



**Minutes of Parish Council meeting
Tuesday 28th November 2023 at 7pm:
Venue: Sir Robert Geffery Memorial Hall (annex)**

Present: Cllrs M Gingell (Chairman), G Francis, N Owen, R Savery, H Cartledge-Claus, Dr S Walker and D Morris.

In attendance: Mr C Cook - Newly appointed Parish Clerk / RFO, Mrs K J Heald - Resigning Parish Clerk / RFO and Cornwall Councillor Martin Worth.

106. Welcome, introductions and Chairman's announcements (A.I.1)

Cllr Gingell opened the meeting at 19:01hrs and welcomed Mr Christopher Cook, who had been appointed as the new Parish Clerk / Responsible Finance Officer. All Councillors' present introduced themselves and gave a brief overview on how long they had served as Parish Councillors, how long they have lived in the Parish and what attributes they bring to the Council.

107. To receive declarations of interests on any agenda item and if relevant to approve any requests for dispensations. (A.I.2)

None.

108. Open forum and Cornwall Councillor report (15 – 30 minutes) A.I.3)

Cornwall Councillor Martin Worth

Thanks were given to Karenza Heald for who work whilst serving as Parish Clerk for Landrake with St Erney Parish Council.

CC Martin Worth noted he was asked to give a reference for Christopher Cook and added an endorsement that he thoroughly supports C Cook joining Landrake with St Erney Parish Council. Additional updates from CC Martin Worth:

- Cornwall Council Customer and Support Overview and Scrutiny Committee held an extraordinary meeting on Monday 27th November 2023 in the leader addressed the committee and details were provided on the proposed Level 2 deal.
- A resolution was passed, and recommendations put forward to the cabinet meeting on 28th November 2023.
- The Level 2 Deal was endorsed by the cabinet includes delivering implementation of activities regarding adult education.
- CC Martin Worth was in support of the Level 3, which is not going ahead. Whilst there will not be 130 million pounds in funding there will be other opportunities. A new reference group, made up of 5 leaders will be set up.
- CC Martin Worth asked the Councillors if Landrake would benefit from a 'hail and ride' 16 seater 'red bus' service on a Wednesday morning. The service would go to Fore Street, in Saltash, Waitrose and Tamar Garden Centre. The Councillors felt this service would be beneficial, particularly helpful for Doctors' appointments. CC Martin Worth added the facility would send a positive environmental message.

109. Apologies for absence (A.I.4)

Apologies received from Cllrs K Smeardon, P Mathers and P Barton.

110. Appointment of replacement Clerk / Responsible Finance Officer (A.I.5)

110.1 Cllr Gingell provided an update on the interview process. Out of five selected candidates, three applicants were shortlisted for an interview. The Interview Panel's decision to appoint Christopher Cook as Parish Clerk / Responsible Finance Officer for Landrake with St Erney Parish Council, for twenty-eight contracted hours per month, Spinal Column Point (SCP19), plus £1,000 per annum for use of home office, was ratified by the Parish Council.



110.2 It was proposed by Cllr Gingell, seconded by Cllr Francis and unanimously agreed by all Councillors that Christopher Cook is appointed as service administrator for Unity Trust Bank and Nationwide Building Society. **Resolved.**

111. Minutes of last meeting (A.I.6)

Cllr D Morris noted she was in attendance during the meeting held on 10th October 2023, but her name was omitted on the minutes. It was proposed by Cllr Owen, seconded by Cllr Savery and unanimously agreed by all Councillors, that subject to the attendance amendment, the minutes of the meeting held on 10th October 2023 are approved as a true and accurate record of the meeting. **Resolved**

112. Finance (A.I.7)

112.1 To note the Council's bank balance.

Cllr Gingell noted the bank balance in Unity Trust bank account was £21,626.17

112.2 To review the Clerk's budget report, collated following a finance review meeting with the Finance Working Group, and to:

- (i) approve the budget for 2024-25 and
- (ii) approve the recommended precept submission

K Heald, went through the budget report. It was proposed by Cllr Gingell, seconded by Cllr Francis that the Council approves the budget and precept submission, of £21,144, as presented in the report presented by the resigning Clerk. See appendix 2.

112.3 Parish Council payments

a. **Approval of payments as detailed** (where applicable amounts include reclaimable V.A.T.) and to agree payment of any invoices received after the distribution of the agenda, presented in the meeting.

Recipient	Details	Amount
Complete Business Solutions	Ink Cartridges	21.25 23.76
K Heald	Mileage – November meeting and interviews	22.50
K Heald	October & November wages, home office allowance and gratuity payment.	1,079.50
K Heald	Office expenses	13,14
HMRC	PAYE – October & November 2023	269.60
Landrake Foodbank	Donation (Food parcels)	50.00
Tim Lamerton	Village maintenance – March 2023	299.50

Cllr Walker noted the payment for Landrake Foodbank was incorrectly listed on the agenda as Saltash Foodbank and also highlighted that she is a trustee of Saltash Foodbank and parishioners can be referred to Saltash Foodbank.

It as proposed by Cllr Owen, seconded by Cllr Cartledge-Claus and unanimously agreed by all Councillors that the payments as presented are approved. **Resolved.**

113. Planning (A.I.8)

113.1 Updates from Cornwall Council

PA23/08781: BT intends to install fixed line broadband electronic communications apparatus – Advice given

It was noted that communication had been received from Three regarding the proposed radio mast at School Road – communication received stating they will not proceed at this time and will engage with the Parish Council. Action: Clerk to write to Sheryll Murray thanking her for her involvement and asking her to keep in touch with Three.



114. Minute books (A.I.9)

A quotation had been received from Tom O' Reilly for a book binding service of the Parish Council's minutes. The quotation of £80.00 per minute book and each minute book would consist of minutes for four years. It was proposed by Cllr Gingell, seconded by Cllr Owen and unanimously agreed by all Councillors to approve quotation (totally £320) as presented. **Resolved.**

Standing items for update / reporting - except where noted on the agenda that a decision is required. To minimise the timing of the meeting Councillors are asked to read submitted reports and submit comments / queries prior to the meeting.

115. Recreation Field (A.I.10)

Update received from Cllr Gingell. The dustbin has been stolen and may need replacing. The Council may need to investigate the installation of security cameras. Recommendation: "Surveillance in place" signage installed.

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

Update from Cllr Gingell – the pathway from Highertown to School Road needs clearing. The response from Cornwall Highways regarding the cost of installing a pedestrian rail (The railings, joiners and posts for its length to highway specification would nearly be £9,000 on materials alone, before the construction time) was discussed. Cllr Owen recommended approaching the residents and investigate the option of the Parish Council funding the installation of a rail on the neighbour's wall.

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

No updates

118. Community Area Partnership (formerly Community Network Panel) (A.I.13)

Cllr Francis noted an inaccuracy in the Community Area Partnership meeting notes regarding the Highway Improvement Schemes and Church Street traffic restrictions. An email has been sent to the Community Support Assistant. See appendix 3

118.1 Saltash Area Road Safety (SARS) (A.I.14)

The organisation wrote to Highways about the radio mast. Next meeting in January 2024.

118.2 A38 Trerulefoot to Carkeel Safety Project: Update on proposed meetings. (A.I.15)

No update.

Actions / Items to note.

119. Correspondence (A.I.17)

- **Local Government Bulletins**
- **Menheniot Parish Council:** PC Economic Development Group
- **Cornwall Association of Local Councils:** Training courses
- **Cornwall Association of Local Councils:** CALC: Martyn's Law briefing last week, presentation slides and further documentation
- **Tamar Valley National Landscape:** New name for Area of Outstanding Natural Beauty.
- **Cornwall Council:** Community Capacity Fund - COM001-99 Pigshill and Clarrick Woods CIC
- **Cornwall Council:** Community Capacity Fund Application by the Peninsula Trust - The Old Ship Inn
- **Cubert Parish Council:** Cornwall Council Street Cleaning and Public Waste Bin Clearance

Cllr Gingell noted the Christmas tree will be arriving on Saturday 2nd December 2023.

This being the last meeting before Christmas the Chairman wished everyone a happy Christmas and best wishes for the new year.

The meeting closed at 20:04hrs.



Open forum and Cornwall Councillor report (15 – 30 minutes) A.I.3)

Appendix 1: Cornwall Council Cabinet meeting held on Tuesday 28th November 2023

RESOLVED:

1. That Cabinet considers the contents of the report, including the relevant responses from the public consultation and engagement exercises on the previous proposed Level 3 Cornwall Devolution Deal, plus the comments of the Extraordinary Customer and Support Services Overview and Scrutiny Committee on 27 November 2023 and accepts the proposed Level 2 Cornwall Devolution Deal as set out in Appendix 1 to the report.
2. That:
 - a) Receipt of a grant of £467,071 to deliver implementation activities associated with the devolution of the Adult Education Budget to Cornwall Council be approved.
 - b) The revenue budget be uplifted by the amount of grant received for the implementation of the Adult Education Budget.
 - c) Authority be delegated to the Chief Executive to sign the Adult Education Budget – Implementation Funding Memorandum of Understanding with the Department for Education.
3. That the Integration Plan for the Cornwall and Isles of Scilly Local Enterprise Partnership, set out in Section 7 of the report and Appendix 3 to the report, including the proposals for a new Cornwall and Isles of Scilly Economic Forum, be approved 'in-principle', subject to consultation with stakeholders.
4. That Cabinet supports the setting up of a reference group, made up of the five leaders of the political groups represented on Cornwall Council, to oversee the development of a 'Cornwall White Paper', as outlined in Section 3 of the report and Appendix 4 to the report.
5. That authority be delegated to the Chief Executive, in consultation with the Leader, the Monitoring Officer and the Section 151 Officer, to carry out all necessary steps to formally complete the proposed Level 2 Cornwall Devolution Deal, including submitting the outcome of the public consultation to Government and consenting to the regulations which passes statutory functions to the Council, and to complete, submit and implement the Integration Plan.

Appendix 2: Landrake with St Erney Parish Council – Budget / Precept report 2023/24

	Budget			Budget			Budget			Budget	
	2024-25			2023-24			2022-23			2021-22	
Opening balance		62123			60261			35664			57837
Receipts											
Precept	21144			19508			19508			19024	
CTS Grant										353	
Grant funding received											
Bank interest	1750			200						2	
VAT reclaim	700			678			436			537	
		23594			20386			19944			19916
Total receipts		85717			80647			55608			77753
Budget											
Staffing costs	5628			5500			5124			4194	
Pension / gratuity	0			206							
Home office allowance	1000			1000			1000			1000	
Office consumables, printing & postage	150			225			225			225	
Mileage allowance	200			175			225			250	
SLCC / CALC / NALC	450			450			404			108	
Audit fee				200			200			200	
Internal audit fee	200			200			175			175	
Insurance	1000			600			500			578	
War memorial wreath	25			25			25			25	
Christmas tree / lights	100			125			100			50	
Donations and Community support	1495			1150			1150			1155	
Website	270			270			270			200	

Approved by _____ During the meeting held on _____ Minute _____

Room Hire	200		150		150		100
Village maintenance	9800		7000		6556		7349
Bin emptying	900		1000		500		486
Play park development	858		1000		1650		750
Bank charges	80		100		100		72
Professional services							
Data protection fee	35		35		35		35
Councillor and staff training	350		1000		750		150
Election costs	210		500				
Traffic & transport							1722
Communication	150						
Council assets							
Office equipment							
Bins			300				
Defibrillator (broadband & maintenance)	600		900		805		
Village environment			500		900		
Miscellaneous							200
Total expenses funds from budgeted income	23701			22611		20844	19024
Budgeted reserves							
Build up variance on closing balance							
Surplus / contingency fund - Recommendation 50% of operating costs	9829		9269		5673		8651
Earmarked funds							
Sir Robert Geffery Hall	25000		25000				25000
Election costs	4934		4434		4434		4034
Landrake Football Field Fund	5622		5622		5622		5622
Carnival Committee	978		978				
Footpaths	2000		2000		2000		

Approved by _____ During the meeting held on _____ Minute _____

Clerk's Pension Gratuity Fund										
Playground development	3653			2733			1813			2922
Traffic & transport	8000			8000			12222			10500
Legal costs	2000						2000			1000
Covid-19 support / community support projects							1000			1000
Total reserves		62016			58036			34764		58729
TOTAL BUDGET		85717			80647			55608		77753

	Budget		Actual + Forecast	
	2024-25		2023-24	
Opening balance		62123		62123
Receipts				
Precept	21144		19508	
CTS Grant				
Grant funding received			200	
Bank interest	1750		1746	
VAT reclaim	700		765	
		23594		22219
Total receipts		85717		84342
Budget				
Staffing costs	5628		5292	
Pension / gratuity	0		0	
Home office allowance	1000		1000	
Office consumables, printing & postage	150		124	
Mileage allowance	200		143	
SLCC / CALC / NALC	450		414	
Audit fee			0	

Approved by _____ During the meeting held on _____ Minute _____

Internal audit fee	200			150	
Insurance	1000			768	
War memorial wreath	25			0	
Christmas tree / lights	100			100	
Donations and Community support	1495			1225	
Website	270			207	
Room Hire	200			150	
Village maintenance	9800			9492	
Bin emptying	900			728	
Play Park development	858			79	
Bank charges	80			54	
Professional services				1400	
Data protection fee	35			35	
Councillor and staff training	350			338	
Election costs	210				
Traffic & transport					
Communication	150			150	
Council assets					
Office equipment					
Bins				300	
Defibrillator (broadband & maintenance)	600			540	
Village environment					
Miscellaneous					
Total expenses funds from budgeted income		23701			22689
Budgeted reserves					
Build up variance on closing balance					
Surplus / contingency fund - Recommendation 50% of operating costs	9829				
Earmarked funds					
Sir Robert Geffery Hall	25000			25000	

Approved by _____ During the meeting held on _____ Minute _____

Election costs	4934				
Landrake Football Field Fund	5622				
Carnival Committee	978				
Footpaths	2000				
Clerk's Pension Gratuity Fund					
Playground development	3653				
Traffic & transport	8000				
Legal costs	2000				
Total reserves		62016			25000
TOTAL BUDGET		85717			

Appendix 3: Email from Cllr Francis, CAP representative

I have just noticed this in the attachment – There have been a number of objections to the proposals for Landrake. The local stakeholders are considering an additional local consultation. This will cause delay and additional cost (and will impact on the other schemes within the year 1 TRO

FYI, we held a further public meeting within the parish earlier this year which was attended by CC Martin Worth and the Saltash Fire brigade who outlined their views. In consultation with Cormac, the Parish Council proposed a revised slightly reduced scope of double yellow lines. Will very helpfully came out to meet with us to agree the amendments. As far as I know this statement above is historical and should probably be changed to something like what is shown below. .

There were a number of objections to the proposals for Landrake, following which a reduced scope of traffic restrictions was agreed with Cormac, who included the revised scope in the TRO.

As far as I know our revised scheme is due to be implemented before March 2024, and the reason for delay has been a shortage of the appropriate staff to carry out the scheme.

If Will could confirm the position that would be great as I would not want the Gateway councils to think that Landrake is holding up other projects. Would you be able to revise the attached?

Approved by _____ During the meeting held on _____ Minute _____