

Luxulyan Parish Council **DRAFT** Minutes
Ordinary Meeting, THURSDAY 9 April 2026
6.00 pm, at Luxulyan Memorial Institute

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Dan Cordy (Vice-chair), Cllr Keith Bilston, Cllr Helen Francis, Cllr Michael Grindley, Cllr Margaret Higman, Cllr Francis Payne, Cllr Carl Tonkin, Cllr Keith Westmacott.

ALSO PRESENT:

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

ABSENT:

Luxulyan Ward Member Cllr Sarah Preece, Lockengate Ward Member Cllr Steve Trevelyan.

ABBREVIATIONS:

Councillors may be abbreviated with their initials; Luxulyan Parish Council (LPC), Luxulyan Parish Community Fund (LPCF), 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.

25.26/191 Apologies

Apologies were received from Cllr Preece because she is on annual leave.

25.26/192 Declarations of interest or requests for dispensation.

None.

25.26/193 Public Session

None.

25.26/194 Meetings and governance

A The council **RESOLVED** that the minutes, as read, of the meeting held on 12 March 2026 are a true and correct record (proposed KB, 2nd FP) and they were duly signed.

B The council **RESOLVED** that the minutes, as read, of the extraordinary meeting held on 26 March 2026 are a true and correct record (proposed FP, 2nd KB) and they were duly signed.

25.26/195 Finance

A KW reported that Audit Panel had met that day before the ordinary meeting. The internal control check was completed for the 4th quarter and all is correct.

B There were no questions about the accounts and it was **RESOLVED** (proposed KB, 2nd MG) to receive the Clerk's reports, *Bank Reconciliation*, *Budget Comparison* and *Cash Flow* to the end of March 2026, as a correct record.

C 2025/26 YEAR-END FINANCIAL DOCUMENTS. The council received and reviewed the Year End documents: 25-26 Financial Briefing Note, YE Payments for website, YE Budget Comparison, YE Bank Reconciliation, YE Assets, YE External Audit and variances, and YE Cash Flow which includes the allocation of reserves. The documents will now be sent to

	the internal auditor.		
D	CONFLICT OF INTEREST w/ EXTERNAL AUDITOR. The council and the clerk confirmed that they had no conflict of interest regarding the external auditor BDO LLP. It was RESOLVED that the Chair and Clerk should sign the Conflict of Interest Form.		
E	RESERVES. The council RESOLVED (proposed ML, 2 nd CT) to approve the allocation of reserves for the beginning of the 2026/27 fiscal year which also serve for the AGAR document Explanation of Reserves. The Contingency Reserve now combines the election, general building, toilets, playing field and cemetery reserves and stands at £8,294.30. Ringfenced Funds include these: Bodwen Solar Park, Play Area Renewal, Community Chest Grant, Footpaths, and the Lux Parish Comm Fund (LPCF). Ringfenced Funds currently stand at £65,945.06.		
F	WEBSITE. The council RESOLVED (proposed FP, 2 nd KB) to approve the 25/26 accounting documents to be posted on the website in addition to those required by the Transparency Code: Year-end Financial Report, List of all Payments, and the Budget v Payments Charts.		
G	The council RESOLVED (proposed HF, 2 nd CT) to approve the payment schedule for April 2026 totalling £16,080.75.		
	<u>Description</u>	<u>£ with VAT</u>	<u>£ VAT</u>
	Clerk's salary and expenses (partial)	£900.00	-
	HMRC payment	314.97	-
	Clerk's Pension	55.96	-
	Playground inspections	120.00	-
	Public Conveniences, electricity	21.72	1.03
	CALC Annual Subscription	703.02	99.39
	Public Convenience Cleaning Mar26	729.00	121.50
	Bear bin for play area	324.48	54.08
	Vision ICT gov.uk domain renewal	30.00	5.00
	Footpath 6 renewal (Enhanced LMP grant)	12,825.00	-
	Monthly bank interest	7.00	-

25.26/196 Reports

A	Report on Actions. All reported within these minutes.
B	Chair's report. The Chair reported that she continues to monitor potholes, traffic, bins and planning throughout the parish.
C	Cornwall Councillor Sarah Preece's report to the Parish (Luxulyan Ward). None as she is on annual leave.
D	Cornwall Councillor Steve Trevelyan's report to the Parish (Lockengate Ward). None.

25.26/197 Considerations

A	FP reported that the CLT trustees will meet next week on Wed, 15 April. The Clerk reported on a response from Cllr La Broy, the portfolio holder for Housing, regarding CC's support for the three remaining affordable housing plots at Beswetherick. The council requested that the Clerk reply asking how the tarmac, pavements and lighting will be completed if the planning application is approved that releases the plots from their S.106 commitment. The council requested that Cllr La Broy be invited to the CLT meeting next Wednesday.
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25.26/198 Planning

A	Correspondence and planning of note. [Planning decisions are reported in Clerk's Notes]
	i. Details were received by the Clerk concerning possible breaches of planning on a property in the Gunwen area of the parish. After discussion it was RESOLVED (proposed ML, 2 nd FP) to submit a Breach of Planning report to Cornwall Council.
B	Applications for consultee comments.
	i. PA26/01516 Application for Permission in Principle for the construction of a single dwellinghouse (minimum of 1, maximum of 1) Land Northeast of the Bungalow Lockengate Bugle Cornwall PL26 8RY. The council discussed the application and RESOLVED (proposed ML, 2 nd KB) to submit the following consultee comments: *** Luxulyan Parish Council has NO OBJECTION to this application.
	ii. PA26/01892 Change of use of land to residential and proposed side extension with garage Lower Menadue Bungalow Luxulyan Bodmin Cornwall PL30 5DR. The council discussed the application and RESOLVED (proposed DC, 2 nd ML) to submit the following consultee comments: *** Luxulyan Parish Council has NO OBJECTION to this application.

25.26/199 Highways & Flooding

A	The new traffic signs are in place and people appear to be using them! However, there is a road closed so this may be a result of a diversion. The council will continue to monitor traffic, but hopefully there is improvement.
B	The Clerk will report a large pothole near Croft Farm.

25.26/200 Assets – reports and maintenance

A	Playing Field. Playing Field inspections for March 2026 were received and NOTED .
B	Cemetery. Bins have not been emptied. The Clerk will report.
C	Footpaths. The FP sign at Gunwen has been pushed over. The Clerk will contact A&A to re-erect it.
D	Luxulyan Memorial Institute. The council RESOLVED (proposed ML, 2 nd HF) to pay the legal costs for the land registration of the Institute in the name of the parish council using Stephens Scown LLP as agreed by the Institute committee in its minutes of 9.9.2025 and supported by the parish council (minute 25/83.E).
E	Village Toilets. The carpenter that has been waiting for dry weather to sand and repaint the doors will have to supply a new quote because his previous quote has expired.

25.26/201 Parish Matters – reports

A	Luxulyan Valley Partnership. ML reported that the Partnership will meet next month to approve the new Terms of Reference.
B	Village Hall Committee. Nothing to report.
C	Other matters for report

25.26/202 Correspondence & Invitations (complete list in Clerk's Notes)

	Nothing to report outside these Minutes and Clerk's Notes.
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25.26/203 Business for the next meeting

No business was requested.

25.26/204 Dates of next meetings.

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| A | 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. |
| B | Annual Parish Meeting (Meeting of the Electors) Friday, 17 April 2026, 6.00 pm, Luxulyan Memorial Institute. |
| C | Annual Parish Council meeting 14 May 2026, 6.00 pm, Luxulyan Memorial Institute. |
| D | Ordinary Meeting 14 May 2026, after the Annual Parish Council meeting at the Institute. |

The meeting closed at 7.35 pm and the Chair thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 10 April 2026

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____