

LUDGVAN PARISH COUNCIL

Chairman:

Councillor Roy Mann

Clerk to the Council:

Joan Beveridge

The Old Mill,

Nancledra,

Penzance,

Cornwall TR20 8NA

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MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON WEDNESDAY, 8TH MAY 2019, IN THE OASIS CHILD CARE CENTRE, LOWER QUARTER, LUDGVAN.

PRESENT: Councillors: Roy Mann (Chair); C Cartwright; S Elliott; J Munday; M Parker; C Price-Jones; M Squire; M Taylor; L Trudgeon.

IN ATTENDANCE: Joan Beveridge (Clerk)

LPC 915 Appointment of Chairman

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

LPC 916 Appointment of Vice-Chair

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

LPC 917 Apologies for absence

Apologies were received from Cllr Miucci.

LPC 918 Declarations of interest in Items on the Agenda

None.

LPC 919 Dispensations

None.

LPC 920 Public Participation Period

No members of the public present.

LPC 921 Minutes of the Parish Council Meeting on Wednesday, 10th April, 2019

The minutes were approved as a true and correct record of the meeting and duly signed by the Chairman.

LPC 922 Councillor Reports

(a) *Cornwall Councillor Simon Elliott:*

- (i) Penzance Town Council opposed to the Cornish Hen planning application.
- (ii) Long Rock residents leafleted to gain support for reduction in speed limit.
- (iii) Rock armour works progressing well. Proposed picnic set will need a concrete base to be appropriately sited.
- (iv) Nigel Honess was presented with his Civic Award last week.

- (b) *Chair:*
 - (i) Attended Police Liaison Group meeting. Inspector Clarke retiring.
 - (ii) Attended Highways Engagement event at Scorrier. Report It website page: <https://www.cornwall.gov.uk/report-it/> allows reporting of problems, from potholes to electrical faults, but in emergency still need to telephone.
 - (iii) Highways inspections now 3 times/annum, up from single inspection/annum after receiving extra funding.
- (c) *Other Councillors:*
 - (i) Loss of Lamb & Flag polling station causing difficulties to those in Canonstow without cars now having to travel to Community Centre.
 - (ii) Request for Heather Lane/Lelant footpath to be added to cutting schedule.
 - (iii) Jordan's Cafe toilets have no running water at present.
 - (iv) Request to move one of two litter bins, to new location.
 - (v) Tidal flap into Long Rock pool has broken and sea water flooding in.
 - (vi) Clerk instructed to notify Cllr. James re (iv) and (v).

LPC 923 Cornwall Council – Planning Applications – For decision:

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

- (a) PA19/02836 – Two storey staircase extension to east elevation linked to bedroom and dressing room extension built on top of existing garage – Woodbine Cottage Crowlas Penzance Cornwall TR20 8DP – Mr Nathon Mabbet – **No objections.**
- (b) PA19/02881 – Proposed agricultural shed – Middle Ninnis Farm Ninnis Bridge Lelant Downs Hayle Cornwall TR27 6NL – Mr & Mrs Graham Quick – **No objections.**
- (c) PA19/02848 – Construction of ground floor side extensions – Elysium House 3 Parc Shady Whitecross Cornwall TR20 8BX – Miss Lydia Williams – **No objections.**
- (d) PA19/03164 – Alterations and extensions to dwelling – Gwelefan B3311 Between Badgers Cross And Nancledra Hill Castle Gate Ludgvan TR20 8BG – Mr And Mrs Jon Doolan – **No objections.**
- (e) PA19/01249 – Submission of reserved matters (access, appearance, landscaping, layout and scale) following outline approval PA17/08019 for two new houses | Land NE Of Ludgvan House Blowing House Hill Ludgvan TR20 8EG – Mr P O'Neil – **Council continues to object to this application on the grounds that it is overbearing, overlooking neighbouring properties, with surface water drainage issues. Council would look more favourably on an application for two bungalows/dormer bungalows of a more suitable size and scale, with the drainage issues having been addressed.**

LPC 924 Items to be considered under Standing Order 5(i)

- (a) *Committees and Working Parties*
The Terms of Reference were reviewed.
- (i) It was **RESOLVED** that the current Terms of Reference of the:
Accounts & Audit Working Party
Employment Committee
Allotments Working Party &
Neighbourhood Plan Committee
be re-approved.
- (ii) Councillors appointed to each Committee were reaffirmed:
Accounts & Audit Working Party – Mann, Elliott, Trudgeon
Employment Committee – Mann, Squire, Trudgeon
Allotment Working Party – Price-Jones, Miucci, Trudgeon
Neighbourhood Plan Committee – Mann, Elliott, Miucci, Price-Jones

- (iii) **New Committees/Working Parties appointed under Standing Order 4**
Community Governance Review Working Party – Mann, Elliott, Price-Jones, Taylor.
Rights of Way Working Party – Cartwright, Munday, Taylor
Website Working Party – Elliott
- (b) *Standing Orders & Financial Regulations*
The documents were considered and it was **RESOLVED** that:
Standing Orders be adopted
The amended Financial Regulations be approved
- (c) *Representation on external bodies*
None.
- (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 **reapprove 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 925 Clerks Report

- (a) *Risk Assessment*
It was **RESOLVED** that the **Risk Register be approved.**
- (b) *Annual Governance Statement and Statement of Accounts:*
 - (i) The Internal Audit Report was received and it was noted that no issues were raised.
 - (ii) The Annual Governance Statements were considered and it was **RESOLVED** to give positive responses to **Assertions 1-8 and that Assertion 9 is not applicable.**
 - (iii) **Financial Statements & supporting schedules were approved.**
 - (iv) **The dates set for the period of exercise of public rights are as follows:**
Announcement: Friday, 14th June, 2019
Commencement: Monday, 17th June, 2019
Ending on: Friday, 26th July, 2019
 - (v) **The Earmarked Reserves were approved.**

- (c) *Review of Direct Debits:*
It was **RESOLVED to re-approve the current Direct Debits with regards to:**
South West Water
Safe Custody – Deed Store
Information Commissioner &
NEST – Pension provider

- (d) *Review of Bank Mandate:*
The current bank mandate was reviewed and it was **RESOLVED that:**
Cllrs Mann, Trudgeon and Elliott remain as signatories
R. Sargeant be removed and Cllr Parker be added as signatory
The Clerk be added to the mandate as a non-signatory.

- (e) *Allotments Inspections and Recommendations:*
The Report was received and the recommendations **approved.**

LPC 926 Finance Report

It was **RESOLVED that:**

- (a) **the Payment Schedule totalling £4,960.13 (appended) be approved for payment and be duly signed by the Chairman;**
(b) **receipts totalling £22,096.87 be noted;**
(c) **the bank reconciliation be noted;**
(d) **the budget monitoring report be noted.**

LPC 927 Neighbourhood Development Plan

- (i) Pre-Submission Consultation under Regulation 14 deadline for comments is next Monday, 13th May at 4pm. Reminders have been sent out to those consultees yet to respond.
(ii) Draft Design Statement will be prepared by next NDP Committee meeting.
(iii) Affordable Housing Plan, Cllr. Price-Jones meeting with CCLT next week to discuss two responses following Call for Land.

Cllr. Squire left the meeting.

LPC 928 Exclusion of the Press & Public

It was **RESOLVED that: under Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, it is proposed that, because of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the business specified in the following item.**

- (a) *Community Governance Review:*
A position paper, prepared by the Community Governance Review Working Party, was discussed and the recommendations **approved.**
- (i) Towednack Parish Council has requested a meeting to discuss boundary changes. The Clerk was instructed to arrange a date.
(ii) The Clerk was instructed to arrange a meeting with St Erth's Parish Council.
(iii) A Community Network Governance Review meeting to facilitate further negotiations between Parishes is scheduled for 30th May.

LPC 929 Highways

- (i) Long Rock residents support implementation of speed restrictions.
 - Clerk instructed to write letter to Geoff Brown, Cornwall Councillor Cabinet Member for Transport.
 - Council to submit application to Highways Scheme.
- (ii) Whitecross pedestrian crossing. Highways has confirmed there is a scheme in development which will consider this need. Cllr. Elliott attending meeting on 23rd May.

LPC 930 Correspondence

- (i) Cornwall Council consultation on the renewal of the Public Spaces Production Orders relating to seasonal dogs on beach restrictions. Comments to be received by 18th June.
- (ii) Ludgvan School invitation to attend Annual Presentation on 18th July.

LPC 931 Agenda Items for Next Meeting

None.

Treasurers Account

Payments made between 17/04/2019 and 15/05/2019

| Nominal Ledger Analysis | | | | | | | | | |
|-------------------------|-------------------------------|-----------|--------------|-------------|--------|------|--------|----------|----------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
| 17/04/2019 | NEST Pension | DD04 | 76.91 | | | 4000 | 100 | 43.95 | Employee's Contribution |
| | | | | | | 4030 | 100 | 32.96 | Employer's Contribution |
| 08/05/2019 | E H Rich | 3230 | 590.00 | | | 4120 | 130 | 30.00 | Repair CH Allot Tap |
| | | | | | | 4120 | 150 | 500.00 | St Pauls Cemetery Beam |
| | | | | | | 4460 | 140 | 30.00 | March Grass Cut |
| | | | | | | 4460 | 140 | 30.00 | April Grass cut |
| 08/05/2019 | Reach Publishing Services Ltd | 3232 | 462.24 | | 77.04 | 4270 | 200 | 385.20 | Cornishman Ad Land Call |
| 08/05/2019 | Reach Publishing Services Ltd | 3233 | 328.70 | | 54.78 | 4270 | 200 | 273.92 | Cornishman Ad NDP |
| 08/05/2019 | Viking Direct | 3234 | 107.10 | | 7.68 | 4070 | 100 | 61.00 | Stamps - 2nd |
| | | | | | | 4070 | 100 | 38.42 | Stationery + PP |
| 08/05/2019 | Viking Direct | 3235 | 46.40 | | 7.73 | 4070 | 100 | 38.67 | Stationery |
| 08/05/2019 | Simon Rhodes | 3236 | 265.00 | | | 4120 | 130 | 200.00 | Gate Repair |
| | | | | | | 4120 | 130 | 65.00 | Shed removal |
| 08/05/2019 | Paul Weston | 3237 | 1,125.00 | | | 4270 | 200 | 1,125.00 | NDP consultancy |
| 08/05/2019 | Viking Direct | 3238 | 125.09 | | 20.85 | 4070 | 100 | 104.24 | Toner |
| 08/05/2019 | M Joan Beveridge | 3239 | 1,479.93 | | | 4000 | 100 | 1,346.01 | Clerk's Salary |
| | | | | | | 4070 | 100 | 18.00 | Office costs |
| | | | | | | 4070 | 100 | 2.13 | Tel Calls |
| | | | | | | 4060 | 100 | 106.20 | Mileage |
| | | | | | | 4070 | 100 | 7.59 | Stationery/PC |
| 08/05/2019 | HM Revenue & Customs | 3240 | 343.61 | | | 4000 | 100 | 220.58 | PAYE |
| | | | | | | 4010 | 100 | 123.03 | NI |
| 15/05/2019 | South West Water | DD05 | 10.15 | | | 4130 | 150 | 10.15 | Water - St Paul's Cemetery |
| Total Payments: | | | 4,960.13 | 0.00 | 168.08 | | | 4,792.05 | |

Signed by:
(Chair)

Dated: 8th May, 2019