

# LUDGVAN PARISH COUNCIL

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**Chairman:**

Councillor Richard Sargeant

**Clerk to the Council:**

Steve Hudson

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**MINUTES OF THE MONTHLY MEETING OF THE ANNUAL PARISH COUNCIL HELD ON WEDNESDAY, 17<sup>th</sup> MAY 2017, IN THE LUDGVAN OASIS CHILD CARE CENTRE, LOWER QUARTER, LUDGVAN.**

[Subject to confirmation at the next monthly meeting]

**PRESENT:** Councillors; R Sargeant (Chair); R Mann (Vice-Chair); A Branchett; D Badcock; C Cartwright; M Hollow; N Honess; S Miucci; D Osmand; M Squire; L Trudgeon.

**IN ATTENDANCE:** Steve Hudson (Clerk)

**Public Participation Period**

The Council were addressed on three planning applications on the agenda:

The applicants planning advisor in respect of agenda item 8(c);

Two objectors and a supporter in respect of agenda item 8(d);

The applicant in respect of agenda item 8(f).

**LPC 603 Election of Chair**

Having been nominated and seconded it was **RESOLVED that Councillor Sargeant be elected as Chair.**

He duly signed his Declaration of Acceptance.

**LPC 604 Election of Vice Chair**

Having been nominated and seconded it was **RESOLVED that Councillor Mann be elected as Vice Chair.**

**LPC 605 Apologies for absence**

Apologies were received from Councillor J Hewett.

Having requested an extension of time in respect of his Declaration of Acceptance of Office it was **RESOLVED that:**

**Councillor Hewett be granted an extension, to the beginning of the next full council meeting, to return his signed Declaration of Acceptance of Office**

**LPC 606 Minutes of the Monthly Parish Council Meeting on Wednesday 12<sup>th</sup> April 2017**

Having been previously circulated the minutes were **approved as a true and correct record of the meeting and duly signed by the Chairman.**

**LPC 607 Declarations of interest in Items on the Agenda**

None

**LPC 608 Dispensations**

None.

The Chair exercised his discretion and brought forward consideration of the planning matters on the agenda as there were a number of interested members of the public in

attendance.

**LPC 609 Cornwall Council – Planning Applications - For decision;**

The Council's resolutions are shown in **BOLD** below:

- (a) PA17/03059 - Trenowin Farm Ludgvan Cornwall TR20 8BL - Change of use of single storey office/warehouse building to 1 no. 2 storey semidetached dwelling and 1 no. single storey annex with demolition of roof structure and construction of new first storey and roof. New amenity space and private drive created out of surroundings - Mr Chris Trehwella - **Objection - the building is not deemed worthy of retention**
- (b) PA17/02246 - Newtown Lane Long Rock Cornwall - Two new light industrial units and office accommodation with associated car parking and storage compound areas - Mr A Davey - **No objection**
- (c) PA17/03201 - Strawberry Fields Crowlas Cornwall TR20 8BH - Construction of 14 dwellings (3 affordable and 11 open market) and associated works - Mr B Lonsdale Kingfisher Development - **Objection - as an exception site the number of affordable dwellings suggested is not sufficient.**
- (d) PA17/02335 - Moratan Blowing House Hill Ludgvan TR20 8AW -Erection of annexed accommodation - Mrs P Leppard - **Objection - the proposal represents a new build in open countryside.**
- (e) PA17/03202 - Glenspey A30 Between The Lamb And Flag And Griggs Hill Rose An Grouse Canonstow - Proposed boat store with room above in the roof for an annexe -Mr And Mrs Turner - **No objection**
- (f) PA17/01764 - Land At Eglos Farm Castle Road Ludgvan Cornwall - Change of use of land for the siting of 5 no. glamping pods for tourism accommodation with associated works - Mr Andrew Wallis - **No objection**
- (g) PA17/02329 - Gonew View Access Track From Carntiscoe Road To Gonew Viscoe Lelant Downs TR27 6NH - Retention of wooden horse stable containing two horse boxes and a storage area, and a stand-alone wooden tack room - Mr U Gerecke - **No objection provided there is no associated commercial activity**
- (h) PA17/04013 - Pets At Home Unit 1 Land South Of B And Q Eastern Green - Application for Advertisement consent for various signage for Pets at Home - Pets At Home Pets at Home PLC - **Objection - the signs are overly large and in a prominent place which may pose a distraction to motorists**

**LPC 610 Items to be considered under Standing Order 5(j)**

(a) *Committees and Working Parties*

The Terms of Reference of the Council's Committees and Working Parties were discussed along with their continued relevance and whether any new ones were required. Ultimately it was **RESOLVED** that:

- (i) **the Allotment Committee be re-designated as a Working Party;**
- (ii) **the current Terms of Reference of the**
  - Accounts & Audit working Party**
  - Employment Committee**
  - Allotment Working Party &**
  - Neighbourhood Plan Committee****be re-approved;**
- (iii) **the Councillors appointed to each Committee are**
  - Accounts & Audit working Party - Branchett; Mann & Sargeant**
  - Employment Committee - Branchett, Mann & Sargeant**
  - Allotment Working Party - Miucci, Osmand, Trudgeon**
- (iv) **appointments to the Neighbourhood Plan Committee would be deferred until a report on the current status of the Neighbourhood Plan is considered at the next meeting.**
- (v) **a decision on whether a Committee be established to consider improvements to the A30 be deferred until after an extraordinary meeting is held on 7th June.**

- (b) *Standing Orders & Financial Regulations:*  
The various updates to the documents were considered and it was **RESOLVED that:**
- (i) **the amended Standing Orders be adopted;**
  - (ii) **the suggested wording in respect of Code of Conduct training be added;**
  - (iii) **the amended Financial Regulations be adopted and**
  - (iv) **a corporate credit card is issued in line with Financial Regulation 6.20 and the agreed controls which would be included in the payment method statement appended to the Financial Regulations.**
- (c) *Representation on external bodies:*  
It was **RESOLVED that Councillor Sargeant remain as the Council's representative on the Oasis Centre Management Committee.**
- (d) *Inventory of land and assets:*  
The Asset Register was reviewed and it was **RESOLVED to note that no additions or disposals had taken place in the year.**
- (e) *Insurance:*  
It was **RESOLVED to confirm that the Accounts & Audit Working Party would continue to review the adequacy of insurance cover and report to Council thereon on an annual basis.**
- (f) *Subscriptions:*  
It was **RESOLVED to continue with the following subscriptions:**  
  - Cornwall Association of Local Councils;**
  - Campaign to Protect Rural England;**
  - Society of Local Council Clerks.**
- (g) *Policies & Procedures:*  
The current policies and procedures were reviewed and it was **RESOLVED to re-approve the:**  
  - Complaints Handling Procedure;**
  - Freedom of Information & Data Protection procedures and**
  - the policy for dealing with the press and media.**
- (h) *Full Council meetings:*  
It was **RESOLVED that the Council would continue to meet at 7pm on the second Wednesday of each month at the Oasis Centre.**

#### **LPC 611 Clerks Report**

##### *Annual Governance Statement and Statement of Accounts:*

The Clerk referred to the report on pages 68 to 72 of the agenda that set out the requirements, contained in proper practice guidance, for a positive response to each assertion on the Annual Governance Statement.

Having satisfied themselves that the evidence provided warranted such a response it was **RESOLVED that**

- (a) **positive responses are given to Assertions 1-8 in the Annual Governance Statement and that Assertion 9 is not applicable.**
- (b) **the Chair and Clerk sign the Annual Governance Statement.**  
Council then considered the Accounting Statements that had been certified by the RFO and **RESOLVED that:**
- (c) **the Accounting Statements be approved and are duly signed by the Chair.**  
The remaining elements of the Annual Return were then reviewed and it was **RESOLVED that:**
- (d) **the internal audit report be received and it is noted that no issues were raised.**
- (e) **the dates set for the period of exercise of public rights are as follows:**  
  - Announcement: 04/06/2017**
  - Commencement: 05/06/2017**

**Ending on: 14/07/2017**

- (f) the Earmarked Reserves as set out in Schedule E are approved.**
- (g) the Annual Return and supporting schedules are sent to the external auditor.**

*Review of bank mandate:*

The current bank mandate was reviewed and it was **RESOLVED that:**

- (h) Councillors Badcock, Mann, Sargeant & Trudgeon remain as signatories and**
- (i) Councillor Osmand is added to the mandate.**

*Long Rock Allotments:*

The Clerk referred to an anonymous letter received by the Chair and confirmed that the suggestions that there was multiple ownership and that plots had been let to tenants with addresses in London were spurious.

**LPC 612 Finance Report**

It was **RESOLVED that:**

- (a) the Payment Schedule totalling £4,140.49 (appended) be approved for payment and be duly signed by the Chairman. It was noted that cheque 3055 had been replaced by cheque 3060 due to an error when it was written.**
- (b) receipts totalling £640.13 be noted;**
- (c) the bank reconciliations be noted;**
- (d) the budget monitoring report for be noted.**

**LPC 613 Correspondence**

The following items were noted:

- (a) Update on Tour of Britain.**
- (b) Post Office at Long Rock move of premises.**
- (c) Rotary Club thank-you for grant**
- (d) Letter regarding planning application PA17/02957**

## Agenda Item 8(a) Payments for approval

Date	Ref:	Payee Name	Cheque No.	£ Total Amnt	£ VAT	Cost Centre Analysis			
						A/c	Centre	£ Amount	Transaction Details
15/05/2017	19	South West Water	DD02	12.55		4130	150	12.55	St Pauls Cemetery Water
17/05/2017	11	Cornwall Assoc Local Cour	3052	873.06	102.69	4090	100	770.37	Subscription
17/05/2017	12	Oasis Childcare Centre	3053	240.00		4190	100	240.00	Room Hire
17/05/2017	13	Viking Direct	3054	69.56	11.59	4070	100	57.97	Stationery
17/05/2017	14	Viking Direct	3054	26.23	4.37	4070	100	21.86	Stationery
17/05/2017	15	Henry Rich	<del>3055*</del> 3060	306.99		4460	140	90.00	Grass Cutting
						4200	140	171.99	Milestone Paint/Notice Board
17/05/2017	16	Henry Rich	<del>3055*</del> 3060	488.77		4120	130	45.00	Allotment Strimming
						4120	130	276.00	Unsafe Greenhouse Removal
						4120	130	212.77	Re-fence plots 20 & 43
17/05/2017	17	Simon Rhodes	3056	853.00		4460	150	262.50	Cemetery/Amenity Maintenance
						4400	140	170.50	Cemetery/Amenity
						4460	160	367.50	Cemetery/Amenity Maintenance
17/05/2017	18	BT Payphones	3057	1.00		4410	140	52.50	Cemetery/Amenity Maintenance
17/05/2017	20	Steve Hudson	3058	1,129.94		4200	140	1.00	Adoption of Phonebox
						4000	100	1,073.42	May Net Salary
						4060	100	32.40	Travel
						4070	100	6.12	Phone
						4070	100	18.00	Office Costs
17/05/2017	21	HM Revenue & Customs	3059	139.39		4000	100	74.78	May PAYE
						4010	100	64.61	May Employer NI
				<b>4,140.49</b>	<b>118.65</b>			<b>4,021.84</b>	

**SIGNED:** ..... 17th May 2017

**CHAIRMAN**

\* cheque 3055 written for incorrect amount and replaced by 3060