

LUXULYAN PARISH COUNCIL

Clerk to the Council: Mrs C Wilson, Lower Burlorne Tregoose, Washaway, Bodmin PL30 3AJ
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NOTICE

**THE ANNUAL MEETING OF LUXULYAN PARISH COUNCIL WILL BE HELD
THURSDAY 15 MAY 2025, 6.00 PM, LUXULYAN MEMORIAL INSTITUTE.**

**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:**

- 25/1 **Election of the Chairman and Declaration of Acceptance of Office.**
- 25/2 **Election of the Vice-chairman and Declaration of Acceptance of Office.**
- 25/3 **Apologies for absence.**
- 25/4 **Confirmation** of the signed Declarations of Acceptance of Office for all the members.
- 25/5 **To welcome Luxulyan's new Cornwall Councillors.**
 - a) Luxulyan Ward — Sarah Preece, Divisional Member for Lostwithiel & Lanreath.
 - b) Lockengate Ward — Steve Trevelyan, Divisional Member for Roche & Bugle.
- 25/6 **Finance.**
 - a) Appointment of the Responsible Financial Officer.
 - b) Confirmation of the bank mandate.
 - i. Bank signatories
 - ii. Renewal of standing orders & direct debits
 - iii. Review of current account beneficiaries (payees).
 - 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.
 - d) Appointment of the Chair of the Audit Panel.
 - e) Appointment of the Internal Control Check (must not be a bank signatory) who is a member of the audit panel.
- 25/7 **Renewal of the General Power of Competence (2025-29)** for the Parish Council.
- 25/8 **To resolve to voluntarily follow the Transparency Code for Smaller Authorities.**
- 25/9 **Appointment of the Staffing Committee** according to its Terms of Reference.

- a) Appointment of the Chair of the Staffing Committee.
- 25/10 **Appointment of the Risk Assessment Working Party**
- 25/11 **Appointment of the Projects Working Party** to consider future parish council projects.
- 25/12 **Appointment of four Trustees for the Luxulyan Memorial Institute**
- 25/13 **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, Treverbryn, 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
- 25/14 **Communication**
 - a) To receive new forms for councillor email addresses and posted contact information.
 - b) Confirmation of councillor(s) who will post on the notice boards.
- 25/15 **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 at the Luxulyan Memorial Institute PL30 5EA.
 - 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, 14 May 2026.

In continuation ~ AGENDA – Ordinary Meeting

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

- 25/16 **Declarations of interest**
 - a) Declarations re agenda items.
 - b) Requests for dispensation.
- 25/17 **Public Session**
- 25/18 **Meetings and governance**
 - a) To approve and sign the minutes of the ordinary meeting on 10 April 2025.
- 25/19 **Finance**
 - a) To authorise payments. (See Clerk’s Notes)
- 25/20 **Reports**
 - a) Reports on actions
 - b) Chair’s report
- 25/21 **Considerations**
 - a) To receive an update on the Luxulyan CLT and consider any action needed.
 - b) To consider action regarding barking dogs, day and night, around St Sulien.
- 25/22 **Planning**
 - a) Correspondence and planning of note. Planning decisions are reported in Clerk’s Notes.
 - i. **PA25/02576 | Prior approval for change of use from commercial, business and**

service (use Class E) to dwellinghouse (use class C3) for the creation of 2 no. dwellings within the existing commercial building. | Southernhay Lockengate Bugle PL26 8RZ.

Type: Prior Approval, Commercial to Dwelling

Case Officer: Paul Banks

Standard Consultation Expiry Date: Tue 06 May 2025

Determination Deadline: Mon 09 Jun 2025

Comments at time of agenda: zero

b) Applications for consultee comments.

- i. **PA25/01794 | Listed building consent for the internal wall removal, additions to the main dwelling, new roof lights and new stone wall to driveway with gated entrance | The Old Manor The Linney St Blazey Par Cornwall PL24 2SS.**

Case Officer: Sophie Thomas

Standard Consultation Expiry Date: Tue 15 Apr 2025

Determination Deadline: Mon 19 May 2025

Comments at time of agenda: three

- ii. **PA25/02610 | Off-street parking space in rear garden for accessible electric vehicle with ramped access | 16 St Julitta Luxulyan Bodmin Cornwall PL30 5ED.**

Case Officer: Sophie Thomas

Standard Consultation Expiry Date: Tue 06 May 2025

Determination Deadline: Mon 09 Jun 2025

Comments at time of agenda: zero

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

25/23 **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.

25/24 **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. To consider new manhole cover for interior manhole.
- f) Other matters for report

25/25 **Parish Matters – reports**

- a) Luxulyan Parish Community Fund.
- b) Luxulyan Valley Partnership
- c) Village Hall Committee
- d) Other matters for report

25/26 **Co-option of one member after the uncontested election.**

25/27 **Correspondence & Invitations (complete list in Clerk's Notes)**

25/28 **Business for the next meeting**

25/29 **Dates of next meetings.**

- a) An extraordinary meeting will be called by the Chair if needed.
- b) Ordinary Meeting 12 June 2025, 6.00 pm at the Luxulyan Memorial Institute.

SIGNED:



Mrs C Wilson ~ Clerk to Luxulyan Parish Council ~ 9 May 2025