

## LUXULYAN PARISH COUNCIL

DRAFT Minutes of the Extraordinary Meeting, 6.00 pm, ONLINE via Zoom

FRIDAY 10 APRIL 2020

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*Luxulyan Parish Council would like to commend  
all key workers and volunteers during the Covid-19 crisis.  
They are bravely and unselfishly keeping the country running  
and putting themselves at risk to help others.  
Thanks to their efforts we are all safer, healthier and less isolated.*

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## PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston (Vice-chair), Cllr Kay Baker, Cllr Michael Grindley, Cllr Bob Hatton, Cllr Sarah Kemp.

## ALSO PRESENT:

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

## ABSENT:

Cllr Margaret Higman, Cllr Michele Latham, Cllr Francis Payne, Cllr Tina Windsor.

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), Coronavirus = Covid-19.

## Note on numbering:

The prefix will follow the Municipal Year which begins in May. January-April will carry the 19/ prefix. At the May 2020 meeting the first item on the Agenda will be 20/01.

**Note on joining the meeting as members of the public:**

Members of the public must request online Meeting details in advance from the Clerk in order to join the meeting online. All participants that join the meeting start in the 'waiting room' and are admitted by the clerk as soon as possible.

*The meeting began at 6.00 PM and the Chair welcomed all.*

## 19/195 Apologies

Apologies were received from MH, TW. It was noted the FP attempted to join the meeting but there were technical problems which are being investigated.
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## 19/196 Declarations of interest or requests for dispensation.

None.
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## 19/197 Public Session

None.
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## 19/198 Meetings and governance

A In accordance with the new legislation <i>The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020:</i>
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| <ul style="list-style-type: none"> <li>i. It was <b>RESOLVED</b> (proposed MLi, 2nd SK) to cancel the Annual Meeting of the Parish Council. It will not take place until May 2021.</li> </ul> |
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ii. It was **RESOLVED** (proposed KBi, 2nd KBa) that the Annual Parish Meeting will not be called by the Chair as CALC has advised that this is not a statutory duty. The next Annual Parish Meeting will be called for May 2021. The Clerk will now request annual reports from local organisations and the Police, which can be presented to the parish council and posted online. **NB:** If electors of the parish wish to hold an online Parish Meeting, please contact the Chair of the parish council and Clerk who will be able to arrange a meeting.

iii. It was **RESOLVED** (proposed BH, 2nd KBa) that the Chair and Vice-chair will remain in their positions until the next Annual Meeting in May 2021, as will the other councillors remain in their respective roles (see *Parish Councillors & Committees* webpage) unless particular circumstances necessitate a change.

iv. It was **RESOLVED** (proposed MG, 2nd BH) to adopt the following Standing Order Number 26 for the duration of the Coronavirus emergency measures.

#### 26. Covid-19 emergency measures

- A The council will use online meeting software to conduct its meetings that 1) allows each member to be heard and (where practicable) seen by all attendees. 2) allows public participation during the public session. 3) allows the public to witness the meeting in real time using the same software. 4) allows the chairman to close the meeting to the public when necessary in accordance with the 1960 Public Bodies (Admission to Meetings) Act.
- B The online meeting ID Number and Password will not be published online or on notice boards, but will be available from the clerk on request.
- C The council may hold meetings at any time of day and on any day, to alter how frequently meetings can be held and to move or cancel meetings without requiring further notice.
- D The agenda for any meeting at which decisions are made will be posted on the council website (and the notice boards if possible) 3 clear days before the meeting.
- E Voting will take place using non-verbal electronic icons on screen or as instructed by the chairman.
- F In accordance with government regulations and guidelines, the council may extend these emergency Standing Orders or revoke them before 7 May 2021.

B It was **RESOLVED** (proposed KBa, 2nd SK) that the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary, with associated expenditure, to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the council. Decisions made in this manner will be noted in *The Register of Delegated Decisions* which will be posted on the parish website under *Parish Council Policies*.

C It was **RESOLVED** (proposed MLi, 2nd KBa) that the council agrees to the clerk's attendance at the SLCC Webinar: *Creating Accessible Word and PDF Documents* at a cost of £30 + VAT. The cost will be shared with her other council, so that Luxulyan will pay 75%. The webinar will train the clerk in better compliance with statutory website accessibility regulations.

## 19/199 Finance

A It was **RESOLVED** (proposed SK, 2nd MG) that the council approves the appointment for the next two years of the same internal auditor as last year.

## 19/200 Considerations

A It was **RESOLVED** (proposed KBi, 2nd KBa) to retrospectively approve the closure of the Public Toilets. The toilets were closed on 25<sup>th</sup> March in accordance with Cornwall Council guidelines. Notices were posted on the doors of the toilets and on Facebook. The council discussed the most recent guidance that public toilets could be opened for key workers; however, the council does not think that there is a demand for this in Luxulyan village and the open toilets could encourage unauthorised visitors.

B It was **RESOLVED** (proposed KBa, 2nd SK) to retrospectively approve the closure of the Play Equipment (behind Luxulyan Village Hall) and to further approve the purchase of chains and padlocks for the gates at £32.55. The play equipment was closed by the Chair and the Clerk on 25<sup>th</sup> March in accordance with Cornwall Council guidelines. Notices were posted and the gates were padlocked. A&A have been given a set of keys for the field gate so that they can continue to maintain the area in accordance with government guidelines.

C It was **RESOLVED** (proposed KBi, 2nd KBa) that the Cemetery will be closed to the public. It will remain open for funerals that adhere to government policy about attendance at funerals during the coronavirus pandemic. The Clerk will post this decision on Facebook and the website. Grass cutting and maintenance in the cemetery will continue in accordance with government guidelines.

## 19/201 Reports

None.

## 19/202 Correspondence

A Correspondence will be listed in the Clerk's Notes for the 16th April meeting.

B LPC uses the free version of Zoom. The clerk reported that Zoom now offers a discount for Zoom Pro for parish councils at £7.99/month. There was no proposal to use Pro.

C It was **RESOLVED** (proposed MG, 2nd MLi) to commend all key workers who are keeping the country running, especially those who are putting themselves in harm's way.

## 19/203 Business for the next meeting

- a) To consider how often the play equipment should be inspected during the official closure.
- b) to consider website accessibility upgrade from our website provider (to comply with legislation for Sept 2020). £1000 is budgeted for this fiscal year.
  - i. £470 for new compliant website without moving the content. the clerk would need extra time to move the content. the annual hosting fee would remain at £140/year.
  - ii. £470 + £800 (approx.) for new website + moving the content.
  - iii. The clerk will report if a local business can move the content.

*The first online Zoom meeting began closed at 6.23 pm and the meeting resumed, after some technical adjustments, with a second online Zoom meeting at 6.35 pm. KBi was unable to connect and he communicated via the Chair's telephone speakerphone.*

19/204 The second Public Session.

Luxulyan's Ward Member, Sally-Ann Saunders reported on Cornwall Council's response thus far to the Covid-19 pandemic She explained the reasoning behind the new planning procedures that have done away with the Planning Committee. However, CC is now investigating holding meetings online and may revise its procedure as soon as it can.

19/205 Dates of next meetings.

A It was **RESOLVED** (proposed MG, 2nd BH) that the following meetings will be held **ONLINE**. Members of the public are cordially invited and should email the clerk for instructions on how to join the relevant meeting:

- i. It was **AGREED** that the council will honour the ordinary meeting dates and times during these emergency measures; i.e., every month on the 2nd Thursday at 6 pm.
- ii. It was **AGREED** that shorter and more frequent extraordinary meetings may be called by the Chair in order to conduct council business smoothly, always honouring the rule of 3-days' notice for the meeting agenda.
- iii. It was **AGREED** that the Ordinary Meeting will be held on **Thursday, 16th April 2020**, 6.00 pm. This meeting will include planning applications for consultee comments. The clerk will invite the planning agents for the current applications to this meeting
- iv. It was **AGREED** that an Extraordinary Parish Council Meeting will be held on **Friday, 17th April**, 6.00 pm for Year-End Finances 2019-2020.
- v. An Annual Parish Meeting (Meeting of the Electors) will not be held (19/198.A.ii).  
**Parish organisations are invited to send an annual report to the clerk which, in the absence of a Parish Meeting can be presented to the parish council and published on the website. Please send all reports, preferably by email, to the clerk.**  
 NB: If electors of the parish wish to hold an online Parish Meeting, please contact the Chair of the parish council and Clerk who will be able to arrange a meeting.
- vi. It was **AGREED** that the Ordinary Meeting will be held on **Thursday, 14th May 2020**, 6.00 pm.

*The Chair thanked everyone and closed the meeting at 6.58 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 11 April 2020*

Signed: \_\_\_\_\_, Chair of meeting. Date: \_\_\_\_\_