

LUXULYAN PARISH COUNCIL

DRAFT Minutes of the Annual Meeting of the Parish Council

held in the Luxulyan Memorial Institute
shortly after the Annual Parish Meeting

THURSDAY 12 MAY 2016

PRESENT:

Cllr George Haywood (Chair), Cllr Michaela Linfoot (Vice-chair), Cllr Jack Satterthwaite, Cllr Andy Cottrill, Cllr Clare Eich, Cllr Barbara Fahey, Cllr Roger Smith, Cllr Keith Bilston.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson; Tasha Davis, Community Link Officer for the St Blazey, Fowey & Lostwithiel area of which Luxulyan Parish is a member; and 2 Members of the Public.

ABSENT:

Cllr Ralph Keam, Ward Member Cllr Simon Rix and PCSO Natalie Merrikin.

Abbreviations: Councillors are abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Footpath (FP), Local Maintenance Partnership (LMP), Community Land Trust (CLT), Friends of Luxulyan Valley (FOLV), Neighbourhood Plan (NP). *** 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.

After the Parish Meeting and a short interval during which refreshments were served, the meeting began at 6.33 pm and the Chairman welcomed all.

16/1 Election of the Chairman and Declaration of Acceptance of Office..

Cllr George Haywood was **re-elected** Chairman (proposed ML; 2nd CE) and signed his Declaration of Acceptance of Office before the council.

16/2 Election of the Vice-chairman and Declaration of Acceptance of Office.

Cllr Michaela Linfoot was **re-elected** Vice-chair (proposed AC; 2nd RS) and signed her Declaration of Acceptance of Office before the council.

16/3 Apologies for absence.

Apologies were **received** from Cllr Ralph Keam and PCSO Merrikin.

16/4 Finance.

A Appointment of the Responsible Financial Officer. The clerk, Mrs Christine Wilson, was **appointed** (proposed GH; 2nd ML).

B Election of Finance Audit Panel. It closely scrutinises the accounts and makes recommendations to full council regarding the budget, precept, staff pay and other financial matters. Cllrs Cottrill, Haywood, Linfoot and Satterthwaite were **elected** (proposed BF, 2nd CE).

C Appointment of the Internal Control Check (who must not be a bank signatory). Cllr Satterthwaite was **appointed** (proposed ML; 2nd GH).

D It is confirmed that the bank mandate has **no change**: 2 signatories are required for cheque or online payments. There are 4 signatories: GH, AC, CE and the clerk.

E Loan to Neighbourhood Plan. It was agreed that LPC would lend the Neighbourhood Plan Steering Group the funds it needs to begin its work. These funds will be

allocated from reserves and returned when the council receives the grants available for Neighbourhood Planning. Tasha Davis confirmed that Neighbourhood Plan groups do not need a separate bank account, but it is a Parish Council activity and payments may be accounted for in a separate column in the council accounts.

16/5 Election of the Staffing Committee.

It was agreed that it would be convenient if the Staffing Committee were made up of the same councillors as the Audit Panel. Cllrs Cottrill, Haywood, Linfoot and Satterthwaite were **elected** (proposed BF, 2nd CE).

16/6 Appointment of the Neighbourhood Plan Steering Group.

It was **agreed** that the Steering Group would need many people with a wide range of interests and abilities, so that any councillors who wished to participate would be part of the group. Cllrs Fahey, Eich, Haywood, Linfoot, Cottrill, Smith, Satterthwaite and Bilston will form the Steering Group and will look for equal participation from the wider community.

16/7 Appointment of four Trustees for the Luxulyan Memorial Institute

Cllrs Keam, Linfoot, Eich and Cottrill were willing to be reappointed, and this was **agreed**.

16/8 Appointment of two Panel members for the Luxulyan Parish Community Fund

Cllr Linfoot stepped down and Cllr Smith as **appointed** along with Cllr Satterthwaite who was **reappointed** (proposed ML, 2nd CE).

16/9 Lead Councillors & Representatives. These appointments were **agreed** en bloc.

A	Footpath Committee Representative. Cllr Roger Smith
B	CALC Representative. Cllr George Haywood
C	Renewable Energy Lead Councillor. Cllr Andy Cottrill
D	Community Network Panels (usually 2 representatives each). Cllrs Satterthwaite and Smith were appointed for both Panels: St Blazey, Fowey and Lostwithiel Community Network Panel and China Clay Community Network Panel. LPC participates in the neighbouring China Clay area Panel because it continues the work begun by the Minorca Lane Project which formally ended in 2015.
E	Eden Community Geothermal Liaison Group (2 representatives). Cllrs Cottrill and Satterthwaite.
F	Luxulyan Valley Management Partnership Representatives. Cllrs Cottrill and Linfoot.
G	Luxulyan Community Land Trust (up to 2 representatives). Cllrs Eich and Smith.
H	Police Liaison Group Representative. Cllr Michaela Linfoot
I	School Management Committee Representative. Cllr Clare Eich
J	Village Hall Committee Representative. Cllr Clare Eich.

16/10 Communication.

The Correspondence Policy was **reviewed**; email addresses were **confirmed** and **no changes** were made to the emails automatically forwarded by the clerk.

16/11 Dates and times of the meetings for the next municipal year were **confirmed**:

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| 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).

It was agreed that the next Annual Meeting of the Parish Council (AGM) will be Thursday, 11 May 2017.
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*The Chairman thanked everyone and the meeting closed at 6.46 pm.
The Ordinary Meeting followed immediately.*

Mrs C Wilson ~ Parish Clerk ~ 14 May 2016