

LUXULYAN PARISH COUNCIL

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

AN ORDINARY MEETING OF LUXULYAN PARISH COUNCIL WILL BE HELD THURSDAY 12 JUNE 2025 AT 6.00 PM AT THE LUXULYAN MEMORIAL INSTITUTE.

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

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

25/30 Apologies for absence

25/31 Declarations of interest

- a) Declarations re agenda items.
- b) Requests for dispensation.

25/32 Public Session

25/33 Meetings and governance

- a) To approve and sign the minutes of the extraordinary meeting held on 30 April 2025.
- b) To approve and sign the minutes of the annual & ordinary meetings held on 15 May 2025.
- c) To review the Draft Minutes of the Annual Parish Meeting for accuracy. The minutes of a Parish Meeting are approved at the next PM which will likely be in April next year.

25/34 Year-end Accounts 2024/25

- a) 2024/25 YEAR-END FINANCIAL DOCUMENTS. To receive and review the YE documents prepared by the Clerk as Responsible Financial Officer and to answer any questions.
- b) CONFLICT OF INTEREST w/ EXTERNAL AUDITOR. To confirm and sign that neither the clerk nor the councillors have a conflict of interest with BDO LLP.

- c) RESERVES. To approve the allocation of reserves for the beginning of the 2024/25 fiscal year and for the AGAR document Explanation of Reserves.
- d) WEBSITE. To approve the 24/25 accounting documents to be posted on the website in addition to those required by the Transparency Code: Financial Briefing Note, List of Payments, Explanation of Reserves, Budget v Payments Charts.
- e) INTERNAL AUDITOR'S REPORT. To receive and note the internal auditor's report and consider any action needed.
- f) AGAR (Section 1) ANNUAL GOVERNANCE STATEMENT. To answer and approve the Annual Governance Statement.
- g) AGAR (Section 2) ACCOUNTING STATEMENTS. To approve the Accounting Statements, to approve the Bank Reconciliation, the Explanation of Variance Boxes 6 and the Explanation of Reserves for the 2024/25 fiscal year.
- h) SIGNATURES. To resolve that the Chair and Clerk sign the Annual Governance Statement and that the Chair signs the Accounting Statements.
- i) PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS. To confirm the dates for the period for the exercise of public rights as set by the Clerk: Wednesday 18 June 2025 until Tuesday 29 July 2025 inclusive. Notice will be posted on the noticeboards and the website at *Parish Council Accounts*.

25/35 **Finance**

- a) To review Budget Comparison, Cash Flow, and Bank Reconciliation to end of May 2025.
- b) To approve new allocations of Reserve funds for June 2025.
- c) To approve a new mobile phone for the Clerk. The old one being 3G and a new 4G pay-as-you-go will be about £30. The number should remain the same.
- d) To approve the purchase of PDF-Xchange Editor, single purchase, at £47.57, for full PDF editing/flattening capability.
- e) To authorise payments. (See Clerk's Notes)

25/36 **Reports**

- a) Reports on actions.
- b) Reply from SWW.
- c) Chair's report
- d) Lockengate Ward Member Trevelyan's report to the Parish
- e) Luxulyan Ward Member Preece's report to the Parish

25/37 **Considerations**

- a) To receive an update on the Luxulyan CLT and consider any action needed.
- b) To consider new cabinets for the defibrillators at Luxulyan & Gunwen at £390 each.
- c) To approve a new notice board for the Lockengate bus shelter.
- d) To consider how to manage the Luxulyan village bus shelter which is wearing out.
- e) To consider various replacement equipment for the play area.

25/38 **Planning**

- a) Correspondence and planning of note. Planning decisions are reported in Clerk's Notes.
- b) Applications for consultee comments.
 - i. **PA25/02847 | Conversion of garage to dwelling | Land South East Of St Cyors Cottage St Cyors Luxulyan Cornwall PL30 5EA.**
Case Officer: Tom Smith
Determination Deadline: Mon 21 Jul 2025
 - ii. Applications for consideration since the posting of this Agenda.

25/39 **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.

25/40 **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

25/41 **Parish Matters – reports**

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

25/42 **To co-opt a new member of the council, the seat left vacant after the May election.**

25/43 **Correspondence & Invitations (complete list in Clerk's Notes)**

25/44 **Business for the next meeting**

25/45 **Dates of next meetings.**

- a) An extraordinary meeting will be called by the Chair if needed.
- b) The Audit Panel will meet at 5.30pm before the ordinary meeting on 10th July 2025.
- c) Ordinary Meeting Thurs, 10 July 2025, 6.00 pm at the Luxulyan Memorial Institute.

SIGNED:



Mrs C Wilson

Clerk to Luxulyan Parish Council

6 June 2025