



**Minutes of Meeting of Landulph Parish Council
held on Monday 15th September 2025 at 6.30pm
at Landulph Memorial Main Hall**

Attendees: Councillors M. Worth (Chair), M. Ansell, G. Braund, L. Gawith, P. Morris, C. Tagg.	
Public Forum – 5 present	
76-25	To receive apologies for absence and approve the reasons given. Phillip Braund, on vacation. Locum Clerk, unavailable.
77-25	Declarations of interest relating to items on the agenda. None
78-25	Members to consider any dispensations relating to items on the agenda. None.
79-25	To confirm the minutes of the meeting dated 21 July 2025. Cllr Ansell proposed, Cllr Braund seconded. Councillors RESOLVED to approve the draft Minutes.
80-25	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.
81-25	Planning- to consider planning applications. – none
82-25	Planning Updates (for information only). PA25/05635 Electricity supply update to Marsh Farm . Councillors RESOLVED to note the planning approval.
83-25	Delegated decisions. The following delegated decisions are noted: <ul style="list-style-type: none"> • £76.99, external hard drive bought for Clerk laptop backup.
84-25	Accounts for Payment (details at the end of the agenda). Cllr Worth requested that it should be clear to parishioners which payments are grant funded. suggested that it be made. ACTION Cllr Tagg Cllr Gawith proposed, Cllr Worth seconded, and it was RESOLVED to approve the accounts for payment.
85-25	Report from Finance & Governance Working Group. Cllr Tagg reported on the working group activities, including AGAR review, finance update, HMRC payroll issues which have been sorted, and actions required with new clerk. The following were recommended: <ol style="list-style-type: none"> 1. Payment received from film company be added to general reserve 2. Approve finance update 3. Approve payroll and finance introduction for new clerk. Cllr Worth proposed, Cllr Ansell seconded, and it was RESOLVED to approve the recommendations.

86-25	Report from Playing Field Working Group. - none
87-25	<p>Report from Dot Gov Working Group.</p> <p>Cllr Tagg reported that old google drive has been deleted and final p[ayment made, Zoho set up mostly complete, clerk laptop received from old clerk and being cleaned ready for new clerk, new web-site is operational, and new community website aims to go live in early December. The following were recommended:</p> <ol style="list-style-type: none"> 1. A training session is held for councillors once Zoho Workdrive is complete 2. Training for clerk to be included as part of induction <p>Cllr Braund proposed, Cllr Worth seconded, and it was RESOLVED to approve the recommendations. ACTION Cllr Tagg</p>
88-25	<p>Report from LOG Working Group.</p> <p>Cllr Tagg reported on the grant progress, meetings on 12 august, 12 sept, and visits to Orchard Green. The following were recommended:</p> <ol style="list-style-type: none"> 1. Increased social media reporting of events and activities in Orchard Green. ACTION: LOG Working Group) 2. New quarterly enewsletter (using Zoho system) for friends and volunteers of LOG. ACTION Cllr Tagg <p>Proposed by Cllr Morris, seconded by Cllr Ansell, Councillors RESOLVED to approve recommendations.</p>
89-25	<p>Report from LCG Working Group.</p> <p>Cllr Tagg reported on activities, including the Saturday bus trips m and the use of the nature explorer kit. The following was recommended:</p> <p>Nature explorer kit to be promoted in social media and in the parish newsletter. ACTION: LCG working group</p> <p>Proposed by Cllr Ansell, seconded by Cllr Tagg, Councillors RESOLVED to approve recommendations.</p>
90-25	<p>Report from Searle Family Memorial Field Working Group.</p> <p>Cllr Gawith reported on progress, including 2 expressions of interest for the use of the field for cricket (from Saltash Cricket Club and a parishioner). We do not expect to hear back from SCC until October after their AGM as they need to get approval.; it would take considerable expenses and 2 years of work to get the ground up to the appropriate standard again. We now know that the Deeds to the land and easement for the water supply pipes are stored with the Solicitors Regulation Authority.</p> <p>It was recommended that the council gives the authority to Cllr Gawith and/or the new Clerk to approach the Solicitors Regulation Authority to obtain the deeds to the land and associated easements. ACTION Cllr Gawith & new Clerk</p> <p>Proposed by Cllr Worth, seconded by Cllr Braund, Councillors RESOLVED to approve recommendation.</p>
91-25	<p>Report from Emergency Plan Working Group</p> <p>Cllr Morris reported on work to date and recommended that:</p> <ol style="list-style-type: none"> 1. Review and refresh the WhatsApp volunteer group (including medical) 2. There is parish consultation to test the document, scope skills and assets in the parish 3. Consider GoBoxes in the Memorial Hall, with hard copy of the Emergency Plan, documentation, hardware including torches/hi-ziz vests/maps/blankets. 4. Test the plan with an exercise. <p>ACTION EWG</p> <p>Proposed by Cllr Braund, seconded by Cllr Worth, Councillors RESOLVED to approve recommendations.</p>
92-25	Correspondence – There is an email from a parishioner in the shared box. Cllr Tagg asked that someone respond.
93-25	Scan Tap & Go Inpost Locker

	Cllr Gawith has emailed them, and followed up with 2 more emails without a substantive response. She is not optimistic that this application will be successful.
94-25	Update on Bus Shelter Decoration The declaration of the bus shelter is ongoing. The council discussed the need to protect the painting. ACTION: Cllr Tagg to speak to the artist about the cost and application of anti-graffiti paint.
95-25	Update on Community Website: No further update than that given in Dot Gov report.
96-25	Chairman's Urgent Business / Any Other Business (note: any items are for information only). Cllr Worth (Chairman) advised he has been invited to be on the panel of the UK Water Transport research project. The parish council tree warden reported on: <ol style="list-style-type: none"> 1. The sudden deaths of the hazel tree and adjacent trees on Coombe Corner behind the boat. They have been tested by APHA and shown not to be notifiable disease deaths or fungal. 2. The landmark tree in Park Farm is thriving 3. She asked that the SFMF working group ensures that the planted copse (part of forest for Cornwall) is protected in future plans for the field. Cllrs RESOLVED to note.
97-25	Date of Next Meeting – Monday 20 October, 6.30pm, Landulph Memorial Hall, Main Hall : Cllr G Braund gave her apologies. 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.
Public Bodies (Admission to Meetings) Act 1960	
98-25	Report from Staffing Committee The council noted the appointment of Chris Harris to the post of Parish Clerk and & Responsible Financial Officer. He will start on 1 st October. Cllrs RESOLVED to note.

Accounts Payable

Payee	Chq no /BACS	Payment Details	Budget	Net	VAT	Gross	Paid
Cornwall Pension Fund	BACS	Back pay for pay award	Employee Costs GF	£16.58		£16.58	25/7/25
HMRC	chq101790	Back pay for pay award	Employee Costs GF	£17.69		£17.69	5/8/25
K J Williams	BACS	Back pay for pay award	Employee Costs GF	£44.76		£44.76	25/7/25
K J Williams	BACS	May salary incorrectly recorded paid	Employee Costs GF	£1.00		£1.00	28/7/25
Geoxsphere Ltd	BACS	Parish Online Mapping Jul 25 - 26	Subscriptions GF	£60.00	£12.00	£72.00	28/7/25

HMRC	BACS	Overdue account	Employee Costs GF	£111.45		£111.45	1/8/25
see expenses	BACS	Treasure Trail Bag and pond dipping - reimburse Clare Tagg	Climate Change GF	£66.20	£8.74	£74.94	
see expenses	BACS	Grant Y4CAP3 - reimburse Clare Tagg	Y4 CAP3 GF	£160.97	£32.20	£193.17	
Cornwall ALC Ltd	BACS	Job Evaluation	Employee Costs GF	£100.00	£20.00	£120.00	1/8/25
HMRC	BACS	Outstanding employers NIC	Employee Costs GF	£165.35		£165.35	
Google Cloud EMEA	DD	1 July - 31 July 2025	ICT Costs GF	£54.06		£54.06	7/8/25
BDO LLP	BACS	Limited Assurance Review year ended 31/3/25	Office Expenses GF	£420.00	£84.00	£504.00	15/8/25
Ally Hill	BACS	Grass Cutting for July - Inv 1091	Open Spaces GF	£370.00		£370.00	15/8/25
Chris Cook	BACS	Locum Clerk	Employee Costs GF	£135.44		£135.44	
Google Cloud EMEA	DD	1 Aug - end of account	ICT Costs GF	£2.79		£2.79	5/9/25
ICO	DD	Data Protection Tier 1	Office Expenses GF	£47.00		£47.00	
Amazon	BACS	External hard drive for clerk backup - reimburse Clare Tagg	ICT Costs GF	£64.16	£12.83	£76.99	
PrintMinor	BACS	Frosting of window	Y4 CAP3 GF	£25.00	£0.00	£25.00	
Saltash Red Bus	BACS	Bus for 31 August	Y4 CAP3 GF	£30.00		£30.00	
PCC	BACS	Use of carpark for 31 August	Y4 CAP3 GF	£30.00		£30.00	
Ally Hill	BACS	Grass Cutting for August - inv 1105	Open Spaces GF	£440.00		£440.00	
see expenses	BACS	Maintenance of LOG - reimburse Clare Tagg	Orchard GF	£6.81	£1.36	£8.17	
Amazon	BACS	Data card for solar router - reimburse Clare Tagg	Community Chest - Orchard	£40.42	£8.08	£48.50	

MATTERS ARISING		
Key to actions: <div> <div>Yet to be actioned</div> <div>Action pending</div> <div>Action completed</div> <div>Ongoing Action</div> </div>		
Minute no.	Action	Update on Action Taken
Matters Arising – February 2024 meeting		
Public Forum	Request for a new street sign at the end of Church Lane Cornwall Cllr Worth to raise via Cornwall Council Casework Assist. Update 15 Sept 25; Coombe Drive sign is also missing from Corner.	Action pending. Raised 28.3.24, acknowledged by CC 15.4.24, awaiting outcome (could take 8-12 weeks).

Matters Arising – September 2024 meeting		
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.	In progress; decorating started Sept 25.
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.
Matters Arising – March 2025 meeting		
208-24	Cllr Tagg to add an item on dog fouling to the next Council newsletter.	Complete
Matters Arising – June 2025 meeting		
36-25	Locum Clerk to arrange the necessary training for a new councillor	Complete
48-25	New Clerk, Cllr Gawith & Cllr Tagg to undertake risk assessments for all assets in parish	Ongoing
50-25	Volunteers to be sought for renovation of bench at the Cross Update 15 sept : Cllr Tagg to ask for volunteers	Ongoing
Matters Arising – July 2025 meeting		
68.25	Cllr Gawith to terminate Octopus electricity contract to pavilion.	Email sent 24 July. Meter to be removed. Complete, though meter not removed
71.25	Cllr Gawith to make enquiries about Tap & Go Inpost locker.	Enquiry sent. Follow-up emails sent
Matters Arising – Sept 2025 meeting		
84-25	Cllr Tagg to make clear in accounts payable table which items are grant funded.	
87-25	Cllr Tagg to hold training session on Zoho	
88-25	LOG working group to increase social media events and activities in Orchard Green	
88-25	Cllr Tagg to issue quarterly enewsletter for friends and volunteers of LOG	
89-25	LCG working group to promote use of nature explorer kit on social media	
90-25	Cllr Gawith and/or new Clerk to apply to Solicitors Regulation Authority for deeds of SFMF and easement for water supply pipes.	
91-25	EWG to action recommendation on development of the plan	
92-25	Cllr to respond to parishioner's enquiry in shared email box.	Complete 19 th Sept
94-25	Cllr Tagg to enquire about antigrffiti paint to protect bus shelter painting	
Actions outside of Parish Council meetings		
Parish Council meetings are held on the 3 rd Monday 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.		

Signed: Chairman