

LUXULYAN PARISH COUNCIL

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

AN ORDINARY AND AN EXTRAORDINARY MEETING OF LUXULYAN PARISH COUNCIL
WILL BE HELD ONLINE

ORDINARY: THURSDAY 16 APRIL 2020 AT 6.00 PM – ONLINE
EXTRAORDINARY: FRIDAY 17 APRIL 2020 AT 6.00 PM – ONLINE

Members of the public are cordially invited to attend.

The 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. January – April the Agendas and Minutes continue in sequence, with the same prefix. May’s first Agenda item will be 20/01.

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

AGENDA — Ordinary Meeting **Thursday, 16 April, 6.00 pm, Online via Zoom**

19/206 **Apologies for absence**

19/207 **Declarations of interest**

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

19/208 **Public Session**

19/209 **Meetings and governance**

- a) To approve the minutes of the ordinary meeting on 12 March 2020. The Chair’s signature will be obtained by post.
- b) To approve the minutes of the extraordinary ONLINE meeting on 10 April 2020. The Chair’s signature will be obtained by post.

19/210 **Reports**

- a) Report on Actions
- b) To report on the decisions of the Feast Week committee.
- c) Cornwall Councillor Saunders’ report to the Parish
- d) Other reports

19/211 **Planning**

- a) Planning issues and correspondence. Planning decisions are reported in *Clerk’s Notes* and on the website.
 - i. StARR project update. A St Blaise Parish application: **PA20/01777** | Provision of two open surface water storage features (ponds) and an offline attenuation basin (pond);

with associated highway works and outfall into the St Blazey Stream | Parcels Of Land To East And West Of Aberdeen Close At Junction With Bridge Street (A390), St Blazey And Land To The South Of Aberdeen Close, Adjacent To Football Pitch, St Blazey.

- ii. Tywardreath and Par PC Neighbourhood Development Plan: Pre-Submission Consultation Neighbourhood Planning Regulations 2012 (Part 5, regulation 14). All the documents are available on the Tywardreath and Par Parish Council website in the NP section under *Neighbourhood Plan Key Documents*.
- b) Applications for consultee comments.

- i) **PA20/01437** | To remove planning condition 2 in respect of decision notice no. C/SAR/61/15608 dated 26 June 1961 namely agricultural occupancy restriction. | Tredinnick Fields Luxulyan Bodmin Cornwall PL30 5DT.

Case Officer: Rosilyn Baker

Standard Consultation Expiry Date: Fri 17 Apr 2020

Determination Deadline: Tue 05 May 2020

Comments at time of agenda: one

- ii) **PA20/01440** | Construction of a general purpose agricultural building | Savath Farm Savath Lane Lockengate Bugle St Austell Cornwall PL26 8SA.

Case Officer: Samuel Dunn

Standard Consultation Expiry Date: Wed 08 Apr 2020

Determination Deadline: Mon 11 May 2020

Comments at time of agenda: zero

- iii) Applications for consideration since the posting of this Agenda.

19/212 **Highways & Flooding.** To receive reports requiring the attention of the parish council. Often the best results come from direct reporting on the REPORT A POTHOLE section of Cornwall Council website. Links are available from the Parish Council website at *Parish Highways*.

19/213 **Assets – reports and maintenance**

a) Playing Field.

- i. To consider whether knotweed needs to be removed from the playing field.

- ii. To receive the previous month's inspection reports up until 17 March.

- iii. To consider the need for fortnightly inspections to continue during the time of the Covid-19 closure of the play equipment as recommended by the council's contractor. The inspections will include the playing field which is open to the public (using social distancing).

b) Toilets. Small Business Rate Relief has again offset the Business Rates that the parish council would normally pay for the Public Toilets. £1,347.30 is reduced to zero.

c) Defibrillators. Report from South Western Ambulance Service that both defibrillators are listed through the Ronnie Richards Memorial Charity.

d) Other matters about assets for report and/or maintenance.

19/214 **Correspondence** (complete list in Clerk's Notes)

19/215 **Business for the next meeting**

19/216 **Second PUBLIC SESSION for feedback from the public**

19/217 **Dates of next meetings.**

a) Extraordinary Parish Council Meeting will be held on Friday, 17th April, 6.00 pm for Year-End Finances 2019-2020, ONLINE via Zoom.

b) Ordinary Meeting will be held on Thursday, 14th May 2020, 6.00 pm, ONLINE via Zoom.

Mrs C Wilson

Clerk to Luxulyan Parish Council

10 April 2020

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

AGENDA — Extraordinary Meeting for Finances, esp. Year End
Friday, 17 April, 6.00 pm, Online via Zoom

19/218 **Apologies for absence**

19/219 **Declarations of interest**

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

19/220 **Public Session**

19/221 **Finance**

- a) To review and approve the council's Finance Regulations for 2020-21.
- b) To review and approve the council's Risk Assessment for 2020-21 in light of Covid19 measures.
- c) To review the Internal Controls of the parish council, consider whether they are adequate and effective, and consider any action required for the 2019-20 fiscal year.
- d) To note that as of May 2020, the Unity Bank deposit account will no longer receive any interest because of the Bank of England's reduction of the Base Rate in reaction to Covid-19. In fiscal year 2019-20 LPC received £260 interest.
- e) To note that the Internal Control Check, which is the comparison of the financial statements with the invoice file, will be suspended during the Covid-19 measures and will resume as soon as the Clerk and the Audit Panel can meet face to face.
- f) Audit Panel Meetings. To consider that the Audit Panel during the time of the Covid-19 measures need not meet every quarter, but that a meeting of the Panel may be called by the Chair when needed. The chief reason for quarterly meetings is for the Internal Control Check to be carried out (see previous item) and the Audit Panel does not make decisions, only recommendations regarding Budget and Financial document review.
- g) To authorise payments (see Clerk's Notes)
- h) To approve the Year End documents 1 April 2019 – 31 March 2020:
 - i. Bank Reconciliation
 - ii. Budget Comparison
 - iii. Cash Flow – 12 months actual
 - iv. Payments from Reserves
 - v. Register of Assets.
 - vi. 2019-20 Financial Briefing Note
- i) To confirm voluntary compliance with the *Transparency Code for Smaller Councils* as the council has done since the Code came into practice in 2014-15.

19/222 **Reports**

19/223 **Correspondence**

19/224 **Business for the next meeting**

19/225 **Second PUBLIC SESSION for feedback from the public**

19/226 **Dates of next meetings.**

- a) Ordinary Meeting will be held on Thursday, 14th May 2020, 6.00 pm, ONLINE via Zoom.

Michaela Linfoot

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Chair of Luxulyan Parish Council

10 April 2020