

LANDULPH PARISH COUNCIL

Minutes of the meeting of Landulph Parish Council
held on Monday 19 June 2023 at 6.30pm at Landulph Memorial Main Hall

Public Forum.

19-23 To receive apologies for absence and approve the reasons given.

20-23 Appointment to Parish Councillor Vacancy (to sign the Declaration of Acceptance of Office)

Two applications were received – from Martin Ansell, and Gerald Burn. Both applicants sent documentation for the parish council to consider. Both applicants were asked to introduce themselves at the meeting. Parish Councillors voted, and it was RESOLVED that Martin Ansell would be appointed to the co-opted vacancy of Parish Councillor. The Declaration of Acceptance of Office was signed. Parish Councillors invited Gerald Burn to join the LPCAG Working Group and Landulph Energy Proposals Working Group.

21-23 Declarations of interest relating to items on the agenda.

Cllr P Braund declared an interest in 8a) PA23/03724 The Oaks.

22-23 Members to consider any dispensations relating to items on the agenda – none.

23-23 To confirm the minutes of the meeting dated [15 May 2023](#).

Cllr Gregory requested an amendment to minute no. 14-23 4. Existing slide has c1-2 years life left in it. Cllr Gawith requested an amendment to change that the equipment is high risk not dangerous. It was proposed by Cllr Worth, seconded by Cllr Gawith and RESOLVED to agree the changes and accept the minutes.

24-23 Matters Arising (to discuss any actions arising from the previous meeting please see the table at the end of the minutes).

25-23 Appointment of Representatives to Outside Bodies / Working Groups for the Civic Year 2023-24:

Outside Bodies:

Landulph Memorial Hall Committee; Cllr P Braund

Saltash Area Road Safety Committee; Cllr Worth and Cllr Gawith

Landulph School Liaison Committee; Cllr G Braund

Liskeard & Looe/Cornwall Gateway Community Area Partnership (replaces Cornwall Gateway Community Network); Cllr Gawith and Cllr Tagg (only one can vote)

Cornwall Gateway Environmental Action Group; Cllr Tagg and Cllr Gregory (likely to be a sub group of the above)

Landulph Under Fives Committee; Cllr G Braund

Local Footpaths Group; Cllr Tagg

Parish Council Working Groups:

Playing Field Working Group; Cllr P Braund, Cllr Gregory, Cllr Gawith

Governance and Finance Working Group; Cllr Gawith, Cllr Tagg and the Clerk

Landulph Emergency Plan Working Group; Cllr Ansell, Cllr Worth

Landulph Parish Climate Action Group; Cllr Tagg, Cllr Worth, Cllr Gregory

Housing Needs Survey Working Group (ToR needed); to be deferred to July meeting

Community Orchard Working Group; Cllr Worth, Cllr Ansell, Cllr Tagg

Landulph Energy Proposals Working Group; Cllr Worth, Cllr Ansell, Cllr Gawith.

[ACTION: Clerk to update the Parish Council website].

Discussion on a Planning Working Group – for a few Councillors to review forthcoming planning applications and report to the full council on any issues (different to a planning committee – which is a public, minuted meeting). Concerns were expressed that each Councillor should view the planning

papers in advance of the meeting, and for full transparency in decision-making there should be no pre-determination. **[ACTION: Clerk to see advice].**

26-23 Planning – to consider planning applications (Ctrl and Click on link)

- a) [PA23/04068](#) | EIA Screening Opinion Request for battery energy storage system with a potential capacity of up to 100 megawatts | Land South East Of Landulph Substation Landulph Saltash Cornwall PL12 6NB
For information only – no consultee comments required.
Parish Council comments to be sent to the Planning: concerned about this application and is forming a working group which will follow up with a response of our detailed concerns and would welcome a discussion with the developer.
It was proposed by Cllr Worth, seconded Prop MW sec DG resolved.
Cllr Tagg would like the working group to review the document – climate /environmental – concerns.
- b) [PA23/03724](#) | Application for discharge of a planning obligation to remove restrictions regarding the occupation of the dwelling | The Oaks Coombe Drive Cargreen Saltash Cornwall PL12 6PD
Cllr P Braund left the meeting for this item.
It was proposed by Cllr Tagg, seconded by Cllr Gawith, and it was RESOLVED that Landulph Parish Council's response is to reject this application on the basis that Landulph has a locally qualified affordable Housing Need in the village (2023 Housing Need Survey).

Cllr P Braund rejoined the meeting at this time.
- c) [PA23/02817](#) | Outline Planning Permission with some matters reserved (appearance, landscaping, layout and scale) for the erection of a dwelling | West Coombe Landulph Cross Landulph Saltash Cornwall PL12 6NE
It was proposed by Cllr Gawith, seconded by Cllr Tagg, and RESOLVED that Landulph Parish Council agrees with this application, but seeks clarification on the removal of the 10m hedge, and site access for the build.
- d) [PA23/04631](#) | Works to trees subject to a Tree Preservation Order (TPO), works include Oak T1 crown lift and reduction | 3 Hodders Way Cargreen Saltash Cornwall PL12 6NY
Cllr Worth proposed, Cllr P Braund seconded, and it was RESOLVED to respond that the Parish Council has no objection. Cllr Gawith abstained.

27-23 Planning Updates for information:

- a) [PA23/03079](#) | It is proposed to build a new 11kV overhead line along wooden poles. The length of the new line is approximately 1km and there are 11 new poles along the route with supporting associated apparatus. | Overhead Power Lines Landulph Saltash Cornwall PL12 6QG
Landulph Parish Council's consultee comments were to agree with this application. Submitted 15.05.23.
Cornwall Council has no objections (OHL/OHE/HG apps).
- b) Reminder to Parish Councillors: Cornwall Council Planning Induction Refresher event on MS Teams, 11 July 3-5.30pm.

28-23 Landulph Energy Proposals – proposal to set up a Parish Council Working Group (Cllr Worth)

It was proposed by Cllr Worth, seconded by Cllr Tagg, and RESOLVED that a Working Group would be set up. Gerald Burn to be invited to join the Working Group. Working Group Councillors agreed as: Cllr Worth, Cllr Ansell, Cllr Gawith. **[ACTION: TOR to be drawn up].**

29-23 **Update from Landulph Under Fives** (Cllr Gaye Braund)

Update circulated to Parish Councillors that the Under Fives are still struggling, not in a good financial position. They have not requested funding from the parish council. Cllr Worth advised that a Community Infrastructure Levy application needs to be submitted by 22.6.23, would need permission from the schools academy. It was RESOLVED to action this.

[ACTION: Cllr G Braund to report back to the Under Fives; Cllr Worth to contact the head teacher and governors].

30-23 **Report from the Landulph Parish Climate Action Group.**

Recommendations:

- Arrange additional farm visits
- Meet with Bere Ferrers Parish Council to liaise over Tamar ANOB
- Launch a summer public transport competition at Landulph School
- Decorate the new bus shelter in conjunction with Landulph School and community groups
- Promote use of 452 and 454 buses over the summer
- Support the school with a gardening club
- Cllr Tagg proposed, Cllr Gregory seconded, and it was RESOLVED to print an A5 leaflet to publicise and be an entry form for public transport competition – estimated cost £50 + VAT.
- Funds to decorate to bus shelter (estimate to be provided at a future meeting). Cost of paint c£150, but also cost of artist, so c£500 in total. There was a question on who decorates the bus shelter at St Dominick, how often do they re-decorate and their costs.
- **[ACTION: Clerk to note cost; Cllr P Braund to make enquiries of St Dominick and report back].**

31-23 **Report from the Community Orchard Working Group.**

Recommendations:

- Focus on upper field at this stage
- Establish use of Parish Council safeguarding and risk assessment policies **[ACTION: Clerk].** Cllr Gawith proposed, Cllr P Braund seconded, RESOLVED to approve.

32-23 **Report from the Playing Field Working Group.**

Recommendations:

- Waiting on a sample of stronger composite re Traversing Trees (will be brown in colour not black as the other play equipment).
- Estimated lead time of 4/6 weeks for this equipment
- One Log Post still to be installed
- If sample colour is not suitable, another item of equipment from the same supplier in recycled composite materials can be selected.
- Liaising with Ray Hall to complete repairs to the tractor (composite material to be used). Cllr Worth proposed, Cllr Tagg seconded, RESOLVED to approve.

33-23 **Housing Needs Survey.**

Recommendations:

Not sufficient need in Landulph for two separate developments. Could explore possibility of a community land trust approach, which can offer different properties, a lot of resources needed to develop. Suggestion of a meeting in July.

Proposal to set up a working group to discuss affordable housing in the parish.

Also will try to contact the 20 people to better understand their need.

[ACTION: Cllr Tagg to draw up draft TOR; agenda item for July parish council meeting].

34-23 **Governance and Finance Working Group**

Annual Governance and Accountability Return 2022/23:

- a) [Finance Update ending 31.03.2023;](#)

- b) Related documents that have been checked by the internal auditor include: [Bank Reconciliation](#); [Accounting Statement Variances](#); [Explanation of Variances – Other Receipts](#); [Explanation of Reserves](#); [Dates set for the period for the exercise of public rights](#); Salary payments to the Clerk.
- c) Conflict of Interest with BDO LLP – signed by Chair and Clerk;
- d) [Annual Governance Statement 2022/23](#) (page 4). It was proposed by Cllr Gawith, seconded by Cllr Tagg, RESOLVED to agree the Annual Governance Statement 2022/23.
- e) Accounting Statements 2022/23 (page 5). It was proposed by Cllr Gawith, seconded by Cllr Tagg, RESOLVED to agree the Accounting Statements 2022/23.

35-23 Accounts for payment:

PAYEE	Chq No	Payment Details	Net	VAT	Gross
HMRC	101535	Tax June	75.20		75.20
KJ Williams	101536	Salary June	300.80		300.80
Cornwall Pension Fund	101537	Employer contribution June	77.99		77.99
Google	DD	May-23	96.60		96.60
Warwick Shaw	101538	Bus shelter rebuild	9670.00	1934.00	11604.00
Boots	101539	Reimburse to P Jermain for First Aid Kits - Orchard	34.00		34.00
KJ Williams	101540	Print, post and expenses June 2023	49.34		49.34

36-23 Chairman's Urgent Business / Any Other Business (note: any items are for information only).

37-23 Date of Next Meeting – Monday 17 July 2023, 6.30pm (Landulph Memorial Hall Main Hall)

Dates for 2023: 18 September, 16 October, 20 November, 18 December.

10 Minute Public Forum

MATTERS ARISING		
Minute no.	Action	Update on Action Taken
215-22	Clerk to action the relevant actions to fill the vacancy. Closing date: 8.5.23	Done - Notice of vacancy published . Appointment to vacancy June 2023.
225-22	Footpaths. Cllr Tagg to draft a question to be raised – Clerk to raise under Casework Assist. Done – Casework Assist submitted 20.3.23. 23.3.23 Response from Cornwall Council – to be investigated. 17.4.23 Clerk to chase a response.	19.4.23 Clerk emailed Cornwall Council – awaiting response. 31.05.23 response from CC – not yet inspected.
Matters Arising for April 2023 meeting:		
250-22b)	ACTION: The Parish Council would like to investigate further the opportunity of securing funding for the local community (5% Community Support Funding) and would ask for further information on this.	Email sent to the Planning Officer 24.3.23 Pending response.
250-22b)	Landulph Parish Council to request a meeting with Western Power to discuss proposals being planned. Email sent to the Planning Officer 24.3.23. Pending response.	21.04.2023: Clerk emailed the Planning Officer to chase – pending response.
252-22c)	Cllr Tagg to arrange a working/training session on the Google drive after the new Councillor appointment in May.	
252-22e)	ACTION to note: For all Councillors to submit reports to the Clerk to be published on the website in advance of a meeting.	To note: ongoing
255-22	Clerk to record the hire of the hall for the Tamara Oral Histories Project proposal in the Finance spreadsheet.	Done 1.4.23 Awaiting costs.
256-22	Projector installation to be arranged, costs to be accounted for once known.	17.4.23: Further cables to be arranged.

	17.4.23 Installation done, invoice received and paid by the Parish Council. At the June 2023 meeting Cllr Worth advised that further Hall Projector Cables are required at a cost of c£35.	19.06.23: Cost of c£35 to be noted.
259-22	Clerk to note the hire of the hall for the Community Orchard public meeting in the accounts.	Done 1.4.23 Awaiting costs.
260-33	Cllr Worth to liaise with Cornwall Highways on the possibility of 'horse riding' street signs being installed.	Ongoing.
261-33	Locations of the footpath signs to be recorded – Cllr Tagg to action.	
253-22 / 275-22 / 32-23	Playground Working Group to look at options and report back to the full Parish Council.	Discussed at the May 23 and June 23 meeting.
Matters Arising for May 2023 meeting:		
2-23	Appointment to Parish Councillor Vacancy	Done: June 23 meeting.
4-23	Appointment of Representatives to Working Groups / Outside Bodies for the Civic Year 2023-24	Done: June 23 meeting.
17-23	Clerk to write thank you note for flowers.	
Matters Arising for June 2023 meeting:		
25-23	Clerk to update the Parish Council website on appointments to committees	
25-23	Clerk to see advice on planning working group	
28-23	Landulph Energy Proposals Working Group TOR to be drawn up	
29-23	Landulph Under Fives: Cllr G Braund to report back to the Under Fives; Cllr Worth to contact the head teacher and governors.	
30-23	Bus shelter repairs complete. Funds to decorate c£500 to be estimated and agreed at the July meeting – Clerk to note approximate costs. Cllr P Braund to make enquiries of St Dominick and report back.	Decoration yet to be agreed (July 2023 agenda).
30-23	Print an A5 leaflet to publicise and be an entry form for public transport competition – estimated cost £50 + VAT. Clerk to note costs.	
31-23	Clerk to draft safeguarding and risk assessment policies.	
258-22 33-23	Housing Needs Working Group - Cllr Tagg to draw up draft TOR; agenda item for July parish council meeting.	
Actions outside of Parish Council meeting		

Signed: Chairman