

LUXULYAN PARISH COUNCIL

DRAFT Minutes of the Extraordinary Meeting, 6.00 pm, ONLINE via Zoom

FRIDAY 17 APRIL 2020

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston (Vice-chair), Cllr Michael Grindley, Cllr Bob Hatton, Cllr Francis Payne.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson and no Members of the Public.

ABSENT:

Cllr Kay Baker, Cllr Margaret Higman, Cllr Sarah Kemp, Cllr Michele Latham, Cllr Tina Windsor.

Abbreviations: Councillors are abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Cornwall Assoc. of Local Councils (CALC), Footpath (FP), Local Maintenance Partnership (LMP), Community Network Panel (CNP), Friends of Luxulyan Valley (FOLV), General Data Protection Regulations (GDPR), Luxulyan Neighbourhood Plan (LNP).

Note on numbering:

The prefix will follow the Municipal Year which begins in May. January-April will carry the 19/ prefix. At the May 2020 meeting the first item on the Agenda will be 20/01.

Note on joining the meeting as members of the public:

Members of the public must request online Meeting details in advance from the Clerk in order to join the meeting online. All participants that join the meeting start in the 'waiting room' and are admitted by the clerk as soon as possible.

The meeting began at 6.00 PM and the Chair welcomed all.

19/218 Apologies

Apologies were received from Ward Member Cllr Sally-Anne Saunders, MH, KBa, MLa, TW.

19/219 Declarations of interest or requests for dispensation.

None.

19/220 Public Session

None.

19/221 Finance

A The council **RESOLVED** (proposed FP, 2nd BH) that, after reviewing the document, no changes were needed for the Financial Regulations for 2020-21. The document will be sent by post to the Chair for signature.

B The council **RESOLVED** (proposed KBi, 2nd FP) that, after reviewing the document, no changes were needed for the Risk Assessment for the year 2020-21. The document will be sent by post to the Chair for signature. It was **NOTED** that the Clerk will draft a short procedure for Online Meetings which will cover the security and risk of online meetings to be presented shortly.

C The council **RESOLVED** (proposed FP, 2nd KBi) that, after discussion, the internal controls of the parish council are adequate and effective and that no changes were needed. The internal controls are mainly carried out by the Audit Panel and recorded quarterly on the Certificate of Internal Financial Control.

A cat joined the online meeting but did not request to speak.

D The council **NOTED** that, as of May 2020, the council's deposit account at Unity Trust Bank will no longer receive interest because of the Bank of England's reduction of the Base Rate in reaction to Covid-19. In fiscal year 2019-20 LPC received £260 interest.

E The council **NOTED** that the Internal Control Check, which is the comparison of financial statements with the invoice file, will be suspended due to the Covid-19 measures. It will resume and the backlog will be checked when the Clerk and the Audit Panel can meet face to face.

F The council **RESOLVED** (proposed MLI, 2nd KBI) that the requirement for the Audit Panel to meet each quarter would be suspended but that a meeting of the Panel may be called by the Chair when needed. The chief reason for quarterly meetings is for the Internal Control Check to be carried out (see previous item). The Audit Panel does not make decisions, only recommendations to full council regarding the Budget and financial documentation.

G The council **RESOLVED** (proposed MLI, 2nd BH) that it would continue with its subscription to CALC because the council benefits from CALC's advice.

H The council **AUTHORISED** payments for April 2020 totalling £2,077.21 (proposed KBI, 2nd FP). The last column is recoverable VAT.

16 Apr 20	Clerk's salary and expenses	faster	£	917.38		5.31
16 Apr 20	Clerk's HMRC	faster	£	35.54		
16 Apr 20	Clerk's Pension Mar20	DD	£	27.00		
16 Apr 20	Playground inspections - 3 weeks	faster	£	34.50		
16 Apr 20	Public Conveniences, electricity	DD	£	12.25		0.58
16 Apr 20	Public Conveniences cleaning Mar20	faster	£	391.66		65.28
16 Apr 20	CALC Annual Subscription	faster	£	542.43		59.18
16 Apr 20	Chains & Padlocks	faster	£	32.55		5.43
16 Apr 20	Printer ink	faster	£	60.54		10.09
16 Apr 20	Paper	faster	£	23.36		3.89

I The council **RESOLVED** (proposed MLI, 2nd BH) that the clerk could purchase Microsoft Office 2019 (Word, Excel, Powerpoint) as a one-off download purchase for the Luxulyan PC laptop at a cost of approximately £100.

J Fiscal year 2019-2020 Year End (YE) spreadsheets and documents. In accordance with the Transparency Code, these documents, as they are or in a slightly different format, will be available on the Parish Council website under *Parish Council Accounts*.

i. The council **APPROVED** (proposed KBI, 2nd FP) the YE Bank Reconciliation.

ii. The council **APPROVED** (proposed MLI, 2nd KBI) the YE Budget Comparison.

iii. The council **APPROVED** (proposed KBI, 2nd BH) the YE Cash Flow.

iv. The council **APPROVED** (proposed KBI, 2nd MG) the YE Payments from Reserves.

v. The council **APPROVED** (proposed KBI, 2nd FP) the YE Register of Assets.

vi. The council **APPROVED** (proposed FP, 2nd KBI) the YE Financial Briefing Note.

vii. The council **APPROVED** (proposed MLI, 2nd KBI) the YE External Audit Figures (Annual Return Accounting Statements 2019-2020)

viii. The council requested that the YE External Audit Explanation of Variances be adjusted so that Box 6 has further explanation. The adjusted explanation will be presented again when the internal audit report is ready.

K The council **RESOLVED** (proposed BH, 2nd FP) that it would again voluntarily comply with the *Transparency Code for Smaller Councils* as the council has done since the Code came into practice in 2014-15 and because it is best practice. This means that

the Draft Minutes are made available on the council's website within 30 days and accounting documents are also made available on a yearly basis.

19/222 Reports

The council **RECEIVED** Cllr Saunders' report to the Parish (see Appendix One).

19/223 Correspondence (complete list in Clerk's Notes for 16 April ordinary meeting)

Nothing was highlighted.

19/224 Business for the next meeting

Garden Award. Draft Data Asset Register. Procedure for online meetings.

19/225 Second Public Session for feedback from the public

None.

19/226 Dates of next meetings

A The council agreed in principle that it would be better, if possible, to have one long Ordinary Meeting, rather than shorter more frequent meetings.

B Planning if needed would be called by the Chair, ONLINE via Zoom.

C Staffing Meeting, time and date to be decided, ONLINE via Zoom.

D Ordinary Meeting Thursday, 14 May, 6.00pm, ONLINE via Zoom. Please email the clerk if you wish to attend and she will send instructions to connect via Zoom.

E Please note that an Annual Parish Meeting will not be called this year due to Covid-19 measures (Minute 19/198.A.ii).

F Please note that an Annual Meeting of the Parish Council will not be held this year due to Covid-19 measures (Minute 19/198.A.i).

The Chair thanked everyone and closed the meeting at 6.40 pm.

Mrs C Wilson ~ Parish Clerk ~ 18 April 2020

Signed: _____, Chair of meeting. Date: _____

APPENDIX — Report from Cllr Sally-Anne Saunders, Ward Member

Much has of course happened since I last saw you all in person at your March meeting. We have all had to make some significant adaptations to our way of life and working methods in the intervening weeks and it is fair to say that life around Cornwall Council has had to change considerably too.

The Council has now closed all but three of its office buildings, with the vast majority of Officers now working from home, which whilst it is working as a solution, has presented its own set of issues which have had to be overcome. And of course the vast majority of meetings - including Full Council those of the Overview and Scrutiny Committees, Planning Committees and Licensing and Appeals Panels have all had to be cancelled for the foreseeable future, whilst

alternative arrangements could be considered and put in place if necessary. I have already written to you all separately regards the emergency changes to planning.

There has also been some considerable redeployment of staff to new roles associated with the Council's response in order to make sure that the Duchy is ready to deal with whatever challenges might arise from this crisis. To that end a number of "Cells" have been set up to look at specific areas of concern, each headed up by a couple of Senior Officers. They, the Cabinet Members and the leaders of all the political groups continue to meet virtually, twice a week to discuss progress and any ongoing issues. The outcomes of these discussions are fed out to the wider membership, of which of course I am one, via daily emails to us all from the Leader, Julian German.

For my part, any matters of concern I have wished to raise in respect of the crisis, I have been able to feed into the system either via our Community Link Officer or through my Conservative Group Leader. In addition, we have now also set up a weekly Wednesday afternoon meeting, via Skype, for the Ward Members of the Clay's and St Blazey, Fowey, Lostwithiel Area Network Panels, in order that we can thrash out any local issues that might arise. A Senior Officer and a Cabinet Member also attend these meetings, which gives us another opportunity to be kept up to date on developments and to raise any concerns we might have.

I have also made use of the **covid19@cornwall.gov.uk** helpline email, which has proved useful and I would urge you all to make a note of it. This dedicated email address is available for everyone and is monitored 7 days a week, with all queries related to the Covid-19 crisis being directed from that central point out to the relevant Cells or Council Departments for an appropriate response.

On the 23 March, almost overnight it seemed, my diary went from being brim full of meetings to almost completely empty as the Council responded to the current lock down, As a Ward Member I had to consider how best to continue to serve my residents for the foreseeable future given that much of the normal day to day business of the Council appeared to have been brought to a complete halt. In the first instance with the situation changing so fast I spent much of my time disseminating what reliable information I could find via my facebook page (Sally-Anne Saunders, Cornwall Councillor for the Bugle Division), much of which is still relevant, so I would encourage you all to look me up and have a trawl through the links available there.

Also wishing to be of more practical use, I decided to offer my services to The Clay's Practice as a volunteer prescription deliverer, which I have been doing now, two days a week. My deliveries on a Tuesday and Thursday, take me as far out as Lanivet on occasion but I have visited a number of properties in Luxulyan and around the Conce and Bodwen areas of the Parish now as well as inevitably the larger villages in my division like Stenalees and Bugle. This service is of course available to any patient registered with The Clays Practice who is self isolating and does not have

the benefit of a friend, neighbour or family member to collect their prescription for them. It is a simple matter of requesting the service via the receptionist.

I have also signed up as a volunteer with Volunteer Cornwall in order to assist with any other requests for assistance that might be received through their helpline from residents in this general area. With the assistance of the team from Treverbyn Community Hall, we now have a network of volunteers in the area that can be deployed to assist with the likes of shopping, prescription collections or even simply a friendly phone call if a resident is in need of a chat. The Hall have access to a limited pot of crisis funds in order to assist anyone in particular financial difficulty at present. I have been able to augment that pot with a contribution from my Councillor's Community Chest Fund. I have further funds available should they be required and if you know of any community group that is trying to assist local residents through this crisis, that would benefit from a little financial assistance, please direct them to me and I shall endeavour to help if I can.

I would also urge any one of you that has concerns regards the well being of a neighbour, friend, family member living in the area, to consider referring them to the **Volunteer Cornwall** service. Requests for volunteer assistance can be made to **01872 266988** or by emailing **requestforhelp@volunteercornwall.org.uk**

It has been really heartwarming to see the community response to this crisis and I know that as a community we are incredibly well placed to weather this particular storm, simply because of the amazing community spirit and the willingness of folk to get involved and offer help where they can. Identifying the individuals that may be in need of help, is in some ways a greater challenge. The Government has gone a little way to help with this and, with the help of the NHS and GP surgeries, has identified a considerable number of individuals who are particularly vulnerable due to their underlying health conditions. They will all, from what I understand, have received a letter, maybe even two, advising them that they are on the list and encouraging them to register for assistance. many will have already received what I have heard referred to as "Boris Boxes" which are essentially food parcels being sent out by the government. I do not have any information regards the numbers of these individuals in our locality, all I would ask though is that if you know of anyone that has had a letter, please encourage them to follow the instructions and register as directed. I would also encourage anyone who feels that they should have had such a letter and hasn't to date, to please speak to their GP so that they can be properly referred.

The events of the last few weeks have of course the potential to put a great deal of strain on the finances of many families. Both the Government and Cornwall Council have recognised the reality of the situation and have put in place a number of measures to help support residents who are encountering financial pressures in a number of ways. The Council's website is chock full of really useful information in this regard.

Information about Coronavirus (Covid-19) - Cornwall Council
<https://www.cornwall.gov.uk/health-and-social-care/public-health-cornwall/information-about-coronavirus-covid-19/>

Public Health England are regularly updating the advice around Coronavirus (Covid-19). This page has links to useful information as well on general advice on staying well.

There are links from this page to any number of other useful sources of information. Under the "I am worried about money" header there are links to Benefits and Council Tax support as well as the Peoples Hub Phone line that has been set up to advise people regards employment queries during the crisis. You can get straight there with this link:-

<https://www.cornwall.gov.uk/council-and-democracy/council-news-room/media-releases/news-from-2020/news-from-april-2020/people-hub-phoneline-set-up-to-advise-people-with-employment-questions-during-covid-19-pandemic/>

I am very conscious that as a result of the necessary rapid response to the Covid-19 crisis, much of the ordinary business of the day, that was already in train, has had to be put on the back burner temporarily. I was dealing with a number of issues myself - either on behalf of residents or on behalf of either of my Parish Council's, Treverbyn and Luxulyan, but given that I have understood that Officers have been preoccupied on the whole with all things Covid-19, I have not pressed forward with those issues for now. I would like to reassure you all that they haven't been forgotten and I will be forging ahead with them again as soon as I reasonably can.

A couple of specific updates that may be of interest to you all - the public consultation regards the Governance Review has been temporarily halted. The Starr project though, deemed a strategic project for the council, has been green lighted to continue as best it can. There are planning applications currently up for consideration, in respect of the urban interventions in the Par, St Blazey area. We did get an update from Mark Allot, Starr, Project Manager at our community network meeting last week, however from what he has said I am not anticipating any developments in my area much before July time.

My apologies for not attending your virtual meeting last night. It was great though to see you all via Zoom last week and I look forward to catching up with you all again really soon. If I can be of assistance in the meantime, please don't hesitate to get in touch. Mob: 07514 050504