

LUXULYAN PARISH COUNCIL  
Minutes of the **Annual Meeting of the Parish Council**  
held at the Luxulyan Memorial Institute, 6.00 pm,  
**THURSDAY 9 MAY 2019**

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston (Vice-chair), Cllr Kay Baker, Cllr Bob Hatton, Cllr Michele Latham, Cllr Francis Payne, Cllr Tina Windsor.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Sally-Anne Saunders, PCSO Steve Tibbles #30262 and no Members of the Public.

ABSENT:

Cllr Michael Grindley, Cllr Margaret Higman, Cllr Sarah Kemp.

Abbreviations: Councillors are abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Cornwall Assoc. of Local Councils (CALC), Footpath (FP), Local Maintenance Partnership (LMP), Community Network Panel (CNP), Friends of Luxulyan Valley (FOLV), General Data Protection Regulations (GDPR), Luxulyan Neighbourhood Plan (LNP).

*The meeting began at 6.00 PM. The Chair welcomed all and thanked the councillors, the clerk and the Cornwall Councillor for their hard work during the previous year.*

19/1 Election of the Chair and Declaration of Acceptance of Office.

Cllr Michaela Linfoot was **ELECTED** Chair (proposed TW; 2nd KBi) and signed her Declaration of Acceptance of Office before the council.

19/2 Election of the Vice-chair and Declaration of Acceptance of Office.

Cllr Keith Bilston was **ELECTED** Vice-chair (proposed MLI; 2nd TW) and signed his Declaration of Acceptance of Office before the council.

19/3 Apologies.

Apologies were received from MH and SK.

19/4 Finance

A **Responsible Financial Officer**. It was **RESOLVED** to appoint the clerk and proper officer of the council, Mrs Christine Wilson (proposed MLI, 2<sup>nd</sup> MLa).

B **Financial Procedures Policy**. It was **RESOLVED** to approve the revised Financial Risk Assessment with the name changed to *Financial Procedures Policy* (proposed KBa, 2<sup>nd</sup> FP).

C **Audit Panel Terms of Reference**. The revised draft document was reviewed and it was **RESOLVED** to adopt the revised document (proposed MLa, 2<sup>nd</sup> KB).

D **Audit Panel**. This panel closely scrutinises the accounts and makes recommendations to full council regarding the budget, precept, and other financial matters. It was **RESOLVED** (proposed MLa, 2<sup>nd</sup> FP) to appoint Councillors Francis Payne, Keith Bilston, Kay Baker and Michaela Linfoot.

E **Chair of the Audit Panel**. It was resolved to appoint Cllr Michaela Linfoot as chair of the Audit Panel. However, this resolution will be revisited at the next meeting because the Chair of the Council may not chair the Audit Panel.

F **Internal Control Check**. This person must not be a bank signatory, must be a member of the Audit Panel and will make quarterly checks of bank statements and payments.

ML

It was **RESOLVED** (proposed MLI, 2<sup>nd</sup> FP) to appoint Cllr Keith Bilston as Internal Control Check.

**G Bank Mandate.** LPC banks with Unity Trust Bank. Two signatories are required for payments by cheque or for online payments. It is **CONFIRMED** that Cllr Francis Payne, Cllr Margaret Higman, Cllr Sarah Kemp and the Clerk are bank signatories.

**H Transparency Code for Smaller Councils.** The Council **RESOLVED** (proposed MLI, 2<sup>nd</sup> KBa) to continue its voluntary compliance with the Code.

#### 19/5 Staffing Committee

**A** Five councillors were nominated for the staffing committee: Kay Baker, Keith Bilston, Bob Hatton, Margaret Higman and Francis Payne (proposed MLI, 2<sup>nd</sup> TW). The council **RESOLVED** unanimously to appoint these members.

**B** Chair. It was **RESOLVED** to appoint Bob Hatton as chair of the staffing committee (proposed MLI, 2<sup>nd</sup> KBi).

#### 19/6 Working Parties

**A The Planning Working Party Terms of Reference.** The document was reviewed and there were no proposals for any changes.

**B The Planning Working Party.** It was **RESOLVED** (proposed MLI, 2<sup>nd</sup> BH) that Councillors Michele Latham, Michaela Linfoot and Francis Payne will be the council's representatives. It was further **RESOLVED** that Sue Perry and Nick Legard will remain community resident members (proposed MLI, 2<sup>nd</sup> FP). It was agreed that MLI will speak to a member of the community who would be great asset to the working party in the hopes that they will agree to be a member.

**C Working Party for Traffic Monitoring.** It was agreed that this working party is generally redundant; however, the council as a whole will continue to support residents with traffic problems and call councillors to site visits as and when required.

**D Working Party for the Skate Park.** It was **RESOLVED** that Cllr Sarah Kemp will be the parish council representative (proposed MLI, 2<sup>nd</sup> KBi). There are currently no other members of the Working Party. If other members of the public are interested in this working party, please contact Cllr Kemp or the clerk.

#### 19/7 Trustees for the Luxulyan Memorial Institute (LMI)

In accordance with the LMI constitution, it was **RESOLVED** to appoint Councillors Keith Bilston, Michaela Linfoot, Francis Payne and Tina Windsor as trustees (proposed MLI, 2<sup>nd</sup> KBi). The LMI constitution allows four parish council trustees.

#### 19/8 Luxulyan Parish Community Fund

Two members of the Parish Council sit on the 7-member Panel which meets quarterly to decide on the distribution of funds from the Lestoon Turbine. The fund is administered by Cornwall Community Fund (CCF). More information about the fund can be found on the parish council website. It was **RESOLVED** that Councillors Francis Payne and Kay Baker will be the council's representatives on the Panel (proposed MLI, 2<sup>nd</sup> KBi).

#### 19/9 Lead Councillors and Representatives

**A Neighbourhood Plan Steering Group.** It was **RESOLVED** that the council's Lead Councillors, representing the council on the Steering Group will be Councillors Francis

Payne, Michele Latham and Michaela Linfoot and that the other local members would remain the same (proposed KBi, 2 <sup>nd</sup> BH).
B <b>Footpath Committee.</b> It was <b>RESOLVED</b> that the council's Lead Councillors for footpaths and its representatives on the committee will be Councillors Francis Payne and Kay Baker (proposed MLi, 2 <sup>nd</sup> MLa).
C <b>Community Network Panels (CNP).</b> Luxulyan Parish Council attends both the St Blazey, Fowey & Lostwithiel and the China Clay Community Network Panels because of its community bonds to both areas. It was <b>RESOLVED</b> that Councillors Michaela Linfoot and Keith Bilston will remain as Lead Councillors representing the council at these meetings (proposed KBa, 2 <sup>nd</sup> MLa). It was <b>NOTED</b> that all parish councillors and members of the public are welcome to attend.
D <b>Eden Community Geothermal Liaison Group.</b> It was <b>RESOLVED</b> that Councillor Bob Hatton will be Lead Councillor representing the parish council at these meetings (proposed MLi, 2 <sup>nd</sup> KBi).
E <b>Luxulyan Valley Management Partnership Committee.</b> It was <b>RESOLVED</b> that Councillors Michaela Linfoot and Bob Hatton will be Lead Councillors representing the council at these meetings (proposed FP, 2 <sup>nd</sup> KBi). It is <b>NOTED</b> that the Parish Council has only one vote on the Partnership Committee.
F <b>Luxulyan Community Land Trust.</b> It was <b>RESOLVED</b> that Councillors Francis Payne and Michele Latham will be Lead Councillors representing the council at these meetings (proposed MLi, 2 <sup>nd</sup> TW).
G <b>Councillor Advocate Scheme organised by the Office of the Police &amp; Crime Commissioner.</b> It was <b>RESOLVED</b> that Councillor Michele Latham will be Lead Councillor representing the council at these meetings (proposed MLi, 2 <sup>nd</sup> KBa).
H <b>Village Hall Committee.</b> It was <b>RESOLVED</b> that Councillor Margaret Higman will be Lead Councillor representing the council at these meetings (proposed MLi, 2 <sup>nd</sup> KBa).

#### 19/10 Communication and Defibrillators

A <b>Email.</b> There were no changes to the email addresses of the councillors or any other contact details. The internal auditor has advised that dedicated parish council email addresses are recommended for all councillors.
B <b>Notice Boards.</b> It was <b>RESOLVED</b> that Cllr Francis Payne will continue posting notices and other items of interest on the notice boards at the Village Public Toilets and at Lockengate (proposed KBa, 2 <sup>nd</sup> TW). A new notice board at the King's Arms Pub will be discussed at the June meeting.
C <b>Defibrillator weekly checks.</b> It was <b>RESOLVED</b> that Councillor Michaela Linfoot will continue the weekly defibrillator checks at the Memorial Institute (proposed MLi, 2 <sup>nd</sup> TW). MLi reported that Mr Phillips continues the weekly checks for the defibrillator at Gunwen Chapel and she will request that copies are sent to the clerk. <b>ACTION: MLi</b>
D <b>Defibrillator training.</b> MLi will coordinate for training with the Ronnie Richards Memorial Charity (from which the council purchased the two defibrillators). Cornwall Councillor Sally-Anne Saunders confirmed that she is happy that the £60 left from the Community Chest grant for training last year is used for the same purpose this year. <b>ACTION: MLi</b> <i>The DEFIBRILLATOR TRAINING course is £20 per person and refresher training is £10 per person. Anyone may attend the training. Contact the clerk if you are interested.</i>

MLC

19/11 Key holders

These keys are currently held by:  
Keys to Institute: MLI, FP, KBI and Clerk.  
Keys to outside doors of Toilet block: Clerk and FP.  
Keys to cupboard in gentlemen's loo: Clerk and FP.  
Keys to shed: FP and Clerk.  
Keys to bin in the playing field: FP, SK and Clerk.  
Keys to metal notice boards: FP and Clerk  
Keys to sand and sandbag boxes at the Institute: FP. They do not work

It was **RESOLVED** (proposed KBa, 2<sup>nd</sup> MLa) that the Clerk would purchase two weatherproof combination locks from ScrewFix at under £20 each for the sand & sandbag bins at the Institute.

**ACTION: Clerk**

19/12 Meetings – Dates and Times

A Ordinary Meetings of the Parish Council — the second Thursday of each month at 6.00 pm in the Luxulyan Memorial Institute. **RESOLVED** (proposed MLI, 2<sup>nd</sup> KBI)

B Finance Audit Panel with Internal Control Checks — quarterly meetings in July, October, January and April, at 5.00 pm before the ordinary meeting unless otherwise agreed. **RESOLVED** (proposed FP, 2<sup>nd</sup> MLI)

C Staffing Committee — It was **RESOLVED** (proposed BH, 2<sup>nd</sup> KBI) that the Staffing Committee will meet in September after the clerk's annual appraisal, and as and when required.

D The next Annual Meeting of the Parish Council will be Thursday, 14th May 2020.

*The Chair thanked everyone and closed the meeting at 6:30 pm.*

*The Ordinary Meeting followed immediately.*

*Mrs C Wilson ~ Parish Clerk ~ 10 May 2019*

13/6/ 2019  
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