

St Buryan, Lamorna & Paul Parish Council

Full Council Meeting – 18 March 2024

Report for Information & Decision

Other Planning Matters

e) Housing Needs Survey

The final summary report from the Housing Needs survey is included in the papers.

Council is asked to **RESOLVE** a course of action in relation to this information.

f) Land East of Chyventon Close

Council is asked to **NOTE** enquiries have been made to Cornwall Council in relation to the containers and stable block on land east of Chyventon Close.

f) Cornwall Council Call for Sites

Cornwall Council's call for sites is seeking information on potential sites suitable for a broad range of uses including:

- Housing (which could include market-led housing, affordable housing, supported living, residential institution, student accommodation, community-led, self-build plots, or other types of specialist housing) and Gypsy and Traveller pitches
- Employment
- Commercial (including offices, retail, leisure, hotel and mixed commercial uses)
- Community
- Energy generation
- Nutrient neutrality mitigation land
- Biodiversity Net Gain

Relevant sites for development will be considered for inclusion in a Housing and Economic Land Availability Assessment (HELAA) that will inform the next Local Plan and replace the Strategic Housing Land Availability Assessment (SHLAA).

g) Cornwall Planning Partnership Invitation

New members are invited to join the Cornwall Planning Partnership (CPP).

The Partnership aims to be a vehicle for encouraging two-way communication on planning issues of interest to local councils and there will be the opportunity for members of the group to join workshops or meetings for specific purposes including the Community Infrastructure Levy (CIL) Fund Panel. They anticipate no more than 2 meetings a year. The CIL Fund Panel meets around every 6 months.

Applications should be returned by noon on 28th March.

Council is asked to **RESOLVE** to support an application of any members wishing to put themselves forward.

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Amenities

Reports for Information & Decision

a) Public Toilets Refurbishment

The contractor is gathering materials and planning work as required.

b) Children's Playground Annual Inspection

The annual inspection has taken place and the report has been circulated.

Council is asked to RESOLVE a course of action in response to the findings.

c) Monthly Inspections & Checklist

Council is asked to review and agree the annual inspection checklist as well as set a rota for inspections.

The checklist has been circulated with reports.

d) New waste & recycling arrangements

Council is asked to note the letter circulated with the reports.

New waste & recycling arrangements will come into effect in our area from July. Get Ready leaflets are being sent to the Parish now informing residents of the changes and everything they need to know.

A social media post has already been done.

Food waste and rubbish containers will be delivered to homes between 15 April and 21 June, ready for use when collections change in July. It is worth noting that Cornwall Council won't be giving people coloured recycling bags and boxes when they deliver the new food waste and rubbish containers. Householders that don't have recycling containers or need more must order them directly from the website themselves.

A 'Go' leaflet will land on doormats just before the service changes in July. It includes a calendar showing the household's new collection day, as most are changing, as well as useful reminders about switching to and using the new

service.

The Community Engagement Team are holding roadshows in West Cornwall throughout the 3-month transition period, offering face-to-face support.

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Highways & PRow
Reports for Information & Decision

e) Traffic Calming Measures

On 27th February an email was received from Cormac as follows:

“Cormac Solutions Ltd, on behalf of Cornwall Council, is inviting comments on a range of highway improvements in St Buryan. These are:

- New length of footway on Newlyn Road
- Bus stop build-out on Rectory Road
- Sheltered on-street parking on Land’s End Road
- Sheltered on-street parking on Penzance Road”

This information along with plans went out as a live consultation that day.

Concerns were raised with Highways and Cormac as it was Council’s understanding final plans would be shared for ratification with the Council prior to being made live. Concerns were also raised that the proposed scheme above was not what has been discussed and agreed at a series of meetings over the past three years.

As a result of concerns raised Council has been assured the village gateway signs have now been included in the scheme.

The following email was received on 1st March. The corresponding plans have been circulated with this report.

“I attach an overview plan showing all the currently proposed St Buryan highway improvements that are being funded through the CNP. Some proposals from the original plan (also attached) are in abeyance, and are not currently included.

If there are significant alterations to the highway (e.g. changes in road width), then Cornwall Council’s policy on consultations requires that we erect notices on site, write to affected residents, and publish details of the proposals online. Other, less significant alterations do not require a full-scale public consultation. It is

recommended, though, that we still inform the local member and the parish council of the proposals.

Please be assured that all the schemes shown on the overview plan are in our current programme for preparation and delivery. With that in mind, I look forward to receiving the bespoke design for the gateway signs that I understand the parish council is providing. I also look forward to receiving the parish council's formal response to the public consultation in due course."

Council is asked to **RESOLVE** a course of action in relation to the consultation.

f) Interactive Mapping Function

Cornwall Council offers an interactive mapping service for neighbourhood planning to town and parish councils through the Public Sector Geospatial Agreement (PSGA). The PSGA is a licence that enables access to Ordnance Survey digital map products for the provision of services including the production of a neighbourhood plan. It also allows for the sharing of mapping and mapping derived data between members such as town and parish councils.

There is no charge for this service.

Council is asked to **RESOLVE** to approve signing up for said licence.

g) Path 121/95

Various photographs and videos have been sent to Cormac regarding this path. They have confirmed the Countryside Officer will be asked to revisit and reassess.

h) Proposal for a Public Path Creation Agreement at Bosanketh Farm

As detailed in the letter included in the reports Cornwall Council has received a proposal to enter into a Public Path Creation Agreement under section 25 of the Highways Act 1980 to create a public footpath at Bosanketh Farm.

Council is asked to **RESOLVE** to take appropriate action and respond by 29 March 2024.

c) Budget v Expenditure Report

Council is asked to review, discuss, and agree the budget v expenditure report as at the end of February as detailed below.

	2023/24 Budget	Actual to date	Remaining Forecast	Variance	Notes
Income					
Precept	£22,694.56	£22,694.56		£0.00	
Council Tax Support	£0.00	£0.00	£0.00	£0.00	
CiL F219 (playground)	£20,000.00	£20,000.00	£0.00	£0.00	
CiL		£0.00	£0.00	£0.00	
LMP	£5,625.81	£5,797.81	£0.00	£172.00	Additional path payment SB96
Grants/Donations	£250.00	£0.00	£0.00	£-250.00	Community Chest not confirmed
Other	£0.00	£1,863.00	£0.00	£1,863.00	
VAT reclaims	£5,672.23	£5,671.59	£375.00	£374.36	VAT reclaim TBC
Burial	£3,426.85	£14,737.45	£0.00	£11,310.60	Trans from Barclays
Highways		£0.00	£0.00	0	
Interest		£0.00	£0.00	0	
Transfer from other accounts		£5,620.34	£8.12	5628.46	Trans from Lloyds
Total Income	£57,669.45	£76,384.75	£383.12	£19,098.42	
	2023/24 Budget	Actual to date	Remaining Forecast	Variance	
Expenditure					
Salaries & PAYE	£7,000.00	£9,432.99	£0.00	£2,432.99	Additional Hours worked/PAYE & holiday pay
Payroll Processing	£235.00	£152.85	£25.00	£-57.15	
Consultancy	£1,800.00	£145.00	£500.00	£-1,155.00	
Playing Field Commitment	£6,526.94	£0.00	£6,526.94	£0.00	
Website Costs	£1,000.00	£1,051.69	£500.00	£551.69	
Admin/Subscriptions	£1,500.00	£1,261.60	£25.00	£-213.40	
Insurance	£1,500.00	£632.00	£0.00	£-868.00	
Venue Hire	£200.00	£157.50	£100.00	£57.50	
Christmas Tree	£400.00	£554.40	£0.00	£154.40	
Grants/S137	£2,000.00	£1,096.00	£950.00	£46.00	
Parish Maintenance inc grass cutting	£2,000.00	£431.00	£350.00	£-1,219.00	
Footpaths	£9,000.00	£6,589.75	£0.00	£-2,410.25	
Millenium Triangle	£449.00	£450.50	£0.00	£1.50	
Burial Ground Maintenance	£2,620.00	£1,900.00	£720.00	£0.00	
Bike Racks	£1,750.00	£1,750.00	£0.00	£0.00	
Bin Purchase	£1,614.66	£0.00	£1,520.64	£-94.02	
Bin Emptying	£347.46	£0.00	£416.96	£69.50	
New Benches	£514.00	£583.95	£0.00	£69.95	Bus Shelter Rails
Toilets - Electricity	£1,500.00	£784.18	£45.48	£-670.34	New contract rates
Toilets - Water	£450.00	£289.65	£13.04	£-147.31	
Toilets - Repairs	£200.00	£60.78	£0.00	£-139.22	
Toilets - Cleaning	£3,282.96	£2,316.47	£0.00	£-966.49	
Playground Equipment	£20,151.60	£20,151.60	£0.00	£0.00	
Playground Signage	£910.00	£557.60	£0.00	£-352.40	Signage sufficient & have spare
Playground Maintenance	£1,494.95	£1,494.95	£0.00	£0.00	
Playground landscaping	£8,132.32	£8,132.32	£0.00	£0.00	
Playground cutting	£860.00	£892.25	£129.00	£161.25	Remaining cuts for the year
Playground Annual Inspection	£200.00	£192.00	£192.00	£184.00	
Playing Field/Cemetery Water	£420.00	£114.91	£0.00	£-305.09	
Housing Needs Survey & Related Activity	£750.00	£0.00	£610.00	£-140.00	Confirmed cost lower than expected
Land Development & Maintenance		£0.00	£1,500.00	£1,500.00	Legal fees for Land Project
Village Clock Project		£0.00	£0.00	£0.00	
Finger Posts	£1,825.50	£1,825.40	£0.00	£-0.10	
Highways Costs		£0.00	£0.00	£0.00	
NDP Costs	£0.00	£0.00	£0.00	£0.00	
Covid Expenses	£0.00	£0.00	£0.00	£0.00	
Audit fees	£750.00	£352.00	£0.00	£-398.00	External fee lower than expected
Training	£750.00	£334.56	£415.44	£0.00	
Earmarked Reserve Contribution future Asset M	£2,500.00	£0.00	£2,500.00	£0.00	
Earmarked Reserve Contribution for replacemer	£500.00	£0.00	£500.00	£0.00	
Earmarked Reserve Contribution for future elec	£2,000.00	£0.00	£2,000.00	£0.00	
Earmarked Reserve NDP	£1,663.00	£404.48	£1,258.52	£0.00	remaining to stay in reserve
Earmarked Reserve Toilet Refurbishment	£0.00	£0.00	£5,000.00	£5,000.00	
Total Expenditure	£88,797.39	£64,092.38	£25,798.02	£1,093.01	

The revised summary position for 31 March 2024, based on current assumptions, is as follows:

Summary Position	
Bank funds Apr 2023	£34,513.00
Income including transfers from old accounts	£76,767.87
Total	£111,280.87
General Expenditure	£72,104.94
Earmarked Reserves Total	£17,785.46
Playing Field Commitment	£6,526.94
Election Costs	£2,000.00
Asset Maintenance	£2,500.00
Replacement Equipment	£500.00
NDP Reserve	£1,258.52
Toilet Refurb	£5,000.00
Total Expenditure & Earmarked Reserves	£89,890
General Reserves Remaining forecast end Mar 2024	£21,390

d) Interim Audit

Council is asked to note the Interim Audit instruction has been completed. An initial request for information has been fulfilled. Further requests for information will be received in April to allow completion of the audit.

e) Risk Register

Councils are required to review the Risk Register on an annual basis. The Risk Register has been updated and circulated with this report.

Council is asked to **RESOLVE** to approve the revised risk register.

f) Jubilee Pool Local Under 16's Swim Proposal

At the February meeting Council resolved to gauge local opinion on the proposal to fund under 16's swim during the 2024 season at a cost of £500.

A post was done on the village and Council Facebook pages.

The Council post received 2 likes and 2 positive comments whilst the village post received 19 likes and 11 comments.

All responses have been positive with many people commenting how beneficial it would be for their children.

Council is asked to **RESOLVE** to agree to the proposal from Jubilee Pool at a cost of £500 from the S137 budget line which has available funds of £950.

g) Grant Application

A request for a grant has been received from YMCA Cornwall in Penzance – see details circulated with the report.

The YMCA support vulnerable young people through the provision of homes and support. They have a fundraising campaign to enable the replacement of a roof on a building that provides homes for 20 young people.

The YMCA is writing to Town & Parish Councils to ask for financial support to achieve the £100,000 target. It is understood that any amount Council's are able to give would help with the fundraising campaign.

Although no exact details can be provided due to GDPR and safeguarding issues the YMCA support vulnerable young people from the Parish.

Budget is available from the S137 budget line and Council is asked to consider this request and **RESOLVE** a course of action.

h) CIL Funding

Council is asked to **NOTE** the deadline for expressions of interest for the current round of CIL funding is 30th April.

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Clerk's Report

This report provides an update on actions from previous meetings.

Also included is an update on the list of tasks for completion as detailed at the February meeting.

Priority Task List

Task	Update
Confirm requirements for which footpaths to be cut in 2024/2025	Completed
Organise contractors to look at public toilets	Completed
Write & issue footpaths tender	Completed Agenda item
Options for Lamorna notice board	Completed
Write & issue toilet cleaning tender	On hold until works completed
Write & issue grass cutting tender	Completed
Review & rewrite Burial Grounds Policy including fee review	Completed
Plan for D-Day Anniversary	In progress

Actions from previous meetings

ACTION	WHO	UPDATE
From Previous Meetings		
Follow up with CC Planning re Galligan Lane Shed	JP	In progress
Mehyhr Close pavement issue	Clerk	Was not required by Highways
Continue work to improve website	Clerk	Ongoing

Traffic Data issue to sort	Clerk	In progress
Publicise attendees at Farmer's Market	Clerk	Ongoing
St Buryan Hill – follow up to see if any response to Highways	Clerk	No response as yet
Lamorna Notice Board options	Clerk	Done – Lamorna Mailing List happy to help
From February Meeting		
Draft Minutes to write	Clerk	Done and sent to Chair
Signed Minutes, with amendment, from Janaury to post on website,	Clerk	Done
Draft minutes 19/02 on website, facebook and noticeboard	Clerk	Done
Advertise Co-option again	Clerk	Done
Resolve traffic data issue	Clerk	In progress
Explore options to disseminate info via Lamorna mailing list	Clerk	Done and working
Send info to TM re Menhyr Close	Clerk	Done
Send info re flooding around Menhyr Close to TM	SG	
Meeting with Sanctuary re road and defects	TM	
D-Day event arrangements	JP/NMcW	
Upload responses to planning applications	Clerk	Done
Chase final Housing Needs Survey	SI/JP	Summary report received
Write to CC planning re issues around land east of Chyventon Close	Clerk	Done
Instruct annual inspection of playground	Clerk	Inspection done – waiting on report
Set up rota for monthly inspections	Clerk	Agenda item
Accept LMP	Clerk	Done – invoice will need to be raised in new financial year
Publicise 20 is Plenty outcome	Clerk	Done
Add silver paths to cutting schedule	Clerk	Done

Process payments	Clerk	Done
Instruct interim audit	Clerk	Done
Post re Jubilee Pool swim	Clerk	Done
Additional signatories for bank account and removals	Clerk	Mandate sent
New cemetery docs to load on website	Clerk	In progress
Further transport meeting	JP/TM	
Management agreement to progress and establish what waste provision is	Clerk	In progress – waiting on response from CC
Issue footpath tender with 3 year option	Clerk	Done
Issue Parish Maintenance tender	Clerk	Done
Instruct works on public toilets	Clerk	Done

As well as the actions from previous meetings the following work has been done:

Finance Matters

- Lloyds bank issues
- Barclays bank issues
- 2023/2024 budget v expenditure
- Payments

General

- Responding to emails
- Traffic data issues
- Facebook and website posts
- Various planning issues/emails
- Updating attendance list
- Updating planning list
- Handover work

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2024/2025 Meeting Dates

Council is asked to **AGREE** the schedule of meetings for the 2024/2025 calendar.

Date	Meeting	Location
20 th May 2024	Annual Parish Meeting	St Buryan Village Hall
20 th May 2024	Annual Council Meeting	St Buryan Village Hall
17 th June 2024	Full Council Meeting	St Buryan Village Hall
15 th July 2024	Full Council Meeting	Lamorna Village Hall
19 th August 2024	Full Council Meeting	St Buryan Village Hall
16 th September 2024	Full Council Meeting	St Buryan Village Hall
21 st October 2024	Full Council Meeting	St Buryan Village Hall
18 th November 2024	Full Council Meeting	Lamorna Village Hall
16 th December 2024	Full Council Meeting	St Buryan Village Hall
20 th January 2025	Full Council Meeting	St Buryan Village Hall
17 th February 2025	Full Council Meeting	St Buryan Village Hall
17 th March 2025	Full Council Meeting	Lamorna Village Hall
21 st April 2025	Full Council Meeting	St Buryan Village Hall