

# Ludgvan Parish Council

## Minutes – 8 May 2024

**Minutes of the Annual Meeting of Ludgvan Parish Council held on Wednesday 8 May 2024 at 6.45pm at the Murley Hall, Ludgvan**

**Councillors present:** Councillors: R Mann (Chairman), R Porter (Vice-Chair), L Brindley, L Miucci, S Miucci, J Savill.

In Attendance: Cornwall Councillor J Martin. Two members of the public.

Officer support: Clerk/RFO

AGENDA NO.	AGENDA ITEMS
	<p><b>Chair’s Announcements</b></p> <p>The Chair announced that Charlie Cartwright was no longer a parish councillor and thanked him for all his work for the council during his term of office.</p>
LPC24.25.1	<p><b>To record absences and receive apologies for absence</b></p> <p>Absent: Cllrs Munday, Richards, Oliver.</p> <p>Apologies received from: Cllrs Munday, Richards, Oliver.</p> <p>Apologies also received from Cornwall Councillors Andrew George and Linda Taylor</p>
LPC24.25.2	<p><b>Election of Chair of the Council for council year 2024/2025</b></p> <p><b>Resolved</b> – that Cllr Mann be Chair of the Council for the council year 2024/2025</p>
LPC24.25.3	<p><b>Election of Vice-Chair of the Council for council year 2024/2025</b></p> <p><b>Resolved</b> – that Cllr Porter be Vice-Chair of the Council for the council year 2024/2025</p>
LPC24.25.4	<p><b><u>Declarations of Interest:</u></b> None</p>
LPC24.25.5	<p><b>To approve written requests for dispensation</b> – None</p>
LPC24.25.6	<p><b>Public Speaking</b> - None</p>
LPC24.25.7	<p><b>Cornwall Councillor reports</b></p> <p>Cllr Martin reported that the offices at Dolcoath have closed (to be sold for housing provision) and so planning has moved to South Wheal Crofty offices, with West Planning to meet at Kresen Kernow in future.</p> <p>A neighbour of the former Long Rock toilets block has been in contact with concerns at the site boundary.</p> <p>Reported on local events attended, support for a mobile local post office at Marazion. Bus tour tomorrow to two lithium mines, with the potential that this brings for lithium production in Cornwall.</p> <p>Economic Growth Overview and Scrutiny Committee – progress report on negotiations for a commercial partner for Newquay Airport.</p> <p>The request about noise and speed of motorbikes (raised at the Annual Meeting of Electors) will be raised at the CAP traffic meeting.</p>

LPC24.25.8	<p><a href="#">Minutes of the meeting of the Council held on 10 April 2024</a></p> <p><b>Resolved</b> – that the minutes of the meetings of the council, as above, having been circulated, be taken as read, approved and signed by the Chairman as a true and accurate record of the meeting.</p>
LPC24.25.9	<p><b>Clerk’s update report</b> – A brief update was given, noted.</p>
LPC24.25.10	<p><b>Committee meeting minutes</b> – <i>no meeting held since last meeting.</i></p>
LPC24.25.11	<p><b>Reports from Councillors as representatives on outside bodies</b></p> <p>Site meeting report – attenuation pond at the Long Rock, the builders discussed with parish council representatives and an allotment tenant. There had been issues with water levels and sediment disturbance but there were assurances that these had settled down.</p> <p>Site meeting report (Cllrs S Miucci and L Miucci) with National Highways, mud on road, drains and maintenance of the White Cross area. National Highways will be actioning this and will also be contacting the licensee for the planting around the White Cross monument.</p> <p>Cllr Savill reported on visiting the Old Mill Stables to request that they stop walking horses across the grass in front of the bench at Lelant Downs.</p>
LPC24.25.12	<p><b>To co-opt to vacancy on the council – Lelant Ward (1 vacancy)</b> No applications received.</p>
LPC24.25.13	<p><b>To receive Declaration of Acceptance of Office, and written agreement to observe the Council’s Code of Conduct</b> – No applications received.</p>
	<p><b>PLANNING</b></p>
LPC24.25.14	<p><b>Planning Applications</b></p>
	<p>a) <a href="#">PA24/02829</a> – Pelistry Cottage, Church Hill, Ludgvan, Penzance – Application for a Lawful Development Certificate for an existing use of a former garage as a detached residential annex comprising a mixture of living and storage space.</p> <p><b>Resolved</b> – that the parish council has no evidence to offer on this application. Concerns that the evidence offered in the application appears inconclusive.</p>
	<p>b) <a href="#">PA24/02306</a> – Longrock Bus Depot, Poniu Road, Long Rock TR20 8HX – Improvements to Longrock bus depot facilities to provide bus and staff car parking, bus washing and refuelling and relocation of existing welfare and offices portable buildings and provision of new toilet cabin facilities</p> <p><b>Resolved</b> – application supported.</p>
	<p>c) <a href="#">PA24/02996</a> – St Erth Refuse Transfer Station and Household Waste Recycling Centre, Treloweth Lane, St Erth – Proposed redevelopment of St Erth Refuse Transfer Station (RTS) to include an extension to the existing waste transfer building, the provision of new external bays (for glass and clinical waste) and external enclosed bays (for wood wastes), associated infrastructure (eg. provision of weighbridge etc), reversing the traffic flow through the RTS facility and changes to operating hours of the RTS and HWRC (see planning statement for further details). The application site boundary also includes the Household Waste Recycling Centre (HWRC) with non-compliance with condition 3 and 14 in relation to decision notice PA20/05624 dated 16.04.2021 without compliance with Conditions 3, 7, 8 and 20 of decision notice PA22/02903 dated 22.11.2022</p> <p><b>Resolved</b> – that the parish council has no objection.</p>

LPC24.25.15	<p><b>Planning Appeals</b></p> <p><a href="#">PA23/07987</a> – Land North of Chy An Brea, Castle Gate, Ludgvan TR20 8BG</p> <p><b>Resolved</b> – that the parish council agrees with the reasoning set out in the planning officer’s decision notice report. The site is within the AONB. There are no local amenities within walking distance. The development site is an agricultural field and the proposed development would encroach into the countryside. Contrary to local planning policies, as set out in the planning officer’s report.</p>																																										
LPC24.25.16	<p><b>Schedule of Payments - <i>To approve the payments to be made, as set out in the schedule</i></b></p> <p><b>Resolved</b> – to approve the payments as set out in the schedule.</p> <table border="1" data-bbox="288 584 1449 1391"> <thead> <tr> <th>Payee</th> <th>Purpose</th> <th>Amount payable (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>To be paid by online banking</i></td> </tr> <tr> <td>Ludgvan Parish Church</td> <td>Murley Hall Hire (10 April meeting)</td> <td>£24.00</td> </tr> <tr> <td>Ludgvan Parish Church</td> <td>Murley Hall meeting room hire (16, 17 Apr meetings)</td> <td>£10.00</td> </tr> <tr> <td>TheFreeMac Ltd</td> <td>Suspension of Office365 apps and accounts for two former Cllrs and changes to Facebook admin (MP and JM)</td> <td>£30.00</td> </tr> <tr> <td>Screwfix</td> <td>Water butts (allotment grant) x 12</td> <td>496.68</td> </tr> <tr> <td>Viking Direct</td> <td>Stationery supplies inv 4145752</td> <td>£25.12</td> </tr> <tr> <td>J Mace</td> <td>Allotment rent and deposit refund</td> <td>£74.00</td> </tr> <tr> <td>South West Water</td> <td>Repay unspent element of grant (allotments, water butts)</td> <td>£593.84</td> </tr> <tr> <td>Clerk, HMRC, Pension Scheme</td> <td>Staff costs, April 2024</td> <td>£3,198.67</td> </tr> <tr> <td>Louise Clifton</td> <td>Refund clerk’s expenses April 2024</td> <td>£116.60</td> </tr> <tr> <td colspan="3"><i>To be paid by direct debit</i></td> </tr> <tr> <td>Source for Business</td> <td>Water – Church Hill Allotments 6 Oct 23 to 11 Apr 24</td> <td>£6.43</td> </tr> <tr> <td>Source for Business</td> <td>Water – St Paul’s New Cemetery 30 Jan 24 to 18 Apr 24</td> <td>£18.72</td> </tr> </tbody> </table> <p><u>Clerk’s note</u>: Additional payments agreed later in the meeting: £400 grant to Long Rock Playing Field Association and £100 grant to YMCA Cornwall.</p>	Payee	Purpose	Amount payable (inc VAT)	<i>To be paid by online banking</i>			Ludgvan Parish Church	Murley Hall Hire (10 April meeting)	£24.00	Ludgvan Parish Church	Murley Hall meeting room hire (16, 17 Apr meetings)	£10.00	TheFreeMac Ltd	Suspension of Office365 apps and accounts for two former Cllrs and changes to Facebook admin (MP and JM)	£30.00	Screwfix	Water butts (allotment grant) x 12	496.68	Viking Direct	Stationery supplies inv 4145752	£25.12	J Mace	Allotment rent and deposit refund	£74.00	South West Water	Repay unspent element of grant (allotments, water butts)	£593.84	Clerk, HMRC, Pension Scheme	Staff costs, April 2024	£3,198.67	Louise Clifton	Refund clerk’s expenses April 2024	£116.60	<i>To be paid by direct debit</i>			Source for Business	Water – Church Hill Allotments 6 Oct 23 to 11 Apr 24	£6.43	Source for Business	Water – St Paul’s New Cemetery 30 Jan 24 to 18 Apr 24	£18.72
Payee	Purpose	Amount payable (inc VAT)																																									
<i>To be paid by online banking</i>																																											
Ludgvan Parish Church	Murley Hall Hire (10 April meeting)	£24.00																																									
Ludgvan Parish Church	Murley Hall meeting room hire (16, 17 Apr meetings)	£10.00																																									
TheFreeMac Ltd	Suspension of Office365 apps and accounts for two former Cllrs and changes to Facebook admin (MP and JM)	£30.00																																									
Screwfix	Water butts (allotment grant) x 12	496.68																																									
Viking Direct	Stationery supplies inv 4145752	£25.12																																									
J Mace	Allotment rent and deposit refund	£74.00																																									
South West Water	Repay unspent element of grant (allotments, water butts)	£593.84																																									
Clerk, HMRC, Pension Scheme	Staff costs, April 2024	£3,198.67																																									
Louise Clifton	Refund clerk’s expenses April 2024	£116.60																																									
<i>To be paid by direct debit</i>																																											
Source for Business	Water – Church Hill Allotments 6 Oct 23 to 11 Apr 24	£6.43																																									
Source for Business	Water – St Paul’s New Cemetery 30 Jan 24 to 18 Apr 24	£18.72																																									
LPC24.25.17	<p><b>Community Hall at Morva Reach – <i>to decide whether the parish council wishes to pay for additional works – solar PV – and to consider potential to export excess electricity to the national grid</i></b></p> <p>Councillors having researched costings for supply and fit of solar panels, noted that the quote provided by the developers was the best value, noting the savings achieved by ordering in bulk for the rest of the development, and workers being on site.</p> <p><b>Resolved</b> – to notify the developers at Morva Reach that the parish council will fund the provision of 10 solar panels, as per their quote previously provided.</p>																																										
LPC24.25.18	<p><b>To consider motion by Cllr L Miucci:</b> The council to consider asking Coastline Housing, if the proposed development at Crowlas goes ahead, could services (electricity, water and sewage) be made available for the parish council to connect to, to enable the chapel building at Crowlas Cemetery to be refurbished with the potential for a wider range of uses.</p>																																										

	<p>Cllr L Miucci reported on a recent visit to view the chapel, advising that there are two choices for the chapel building, whether to maintain it as a basic 'store' type building, or to seek to install services to bring the building into greater use.</p> <p><b>Resolved</b> – to discuss potential for bringing services for the building with Coastline Housing, but only to discuss with them after the Planning Authority has decided whether to grant planning permission for the current application for affordable housing.</p>
LPC24.25.19	<p><b>Grant applications</b></p> <p><b>YMCA Cornwall</b> An application has been received for funds towards the roof repair project.</p> <p><b>Resolved</b> – to give a grant of £100 for the roof fundraising project as set out in the application.</p> <p><b>Long Rock Playing Field Association</b> The Playing Field Association had submitted their annual grant application for funding towards the cost of safety inspections and insurance, confirming that their costs for these items had amounted to £415.87 this year.</p> <p><b>Resolved</b> - to give a grant of £400 towards the cost of safety inspections and insurance to the Long Rock Playing Field Association, to be paid from the allocated budget line.</p>
LPC24.25.20	<b>Scheme of Delegation</b> – noted.
LPC24.25.21	<b>Terms of Reference for committees</b> – noted
LPC24.25.22	<p><b>Appointment of Members to Committees and Working Groups</b></p> <p><b>Resolved</b> the following appointments:</p> <ul style="list-style-type: none"> <li>- A30 group - <b>delete</b></li> <li>- Accounts and Audit Working Group <b>Cllrs Mann and S Miucci</b></li> <li>- Allotment Working Group <b>Cllrs Mann, L Miucci, Brindley</b></li> <li>- Contracts Working Group - <b>delete</b></li> <li>- Council Asset Checks - <b>Ludgvan Churchtown area: Cllr Oliver; A30 benches and phone boxes: Cllr S Miucci; Long Rock area: Cllr Richards; Lelant Downs: Cllr Savill.</b></li> <li>- Council internal audit checks <b>merge with audit group above</b></li> <li>- <b>Staffing Committee – Councillors Mann, Porter, Brindley.</b></li> <li>- Neighbourhood Plan Review Group – <b>Cllrs Savill, L Miucci, S Miucci, Mann.</b></li> <li>- Rights of Way Working Group – <b>Cllrs Munday, Porter, L Miucci</b></li> <li>- Varfell Farms and Ludgvan Liaison Group – <b>Cllrs Porter, Richards</b></li> <li>- Social Media, website and website compliance working group – <b>Cllrs Brindly and Oliver</b></li> </ul>
LPC24.25.23	<p><b>Review of Standing Orders and Financial Regulations</b></p> <p><b>Resolved</b> – that there are no changes needed to the Council's Standing Orders, and for the Financial Regulations to be reviewed at a future meeting in line with the recently updated model Financial Regulations.</p>
LPC24.25.24	<b>Review of complaints procedure</b> Noted
LPC24.25.25	<p><b>Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation</b></p> <p>To be reviewed as and when needed.</p>
LPC24.25.26	<b>Review of all other Council policies</b> To be reviewed as and when needed.

LPC24.25.27	<b>Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972</b> The Clerk reported on the expenditure incurred under s.137 which was then <b>noted</b> .
LPC24.25.28	<b>To agree the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council</b> <b>Resolved</b> – ordinary meetings of the Council to be held on the second Wednesday of each month, with the August meeting allocated just for planning and approval of payments.
LPC24.25.29	<b>Appointment of representatives to outside bodies</b> <b>Resolved</b> the following appointments: <ul style="list-style-type: none"> <li>- A30 Group <b>delete</b></li> <li>- Community Area Partnership <b>Cllr Porter (substitute Cllr Mann)</b></li> <li>- Councillor Advocate for Police and Crime Commissioner <b>Cll Savill</b></li> <li>- Ludgvan and Long Rock Community Speed Watch Scheme <b>delete</b></li> <li>- Ludgvan Community Land Trust <b>Cllr Porter</b></li> </ul>
LPC24.25.30	<b>Review of arrangements with other local authorities, not-for-profit bodies and businesses</b> Noted.
LPC24.25.31	<b>Review of Asset Register</b> Noted.
LPC24.25.32	<b>Review of the Council's Financial Risk Assessment</b> Noted.
LPC24.25.33	<b>Confirmation of arrangements for insurance cover</b> Noted.
LPC24.25.34	<b>Review of subscriptions to other bodies</b> £1,208 – Cornwall Association of Local Councils £95 – Institute of Cemetery and Crematoria Management £55 – National Allotment Society £298 – Society of Local Council Clerks <b>Noted</b>
LPC24.25.36	<b>Joint working with Marazion Town Council</b> – None
LPC24.25.37	<b>Bank Signatories</b> – <i>To approve the authorised bank signatories and any changes to be requested to the bank mandate</i> <b>Resolved</b> – that the existing four signatories continue as the Council's authorised signatories, and for the appointment of a fifth signatory to be deferred to the June meeting of the Council.
LPC24.25.38	<b>To receive the Internal Audit Report for the year ended 31 March 2023</b> <b>Resolved</b> – to receive and note the Internal Audit Report.
LPC24.25.39	<b>To approve the Annual Governance Statement 2023/24 for signing by the Chair</b> <b>Resolved</b> – to approve the Annual Governance Statement 2022/23.
LPC24.25.40	<b>To approve the Accounting Statements 2023/24 for signing by the Chair</b> <b>Resolved</b> – to approve the Accounting Statements 2023/24.
LPC24.25.41	<b>To approve the Annual Return for the year ended 31 March 2023</b> <b>Resolved</b> – that the Clerk is to submit the Annual Governance and Accountability Return form to auditors BDO LLP.

LPC24.25.42	<b>To approve other year end audit documents:</b> <b>Resolved</b> - that the Chair signs the Conflict of interest form (BDO auditors), to confirm there is no conflict of interest.	
LPC24.25.43	<b>To approve the Annual Community Infrastructure Levy Report 2023/2024</b> <b>Noted.</b>	
LPC24.25.44	<b>Training</b> - no requests for training had been received.	
LPC24.25.45	<b>Finance report and bank reconciliation</b> <b>Resolved</b> – to note the budget monitoring report and bank reconciliation.	
LPC24.25.46	<b>Review of Direct Debits</b> The Clerk reported on the Council’s current Direct Debits. <b>Noted.</b>	
LPC24.25.47	<b>Correspondence/communications</b>	The correspondence circulated was <b>noted.</b>
LPC24.25.48	<b>Agenda items for a future meeting</b> <ul style="list-style-type: none"> <li>i. Any items deferred from this meeting</li> <li>ii. CIL – use of funds</li> <li>iii. Repair and renovation of the chapel building at Crowlas Cemetery – <i>to receive an update and agree on the next actions to take, including: Asbestos Management Plan; Funding application/s (National Lottery Heritage Fund)</i></li> <li>iv. St Paul’s New Cemetery <ul style="list-style-type: none"> <li>a. To agree to start new second row, before the slope down to the bottom of the field (gets waterlogged in wet weather)</li> <li>b. To agree how to set out the cremated remains section</li> <li>c. Headstone checks</li> </ul> </li> </ul>	
LPC24.25.49	<b>Exclusion of the press and public</b> <b>Resolved:</b> that in accordance with s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from the meeting during the consideration of the following business owing to the confidential nature of that business.	
LPC24.25.50	<b>IT Support Contract</b> After considering the quotes received, it was <b>resolved</b> – to appoint Freemac Ltd as the Council’s IT support.	
LPC24.25.51	<b>Appointment of contractor for rights of way maintenance</b> It was reported that quotes were being sought, although it was proving difficult to source contractors with the availability or willingness to provide a quote. It was <b>noted</b> that the appointment of a contractor had previously been delegated to the Clerk in consultation with the Chair and Vice-Chair, and continues to be delegated.	
	Meeting closed: 8.31 pm	Signed by Chair: .....