

# LUXULYAN PARISH COUNCIL

Clerk to the Council: Mrs C Wilson, Lower Burlorne Tregoose, Washaway, Bodmin PL30 3AJ  
www.luxulyanpc.co.uk | 01208 831283 | 07543 427141 | clerk@luxulyanpc.co.uk

## NOTICE

**AN ANNUAL MEETING OF LUXULYAN PARISH COUNCIL WILL BE HELD THURSDAY 9 MAY 2024 AT THE LUXULYAN MEMORIAL INSTITUTE, immediately after the Annual Parish Meeting which begins at 6.00pm**

**THE ORDINARY MEETING OF LUXULYAN PARISH COUNCIL WILL IMMEDIATELY FOLLOW.**

**MEMBERS OF THE PUBLIC ARE CORDIALLY INVITED TO ATTEND.**

### **PUBLIC SESSION.**

Time is allocated during the Public Session for members of the public to comment on any of the items detailed in the agenda below or to bring any relevant matter(s) to the attention of Luxulyan Parish Council. Contributions may be limited to 5 minutes on each subject.

### **CLERK'S NOTES**

Are posted on the website with the agenda under *Meetings, Agendas & Minutes*.

## AGENDA – Annual Meeting

**MEMBERS OF LUXULYAN PARISH COUNCIL ARE HEREBY SUMMONED TO TRANSACT THE FOLLOWING BUSINESS:**

- 24/1 **Election of the Chairman and Declaration of Acceptance of Office.**
- 24/2 **Election of the Vice-chairman and Declaration of Acceptance of Office.**
- 24/3 **Apologies for absence.**
- 24/4 **Finance.**
  - a) Appointment of the Responsible Financial Officer.
  - b) 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.
  - c) Appointment of the Chair of the Audit Panel.
  - d) Appointment of the Internal Control Check (must not be a bank signatory) who is a member of the audit panel.
  - e) To confirm the bank signatories.
- 24/5 **To confirm the General Power of Competence** for the Parish Council.
- 24/6 **To confirm voluntary compliance with the Transparency Code for Smaller Councils.**
- 24/7 **Appointment of the Staffing Committee** according to its Terms of Reference.
  - a) Appointment of the Chair of the Staffing Committee.

- 24/8 **Appointment of the Risk Assessment Working Party**
- 24/9 **Appointment of the Projects Working Party** to consider future parish council projects.
- 24/10 **Appointment of four Trustees for the Luxulyan Memorial Institute**
- 24/11 **Appointment of Lead Councillors and Representatives**
- a) Luxulyan Valley Management Partnership Representative.  
One member may vote, another may be appointed as substitute.
  - b) Footpath Committee Representative
  - c) CALC (Cornwall Assoc of Local Councils)
  - d) Community Area Partnership (China Clay CAP) Lead Councillor(s). Consisting of these parishes: Luxulyan , Roche, Treverbyn, St Dennis, St Stephen-in-Brannel, St Enoder.
  - e) Luxulyan Parish Community Fund (LPCF) Panel (2 representatives)
  - f) Luxulyan Community Land Trust (up to 2 representatives)
  - g) Village Hall Committee Representative
  - h) Eden Community Geothermal Liaison Group (up to 2 representatives)
  - i) Councillor Advocate Scheme, Office of the Police & Crime Commissioner
- 24/12 **Communication**
- a) Review of councillor email addresses and posted information.
  - b) To consider moving to a Gov.UK website address.
  - c) Confirmation of councillor(s) who will post on the notice boards.
- 24/13 **To approve the dates and times of the meetings for the next municipal year.**
- a) Ordinary Meetings – the 2nd Thursday of each month, starting at 6.00 pm.
  - b) Finance Audit Panel, with Internal Control Checks, will meet quarterly in July, October, January, April before the ordinary meeting, unless otherwise indicated.  
Time to be decided.
  - c) Staffing Committee will meet in September after the clerk’s annual appraisal, and then as and when necessary.
  - d) The next Annual Meeting of the Parish Council will be Thursday, 8 May 2025.

## In continuation

# AGENDA – Ordinary Meeting

**MEMBERS OF LUXULYAN PARISH COUNCIL ARE HEREBY SUMMONED TO TRANSACT THE FOLLOWING BUSINESS:**

- 24/14 **Declarations of interest**
- a) Declarations re agenda items.
  - b) Requests for dispensation.
- 24/15 **Public Session**
- 24/16 **Meetings and governance**
- a) To approve and sign the minutes of the ordinary meeting on 11 April 2024.
- 24/17 **Finance**
- a) To declare any conflicts of interest with the external auditor, BDO LLP, and to sign the Conflict of Interest Form.

- b) AGAR (Annual Governance & Accountability Return) for 2023-24
  - i. To receive and note the internal auditor's report
  - ii. To complete and sign the Annual Governance Statement
  - iii. To approve and sign the Accounting Statements
  - iv. The dates for the period for the exercise of public rights regarding the audit are:  
Wednesday 19 June – Tuesday 30 July 2024 (inclusive).
- c) To authorise payments. (See Clerk's Notes)

#### 24/18 **Reports**

- a) Reports on actions. To receive the portrait of King Charles III for the Institute.
- b) Chair's report
- c) Lockengate Ward Member Guest's report to the Parish; including Reperry drains and Innis Downs site visit with Highways.
- d) Luxulyan Ward Member Martin's report to the Parish

#### 24/19 **Considerations**

- a) To receive an update on the Luxulyan CLT and consider any action needed.
- b) To consider how to make access to the Playing Field easier for the festivities during Feast Week.
- c) To consider free CPR & Defibrillator training in the Institute on 29<sup>th</sup> June given by Cornwall Training & Consultancy Ltd.
- d) To purchase one or two (for Toilets and Institute) thermometers for Legionella testing at a cost of £72 each.
- e) To consider a quote for statutory Legionella risk assessments for the Public Toilets and the Institute, £198.
- f) To consider a quote for the renewal of the Lockengate bus stop roof, £750 including materials.
- g) To consider placement of dog mess bins at two places in the parish.

#### 24/20 **Planning**

- a) Planning issues and correspondence. Planning decisions are reported in Clerk's Notes and on the website.
  - i. To appoint two attendees for the CALC free briefing on biodiversity net gain (BNG). Planning will require all new qualifying developments granted planning permission, to deliver 10% BNG from April 2024.
  - 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.**  
[The parish council is not asked for consultee comments.]  
Case Officer: Rosilyn Baker  
Determination Deadline: Tue 11 Jun 2024

- b) Applications for consultee comments.

- 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.**  
Case Officer: Jack Bromley  
Standard Consultation Expiry Date: Thu 16 May 2024

Determination Deadline: Tue 18 Jun 2024

Comments at time of agenda: zero

- 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.**

Case Officer: Rosilyn Baker

Standard Consultation Expiry Date: Wed 01 May 2024

Determination Deadline: Tue 04 Jun 2024

Comments at time of agenda: two

- 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.**

Case Officer: Tom Smith

Standard Consultation Expiry Date: Thu 16 May 2024

Determination Deadline: Wed 19 Jun 2024

Comments at time of agenda: zero

- iv. Applications for consideration since the posting of this Agenda.

**24/21 Highways & Flooding**

To receive reports requiring the attention of the parish council. Often the best results come from direct reporting on the REPORT A POTHOLE section of Cornwall Council website. Links are available from the Parish Council website at Parish Highways.

a) Drains at Reperry

b) Flooding at Bridges and to receive old letters and a map about flooding at Bridges.

**24/22 Assets – reports and maintenance**

a) Playing Field. To receive the previous month's inspection reports.

b) Cemetery

c) Footpaths.

d) Luxulyan Memorial Institute

e) Village Toilets

f) Other matters for report

**24/23 Parish Matters – reports**

a) Luxulyan Parish Community Fund.

b) Luxulyan Valley Partnership.

c) Village Hall Committee

d) Other matters for report

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

**24/25 Business for the next meeting**

**24/26 Dates of next meetings.**

a) An extraordinary meeting will be called by the Chair if needed.

b) Ordinary Meeting 13 June 2024, 6.00 pm at the Luxulyan Memorial Institute.

SIGNED:



*Mrs C Wilson | Clerk to Luxulyan Parish Council | 2 May 2024*