

Luxulyan Parish Council **DRAFT** Minutes
 Ordinary Meeting, THURSDAY 13 November 2025
 6.00 pm, at Luxulyan Memorial Institute

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Helen Francis, Cllr Michael Grindley, Cllr Francis Payne, Cllr Carl Tonkin, Cllr Keith Westmacott.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Luxulyan Ward Member Cllr Sarah Preece, Lockengate Ward Member Cllr Steve Trevelyan and 3 Members of the Public.

ABSENT:

Cllr Dan Cordy (Vice-chair), Cllr Kay Baker, Cllr Keith Bilston, Cllr Margaret Higman.

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 6.00 PM and the Chair welcomed all.

25/113 Apologies

Apologies were received from DC, KBa, KBi, MH.
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25/114 Declarations of interest or requests for dispensation.

None.

25/115 Public Session

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| A | A member of the public requested a pavement for the stretch of road beside the Village Hall and across from the Atwell turning. See Minute 25/121.B. |
| B | A member of the public came to request more specifically discouraging signing to prevent Eden traffic coming down from Lockengate to Luxulyan, such as 'narrow roads'. |
| C | A member of the public mentioned that the beavers newly introduced to Breney Common could change the drainage along the road at Gunwen and adversely affect the cottages across from the Common. |

*The Cornwall Councillors discussed issues with the council (See 25/118) and left the meeting.
 Two members of the public also left the meeting.*

25/116 Meetings and governance

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| A | The council RESOLVED that the minutes, as read, of the extraordinary meeting held on 20 October 2025 are a true and correct record (proposed MG, 2nd FP) and they were duly signed. |
| B | The council NOTED the draft minutes for the first meeting of the Luxulyan Parish Community Fund Committee on 27 October 2025. |
| C | The council RECEIVED the <i>Application Form and Guidelines</i> approved by the Luxulyan Parish Community Fund Committee and now available on the council's website. |

	www.luxulyan-pc.gov.uk/LPCF - Luxulyan Parish Community Fund 50184.aspx
D	The council NOTED its registration for 2025-26 with the ICO as a Tier 1 organisation.
E	The council reviewed and RESOLVED (proposed ML, 2 nd HF) to approve the website <i>Accessibility Statement</i> prepared by the council's website provider, Vision ICT, and it was duly signed. The Statement confirms that the council's website now meets the new accessibility standard for UK government websites: WCAG 2.2 AA.
F	The updated <i>Financial Procedures</i> protocol and <i>2025 Internal Audit Review</i> were reviewed. The council RESOLVED (proposed MG, 2 nd CT) to approve them and they were duly signed.
G	The council reviewed and RESOLVED (proposed ML, 2 nd FP) to agree and sign the Letter of Engagement for the Internal Auditor, B Goraus.
H	The council AGREED that the Clerk should take the free CALC training for Assertion 10 (the new assertion for the AGAR, Section 1) on 18 th November.

25/117 Finance

A	There were no questions about the accounts and it was RESOLVED (proposed HF, 2nd CT) to receive the Clerk's reports, <i>Bank Reconciliation</i> , <i>Budget Comparison</i> and <i>Cash Flow</i> to the end of October 2025, as a correct record.		
B	The council NOTED that next year's Luxulyan Taxbase (used to calculate the precept) recently announced by Cornwall Council has risen 11 points compared to this year; and, therefore, the 2026-27 precept approved last month (using an estimated taxbase) will fall by 2% at the Band D level.		
C	The council RESOLVED (proposed FP, 2 nd CT) to approve purchase of a Christmas Tree with new lights for the Institute. Cllr Trevelyan offered a free Norway Spruce that he has to cut down on his property. The council thanked him very much; ML & FP will drop by and see if it is suitable.		
D	The council RESOLVED (proposed KW, 2nd MG) to approve the payment schedule for November 2025 totalling £6,171.85.		
	<u>Description</u>	<u>Amount with VAT</u>	<u>VAT</u>
	Clerk's partial salary & expenses Sep25	£ 307.69	£7.33
	Clerk's salary & expenses Oct25	1,184.63	-
	HMRC payment	309.37	-
	Clerk's Pension	55.96	-
	Playground inspections	150.00	-
	Public Conveniences, electricity	20.90	0.99
	Public Convenience Cleaning Oct25	688.50	114.75
	Public Conveniences, water	135.21	-
	2nd Weed Spray, Luxulyan village	192.00	32.00
	Lock.Bus Shelter, playing field	220.00	-
	Grass cutting, summer	1,230.00	-
	Grass cutting, autumn	1,005.00	-
	Footpath	475.00	-
	LPCF office supplies	20.60	-
	1x black toner	86.39	14.40
	Paper x8 reams	84.60	-
	Monthly bank interest	£6.00	-

25/118 Reports

A	Report on Actions. The work on Dark Lane should begin at the end of this month.
B	<p>Cornwall Councillor Steve Trevelyan's report to the Parish (Lockengate Ward)</p> <ul style="list-style-type: none"> • There's a meeting at Reperry about improved signage at the end of the month. • There are no funds from Cornwall Council to improve unadopted roads.
C	<p>Cornwall Councillor Sarah Preece's report to the Parish (Luxulyan Ward)</p> <ul style="list-style-type: none"> • Cllr Preece's written November report has been delayed. • She requested that if fly tipping is a problem in a particular spot within the parish, the council should send her the What3Words coordinates so she can report the problem spot and see if something can be done to apprehend the perpetrators. • Signage for tourists leaving the Eden Project should be improved and the Working Party is looking into this. Perhaps a visit from Cllr Dan Rogerson might be helpful if progress is too slow. • Cllr Preece received an update from the CLT Secretary FP about Beswetherick Field and she requested an invitation to the next CLT meeting. If the developer can be contacted, he will also be invited to speak with the residents about completion of the development. • The council CONFIRMED to Cllr Preece that the parish has no issues with the closure of a private footpath level crossing known as Rockwork between Bugle and Luxulyan. It will be closed for safety reasons because of train traffic on the Newquay Branch Line. • Cllr Preece queried the purpose of the Luxulyan Valley Partnership. The Chair explained that the representatives from each parish council are there to explain what the local people <i>do not</i> want done there – just as much as what should be done. She emphasised that local input, which includes valley landowners, is crucial when making decisions about the development and maintenance of the Valley. • Cllr Preece is leading Cornwall Council's Local Plan and a consultation is currently being organised for input by members of the public and she encourages everyone to look at it and submit their feedback and suggestions.

25/119 Considerations

A	An update on the CLT was given during the Ward Members' reports. See 25/118.
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25/120 Planning

A	Correspondence and planning of note. [Planning decisions are reported in Clerk's Notes]
	<p>i. PA25/07951 Prior notification of agricultural or forestry development for general purpose agricultural building and polytunnels. Land South East Of Nanscawen St Blazey Cornwall PL24 2SR.</p> <p>The council looked at the documents but only NOTED the application because it saw not objection and the application was not submitted for consultee comments.</p>
B	There were no applications for consultee comments.

25/121 Highways & Flooding

A	It was NOTED that street sweepers have worked through the village a couple times.
B	<p>The council RESOLVED (proposed ML, 2nd FP) to submit two applications to the Community Highways Improvement Programme (CHIP): 2026-2029.</p> <p>First Priority: A pavement alongside the Village Hall and the main road.</p>

	Second Priority: A zebra crossing across the main road at the Village Hall to the Atwell road.
C	The council NOTED the state of the road surface on the hill beside the church, which has been reported by a member of the public. The damage is not deep enough for it to be repaired, even though it causes problems for pedestrians

25/122 Assets – reports and maintenance

A	Playing Field.
	i. Playing Field inspections for October 2025 were received and NOTED .
	ii. The Working Party will meet again to discuss replacement equipment.
	iii. It was RESOLVED (proposed ML, 2 nd CT) to request £20K from the LPCF Committee for the purchase of new play equipment. As members of the LPCF Committee, HF and KW abstained from the vote.
B	Cemetery. Nothing to report.
C	Footpaths
	i. It's confirmed by Cornwall Council that the Definitive Map has been changed for FP 408/14/2. A bill from CC has been sent to the developer of Beswetherick ref the change to the Map.
	ii. The parish council now has a digital copy of the Parish Walks booklet which could be updated and reprinted sometime in the future.
D	Luxulyan Memorial Institute. The Saturday Bacon Butties fund raiser was taken for the Poppy Appeal and it was enjoyed by many. A good amount was raised.
E	Village Toilets. The Clerk will write a letter to Wildanet, the company responsible for erecting a pole in front of the Toilets, explaining the council's concerns about the possible obstruction of access to the toilets, particularly the disabled loo, and also the possible obstruction for wheelchair users on the pavement.
F	It was NOTED that the Simon Morcome Memorial cherry tree at the village bus shelter may be dead or dying. Cherries are relatively short-lived trees. CT will monitor it this spring and remove it if necessary.

25/123 Parish Matters – reports

A	Luxulyan Parish Community Fund Committee. The new committee is now fully functioning and had its first meeting on 27 October. The Draft Minutes are posted on the council's website.
B	Luxulyan Valley Partnership. See Minute 25/118.C.
C	Village Hall Committee. Nothing to report.

25/124 Correspondence & Invitations (complete list in Clerk's Notes)

	Nothing to report outside these Minutes and Clerk's Notes.
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25/125 Business for the next meeting

	No business was requested.
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25/126 Dates of next meetings.

A	Ordinary Meeting 11 December 2025, 6.00 pm at the Luxulyan Memorial Institute.
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| 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 7.57 pm and the Chair thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 4 December 2025

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____