

LUXULYAN PARISH COUNCIL

DRAFT Minutes of the Annual Meeting of the Parish Council

held at the Luxulyan Memorial Institute, 6.00 pm,

THURSDAY 10 MAY 2018

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston, Cllr Catherine Grey, Cllr Bob Hatton, Cllr Margaret Higman, Cllr Sarah Kemp, Cllr Francis Payne, Cllr Justine Rowe.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Ward Member Cllr Sally-Anne Saunders, and no Members of the Public. Community Network Panel Officer, Tasha Davis, arrived at 6.20 pm and stayed through Item 18/15 A of the ordinary meeting, after which she left the chamber.

ABSENT:

None.

Abbreviations: Councillors are abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Footpath (FP), General Data Protection Regulations (GDPR), 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. The Chair welcomed all and thanked the councillors, the clerk and the Cornwall Councillor for their hard work during the previous year.

18/1 Election of the Chair and Declaration of Acceptance of Office.

Cllr Michaela Linfoot was **ELECTED** Chair (proposed KB; 2nd BH) and signed her Declaration of Acceptance of Office before the council.

18/2 Election of the Vice-chair and Declaration of Acceptance of Office.

Cllr Keith Bilston was **ELECTED** Vice-chair (proposed ML; 2nd MH) and signed his Declaration of Acceptance of Office before the council.

18/3 Apologies.

A The Chair read out the letter of resignation from Cllr Sue Perry and said that she would be sadly missed.

B Apologies were received from PCSO Jamie Ward.

18/4 Finance

A **Responsible Financial Officer**. It was **RESOLVED** to appoint the clerk and proper officer of the council, Mrs Christine Wilson (proposed ML, 2nd CG).

B **Audit Panel Terms of Reference**. The draft document was reviewed and two additions were approved for clarification. It was **RESOLVED** (proposed CG, 2nd ML) to add the words 'a maximum of' so 1.1 will read: 'Will consist of a maximum of four councillors'. At the suggestion of the clerk, it was **RESOLVED** (proposed ML, 2nd CG) to add the word 'non-voting' so 1.2 will read: 'The Clerk as Responsible Financial Officer is an ex officio non-voting member of the Panel.' The Terms of Reference were then accepted as read and it was **RESOLVED** to adopt the Audit Panel Terms of Reference (proposed ML, 2nd KB).

C **Audit Panel**. It closely scrutinises the accounts and makes recommendations to full council regarding the budget, precept, and other financial matters. It was **RESOLVED**

(proposed SK, 2nd BH) to appoint Councillors Francis Payne, Keith Bilston, Justine Rowe and Michaela Linfoot.

D **Chair of the Audit Panel.** It was **RESOLVED** (proposed ML, 2nd JR) to appoint Cllr Justine Rowe as chair of the Audit Panel.

E **Internal Control Check.** This person must not be a bank signatory, must be a member of the Audit Panel and will make quarterly checks of bank statements and payments. It was **RESOLVED** (proposed ML, 2nd FP) to appoint Cllr Keith Bilston as Internal Control Check.

F **Bank Mandate.** LPC banks with Unity Trust Bank. Two signatories are required for payments by cheque or for online payments. It is **CONFIRMED** that Cllr Francis Payne, Cllr Margaret Higman and the Clerk are bank signatories and it was **RESOLVED** (proposed ML, 2nd FP) to have one more signatory: Cllr Sarah Kemp.
ACTION: Clerk

G **Transparency Code for Smaller Councils.** The Council **RESOLVED** (proposed FP, 2nd ML) to continue its voluntary compliance with the Code.

18/5 Staffing Committee

A Five councillors were nominated for the staffing committee: Bob Hatton (proposed ML, 2nd KB), Margaret Higman (proposed ML, 2nd KB), Catherine Grey (proposed ML, 2nd KB), Francis Payne (proposed ML, 2nd KB), and Keith Bilston (proposed ML, 2nd JR). The council **RESOLVED** unanimously to appoint these members.

B Chair. It was **RESOLVED** to appoint Bob Hatton as chair of the staffing committee (proposed ML, 2nd KB).

18/6 Working Parties

A **The Planning Working Party.** It was **RESOLVED** (proposed ML, 2nd CG) that Councillors Justine Rowe and Francis Payne will be the council's representatives. It was further **RESOLVED** that Sue Perry would become a community resident member (proposed ML, 2nd FP) and **CONFIRMED** that Roger Smith and Nick Legard are also community resident members.

B **Working Party for Good Citizen Award review.** It was **RESOLVED** that Councillors Sarah Kemp and Justine Rowe would look at the guidelines and procedures and report back to full council with their recommendations (proposed CG, 2nd FP).

C **Working Party for Traffic Monitoring.** It was **RESOLVED** that Councillors Keith Bilston, Margaret Higman and Michaela Linfoot would look at the traffic problem areas in the parish and report back to full council with their findings as and when necessary (proposed ML, 2nd JR).

D **Working Party for the Skate Park.** It was **RESOLVED** that Councillors Sarah Kemp and Catherine Grey would be parish council representatives and that Melissa Wilkes would be a community resident member so that the working party can bring proposals to full council for its consideration (proposed ML, 2nd FP). If other members of the public are interested in this working party, please contact the clerk.

18/7 Trustees for the Luxulyan Memorial Institute

In accordance with the LMI constitution, it was **RESOLVED** to appoint Councillors Michaela Linfoot, Francis Payne and Keith Bilston as trustees (proposed ML, 2nd JR). The LMI constitution allows four parish council trustees and the council may resolve in future to appoint one more.

18/8 Luxulyan Parish Community Fund

Two members of the Parish Council sit on the seven-member Panel which meets quarterly to decide on the distribution of funds from the Lestoon Turbine. The fund is administered by Cornwall Community Fund (CCF). More information about the fund can be found on the parish council website. It was **RESOLVED** that Councillors Francis Payne and Catherine Grey would be the council's representatives on the Panel (proposed ML, 2nd JR).

18/9 Lead Councillors and Representatives

A **Neighbourhood Plan Steering Group**. It was **RESOLVED** that the council's Lead Councillors, representing the council on the Steering Group will be Councillors Francis Payne and Justine Rowe (proposed CG, 2nd ML). It was further resolved that Sue Perry would continue as a community member (proposed ML, 2nd FP).

B **Footpath Committee**. It was **RESOLVED** that the council's Lead Councillor for footpaths and its representative on the committee will be Cllr Francis Payne (proposed SK, 2nd CG).

C **Community Network Panels (CNP)**. Luxulyan Parish Council attends both the St Blazey, Fowey & Lostwithiel and the China Clay Community Network Panels because of its community bonds to both areas. It was **RESOLVED** that Councillors Michaela Linfoot and Keith Bilston will be Lead Councillors representing the council at these meetings (proposed FP, 2nd JR). It was NOTED that all parish councillors and members of the public are welcome to attend.

D **Eden Community Geothermal Liaison Group**. It was **RESOLVED** that Councillors Bob Hatton and Justine Rowe will be Lead Councillors representing the council at these meetings (proposed ML, 2nd FP).

E **Luxulyan Valley Management Partnership**. It was **RESOLVED** that Councillors Michaela Linfoot and Bob Hatton will be Lead Councillors representing the council at these meetings (proposed FP, 2nd JR).

F **Luxulyan Community Land Trust**. It was **RESOLVED** that Councillor Francis Payne will be Lead Councillor representing the council at these meetings (proposed ML, 2nd CG).

G **Police Liaison Group**. It was **RESOLVED** that Councillor Michaela Linfoot will be Lead Councillor representing the council at these meetings (proposed ML, 2nd FP).

H **Village Hall Committee**. It was **RESOLVED** that Councillor Margaret Higman will be Lead Councillor representing the council at these meetings (proposed ML, 2nd JR).

18/10 Communication and Defibrillators

A **Email**. ML advised that she now has a dedicated email address for her council work: *kilalinfootlpc@gmail.com*. KB advised that he will also soon have a dedicated email address. SK requested the agenda and minutes sent by post.
ACTION: Clerk

B **Notice Boards**. It was **RESOLVED** that Cllr Francis Payne will continue posting notices and other items of interest on the notice boards at the Village Public Toilets and at Lockengate (proposed ML, 2nd KB). It was NOTED that the notice board at the Pub will not open; it is too small and probably should be replaced. FP will liaise with the owners to see what type of notice board would best suit the Pub and will bring a

few options back to the Parish Council.

ACTION: FP

- C **Defibrillator weekly checks.** It was **RESOLVED** that Councillor Michaela Linfoot will continue the weekly defibrillator checks at the Memorial Institute (proposed ML, 2nd SK). ML advised that Mr Phillips will be doing the weekly checks for the new defibrillator at Gunwen Chapel and the clerk will confirm this.

ACTION: Clerk

- D **Defibrillator training.** The council is currently waiting to confirm dates for training with the Ronnie Richards Memorial Charity, from which the council purchased the two defibrillators.

The training course is £20 per person and refresher training is £10 per person. Anyone may attend the training. Contact the clerk if you are interested.

18/11 Key holders

These keys are currently held by:

Keys to Institute: ML, CG, FP, KB and Clerk.

Keys to outside doors of Toilet block: the Clerk. FP needs a set.

Keys to cupboard in gentlemen's loo: Clerk and FP.

Keys to shed: FP and Clerk.

Keys to bin in the playing field: CG, FP, SK and Clerk.

Keys to metal notice boards: FP and Clerk

18/12 Meetings – Dates and Times

- A Ordinary Meetings of the Parish Council — the second Thursday of each month at 6.00 pm in the Luxulyan Memorial Institute. **RESOLVED** (proposed ML, 2nd KB)

- B Finance Audit Panel with Internal Control Checks — quarterly meetings in July, October, January and April, at 5.00 pm before the ordinary meeting unless otherwise agreed. **RESOLVED** (proposed FP, 2nd KB)

- C Staffing Committee — Thursday, 13th September 2018, 5.00 pm before the ordinary September meeting to discuss the clerk's annual appraisal, and as and when required, preferably at 5.00 pm before an ordinary meeting without clashing with the Audit Panel. **RESOLVED** (proposed MH, 2nd ML). The clerk requested an earlier meeting of the committee to discuss the Clerk's hours.

18/13 Next Annual Meeting of the Parish Council

The next Annual Meeting of the Parish Council will be Thursday, 9th May 2019.

The Chairman thanked everyone and closed the meeting at 7:15 pm.

The May ordinary meeting of the Parish Council followed immediately.

Mrs C Wilson ~ Parish Clerk ~ 11 May 2018