

LUXULYAN PARISH COUNCIL

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

THE ANNUAL MEETING OF LUXULYAN PARISH COUNCIL WILL BE HELD THURSDAY 12 MAY 2022 AT THE LUXULYAN MEMORIAL INSTITUTE, immediately after the Annual Parish Meeting, which begins at 6.00 pm.

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:

- 22/1 **Election of the Chairman and Declaration of Acceptance of Office.**
- 22/2 **Election of the Vice-chairman and Declaration of Acceptance of Office.**
- 22/3 **Apologies for absence.**
- 22/4 **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.
 - f) To confirm voluntary compliance with the Transparency Code for Smaller Councils.
- 22/5 **Appointment of the Staffing Committee** according to its Terms of Reference.
 - a) Appointment of the Chair of the Staffing Committee.
- 22/6 **Appointment of the Planning Working Party's council representative(s)** and confirmation of the other members, if any.
- 22/7 **Appointment of the Risk Assessment Working Party**

- 22/8 **Appointment of the Projects Working Party** to consider future parish council projects.
- 22/9 **Appointment of four Trustees for the Luxulyan Memorial Institute**
- 22/10 **Appointment of two Panel Members for Luxulyan Parish Community Fund**
- 22/11 **Appointment of Lead Councillors and Representatives**
- a) Footpath Committee Representative
 - b) Community Network Panels Lead Councillor(s)
 - i. St Blazey, Fowey & Lostwithiel Community Network Panel
(Luxulyan , Lanlivery, Lostwithiel, St Winnow, Braddock, Boconnoc, St Veep, St Sampson, Tywardreath & Par, Fowey, St Blaise)
 - ii. China Clay Community Network Panel
(Treverbyn, Roche, St Dennis, St Enoder, St Stephen-in-Brannel)
 - c) Eden Community Geothermal Liaison Group (up to 2 representatives)
 - d) CALC (Cornwall Assoc of Local Councils)
 - 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
- 22/12 **Communication**
- a) Review of councillor email addresses and posted information.
 - b) Confirmation of councillor(s) who will post on the notice boards.
- 22/13 **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, 11 May 2023.

In continuation

AGENDA – Ordinary Meeting

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

- 22/14 **Apologies for absence**
- 22/15 **Declarations of interest**
- a) Declarations re agenda items.
 - b) Requests for dispensation.
- 22/16 **Public Session**
- 22/17 **Meetings and governance**
- a) To approve and sign the minutes of the ordinary meeting on 14 April 2022.
 - b) To consider completing the NALC Direct Funding Survey as previously circulated.
- 22/18 **Finance**
- a) To consider helping the new parish group, *Luxulyan Environment Green Glebe Space* (LEGGs), with the lease of the Glebe land above the cemetery for a conservation and community recreation area.
 - b) AGAR (Annual Governance & Accountability Return) – if the internal auditor's report has

arrived

- i. To receive and note the internal auditor's report
- ii. To complete the Annual Governance Statement
- iii. To complete the Accounting Statements

c) To authorise payments. (See Clerk's Notes)

22/19 **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

22/20 **Considerations**

- a) To consider a free Landmark Tree can do so now to receive a tree to plant in winter 2022/23. With funding support from the Woodland Trust, Forest for Cornwall is offering every parish a free tree.

22/21 **Planning**

- a) Planning issues and correspondence. Planning decisions are reported in Clerk's Notes and on the website.
- b) Beswetherick Field development
- c) StARR project update
- d) Applications for consultee comments. The council may also wish to comment on Pre-apps but it is not a consultee.

i. **PA22/02582 | Demolition of Greenhouse and erection of new annex | Southernhay Access To Southernhay Lockengate Bugle Cornwall PL26 8RZ.**
Case Officer: Rosilyn Baker

Standard Consultation Expiry Date: Tue 10 May 2022

Determination Deadline: Fri 03 Jun 2022

Comments at time of agenda: two

ii. **PA22/03815 | Certificate of lawfulness for the existing occupation of Outer Savath, for a continuous period in excess of 10 years, in breach of the Agricultural Occupancy Condition (7) of in respect of application number 89/12/01194 (C2/89/01194). | Outer Savath Savath Lane Lockengate Bugle Cornwall PL26 8SA.**

Case Officer: Samuel Dunn

Standard Consultation Expiry Date: Fri 13 May 2022

Determination Deadline: Wed 15 Jun 2022

Comments at time of agenda: zero

iii. **PA22/04239 | Submission of details to discharge Conditions 3 and 4 in respect of decision notice PA21/09387 | Land North West Of 12 St Cyriac St Cyriac Luxulyan Cornwall PL30 5QA.**

Case Officer: not identified

Standard Consultation Expiry Date: Thu 26 May 2022

Determination Deadline: Thu 30 Jun 2022

Comments at time of agenda: zero

iv. Applications for consideration since the posting of this Agenda.

22/22 **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.

- a) Reply from Highways about the new bridge markings at Bridges.

- b) To consider applying for the Highways Scheme for the hardstanding platform on the verge of the A391 at Lockengate.

22/23 Assets – reports and maintenance

- a) Playing Field. To receive the previous month's inspection reports and to agree on the annual inspection by The Play Inspection Co at £72.95 plus VAT.
- b) Cemetery
- c) Defibrillator
- d) Footpaths
- e) Luxulyan Memorial Institute
- f) Village Toilets
- g) Other matters for report

22/24 Parish Matters – reports

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

22/25 Correspondence & Invitations (complete list in Clerk's Notes)

22/26 Business for the next meeting

22/27 Second PUBLIC SESSION for feedback from the public

22/28 Dates of next meetings.

- a) An extraordinary meeting will be called by the Chair if needed.
- b) Ordinary Meeting 9th June 2022, 6.00 pm at the Luxulyan Memorial Institute.

SIGNED:



Mrs C Wilson

Clerk to Luxulyan Parish Council

6 May 2022