

NOTICE

THURSDAY 18 MAY 2017 AT 6.00 PM

THE ANNUAL PARISH MEETING AT THE LUXULYAN MEMORIAL INSTITUTE

IS IMMEDIATELY FOLLOWED BY

THE ANNUAL MEETING OF LUXULYAN PARISH COUNCIL

WHICH IS IMMEDIATELY FOLLOWED BY

THE ORDINARY MEETING OF LUXULYAN PARISH COUNCIL

Members of the public are cordially invited to attend.

PUBLIC QUESTION TIME. Time is allocated during the Public Session of the Ordinary Meeting 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

- 17/1 Election of the Chairman and Declaration of Acceptance of Office.
- 17/2 Election of the Vice-chairman and Declaration of Acceptance of Office.
- 17/3 Apologies for absence.
- 17/4 General Power of Competence. To resolve, in accordance with Localism Act 2011, Sections 1-8, that the Council is eligible for this power, having two thirds of its members elected and the Clerk having achieved the Certificate in Local Council Administration.
- 17/5 Co-option of new councillors to fill the three vacancies on the Parish Council.
- 17/6 Finance.
 - a) Appointment of the Responsible Financial Officer.
 - b) Appointment of Finance Audit Panel. This Panel closely scrutinises the accounts and makes recommendations to full council regarding the budget, precept, 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 confirm the old and allocate any new restricted reserves. See Handout.
 - f) To confirm voluntary compliance with the *Transparency Code for Smaller Councils*.
- 17/7 Appointment of the Staffing Committee and definition of its functions.
- 17/8 Appointment of four Trustees for the Luxulyan Memorial Institute
- 17/9 Appointment of two Panel Members for Luxulyan Parish Community Fund

- 17/10 Appointment of Lead Councillors and Representatives
- a) Neighbourhood Plan Steering Group members
 - b) Footpath Committee Representative
 - c) Cornwall Association of Local Councils (CALC) Representative
 - d) Renewable Energy Lead Councillor
 - e) Community Network Panels
 - f) Eden Community Geothermal Liaison Group (up to 2 representatives)
 - g) Luxulyan Valley Management Partnership Representative
 - h) Luxulyan Community Land Trust (up to 2 representatives)
 - i) Police Liaison Group Representative
 - j) Village Hall Committee Representative
- 17/11 Communication.
- a) Review of email addresses and automatically forwarded correspondence.
 - b) Confirmation of councillors who will post on the notice boards.
- 17/12 Review of key holders for:
- a) Public Conveniences and Wallgate units
 - b) Shed beside the Public Conveniences
 - c) Luxulyan Memorial Institute
 - d) Notice boards
 - e) Filing cabinet
 - f) Playing Field litter bin
- 17/13 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.
- 17/14 The next Annual Meeting of the Parish Council will be Thursday, 10 May 2018.

In continuation:

AGENDA — Ordinary Meeting

- 17/15 **Declarations of interest**
- a) Declarations re agenda items.
 - b) Requests for dispensation on current items
 - c) Consideration of Consideration of dispensations for council representatives on outside committees, such as the Neighbourhood Plan Steering Group, or Footpaths Committee, Friends of Luxulyan Valley.
- 17/16 **Public Session**
- 17/17 **Previous action points with further action if required**

17/18 **Meetings and governance**

- a) To approve and sign the minutes of the ordinary meeting on 13 April 2017.
- b) To renew the annual membership of the Cornwall Assoc. of Local Councils (CALC).
- c) Code of Conduct training, various dates and venues to be confirmed.
- d) Planning training from CC, confirmation of dates and delegates.
- e) Playing Field inspections. To receive the previous month's forms and enlist volunteers for this month's weekly inspections.

17/19 **Finance**

- a) To authorise payments. (See Clerk's Notes)
- b) To review the bank signatories.
- c) To review again the Year-end figures for the Annual Return.
- d) To consider the report of the internal auditor.
- e) To review the internal controls of the parish council with regard to its governance and risk management.
- f) To consider and answer the Annual Governance Statements within the Annual Return.
- g) To approve the parish accounting statements for the Annual Return.
- h) To agree the period for the exercise of public rights (in accordance with Local Audit and Accountability Act 2014, Sec 26-27) from 3 July to 11 August 2017.

17/20 **PCSO report and Police Liaison Report**

17/21 **Cllr Saunder's report to the Parish**

17/22 **Neighbourhood Plan steering group report**

17/23 **To consider** the Japanese Knotweed problem in the parish.

17/24 **To consider** the noise from the pumping station at Bridges.

17/25 **To consider** a skate ramp for the play area of the playing field.

17/26 **To consider** signs (village sign, shop sign).

17/27 **To consider** reorganising the litter pick.

17/28 **To consider** placement of the second defibrillator.

17/29 **Planning**

- a) Planning correspondence.
 - i. **PA17/00660/PREAPP (18 May'17)** | Pre application advice for Residential development (outline) for the development of 60 units | Land North Of Tregarrick Farm Luxulyan Cornwall PL30 5EQ
Case Officer Stephen Kirby
Determination Deadline Thu 25 May 2017
- 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. **PA17/02856** | Creation of a purpose built wedding venue with associated works (re-submission of previously refused application **PA16/07440**) | Corgee Farm Strawberry Lane Luxulyan Bodmin Cornwall PL30 5DS

Case Officer: Jonathan Luker
Standard Consultation Expiry Date: Tue 09 May 2017
Determination Deadline: Fri 02 Jun 2017

- ii. **PA17/03667** | Submission of details to discharge condition 5 in respect of decision notice PA13/03710 allowed on appeal APP/D0840/A/14/2217727 | Land South Of A391 Near Bodwen Access To Higher Menadew Bugle PL26 8RP.

Case Officer: Tim Warne
Determination Deadline: Tue 13 Jun 2017

- iii. **PA17/00618**. Revised proposal: Telecommunications prior notification for proposed 12.5m high 1S lattice tower with 3no antennas fixed to headframe. Proposed 2no 0.3m dishes, proposed HUAWEI BTS3900AL Cabinet, proposed TSC Cabinet and proposed associated equipment. Location: Site For Telecommunications Equipment South East Of Tregarrick Farm Luxulyan Cornwall PL30 5EQ

Case Officer: Julie Mitchell
Consultee comments deadline: Tues, 23 May 2017

- iv. Applications for consideration since the posting of this Agenda.

17/30 Highways & Flooding.

- a) To discuss the report from Highways on the restricted visibility at the Old Chapel in Luxulyan village.
b) To receive reports requiring the attention of the parish council.

17/31 Assets - reports and maintenance

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

17/32 Parish Matters - reports

- a) Common Land. Report on withdrawal of application for works to Treskilling Downs CL626
b) Community Networks: St Blazey; China Clay
c) Luxulyan CLT
d) Luxulyan Parish Community Fund.
e) Luxulyan Valley Partnership
f) Street Sweeping
g) Village Hall Committee
h) Other matters for report

17/33 Correspondence & Invitations (complete list in Clerk's Notes)

17/34 Business for the next meeting

17/35 Dates of next meetings. The Ordinary Meeting 8th June 2017, 6.30pm at the Luxulyan Memorial Institute.



Mrs C Wilson
Clerk to Luxulyan Parish Council
12th May 2017