

LUXULYAN PARISH COUNCIL

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

THURSDAY 9 MAY 2019 AT 6.00 PM
ANNUAL MEETING OF LUXULYAN PARISH COUNCIL
WHICH IS IMMEDIATELY FOLLOWED BY
ORDINARY MEETING OF LUXULYAN PARISH COUNCIL

Members of the public are cordially invited to attend.

PUBLIC QUESTION TIME. 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.

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

AGENDA

- 19/1 Election of the Chairman and Declaration of Acceptance of Office.
- 19/2 Election of the Vice-chairman and Declaration of Acceptance of Office.
- 19/3 Apologies for absence.
- 19/4 Finance.
 - a) Appointment of the Responsible Financial Officer.
 - b) Consideration for approval of the Financial Procedures document, revised from the Financial Risk Assessment of April 2018.
 - c) Consideration for approval of Terms of Reference for the Audit Panel.
 - d) 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.
 - e) Appointment of the Chair of the Audit Panel.
 - f) Appointment of the Internal Control Check (must not be a bank signatory) who is a member of the audit panel.
 - g) To confirm the bank mandate signatories.
 - h) To confirm voluntary compliance with the *Transparency Code for Smaller Councils*.
- 19/5 Appointment of the Staffing Committee according to its Terms of Reference.
 - a) Appointment of the Chair of the Staffing Committee.
- 19/6 Working Parties
 - a) To review the Terms of Reference – Planning Working Party.
 - b) Appointment of the Planning Working Party's council representative(s) and confirmation of the other members.
 - c) Appointment of a Traffic Monitoring Working Party to monitor problematic areas in the parish.
 - d) Appointment of a parish councillor(s) on the Skatepark Fundraising Group.
- 19/7 Appointment of four Trustees for the Luxulyan Memorial Institute
- 19/8 Appointment of two Panel Members for Luxulyan Parish Community Fund
- 19/9 Appointment of Lead Councillors and Representatives
 - a) Neighbourhood Plan Steering Group and confirmation of the other members.

- b) Footpath Committee Representative
 - c) Community Network Panels Lead Councillor(s)
 - d) Eden Community Geothermal Liaison Group (up to 2 representatives)
 - e) Luxulyan Valley Management Partnership Representative
 - f) Luxulyan Community Land Trust (up to 2 representatives)
 - g) LPC representative for the Councillor Advocate Scheme, Office of the Police & Crime Commissioner
 - h) Village Hall Committee Representative
- 19/10 Communication and Defibrillators
- a) Review of LPC email addresses and automatically forwarded correspondence.
 - b) Confirmation of councillor(s) who will post on the notice boards.
 - c) Confirmation of weekly checks of the defibrillator at the Institute and at Gunwen Chapel.
 - d) Confirmation of the names.
- 19/11 Review of key holders.
- 19/12 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, 14 May 2020.

In continuation:
AGENDA — Ordinary Meeting

- 19/13 **Apologies for absence**
- 19/14 **Declarations of interest**
- a) Declarations re agenda items.
 - b) Requests for dispensation.
- 19/15 **Public Session**
- 19/16 **Reports on Actions**
- 19/17 **Meetings and governance**
- a) To approve and sign the minutes of the ordinary meeting on 11 April 2019.
 - b) To consider an SLCC webinar course for the Clerk “Using Social Media Platforms” – £60.
- 19/18 **Finance**
- a) To approve the Year End figures for 2018-19 including: Bank Reconciliation, Budget Comparison, Cash Flow, Payments from Reserves, Register of Assets, and the 2018-19 Financial Briefing Note.
 - b) To note the Internal Audit Report and consider any action required over the next year.
 - 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 answer and sign the Annual Governance Statements (Section 1 of the Annual Governance and Accountability Return 2019-20).
 - e) To approve and sign the Accounting Statements (Section 2 of the Annual Governance and Accountability Return 2019-20).
 - f) To approve the dates for the exercise of public rights as 17 June – 26 July 2019.
 - g) To review April Budget Comparison and Bank Reconciliation.
 - h) To authorise payments. (See *Clerk’s Notes*)
- 19/19 **Reports**
- a) Chair’s report
 - b) Crime & Prevention.
Police Surgeries at St Blazey Police Station, every 7th of the month, 9am-12pm.
 - c) Cllr Saunders’ report to the Parish

- d) Neighbourhood Plan steering group report
 - e) Skate Park Fundraising Group
- 19/20 **Considerations**
- a) To consider the Service Level Agreement from Cormac Solutions for the cleaning of the public toilets.
 - b) To consider the Grass Cutting Agreement 2019-20 with Cornwall Council, offering £ 749.12.
 - c) To consider whether to continue the broadband contract for the Luxulyan Institute. Up to this point, the Neighbourhood Plan has paid for it.
- 19/21 **Planning**
- a) Planning issues and correspondence. Planning decisions are reported in *Clerk's Notes* and on the website.
 - i. Possible site visit on 11 May, Treskilling pre-application, Mr C Coney.
 - ii. **PA19/00982/PREAPP** | Planning Performance agreement for a programme of capital interventions for the Par and St Blazey Catchment area to reduce flood risk and provide the catalyst for future economic growth and allow for additional residential development | Land South Of White House Farm Prideaux Road St Blazey Cornwall PL24 2SR. Applicant: Cormac
 - b) Applications for consultee comments.
 - i) **PA19/03155** | Single storey extensions. | Old Walled Gardens Prideaux St Blazey Par Cornwall PL24 2SS.
Case Officer: Samuel Dunn
Standard Consultation Expiry Date: Fri 03 May 2019
Determination Deadline: Wed 05 Jun 2019
Consultee Comments at time of agenda: 2
 - ii) Applications for consideration since the posting of this Agenda.
- 19/22 **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*.
- 19/23 **Assets – reports and maintenance**
- a) Playing Field. To receive the previous month's inspection reports.
 - b) Defibrillators. To consider defibrillator training for 2019.
 - c) Cemetery
 - d) Footpaths
 - e) Luxulyan Memorial Institute
 - f) Village Toilets
 - g) Other matters for report
- 19/24 **Parish Matters – reports**
- a) Luxulyan Parish Community Fund.
 - b) Luxulyan Valley Partnership
 - c) Village Hall Committee
 - d) Other matters for report
- 19/25 **Correspondence & Invitations** (complete list in Clerk's Notes)
- 19/26 **Business for the next meeting.**
- a) CIL (the Community Infrastructure Levy) and its implications for the parish.
- 19/27 **Dates of next meetings.**
- a) Planning if needed 23 May, 6.00 pm
 - b) Ordinary Meeting 13 June 2019, 6.00pm Luxulyan Memorial Institute.
 - c) 30th October 2019. Planning Inspectorate hearing regarding Common Land Application No. 2960. Cornwall Council to provide a suitable local venue.