

Luxulyan Parish Council **DRAFT** Minutes
Ordinary Meeting, THURSDAY 9 JULY 2020
6.00 pm, ONLINE via Zoom

PRESENT:

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

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.

ABBREVIATIONS:

Councillors are abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Cornwall Assoc. of Local Councils (CALC), Footpath (FP), *** indicates the Consultee Comments submitted to the Planning Authority; the general points are proposed and decided by LPC; formal submission is delegated to the Clerk.

MINUTES:

The meeting began at 6.05 PM and the Chair welcomed all.

20/40 Apologies

Apologies were received from MLa, FP, TW.

20/41 Declarations of interest or requests for dispensation.

None.

20/42 Public Session

None.

20/43 Meetings and governance

A The council **RESOLVED** that the minutes, as read, of the ONLINE extraordinary meeting on 3 July 2020 held via *Zoom* were a true and correct record (proposed KBi, 2nd BH). The Chair's signature will be obtained by post.

B A response to the NEW MODEL CODE OF CONDUCT consultation was **DEFERRED** until the next ordinary meeting after consulting CALC.

20/44 Finance

A Internal Auditor's Report. The council **RECEIVED** the Annual Governance and Accountability Return (AGAR) 2019-20 Annual Internal Audit Report, which answered 'yes' to each objective. In his Report to the council, the auditor generally had few issues and said, 'Well done!' After consideration of the auditor's recommendations, it was **RESOLVED** (proposed KBi, 2nd SK) that the Risk Assessment Working Party would complete the draft of the Data Asset Register along with a review of the Data Retention

	Policy for submission to full council in due course. ACTION: Risk Assessment Working Party		
B	Accounting figures. The year end accounts as at Minute 19/221.J had not changed except for the revised explanation of variance (Box 6). No questions were raised and the figures, including the revised variance were APPROVED (proposed KBi, 2 nd BH). And it was NOTED that the council’s internal controls had been reviewed at Minute 19/221.C.		
C	AGAR Section 1, Annual Governance Statement. The council reviewed each governance statement and RESOLVED (proposed KBi, 2nd MH) that council would answer ‘Yes’ to each statement and that the Chair should sign the document. The clerk signed the statement and the Chair’s signature will be obtained by post.		
D	AGAR Section 2, Accounting Statements. It was RESOLVED (proposed KBi, 2nd MG) that the statements in Section 2 as prepared by the Clerk/Responsible Financial Officer, including full explanations of variances over 15%, were a true and correct record of the accounting year. The Clerk signed the document and the Chair’s signature will be obtained by post.		
E	Public Rights. It was RESOLVED (proposed KBi, 2nd MH) that, in accordance with Local Audit and Accountability Act 2014, Sec 26-27 and The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020, the dates for the exercise of public rights are: 20 July – 28 August 2020. The Notice, the AGAR and other accounting documents will be on the website before 20 July. The Notice will also be on the public notice boards. ACTION: Clerk & FP		
F	There were no questions about the monthly accounts and it was RESOLVED (proposed KBa, 2nd KBi) to receive the Clerk’s reports, <i>Bank Reconciliation, Budget Comparison and Cash Flow</i> to the end of June 2020, as a correct record.		
G	The council AUTHORISED payments for July 2020 totalling £3,512.33 (proposed MLI, 2nd KBi).		
	<u>Description</u>	<u>Amount with VAT</u>	<u>VAT</u>
	Clerk's salary and expenses	£878.22	
	Clerk's HMRC	£35.54	
	Clerk's Pension Jun20	£27.00	
	Play inspections -5 wks + gate latch	£88.66	
	Public Conveniences, electricity	£12.41	0.59
	Public Conveniences, cleaning Jun20, 50%	£208.72	34.79
	Bus Shelter, panel replacement	£180.00	
	Institute gutters and grounds	£300.00	
	Verges and Locken. Bus shelter	£440.00	
	Grass cutting	£397.50	
	Footpaths, 1st cut	£543.20	
	1st weed treatment	£216.00	36.00
	Internal Audit	£150.00	
	12x dispensers for hand sanitiser	£35.08	

20/45 Reports

A	Report on Actions
i.	Another bush is causing a hazard on a footpath in the village. A councillor will speak to the owner.

SK gave her apologies and left the meeting.

One Zoom meeting ended and all those previously attending returned at 6.35 pm.

ii.	The clerk confirmed that there is a dog bin in the Pontois Mill car park so she will write a letter (Minute 20/7.F.i) about sharing the cost of a dog bin at Black Hill car park.
B	Chair's report. There was nothing to report.
C	Crime & Prevention. There have been many emails from the Police Commissioner's Office recently. It was AGREED that the councillors do not need them forwarded. They will be reported in Clerk's Notes and can be requested at any time.
D	<p>Cornwall Councillor Saunders' report to the Parish.</p> <p>There was just a handful of items that I wanted to update the Parish Council on this month.</p> <p>Firstly, further to our discussion at last month's meeting, I just wanted to confirm that - given the complete lack of support from within the community of Reperry, I have effectively withdrawn the proposed scheme that Highways had put forward. I have since written to the Portfolio Holder for Transport as well as highlighting at the recent Network Panel meeting, the fact that I feel that small rural communities in general, are not well served by either the current highways legislation or the Highway Scheme itself.</p> <p>I can confirm that according to the Officer concerned, Network Rail are still planning to carry out leaf clearance work under the road bridge at Luxulyan, however there is no clarity as to when that work will be carried out at present.</p> <p>And finally, a subject that I know is of great interest to the Parish Council. Following an update from the StARR Team, I can confirm that there is now a planning application in place for a number of significant interventions along the riverbank through Par/St Blazey. Associated with this application and timed to be carried out during the same two year period (2021-2022) are some vital repair and habitat improvement works to the riverbank from roughly the Pontois Mill area down to the A390.</p>
E	Cllr Payne was away and could not report on the CLT meeting. DEFERRED

One Zoom meeting ended and all those previously attending returned at 7.15 pm.

20/46 Considerations

A	The council RESOLVED (proposed MLi, 2nd KBa) that the Cemetery will be open to the public when the Covid-19 measures can be put in place as described in the Cemetery Risk Assessment.
B	<p>The council APPROVED (proposed MLi, 2nd MG) the Risk Assessment and associated actions for the Cemetery as submitted by the Risk Assessment Working Party with minor alterations made at this meeting. It will be published on the website.</p> <p>ACTION: Clerk</p>
C	<p>The council RESOLVED (proposed MLi, 2nd MG) that the other facilities operated by the parish council will remain closed until risk assessments can be fully discussed. The safety of the parishioners and visitors depends upon well thought out Covid-19 measures.</p> <p>ACTION: Risk Assessment Working Party</p>

20/47 Planning

A	Planning issues and correspondence. Planning decisions are reported in Clerk's Notes and on the website.
B	Beswetherick Field update. See Item D.iii below.

C	StARR project update. (See also 20/45.D) Matt Healey of the Westcountry Rivers Trust contacted the council again after being furloughed for three months. The clerk will write to him so that he will hopefully contact the landowners along the river, as was planned when he attended the March meeting. ACTION: Clerk
D	Applications for consultee comments.
i.	CONSULTATION: Launceston Southern Growth Area Concept Plan. More information available here: cornwall.gov.uk/launcestonplan . The council DEFERRED this until a planning meeting on 27 th July.
ii.	CONSULTATION: Hayle Growth Area Concept Plan. More information available here: cornwall.gov.uk/hayleplan . The council DEFERRED this until a planning meeting on 27 th July.
iii.	PA20/03153 Outline application with some matters reserved for the construction of 5 dwellings Land Off Beswetherick Field Luxulyan [NB: the application has been resubmitted for 5 affordable dwellings.] Case Officer: Michelle Billing Standard Consultation Expiry Date: Thu 30 Jul 2020 Determination Deadline: Thu 04 Jun 2020 [sic]. The council DEFERRED this until a planning meeting on 27 th July.

20/48 Highways & Flooding

KBa reported that the virtual walkway from the toilets to the village shop has been painted. However, the pothole there has been painted over and is less visible than before. She has reported it to Highways who say it is on the list of repairs but it is not high priority.
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20/49 Assets – reports and maintenance

A	Weed Spray of the pavements. The first weed spray has been completed and it doesn't look like a good job. The clerk will get other quotes for next year. This year, undoubtedly because of Covid-19, the clerk had no other replies to requests for a quote.
B	Playing Field. Playing Field inspections for June 2020 were received and NOTED . The latch for the gate has been fixed.
C	Cemetery. See Minute 20/46.
D	Footpaths. Nothing to report. See Item 20/45.A.i
E	Luxulyan Memorial Institute. KBi reported that the Institute committee met and will now open the Institute with 'special conditions of use' for Covid-19 measures.
F	Village Toilets. The toilets remain closed and a risk assessment is being prepared. The stopcock has been fixed by South West Water.

20/50 Parish Matters – reports

A	Luxulyan Parish Community Fund. Nothing to report.
B	Luxulyan Valley Partnership is now meeting via Zoom.
C	Village Hall Committee. No meeting yet.

20/51 Correspondence & Invitations (complete list in Clerk's Notes)

A	The Electoral Review Panel has logged Luxulyan's request to remain as one ward. No word as to when a decision will be made.
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| B | The council received a complaint from a parishioner about a person urinating in public. The parishioner has the person's details and has reported the incident to the police. |
| C | There has been no response from our MP regarding a more cautious approach to the easing of Lockdown. |

20/52 Business for the next meeting

Deferred planning. Insurance. Model Code of Conduct. Risk Assessments.
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20/53 Second Public Session for feedback from the public

None.

20/54 Dates of next meetings.

D	Risk Assessment Working Party, Monday, 27 July, 9.30 am ONLINE via Zoom.
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A	Extraordinary Meeting Monday, 27 July, 11.00 am ONLINE via Zoom.
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B	Ordinary Meeting 13 August, 6.00 pm ONLINE via Zoom.
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The meeting closed at 7.45 pm and the Chair thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 15 July 2020

SIGNED:

THESE ARE DRAFT MINUTES.

Chair of meeting: _____ Date: _____