

NOTICE

THURSDAY 10 MAY 2018 AT 6.00 PM
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

- 18/1 Election of the Chairman and Declaration of Acceptance of Office.
- 18/2 Election of the Vice-chairman and Declaration of Acceptance of Office.
- 18/3 Apologies for absence.
- 18/4 Finance.
 - a) Appointment of the Responsible Financial Officer.
 - b) Consideration of Terms of Reference for the Audit Panel.
 - c) 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.
 - d) Appointment of the Chair of the Audit Panel.
 - e) Appointment of the Internal Control Check (must not be a bank signatory) who is a member of the audit panel.
 - f) To confirm the bank mandate signatories.
 - g) To confirm voluntary compliance with the *Transparency Code for Smaller Councils*.
- 18/5 Appointment of the Staffing Committee according to its Terms of Reference.
 - a) Appointment of the Chair of the Staffing Committee.
- 18/6 Working Parties
 - a) Appointment of the Planning Working Party's council representative(s) and confirmation of the other members.
 - b) Appointment of working party to review the procedures for the Good Citizen Award.
 - c) Appointment of a working party to monitor traffic to the Eden Project.
 - d) Appointment of a working party to look into funding for a proposed skate park.
- 18/7 Appointment of four Trustees for the Luxulyan Memorial Institute

- 18/8 Appointment of two Panel Members for Luxulyan Parish Community Fund
- 18/9 Appointment of Lead Councillors and Representatives
- a) Neighbourhood Plan Steering Group and confirmation of the other members.
 - b) Footpath Committee Representative
 - c) Community Network Panels Lead Councillor(s)
 - d) Eden Community Geothermal Liaison Group (up to 2 representatives)
 - e) Luxulyan Valley Management Partnership Representative
 - f) Luxulyan Community Land Trust (up to 2 representatives)
 - g) Police Liaison Group Representative
 - h) Village Hall Committee Representative
- 18/10 Communication and Defibrillators
- a) Review of email addresses and automatically forwarded correspondence.
 - b) Confirmation of councillors who will post on the notice boards.
 - c) Confirmation of weekly checks of the defibrillator at the Institute and at Gunwen Chapel.
 - d) Confirmation of defibrillator training and re-training.
- 18/11 Review of key holders:
- 18/12 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 6.00 pm.
 - b) Finance Audit Panel, with Internal Control Checks, will meet quarterly in July, October, January, April, at 5.00 pm before the ordinary meeting, unless otherwise indicated.
 - c) Staffing Committee will meet in September after the clerk’s annual appraisal, and then as and when necessary.
- 18/13 The next Annual Meeting of the Parish Council will be Thursday, 9 May 2019.

In continuation:
AGENDA — Ordinary Meeting

- 18/14 **Declarations of interest**
- a) Declarations re agenda items.
 - b) Requests for dispensation on current items
 - c) Consideration of dispensations for council representatives on committees, such as the Neighbourhood Plan Steering Group, or Footpaths Committee, Friends of Luxulyan Valley.
- 18/15 **Public Session**
- a) Tasha Davis, Community Link Officer, to brief everyone on the Community Networks Highways Scheme. The council’s consideration of highway schemes is at item 18/20.
- 18/16 **Previous action points with further action if required**
- 18/17 **Meetings and governance**
- a) To approve and sign the minutes of the ordinary meeting on 12 April 2018.
 - b) To review the Draft minutes of the Annual Parish Meeting held on 27 April 2018.
 - c) Training. To consider training in the Code of Conduct and Chairmanship.
 - d) To consider the need to list advertisements in Clerk’s Notes.
 - e) Playing Field inspections. To receive the previous month’s weekly inspections.

18/18 **Finance**

- a) To authorise payments. (See Clerk's Notes)
- b) To consider the clerk's extra hours for the month of April.
- c) To review 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 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 4th June to 13 July 2018.

18/19 **Reports**

- a) PCSO Annual Report 2017-18 and Police Liaison Report
- b) Cllr Saunder's report to the Parish
- c) Neighbourhood Plan steering group report
- d) To report on quotes for the Skate Park.

18/20 **Considerations**

- a) To consider Highway improvement schemes for Luxulyan Parish.
- b) To consider the Parish Meeting's request for a questionnaire about the Bodwen Solar Park fund.
- c) To consider setting up a working party to draft the format of the questionnaire for recommendation to the parish council.
- d) To consider adopting a Social Media Policy.
- e) To consider a quote for weed control.
- f) To consider a Service Level Agreement for the cleaning of the Public Conveniences by Cormac Cleaning Services.
- g) To consider an insurance claim for water damage at the Luxulyan Memorial Institute.
- h) To consider Knotweed control in the Playing Field.
- i) To consider a new bin at the bus stop.
- j) To agree areas for grass cutting maintenance.

18/21 **Planning**

- a) Planning correspondence.
 - i. Unauthorised Encampments Consultation- Letter
 - ii. **PA18/01025/PREAPP** | Pre-application advice for proposed construction of a residential dwelling | Land South East Of Treskilling Farm Cottage Treskilling Luxulyan Cornwall PL30 5EJ. Determination Deadline: Thu 24 May 2018
 - iii. To consider the council's support for the removal of some TPOs, Tree Preservation Orders, for trees that are in danger of falling onto the church yard wall and into the churchyard.
- b) Enforcements and planning decisions. (A complete report is in Clerk's Notes and *Parish Planning* on the website.)
- c) Applications for consultee comments.
 - i. **PA18/01727** | Demolition of single storey workshops and stores, proposed steel framed engineering workshop | Vehicle Workshop Penince Ind Estate Penince St

Blazey Cornwall PL24 2SU
Case Officer: John Rudge
Standard Consultation Expiry Date: Thu 03 May 2018
Determination Deadline: Wed 06 Jun 2018

ii. Applications for consideration since the posting of this Agenda.

18/22 Highways & Flooding & Fly-tipping.

a) Two fly-tipping incidents for report.

18/23 Assets – reports and maintenance

a) Cemetery

b) Footpaths

c) Luxulyan Memorial Institute

d) Playing Field

e) Village Toilets

f) Other matters for report

18/24 Parish Matters – reports

a) Community Networks: St Blazey; China Clay

b) Luxulyan CLT

c) Luxulyan Parish Community Fund.

d) Luxulyan Valley Partnership

e) Village Hall Committee

f) Other matters for report

18/25 Correspondence & Invitations (complete list in Clerk's Notes)

a) Volunteering with Cormac

b) Email from Mr Bradley

18/26 Business for the next meeting

18/27 Dates of next meetings. The Ordinary Meeting 14th June 2018, 6.00pm at the Luxulyan Memorial Institute.

Mrs C Wilson

Clerk to Luxulyan Parish Council

4th May 2018