Minutes of Meeting of Landulph Parish Council
held on Monday 16 June 2025 at 6.30pm
at Landulph Memorial Main Hall

Attendees: Councillors M. Worth (Chair), M. Ansell, G. Braund, P. Braund. L. Gawith, C. Tagg. Cllr Morris after item 36-25 (non-voting)	
Public Forum	
31-25	**To receive apologies for absence and approve the reasons given –** Locum Clerk who was on leave.
32-25	**Declarations of interest relating to items on the agenda.** None.
33-25	**Members to consider any dispensations relating to items on the agenda.** None.
34-25	**To confirm the minutes of the meeting dated 21 May 2025.** Clarity was requested about the question marks in the accounts payable. This was because at the time of the meeting we were not sure if VAT was applicable on the grant application. Cllr Ansell proposed, Cllr C Tagg seconded, and the minutes were unanimously approved.
35-25	**Matters arising (to discuss any actions arising from the previous meeting).** To note: these are detailed at the end of the minutes. See updated table.
36-25	**Appointment to Parish Councillor Vacancy** One application was received for the vacant councillor position from Paul Morris. He presented his case and stated that he complies with the legal requirements for a councillor. His application was proposed by Cllr Worth, seconded by Cllr G Braund and unanimously approved. He took his position at the table, although he would not be able to vote until he has completed his Declaration of Acceptance of Office with the locum clerk **(ACTION: Cllr Morris to complete his declaration of acceptance of office with Locum Clerk** **ACTION: Locum Clerk to arrange the necessary training for a new councillor)**
37-25	**Appointment of Representatives to Working Groups for the Civic Year 2025-26**: Working groups which were not agreed at the last meeting: Playing Field Working Group; Cllr P Braund, Cllr G Braund, Cllr Gawith Landulph Emergency Plan Working Group; Cllr Morris, Cllr Ansell, Cllr Worth Landulph Climate Group; Cllr Worth, Cllr Tagg Landulph Orchard Group; Cllr Worth, Cllr Tagg, Cllr Morris Cllr Worth proposed, Cllr P Braund seconded, and it was RESOLVED to adopt the representatives above.
38-25	**Planning – to consider planning applications.** None.
39-25	**Planning Updates (for information only).** None
40-25	**Delegated Decisions** The following delegated decisions are noted:

	Post boxes for the hall in the sum of £197.25. The hall is now the official address for utilities and other matters, instead of the Clerk's address. Hedge cutting; the contractor has been instructed to cut the hedges at Highdown on the grounds of safety. We are waiting to be notified of the date for the cut. The Council requested that drivers drive slowly through the narrows with consideration for pedestrians and horse riders.
41-25	**Accounts for Payment (details at the end of the agenda).** To be noted that the payment to Google is now on a day rate and we will be expediting the final switch from Google ASAP. No figures were provided by the Clerk for the sums to HMRC, pension and clerk for the payments for backpay Jan to March and extra hours 23/24 & 24/25. These payments will not be able to be paid this month. June salary payments were provided and can be paid. Cllr Gawith proposed, Cllr G Braund seconded, and it was RESOLVED to approve the accounts for payment.
42-25	**Report from Finance & Governance working group.** Verbal report stating that the end of year accounts and AGAR have been checked.
43-25	**Confirm appointment of internal auditor.** Noted that Tamar Accounting have undertaken the internal audit. Invoice has been received
44-25	**Approval of year end accounts** It was noted that the year-end position as presented was not representative of the general reserves position as the FIPL grant income had not yet been received on 31st March date. Most of the grant has now been received, but not all. Cllr Gawith proposed, Cllr Tagg seconded, and it was RESOLVED to approve the accounts as presented.
45-25	**Conflicts of interest with BDO LLP (external auditor)** Cllr Worth stated that he did not have any conflict of interest. This was noted.
46-25	**Approval of Annual Governance and Accountability Return 2024/25, including: Bank Reconciliation; Explanation of Significant Variances (Accounting Statement, Receipts, Payments, Reserves, Fixed Assets); Notice for the period of the exercise of Public Rights and Publication of Unaudited Annual Governance and Accountability Return** The reports were presented, and the AGAR has been signed by the internal auditor. Cllr Worth proposed, Cllr Tagg seconded, and it was RESOLVED to approve the accounts as presented. Cllr Worth to sign. The signed report will now be sent to the external auditor (**ACTION: Clerk)** It was noted that the accounts will be posted on the website and the public have from 30 June to 11 August to ask questions.
47-25	**Report from Dot Gov Working Group** Cllr Tagg reported that she is targeting to switch off the old email system by the end of June. Councillors must move their old email accounts to the new .gov domain before the end of June. **(ACTION: all Councillors).**
48-25	**Report from LOG Working Group** The council approved the risk assessment presented for Duke Orchard and Duchess Green (on the website). Proposed by Cllr Tagg, seconded by Cllr Ansell, unanimously approved. It was noted that this was an insurance requirement and it was also agreed that there should be a general risk assessment undertaken for all the assets of the parish. **(ACTION: Locum Clerk, Cllr Gawith, Cllr Tagg)**. Recommendations: the Council buys a new padlock to replace the broken padlock and chain. Money to come from the orchard general reserve. Costs: £35. **(ACTION Cllr Tagg)** Cllr Worth proposed, Cllr Tagg seconded, and it was RESOLVED to approve the purchase.

49-25	**Report from LCG Working Group** Plans for school visits to the orchard and a garden open day (3rd August) were noted. Cllr Tagg requested approval of up to £50 for printing. Proposed Cllr Tagg; seconded Cllr G Braund, unanimous approval **(ACTION Cllr Tagg)**
50-25	**Parish Bench by Landulph Cross** A parishioner has brought the state of the bench by the Cross to the attention of the Council. The Council agreed that it needs renovation and requested if there are any parishioners who might be willing to renovate the bench with the parish covering the cost of materials. Proposed Cllr Gawith, seconded Cllr Worth. Unanimously supported. **(ACTION: Cllr P Braund to add red hazard tape to bench)** **(ACTION: ask parishioners if anyone willing to help)**
51-25	**Chairman's Urgent Business / Any Other Business** (note: any items are for information only).
a.	One of the picnic tables on the playground has broken and both need to be replaced on safety grounds. The Council agreed for replacement being made by delegated decision so that the replacement tables /benches could be in place by the school holidays. **(ACTION: Cllr Braund to send email to council on proposed replacement and options for setting up an account with the company enabling the Council to obtain a discount).**
b.	Cllr Ansell asked that Cllrs be notified of urgent emails by WhatsApp **(ACTION: All)**.
52-25	**Date of Next Meeting – Monday 21 July, 6.30pm, Landulph Memorial Hall, Main Hall** Dates for 2025: 20 January, 17 February, 17 March, (to note 21 April has moved to 22 April but subsequently cancelled so no meeting in April), 19 May (also the Annual Parish Meeting at 6pm), 16 June, 21 July, no meeting in August, 15 September, 20 October, 17 November, 15 December.
	10 Minute Public Forum.
53-25 **a**	**Report from Staffing Committee** The Council agreed to an honorarium payment to the outgoing Clerk on termination of employment. The payment will be taxable, but not pensionable. It is to paid separately to salary payments. Cllr Worth proposed, Cllr Tagg seconded. Unanimously agreed (**ACTION: Cllr Gawith to seek advice from CALC as to any legal paperwork which should accompany the payment)**
b.	The outstanding payments to the clerk were discussed. It was agreed that the council would endeavour to make the payments before the July meeting when the details of the breakdown have been received from the Clerk. This might require an emergency meeting. **(ACTION: Cllr Gawith to remind Clerk for payroll slip and to ask methodology of payments from Locum Clerk).**
c	The staffing committee requested that expenditure of up to £100 be approved for recruitment costs of new Clerk. Cllr Worth proposed, Cllr Ansell seconded. Approved.

Accounts Payable

Payee	Chq no/ BACS	Payment Details	Budget	Net	VAT	Gross
P Braund	BACS	Defibrillator Pads - P Braund	Other assets maintenance GR	£93.99	£18.80	£112.79

Play Inspection Company	BACS	Annual inspection of Penyoke	Playing Field GR	£136.25	£27.25	£163.50
Zurich Town & Parish	BACS	Insurance 1/6/25 - 31/5/26	Insurance GR	£624.36		£624.36
See expenses sheet	BACS	Supplies for orchard	Landulph Orchard GR	£13.64	£2.75	£16.39
Printminor	BACS	Dog welcome sign	Landulph Orchard GR	£15.00	£3.00	£18.00
Google Cloud EMEA	DD	Google Workspace 1.06.25 - 13.06.25 + Cr	ICT Costs GR	£80.00		£80.00
see expenses sheet	BACS	New letterboxes	Other new assets ER	£164.96	£32.99	£197.95
Cornwall Pension Fund	BACS	Pension – June at £128.33 per month	Employee Costs GR	£128.33		£128.33
KJ Williams	BACS	Salary - June at £386.56 per month	Employee Costs GR	£386.56		£386.56
HMRC		Tax – June at £96.60 per month	Employee Costs GR	£96.60		£96.60
KJ Williams	BACS	Post, print, expenses - June	Office Expenses GR	£55.94		£55.94
Cornwall Pension Fund	BACS	Pension – back pay Jan - Mar 2025	Employee Costs GR			
KJ Williams	BACS	Salary – back pay Jan - Mar 2025	Employee Costs GR			
HMRC		Tax – back pay Jan - Mar 2025	Employee Costs GR			
Cornwall Pension Fund	BACS	Pension – extra hours 2023-24, 2024-25	Employee Costs GR			
KJ Williams	BACS	Salary - extra hours 2023-24, 2024-25	Employee Costs GR			
HMRC		Tax – extra hours 2023-24, 2024-25	Employee Costs GR			
see expenses sheet	BACS	Additional watering hose	Landulph Orchard ER	£53.60	£9.78	£60.67
Tamar Accounting	BACS	Internal Audit	Office Expenses GR	£79.17	£15.83	£95.00

MATTERS ARISING

Key to actions:			
Yet to be actioned	Action pending	Action completed	Ongoing Action

Minute no.	Action	Update on Action Taken
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 Glassup for report and update. (average speeds and times of day etc)** **16.06.25 Cllr Worth to ask question at next CAP meeting 23 June 25**	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 – 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. Cllr Tagg has spoken with Gwen Morris – she will look at it again to see if there is anything the Footpaths Group can do anything.	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. 16.06.25 The design has been changed to include Coronation of King Charles III. Progress dependant on availability of artist.	Action pending.
Matters Arising – October 2024 meeting		
99-24 and 135-24	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. 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. 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. Planning applications are debated fully (whether the Parish Council agrees or disagrees) – all discussion points should be minuted.	Action pending.
Matters Arising – January 2025 meeting		
160-24	Cricket ground: Clerk to contact insurance company and add the Cricket pavilion from 1st January 2025.	Complete. Public liability covers field. Pavilion not insured.
160-24	Cricket ground: Working Group to review and provide a further report on the water supply.	Action pending.

163-24 and 164-24	Clerk to prepare the 2025/26 budget in accordance with the budget decisions.	Yet to be actioned.
Matters Arising – February 2025 meeting		
171-24 a)	Feedback on amount of speeding sign data at the cross – to Will Glassup. Clerk to request an update on speeding data. Request sent from MW 21.02.25, pending response.	Action pending.
171-24 b)	Planning discussion: 156-24 b) Clerk to contact applicant (emailed – awaiting response).	Action pending.
175-24	ALL to start reviewing and deleting old emails and files.	Action pending.
177-24	Newsletter article to be submitted, explaining where the FIPL funding has come from.	Yet to be actioned.
Matters Arising – March 2025 meeting		
199-24	Cricket Club: Working Group to consider whether to completely cut off the water supply or just turn it off.	Yet to be actioned
208-24	Cllr Tagg to add an item on dog fouling to the next Council newsletter.	Yet to be actioned.
208-24	Cllr Worth to ask Cornwall Officers via Casework Assist if enforcement retraining is available.	Enforcement training planned for 10 July 25.
Matters Arising – May 2025 meeting		
4-25	**Cllr Tagg to check co-option process and post notices**	Yet to be actioned.
19-25	Locum Clerk to formally write to cricket club asking them to remove their equipment at their own cost	Yet to be actioned.
19-25	Cllr P Braund. Hazard tape to be put on pavilion access doors.	Yet to be actioned.
25-25	Cllr Worth to obtain formal permission from Memorial Hall committee to use MH address for council formal address and locate Council's post box. Item to be added to June meeting agenda. Locum Clerk to buy Post Box**.**	Complete Post box installed in June.
30-25	Cllr Tagg to award community levelling up contracts when/if the grants are awarded to the council	Ongoing
Matters Arising – June 2025 meeting		
36-25	Cllr Morris to complete his declaration of acceptance of office with Locum Clerk	
36-25	Locum Clerk to arrange the necessary training for a new councillor	
46-25	Clerk to send signed AGAR to external auditor	Signed AGAR sent to Clerk on 17 June
47-25	All Councillors to transfer old emails to new accounts by the end of June	
48-25	Locum Clerk, Cllr Gawith & Cllr Tagg to undertake risk assessments for all assets in parish	
48-25	Cllr Tagg to buy replacement padlock for orchard	
49-25	Cllr Tagg to arrange printing for up to £50	
50-25	Cllr P Braund to add red hazard tape to bench at the Cross	
50-25	Volunteers to be sought for renovation of bench at the Cross	
51-25a	Cllr Braund to send email to council on proposed replacement and options for setting up an account with the company enabling the Council to obtain a discount**.**	Complete 17 June
51-25b	Cllrs be notified of urgent emails by WhatsApp	
53-25a	Cllr Gawith to seek advice from CALC as to any legal paperwork which should accompany the payment	CALC emailed on 17 June

53-25b	Cllr Gawith to remind Clerk for payroll slip for the approved additional hours and back-pay. Also to ask Locum Clerk for methodology of payments between meetings.	Clerk emailed on 18 June.
Actions outside of Parish Council meetings		
Parish Council meetings are held on the 3rd Monday of each month (except August) Parish Council Agendas are published on the 2nd 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