

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 18 MAY 2017**

PRESENT:

Cllr George Haywood (Chair 2016-17 present for the first item which is the election of the new chair), Cllr Keith Bilston, Cllr Andy Cottrill, Cllr Cath Grey, Cllr Michaela Linfoot, Cllr Francis Payne.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Ward Member Sally-Anne Saunders, , and 2 Members of the Public.

ABSENT:

Cllr Bert Rowe.

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. The Chairman welcomed all and informed the council of the resignation of Cllr R Smith.*

17/1 Election of the Chair and Declaration of Acceptance of Office..

Cllr Michaela Linfoot was **ELECTED** Chair (proposed AC; 2<sup>nd</sup> CG), signed her Declaration of Acceptance of Office before the council and took the chair.

17/2 Election of the Vice-chair and Declaration of Acceptance of Office.

Cllr Andy Cottrill was **ELECTED** Vice-chair (proposed CG; 2<sup>nd</sup> FP) and signed his Declaration of Acceptance of Office before the council.

17/3 Apologies for absence.

Apologies were received from Cllr Bert Rowe, who is away, and PCSO Jamie Ward.

17/4 General Power of Competence.

With the resignation of Cllr Smith LPC is no longer eligible for the General Power of Competence in accordance with Localism Act 2011, Sections 1-8. LPC requires 2/3 elected councillors, or at least seven. In future, if Luxulyan needed the GPOC, and upon a casual vacancy, a by-election could be held in order to achieve the necessary number of elected councillors.

17/5 Co-option

*Sue Perry introduced herself and then left the meeting for the discussion and vote.*

A letter requesting co-option on to the Parish Council was received from Sue Perry and it was **RESOLVED** to co-opt her immediately (proposed FP; 2<sup>nd</sup> ML).

*Items 17/6 to 17/14 were **RESOLVED** unanimously as a block (proposed CG, 2<sup>nd</sup> ML).*

## 17/6 Finance.

A <b>Responsible Financial Officer.</b> The clerk, or proper officer of the council, Mrs Christine Wilson, was APPOINTED.
B <b>Audit Panel.</b> It closely scrutinises the accounts and makes recommendations to full council regarding the budget, precept, and other financial matters. Cllrs Andy Cottrill, Francis Payne and Michaela Linfoot were APPOINTED.
C <b>Internal Control Check</b> (who must not be a bank signatory). Cllr Michaela Linfoot was APPOINTED.
D <b>Bank Mandate.</b> LPC banks with Unity Trust Bank. Two signatories are required for cheque or for online payments. It is CONFIRMED that Cllr Andy Cottrill and the Clerk will remain bank signatories and <b>RESOLVED</b> that it would be sensible to have one more, who will be Cllr Francis Payne. <b>ACTION: Clerk</b>
E <b>Earmarked Reserves.</b> The Parish Council will DEFER this item until the next ordinary meeting.
F <b>Transparency Code for Smaller Councils.</b> The Council CONFIRMS that it will continue voluntary compliance with the Code.

17/7 **Staffing Committee.**

Members of the Staffing Committee were APPOINTED: Cllrs Cottrill, Grey, Linfoot and Payne. Cllr Catherine Grey will chair the Staffing Committee (proposed ML, 2nd AC).

17/8 **Trustees for the Luxulyan Memorial Institute**

In accordance with the LMI constitution four councillors, Cllrs Linfoot, Cottrill, Rowe and Grey, were APPOINTED as trustees.

17/9 **Luxulyan Parish Community Fund**

Two members of the Parish Council sit on the seven member Panel which meets quarterly to decide on the distribution of funds from the Lestoon Turbine. The fund is administered by Cornwall Community Fund (CCF). Cllrs Catherine Grey and Sue Perry were APPOINTED to the Panel.

17/10 **Lead Councillors & Representatives** were APPOINTED as follows:

A Neighbourhood Plan Steering Group (2 representatives): Cllrs Grey and Payne.
B Cornwall Association of Local Councils (CALC) Representative: Cllr Linfoot
C Footpath Committee Representative: Cllr Perry
D Renewable Energy Lead Councillor: Cllr Cottrill
E Community Network Panels (1-2 representatives): Cllr Linfoot
F Eden Community Geothermal Liaison Group (up to 2 representatives): Cllr Cottrill
G Luxulyan Valley Management Partnership Representatives: Cllrs Cottrill and Perry
H Luxulyan Community Land Trust (up to 2 representatives): Cllr Grey
I Police Liaison Group Representative: Cllr Linfoot
J Village Hall Committee Representative: Cllr Rowe

## 17/11 Communication

A **Email Request Forms** were updated for all councillors. Email addresses were CONFIRMED and there were no requests for automatically forwarded emails.

B **Notice Boards.** Councillors will post on the Notice Boards. Main notice board at the Village Toilets: Cllr Cottrill; Lockengate notice board: Cllr Payne; Pub notice board: Cllr Linfoot.

## 17/12 Inventory of Keys and Key Holders

A The list of keys and key holders was briefly reviewed and the clerk will update the inventory. G Haywood, R Smith and B Fahey returned the keys held by them as councillors.

**ACTION: Clerk**

17/13 **Dates and times** of the meetings for the next municipal year were AGREED:

A **Ordinary Meetings** – the 2nd Thursday of each month, starting at 6.00 pm, except July which will be the 1<sup>st</sup> Thursday.

B **July Meeting** – will be Thursday 6<sup>th</sup> July. The clerk is away, so the meeting will be taped and the clerk will write the minutes from the tape on her return.

C **Finance Audit Panel, with Internal Control Checks**, will meet quarterly in July (this year it will be deferred until August), October, January, April, at 5.00pm before the ordinary meeting, unless otherwise indicated.

D **Staffing Committee** will meet as and when necessary.

## 17/14 The next Annual Meeting of the Parish Council (AGM).

The next Annual Meeting of the Parish Council (AGM) will be Thursday, 10 May 2018.

*The Chair thanked everyone and the meeting closed at 6.46 pm.  
The Ordinary Meeting followed immediately.*

*Mrs C Wilson ~ Parish Clerk ~ 7 June 2017*