



Landrake & St Erney Parish Council

www.landrakeparishcouncil.gov.uk

ANNUAL MEETING OF THE PARISH COUNCIL

Tuesday 20th May 2025

Present: Councillor Gingell (Chairman)

Councillors: Cartledge-Claus, Hooper (Vice Chair), Jackson, Morris, & Owen

Also in attendance:

Christopher Cook - Parish Clerk & Responsible Financial Officer.

Members of the public: **3**

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 20th May 2025

400/2025 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.

Cllr Gingell (Chairman) welcomed Cllr Emma Jackson as a newly elected Parish Councillor. The Local Election 1st May 2025 was uncontested for the Parish of Landrake with St. Erney and 8 Councillors took their seats. This resulted in the Parish Council operating two Councillors short. A Co-option process would be advertised in June / July and hopefully two replacement Councillors will be appointed.

401 Election of Chairman

Cllr Gingell was nominated by Cllr Cartledge-Claus, seconded Cllr Morris.

There being no other nominations, Councillors resolved that Cllr Gingell be elected as Chairman for the year to May 2026.



Cllr Gingell signed the Acceptance of Office form.

402 Election of Vice Chairman

Cllr Hooper was nominated by Cllr Gingell (Chairman), seconded Cllr Cartledge-Claus.

There being no other nominations, Councillors resolved that Cllr Hooper be elected as Vice Chairman for the year to May 2026.

Cllr Hooper signed the Acceptance of Office form.

403

Councillors resolved to note that all Election procedures had been adhered to following the Local Elections 1st May 2025. See Agenda Item 403 details.

404

Councillors resolved to note that the Parish Council had two vacancies for co-option.

405 Public participation

Councillors were advised by a representative from St Michael's Parish Church that a homeless individual had been receiving shelter and food from the Parish pantry. The individual was becoming aggressive with members of the public and the events had been reported to Saltash police who are monitoring the situation.

Representatives from Plymouth ECO football addressed Councillors.

A report regarding the use of Landrake Recreation Field for football, and the 'pitch proposal' had been circulated to Councillors for information.

Plymouth ECO are interested in developing youth and ladies' teams to the area as well as the men's teams. They are also interested in fund raising projects in the village.

Details of how Plymouth ECO manage match days, parking arrangements, patrolling of traffic, staffing of games and the use of facilities in the village were explained.

Councillors were in principle supportive of the Plymouth ECO proposals. (see item 416)

Councillors **Resolved** to note this report.



406 To receive Apologies for Absence and approve the reasons given

Cllr Savery (personal), Cllr Barton (illness)

Councillors **Resolved** to note.

407 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.

Councillors **Resolved** to note.

408 To approve and sign as a correct record the draft Minutes of the Public Meeting of the Parish Council held on Tuesday 8th April 2025 (LGA 1972 sch.12 para 41(1))

Minutes (draft) 8th April 2025 - Proposed Cllr Hooper (Vice Chair), seconded Cllr Morris 3 agreed. 3 abstentions.

Councillors **Resolved** to approve the draft Minutes for 8th April 2025.

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

None.

410 A Report from Cornwall Councillor Paul Cador

Councillors not present. No report.

411 Finance

A Accounts for Payment May 2025

The Accounts for payment were proposed Cllr Gingell (Chairman), seconded Cllr Owen. All agreed.

Councillors noted the increase in the annual insurance premium for 2025/2026 in the sum of £213.57.

Councillors **Resolved** to approve payments for **May**.

B Direct bank payments & Receipts for information

All bank receipts for this period £0.00 Total receipts 2025/2026 are £12,051.50

Total receipts Account 1 2024/2025 are £12,051.50



Total receipts Account 2 2024/2025 are £0.00

Nationwide – Interest received at 1st May 2025 = £86.03

Nationwide Account balance £27,667.55 pending closure of Account and opening of new Unity Trust Account 2 to attract business account interest.

MOTION – to create Unity Trust Account 2 and pump-prime Account with £5,000.

Cllr Gingell (Chairman) proposed, Cllr Hooper (Vice Chair) seconded the MOTION.

Councillors **Resolved** to transfer the sum of £5,000 to the new Unity Trust Account.

C Bank reconciliation and Earmarked Funds (EMF)

Unity Trust bank balance - **£21,909**

Nationwide balance (EMF funds) = **£27,667** including April 2025 interest.

The Parish Council are in the process of closing the Nationwide Bank account for the Council's Earmarked reserve funds, and transferring the sum of £27,490.46 to a new Unity Trust Bank account with effect from early April 2025. The new account became active 20th May 2025.

Total receipts 2025 / 2026 **£12,051** (Unity Trust) & **£86** (Nationwide).

Bank balance reconciliation all Accounts **£49,576**

Councillors **Resolved** to note all Finance balances.

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

Councillors **Resolved** to note the Finance report.

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

New Planning Applications – None received

Application PA25/02720

Proposal Listed building consent for amendments to west gable and associated landscaping. Reinstatement of window to south. amend the heating source from GSHP to ASHP to accompany a Non-Material Amendment Application (PA25/02754)

Location Lantallack Barn Landrake Saltash Cornwall

Grid Ref 235797 / 60397



Councillors reflected on the background to the development and noted the non-material amendment, and that the barn is being developed for agricultural use.

Cllr Gingell (Chairman) proposed, Cllr Owen seconded support for PA25/02720. All agreed.

Councillors Resolved to SUPPORT Planning Application PA25/02720

Planning Application Decisions – Three received

Application PA25/00349

Proposal Construction of timber framed agricultural building

Location Lying immediately to the North of the entrance to the field North
West of Tartendown Cross PL12 5AG

Planning Application PA25/00349 APPROVED 9th April 2025

Application PA25/00046

Proposal Proposed polytunnel

Location Land south of Flagstaff Landrake Cornwall PL12 5ER

Planning Application PA25/00046 APPROVED 16th April 2025

Application PA25/01183

Proposal New access and driveway

Location 8 The Crescent Landrake Cornwall PL12 5EJ

Planning Application PA25/01183 APPROVED 16th April 2025

Planning Application – For Information

Application PA25/02754

Proposal Non-Material Amendment in relation to decision notice
PA20/05004 dated 14.08.2020, namely 1) Amendments to West
Gable and associated landscaping. 2) Reinstatement of window
to South. 3) Amend the heating source from GSHP to ASHP.

Location Lantallack Barn Landrake Saltash Cornwall

Non-Material Amendment to note 7th April 2025

Application PA23/06586

Proposal Application for a modification of a Planning obligation in
respect of Application E2/91/00669/F dated 6th August 1991.



Location Hay Lake Farm Landrake Saltash PL12 5AE

Modification of S52/S106 agreed 11th April 2025

Planning Application received after Agenda issue – To be advised

Application PA25/02736 (received 14th May 2025)

Proposal Proposed barn conversion into a dwelling house

Location Land north east of Lower Cuttivett Landrake Saltash PL12 5AW

Grid Ref. 236046 / 62263

Councillors considered that there were similar developments in the area and that the proposal was in reasonable proportions and would improve and enhance the land at Lower Cuttivett.

Cllr Gingell (Chairman) proposed, Cllr Hooper (Vice Chair) seconded support for PA25/02736. All agreed.

Councillors Resolved to SUPPORT Planning Application PA25/02736

Councillors **Resolved** to note all Planning matters.

413 Resolutions

1. To receive a Financial Statement for the year ending 31st March 2025

(a) To receive the Internal Auditor's Report and note its contents

(b) To approve the Annual Governance Statement (Section 1)

(c) To approve the Accounting Statement (Section 2)

(d) To set the commencement date for the exercise of Public Rights

(documents (b), (c) to be signed 20th May 2025)

Resolution – Conflict of Interest confirmation required by External Auditors

Cllr Gingell (Chairman) proposed, Cllr Hooper (Vice Chairman) seconded acceptance of the AGAR Sections 1 & 2 presented by the (RFO) and the Conflict of Interests return. All agreed.

Councillors **Resolved** to approve item 1567 (b), (c) and Conflict of Interests Form.

Councillors **Resolved** to note item 1567 (a) & (d).



2. The General Power of Competence – The original report from the Parish Clerk 14th May 2024 refers. New General Power of Competence to be approved post Local Elections 1st May 2025. The Election was uncontested and Landrake with St Erney Parish Council have a complement of 8 Councillors. 2 Councillors will be required to fill the vacancies by co-option. Landrake with St Erney Parish Council meet the 2/3rds criteria of elected Councillors.

- (i) That the Council confirms that it meets the two required criteria for eligibility at the time of this Meeting to exercise the General Power of Competence (GPC).**
- (ii) That the Council resolves to adopt to use the General Power of Competence.**

The above conditions of an Electoral mandate and (CiLCA) qualified Clerk for (GPC) remain in force at 19th May 2025. (Prescribed conditions order 2012 (SI 2012 965) Paragraph 2 for Resolution to be passed.

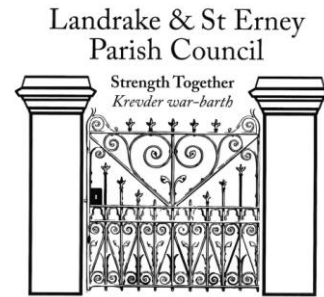
Cllr Hooper (Vice Chair) proposed, Cllr Jackson seconded adoption of the (GPC). All agreed.

Councillors **Resolved** to adopt procedures under Item 2 above and note that the Parish Council qualifies for the (GPC) power.

414 Governance

- 1. Review of Policies & Procedures due May 2025**
- 2. Model Publications Scheme 2025 (for information)**
- 3. Review of the Parish Council's Insurance Portfolio & Asset Register 2025.**
- 4. To confirm the re-appointment of Mr Ian Biffen as the Parish Council's Internal Auditor.**
- 5. Councillor's representatives and Committees 2025/2026.**
- 6. Review Council Banking arrangements & Signatories to account.**
- 7. To appoint the Parish Clerk as the section 151 Finance Officer for 2025/2026.**
- 8. To adopt the Model Standing Orders (NALC) updated 2025.**
- 9. To reaffirm the Model Financial Regulations (NALC) 2024 adopted 22nd May 2024**

Councillors agreed that under item 5 'representatives' Cllr. Savery would represent the Parish Council at Cornwall Area Partnership (CAPs) meetings. The next meeting



being at St. Germans on the 23rd June 2025 @6.00pm. Cllr. Owen would provide representation on the SAFE A38 working group.

Cllr Gingell (Chairman) proposed, Cllr Owen seconded adoption of all the Governance Policies and Procedures items 1 – 9. All agreed.

Councillors **resolved** to adopt the Governance procedures and make the appointments as listed.

415 Neighbourhood Development Plan & Parish Plan

No further action.

416 Recreation Field

Cllr Gingell (Chairman) expanded on the potential use of the Recreation Field and a trial period for the pitch proposal (see item 405). The Plymouth ECO would need to register with the S. E. Cornish league before a Licence Agreement with the Parish Council could be entered into.

Action: The Clerk to produce a draft Licence Agreement for the Chairman to manipulate in respect to the Parish Council.

Councillors **Resolved** to note this report.

417 Village Playground and village maintenance

Cllr Gingell (Chairman) stated the playground equipment inspection report from RoSPA highlighted a few minor improvements to play equipment. The items in the report will be addressed.

Councillors **Resolved** to note this report.

418 Other Councillor reports

Cllr Jackson reported that a Proms at the Pub event was planned for 20th September 2025, and that any funds raised would be directed to the playground equipment (EMF) fund.

Likewise, any funds raised through the Carnival Committee would also benefit the playground fund.

Councillors were very appreciative of the information from Cllr. Jackson

Councillors **Resolved** to note this report.

419 Chairman's items

See item 417.

420 Clerk's items



Agenda items 420 (i) & (ii) were noted.

421 Correspondence & Any other business

No correspondence.

422 Date of next meeting

The next Meeting of the Council will be the **Public Meeting** on **Thursday 5th June 2025** at **7:30pm** in the Sir Robert Geffery Memorial Hall (covid safe).

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.

423 End of meeting 20:35

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Signed - (Chairman)

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Date

Sir Robert Geffery Hall – Sole Trustees meeting.

Councillors were advised that the Hall Committee had been unsuccessful in securing funding following 3 grant applications submitted, particularly the Cornwall Levelling up funding. The Committee await a further update from Cornwall Council in June / July once all applications in Cornwall have been considered. Some funding may still find its way to the (SBR) project.

Christopher Cook – Parish Clerk & RFO

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