

DRAFT Minutes of Luxulyan Parish's
ANNUAL PARISH MEETING

Luxulyan Memorial Institute

6.00 pm, Thursday 11th May 2023

Chaired by: Parish Council Chair, Michaela Linfoot

Present: Chair of Luxulyan Parish Council Michaela Linfoot, eight members of the public and Christine Wilson, Clerk to the Parish Council.

Apologies: Lockengate Ward Member Cllr Peter Guest, Luxulyan Ward Member Cllr Colin Martin.

MINUTES:

The Chair welcomed everyone and the meeting began at 6.00 o'clock.

- 1) It was **RESOLVED** that the minutes of the Parish Meeting on 11th May 2023 are a true and correct record of the proceedings (proposed K Bilston, seconded F Payne) and they were duly signed by the Chair.
- 2) Reports from organisations in the parish
 - a) S Porter gave a report for LEGGS (Luxulyan Environment Green Glebe Space) for the 2022-23 year (copy attached).
 - b) The Chair of the Parish Council read her report for the municipal year 2022-23 (copy attached).
 - c) The Clerk to the Parish Council presented the Financial Report for the fiscal year 2022-23 (copy attached).

Three members of the public arrived at the meeting.

- 3) The speed of traffic at Bridges was discussed. No conclusions were made but it was asked that the parish council monitor this problem.
- 4) The next scheduled Parish Meeting is the Annual Parish Meeting in April or May 2023, date to be confirmed. Other Parish Meetings may be called in the meantime if needed.

The Chair thanked everyone for attending and closed the meeting at 6.20 pm.

*Christine Wilson ~ Clerk to the Parish Council ~ 25 May 2023
email: clerk@luxulyanpc.co.uk ~ website: luxulyanpc.co.uk*

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____

Luxulyan Environment Green Glebe Space

(LEGGS for short!)

Annual Report 2022-23

Luxulyan Environment Green Glebe Space (LEGGS) came into being in April 2022. It was formed by a group of environmentally concerned and community minded individuals who wanted to encourage biodiversity within the village which could be accessed by the public. The remaining piece of Glebe land had just become available to lease from the Diocese of Truro and LEGGS won the bid to lease the land which is situated just behind and to the east of the church and churchyard. The 1.6 acre very steep site had been used to graze equines for many years and LEGGS could see the potential to transform the landscape into a biologically diverse area with many habitats.



The area is loosely split into three areas 'Little Meadow', to be transformed into a wildflower meadow, 'Little Moor', a grassed area with a substantial boggy area which may lend itself to a pond area, and Drying Yard Meadow, a steep grassland area bordered by the churchyard in the west and a seasonal stream in the east and containing a small copse of bushes, young trees and bramble.

LEGGS is very grateful for the initial financial support from Luxulyan Parish Council to pay for the first year of the lease (£400) and for the £600 to pay for the tenancy agreement. Luxulyan Feast Week contributed funds to pay for the annual insurance, the initial outlay for a first aid kit and some gardening gloves and Luxulyan Community Fund (through Cornwall Community Foundation) has funded equipment, a picnic table and a biodiversity survey.

Free support has been accessed from Forest for Cornwall and Working Woodlands and volunteers have surveyed the land with a drone survey, a ground radar survey and historical surveys. Over the last year, school children from Luxulyan School have helped to build bug hotels, plant bulbs, raked the grassy areas and sown yellow rattle to help wildflowers grow, built two dead hedges, and started to plant hedgerow plants. We have also joined The Conservation Volunteers and the Luxulyan Valley Partnership.



The school are keen to use the site for Forest School activities during the summer term.

We have 5 regular team members on our committee and a growing number of volunteers that attend our regular monthly volunteer Saturdays. Tasks have included clearing an old muck heap, remove an old iron bath, clear sycamore sapling, lay a woodchip path to increase access, repair an old stable for storage and shelter, site a couple of picnic tables amongst a multitude of other tasks.

On 11 March 2023, we had our official opening day, and we were opened by our County Councillor, Colin Martin. Despite the extremely wet weather, we had a good number of people within and outside the village come and explore the site and learn more about our future plans.



The main biodiversity survey is due to take place on 11 May and this will inform our future plans as to what changes need to be made to increase the biodiversity and develop a wildlife corridor between Helman Tor Nature Reserve and Luxulyan Valley.

Although the site is currently accessible, once we have a much easier pedestrian gateway on to the site, then the public will be fully encouraged to visit the site at any time. (We have currently been advised not to leave the metal gate permanently open.) Signage at the entrance will also encourage visitors.

Future plans include planting a new hedgerow at the top of Drying Yard Field, siting further seating areas, putting the survey results into action, raising funds by hosting a cream tea and encouraging visitors during Feast Week, putting signage at the entrance, making access easier at the gate, and continuing our regular volunteer days. We are encouraging visitors to list any species of flora and fauna that they have found evidence of.



We hope to be financially self sufficient in three years but hope that our energies will be more about increasing the biodiversity rather than fundraising.



The current LEGGS team

May 2023

Chairman's Report 2022-23

First of all, I would like to thank my fellow councillors and the Parish Clerk for their support, dedication, enthusiasm and efforts throughout the past year.

I'm pleased to report that during the last year the council has usually been working with the full complement of 10 councillors. Furthermore, because 7 councillors (or two-thirds of the seats) were elected in 2021, and because the Clerk has completed the Certificate in Local Council Administration (CiLCA), Luxulyan Parish Council holds the General Power of Competence.

In the twelve-month period since April 2022 there have been 15 Parish Council meetings, 2 Parish Meetings (meeting of the electors).

Luxulyan has 2 Wards, in 2 different divisions and 2 Cornwall Councillors. We have been working for two years now with Peter Guest, Ward Member for Roche & Bugle, and Colin Martin of Lostwithiel & Lanreath Division and feel ourselves lucky to have two dedicated and conscientious Ward Members. We look forward to continuing a close working relationship with them.

COMMUNICATION. It is very important to the Parish Council to keep in touch with the parishioners. Our Facebook page ([@LuxulyanPC](#)) lets people know about upcoming meetings and Highways works, etc. The council continues to provide financial support to Granite Towers for publishing costs and the cost of postage to Luxulyan residents. The website keeps a record of the council's activities along with other happenings in the parish. On the website you can find a copy of the Neighbourhood Plan and information about the Luxulyan Parish Community Fund, Planning, Highways, and our own Grant Awarding Policy, etc.

FINANCE. Parish Accounts for 2022/23 have been managed satisfactorily and the latest yearly Financial Briefing Note will be attached here and it, along with other financial documents, will be available on the website shortly.

PRECEPT. The precept decreased this year by 5.3%, which means an annual decrease of £4.03 per household.

PROJECTS. In 2022/23 no major projects were needed; however, the LUXULYAN CLT is active again and working for affordable housing in the parish. The council has also supported LEGGS in its project to bring a peaceful & natural place for all Luxulyan residents (see the LEGGS report in these minutes). The council also gave a Jubilee and a Coronation mug to all the school children in Luxulyan School and Pre-school.

As always, my special thanks goes to all my fellow Councillors for the amount of time and effort they commit to the Council, and without whom the task of being Chair would certainly be that much harder.

Best wishes to you all for the coming year.

Michaela Linfoot, Chair of Luxulyan Parish Council

1. Cash and Bank Reconciliation

The year-end bank reconciliation is complete and shows the year beginning with £69,892.62 in cash and ending with £66,844.90.

2. Reserves

The external auditor has explained that parish councils must not hold unearmarked funds. Therefore, all the cash at the end of the year is allocated into reserve funds and grant ringfenced funds. At the beginning of the year, the total was £69,892.62 and the year ended with £66,844.90.

Earmarked reserves

Luxulyan Parish Council maintains these reserves: a moderate contingency reserve for unspecified over-expenditure and an election reserve in case of a contested election. It also has reserves for its assets: a small general building reserve, and specific reserves for the public toilets, the playing field, and the cemetery. There is also a parish council grant reserve for small community projects.

Each year the council budgets to top-up these reserves. In 2022-23, £2,750 was added to these reserves. During the year £3,062.38 was spent and at year end these earmarked reserves total: £25,802.62.

Grant ringfenced funds

The parish council has received grant funds which are ringfenced for grants and projects: the Bodwen Solar Park Fund, the Special Project Fund and Community Chest Grants. The Special Project fund was received as a one-off Covid grant in 2020-21 and has not been allocated to a project yet.

Payments from these reserves was £2,735.80 and a grant of £250 to set up a Warm Hub in Luxulyan was recently received. At year end, the grant ringfenced funds total: £41,291.82.

3. Budget & Precept

The budget for 2022-23 was £30,825. It was 1.9% more than the previous year because local councils were warned about post-Covid inflation.

Precept

The Precept is a tax that parish councils charge parish taxpayers in order to meet their budget requirements. Parish Councils do not receive direct funding from central government; they must rely on their Precept and any other receipts they receive. The precept is calculated each year by subtracting projected receipts from projected payments.

Parish councils monitor the precept increase at the Band D property level. The precept tax paid by a Band D property is the total precept divided by the taxbase.

The precept for 2022-23 was £28,160, or 3.7% more than the previous year because projected receipts were much lower. Nevertheless, despite the rise in the precept, the taxbase was also broader, so the tax impact on a Band D household was a mere £0.15 more for 2022-23.

4. Budget Comparison

In 2022-23, reserve top-ups of £2,750 were subtracted from the Budget of £30,825 leaving £28,075.

Total payments were £33,956.47 (without VAT) and, from this, the payments from reserves (£5,643.18) must be subtracted, leaving £28,313.29.

Therefore, subtracting the payments against budget (£28,313.29) from the budget (£28,075) shows the parish council is £238 over budget. This overspend can be attributed to a retrospective national salary award.

VAT

Parish councils do not take VAT into consideration for budgeting purposes because parish councils may reclaim VAT. A VAT claim for the 2022-23 fiscal year of £1,505.78 has been submitted but has not yet been paid.

5. Transparency Code and Audits

Luxulyan Parish Council voluntarily complies with the *Transparency Code for Smaller Authorities*, although its annual turnover has been over the £25,000 cut off for the last few years. In accordance with the Code, the council's financial details are published on its website and this includes a list of all payments. The Code requires a list of payments over £100 and Luxulyan publishes all payments.

External Audit and the Annual Return

In accordance with legislation for local councils with a turnover under £200K, Luxulyan Parish Council submits its Annual Return each year for a limited assurance external audit. The external auditor is *BDO LLP* and contact details are on the council's website.

Audit dates

Local councils must publish on their website their unaudited Annual Return (or AGAR – Annual Governance and Accountability Return) along with the *Notice of Period for the Exercise of Public Rights* before July.

Once the external audit is complete, the auditor's comments are also published on the website.

Internal Audit

In accordance with Audit Regulations, all parish councils have an internal audit for assurance that the council is conducting its affairs lawfully and handling its public money properly. An independent and competent internal auditor is appointed by the council each year. The internal auditor's report forms part of the Annual Return, which is published on the council's website, and any issues raised by the internal auditor must be noted by the council for future action before it completes its Annual Governance Statement for the Annual Return.

Internal audit is the public's assurance that the council is proceeding lawfully and effectively.

Christine Wilson

Proper Officer and Responsible Financial Officer

Luxulyan Parish Council

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END.