

Luxulyan Parish Council **DRAFT** Minutes
The ANNUAL MEETING OF THE PARISH COUNCIL
Thursday 9 May 2024 at 6.00 pm, Luxulyan Memorial Institute

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Dan Cordy (Vice-chair), Cllr Keith Bilston, Cllr Helen Francis, Cllr Michael Grindley, Cllr Bob Hatton, Cllr Margaret Higman, Cllr Sarah Kemp, Cllr Francis Payne, Cllr Carl Tonkin.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Lockengate Ward Member Cllr Peter Guest, Luxulyan Ward Member Cllr Colin Martin, and three Members of the Public.

ABSENT:

None.

ABBREVIATIONS:

Councillors may be abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Cornwall Assoc. of Local Councils (CALC), Footpath (FP), Community Land Trust (CLT), *** 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.

MINUTES:

The meeting began at 6.22 PM and the Chair welcomed all.

24/1 Election of the Chair

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

24/2 Election of the Vice-Chair

Cllr Dan Cordy was **ELECTED** Vice-chair (proposed DC, 2nd CT) and signed his Declaration of Acceptance of Office before the council.

24/3 Apologies

DC gave his apologies because of family obligations.

Cllr Cordy left the meeting.

24/4 Finance.

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

B **Audit Panel.** This panel closely scrutinises the accounts and makes recommendations to full council regarding the budget, precept, and other financial matters. It was **RESOLVED** to appoint Councillors Sarah Kemp, Francis Payne, Margaret Higman and Michaela Linfoot.

C **Chair of the Audit Panel.** It was **RESOLVED** (proposed ML, 2nd FP) to appoint Cllr Margaret Higman as chair of the Audit Panel.

D **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 to appoint Cllr Sarah Kemp as Internal Control Check.

E 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, Cllr Michael Grindley and the Clerk are bank signatories.

24/5 General Power of Competence (GPOC)

Luxulyan Parish Council **CONFIRMS** that it holds the GPOC in accordance with Localism Act 2011, Sections 1-8, having two thirds of its maximum number of members elected in May 2021 and a qualified Clerk. Luxulyan PC may use the GPOC until the next general election, after which it may be renewed immediately if the conditions are still met.

24/6 Transparency Code for Smaller Councils

The Council **CONFIRMS** its voluntary compliance with the Transparency Code for Smaller Councils.

24/7 Staffing Committee

A The council **RESOLVED** (proposed ML, 2nd FP) to appoint these members to the Staffing Committee: Cllr Bob Hatton, Cllr Michaela Linfoot, Cllr Margaret Higman, Cllr Carl Tonkin.

B It was **RESOLVED** (proposed ML, 2nd SK) to appoint Cllr Bob Hatton as Chair of the Staffing Committee.

24/8 Risk Assessment Working Party

The council **RESOLVED** (proposed ML, 2nd KB) to appoint Cllr Michael Grindley, Cllr Helen Francis, Cllr Sarah Kemp and the Clerk to the Risk Assessment Working Party. All risk assessments will be approved at full council.

24/9 Projects Working Party

The council **RESOLVED** (proposed SK, 2nd ML) to appoint Cllr Bob Hatton, Cllr Sarah Kemp, Cllr Michaela Linfoot, Cllr Francis Payne and to the Projects Working Party. They will meet every 3 months and consider future parish council projects.

24/10 Trustees for the Luxulyan Memorial Institute

In accordance with the LMI constitution which allows four parish council trustees, it was **RESOLVED** (proposed ML, 2nd KB) to appoint Councillors Michaela Linfoot, Margaret Higman, Carl Tonkin and Dan Cordy as trustees.

24/11 Appointment of Lead Councillors and Representatives

A **Luxulyan Valley Management Partnership**. One member may vote, another may be appointed as substitute. It was **RESOLVED** (proposed ML, 2nd HF) to appoint Cllr Michaela Linfoot as the council's representative, with Cllr Carl Tonkin as substitute, to represent LPC on the Valley Partnership Committee.

B **Footpath Committee**. The council **RESOLVED** (proposed ML, 2nd MH) to appoint Cllr Helen Francis as LPC representative on the Luxulyan Footpath Committee, which is formed by residents of the parish.

C **CALC (Cornwall Assoc of Local Councils)**. It was **RESOLVED** (proposed ML, 2nd SK) that Cllr Michaela Linfoot will represent LPC with CALC.

D	Community Area Partnership (China Clay CAP) , consisting of these parishes: Luxulyan , Roche, Treverbyn, St Dennis, St Stephen-in-Brannel, St Enoder. It was RESOLVED (proposed ML, 2 nd SK) that Cllr Michaela Linfoot will represent LPC in the China Clay CAP. If she cannot attend, SK or DC will be substitutes.
E	Luxulyan Parish Community Fund (LPCF) Panel . The council RESOLVED (proposed ML, 2 nd MG) to appoint Cllr Helen Francis and Cllr Sarah Kemp as LPC representatives on the Panel.
F	Luxulyan Community Land Trust (up to 2 representatives). The council RESOLVED (proposed ML, 2 nd CT) to appoint Cllr Michael Grindley and Cllr Francis Payne as parish council representatives on the Luxulyan CLT.
G	Village Hall Committee . It was RESOLVED (proposed ML, 2 nd CT) to appoint Cllr Margaret Higman as the council’s representative on the Village Hall Committee.
H	Eden Community Geothermal Liaison Group (up to 2 representatives). It was RESOLVED (proposed ML, 2 nd CT) that Cllr Michael Grindley will represent the parish council at these meetings.
I	Councillor Advocate Scheme, Office of the Police & Crime Commissioner . It was AGREED that Ward Member Guest could keep LPC appraised of anything that affects the parish. As the meetings never refer directly to Luxulyan parish, and as Ward Member Guest attends the meetings, and as the Clerk receives the email correspondence for the police advocates, LPC does not need to appoint a representative.

24/12 Communication

A	Councillor details. The councillors filled in new Email Forms with their preferences about how to receive documents and how to post their details online. The Clerk will make the necessary changes.
B	The council RESOLVED (proposed SK, 2 nd ML) to change the domain for its website to Gov.UK (rather than <i>.co.uk</i>). The council’s website provider is an ‘approved registrar’ of Gov.UK domains, so the council can take advantage of a £100 grant from the government for the domain change. There are a number of advantages to a Gov.UK domain, including that it will demonstrate the trustworthiness of the council’s website; there will be proactive monitoring of the website by Central Digital and Data Office’s Domain Management Team; there will be better legal protection of the domain. If in future, the council would like Gov.UK email addresses, they can be provided at an appropriate cost for each. NB: The council’s website address and the clerk’s email address will change.
C	It was CONFIRMED that Cllr Francis Payne will post on the Luxulyan village notice board located on the wall of the public toilets; he may ask Cllr Bob Hatton if he is not here. Cllr Helen Francis will post on the Lockengate notice board.

24/13 Dates and times of meetings for the next year

A	Ordinary Meetings of the Parish Council . It was RESOLVED (proposed ML, 2 nd CT) that the council will continue holding its ordinary meetings on the second Thursday of each month at 6 pm in the Luxulyan Memorial Institute.
B	Finance Audit Panel with Internal Control Checks . It was RESOLVED (proposed ML, 2 nd SK) to hold quarterly meetings of the Audit Panel in July, October, January and April, at

5.30 pm before the ordinary meeting, unless otherwise agreed.

C **Staffing Committee.** It was **RESOLVED** (proposed BH, 2nd ML) that the Staffing Committee will meet in September after the clerk's annual appraisal and as and when required.

D The next Annual Meeting of the Parish Council will be Thursday, 8th May 2025.

The meeting closed at 19.02 pm and the Chair thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 12 May 2024

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____