

LUXULYAN PARISH COUNCIL

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

AN ANNUAL MEETING OF LUXULYAN PARISH COUNCIL WILL BE HELD THURSDAY 11 MAY 2023 AT THE LUXULYAN MEMORIAL INSTITUTE, immediately after the Annual Parish Meeting which begins at 6.00pm

THE ORDINARY MEETING OF LUXULYAN PARISH COUNCIL WILL IMMEDIATELY FOLLOW.

MEMBERS OF THE PUBLIC ARE CORDIALLY INVITED TO ATTEND.

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.

CLERK'S NOTES

Are posted on the website with the agenda under *Meetings, Agendas & Minutes*.

AGENDA – Annual Meeting

MEMBERS OF LUXULYAN PARISH COUNCIL ARE HEREBY SUMMONED TO TRANSACT THE FOLLOWING BUSINESS:

- 23/1 **Election of the Chairman and Declaration of Acceptance of Office.**
- 23/2 **Election of the Vice-chairman and Declaration of Acceptance of Office.**
- 23/3 **Apologies for absence.**
- 23/4 **Finance.**
 - a) Appointment of the Responsible Financial Officer.
 - b) 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.
 - c) Appointment of the Chair of the Audit Panel.
 - d) Appointment of the Internal Control Check (must not be a bank signatory) who is a member of the audit panel.
 - e) To confirm the bank mandate signatories.
- 23/5 **To confirm voluntary compliance with the Transparency Code for Smaller Councils.**
- 23/6 **Appointment of the Staffing Committee** according to its Terms of Reference.
 - a) Appointment of the Chair of the Staffing Committee.
- 23/7 **Appointment of the Risk Assessment Working Party**
- 23/8 **Appointment of the Projects Working Party** to consider future parish council projects.
- 23/9 **Appointment of four Trustees for the Luxulyan Memorial Institute**
- 23/10 **Appointment of Lead Councillors and Representatives**

- a) Luxulyan Valley Management Partnership Representative.
One member may vote, another may be appointed as substitute.
- b) Footpath Committee Representative
- c) CALC (Cornwall Assoc of Local Councils)
- d) Community Area Partnership (China Clay CAP) Lead Councillor(s). Consisting of these parishes: Luxulyan , Roche, Treverbyn, St Dennis, St Stephen-in-Brannel, St Enoder.
- e) Luxulyan Parish Community Fund (LPCF) Panel
- f) Luxulyan Community Land Trust (up to 2 representatives)
- g) Village Hall Committee Representative
- h) Eden Community Geothermal Liaison Group (up to 2 representatives)
- i) Councillor Advocate Scheme, Office of the Police & Crime Commissioner

23/11 Communication

- a) Review of councillor email addresses and posted information.
- b) Confirmation of councillor(s) who will post on the notice boards.

23/12 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.
- d) The next Annual Meeting of the Parish Council will be Thursday, 9 May 2024.

In continuation

AGENDA – Ordinary Meeting

MEMBERS OF LUXULYAN PARISH COUNCIL ARE HEREBY SUMMONED TO TRANSACT THE FOLLOWING BUSINESS:

23/13 Declarations of interest

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

23/14 Public Session

23/15 Meetings and governance

- a) To approve and sign the minutes of the ordinary meeting on 13 April 2023.

23/16 Finance

- a) To review Budget Comparison and Bank Reconciliation to end of April 2023.
- b) AGAR (Annual Governance & Accountability Return) for 2022-23
 - if the internal auditor’s report has arrived
 - i. To receive and note the internal auditor’s report
 - ii. To complete and sign the Annual Governance Statement
 - iii. To complete and sign the Accounting Statements
- c) To set the dates for the exercise of public rights.
- d) To authorise payments. (See Clerk’s Notes)

23/17 Reports

- a) Reports on actions
- b) Chair’s report
- c) Lockengate Ward Member Guest’s report to the Parish
- d) Luxulyan Ward Member Martin’s report to the Parish

23/18 **Considerations**

- a) To receive an update on the Luxulyan CLT and consider any action needed.
- b) To accept the Grass Cutting Agreement with Cornwall Council for the verges around Luxulyan village.

23/19 **Planning**

- a) Beswetherick Field development
- b) Planning issues and correspondence. Planning decisions are reported in Clerk's Notes and on the website.
- c) Pre-apps. Though not a formal consultee, the council may choose to submit a comment to the case officer.
- d) Applications for consultee comments.
 - i. **PA23/02946 | Retention of annexe/letting | Treskilling Barn Road From Bowling Green To April Cottage Treskilling Luxulyan Cornwall PL30 5EL.**
Case Officer: Jack Bromley
Standard Consultation Expiry Date: Thu 18 May 2023
Determination Deadline: Tue 06 Jun 2023
Comments at time of agenda: zero
 - ii. Applications for consideration since the posting of this Agenda.

23/20 **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.

- a) Speeding on the railway bridge.

23/21 **Assets – reports and maintenance**

- a) Playing Field. To receive the previous month's inspection reports.
- b) Cemetery
- c) Footpaths. To respond to the Definitive Map Modification Order (WCA 546) Addition of a Footpath at Pons Mill. The deadline is 7th June 2023. A copy of the order can be found here: <https://www.cornwall.gov.uk/environment/countryside/definitive-map-modification-orders/made-definitive-map-orders/>
- d) Landmark Tree
- e) Luxulyan Memorial Institute
- f) Village Toilets
- g) Other matters for report

23/22 **Parish Matters – reports**

- a) Luxulyan Parish Community Fund.
- b) Luxulyan Valley Partnership. AGM Saturday, 17 June, Luxulyan Village Hall.
- c) Village Hall Committee
- d) Other matters for report

23/23 **Correspondence & Invitations (complete list in Clerk's Notes)**

23/24 **Business for the next meeting**

23/25 **Dates of next meetings.**

- a) An extraordinary meeting will be called by the Chair if needed.
- b) Ordinary Meeting 8 June 2023, 6.00 pm at the Luxulyan Memorial Institute.

SIGNED:



Mrs C Wilson | Clerk to Luxulyan Parish Council | 4 May 2023