

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 14 MAY 2026, 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

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

- 26.27/1 **Election of the Chairman and Declaration of Acceptance of Office.**
- 26.27/2 **Election of the Vice-chairman and Declaration of Acceptance of Office.**
- 26.27/3 **Apologies for absence.**
- 26.27/4 **Declarations of interest.** To recognise that there may be conflicts of interest which exclude a councillor from being appointed to a particular committee or post.
- 26.27/5 **Confirmation** of the signed Declarations of Acceptance of Office for all the members.
- 26.27/6 **Renewal of the General Power of Competence (2025-29)** for the Parish Council.
- 26.27/7 **To resolve to voluntarily follow the Transparency Code for Smaller Authorities.**
- 26.27/8 **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.
 - f) To consider renewing the monthly payment for the council's backup internet and meeting

internet.

- 26.27/9 **Appointment of the members of the Luxulyan Parish Community Fund Committee** in accordance with its Terms of Reference.
- 26.27/10 **Appointment of the Staffing Committee** according to its Terms of Reference.
- a) Appointment of the Chair of the Staffing Committee.
- 26.27/11 **Appointment of the Risk Assessment Working Party**
- 26.27/12 **Appointment of the Projects Working Party** to consider future parish council projects.
- 26.27/13 **Appointment of four Trustees for the Luxulyan Memorial Institute**
- 26.27/14 **Appointment of Lead Councillors and Representatives**
- a) Luxulyan Valley Management Partnership Representative.
One member may vote, another may be appointed as substitute.
- b) Lead Councillor for Footpaths. The Luxulyan Footpath Committee no longer exists.
- 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 Community Land Trust (up to 2 representatives)
- f) Village Hall Committee Representative
- g) Eden Community Geothermal Liaison Group (up to 2 representatives)
- h) Councillor Advocate Scheme, Office of the Police & Crime Commissioner
- 26.27/15 **Communication**
- a) To review forms for councillor email addresses and posted contact information.
- b) Confirmation of councillor(s) who will post on the notice boards.
- 26.27/16 **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, 13 May 2027.

In continuation ~ AGENDA – Ordinary Meeting

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

- 26.27/17 **Declarations of interest**
- a) Declarations re agenda items.
- b) Requests for dispensation.
- 26.27/18 **Public Session**
- a) Dan Rogerson, CC Portfolio holder for Transport – including highways & traffic
- 26.27/19 **Co-option to fill one vacancy on the council.**
- 26.27/20 **Meetings and governance**
- a) To approve and sign the minutes of the ordinary meeting on 9 April 2026.
- b) To note the DRAFT Minutes of the LPCF Committee from 29 April 2026.
- c) To approve the Clerk’s attendance at the Finance Regional Training Seminar - Cornwall (26th November 2026) in Saltash. Cost is free + normal travel expenses.
- d) To approve the designation of Luxulyan Parish as a Neighbourhood Area for the purposes of producing a Neighbourhood Priorities Statement (NPS).

- e) To approve Terms of Reference for an NPS Steering Group.
- f) To consider alternative strategies if there are not enough people for the Steering Group.

26.27/21 **Year-end Accounts 2025/26.** The majority of the year-end accounts prepared by the clerk were reviewed at the April meeting, then sent to the internal auditor.

- a) To note the Year-end CIL Report.
- b) INTERNAL AUDITOR'S REPORT. To receive and note the Internal Auditor's Detailed Report and the signed AGAR Annual Internal Audit Report and to consider any action needed.
- c) AGAR (Section 1) ANNUAL GOVERNANCE STATEMENT. To answer and approve the Annual Governance Statement.
- d) 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.
- e) SIGNATURES. To resolve that the Chair and Clerk sign the Annual Governance Statement and that the Chair signs the Accounting Statements.
- f) 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 03 June 2026 until Tuesday 14 July 2026 inclusive. Notices will be posted on the noticeboards and the website at *Parish Council Accounts*.

26.27/22 **Finance**

- a) To review Budget Comparison and Bank Reconciliation to end of April 2026.
- b) To authorise payments. (See Clerk's Notes)

26.27/23 **Reports**

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

26.27/24 **Considerations**

- a) To receive an update on the Luxulyan CLT and consider any action needed.
- b) To consider the annual payment for rubbish collection (£495 x3 bins – one at Atwell and two at the cemetery) or (£425 x2 bins – one at Atwell and one at the cemetery). We await a reply from Highways about permission for a rubbish bin at Atwell triangle.
- c) To consider placing a bin at Atwell Triangle. Maelor Trafflex Round High Security Litter Bin - 90 Litre costing £223 + VAT.

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**
Case Officer: Rosilyn Baker
Determination Deadline: Mon 01 Jun 2026
Comments: There are no comments lodged for this application.
- 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.**
Case Officer: Gemma Dunn
Standard Consultation Expiry Date: Tue 09 Jun 2026
Determination Deadline: Tue 20 Oct 2026
Comments at time of agenda: one
 - 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 Cornwall PL30 5EE.

Case Officer: Sophie Thomas

Determination Deadline: Mon 08 Jun 2026

Comments at time of agenda: one

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**

Case Officer: Rosilyn Baker

Latest Site Notice Expiry Date: Wed 27 May 2026

Determination Deadline: Tue 23 Jun 2026

Comments at time of agenda: zero

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

26.27/26 **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.

26.27/27 **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

26.27/28 **Parish Matters – reports**

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

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

26.27/30 **Business for the next meeting**

26.27/31 **Dates of next meetings.**

- a) An extraordinary meeting will be called by the Chair if needed.
- b) Ordinary Meeting 11 June 2026, 6.00 pm at the Luxulyan Memorial Institute.

SIGNED:



Mrs C Wilson

Clerk to Luxulyan Parish Council

8 May 2026