

Ludgvan Parish Council

Minutes – 9 October 2024

Minutes of the monthly meeting of Ludgvan Parish Council held on Wednesday 9 October 2024 at 6.45pm at the Murley Hall, Ludgvan.

Councillors present: Councillors: R Mann (Chairman), R Porter (Vice-Chair), L Brindley, M Malone-Lee, J Munday, C Rodda.

In attendance: Cornwall Councillors J Martin.

Officer support: Clerk/RFO

Minute No.	
LPC24.25.128	<p>To record absences and receive apologies for absence</p> <p>Councillors absent: Cllrs Oliver, Savill, L Miucci, S Miucci.</p> <p>Apologies received from: Cllrs Oliver, Savill, L Miucci, S Miucci. Noted. Apologies also received from Cornwall Councillor Linda Taylor.</p>
LPC24.25.129	<p><u>Declarations of Interest:</u> None.</p>
LPC24.25.130	<p>Member Dispensations None</p>
LPC24.25.131	<p>Public Speaking None</p>
LPC24.25.132	<p>Cornwall Councillor reports</p> <p>Councillor Martin reported that at the West planning committee meeting next week there would be two applications from St Hilary parish being considered, following recent adoption of the St Hilary Neighbourhood Plan.</p> <p>As a member of the Economic Development Overview and Scrutiny Committee, Cllr Martin reported that the council will be discussing plans for Newquay Airport before it goes to Cabinet for decision.</p> <p>Comments received from local residents on the trial for booking St Erth Civic Amenity Site, any comments can be sent through to C.Cllr Martin for all responses to be taken into account. It was noted that some of the delays at the site are due to operational site vehicles rather than members of the public.</p>
LPC24.25.133	<p><u>Minutes of the meeting held on 11 September 2024</u></p> <p>Resolved – 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>
LPC24.25.134	<p>Clerk's update report</p> <p>121 – the dead palm tree at the allotments has been moved, and rubbish removed from a plot to enable new plot tenant to take on a plot previously neglected</p> <p>122 – arrangements are being made for starting a second row of graves in New St Paul's Cemetery, Ludgvan</p> <p>94 – Parish Boundary signs. Resolved to order Cormac to install three parish boundary signs for the quoted cost of £1,479.45 + VAT at three locations: next to Sainsburys, next to the heliport, and on the border with Towednack Parish. Signs to read: Welcome to Ludgvan Parish.</p>

Minutes are draft until approved by Council.

	<p>105 – Jubilee Pool free swim scheme – awaiting a response to a suggestion for a meeting with Jubilee Pool and other parishes invited to take part in the scheme</p> <p>57 – defibrillator at the Station House, Marazion – permission from the property owner, and electricians had installed the defibrillator which was now ready for emergency use</p>
LPC24.25.135	<p>Committee meeting minutes</p> <p>Resolved - To note the minutes and resolutions made, of the Committee meeting: Planning Committee – 26 September 2024</p>
LPC24.25.136	<p>Reports from Councillors as representatives on outside bodies</p> <p>Update on post-consultation briefing on proposed traffic changes, Crowlas/Ludgvan – the notes had been circulated prior to the meeting and the update was noted.</p>
LPC24.25.137	<p>To co-opt to vacancies on the council – Lelant Ward (1 vacancy), Long Rock (1 vacancy), Crowlas (1 vacancy)</p> <p>Members considered an application received.</p> <p>Resolved - that Chris Rodda be co-opted onto the council, Long Rock Ward.</p>
LPC24.25.138	<p>To receive Declarations of Acceptance of Office, and written agreement to observe the Council’s Code of Conduct</p> <p>Cllr Rodda made his Declaration of Acceptance of Office and agreement to observe the Council’s Code of Conduct.</p>
LPC24.25.139	<p>Planning Applications</p>
	<p>a) PA24/06286 – Chy Lowen, Gilly Lane, Whitecross, Penzance – Wooden outbuilding to be used as studio, garden room and storage.</p> <p>Resolved – that the application is supported.</p>
	<p>b) PA24/07032 – 3 Ninnis Bridge, Lelant Downs, Hayle – Two storey side extension.</p> <p>Resolved – that the application is supported.</p>
	<p>c) PA24/07580 – Sanderling, Long Rock, Penzance – Proposed first floor extension with balcony to north elevation.</p> <p>Resolved – to support the application and request that provision for bats and birds be included as a planning condition in the development.</p>
	<p>d) PA24/07701 – Varfell Park, Storage Lane, Long Rock, Penzance – Certificate of lawfulness for existing use of land as storage yard under Class B8</p> <p>Resolved – no evidence to offer and so no comment.</p>
LPC24.25.140	<p>5 day planning protocol – responses to 5 day planning protocol consultations sent to Cornwall Council in the last month – None.</p>
LPC24.25.141	<p>Schedule of Payments</p> <p>Resolved:</p> <ol style="list-style-type: none"> i. To approve the payments to be made, as set out in Schedule A ii. To retrospectively approve the payments made following the cancelled September meeting of the parish council, as set out in Schedule B. <p>Schedule A – payments approved to be made:</p>

Payee	Purpose	Amount (inc VAT)
<i>Payment by online banking</i>		
St Aubyn Estates	Rent of allotment land, Long Rock 25/3/24 to 28/9/24 Inv SI3471	£40.00
Davey & Gilbert Ltd	Installation of defibrillator at the Station House inv E39500	£150.00
C Pettman	Allotment refund	£50.00
Ludgvan Parish Church	Murley Hall Hire (11 Sept & 26 Sept meeting)	£24.00
L Clifton	Refund of Clerk expenses September	£72.77
	Staff costs September, including payments to HMRC and pension provider.	£3,198.67
<i>Payment by Direct Debit</i>		
Unity Trust Bank	Banking service charge	£18.00
Lloyds Bank	Service charge, credit card	£6.00

Schedule B – payments approved retrospectively:

Payee	Purpose	Amount (inc VAT)
<i>Payment by online banking</i>		
The FreeMac Ltd	Service – renewal of Office365 licences	£50.00
Ludgvan Parish Church	Murley Hall Hire (14 August meeting)	£24.00
Long Rock Memorials	Refund of duplicate payment	£25.00
Savills, for Truro Diocese	Allotment rent, Church Hill allotments. 25.3.24 to 28.9.24. Inv 941509	£350.00
L Clifton	Refund of Clerk expenses August	£59.59
	Staff costs September, including payments to HMRC and pension provider.	£3,198.67
<i>Payment by Direct Debit</i>		
Source for Water	Water, Long Rock allotments 25.5.24 to 14.8.24	£28.53

LPC24.25.142

Maintenance of White Cross at Whitecross

Resolved to ask the grounds maintenance contractor to carry out bi-annual painting of the White Cross monument, and to cut the grass immediately around the monument 4 times per annum.

LPC24.25.143

Requests for rubbish bins *To consider requests for rubbish bins, noting that the parish council will be responsible for cost of provision of bins, and for ongoing contract for bins to be emptied.*

	<ul style="list-style-type: none"> - <i>Long Rock Recreation Ground</i> - <i>Footpath, Eden Valley, Lower Quarter</i> <p>The requests were considered, with Councillors noting that Cornwall Council were no longer installing new bins due to cost and having noted that even when in place bins were often not a solution to a local littering problem.</p> <p>Resolved – not to provide the rubbish bins requested.</p>
LPC24.25.144	<p>Agreement of specifications for LMP maintenance contract 2025</p> <p>Resolved – to use the contract specification as circulated prior to the meeting as the basis for seeking quotes for the 2025 LMP maintenance contract.</p>
LPC24.25.145	<p>Bus shelters update – the written update circulated prior to the meeting was noted.</p>
LPC24.25.146	<p>Joint working with Marazion Town Council – No update.</p>
LPC24.25.147	<p>Meeting with Castle an Dinas Quarry management</p> <p>Members suggested that when meeting with the quarry manager, suggestions for Aggregate Fund use could be made, including equipment for the new Community hall (solar panels / planting).</p> <p>Resolved – Clerk to arrange for Chair and Vice-Chair to meet with quarry manager for usual regular meeting to discuss quarry operation in relation to the parish.</p>
LPC24.25.148	<p>Appointments to committees and working groups</p> <p>Community hall working group <i>[draft terms of reference and a starting list of matters to be considered to be agreed at the first working group meeting, for report to next meeting of the Council]</i></p> <p>Resolved to appoint – Cllrs Porter, Mann, Brindley. It was noted that there were a number of Councillors not present at the meeting, and so any who wished to join the working group at a later date would be welcome to do so.</p> <p>Planning Committee – Resolved to appoint Councillors Brindley, Malone-Lee and Rodda to the Planning Committee, to fill the existing vacancies.</p>
LPC24.25.149	<p>Arrangements for internal audit 2024/25 financial year</p> <p>Resolved – to appoint Barbara Goraus as the Council’s Internal Auditor for the 2024/25 financial year.</p>
LPC24.25.150	<p>Review of Council policies <i>To agree priority order for review of council policies and to review Standing Orders (update in line with recent advice from CALC – Methods of Voting)</i></p> <p>Members considered advice from the Cornwall Association of Local Councils on methods of voting, and</p> <p>Resolved – to approve and adopt an amendment to Standing Order 8 on the voting on appointments to be amended as follows:</p> <p><i>Voting on Appointments and Co-option to fill Casual Vacancies</i></p> <p>a) <i>Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour</i></p>

	<p><i>of one person. A tie in vote may be settled by the casting vote exercisable by the chairman of the meeting.</i></p> <p><i>b) Where more than two persons have been nominated for a position to be filled by the Council, the vote will be taken by a written ballot of those members present and eligible to vote. The Clerk will report the outcome of the vote [and report the votes cast for each candidate].</i></p> <p>It was noted that there will be an ongoing review of council policies.</p>
LPC24.25.151	<p>Review of Ludgvan Neighbourhood Plan - <i>discussion on how to proceed with reviewing the Ludgvan Neighbourhood Plan</i></p> <p>This item was deferred to the November meeting.</p>
LPC24.25.152	<p>Training</p> <p>Resolved – that the council approves the following training:</p> <p>Cllr Malone-Lee – Code of Conduct training, CALC, 19 November 2024</p> <p>Cllr Malone-Lee and Cllr Brindley– Introduction to Planning, CALC, 15 October and 6 November 2024 (£30 + VAT)</p> <p>Cllr Brindley - Heritage, Local Plans and Class Q Permitted Development, via CALC, on Tuesday 22nd October at 6.30pm (online). (£30 + VAT)</p> <p>Cllr Rodda – Code of Conduct Training (CALC) when a training opportunity becomes available.</p>
LPC24.25.153	<p>Finance report and bank reconciliation</p> <p>After considering the reports circulated prior to the meeting, it was</p> <p>Resolved – to note the budget monitoring report and bank reconciliations.</p>
LPC24.25.154	<p>Correspondence/communications</p> <ol style="list-style-type: none"> Request from resident – Speed reduction at Castle Gate Agreed to forward the request to the Cornwall Councillor Ward Members (2 wards cover the Castle Gate area), and to the Community Area Partnership.
LPC24.25.155	<p>Agenda items for a future meeting</p> <ol style="list-style-type: none"> Any items deferred from this meeting Review of Ludgvan Parish Council Business Plan CIL – use of funds 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> St Paul’s New Cemetery <ol style="list-style-type: none"> To agree how to set out the cremated remains section Draft Budget 2025/26 To ask Live West whether there could be openings from the road to the footpath at the bottom of Church Hill, to give pedestrians an off-road route from Long Lane to Fair Field.
LPC24.25.156	<p>Exclusion of the press and public</p>

	<p>Resolved: 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.</p>	
LPC24.25.157	<p>To consider quotes received for moving to .gov.uk domain on a bundle basis (domain, website and email)</p> <p>Members considered quotes received from four providers. Each had been sent the same specification, to provide a gov.uk domain and bundle, to include gov.uk domain, website (WCAG compliant), email and Microsoft365 licenses.</p> <p>Key factors considered when discussing the quotes received were: price, examples of website design, whether the full bundle could be provided by the company, and what the bundle included (eg whether Microsoft365 licenses or other cloud and email solutions).</p> <p>It was Agreed that Aubergine is the preferred supplier at this stage and so to request a demonstration. It was questioned whether the 2Gb offered by Aubergine for file storage would be sufficient.</p> <p>It was noted that Aubergine could provide the gov.uk domain and website but do not provide Microsoft365 licenses, email or IT support.</p>	
	Meeting closed: 8.37pm	Signed by Chair: