

Luxulyan Parish Council **DRAFT** Minutes
Ordinary Meeting, THURSDAY 9 MAY 2024
Luxulyan Memorial Institute, following the Annual Meeting

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Keith Bilston, Cllr Helen Francis, Cllr Michael Grindley, Cllr Bob Hatton, Cllr Sarah Kemp, Cllr Francis Payne.

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:

Cllr Dan Cordy (Vice-chair), Cllr Margaret Higman, Cllr Carl Tonkin.

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 7.05 PM. Apologies were received from DC, MH and CT.

The Chair welcomed all.

24/14 Declarations of interest or requests for dispensation.

None.

24/15 Public Session

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| A | A member of the public thought a bin next to the picnic tables on the playing field was needed. The council approved a bin for that area last November, but the matching type was not available. The Clerk will chase this. |
| B | A member of the public also complained about the weeds in the pavements in the village. A quote for the weed treatment was approved last autumn but the weather this spring has not been good enough until recently. The Clerk will contact the contractor. |
| C | A representative of Feast Week was concerned about access to the field through the playing field entrance. See the discussion and decision at 24/19.B. |
| D | A member of the public asked about the solar panels and heating for the Village Hall. The Chair explained that the VH was not run by the parish council and that he should contact the Chair of the VH committee. |
| E | A member of the public asked about the by-laws for the Luxulyan Valley. The Clerk will request a copy from Cornwall Council. |

24/16 Meetings and governance

The council **RESOLVED** that the minutes, as read, of the meeting held on 11 April 2024 are a true and correct record (proposed KB, 2nd SK) and they were duly signed.

24/17 Finance

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| A | The councillors confirmed that none had a conflict of interest with the external auditor BDO LLP and it was RESOLVED that the Clerk and the Chair would sign the Conflict of |
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	Interest form declaring no conflict of interest.		
B	2023-24 AGAR (Annual Governance & Accountability Return)		
	i. The council RECEIVED and NOTED (proposed HF, 2 nd SK) the internal auditor’s report. The AGAR internal audit report can be seen on the council’s website with the other year-end accounts.		
	ii. Annual Governance Statement – 2023-24 AGAR Section 1. The clerk read out each Statement in Section 1 of the AGAR and the council RESOLVED (proposed FP, 2nd KB) to answer each in the affirmative and duly AUTHORISED that Section 1 be signed by the Chair and Clerk.		
	iii. Accounting Statements – 2023-24 AGAR Section 2. The figures for Section 2 were prepared by the clerk as Responsible Financial Officer and were reviewed by the council in April (Minute 23/174.B). The council APPROVED the figures and AUTHORISED (proposed ML, 2nd SK) the Chair to sign Section 2.		
	iv. The Clerk confirmed the dates for the exercise of public rights to view and accounts: Wed, 19th June until Tue, 30th July 2024 . Notices will be posted on the website and the noticeboards.		
C	The council AUTHORISED payments for May 2024 totalling £2,833.92 (proposed SK, 2nd KB).		
	<u>Description</u>	<u>Amount with VAT</u>	<u>VAT</u>
	Clerk's salary and expenses	£1,183.83	-
	HMRC payment	118.17	-
	Clerk's Pension	50.05	-
	Playground inspections	120.00	-
	Public Conveniences, electricity	32.64	£1.55
	Public Conveniences, water	66.74	-
	Public Convenience Cleaning Apr24	573.75	-
	Public Convenience Cleaning consumables	216.99	-
	Public Conveniences, light in disabled toilet	138.95	-
	2x Thermapen thermometers	172.80	£28.80
	Internal Audit	160.00	-

24/18 Reports

A	Report on Actions. The free portrait of King Charles III has arrived and will be hung in the committee room of the Institute. The portrait is the property of the council and the Institute committee is custodian.
B	Chair’s report. See the minutes of the Annual Parish Meeting 9 May 2024.
C	Cornwall Councillor Peter Guest’s report to the Parish (Lockengate Ward). See the minutes of the Annual Parish Meeting 9 May 2024.
D	Cornwall Councillor Colin Martin’s report to the Parish (Luxulyan Ward). See the minutes of the Annual Parish Meeting 9 May 2024.

24/19 Considerations

A	FP, secretary of the CLT, reported that he is optimistic about the planning appeal for the 2 open market houses at Beswetherick being denied and he may call the CLT AGM a little earlier to get on with business.
B	The playing field entrance through the wide gate is very steep and tree branches block

	high vehicles. The council RESOLVED that A&A will cut back the branches and a local digger will improve the slope into the field. LPC will pay associated costs.
C	The council RESOLVED to request from Cornwall Training & Consultancy one CPR and Defibrillator training session for 12 attendees that will last 1 hour to be held in the Institute on Saturday, 29 June, time to be confirmed. The Clerk will coordinate with Cornwall Training & Consultancy to advertise the session and to sign up the attendees. All parishioners are welcome to apply. If many apply, another session can be arranged. ACTION: Clerk
D	The council RESOLVED (proposed ML, 2nd MG) to purchase two thermometers (Industrial Thermapen surface probe + wall bracket, £72, plus VAT), one for the public toilets and one for the Institute, so that the cleaners can carry out water temperature tests as required by law for Legionella control.
E	In order to become compliant with current legislation, the council RESOLVED (proposed ML, 2nd MG) to commission a Legionella risk assessment by a Legionella compliance trainer, Dee Thornton at a total of £198 +VAT for the public conveniences and the Institute. The risk assessment will follow the Approved Code of Practice (L8) and the technical guidance (HSG274) from the Health and Safety Executive. ACTION: Clerk
F	The council RESOLVED (proposed ML, 2nd HF) to approve the quote of £750 for the renewal of the Lockengate Bus Shelter roof, which includes materials. The Clerk will ensure that the Lockengate notice board is moved to the Bus Shelter. If the notice board door cannot be fixed, the council will need a new one.
G	The council DEFERRED its decision about dog bins. Cllr Guest was not able to get the information about combined rubbish and dog waste bins which could help with the annual cost.

24/20 Planning

A	Of note.
	<p>i. The council RESOLVED (proposed ML, 2nd SK) to appoint Cllr Payne and Cllr Grindley to attend the CALC free briefing on biodiversity net gain (BNG) on Tues, 4 June at 6.30 pm. Planning will require all new qualifying developments granted planning permission, to deliver 10% BNG from April 2024.</p> <p>ii. PA24/02116 Application to determine if prior approval is required for a proposed: Change of use of Agricultural buildings to dwellinghouses (use Class C3). The Barn St Cyors Cottage St Cyors Luxulyan Bodmin Cornwall PL30 5EA. Though the parish council is not asked for consultee comments, the council discussed this briefly and RESOLVED (proposed FP, 2nd SK) to send these comments to the case officer: *** Luxulyan Parish Council has NO OBJECTION to this application. The new living space is well designed and will be a great improvement to the property.</p>
B	Applications for consultee comments.
	<p>i. PA24/00325 Demolition of blockwork single-storey building and construction of new steel-frame factory unit for window manufacture. Penince Industrial Estate Par St Blazey PL24 2SU. The council discussed the application and RESOLVED (proposed ML, 2nd FP) to submit the following consultee comments:</p>

*** Luxulyan Parish Council has NO OBJECTION to this application.
ii. PA24/01729 Demolition of existing stable block to replace with 4 bed dwelling and adjoining 1 bed annex. Double garage, 2no log cabins and solar panelling. The Mill Prideaux Road St Blazey Par Cornwall PL24 2SR. The council discussed the application and RESOLVED (proposed ML, 2nd FP) to submit the following consultee comments: *** Luxulyan Parish Council has NO OBJECTION to this application as long as it complies with planning regulations and fits in with the Luxulyan NDP.
iii. PA24/02845 Reserved Matters application following Outline approval PA21/03156 dated 20th June 2022 for access, appearance, landscaping, layout and scale Atwell Gardens Luxulyan Bodmin Cornwall PL30 5DW. The council discussed the application and RESOLVED (proposed FP, 2nd BH) to submit the following consultee comments: *** Luxulyan Parish Council has NO OBJECTION to this application.

24/21 Highways & Flooding

A Cllr Guest reported that the drains at Reperry will be inspected in the next hard rain.
B Cllr Guest reported that a food van has requested a site at Innis Downs roundabout. If granted by the CC team, one of the conditions will be that they keep the area clear of litter.

24/22 Assets – reports and maintenance

A Playing Field. Playing Field inspections for April 2024 were received and NOTED .
B Cemetery. It was AGREED that the Clerk will make a Polite Notice asking the families and friends of the deceased to take away the wreaths, etc, when they are finished. ACTION: Clerk
C Footpaths. It was RESOLVED (proposed ML, 2 nd KB) to request that Footpath 408/14/1 be closed because it is a danger to the public. The Clerk will request that a handrail be placed there (as one was there in the past).
D Luxulyan Memorial Institute. The Plant Swap happens every 1 st Saturday of the month with excellent bacon butties. (Also see 24/18.A)
E Village Toilets. The light has been fixed in the Disabled toilet. In first month with the new cleaners there has been a marked improvement to the cleanliness. The MetroRod invoice and report on the drains has not yet arrived. It was suggested the Clerk contact Kernow Drains for a report on the drains. The recommended architect has not replied to the Clerk’s emails.

24/23 Parish Matters – reports

A Luxulyan Parish Community Fund. LPCF has a wonderful logo designed by HF. It will be placed on the LPCF webpage. They recently met to give Innis Chapel and the Village Hall further grants.
B Luxulyan Valley Partnership. The next meeting is at Redmoor.
C Village Hall Committee. No report.

24/24 Correspondence & Invitations (complete list in Clerk’s Notes)

Nothing to report outside these Minutes and Clerk’s Notes.
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24/25 Business for the next meeting

No business was requested.

24/26 Dates of next meetings.

A Ordinary Meeting Monday 13 June 2024, 6.00 pm at the Luxulyan Memorial Institute.

B An extraordinary meeting may be called by the Chair if needed for planning or other business. An agenda would be posted 3 clear days before.
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The meeting closed at 8.35 pm and the Chair thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 13 May 2024

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____