



**Minutes of the meeting of Landulph Parish Council
held on Monday 16 December 2024 at 6.30pm at Landulph Memorial Main Hall**

Public Forum	
131-24	To receive apologies for absence and approve the reasons given. None.
132-24	Declarations of interest relating to items on the agenda. None.
133-24	Members to consider any dispensations relating to items on the agenda. None.
134-24	To confirm the minutes of the meeting dated 18 November 2024 Cllr Ansell proposed, Cllr Tagg seconded, and it was RESOLVED to approve the minutes.
135-24	Matters Arising (to discuss any actions arising from the previous meeting). Cllr Worth provided an update on the planning protocols discussions.
136-24	Planning – to consider planning applications (Ctrl and Click on link) – none. Planning Updates – for information only.
137-24	Letter from Marazion Town Council – for discussion. This letter was sent to all Town and Parish Councils in Cornwall with a deadline of Friday 28 th February 2025 for a response. Cornwall Cllr Worth advised that he has raised this from a Cornwall Council point of view, as there are several other Cornwall Councillors who are also Parish Councillors. He raised this with Cllr Olly Monk who wanted Cllr Worth to share his email with Landulph Parish Council [ACTION: Cornwall Councillor Worth to share a copy]. Discussion points: <ul style="list-style-type: none"> ▪ Landulph Parish Council would request a closer working relationship with Cornwall Council’s planning and enforcement departments. ▪ A draft motion (as detailed in Marazion’s letter) could be as follows: “That this council has no confidence in Cornwall Council’s planning and enforcement departments. Despite the best efforts of our councillors and officers, there is a repeated and consistent failure by Cornwall to listen to our views on planning or undertake the necessary enforcement on planning issues in our area that have broken the law or planning conditions. This is leading to Cornwall becoming a less beautiful place and allows unscrupulous builders, homeowners and developers to build without permission in the full knowledge no enforcement action will be taken. We call on Cornwall planning and enforcement departments to work closer with town and parish councils on planning applications to ensure they are in keeping with the local area and views of local residents; review their planning protocol which is not fit for purpose; re-examine the way in which planning applications are ‘called in’, and that a significantly more rigorous enforcement of identified planning breaches is undertaken. ▪ It was discussed that this would be adjourned to the January or February Landulph Parish Council meeting for further discussion. [ACTION: Clerk – agenda].
138-24	Report from the Landulph Orchard Green Working Group. Recommendations: <ol style="list-style-type: none"> 1. Information on our Miyawaki to be supplied to Earthwatch and other interested parties. 2. Invite whole community to a Wassail on 26 January 3. Set up a Youtube channel to record developments in the project. Costs: Request a budget of up to £150 from Community events earmarked reserve to provide mulled cider/apple juice at Wassail. [ACTION: Clerk to note the costs].

	<p>Cllr Tagg proposed, Cllr Ansell seconded, and it was RESOLVED to approve the recommendations.</p> <p>There was a suggestion of a donation box at the church (for anyone who parks there) – we could make people aware they can park here for a donation. This parking could be useful when we hold events. To work alongside the church for future events.</p>
139-24	<p>Report on the gov.uk domain.</p> <p>Recommendations:</p> <ol style="list-style-type: none"> 1. Sign up with Parish Online to switch to using email, web and workspace now (to get £100 from Government) with landulph-pc.gov.uk domain 2. Manage the switchover by 14 June 2025 (when the Google contract ends) 3. Allow community to takeover landulph.org.uk website once switchover complete 4. Limit edit workspace licenses during changeover to cut costs <p>Costs:</p> <p>Initial cost: £315 + £42 per edit workspace license but saving occurs when google drive contract is terminated (£960 per year).</p> <p>Cost of running landulph.org.uk as a community site is £110 per year but likely to require some changes.</p> <p>Suggestion of the name: landulphparishcouncil.gov.uk</p> <p>Cllr Tagg proposed, Cllr Gawith seconded, and it was RESOLVED to approve the recommendations.</p> <p>[ACTION: Clerk to note costs].</p> <p>Need to apply for the £100 for the domain before Christmas [ACTION: Clerk].</p>
140-24	<p>Footpaths Update – 27.12.25 Parish walks are being held.</p>
141-24	<p>Approval of NJC Pay Award increase 2024-25 and backpay to April to October 2024 to be paid to the Clerk.</p> <p>Cllr Gawith discussed that the National Joint Council Pay Award increased for 2024-25 in October.</p> <p>Cllr Gawith proposed, Cllr Tagg seconded, and it was RESOLVED to approve the NJC Pay Award 2024-25.</p>
142-24	<p>Approval to spend £75 for CALC to undertake an appraisal for the Clerk’s role.</p> <p>Cllr Gawith advised that she has discussed with CALC, who have offered to undertake a job size of the Clerk’s role for a cost of £75.</p> <p>Cllr Gawith proposed, Cllr Gregory seconded, and it was RESOLVED to approve. [ACTION: Clerk to note costs].</p>
143-24	<p>Barclays Banking online and debit card.</p> <p>The Clerk reported that Barclays has provided her with the process for setting up payments and authorisation online, the Clerk and Councillors will need to contact Barclays individually to set up.</p> <p>The proposed process in future would involve the Clerk setting up the payments online, which a Parish Councillor would then go online to authorise the payment. All payments to be approved at a parish council meeting, then the clerk will set up the payment, for a parish councillor to authorise. Urgent payments can be dealt with via delegated authority. Financial Regulations are due to be reviewed and updated. If a parish councillor is to receive a payment then another parish councillor must approve the payment. There was a discussion on the possibility of having a debit card.</p> <p>[ACTION: Cllr G Braund, Cllr Tagg, Cllr Gawith will be set up as approvers of payments].</p> <p>Cllr Worth proposed, Cllr Ansell seconded, and it was RESOLVED to approve the banking online, and not to have a debit or credit card at this stage.</p>
144-24	<p>Discussion on options for the issue of the narrow gap in Fore Street.</p> <p>Cllr Worth advised on an issue being experienced with a wall being knocked down 3 times.</p>

	<p>Parishioners currently place two cones out on a Wednesday (for refuse vehicles), but what will happen in an emergency situation? Cllr Worth advised that the Parish Council cannot paint the road!</p> <p>Options were discussed, as follows:</p> <ul style="list-style-type: none"> ▪ Option 1: Landulph Parish Council could request Highways to extend the double yellow lines, at a cost of £5k, likely to take 5 years, this would require a public consultation to be undertaken. ▪ Option 2: The Council could ask Highways to place a sign 'please don't park here'. ▪ Option 3: Could ask Highways for physical bollards. ▪ Option 4: Or apply for a traffic regulation order and ask for a yellow box. <p>All options were discussed at length, and no proposals were put forward at this stage.</p>
<p>145-24</p>	<p>Discussion on the preparedness and response to a power cut / emergency situation.</p> <p>Cllr Worth commented on the fantastic response and what was achieved during the power cut on Monday. Cllr Ansell asked for a thank you to the yacht club to be minuted - for providing their freezers-full of pasties, etc. This was very community spirited.</p> <p>It was discussed that lessons have been learnt from the power cut. One lesson being that a number of individuals in the community are lonely and really enjoyed getting out and meeting others during the power cut. Also, that the recharging of mobile phones is really important, especially as many people do not have landlines.</p> <p>There was an issue with the heating at the hall – the generator was not able to start the combi boiler. The engineer advised that generators generally do not work with combi boilers.</p> <p>Cllr Worth asked whether the hall should be recognised as the emergency venue – to ensure it has back up lighting, heating, water, communications, etc in place in case of emergencies. He requested that an investigation is undertaken by the Parish Council to identify what an emergency power supply back up should be for the hall /community – looking at options such as solar, batteries, diesel, phone power banks, etc. To look at an emergency power supply that can run for, say, a week.</p> <p>A lot of people said they couldn't get the internet on their phone. People said they didn't know what was going on at the hall (as no internet). It was suggested that a system is put in place of nominated people to go to nominated houses to pass on the message, to ensure all houses are contacted.</p> <p>The Parish Emergency Plan needs to be accessible when there's a power cut (no internet) and it was suggested that a summary sheet of the Emergency Plan should be available on the noticeboards.</p> <p>[ACTION: Review of Emergency Plan in the new year with some new recommendations. Also investigate the running of the combi boiler at the hall. January agenda].</p>
<p>146-24</p>	<p>Approval to pay for the fuel used in the generator.</p> <p>Cllr Worth proposed, Cllr G Braund seconded, and it was RESOLVED to approve this payment.</p>
<p>147-24</p>	<p>Discussion on the Bus Service 454.</p> <p>Cornwall Cllr Worth advised that funding is available to support community bus services (but only buses that are being used). Unfortunately the number 454 is not being very well used. Cllr Worth received a letter from Cornwall's Bus Manager who was very supportive, who is proposing that number 454 should be ceased at the end of March 2025. She has granted an</p>

extension and will commit half the cost to run the bus from April to August 2025. If there is no increase in numbers then all funding will be ceased. The cost to continue the 454 service from April 2025 to August 2025 is £725. Cllr Worth reported that a further meeting is being held on 13th January.

Discussion points:

- Cllr Tagg commented that the number 454 service is not suitable. If you miss that bus then you're stuck, it's just available on one day and for a limited timeframe - people have to arrange any appointments for that one day, and within that timeframe. It is currently being used by 0-2 people, compared to a Wednesday Hopper Bus which is currently used by 7-11 people (with the Hopper Bus you can't miss it – as the driver knows who is on the bus and will wait for them), the Hopper Bus is also used as a social activity.
- There is a need for buses in Landulph, but perhaps we need to look at alternative options.
- Could there be another Hopper Bus that also goes to other locations – there is a lot of support for alternative hopper bus services.
- Another option is a system where the bus is on demand, or organised.
- Organising community bus (Saltash Red Bus) options.
- Cllr Ansell advised that the 454 timetable is too tight to be able to catch the train (only 4 minutes).
- Cllr Worth advised that some areas (ie. Menheniot) have really used their one day a week bus, and it is overfull so that other buses need to run.
- Could the St Dominic bus service to Saltash be linked? **[ACTION: Cllr Worth to ask if this is possible]**.
- Dial a Ride option.
- Concession bus passes can be used on the 454, but not on hopper buses.
- Increased transport challenges next year due to the Tamar Bridge lane closures, so more trains / buses / free Beryl Bikes etc will be available.

148-24 Accounts for Payment:

Payee	Chq No	Payment Details	Budget	Net	VAT	Gross
Cancelled cheque	101741	Cancelled cheque				
Glyn Deacon	101742	Orchard - picnic area, level playing field	FIPL Grant GR	4560.00	912.00	5472.00
Steve Holman	101743	Orchard - Boardwalk bridge, ampitheatre	FIPL Grant GR	3860.00		3860.00
Greentech Limited	101744	Delivery of tree bio spirals for Orchard	FIPL Grant GR	5.00	1.00	6.00
Pip and Stone Ltd	101745	Orchard - 80% remainder of invoice	FIPL Grant GR	473.28		473.28
HMRC	101746	Tax - December	Salaries GR	83.80		83.80
HMRC		Tax - NJC pay award backpay April to October	Salaries GR	23.20		23.20
KJ Williams	101747	Salary - December	Salaries GR	335.33		335.33
KJ Williams		NJC pay award backpay April to October (0.63 ph)	Salaries GR	93.49		93.49
Cornwall Pension Fund	101748	Pension December	Salaries GR	111.32		111.32
Cornwall Pension Fund		Pension NJC pay award backpay April to October	Salaries GR	30.99		30.99
KJ Williams	101749	Post, print, expenses December 2024	Office Expenses GR	41.14		41.14
Currys	101750	Laptop care (November) - reimburse to KJ Williams	ICT Costs GR	6.28	1.37	7.65
Tamar View Nurseries Ltd	101751	Parish Christmas Tree (reimburse to D.Gregory)	Community Events ER	29.00	0.00	29.00
Willows Nursery	101752	Orchard – Living Willow Tunnel Extension Kit	FIPL Grant GR	215.00	0.00	215.00
Hatt Service Station Limited	101753	Generator fuel - power cut (reimburse to P.Braund)	Emergency Planning GR	26.59	5.32	31.91

149-24	Chairman's Urgent Business / Any Other Business (note: any items are for information only).
a)	Cllr Worth advised that the Government has reallocated Cornwall £47m from the Shared Prosperity Funds (Good Growth Fund), of which only London and Manchester got more. Notes will be circulated around councils shortly, but particular focus is on carbon reduction. Project proposals are to be submitted by March 2025.
b)	Cllr Worth advised that CIL funding still continues to be available, which is open to Councils, organisations, etc.
c)	Cllr Gawith advised that a parishioner has contacted the Parish Council asking if she could rent the Searle Memorial Field for horses, the Clerk has explained that the Parish Council is looking at various options. Cllr Gawith has left messages for the parishioner to contact her.
d)	Cllr Gawith raised questions on the National Grid claim form, and it was agreed that clarification is required – Cllr Ansell to advise.
e)	Precept meeting in January 2025 (for Councillors and Clerk – not a public meeting) Monday 6 January, at Landulph Memorial Hall, 10.30am-12.30pm [ACTION: Clerk to send an invite to Councillors and book the Hall].
150-24	Date of Next Meeting – Monday 20 January 2025, 6.30pm (Landulph Memorial Hall, Main Hall) Dates for 2025: 20 January, 17 February, 17 March, to note 21 April has moved to 28 April, 19 May, 16 June, 21 July, no meeting in August, 15 September, 20 October, 17 November, 15 December.

MATTERS ARISING**Key to actions:**

Yet to be actioned

Action pending

Action completed

Ongoing Action

Minute no.	Action	Update on Action Taken
Matters Arising - April 2023 meeting:		
260-22 + 90-23b)	Cllr Worth to liaise with Cornwall Highways on the possibility of 'horse riding' street signs being installed. Update October 2023 (90-23): budget has been spent, will need to apply next year. [Cllr Worth]. 15.07.24 – Cllr Worth advised this is progressing with Cornwall Council to identify where to locate the signs. 18.11.2024 [Cllr Worth to chase].	Action completed
Matters Arising - September 2023 meeting:		
64-23	Cllr Worth to speak to Catherine Thompson regarding the timing of the next highway allocation and also speak to Will Glassop to obtain an approximate budget. [ACTION: Cllr Worth] 16.12.24 Clerk to ask Will Glassop for report and update. (average speeds and times of day etc)	Waiting for a date from the portfolio holder. Action pending.
Matters Arising - October 2023 meeting:		
90-23 c)	Speed activated speed signs – Cllr Worth to investigate how much it would cost to have our own speed activated signs (the basic model). [ACTION: Cllr Worth to chase this] 18.11.24.	Ongoing, though plans may be delayed until after the scheduled rota has occurred and feedback on impact obtained.
Matters Arising – February 2024 meeting		
Public Forum	Request for a new street sign at the end of Fore Street Cornwall Cllr Worth to raise via Cornwall Council Casework Assist.	Action pending. Raised 28.3.24, acknowledged by CC 15.4.24, awaiting outcome (could take 8-12 weeks).
Matters Arising – March 2024 meeting		
171-23	PA23/10042. Question was raised as to why the response from LPC was not online. Cllr Worth confirmed he is aware the Clerk submitted a	Action pending – awaiting response.

	response at 11pm on 15.01.24 following the January meeting but this is still not showing online. This is being investigated by Cornwall Council.	
Matters Arising – April 2024 meeting		
198-23	Fibreglass hull on footpath. Clerk to report this footpath obstruction to Cornwall Council (done). Clerk to respond to the parishioner (who is the footpath liaison officer) asking whether she has any suggestions on how to remove it – response sent to Parish Councillors 13.5.24. Reported to Cornwall Council – who advised contacting the Coast Guard – Coast Guard advised this is a Cornwall Council issue, or the landowner.	Action pending.
Matters Arising – July 2024 meeting		
52-24b)	Clerk has requested a road safety audit for this area (Landulph Cross) with Will Glassup. Email sent 15.07.24	Action pending.
Matters Arising – September 2024 meeting		
86-24	Cutting around the 20mph and repeater signs. Clerk to raise a request via Casework Assist for Cormac to clear them. Reported 23.09.24 CAS-12527-C8Z3K7	Action pending.
92-24	Cllr Tagg to check whether the painting of the new bus shelter will be done this year. Cllr Tagg advised that the weather is not suitable for painting outside walls. Suggestion to be painted on panels of wood to then be secured, but decision to wait until 2025. Cllr Tagg to contact the contractor to remove a part of the guttering.	Action pending.
Matters Arising – October 2024 meeting		
99-24 and 135-24	<p>Cornwall Cllr Worth to discuss the planning protocol issue with Louise Wood, Head of Service. Cllr Worth reported this was an extension / a change – this was in line with the planning protocol process. Protocol 6 or 7 lays out what can be called to a planning committee.</p> <p>Everyone on the parish council was surprised that the rules had changed (and when Cornwall Cllr Worth discussed with colleagues – they were also surprised). The protocol has been updated in the last 6 months, our opportunity to comment was now minimal (on anything). Landulph Parish Council's feedback – any change to this protocol should be consulted upon.</p> <p>This is a major restructure to the planning framework. Certain strategic items are being taken out by government. Changes coming through even at strategic levels. If they meet the requirement of the local plans then the applications will go through.</p> <p>Planning applications are debated fully (whether the Parish Council agrees or disagrees) – all discussion points should be minuted.</p>	Action pending.
106-24	Cllrs Tagg and Ansell to discuss options of new website provider and gov.uk emails and bring recommendations to a future meeting.	Action completed.
Matters Arising – November 2024 meeting		
Public Forum	Cllr Worth has chased Cornwall Council's Highways Manager in relation to a broken pipe within a private garden. Clerk has submitted a casework assist request from Landulph Parish Council. Response awaited.	Action pending.
119-24	Cllr Gawith to contact SW Water once the information is received from Callington Cricket Club. Cllr Ansell to send Cllr Gawith the photo of items left on site – Cllr Gawith to remind them to remove these items.	Action pending.
121-24	Precept proposals pre-meeting to be arranged with Clerk and all Councillors – to be rearranged from 9.12.24. Arranged 6.1.25.	Action completed.
123-24	Cllr Tagg to approach suppliers for quotes for the move to a gov.uk domain	Action completed.
126-24 and 143-24	Clerk has contacted Barclays to identify the process involved for setting up BACs payments. Councillors to contact Barclays individually to set up.	Action pending.
Matters Arising – December 2024 meeting		
137-24	Clerk to add the letter from Marazion Council to the January agenda.	Action completed.
137-24	Cllr Worth to share a copy of the email from Cornwall Cllr Olly Monk.	Yet to be actioned.

138-24	Clerk to note the Orchard event costs of £150.	Action completed.
139-24	Application for the domain service funding of £100. Form completed, acknowledgement that it's been received. Parish Online (approved Registrar) to claim it on behalf of the Council and deduct from invoice. Clerk to note costs.	Action completed.
145-24	Review of the Emergency Plan to be added to the January agenda.	Action completed.
147-24	Cllr Worth to enquire whether the St Dominic bus service to Saltash could be linked.	Yet to be actioned.
Actions outside of Parish Council meetings		
Parish Council meetings are held on the 3 rd Tuesday of each month (except August) Parish Council Agendas are published on the 2 nd Wednesday of each month ACTION for All Councillors to note: Working Group reports and any agenda items to be submitted to the Clerk by the 2nd Tuesday of each month. To be published on the website in advance of a meeting.		Parish Councillors to note. Ongoing. Working Group meetings to be held in time for reports to be submitted.

Signed: Chairman