

# LANDRAKE with ST. ERNEY PARISH COUNCIL

## Minutes of Full Parish Council meeting Tuesday 9<sup>th</sup> November 2021 @ 7pm Venue: The main hall at Sir Robert Geffery Memorial Hall

**Present:** Cllrs Mervyn Gingell, Graeme Francis, Kathy Smeardon, Dr Sara Walker, Penny Mathers, Rosemary Savery, Hazel Cartledge-Claus,  
In attendance: Mrs K J Heald, Parish Clerk and Cornwall Councillor Martin Worth

The Chair opened the meeting at 19:00hrs.

### **OPEN FORUM**

There were no members of the public present.

Updates from CC Martin Worth:

He recently attended a meeting with A38, with National Highways (formerly Highways England)

This morning CC Martin Worth went to the formal opening of Saltash Station. Proposals include cross country trains from Falmouth to Newquay. Cllr Walker asked whether improvements to stop at Saltash station are being considered. CC Martin Worth responded the signalling needs moving to make the access better.

Yesterday he attended an event at St Mellion for the Police & Crime Commissioner for the police advocates for Devon & Cornwall police.

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

Apologies received from Cllr N Owen. Cllr R Price was absent from the meeting.

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

None

#### **108. Matters arising from the previous meeting (A.I.3)**

(i) Arrange Zoom meeting with Michelle Maidment, Openreach

The Council discussed arranging a Zoom meeting, which will be advertised on noticeboards and the community Facebook page. The following prospective dates were agreed:

Monday 15<sup>th</sup> November or Monday 22<sup>nd</sup> November.

Action: Clerk to email Michelle Maidment with suspected dates.

(ii) Progress on Home Park access

CC Martin Worth provided an update regarding the parking area in Home Park. Will Glassup, Cormac Highways Manager is looking at the option for hatching / lining in the turning area of Home Park. Cllr Gingell advised once Will Glassup provides an update the council will need to provide new signage.

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

#### **109. Approval of the minutes of the meeting held on Tuesday 11<sup>th</sup> October 2021 (A.I.4)**

It was proposed by Cllr Francis, seconded by Cllr Mathers and agreed by all Councillors that the minutes of the meeting held on 11<sup>th</sup> October 2021 are agreed as a true and accurate record of the meeting.

**Resolved.**

#### **110. Finance (A.I.5)**

##### **a) To note the Council's bank balance.**

Cllr Gingell reported the council's balance in the Unity Trust bank account is £42,873.

£1,000 has been transferred to Nationwide.

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**b) To review the Clerk's finance report and to agree the budget and precept submission.**

The Clerk displayed the budget report on OHP project. It was proposed by Cllr Barton, seconded by Cllr Cartledge-Claus and agreed by all Councillors that the Council agrees with the budget and precept submission, as presented by the Clerk and recommended by the Finance working group. **Resolved.**  
**See appendix i.**

**c) Nat West: Update on safe deposit and any recent communication.**

Cllr Gingell and the Clerk explained the issues with Nat West bank and the problems locating the council's safe deposit. Action: Cllr Walker to contact Nat West Bank.

**d) To approve the Council's internal auditor for the 2021-22 accounts.**

Cllr Gingell said he has approached Ian Biffin and Ian has agreed to be the council's internal auditor again this year. He has quoted £175. It was proposed by Cllr Barton, seconded by Cartledge-Claus and unanimously agreed by all councillors to appoint Ian Biffen as the council's internal auditor again this year. **Resolved.**

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

<b>Recipient</b>	<b>Details</b>	<b>Amount</b>
Paul Lamerton	Village maintenance	455.64
Karenza Heald	Clerk's wages and home office expense – Oct, Nov, Dec 2021	1,107.84
Karenza Heald	HMRC – PAYE due for Oct, Nov, Dec 2021	277.00
Karenza Heald	Printing & Zoom	16.67
Karenza Heald	Mileage – attendance of three meetings	43.75
Tartendown Nurseries	Medlar and plum trees plus trees stakes.	115.99

**and any other payments received after the agenda has been distributed.**

It was proposed by Cllr Walker, seconded by Cllr Cartledge-Claus and unanimously agreed by all councillors that the payments listed above are approved. **Resolved.**

It was proposed by Cllr Savery, seconded by Cllr Barton and unanimously agreed by all councillors that a budget of up to £500 is allocated for Mr Paul Lamerton's maintenance costs. **Resolved.**

It was proposed by Cllr Barton, seconded by Cllr Savery and unanimously agreed by all councillors the British Telecom invoice of £157.72 for the defibrillator is approved. **Resolved.**

**111. Review the Community survey responses, agree next steps and prioritise actions. (A.I.6)**

Cllr Francis provided the councillors with a document summarising the responses from the community survey.

(i) The responses demonstrated strong support for 20mph limit in Landrake village. Cllr Mathers asked if the commitment for 20mph limit would include St Erney.

CC Martin Worth joined the discussion. Cornwall Council's proposals for plan A are looking at changing 30mph to 20mph with local consultation. Landrake is on the priority list. There is a government proposal looking at changing 60mph to 40mph for rural lanes.

Government proposal to change 60mph to 40mph.

(ii) Parking is another important issue which was raised. Cllr Francis suggested the council could look into yellow lines along Church Street and /or School Road but that would likely transfer the problems elsewhere in the parish.

Cllr Francis highlighted even with yellow lines it is difficult to enforce.

Cllr Gingell asked the council if to consider whether they would support the proposals for yellow lines in Church Street and /or School Road , adding the yellow lines would only be installed on pinch points.

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CC Martin Worth joined the meeting and suggested the council looks at Cornwall Council' traffic consultation.

It was proposed by Cllr Mathers, seconded by Cllr Cartledge-Claus that the Parish Council agreed to approach Will Glassup, Cormac Highways to arrange a meeting with a view to addressing the wellbeing, safer living and sustainable environment issues relating to the infrastructure of the parish. **Resolved.**

## **112. Planning (A.I.7)**

**Update on planning and to agree to delegate any planning consultee responses, during December to the Parish Clerk, who shall consult with the Councillors by Zoom / email.**

Nothing to report.

It was proposed by Cllr Cartledge-Claus, seconded by Cllr Barton and unanimously agreed by all councillors that the council agrees to delegate any planning applications, which the parish council may be required to submit a consultee response before the next council meeting, to the Parish Clerk. The clerk will then consult with the parish councillors by a Zoom meeting. **Resolved.**

## **113. To consider adopting the seat in Home Park from Cornwall Housing and covering the maintenance costs. (A.I.8)**

It was proposed by Cllr Mathers, seconded by Cllr Barton and unanimously agreed by all councillors that a budget of up to £500 is allocated for the refurbishment of the bench in Home Park.

### **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.**

## **114. Recreation Field (A.I.9)**

No updates.

## **115. Sir Robert Geoffrey Memorial Hall (A.I.10)**

Graham Knowles has indicated to Cllr Gingell that he is likely to resign from the committee in April 2022. The hall is being well used. Cllr Gingell asked if any councillor wishes to put themselves forward to represent the council in the hall committee.

**Action:** Cllr Gingell & Cllr Francis to approach the volunteers who have submitted their details offering to help with the Memorial Hall committee.

## **116. Village playground and village maintenance (A.I.11)**

It was agreed Cllr Gingell would ask the councillor's contractors to check and clear the access of the path from School Road to Higherton.

## **117. Environmental Sustainability Working Group (A.I.12)**

Cllr Mathers advised the next meeting will take place on 18<sup>th</sup> November 2021.

## **118. Community Network Panel (A.I.13)**

Cllr Walker will attend the Teams meeting regarding health & care.

Cllr Gingell advised the flashing lights in School Road have been installed and are working.

## **119 Saltash Area Road Safety (SARS) (A.I.14)**

Next meeting likely to take place in February 2021

## **120 A38 Trerulefoot to Carkeel Safety Project (A.I.15)**

Cllr Francis attended a Teams meeting with National Highways. A presentation has been emailed which will be circulated to all councillors. Various options are being put forward. Any project would need to meet a value for money test. Cllr Francis advised that National Highways have stated the air quality is very much under the responsibility of Cornwall Council. Following discussion, and a recommendation from CC Martin Worth it was agreed the Clerk would contact National Highways to find out if the information is in the public domain or at this stage for Council use only.

## **121. Safe 38 (A.I.16)**

No updates. All Councillors to keep up to date with issues relating to this group.

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## **122. Usage of designated Council email addresses (A.I.17)**

The Clerk requested those councillors who have not already done so to set up the designed gov.uk email addresses adding the website providers can assist any councillors who need help with this.

### **Actions / Items to note.**

#### **123 Correspondence (A.I.18)**

- Local Government Bulletins
- Tamar Bridge Resurfacing
- Tamar Bridge anniversary article and mini film: Press release from Catherine Thomson, Cornwall Council Community Link Officer
- 20mph update: Cornwall Council's Local Transport Plan consultation, [letstalkcornwall.gov.uk/lets-talk-transport](http://letstalkcornwall.gov.uk/lets-talk-transport).
- Planning training for Local Councils: Getting design right now and setting our ambitions for the future - 30 November: 9.30-10.30 am

Cllr Francis – suggested KH publicise the 20mph limit on the Facebook page.

#### **124. To go through the actions from the previous meeting. (A.I.19)**

Cllr Walker agreed to coordinate the questions relating to Barry Jordans questions.

**Action:** KH to forward the original email to all Councillors.

#### **125. Date of next meeting, future items to be included on the next agenda and discuss outstanding actions. (A.I.20)**

##### **Other non-council related items not listed on the agenda raised:**

- Cllr Cartledge-Claus suggested the council writes to Mrs Curtis, the current headmistress, who be leaving Sir Robert at the end of this school term.
- Cllr Savery asked if the council could write to Joanne and Clive Bryce thanking them for producing a Tommy for Remembrance Day. It has been very well received in the community.
- Cllr Savery requested the old noticeboard, previously installed in School Road, is relocated to the war memorial. Cllr Savery will be collating a historical document of those who have served, which can be displayed in the memorial.
- Cllr Gingell said the Christmas tree is arrived on Saturday 4<sup>th</sup> December and anyone who wishes to help can do so.

**Date of the next meeting: 11<sup>th</sup> January 2022.**

The meeting closed at 21:00hrs

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**Precept for 2021-22 = £19,508. An increase of 2.5%.**  
 Number of electorates in Landrake with St Erney Parish = approx. 860

	Approved 2021-22 Budget	Check totals	Budget for 2022- 2023 V2	Check totals
Forecasted opening balances	32837		35664	
<b>Receipts</b>				
Precept	19024		19508	
CTS Grant	353		0	
Grant funding received (CC Community Chest)				
Donations / Fundraising				
Bank interest & compensation	2			
Defibrillator - R Manning				
Fundraising - Mendinnick				
Miscellaneous				
VAT reclaim	537		436	
Total receipts		52753		55608
<b>Payments - from Precept</b>				
1 Wages (Clerks salary + HMRC)	4194		5124	
2 Pension / gratuity (after 3 years employment)				
3 Home office allowance	1000		1000	
4 Office consumables, printing & postage	225		225	
5 Mileage allowance	250		225	
6 CALC / NALC / SLCC subscription	108		404	
7 External audit fee	200		200	
8 Internal audit fee	175		175	
9 Insurance	578		500	
10 War memorial wreath	25		25	
11 Christmas tree / lights	50		100	
12 Donations & Discretionary payments	1155		1150	
15 Website and emails service	200		270	
16 Room Hire	100		150	
17 Village maintenance	7835		7056	
18 Play Park inspection & play park development	750		1650	
19 Bank charges	72		100	
20 Contingencies / sundries	200			
21 Training	150		750	
22 Office equipment				
23 Bins				
24 Defibrillator				

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25 Data Protection fee	35	35
26 Communication		
27 Climate Change & Environment Expenses		
28 Traffic & Transport	1722	
<b>Total payments from precepted income and council tax support grant</b>	<b>19024</b>	<b>19944</b>
Spent from surplus contingency fund		
29 Communication		400
30 Climate Change & Environment Expenses		500
Contingency fund	8651	8386
<b>Ear marked funds</b>		
Election costs	4034	4434
Landrake Football Field Fund	5622	5622
Playground development	2922	
Traffic & Transport	10500	12222
Footpaths		2000
Legal Costs	1000	2000
Covid-19 support / community support projects	1000	1000
	33729	35664

Year	Precept % increase / decrease	Precept increase / decrease	Total Precept £	Council Tax Base	Band D	Band D Council tax change
2022/23	2.50%	£484.00	£19,508	381.53	£51.13	-£1.93
2021/22	13.60%	£2,281.00	£19,024	358.51	£53.06	£7.08
2020/21	0.00%	£0.00	£16,743	364.13	£45.98	-£0.22
2019/20	7.00%	£1,088.79	£16,743	362.44	£46.20	£2.61
2018/19	5.82%	£861	£15,654	359.17	£43.58	£1.18
2017/18	0	£0	£14,793	348.86	£42.40	£0.00
2016/17	0.29%	£43	£14,793	348.86	£42.40	-£1.07
2015/16	22.92%	£2,750	£14,750	339.246	£43.48	£8.05
2014/15			£12,000	338.7	£35.43	n/k