June 2022.

54-22 MATTERS ARISING FROM THE MINUTES

- a) With reference to minute no 34-22 the Clerk confirmed that the playground inspection was saved to the shared drive. The Clerk also advised that, following a conversation with Ray Hall for an update on the playground repairs, he confirmed that he had now procured the wood (he had difficult sourcing the required wood), it's a little more expensive than originally quoted for it, and the original quotes given to Cllr Dennis may need to increase by a small amount, due to the additional cost of the wood. The Tractor repairs are in hand and should be finished in approx. 2 weeks. His next priority is to work on the playground equipment with the hoops in the side. Ray advised that he's inspected the slide, but couldn't see any danger regarding the screw sticking out (possibly because Cllr Braund had visited and made it safe prior to Ray's inspection). The rest of the repair work should be completed by the Autumn.

Ray mentioned that the last time he visited to cut the play area grass, he was unable to trim around the equipment. He placed his signs at the entrances - but a family walked in and stayed in the play area whilst he was there (even though he saw the gentleman reading the sign). Whilst unlikely, he didn't want to risk injury to the family in the rare event of flying debris, so was unable to complete the strimming.

Cllr Tagg advised that she has also recently spoken with Ray, who stated to her that he wouldn't have recommended some of the repairs to equipment but would have recommended replacement.

- b) With reference to minute no. 36-22 the Clerk confirmed that a letter from the Parish Council was sent to the Landulph Under Fives in support of their Tamar Valley funding application.
- c) Cllr Tagg advised that she was happy to place the agenda and other parish council documents on the noticeboard, but asked for a reminder to do so by the Clerk.
- d) With reference to minute no 48-22d) the Clerk advised that she is yet to receive advice on Cllr P Braund's query in relation to becoming a member of the Hall Committee and whether this is permitted. **[ACTION: Clerk to investigate].**

55-22 CO-OPTION TO COUNCILLOR VACANCIES

Landulph Parish Council has received two applications for the two current co-option vacancies.

Cllr Tagg proposed, Cllr Gawith seconded, it was unanimously agreed and RESOLVED that Diane Gregory would be co-opted to Landulph Parish Council. Cllr Worth explained that Diane had offered her sincere apologies for not being available to attend this meeting. **[ACTION: Clerk to arrange for Diane to sign the Acceptance of Office].**

Cllr Tagg proposed, Cllr Gawith seconded, it was unanimously agreed and RESOLVED that Roger Pugh would be co-opted to Landulph Parish Council. The Acceptance of Office document was signed.

Cllr Worth welcomed both – and stated both will bring great experience to the Council.

Register of interests – to be sent to Roger Pugh and Diane Gregory, plus a welcome email **[ACTION: Clerk].**

56-22 LANDULPH AND BOTUS FLEMING PARISH HOUSING NEEDS SURVEY

Botus Fleming Parish Council to discuss at their meeting on Wednesday.

Cllr Tagg stated the survey has been expanded – so that it isn't only restricted to affordable housing questions.

Suggested amendment to be made: Q3 if you have a home in either parish.

Survey to be distributed electronically – the link to the survey can be shared, from Cornwall Council, who will undertake the analysis, however Landulph Parish Council will also require a copy of the data. Also to be added to the Parish Council's Website, and placed in the Newsletter.

Cllr Braund asked whether a question should be included on whether the individual is registered on the Home Choice list? Cllr Worth advised that Cornwall Council should know this, so probably no point in including this question within the survey. To be eligible for affordable housing, there needs to be a link to the parish.

Cllr Gawith proposed, Cllr Worth seconded, it was unanimously agreed, and RESOLVED that the survey (and amendment to q3) would proceed. Botus Fleming Parish Council will discuss on Wednesday, and comments to be included.

57-22 PLANNING – TO CONSIDER PLANNING APPLICATIONS:

- a) [PA22/05973](#) | Construction of a dormer window to enable a new en-suite bathroom and installation of a roof light. | 7 Coombe Drive Cargreen Cornwall PL12 6PD

Cllr Pugh proposed, Cllr Gawith seconded, it was unanimously agreed and RESOLVED to respond to Cornwall Council that Landulph Parish Council has no objection.

- b) [PA22/05769](#) | Replace window on Rear Elevation, PV panels to Roof and extension to detached annexe | Church Cottage Road From Junction North Of Stockadon Farm To Landulph Cornwall PL12 6NG

Cllr Gawith proposed, Cllr Pugh seconded, it was unanimously agreed and RESOLVED to respond to Cornwall Council that Landulph Parish Council has no objection.

58-22 PLANNING UPDATES FOR INFORMATION ONLY: none

59-22 APPOINTMENT OF REPRESENTATIVES TO WORKING GROUPS / 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 R Pugh**, Cllr L Gawith, Cllr M Worth
- Landulph Parish Climate Action Group – Cllr M Worth, **to ask Cllr D Gregory**, Cllr C Tagg (this group also includes parishioners)
- Cornwall Gateway Community Network Panel – Cllr L Gawith
- Cornwall Gateway Environmental Action Group – **to ask Cllr D Gregory**, Cllr C Tagg
- Landulph Under Fives Committee – Cllr G Braund
- Finance and Governance Working Group – Cllr L Gawith, Cllr C Tagg [**ACTION: Terms of Reference to be drafted and agreed**].
- Playground Working Group [**ACTION: to be set up with Terms of Reference, checking risk, replacement/repair proposals, to be aware of financial impact. SEPTEMBER AGENDA Ask Cllr D Gregory**, Cllr P Braund, Cllr Tagg, Cllr Gawith].

60-22 PENYOKE RECREATION GROUND REFURBISHMENT, ANNUAL INSPECTION REPORT, ROLLING PROGRAMME / GRASS BANK (STANDING ITEM)

61-22 FOOTPATHS UPDATE (STANDING ITEM)

Ray Hall has been appointed as the contractor, Cllr Tagg has discussed with him.

Cllr Worth advised that the sign has not yet been moved [**ACTION: Cllr Tagg to chase Cornwall Council**].

62-22 CLIMATE CHANGE ACTION GROUP UPDATE (STANDING ITEM)

No update.

63-22 TREES UPDATE (STANDING ITEM)

Cllr Worth has been asked to provide more photos of the trees (raised by Amanda Pugh at the last meeting).

64-22 EMERGENCY PLAN UPDATE (STANDING ITEM)

New working group to be arranged, to be discussed in September. [**ACTION: Agenda September**].

Sinking dinghy – are river users aware of what to do in this type of emergency? Cllr Pugh to consider other ‘what if’ scenarios could be included.

65-22 GOVERNANCE AND FINANCE WORKING GROUP UPDATE (STANDING ITEM) – Cllrs Gawith / Tagg

Cllr Gawith reported the group met, Reserves Policy being drafted for September, which will inform the precept planning in November.

66-22 FINANCE UPDATE – Cllr Tagg

Cllr Tagg provided a Finance update to 30.06.2022, which was noted.

67-22 REVISED GRANT AWARDING POLICY FOR APPROVAL – Cllr Gawith

Cllr Worth proposed, Cllr Tagg seconded, it was RESOLVED to adopt the revised policy.

68-22 NOTICEBOARDS – Cllr Tagg

Budget of £3000 to replace the noticeboards.

Climate Action Group suggestion to place a dedicated noticeboard. Cllr Worth advised this is Cornwall Highways land, so unlikely to be allowed to place a noticeboard there.

Cllr Gawith commented there are two noticeboards at the corner of Coombe Drive – could one of these be used for the climate action group? There was a discussion that the existing noticeboards look scruffy.

[**ACTION: Cllr P Braund to send the link for a suggested company to Cllr Tagg**]. [**ACTION: Agenda September**].

69-22 IT COSTS – Cllr Tagg

Cllr Tagg proposed a reduced Google service – down to 240 GB (currently using much less), which will result in a reduction to £73.40 from £85.

Cllr Worth asked whether there is a legal requirement for retaining old Councillor emails / files, which currently costs £3 per councillor.

Cllr Worth proposed, Cllr Tagg seconded – it was RESOLVED that the reduced service would be requested. [**ACTION: Cllr Tagg**].

70-22 BUS SHELTER – Cllr Gawith

Cllr Gawith stated that the current bus shelter (which has been hit in an accident) looks awfully tatty – it's a breeze block construction with asbestos roof, and proposed that if there are no bats living there, should the Parish Council demolish it and replace with a new bus shelter.

71-22 VILLAGE PUMP UPDATE

Cllr Gawith advised that work is ongoing on the refurbishment of the village pump. Cllr Gawith proposed to place it on the grassy area near the noticeboards near Coombe Drive, and suggested that the Parish Council asks the gardening club to add some flowers, so that it's a village feature. Cllr Gawith also proposed that the Parish Council purchases a granite trough to place it inside. Cllr Tagg suggested that a handle/pump is installed so that it's a working pump – could be educational for children.

There was a question on whether this is parish council land to place it on (noted that parishioners cut the grass here). **[ACTION: Cllr Worth to ask Will Glassup, Cornwall Highways]**. Parishioners currently cut the grass in this location.

72-22 CORNISH PILOT GIG PROJECT PROPOSAL – Cllr Worth

Cllr Worth was approached by a member of the public, excited by the potential opportunity for a Cornish gig to be bought for the parish.

Mac Armstrong, Commodore of the Cargreen Yacht Club attended the parish council meeting, and advised the club has been approached about the same idea. It is a 25 year old wooden boat. There are questions on who would purchase it, pay for insurance, whose responsibility would it be for storage, insurance, upkeep. Mac advised that an extraordinary meeting of yacht club has been held, broadly in agreement, but these issues to be sorted. The Yacht Club doesn't have a boathouse, the wooden oars are perishable. There's a question on whether there are other boats available that would be more sustainable. Life jackets, safety boats, actively approaching adjacent gig clubs to answer these questions. The Yacht Club is working towards a business case. It could have an impact on the yacht club – for competing space. Currently looking at the pros/cons. Would need to speak with neighbours, trustees, members. The Yacht club is a private members club, but is open to anybody. There would be an expectation that anyone wishing to use the gig would become a member. The Yacht Club is a Community Amateur Sports Club – allows to access charity trust status, mandated to be open to all (has been a CASC for approx. 15 years). Fee based membership.

Cllr Tagg advised that the Parish Council is reviewing the grant awarding policy, there is currently over £5k in the grant fund. The grant fund can fund an organisation, but not individuals, it can't be awarded for revenue costs.

Cornwall Cllr Worth advised that he has donated to the Saltash Regatta.

Cllr P Braund commented that with the grant fund it is tax payers' money – needs to be open to all.

It was advised that the Yacht Club would lead on the research / business plan, and communicate to parishioners.

There was a question on whether Parish Councillors can vote on the decision to offer a parish council grant to the yacht club if they are also members of the yacht club.

73-22 COOMBE LANE / FORE STREET JUNCTION PARKING – Cllr Worth

Raised to Cllr Worth by a parishioner, a white van or red Renault is regularly parked on the corner at Coombe Lane. Highways rules state no parking within 10m of a junction. There is no enforcement unless double yellow lines are placed there – the parish council could propose this to Highways, a TRO would cost approximately £5k.

There was a comment that there is a problem with pavement parking all the way down Fore Street, this shouldn't happen, but it is a necessity.

Cllr Tagg proposed that a polite notice is placed in the newsletter, etc.

There was a comment that when there was an issue raised about trailing leads across footpaths, the parish council agreed to advise people to be careful, but wouldn't start to lay down the law as it's not the responsibility of the parish council. Cllr Worth proposes not to request double yellow lines.

[ACTION: CT/MW to draft a comment, to advise parishioners not to park, reference to the Highway Code, Parish Newsletter, Landulph Innit, Parish Council Newsletter and website].

74-22 ACCOUNTS FOR PAYMENT:

PAYEE	CHQ	REASON	NET	VAT	GROSS
J M Hambly	101440	Jubilee plants, troughs and soil	81.39	0.00	81.39
Chris Billing	101441	30.6.22 Hedges cut at Highdown	275.00	55.00	330.00
HMRC	101442	July Tax	73.80	0.00	73.80
KJ Williams	101443	July salary	296.08	0.00	296.08
Zoom	101444	Reimburse to K Williams 13.6-13.8.22	11.99	2.40	14.39
Currys	101445	Reimburse to K Williams - laptop after care (13 June)	6.28	1.37	7.65
Google	DD	Direct debit for Google Cloud and G Suite - 1.06-30.06.22	11.99	2.40	14.39
KJ Williams	101446	Post, print and expenses July 2022	35.67		35.67
KJ Williams	101447	August salary	296.08		296.08
HMRC	101448	August Tax	73.80		73.80
RECEIPTS					
		VAT refund 2021-22 no.2			12.98
		Bank interest			3.81
		Wayleaves payment			11.62

75-22 CHAIRMAN'S URGENT BUSINESS / ANY OTHER BUSINESS

- a) Cllr Worth: Cider apple trees and land donated and planted – parishioners could adopt a tree, ciderfest could be created. Is there a water supply / spring that could be used. Community Orchard. **[ACTION: September agenda].**
- b) Cllr Tagg: defibrillator can be procured without the requirement of power (it's only required to keep the battery warm if located outside). There is not one at the school, however the Government has recently announced the donation of defibrillators to schools by the end of next year. There was a question on whether the parish council has positioned defibrillators close enough to homes – they should be located within the centre of the population. **[ACTION: Label to be reprinted for the code to access the defib at the hall. Cllr P Braund to investigate whether a code is required].**

76-22 DATE OF NEXT MEETING – Monday 19th September 2022, 6.30pm (Landulph Memorial Hall Main Hall)

Dates for 2022: 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.

77-22 DISCUSSION ON PENSION OPTIONS FOR THE CLERK

Cllr Gawith stated that the Clerk had requested to join the Local Government Pension Scheme, implications for the Parish Council 18.7%, approximately £800 each year.

Cllr Gawith proposed, Cllr Pugh seconded, and it was RESOLVED to agree to join the Local Government Pension Scheme.

Cllr Gawith advised there is a notice of the resolution.

[ACTION: Cllr Gawith / Clerk to liaise – Chairman to sign letter].

Meeting closed at 21:15..... Chairman