

# LANDRAKE with ST. ERNEY PARISH COUNCIL

## Landrake with St Erney Parish Council Parish Council meeting

Tuesday 13<sup>th</sup> July 2021 @ 7pm

Venue: The main hall at Sir Robert Geffery Memorial Hall

**Councillors present:** Mr M Gingell (Chairman), Mr G Francis (Vice Chairman), Dr S Walker, Mrs R Savery, Miss P Barton, Mr N Owen, Mrs H Cartledge-Claus, Mrs P Mathers, Mrs K Smearden,

**In attendance:** Mrs K Heald, Parish Clerk, Cornwall Councillor Martin Worth (Saltash, Trematon & Landrake), four members of the public

The Chair opened the meeting at 19:00hrs.

### **Open forum and County Councillor report**

The applicant of planning application PA21/0508 was present in the meeting. The applicant's builder and two members of the public, who are neighbours of the applicant in Mendinnick Close were also present.

The neighbours raised concern over loss of light and also questioned the accuracy of the plans submitted to Cornwall Council.

It was stressed to get an accurate picture of the proposal a site visit would be required.

CC Martin Worth was asked to provide a report after the Council's consideration of application PA21/05308, Minute 36, Agenda item 6b.

### **34. Apologies of absence (A.I.1)**

Apologies received from Cllr Price.

### **35. Declarations of interest on any agenda item (A.I.2)**

Cllr Gingell declared a personal interest, due to living in close proximity of the applicant for planning application reference PA21/0508 – agenda item 6b.

Due to her friendship association with Mr Brewer, the landowner whose footpath's the Council will be discussing, and consideration will be given whether to fund gates on the footpath, Cllr Barton declared an personal interest, on agenda item 7, minute 41.

The Chair moved agenda item 6b to start of the meeting. CC Martin Worth highlighted due to his declaration of interest he should vacate the meeting.

### **36. Landrake with St Erney Parish Council consultee planning response (Agenda item 6b)**

Address 1 Menhinnick Close, Landrake, PL12 5DJ

Proposal Alterations and extension to dwelling

Planning application [PA21/05308](#)

Cllr Gingell advised he is neighbour of the applicant therefore declared a Personal Interest and vacated the meeting room.

The Clerk reminded the Councillors of the material considerations required when commenting on planning applications detailed on the Councils Planning Protocol document.

Pictures of the drawings and plans were displayed on the overhead projector.

Cllr Francis, the Vice Chairman, led the discussion and advised the Council's options were to give a decision to support / object / offer to no comment and in each case offer some relevant observations. The Parish Council recommended that Cornwall Council arrange a site visit before determining the application. Following discussion, it was proposed by Cllr Mathers,

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based on the information provided, the Parish Council objects to the planning application. The decision to object was made due to concerns over loss of light for the neighbouring property. Loss of light was highlighted as a particular concern for people with loss of light. It was agreed the Parish Council would recommend Cornwall Council arrange a site visit. The motion was seconded by Cllr Smearden and was carried with Cllr Owen abstaining from voting. **Resolved.**

Cllr Gingell returned to the meeting at 19:27hours.

Members of the public vacated the meeting.

## **Return to open forum – report / update from Council Councillor Martin Worth.**

- Cornwall Council's held their Full Council meeting today.
- Updates from the new Chairman, including the success of G7.
- Newquay Airport – Important work has been done to secure Newquay Airport. One of the worlds first regional flights with a hybrid-electric aircraft is due to take off, flying to Exeter, most likely within the month.
- The Council has a budget of 1.4 billion.
- Particular areas of concern were adult social care and affordable housing.
- Cornwall Council recognises we do have a housing crisis.
- The limit on Neighbourhood Plans does not include affordable housing.
- A large discussion took place on the Declaration of the Emergency bill for Climate Change,
- CC Martin Worth has raised the road the A38 safety issues at Cornwall Council.
- CC Martin Worth reported Individuals recently took over a field in Hatt. They have now moved on to Liskeard area. The Parish Council supported the residents and correct actions and procedures were taken. CC Martin Worth gave credit to the residents off Hatt and Botus Fleming. The emergency plan was put in place. The Clerk asked for a copy of Landulph Parish Council's Emergency Plan.

## **37 To note Councillors who have attended Code of Conduct training and provide on training requirements. (A.I.3)**

The Clerk reminded Councillors that the Cornwall Council Code of Conduct youtube should be viewed as part of the Councillors Code of Conduct training.

## **Items for Council approval / Council decision**

### **38. Approval of the minutes of the meeting held on Tuesday 8<sup>th</sup> June 2021 (A.I.4)**

It was proposed by Cllr Mathers, seconded by Cllr Gingell and agreed by all Councillors that the minutes of the meeting held on 8<sup>th</sup> June 2021 were approved as a true and accurate record of the meeting. **Resolved.**

### **39. Finance**

#### **a) To note the Council's bank balance. (A.I.5a)**

The Chairman agreed to circulate the bank balance by email.

#### **b) To approve the quotation from Cornwall Rural Community Charity of £380.00 + V.A.T. to provide an online survey. (A.I.5b)**

It was proposed by Cllr Francis and seconded Cllr Mathers and agreed by all Councillors that the cost of the online survey was approved. During the meeting the survey was circulated and approved by all Councillors. **Resolved.**

#### **c) To approve the opening of a saving account with Nationwide Building Society. (A.I.5c)**

Cllr Francis proposed the Council opens a Nationwide Building Society account and transfers up £25,000. The interest rate is 0.3% fixed rate for a 95 day saver account. Once opened the Council could transfer the safe deposit box, currently with Nat West Bank. The proposal was seconded by Cllr Gingell and approved by all Councillors. **Resolved.**

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d) **Approval of payments as detailed below** (where applicable amounts include reclaimable V.A.T.) **(A.I.5d)**

In addition to payments circulated below the Chairman advised a payment of £27.98 for the refurbishment of the bench in Tideford Road.

The Chairman thanked Mr Livick, who had completed the work voluntarily.

The Clerk showed the Council pictures of the seat on the overhead projector.

Cllr Gingell advised the Council had a report of an incident in the play park, where damage had been caused by an adult using the climbing frame. A picture of the damage was shown on the overhead projector. A quotation had been received for £370.00 plus V.A.T. The Council agreed the order should be placed but it was felt the expenditure should be detailed on the Council's website and facebook page.

Recipient	Details	Amount
HAGS-SMP Ltd	Play park equipment & Wetpour	3,911.04
Paul Lamerton	Maintenance June 2021	266.94
Karenza Heald	Clerk's mileage claim	22.50
Biffa Waste Pro	Bin collection	360.00
Information Commission	Data Protection registration fee	£ 40.00
Screwfix	Parts for the bench in Tideford Road	£ 27.98
Hags	Parts for the play park	£412.00

It was proposed by Cllr Barton, seconded by Cllr Owen and agreed by all Councillors that the payments listed above are approved or payment. **Resolved.**

**40. Planning (A.I.6)**

a. **Dolbeare Court correspondence (A.I 6a)**

It was agreed CC Martin Worth would liaise with the owners of Dolbeare Court to arrange a meeting with himself and Parish Councillors.

b. **Update on recent Cornwall Council Planning decisions – no updates. (A.I.6b)**

**Cllr Barton vacated the meeting room.**

**41. Provision of Landrake Parish Public Footpaths (A.I.7)**

Cllrs Gingell, Price & Smearden had done a walkabout to look at the accessibility of the footpaths in the parish.

Cllr Gingell suggested a working group looks at the footpaths in detail, accesses what work needs to be done, consults with the Landowners and obtain costings.

It was proposed by Cllr Cartledge-Claus, seconded by Cllr Smearden and agreed by all Councillors that a budget is agreed of £500 for Reeford Manning, the Council's contractor to trim back the footpath located at Pound Farm, Pound Hill on the route to Talvans. **Resolved**

**Cllr Barton returned to the meeting room.**

**42. To approve (i) the Environmental Sustainability Working Group's Statement of Intent and (ii) printing costs for the newsletter. (A.I.8)**

It was proposed by Cllr Gingell, seconded by Cllr Smeardon and agreed by all Councillors that the Council approves the Environmental Sustainability Working Group's Statement of intent. **Resolved.**

The Clerk updated the Council on the printing costs for the newsletter. The Council agreed to cover the quotation received from Print Options for the cost to print A3 in full colour both sides onto 120gsm then fold to A4.  
500 newsletters - £120

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600 newsletters - £140

Funds would be used from the allocated budget of £500.

**43. To consider a response regarding the questions asked from Barry Jordan, Cornwall Councillor for Camelford and Boscastle Division. (A.I.9)**

Cllr Jordan has sent an email which states "I have been charged with asking all Town and Parish councils their views on Cornwall Council, what do you think needs changing? What do you think could be done better? How can we as the new administration make the changes that will benefit you and your communities?"

**All Councillors agreed to feedback responses to the questions from CC Barry Jordan relating to Cornwall Council to the Clerk.**

**Standing items for update / reporting.**

**To minimise the timing of the meeting Councillors are asked to read submitted reports and submit comments / queries prior to the meeting.**

**44. Recreation Field (A.I.10)**

The Clerk reported Mr Andy Fox from Saltash Football Club had requested a key for the gates and container. Cllr Gingell agreed to arrange a copy.

**45. Sir Robert Geoffrey Memorial Hall (A.I.11)**

Graham Knowles is waiting for delivery of the windows, which have been ordered. The hall is being used – with the exception of the dog group.

**46. Village playground and village maintenance (A.I.12)**

Report of playground equipment requiring repair covered until Finance – minute 39d. A picture of the fault was displayed for all Councillors to view on the overhead projector.

**47. Environmental Sustainability Working Group (A.I.13)**

Cllr Mathers has reported that Mr Paul Lamerton has made an amazing seed box. Councillors were shown an image of the seedbox. The location of the box was discussed. Cllr Gingell suggested the seedbox would need to be seen from the road.

The next meeting will take place on Thursday 15<sup>th</sup> July 2021.

The group has decided not to progress further with funding options to wait for results from the survey and see what suggestions emerge for the recreation field. The Clerk reported she has been trying to locate the deeds for the recreation field. A letter will be sent to Nat West Bank requesting information relating the safe deposit box which contains the Councils deeds.

Cllr Gingell has spoken to Antony Estate regarding the supply of daffodils.

Cllr Mathers attended a church Zoom meeting regarding environment and sustainability issues. The churchyard will be managed in a sustainable way. There will be a working group event on 4<sup>th</sup> September at St Erney Churchyard from 10:00am to midday.

**48. Community Network Panel (A.I.14)**

Cllr Mathers attended the Community Network Panel meeting. Cllr Mathers noted that the aims and objectives relating to Climate Change and the Environment were added to Cornwall Gateway's priorities. It was agreed there would be a Gateway wide Climate Change Group.

**49. Saltash Area Road Safety (SARS) (A.I.15)**

The next meeting is due to take place at the end of the month.

**50. A38 Trerulefoot to Carkeel Safety Project (A.I.16)**

Cllr Francis said an email has been received from Highways England which stated they will be engaging with the Council again in a few months' time. Cllr Francis also added that Highways England have not taken onboard the comments made, and subsequent notes submitted, during the Teams meeting which he attended with Cllr Mathers. There will be a public consultation next year.

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51. **Usage of designated Council email addresses (A.I.17)**  
The Clerk reminded Councillors of the requirements to set up Councillor designated email addresses.
52. **Saltash footbridge (A.I.18)**  
To update. The Clerk has chased Highways England for a response on the painting of the bridge.

## Actions / Items to note.

53. **Correspondence (A.I.19)**
- Information on a Zoom meeting relating to Environmental Matters at St Michael's and St Terminus Churches.
  - Dolbeare and the Neighbourhood Development Plan
  - Access to Landrake play park whilst works took place – thank you to Rev. Laura Bushell Hawke for providing parking.
  - Information Commissioner's Office Registration Certificate – Ref ZA767949.
  - Tamar Crossings Resurfacing update
  - Chacewater Community Energy Green Event/
  - PKF Littlejohn LLP, External Auditors confirming receipt of documents – notification of exempt status, 2021.
  - Buildings at Risk newsletters
54. **Date of next meeting, future items to be included on the next agenda and actions to take forward**  
Date of next meeting 14<sup>th</sup> September 2021.  
General discussion / comments from Councillors and items to be included on the next agenda:  
The following items were discussed:
- Cllr Smearden suggested the Council purchases a bench for the jubilee.
  - The Council agreed to review of potential sites for memorial benches.
  - It was agreed to review the survey results.
  - The sign at St Erney has been damaged by hedge trimming. Cllr Gingell agreed to ask Paul Lamerton to see if the sign can be repaired, and ask Reedford Manning to trim in front of the sign so it is visible..
55. **It was resolved that pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 S100 (2) the public and press leave the meeting because of the confidential nature of the business to be transacted.**

The Clerk left the meeting room.

56. **Closed session: To discuss the recommendations from the Finance Working Group and review the Clerk's Salary Scale Point. (A.I.22)**  
Cllr Francis explained that the Finance working group had met to review the clerks pay after her first year of service. Cllr Francis outlined the pay scales and how they were based on job descriptions and size of parish. The clerk's pay was based on a job description for a small parish council, whereas, although we are a relatively small parish, the clerk has sole responsibility for the finances of the Council and the number of meetings is well in excess of her existing pay scale. In addition, more work is still needed to bring the policies etc up to date. Also, the existing pay scale does not take into account the clerks qualification.

After discussion, Cllr Francis proposed, and Cllr Gingell seconded, and it was unanimously agreed that :

- a) The Clerk's pay should be based on the pay scale 20 (not the present pay scale 16).
- b) The pay scale 20 should apply from the date when the Clerk joined the council.

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- c) To adjust for the underpayment for the last financial year, a payment of £457.25 should be payable to the Clerk (+ tax to HMRC). This payment was unanimously approved.
- d) A further adjustment may be needed for the first couple of months of this financial year to bring the pay scale back in line.

**Resolved.**

The meeting ended at 21.35pm

Approved by \_\_\_\_\_ Date \_\_\_\_\_

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Minute	Action	Assigned to
36	Submit statutory planning consultee response	Clerk
39a	Circulate the bank balance to all Councillors (The balance as at 16 <sup>th</sup> July 2021 = £41,10741)	Cllr Gingell
39b	Communication with Cornwall Rural Community Charity for the completion of the online survey	Cllr Francis
39c	Complete Nationwide savings account To be signed by the Council's bank signatories – Cllrs: Gingell, Francis, Owen, Walker and Barton.	Clerk
39d	Order part from HAGS	Clerk
41	Working group to meet and form an action plan.	Cllrs Mathers, Smearden & Walker.
41	Contact the farmer of Pound Farm to arrange reimbursement for the purchase of a gate.	Cllr Gingell
43	Councillors to read the questions from Cllr Barry Jordan and feedback responses. Cllr Walker agreed to collate the responses. Timeframe for responses: 6 months	All Councillors Cllr Walker
44	Get a key cut for the Football field gate and arrange for them to have a spare key. Review asset register and add container	Cllr Gingell Clerk / Chairman / Vice Chairman
47	Obtain permission from the Sir Robert Geffery Hall Committee's Chairman, Mr Graham Knowles to locate the seedbox outside the hall.	Cllr Gingell to speak to Mr Knowles on Saturday 17/05/2021
47	Write to Nat West to enquire where the safety deposit box is.	Clerk
50	Send a reminder email to Highways England stating please could you confirm you are taking onboard the following actions (as listed in the notes submitted) following the meeting held on 27 <sup>th</sup> April 2021 and Landrake with St Erney Parish Council look forward to our next meeting..	Clerk / Cllr Francis
51	Designated email addresses to be set up. If Councillors need assistance to contact Westernweb.	Cllrs: Gingell, Cartledge-Claus, Smearden, Savery, Barton, Price.
52	Saltash Footbridge – send further email chasing the painting of the bridge	Clerk
54	Contact the Council's contractors regarding the repair of the road sign in St Erney and strimming around the sign to improve visibility.	Cllr Gingell

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## Minute 43, agenda item 9

Good evening Clerk, Chairman and Councillors,

You are no doubt aware that there have been changes at Cornwall Council since the elections in May, I have been charged with asking all Town and Parish councils their views on Cornwall Council, what do you think needs changing? What do you think could be done better? How can we as the new administration make the changes that will benefit you and your communities?

I have been a Town and Parish Councillor, a District Council, a Town and Parish Clerk and now a Cornwall Councillor and because of my background and still working as a P/T Clerk our Leader, Linda Taylor asked me to try and get some feedback directly from you.

For instance:-

What are your views on Planning?

- Do you think the Cornwall Council planning department and committee's listen to your comments?
- What do you think could be done better?

What are your views on Devolution?

- Has your Council devolved anything from Cornwall Council i.e. Toilets, Libraries etc, if so, are you satisfied?

What are your views on the waste and recycling?

- Do you know the rates of recycling in your Town or Village?
- Are you satisfied with your waste and recycling service?

What are your views on the Roads etc?

What are your views on Cornwall Housing?

Do you think there is enough affordable Housing?

What are your views on second homes?

- Do you think the owners should pay more Council Tax?
- What are your views on Second homes used as Holiday lets, registered as businesses to avoid paying rates and Council Tax?

What do you think Cornwall Council gets right?

How do you think Cornwall Council has handled the Corona-virus pandemic?

Please bear in mind that some of the issues you will raise may be covered by legislation and the council has to abide by those rules

This is just a small list and I am sure that you will have other questions and issues and we want to know your council's views and that of your parishioners.

I will be collating all answers and we will publish the details, good and bad, I am sure you will have issues other than the ones I have mentioned so please don't hold back, we want to know how we can improve you vision and experience of Cornwall Council.

We don't expect you to respond immediately as some council only meet monthly or by-monthly or only 3 times a year so this will be ongoing for at least 6 months and then we should have some idea of Town and Parish Councils views.

Thank you for taking the time to read this email and we thank you in advance for any response you have, good or bad

Kind regards,

Barry Jordan  
Cornwall Councillor for the Camelford and Boscastle Division