



Landrake & St Erney Parish Council

www.landrakeparishcouncil.gov.uk

PUBLIC MEETING OF THE PARISH COUNCIL

Tuesday 9th April 2024

Present: Councillor Gingell (Chairman)

Councillors Barton, Cartledge-Claus, Mathers, Morris, Smeardon & Walker (Vice Chair).

Also in attendance:

Christopher Cook - Parish Clerk & Responsible Financial Officer.

Members of the public: 5

Members of the public were permitted to speak on each Agenda item for a period of 3 minutes. This meeting was advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, and members of the public. The public were advised that whilst every effort is taken to ensure that members of the public would not be filmed, it could not be guaranteed.

Minutes 9th April 2024

187/2024 Chair's Welcome & Announcements

Cllr Gingell (Chairman) welcomed residents to the Public Meeting of the Parish Council and delivered Health and Safety housekeeping rules.

Social distancing and Covid-19 measures were observed, such as ventilation.

No one intended recording the meeting.

188 Public participation

A resident on the Landrake church PCC explained that a resident had recently been feeding birds in the graveyard area and this was attracting rats and other vermin. The number of incidents were increasing despite the PCC writing to the resident requesting that, for health reasons, that leaving bird food on the ground should cease as it was creating a hazard with burrowing rats. As the resident had not complied with the request the Chairman stated that the Parish Council would support the PCC with this issue which should now be addressed directly with Cornwall Council Environmental Services. A copy of the letter to the Environmental Services should also be sent to the resident concerned.



Cllr Smeardon and Morris raised the point that some residents in the vicinity to the proposed development at Pencavo were concerned that the conditions which the Parish Council applied to the development when supporting in principle the development (subject to conditions) would not ultimately be applied.

The Chairman pointed out that the Parish Council had carried out their duty in addressing the Planning application (PA24/01212) and listening to resident's concerns at the Public Meeting held 12th March 2024 (item 10). Councillors had carried out their duty and the matter now rested with the Cornwall Planning Department. The Clerk pointed out that residents had the opportunity to make their own comments on the Planning Portal. The Council await to learn of the outcome of the Planning Application, and it is the duty of the Planning Development Officer to raise the 'conditions' applying to any support for the application as previously highlighted by Parish Councillors. The Clerk reminded Councillors of the vote taken at the last Public meeting.

Councillors **Resolved** to note.

189 To receive Apologies for Absence and approve the reasons given

Cllrs Savery & Owen, and Martin Worth – County Councillor

Councillors **Resolved** to note.

190 Declarations of Interest

Councillors **Resolved** that no Councillors declared pecuniary or non-pecuniary interests.

Councillors **Resolved** that no Councillors were liable for written Dispensations or Gifts.

191 Minutes of the Public Meeting held on the 12th March 2024

Minutes (draft) 12th March 2024 - Proposed Cllr Walker (Vice Chair), seconded Cllr Barton.
6 agreed, 1 abstention.

Councillors **Resolved** to approve the draft Minutes.

192 Matters arising from the draft Minutes for report purposes only.

No matters arising.

193 A Report from Cornwall Councillor Martin Worth

No report

194 Finance

A Accounts for Payment April 2024



The Accounts for payment were proposed Cllr Walker (Vice Chair), seconded Cllr Barton. All agreed

Councillors **Resolved** to approve the accounts for payment.

The Responsible Financial Officer explained the following Year End statements which would be included in the Internal Audit process and which had previously been circulated to Councillors for information.

Year End Accounts for Internal Audit (www.landrakeparishcouncil.gov.uk)

- (i) **Supporting Statement to Receipts & Payments Account & Section 137**
- (ii) **Receipts & Payments Summary 2023/2024**
- (iii) **Summary Receipts & Payments Account 2023/2024**
- (iv) **Statement of Income & Expenditure 2023/2024**
- (v) **Over £100 payments listing 2023/2024**

Documents 194 (A) (i) & (ii) were duly signed by the Parish Council Chairman and Responsible Financial Officer. Proposed Cllr Walker (Vice Chair), seconded Cllr Mathers. All agreed.

Councillors **Resolved** to note and approve the end of year Accounts for Internal Audit.

B Bank reconciliation and Earmarked Funds (EMF)

The Unity Trust bank balance was reported as **£12,290.04**
The Nationwide Earmarked Funds as **£52,458.69 (excluding March interest)**
EMF **£27,458.69** & Sir Robert Geffery Hall (SGR) **£25,000.00** total **£52,458.69**

Refer to Finance report at www.landrakeparishcouncil.gov.uk

Councillors **Resolved** to note.

195 Planning <http://planning.cornwall.gov.uk/online-applications>

New Planning Applications – One received

Application PA24/01659

Proposal Residential conversion and rear extension of part of building

Location Bullers Arms The Square Landrake Saltash

Grid Ref 237423 / 60561

Councillors considered the Application a suitable development which should assist with car parking congestion in the area. Most of the development is at the rear of the property.

Cllr Walker (Vice Chair) proposed, Cllr Barton seconded support for the application.



Councillors voted – 7 Support. 0 Reject. 0 Abstain.

Councillors **Resolved** to SUPPORT Application PA24/01659

Planning Application Decisions – None received

Planning Application for Information – None received

Planning Applications received after Agenda published – None received

Councillors **Resolved** to note.

196 Recreation Field

Cllr Gingell (Chairman) reported that an inventory of keys would be undertaken. The play nets at the Recreation Field required repair following recent fire damage.

Councillors **Resolved** to note.

197 Village Playground and village maintenance

Cllr Gingell (Chairman) advised that the annual play equipment inspection will take place by ROSPA towards the end of April.

Three trees had been identified as damaged during recent storms and fallen branches were causing a hazard to the public. Two of the trees appeared to be suffering from Ash Dieback and required immediate inspection / remedial works. Cllr Gingell (Chairman) also identified the grass verge leading out of Landrake onto the A38 which has been driven over by lorries / buses. A pillar would stop drivers using the verge as a shortcut.

A meeting is planned with Will Glassup (CORMAC Highways Manager) to address the fallen trees and damaged verge.

Councillors **Resolved** to note.

ACTION: Clerk to contact the Highways Manager and arrange a site meeting during April.

198 Environmental Sustainability

The Meeting planned with the Sir Robert Geffery school was cancelled and re-arranged for 19th April 2024. Cllrs Gingell (Chairman), Walker (Vice Chair) & Mathers would attend.

Cllr Mathers noted that many of the Chestnut trees were now in leaf and flourishing, and also thanked Reeford Manning for the maintenance work in the village carefully trimming areas whilst still allowing daffodils to bloom.

Councillors **Resolved** to note.



199 Cornwall Area Partnerships (CAPs)

The next (CAPs) Meeting is scheduled for 4th June 2024

Cllr Smeardon advised that (CAPS) recommend that all Councils should consider Community assets and areas which are valued in the Community in order that they be incorporated into the Parish Plan.

Councillors **Resolved** to note.

200 Saltash Area Road Safety (SARS)

No report.

201 A38 Trerulefoot to Carkeel Safety Project

No report.

202 Neighbourhood Development Plan (NDP)

Cllr Walker (Vice Chair) stated that it was her intention to revisit the (NDP) Plan and that the Parish Plan should be reviewed too. Cllrs Morris & Smeardon agreed to review the Parish Plan and to recommend modifications to the Plan in order to incorporate any items raised by the Community from the Monkey Survey that was completed a few years ago. Cllr Walker (Vice Chair) stated that it was important to align the (NDP) with current issues such as Agricultural, sustainability and business needs in the Community.

Councillors **Resolved** to note.

203 Clerk's items

The Clerk explained that the Planning Application PA24/00603 generates a Community Infrastructure Levy (CIL) charge of £28,009.49 collectable by Cornwall Council. The Parish Council will receive 25% of any (CIL) monies received and will be paid in tranches to the Council during 2024/25. Cornwall Planning Development team should advise the Council when payments are received.

ACTION: The Clerk to advise when Community Infrastructure Levy funds are received by the Parish Council around Autumn 2024 and Spring 2025.

Forming part of the internal audit and Governance procedures the following amended policies were distributed to Councillors-

- (ii) Policies for adoption-
 - Financial Risk Assessment
 - Financial Reserves Policy
 - Fraud statement



Bad Debts Policy

Expenses Policy

Model Publications Scheme

Cllr Gingell (Chairman) proposed adoption of the above Policies. All agreed.

The Clerk confirmed that a Service Level Agreement (SLA) with Cornwall Council Legal Services was put in place 1st April 2024 enabling the Parish Council to use the service if required in the future.

Councillors **Resolved** to note and adopt the Governance Policies listed above.

204 Correspondence

None.

Cllr Walker (Vice Chair) asked about the (NDP) development. This item would be discussed at the next Public Meeting 9th April 2024.

Cllr Smeardon identified the directional sign at Fairviews which required repair.

ACTION: Cllr Gingell (Chairman) to arrange for the damage to be repaired under village maintenance.

Councillors **Resolved** to note.

205 Public Bodies (Admission to Meetings) Act 1960

To Resolve that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the public and press leave the meeting because of the confidential nature of the business to be transacted.

206 Casual Vacancy application

Cllr Gingell (Chairman) reported that an application to stand as Parish Councillor had been received from Mr Paul Hooper. The Council had the power to co-opt a Councillor. The Chairman invited members of the public to stay in the meeting for the purposes of hearing from the applicant and to let him have the floor to introduce himself.

The Meeting **Resolved** and agreed to co-opt Paul Hooper to fill the Councillor vacancy.

Proposed Cllr. Gingell (Chairman), seconded Cllr Barton (Vice Chair). All agreed.

Cllr Hooper was congratulated and joined the Councillors.

Cllr Hooper signed the Acceptance of Office of Councillor form and was handed the Register of Interests form for completion.

207 Public Bodies

To Resolve that the public and press be re-admitted to the meeting.



208 Date of next meeting

The next Meeting of the Council will be the **Annual Meeting of the Parish Council** on Tuesday 14th May 2024 at 7:00pm in the Sir Robert Geffery Memorial Hall (covid safe). The (APM) would include a presentation regarding the Solomon Browne Room redevelopment project. The (APM) would immediately be followed by the Public Meeting business.

The Parish Council would continue to follow any instructions from CALC concerning the COVID -19 situation in connection with forthcoming Public Meetings. The choice to meet face to face was now an option with safety guidelines applying.

Please refer to www.landrakeparishcouncil.gov.uk for further details.

209 End of meeting 20:30

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Signed (Chairman)

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Date



Hall Committee briefing – Sir Robert Geffery Hall (sole Trustees)

Cllr Gingell (Chairman) updated Councillors with a precis of recent events surrounding the (SBR) Project, paying particular thanks to both Graeme Francis and Paul Hooper for all their work, and for Dick Kingswell in providing a forecast on Hall income for 2024/2025.

CURRENT POSITION

The Chairman advised Councillors regarding the following issues-

- Progress of the Build Project
- Architect's drawing is completed and the Planning Application submitted to Cornwall Council
- The current Cornwall levelling up Grant monies £10,200 has been spent. Further funding to be sought from Cornwall Council to address overspend which includes Legal fees
- The Lease and Assignment from Wellers Hedleys Solicitors has now been received for signing off
- Steve Carey (Accountancy Services) completed a business and cashflow programme
- Architect now in a position to complete the Planning Application (end March/early April). The Application is dependent on receiving all survey reports
- Planning application subject to receiving all survey and structural engineering and environmental reports
- Two Parish Councillors appointed as the Trustee 'go between' for the brief transfer of interest to the Parish Council. Cllrs Barton & Cartledge-Claus volunteered as the temporary Trustees
- Appointment made regarding solar panels companies for panels to be installed for the SRG Hall and Solomon Browne Room. Quotes are awaited.
- An Expressions of Interest form has been submitted to Cornwall Council levelling up project leader. Awaiting response as to suitability for the main fund bid process.
- Paul Hooper and the Hall Committee to acquire 3 quotations to rebuild and refurbish the (SBR). A Tender Procurement process will follow when all quotations are received. Local 'medium sized. Building companies are being invited to tender.
- **The Public Meeting 14th May 2024 to be treated as the Annual Parish Meeting for all Residents of the Parish. A Presentation regarding the (SBR) project and Architect's update to be included in the presentation.**

Christopher Cook – Parish Clerk & RFO

24 Rashleigh Avenue Saltash PL12 4NS Tel 07523 005414

clerk@landrakeparishcouncil.gov.uk www.landrakeparishcouncil.gov.uk