

Luxulyan Parish Council **DRAFT** Minutes
ANNUAL & ORDINARY Meetings, THURSDAY 14 May 2026
6.00 pm, at Luxulyan Memorial Institute

PRESENT:

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

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Luxulyan Ward Member Cllr Sarah Preece, Cllr Dan Rogerson, Portfolio Holder for Transport and two Members of the Public.

ABSENT:

Cllr Francis Payne, 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 ~ ANNUAL MEETING:

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

26.27/1 Election of the Chair.

Cllr Michaela Linfoot was **ELECTED** Chair and signed her Declaration of Acceptance of Office before the council.

26.27/2 Election of the Vice-chair.

Cllr Dan Cordy was **ELECTED** Vice-chair and signed his Declaration of Acceptance of Office before the council.

26.27/3 Apologies.

Apologies were received from FP.

26.27/4 Declarations of interest.

None.

26.27/5 Declarations of Acceptance of Office.

The councillors confirmed their Declarations of Acceptance of Office signed in May 2025 .

26.27/6 General Power of Competence (2025-29).

Luxulyan Parish Council **CONFIRMS** that it holds the GPOC in accordance with Localism Act 2011, Sections 1-8, having at least two thirds of its maximum number of members elected in May 2025 and a qualified Clerk who holds a Certificate in Local Council Administration (CiLCA). Luxulyan PC may use the GPOC until the next parish council elections in 2029, after which it may be renewed immediately if the conditions are still met.

26.27/7 Transparency Code for Smaller Authorities.

The council **RESOLVED** (proposed CT, 2nd MG) to continue its voluntary compliance with the Transparency Code for Smaller Authorities.

26.27/8 Finance.

A **Responsible Financial Officer.** It was **RESOLVED** (proposed MG, 2nd KB) to appoint the clerk and proper officer of the council, Mrs Christine Wilson, as the Responsible Financial Officer (RFO).

B **Bank Mandate.** LPC banks with Unity Trust Bank. Two signatories are required for payments by cheque or for online payments.

Printed lists of standing orders, direct debits and beneficiaries (payees) are placed in the file of bank statements for each account at the beginning of the fiscal year.

i. **Signatories.** It is **CONFIRMED** that Cllr Francis Payne, Cllr Margaret Higman, Cllr Michael Grindley and the Clerk remain bank signatories. The paperwork will shortly be completed so that Cllr Keith Westmacott becomes a signatory (Minute 25/77.C).

ii. **Standing Orders & Direct Debits.** The council **CONFIRMED** the continuation of the current direct debits and **RESOLVED** (proposed HF, 2nd KB) to renew the only standing order of £900 to be paid on the 1st of each month to the Clerk as a partial payment of salary. At each meeting an invoice for salary & expenses will be authorised to pay in full the Clerk's salary for the previous month.

iii. **Beneficiaries.** Because of the length of the list, review of the beneficiaries (payees) list was **DELEGATED** to the Audit Panel.

C **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. It was **RESOLVED** to appoint Councillors Keith Bilston, Margaret Higman, Michaela Linfoot and Keith Westmacott.

D **Appointment of the Chair of the Audit Panel.** It was **RESOLVED** to appoint Cllr Keith Bilston as chair of the Audit Panel..

E **Appointment of the Internal Control Check.** This person must not be a bank signatory, must be a member of the Audit Panel and will make quarterly checks of bank statements and payments. It was **RESOLVED** to appoint Cllr Keith Bilston as Internal Control Check.

F **Council internet & WiFi.** The Clerk holds a mobile internet WiFi hub which is used for parish council meetings and can also be used as a work backup during internet outages. The backup was much needed this winter during the storms when 'landline' internet was interrupted three times. It was also necessary to increase the data package during an extended outage. It was **RESOLVED** (proposed ML, 2nd KB) to continue reimbursing the Clerk's monthly payment at the increased amount of £20.60 per month.

26.27/9 Luxulyan Parish Community Fund (LPCF) Committee.

It was **RESOLVED** to appoint Cllr Westmacott and Cllr Francis to the LPCF Committee. In accordance with its Terms of Reference, Bridget Hall, Dave Bund and Nicki Pearson were then appointed as non-councillor members and the Committee may co-opt up to four more members, to a maximum of nine members.

26.27/10 Staffing Committee.

- | | |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | The council RESOLVED to appoint these members to the Staffing Committee: Cllr Keith Bilston, Cllr Michaela Linfoot, Cllr Margaret Higman, Cllr Helen Francis. |
| B | It was RESOLVED to appoint Cllr Keith Bilston as Chair of the Staffing Committee. |

26.27/11 Risk Assessment Working Party.

The council RESOLVED to appoint Cllr Michael Grindley, Cllr Helen Francis and the Clerk to the Risk Assessment Working Party. All risk assessments will be approved at full council.

26.27/12 Projects Working Party.

This was dissolved at the last annual PC meeting and accidentally placed on the agenda.

26.27/13 Luxulyan Memorial Institute.

In accordance with the LMI constitution which allows four parish council trustees, it was RESOLVED to appoint Councillors Michaela Linfoot, Margaret Higman, Carl Tonkin and Dan Cordy as trustees.

Cornwall Councillors Dan Rogerson and Sarah Preece arrived.

26.27/14 Lead Councillors and Representatives.

- | | |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | Lead Councillor for Footpaths. The Luxulyan Footpath Committee no longer exists. It was RESOLVED to appoint Cllr Helen Francis as Lead Councillor. |
| B | Luxulyan Valley Management Partnership. The nature of this Partnership is changing. CC will no longer fund its officers to organise or attend the meetings. However, the first meeting using the new structure will take place at the end of this month, 27 th May at the Institute. Until any changes are agreed, the council will keep with previous procedure and appoint one member with one vote. Another may be appointed as substitute. It was RESOLVED to appoint Cllr Michaela Linfoot as the council's representative, with Cllr Carl Tonkin as substitute. |
| C | CALC (Cornwall Assoc of Local Councils). It was RESOLVED that Cllr Helen Francis will represent LPC with CALC. |
| D | Community Area Partnership (China Clay CAP), consisting of these parishes: Luxulyan, Roche, Treverbyn, St Dennis, St Stephen-in-Brannel, St Enoder. It was RESOLVED that Cllr Michaela Linfoot will represent LPC in the China Clay CAP. If she cannot attend, Cllr Helen Francis will substitute. |
| E | Luxulyan Community Land Trust (up to 2 representatives). The council RESOLVED to appoint Cllr Michael Grindley and Cllr Francis Payne as parish council representatives on the Luxulyan CLT. |
| F | Village Hall Committee. It was RESOLVED to appoint Cllr Margaret Higman as the council's representative on the Village Hall Committee. |
| G | Councillor Advocate Scheme, Office of the Police & Crime Commissioner. It was RESOLVED to appoint Cllr Keith Westmacott at the council's representative. |
| H | Eden Community Geothermal Liaison Group. As the Eden Geothermal Energy Project is now functioning, this Liaison Group which communicated with the surrounding parishes during the construction and commissioning stages has disbanded. |

26.27/15 **Communication.**

A	Contact details. The councillors confirmed that there were no changes to their contact details.
B	Notice boards. It was CONFIRMED that Cllr Francis Payne will post on the Luxulyan village notice board located on the wall of the public toilets. Cllr Helen Francis will post on the Lockengate notice board.

26.27/16 **Dates and times of meetings for the next municipal year.**

A	Ordinary Meetings. It was RESOLVED that the council will continue holding its ordinary meetings on the second Thursday of each month at 6.00 pm in the Luxulyan Memorial Institute, PL30 5EA.
B	Luxulyan Parish Community Fund (LPCF) Committee. In accordance with its Terms of Reference, the LPCF Committee will meet when applications to the Fund require a decision.
C	Finance Audit Panel, with Internal Control Checks. It was RESOLVED to hold quarterly meetings of the Audit Panel in July, October, January and April. The time will be 5.30 pm before the ordinary meeting, unless otherwise agreed.
D	Staffing Committee. It was RESOLVED that the Staffing Committee will meet in September after the clerk’s annual appraisal and as and when required.
E	The next Annual Meeting of the Parish Council will be Thursday, 13 May 2027.

IN CONTINUATION:

MINUTES ~ ORDINARY MEETING:

26.27/17 Declarations of interest or requests for dispensation.

None.

26.27/18 Public Session

A	<p>Cllr Preece opened the conversation about traffic issues in the parish. It was agreed that the new and revised signage at Lockengate and the Eden roundabout has helped avoid some traffic congestion and the parishioners are very grateful for these improvements.</p> <p>It was also agreed that more will be needed. For more than a decade the parish has asked for a sign saying something like ‘Don’t follow Sat-nav. Very narrow lanes.’ It was also mooted that a lower speed limit on the Lockengate to Luxulyan road might keep Sat-nav’s from recommending the route.</p> <p>Councillors and members of the public spoke about degraded road surfaces around the parish which can be especially dangerous to motorcyclists and bicyclists. Potholes and degraded surfaces should be reported directly to Cornwall Council here: Report a Pothole.</p> <p>Cllr Rogerson listened closely to the issues. He and Cllr Preece will discuss them with the Highways Manager. He explained that the road surfaces are being inspected and graded from green (good) through amber and finally to red (in need of complete rebuilding). Unfortunately, the red roads are so numerous that funds are lacking for maintenance of the amber and green roads.</p> <p>HF reported on a pre-consultation Stakeholders meeting about the 20-mph rollout in</p>
---	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

the area. The proposed 20-mph roads in Luxulyan village were discussed tonight and suggestions were noted by HF to bring back to the 20-mph delivery team.

Cllr Rogerson and one member of the public left the meeting.

- B A representative for the project 'Luxulyan Good as Gold' spoke about the Open Day which will be held Sunday, 24th May at LEGGS. More information at the Shop and Pub.

One member of the public left the meeting.

26.27/19 Co-option

The council **RESOLVED** (proposed ML, 2nd KB) to co-opt Danny Allen onto the parish council. Cllr Allen signed his Declaration of Acceptance of Office and the Chair welcomed him to the table. Cllr Allen also filled in his Email Request Form.

26.27/20 Meetings and governance

A As they were not yet completed, the council **DEFERRED** approval of the previous minutes from 9 April 2026.

B The council **NOTED** the Draft Minutes of the LPCF Committee meeting from 29 April 2026.

Cllr Preece gave her apologies and left the meeting.

C The council **RESOLVED** (proposed ML, 2nd HF) to approve the Clerk's attendance at the Finance Regional Training Seminar - Cornwall (26th November 2026) in Saltash. Cost is free + travel expenses.

D The council **RESOLVED** (proposed HF, 2nd MG) to approve the designation of Luxulyan Parish as a Neighbourhood Area for the purposes of producing a Neighbourhood Priorities Statement (NPS).

E The council **RESOLVED** (proposed MG, 2nd HF) to approve in principle the DRAFT Terms of Reference for an NPS Steering Group as per the CC template. The document can be signed at the first meeting of the Steering Group when the names of the members are known and the Chair and Secretary have been elected. Updates from the NPS Steering Group will be a standing agenda item until the NPS is completed.

F The council invites Luxulyan parishioners who are interested in shaping the parish's future to become part of the NPS Steering Group. For more information see: [Make a Neighbourhood Priorities Statement](#). This will be important because Luxulyan's Neighbourhood Development Plan is quickly coming to the end of its significance in planning terms. Please contact the Clerk or any councillor if you are interested.

26.27/21 Year-end Accounts 2025/26.

A The council **RESOLVED** to approve the Community Infrastructure Levy (CIL) Annual Report prepared by the Clerk using the CC template. It is available on the website under *Parish Council Accounts* along with the other accounts documents for 2025-26.

B INTERNAL AUDITOR'S REPORT. The council **RECEIVED** the internal auditor's detailed report and the AGAR internal audit report which found the council's accounts satisfactory. Both reports can be seen on the council's website with the other year-end accounts. The Clerk will comply with the internal auditor's only recommendation to DRAFT a separate Data Protection Policy for approval. This policy was previously

	included with the IT Policy.
C	AGAR (Section 1) ANNUAL GOVERNANCE STATEMENT. The council RESOLVED (proposed ML, 2nd DC) to answer each question 1-8 & 10 in the affirmative. Question 9 is not applicable.
D	AGAR (Section 2) ANNUAL ACCOUNTING STATEMENTS. The council RESOLVED (proposed DC, 2nd ML) to approve the Accounting Statements of the AGAR. The council further RESOLVED to approve the Year-end Bank Reconciliation, the Explanation of Variance Box 6 and the Explanation of Reserves for the 2025/26 fiscal year.
E	SIGNATURES. The council RESOLVED (proposed MG, 2nd HF) that the Chair and Clerk sign the Annual Governance Statement and that the Chair sign the Accounting Statements.
F	PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS. The council CONFIRMS the dates for the period for the exercise of public rights as set by the Clerk: Wednesday 3 June 2026 until Tuesday 14 July 2026 inclusive. Notice will be posted on the noticeboards and the website at <i>Parish Council Accounts</i> .

26.27/22 Finance

A	There were no questions about the accounts and it was RESOLVED (proposed KB, 2 nd MG) to receive the Clerk's reports, <i>Bank Reconciliation</i> and <i>Budget Comparison</i> to the end of April 2026, as a correct record.		
B	The council RESOLVED (proposed HF, 2nd ML) to approve the payment schedule for May 2026 totalling £3,022.46.		
	<u>Description</u>	<u>£ with VAT</u>	<u>£ VAT</u>
	Clerk's partial salary & expenses Mar'26	301.27	-
	Clerk's Salary & expenses Apr'26	1,207.68	5.82
	HMRC payment	314.97	-
	Clerk's Pension	55.96	-
	Playground inspections	120.00	-
	Public Conveniences, electricity	24.00	1.14
	Public Convenience Cleaning Apr'26	688.50	114.75
	Public Conveniences water (reading)	134.09	-
	Internal Audit	160.00	-
	Crowbar (to lift water meter lid)	8.99	1.50
	Monthly bank interest	7.00	-

26.27/23 Reports

A	Report on Actions. All complete except for the new defibrillator boxes.
B	Chair's report. No response concerning the breach of planning question at PL30 5DU.
C	Cornwall Councillor Sarah Preece's report to the Parish (Luxulyan Ward) <i>Glyphosate matter</i> . I wanted to acknowledge the letter sent by cabinet to all town and parish councils. It is right that we acknowledge the proposal came to parishes with too little lead in time and apologise for any negative impact it has had. It has been recognised that more time should have been allocated between the decision made and the council enacting the measures and that more consideration ought to have been given to community views on the proposal. I am delighted there is now a pause in order that time is taken to work with town and parish councils on proposals going forward.

20 mph. We had a good briefing from the Cornwall Council team on the review and have made the case for all areas of concern.

Go Cornish. There is now a 12-part video pod cast series for people to learn some Cornish. It was commissioned by the BBC, is hosted by BBC’s Danni Distan and Sarah Buck from Cornwall Council’s Cornish Language team and is available live on Fridays or on iPlayer catch up.

Community Chest. The Community Chest is open again and I welcome applications. Please bear in mind the total allocation is £1,400 for all eight of my parishes, and that applicants must be constituted.

With many thanks, Sarah. Cllr Sarah Preece

D Cornwall Councillor Steve Trevelyan’s report to the Parish (Lockengate Ward). None.

26.27/24 Considerations

A Luxulyan CLT. Nothing to report.

B Public rubbish bins. The Clerk confirmed with Cornwall Council that the bins at the cemetery are not on the list for CC rubbish collection and CC will not add any more bins to their list. Therefore, the council **RESOLVED** (proposed HF, 2nd MG) to make annual payments of approximately £425 for rubbish removal from the cemetery and from Atwell triangle; and further **RESOLVED** to move one bin from the cemetery and put it at Atwell. The Clerk has permission in writing from Highways to put a bin at Atwell triangle near and behind the bench.

C The council will not purchase a new rubbish bin yet. It will trial the efficiency of rubbish removal with only one bin at the cemetery and one bin at Atwell triangle.

26.27/25 Planning

A Correspondence and planning of note. [Planning decisions are reported in Clerk’s Notes]

i. **PA26/02469 | Prior notification of agricultural or forestry development for an agricultural polytunnel. | Land South East Of Nanscawen St Blazey PL24 2SR.** The council **NOTED** this application. No consultee comments were requested.

B Applications for consultee comments.

i. **PA26/01068 | Local Development Order - Upgrading septic tanks and small sewage treatment plants within River Camel Special Area of Conservation. | River Camel Catchment Area.**

The council discussed the application. It considered advice from a local citizen scientist who is familiar with river pollution, and it **RESOLVED** (proposed MG, 2nd HF) to submit the following consultee comments:

*** Luxulyan Parish Council has resolved not to make a representation on this occasion because so little of the parish lies within the Camel catchment. However, the council recognises the significance of this type of application and would be especially interested if anything similar was proposed for the Par catchment.

ii. **PA26/02298 | Works to Tree(s) subject to a preservation order (TPO) T1,T3,T4 & T6 Beech (Lift lower branches) T2 Ash & T5 Sycamore- Fell to ground level, T3 Beech - Lift crown. G1 Mixed species - Crown lift. | The Vicarage Luxulyan Bodmin PL30 5EE.**

The council discussed the application and **RESOLVED** (proposed ML, 2nd CT) to submit the following consultee comments:

*** Luxulyan Parish Council has NO OBJECTION to this application.

iii. **PA26/02666 | Formation of new access and road link to Savath Farm from the B3278 | Savath Farm Savath Lane Lockengate Bugle St Austell PL26 8SA**
The council considered the application and its positioning. The council **RESOLVED** (proposed ML, 2nd CT) to submit the following consultee comments:
*** Luxulyan Parish Council has **NO OBJECTION** to this application but would like Highways to look carefully at safety for vehicles of all sizes using the new farm access.

26.27/26 Highways & Flooding

See Minute 26/27.18. The council is very grateful to Cllr Dan Rogerson, Portfolio Holder for Transport, for taking the time to discuss Luxulyan’s traffic issues here this evening.

26.27/27 Assets – reports and maintenance

- A Playing Field. Playing Field inspections for April 2026 were received and **NOTED**. The chain link fence needs fixing between the play area and the playing field.
- B Cemetery. See Minute 26.27/24.B
- C Footpaths. It was **RESOLVED** (proposed HF, 2nd ML) to apply for the Enhanced LMP 2026-27 for the installation of a handrail at FP 408/14/1.
- D Luxulyan Memorial Institute. Nothing to report.
- E Village Toilets. A plastic toilet roll holder is broken & will be replaced with metal.

26.27/28 Parish Matters – reports

- A Luxulyan Valley Partnership. Meeting on Wed, 27 May at the Institute.
- B Village Hall Committee. Renewal of Gents toilets looks very good. Just had the AGM.

26.27/29 Correspondence & Invitations (complete list in Clerk’s Notes)

- A The Chair will represent LPC when the Mid Cornwall Moors Reserve is declared a National Nature Reserve (NNR). A ceremony will be held at Helman Tor on 27th May.
- B CORMAC meeting the team – Shire Centre, Bodmin. Thurs, 11 June, 10 am – 1 pm.

26.27/30 Business for the next meeting

LPC logo designed by a local artist. Village Hall 50th anniversary celebrations: 17 Jul’27.

26.27/31 Dates of next meetings.

- A Ordinary Meeting Thurs, 11 June 2026, 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.

*The meeting closed at 7.55 pm and the Chair thanked everyone for attending.
Mrs C Wilson ~ Parish Clerk ~ 29 May 2026*

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____