

LANDRAKE with ST. ERNEY PARISH COUNCIL

Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (“the 2020 Regulations”) permits Parish Council meetings to be held by remotely.

Minutes of virtual Parish Council meeting Held on Tuesday 4th May 2021.

COUNCILLORS VIRTUALLY PRESENT: Mr M Gingell (Chairman), Mr G Francis (Vice Chairman), Mr N Owen, Mrs Hazel Cartledge-Claus, Mrs Penny Mathers, Dr S Walker, Miss T Barton

OPEN FORUM

No members of the public present

1. Apologies for Absence

G Knowles, R Savery & K Smeardon

2. Declarations of interest on any agenda items

Nothing declared

3. Approval of minutes from the Parish Council meeting held on 13th April 2021

It was proposed by Cllr N Owen seconded by Cllr P Mathers and unanimously agreed by all Councillors that the minutes of the meeting held on 13th April 2021 are approved as a true and accurate record of the meeting. **Resolved.**

4. To resolve that Landrake with St Erney Parish Council meets the criteria for 2021/21 and wishes to be an exempt authority (not subject to the External Auditors' PKJ Littlejohn's limited assurance review).

It was proposed by Cllr G Francis seconded by Cllr P Mathers and unanimously agreed by all Councillors that Landrake with St Erney Parish Council meets the criteria for an exemption certificate for 2020-21. See appendix (i) **Resolved.**

5. To receive and note the internal audit report for 2020/21.

It was proposed by Cllr Francis, seconded by Cllr Walker and unanimously agreed by all Councillors that the Council accepts the internal audit report produced by Ian Biffen. See appendix (ii). **Resolved.**

The confirmed page 4 of the Annual Governance & Accountability Return, 'Annual Internal Audit Report 2020/21 had been signed by the Internal Auditor and showed the report to the camera.

6. To approve the Annual Governance and Accountability Return (AGAR) 2020/21.

The Chairman read Annual Governance Statement 2020/21, acknowledging the Council meets the criteria. See appendix (iii). The Council agreed item 9, 'managing trust funds requires further investigation'. It was proposed by Cllr Francis, seconded by Cllr Smeardon and unanimously agreed by all Councillors that the Council approves the Section 1, Accounting statements 2020/21. **Resolved.**

It was proposed by Cllr Francis, seconded by Cllr Cartledge-Claus and unanimously agreed by all Councillors that the Council approves the Section 1, Accounting Statements 2021/21. **Resolved.** Cllr Francis highlighted due there were some underspends, namely the contractor's costs and Clerk's mileage.

LANDRAKE with ST. ERNEY PARISH COUNCIL

7. To approve the draft model publications scheme

Cllr Francis outlined the Council's legal requirements for having to have a publication scheme in place.

The model publication scheme includes the following information:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing it (for example, Landrake with St Erney's Neighbourhood Plan)
- How we make decisions
- Policies and procedures
- Lists and registers – to include the asset register
- The services the Council offers.

It was proposed by Cllr Mathers, seconded by Cllr Cartledge-Claus and unanimously agreed by all Councillors that the Council approves the publication scheme.

The Councillors thanked Cllr Francis for producing the document.

8. Village playground, general maintenance and update on recent playground inspection

Cllr Gingell explained, following the recent RoSPA safety inspection, some non-compliant issues have been identified on the inspector's report. The Council's contractor, Mr Paul Lamerton has obtained quotations to repair / replace various items in the play park. The Council acknowledged the Financial Regulations state three quotations should be obtained however, on the grounds of the Council's ongoing duty of care, and safety the Council should use the original contractor, formerly known as SMP Playgrounds, now HAGS. Following discussions, it was proposed by Cllr Walker, seconded by Cllr Owen and unanimously agreed by all Councillors, that the Council accepts the quotation of £3,259.20, for labour and materials. See appendix (iv) **Resolved**.

Action: Clerk to check the warranty terms and raise the order.

9. A38 Trerulefoot to Carkeel Safety Project – update

Cllr Francis and Cllr Mathers provided an update of the recent Teams meeting hosted by Jeff Grubert, Highways England. It was agreed the Council would require an additional meeting and pursue the recommendations detailed in the notes produced by Cllr Francis. See appendix (v)

10. To consider joining Cornwall Association of Local Councillors

A report had been circulated by Cllr Francis detailing the benefits of joining Cornwall Association of Local Councils (CALC). It was proposed by Cllr Smeardon, seconded by Cllr Cartledge-Claus and unanimously agreed by all Councillors, that or an annual subscription fee of £391.81 plus V.A.T, the Council joins CALC. The Council will review whether it wishes to continue with the annual membership after a year. **Resolved**.

11. Finance

a) Update on the Councils bank accounts and to note the Council's bank balance.

The Chairman advised the bank balance is £44,514.30.

b) Note / approval of payments as detailed below

Recipient	Details	Amount
Paul Lamerton	Village maintenance April 2021	492.13
Western Web	Website adjustment – HRH Prince Philip	60.00

LANDRAKE with ST. ERNEY PARISH COUNCIL

Play Safety	Inspection	136.80
Sir Robert Geffery Memorial Hall	BT - Defibrillator	143.40
Ian Biffen	Internal Auditor	150.00

It was proposed by Cllr Francis, seconded by Cllr Owen and unanimously agreed by all Councillors that the Council approves the payments as listed above. Resolved.

12. Usage of designated Council email addresses – quote from Western Web

It was proposed by Cllr Mathers, seconded by Cllr Walker and unanimously agreed by all Councillors, that the Council accepts the quotation of £60.00 from Western Web for an improved email system. **Resolved.**

13. Sir Robert Geffery Memorial Hall

Cllr Gingell advised the Graham Knowles is looking forward to having a meeting and getting other people more involved in running the village hall.

The Clerk detailed the differences between custodian and sole trustees.

Cllr Gingell reported the village hall is ready for the elections on Thursday, a one way system has been put in place and Cornwall Council have put in place the necessary risk assessments.

Various works in the village hall are planned, including the wall at the back of the hall and replacement doors and windows.

The hall committee has received government funding.

14. Environmental Sustainability Working Group

Update from Cllr Mathers:

- Seed swap box is being investigated.
- The constitution and legal status of the group is be reviewed.
- Contact has been made with Highways England regarding the planting of bulbs on the A38. Highways England require further information, including the submission of drawings, it was agreed this would be included as an agenda item on the June 2021 Council meeting.

15. Community Network Panel

Cllr Francis advised a list of Highway Improvement projects had been circulated. The list shows an underspend, and the Saltash Scheme may not go forward. Cllr Francis has emailed Catherine Thomas, Cornwall Community Network Panel asking, 'if there is £33K of funding available (plus underspend on projects identified on the system in green) for additional traffic projects in the gateway area.

16. Saltash Area Road Safety (SARS)

Nothing reported.

17. Items for discussion and requests for future agenda items

The Clerk asked if any Councillors had any local contacts of community minded graphic designers or if they could approach the local primary school to see if they would be willing to run an art competition for the Council's new letterhead. Action: Cllr Cartledge-Claus to contact the school.

LANDRAKE with ST. ERNEY PARISH COUNCIL

18. Correspondence – for info

- Parochial Church Council informing the Council of the PCC's application to the diocese regarding the cutting down of cherry trees near the war memorial which have been infected by honey fungus.
- Freedom of Information request: Littering and fly tipping.
- Elections – communication from Cornwall Council.

19. Future meetings and date of next meeting

Annual Parish Council meeting - to be confirmed – 17th May 2021.

The Chairman confirmed the school hall had been booked.

The Clerk confirmed all circulated paper (Declaration of Acceptance of Office and Register of Interest forms) will need signing, once the Councillors officially take office, on or before the meeting.

The Chairman closed the meeting at 20:30hrs.

LANDRAKE with ST. ERNEY PARISH COUNCIL

(i) Certificate of Exemption – Annual Governance & Accountability Return 2020/21 – Part 2

The criteria for claiming exemption are set out in section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and require that, in order to certify itself as exempt, the following conditions are met:

- total gross income* and total gross expenditure below £25k; and
no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by its external auditor** in the prior year; and
- the relevant financial year is not one of the first three years of the authority's existence, hence if claiming exemption for 2020/21 that means the authority must have been in existence since at least 1 April 2017.

(ii) Internal Audit Report from Mr Ian Biffen

Report of the Internal Auditor for the year ended 31st March 2021.

Following the audit of the Parish Council accounts for the above year I am able to report that the accounting records and supporting evidence has been properly maintained, and payments have been resolved and correctly recorded in the minutes of the Council meetings.

The Annual Internal Audit Report for 2020/21 records that the control objectives were being achieved to a standard adequate to the needs of the Council.

Ian J Biffen

Internal Auditor

(iii) Annual Governance Statement 2020/21

Landrake with St Erney Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		*Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	✓		N/A <i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

LANDRAKE with ST. ERNEY PARISH COUNCIL

(iv) Quotation from HAGs.

Hippo& fish springers – remove and replace handles and footrests with new style	£ 147.60
Sloped pull up wall – supply and fit new lower block (correct version) and pull up rope assembly	£ 335.70
Rope wall – supply and fit new rope wall assembly to include new ground anchors and make good to wetpour surfacing (chain lengths to be provided to pull new rope assembly as taught as possible).	£1,554.90
Wetpour surfacing – patch several holes on site (based on these not totalling more than 1m x 1m when added together).	£ 71.00
Labour costs	£1,150.00
Total cost, excluding V.A.T.	£3,259.20

(v) A38 Trerulefoot to Carkeel Safety Project – notes from Team’s meeting.

Notes on meeting between Landrake with St Erney Parish Council and Highways England at 6pm on Tuesday 27th April 2021 via Microsoft Teams

Highways England (HE) – Jeff Grubert, Major Projects Manager with responsibility for A38, Gareth Edwards, Engagement Consultant.

Landrake with St Erney Parish Council (LPC) – Graeme Francis, Penny Mathers, Karenza Heald.

1. Presentation from HE

Jeff Grubert gave a short presentation outlining HE’s approach to the A38 both in the short and long term. Across the UK there are 32 projects which have been selected for the RIS 3 (Road Investment Strategy phase 3) pipeline for delivery between 2025-2030. Jeff Grubert works for Major Projects within HE and these will be the projects that are delivered over a long timescale. Smaller projects and routine work are undertaken by Operations Division. The A38 has been selected as it has a higher than average accident rate compared to other A roads, and as a consequence of feedback to and lobbying of Central Government through the A38 Bodmin to Saltash Safety Study (which LPC responded to in 2019) and the A38 Case for Action.

Objectives of RIS 3 are to deal with the following priorities on the selected routes :

- Safety
- Accessibility
- Environment
- Traffic / congestion
- Connectivity

The scope of these works is focused mainly on safety and not on “futureproofing” the A38. Jeff Grubert has met with Safe38 twice and also with St Germans Parish Council. HE are not convinced that the volume of traffic necessitates a dual carriageway. They are focusing on delivering any safety related works that can be accomplished without the need to acquire land using compulsory powers. These works can be delivered most quickly by the Operations Division of HE.

HE uses a cost-effectiveness model to determine whether a project will go ahead. Economic benefit from reduction in journey times, cost of works, cost of maintenance and enforcement, and the cost of human lives lost are factored into their calculations. There is no allowance made for quality of driver experience, or other qualitative factors. HE are willing to meet with LPC again if there are any further questions that councillors have.

2. Questions and Answers

LPC raised a number of questions, some of which were previously mentioned as part of the 2019 Bodmin to Saltash Safety.

a) Air safety monitoring equipment – there is a box in Landrake but to LPC’s knowledge the equipment does not work. Also, there has been a history of HE insisting Cornwall Council (CC), are responsible for monitoring air quality in Tideford, but definitive data has never been published. LPC asked HE to take overall responsibility for the air quality monitoring equipment as the A38 was clearly the source of the problem, and HE is responsible for the A38. ACTION – HE to consider request and get back to LPC.

b) A38 Junction at Landrake – LPC raised the problem of turning right onto the A38 towards Plymouth. Factors making this a problem include: speed of traffic, volume of traffic, the school in Landrake which causes congestion twice a day on schooldays. The junction is dangerous and causes a large degree of anxiety for drivers who can be “trapped” in the middle lane turning right. LPC proposed a sensor-based traffic light which would respond to queueing traffic at the junction in Landrake. LPC also asked whether a driver stuck in the middle of the road would be liable for an accident? HE are to consider this among other recommendations received, and to come back to LPC on the point of driver liability.

c) Speeding and driver behaviour – LPC gave several examples of bad driver behaviour on the A38. Problems include overtaking on the 2 + 1 lane sections uphill into Landrake, general speeding above the 50MPH limit, tailgating etc. LPC believe the 2+1 sections are a source of accidents, and also that drivers (both local and

LANDRAKE with ST. ERNEY PARISH COUNCIL

tourists) do not respect the road enough. Possible solutions proposed were : Remove the 2+1 sections of road to have single carriageway and no overtaking, reduce speed limit to 40MPH from Carkeel to Trerulefoot and 30MPH in Landrake and Tideford, and Speed Cameras. LPC gave the example of St Mellion on the A388 which has highly visible speed cameras and which drivers on the whole respect. LPC proposed that average speed cameras and/or cameras in specific locations be provided and that the speed limit be ruthlessly enforced to compel drivers to respect the A38. HE are to consider these requests. HE added that the average speed cameras are the most costly option

d) Level of danger on the A38 – LPC asked HE to provide information as to how the A38 ranked among their 32 RIS3 projects based purely on the number of accidents and fatalities. HE are to revert with the information

e) Toll Bridge – LPC raised the question of whether HE paid anything to use the toll bridge and requested that Central Government take responsibility for the Tamar Bridge and Torpoint Ferry as the tolls are effectively an unfair tax on the people of SE Cornwall. HE noted the point but said that this was not part of their remit

f) Landrake Pedestrian bridge – LPC asked about the status of repairs of the bridge and painting – HE agreed to liaise with their Operations Division who are in charge of this

g) Hay Lake resurfacing – LPC asked that the surface was repaired at this location as a matter of urgency – the surface is very loud and the camber is dangerous. HE agreed to consider this

h) Connectivity – LPC raised the general issue of lack of footpaths and the inability of residents to safely walk to Tideford, and also that bus stops on the A38 are located in places with no pavements. HE are aware of this issue

i) Rural roads – whilst recognising that this is not within the remit of this consultation, LPC asked them for a contact within HE or the Dept of Transport who LPC could contact about speed limits on rural lanes. LPC believe the 60mph limit is inappropriate, ridiculous and dangerous. As it is a national speed limit, CC have no power to impose lower speeds. HE agreed to come back to LPC with a contact.

j) Park and Ride – the lack of a park and ride for Plymouth causes increased traffic. A park and ride for the school would also help to relieve congestion in Landrake. The Plymouth idea is something that LPC asked HE to consider.

3. Next Steps - HE are in the middle of the first stage of their consultations on the A38. Stakeholder groups such as police, parish councils, Safe38 are being contacted now. In March/April 2022, there will be a series of presentations and exhibitions along the A38 route.

Graeme Francis 30th April 2021