

**LUXULYAN PARISH COUNCIL****DRAFT** Minutes of the Extraordinary Meeting at the Lux. Memorial Institute, 6.00 pm,**MONDAY 9<sup>TH</sup> OCTOBER 2017**

## PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston, Cllr Cath Grey, Cllr Margaret Higman, Cllr Sarah Kemp, Cllr Francis Payne, Cllr Sue Perry, Cllr Justine Rowe, Cllr Bert Rowe.

## ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, PCSO Jamie Ward, and 1 Member of the Public.

## ABSENT:

Cllr Andy Cottrill (Vice-chair).

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), Luxulyan Neighbourhood Plan (LNP). \*\*\* 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.

*The meeting began at 6.00 PM and the Chairman welcomed all.*

## 17/114 Apologies

Apologies were received from Cllr Andy Cottrill (Vice-chair) and Ward Member Cllr Sally-Anne Saunders.

## 17/115 Declarations of interest or requests for dispensation.

None. (See Item 122)

## 17/116 Public Session

A member of the Living Churchyard Group came to clarify the stance of the group.

- It wrote to the Archdeacon of the diocese to explain that it has suspended its programme of monthly maintenance for a number of reasons, including the dissatisfaction of the Parish Council with the condition of the churchyard.
- The letter to the Archdeacon was read out to the meeting.
- The Group wanted to clarify further that it understands that Councillors vary in their opinion regarding the condition of the graveyard. Some councillors are very supportive of the Group, particularly FP and SP.
- BR explained his family history regarding three graves there and recent work that was carried out by his family. He said he has no problem with the Group's work.

*JR arrived and joined the meeting.*

- FP emphasised the importance of clear paths to avoid stepping on the graves.
- CG asked the representative how LPC could support the Group's work, perhaps financially. No specific suggestions were made, however ...
- ... LPC was grateful that the Group came to the meeting. It was agreed that the Parish Council does support the work of the Living Churchyard Group.

## 17/117 PCSO Report

The PCSO Report for September 2017 was briefly explained by PCSO Jamie Ward. INCIDENTS RECORDED: 1 Anti-social behaviour; 1 Crime recorded; 9 Public safety; 12 Transport. CRIMES RECORDED: 3 Violence with injury; 1 Violence without injury; 1 Criminal damage; 2 Public order offences.

The PCSO brought LPC up to date with the latest changes at the St Blazey Police Station:

- Jamie apologised for the automatically generated report, but time is now more of a factor.
  - Previously there were four at St Blazey, but two are on extended personal leave.
  - Currently there are only two officers: PCSO Jamie Ward and PC Andrew Barnicoat.
  - Each is on a solitary shift. Only occasionally is there work that requires two officers at the same time. At least now the vehicle is nearly always available. When there were four officers there was still only one vehicle.
  - Huge funding cuts mean that the workforce will be cut from 360 to 150 by the year 2021. This will mainly be due to people leaving the force for natural reasons and not being replaced.
  - Obviously the role will change as the area covered will be much greater. PCSO's will no longer support "the community", they will support the Police Officer.
  - They are now expected to use a "traffic light" system for incidents as they cannot follow all of them up.
  - BR asked whether a letter from the Parish Council would make a difference to the level of police support received by the parish. It was thought that it might not make a difference but it would be very welcome and it was agreed to send a letter.  
**ACTION: Clerk**
  - Jamie will continue to attend his surgeries at the Memorial Institute on Wednesday from 9-11 am when his schedule permits. The clerk will keep the reminder of his surgeries on the Notice Board of the website.
- The Chair warmly thanked the Police staff for all they do in the parish.

17/118 Meetings and governance

- A The signing of the minutes for the ordinary meeting on 14 September 2017 was **DEFERRED** in order to clarify a few more points.
- B It was **RESOLVED** that the Agendas should be posted on the Thursday before the ordinary meetings and that the last day to request items on the agenda would be the day before, that is two Wednesdays before the ordinary meeting (proposed CG; 2<sup>nd</sup> SP). It was **NOTED** that Section 9 of Standing Orders refers to motions (i.e., items) on the Agenda.
- C There are 3 notice boards in the parish: the main one is on the Public Conveniences next to the Institute; at Lockengate on the A391; and at the King's Arms Pub. It was **AGREED** that FP would post the notices in the village and at Lockengate and ML will post them, when size allows, at the Pub. Both FP and ML confirmed that they have keys to the notice boards under their supervision.

*The member of the public left the meeting.*

- D Correspondence Policy. It was confirmed that Councillors BR, KB, JR, and ML need paper copies of the Agenda, Minutes and all meeting documents. The clerk was requested to categorise the emails forwarded to Councillors under 'Meeting' and everything else. It was **AGREED** to trial this system (proposed SK, 2<sup>nd</sup> SP).  
**ACTION: Clerk**
- E Standing Orders. After consideration of three possible additions to Standing Orders, two were rejected for the moment as possibly not suited to Luxulyan. It was **RESOLVED** (proposed SP, 2<sup>nd</sup> CG) to consider the third, which would become S/O 3(h) "The council must receive a letter or email from a candidate for co-option to the council, which explains his or her reasons for wanting to join the council. It need not be lengthy." It will be added as a draft until confirmed at the November ordinary meeting.  
**ACTION: Clerk**

F The Clerk suggested that perhaps one or two informal 'ask the Clerk' sessions could be organised and a few councillors showed interest so a session was **ARRANGED** for Thursday, 2<sup>nd</sup> November in the Institute at 6 pm. Questions can be submitted ahead of time, but it isn't necessary.

**ACTION: Clerk**

#### 17/119 Finance

A It was **RESOLVED** (proposed ML, 2<sup>nd</sup> JR) to appoint MH and SP as signatories on the bank account with the ability to view, submit and authorise payments online. FP was already appointed (17/6D) but the paperwork had not been completed. All payments require authorisation from 2 signatories. The Clerk is signatory and AC. The necessary documents were completed and signed at the meeting. CG requested that it be **NOTED** that it was poor practice to leave only two signatories for such a long time when a minimum of two are required for all payments.

**ACTION: Clerk**

B The Council's public liability insurance was reviewed with regard to Playing Field inspections. BR asked whether or not councillors could inspect using a ladder. The clerk will enquire about this. CG asked about the faulty metal cage around the gas tank at the Village Hall and it was explained that this is not the responsibility of the Hall committee. It was requested that the Clerk write to the Chair of the VH committee.

**ACTION: Clerk**

C The Clerk handed out her October timesheet to-date to all councillors and will request more hours for the month of October at the 12<sup>th</sup> October meeting.

#### 17/120 Citizen of the Year Award procedures.

A The guidelines for the Award were reviewed and it was agreed to consider modifications at the November meeting.

*Having declared a non-pecuniary interest in the following item, ML and SK left the chamber and KB took the Chair.*

B After a review of the previous vote, and because of the enthusiastic support for each of these nominees, it was **RESOLVED** to grant a double award for Citizen of the Year to Mr Ralph Oliver and Mr Pip Champion in honour of their outstanding contributions to the community (proposed FP, 2<sup>nd</sup> SP).

*ML and SK returned to the meeting and ML resumed the Chair.*

#### 17/121 Planning

A review of pre-planning and planning protocol was **DEFERRED** until the November meeting because of the time.

#### 17/122 Other matters for report or maintenance.

Correspondence was read out concerning scooter equipment that was removed from the basketball court. A member of the public has offered to help monitor the basketball area to ensure that the equipment is put away after each use. CG advised that all the wood and metal pieces had been returned to their owners.

#### 17/123 Business for the November meeting

Guidelines for the Citizen of the Year award. Pre-planning and planning protocol.

#### 17/124 Dates of next meetings

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| A Site visit to Bodwen Solar Park with BayWa representative Mr Alex Sauer. The public are welcome to meet at the site on Thursday, 12 October, 4.00 pm. |
| B Audit Panel 12 October, 5.00 pm, Memorial Institute.  |
| C Ordinary Meeting 12 October, 6.00 pm, Luxulyan Mem. Institute.  |
| D Clerk's Question & Answer session. Thurs, 2 <sup>nd</sup> November, 6.00 pm, Memorial Institute.  |

*The Chairman thanked everyone and the meeting closed at 8.45 pm.*

*Mrs C Wilson ~ Parish Clerk ~ 10 October 2017*