

LUXULYAN PARISH COUNCIL

Clerk to the Council: Mrs C Wilson, Lower Burlorne Tregoose, Washaway, Bodmin PL30 3AJ  
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## NOTICE

AN EXTRAORDINARY MEETING OF LUXULYAN PARISH COUNCIL  
WILL BE HELD ONLINE  
FRIDAY 10 APRIL 2020 AT 6.00 PM – ONLINE

Members of the public are cordially invited to attend.

**This meeting will be held online using “Zoom” software.**

**If you wish to attend the online meeting you will need 1) an internet connection, and 2) need to email the Clerk for simple instructions and the meeting ID number, and 3) if you wish to speak during the Public Session, please advise the Clerk in your email.**

This meeting will be held in accordance with the recent legislation: *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*

PUBLIC SESSION. Time is allocated during the Public Session 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.

A NOTE ON NUMBERING. The municipal year begins in May. During January – April the Agenda and Minute items continue in sequence, with the same prefix. May’s first Agenda item will be 20/001.

**Members of Luxulyan Parish Council are hereby summoned to transact the following business:**

## AGENDA

19/195 **Apologies for absence**

19/196 **Declarations of interest**

- a) Declarations re agenda items.
- b) Requests for dispensation.

19/197 **Public Session**

19/198 **Meetings and governance**

- a) In accordance with the new legislation *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* the council will consider:
  - i. To agree that the Annual Meeting of the Parish Council and the Annual Parish Meeting will not take place this year and will be postponed until May 2021.
  - ii. To agree that, therefore, the Chairman and Vice-chairman will remain in their positions until the next Annual Meeting in May 2021, as will the other councillors remain in their respective roles (see *Parish Councillors & Committees* webpage) unless particular circumstances necessitate a change.
  - iii. To agree to emergency Standing Orders as follows:

26. Covid-19 emergency measures

A The council will use online meeting software to conduct its meetings that 1) allows each member to

be heard and (where practicable) seen by all attendees. 2) allows public participation during the public session. 3) allows the public to witness the meeting in real time using the same software. 4) allows the chairman to close the meeting to the public when necessary in accordance with the 1960 Public Bodies (Admission to Meetings) Act.

- B The online meeting ID Number and Password will not be published online or on notice boards, but will be available from the clerk on request.
- C The council may hold meetings at any time of day and on any day, to alter how frequently meetings can be held and to move or cancel meetings without requiring further notice.
- D The agenda for any meeting at which decisions are made will be posted on the council website and the notice boards (if possible) 3 clear days before the meeting.
- E Voting will take place using non-verbal electronic icons on screen or as instructed by the chairman.
- F In accordance with government regulations and guidelines, the council may extend these emergency Standing Orders or revoke them before 7 May 2021.

b) To agree that: That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary, with associated expenditure, to protect the interests of the community and ensure council business continuity during the period of the pandemic Coronavirus, informed by consultation with the members of the council. Decisions made in this manner will be noted in *The Register of Delegated Decisions* which will be posted on the parish website under *Parish Council Policies*.

c) To consider training for the clerk for better compliance with the website accessibility regulations: SLCC Webinar: Creating Accessible Word and PDF Documents. £30 + VAT. (25% of the fee could be paid by the clerk's other council.)

#### 19/199 **Finance**

a) To consider appointing the same internal auditor as last year for the next two years.

#### 19/200 **Considerations**

a) To retrospectively approve the closure of the Public Toilets.

b) To retrospectively approve the closure of the Play Equipment (behind Luxulyan Village Hall).

c) To note that the Cemetery is closed to all except for funerals held following NHS guidelines for social distance.

#### 19/201 **Reports**

#### 19/202 **Correspondence**

#### 19/203 **Business for the next meeting**

a) To consider how often the play equipment should be inspected during the official closure.

#### 19/204 **Second PUBLIC SESSION for feedback from the public**

#### 19/205 **Dates of next meetings.**

a) To agree that the council will honour the ordinary meeting dates and times during these emergency measures; i.e., every month on the second Thursday at 6 pm.

b) To agree that shorter and more frequent extraordinary meetings may be called by the Chair in order to conduct council business smoothly, always honouring the rule of 3-days' notice for the meeting agenda.

- c) To agree to hold the Ordinary Meeting, Thursday, **16th April** 2020, 6.00 pm, ONLINE via *Zoom*. This meeting will include planning applications for consultee comments. The clerk will invite the planning agents for the current applications to this meeting.
- d) To agree to hold an Extraordinary Parish Council Meeting Friday, **17th April**, 6.00 pm ONLINE via *Zoom* for Year-End Finances 2019-2020.
- e) To agree to hold the Annual Parish Meeting (Meeting of the Electors) Wednesday, **22nd April**, 6.00 ONLINE via *Zoom*. Parish organisations are invited to give an annual report which will form part of the minutes of the meeting. Please send all reports, preferably by email, to the clerk prior to the meeting.
- f) To agree to hold the Ordinary Meeting, Thursday **14th May** 2020, 6.00 pm, ONLINE via *Zoom*. There might not be an Annual Meeting of the Parish Council this year depending on decision at Item 19/198.A.i.

*Michaela Linfoot*

***Michaela Linfoot***  
***Chair of Luxulyan Parish Council***  
***6 April 2020***