

NOTICE

THE ANNUAL MEETING OF LUXULYAN PARISH COUNCIL (AGM)

FOLLOWING THE PARISH MEETING WHICH IS HELD AT

6.00 PM ON THURSDAY 12 MAY 2016

AT LUXULYAN MEMORIAL INSTITUTE

IMMEDIATELY FOLLOWED BY THE ORDINARY MEETING

Members of the public are cordially invited to attend.

PUBLIC QUESTION TIME. Time is allocated during the Public Session for members of the public to comment on any of the items detailed in the agenda below or to bring any relevant matter(s) to the attention of Luxulyan Parish Council. Contributions may be limited to 5 minutes on each subject.

Members of Luxulyan Parish Council are hereby summoned to transact the following business:

AGENDA — Annual Meeting of the Parish Council

- 16/01 Election of the Chairman and Declaration of Acceptance of Office.
- 16/02 Election of the Vice-chairman and Declaration of Acceptance of Office.
- 16/03 Apologies for absence.
- 16/04 Finance.
 - a) Appointment of the Responsible Financial Officer.
 - b) Election of Finance Audit Panel. This Panel closely scrutinises the accounts and makes recommendations to full council regarding the budget, precept, staff pay and other financial matters.
 - c) Appointment of the Internal Control Check (must not be a bank signatory)
 - d) To confirm the bank mandate.
 - e) To consider how much the Parish Council will take from reserves for the Neighbourhood Plan.
- 16/05 Election of the Staffing Committee.
- 16/06 Appointment of the Neighbourhood Plan Steering Group
- 16/07 Appointment of four Trustees for the Luxulyan Memorial Institute
- 16/08 Appointment of two Trustees for Luxulyan Parish Community Fund
- 16/09 Appointment of Lead Councillors and Representatives
 - a) Footpath Committee Representative
 - b) CALC Representative

- c) Renewable Energy Lead Councillor
 - d) Community Networks (usually 2 representatives each)
 - i. St Blazey, Fowey and Lostwithiel Community Network Panel
 - ii. China Clay Community Network Panel
 - e) Eden Community Geothermal Liaison Group (2 representatives)
 - f) Luxulyan Valley Management Partnership Representative
 - g) Luxulyan Community Land Trust (up to 2 representatives)
 - h) Police Liaison Group Representative
 - i) School Management Committee Representative
 - j) Village Hall Committee Representative
- 16/10 Communication. Review of email addresses and automatically forwarded correspondence.
- 16/11 To approve the dates and times of the meetings for the next municipal year.
- a) Ordinary Meetings – the 2nd Thursday of each month, starting at 6.30 pm.
 - b) Finance Audit Panel, with Internal Control Checks, will meet quarterly in July, October, January, April, at 5.30pm before the ordinary meeting, unless otherwise indicated.
 - c) Staffing Committee will meet as and when necessary.
- 16/12 The next Annual Meeting of the Parish Council (AGM) will be Thursday, 11 May 2017.

In continuation:
AGENDA — Ordinary Meeting

- 16/13 Declarations of interest.
- a) Declarations re agenda items.
 - b) Requests for dispensation.
- 16/14 Public Session.
- 16/15 Previous action points with further action if required.
- 16/16 Meetings and governance.
- a) To approve and sign the minutes of the ordinary meeting on 14 April 2016.
 - b) To approve and sign the minutes of the extra-ordinary meeting on 21 April 2016.
 - c) To ratify the change to the Code of Conduct — as reviewed at the 14 April meeting and having left at least 28 days for public comment.
 - d) To ratify the change to Standing Orders — as reviewed at the 14 April meeting and having left at least 28 days for public comment.
 - e) To adopt the Grants Awarding Policy — as reviewed at the 14 April meeting and having left at least 28 days for public comment.
 - f) Update on the Cornwall Electoral Review.
 - g) Playing Field inspections. To receive the previous month's forms and enlist volunteers for this month's weekly inspections.

16/17 Finance.

- a) To receive the Internal Auditor's Report and decide on any actions.
- b) To agree the Annual Governance Statement of the Annual Return.
- c) To approve and sign the Annual Return as prepared by the Responsible Financial Officer.
- d) To authorise payments. (See Clerk's Notes)

16/18 PCSO report.

16/19 Cllr Rix's report to the Parish.

16/20 Good Citizen of the Year update.

16/21 St Blazey Police presence, update.

16/22 Neighbourhood Plan steering group report.

- a) Request for stop-gap funds from the Parish Council until grants have been applied for and received. The stop-gap funds will be repaid.

16/23 Report on the St Austell to A30 link road exhibition.

16/24 Brighten Up the Village Programme.

- a) Request for financial support for village amenities, such as hanging baskets, etc.
- b) New road signs showing World Heritage Site designation.
- c) Litter Pick Saturday, 18 June. Organisation and appointment of Coordinator.

16/25 Luxulyan Community Bus report

16/26 Planning.

- a) Planning correspondence.
 - i. CONSULTATION for consultee comments: Gypsy and Travelling Communities Site Allocations Development Plan Document - Scoping Report. Documents are available on the CC website under *Cornwall Local Plan*.
 - ii. **APP/D0840/S/16/3143592** and **APP/D0840/W/16/3145679** for Beswetherick Fields; update on responses.
- b) Enforcements – reports and progress.
- c) To report on planning decisions of special interest. (A complete report is in Clerk's Notes and Parish Planning on the website.)
- d) Applications for consultee comments.
 - i. **PA16/02471** | The siting of a ABI Arizona static caravan to be used as accommodation by a farm worker. | Trevanney Farm St Blazey Cornwall PL24 2SU
 - ii. **PA16/03669** | Application for amendments to existing planning consent (PA16-00379). Including dormer to west elevation, addition of chimney to south elevation and reconfiguration of windows on west and south elevations. Location: Tom's Barn Nanscawen St Blazey Par. Applicant: Mr Mitchell Hart. Grid Ref: 205928 / 55409.
 - iii. **PA16/03669** | Application for amendments to existing planning consent (PA16/00379). Including dormer to west elevation, addition of chimney to south elevation and reconfiguration of windows on west and south elevations | Toms Barn Nanscawen St Blazey Par Cornwall PL24 2SR
 - iv. Applications for consideration since the posting of this Agenda.

16/27 Highways. To receive reports requiring the attention of the parish council.

16/28 Assets – reports and maintenance

- a) Playing Field
- b) Footpaths
- c) Cemetery
- d) Village Toilets
- e) Luxulyan Memorial Institute
- f) Other matters for report

16/29 Parish Matters – reports

- a) Flooding
- b) Village Rubbish Bins and Street Sweeping
- c) Village Hall Committee
- d) School Management Committee
- e) Luxulyan Valley Partnership
- f) Luxulyan Parish Community Fund.
- g) CLT – Community Land Trust
- h) Other matters for report

16/30 Correspondence & Invitations. (complete list in Clerk's Notes)

16/31 Business for the next meeting.

16/32 Dates of next meetings. Planning if needed 26 May 2016 at 6.30 pm, and the Ordinary Meeting 9 June 2016 at 6.30pm. Both at the Luxulyan Memorial Institute.



Mrs C Wilson
Clerk to Luxulyan Parish Council
5 May 2016