

Luxulyan Parish Council **DRAFT** Minutes
The ANNUAL MEETING OF THE PARISH COUNCIL
Thursday 11 May 2022 at 6.20 pm, Luxulyan Memorial Institute

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Dan Cordy (Vice-chair), Cllr Keith Bilston, 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 and four Members of the Public.

ABSENT:

Cllr Helen Francis, Lockengate Ward Member Cllr Peter Guest, Luxulyan Ward Member Cllr Colin Martin.

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 6.20 PM after the Annual Parish Meeting.

23/1 Election of the Chair

Cllr Michaela Linfoot was **ELECTED** Chair and signed her Declaration of Acceptance of Office before the council.

23/2 Election of the Vice-chair

Cllr Dan Cordy was **ELECTED** Vice-chair and signed his Declaration of Acceptance of Office before the council.

23/3 Apologies

Apologies were received from HF, Cllr Guest and Cllr Martin.

23/4 Finance

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| A | Responsible Financial Officer. It was RESOLVED to appoint the clerk and proper officer of the council, Mrs Christine Wilson. |
| 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, Dan Cordy, Margaret Higman and Michaela Linfoot. |
| C | Chair of the Audit Panel. It was RESOLVED to appoint Cllr Dan Cordy 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. |

23/5 Confirmation

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| A | General Power of Competence (GOPC). 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. |
| B | Transparency Code for Smaller Councils. The Council RESOLVED (proposed SK, 2nd ML) to continue its voluntary compliance with the Code. |

23/6 Staffing Committee.

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| A | Members. The council RESOLVED to appoint these members to the Staffing Committee: Cllr Bob Hatton, Cllr Michaela Linfoot, Cllr Dan Cordy, Cllr Carl Tonkin. |
| B | Chair. It was RESOLVED to appoint Cllr Bob Hatton as Chair of the Staffing Committee. |

23/7 Risk Assessment Working Party

The council RESOLVED to appoint Cllr Michael Grindley, Cllr Sarah Kemp and the Clerk to the Risk Assessment Working Party. All risk assessments will be approved at full council.
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23/8 Projects Working Party

The council RESOLVED to appoint Cllr Bob Hatton, Cllr Francis Payne, Cllr Michaela Linfoot and Cllr Sarah Kemp to the Projects Working Party. They will consider future parish council projects.

23/9 Trustees for the Luxulyan Memorial Institute

In accordance with the LMI constitution which allows four parish council trustees, it was RESOLVED to appoint Councillors Michaela Linfoot, Margaret Higman, Carl Tonkin and Dan Cordy as trustees.
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23/10 Appointment of Lead Councillors and Representatives

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| A | Luxulyan Valley Management Partnership. One member may vote, another may be appointed as substitute. It was RESOLVED to appoint Cllr Michaela Linfoot as the council's representative, with Cllr Carl Tonkin as substitute, to represent LPC on the reorganised Valley Partnership Committee. |
| B | Footpath Committee. The council RESOLVED 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 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 that Cllr Michaela Linfoot will represent LPC in the new CAP. |
| E | Luxulyan Parish Community Fund (LPCF) Panel. The council RESOLVED 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 to appoint Cllr Michael Grindley and Cllr Francis Payne as parish council representatives on the Luxulyan CLT. |

G	Village Hall Committee. It was RESOLVED 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 that Cllr Michael Grindley will represent the parish council at these meetings.
I	Councillor Advocate Scheme , Office of the Police & Crime Commissioner. It was RESOLVED to appoint Cllr Michaela Linfoot as LPC representative.

23/11 Communication

A	Email and postal addresses. The clerk reviewed the councillors' contact details. There were some changes and the Clerk will make the necessary changes on the website.
B	Notice Boards. It was AGREED that Cllr Francis Payne will post on the Luxulyan village notice board 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.

23/12 Dates and times of the meetings for the next municipal year.

A	Ordinary Meetings of the Parish Council It was RESOLVED that the council will continue holding the 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 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 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, 9th May 2024.

The meeting closed at 6.45 pm and the Chair thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 18 May 2023

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____