

Luxulyan Parish Council **DRAFT** Minutes  
Ordinary Meeting, THURSDAY 9 JUNE 2023  
6.00 pm, at Luxulyan Memorial Institute

**PRESENT:**

Cllr Michaela Linfoot (Chair), Cllr Dan Cordy (Vice-chair), Cllr Helen Francis, Cllr Michael Grindley, Cllr Bob Hatton, Cllr Margaret Higman.

**ALSO PRESENT:**

Clerk to the Parish, Mrs Christine Wilson and one Member of the Public.

**ABSENT:**

Cllr Keith Bilston, Cllr Sarah Kemp, Cllr Francis Payne, Cllr Carl Tonkin, Lockengate Ward Member Cllr Peter Guest, Luxulyan Ward Member Cllr Colin Martin.

**ABBREVIATIONS:**

Councillors may be abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Cornwall Assoc. of Local Councils (CALC), Footpath (FP), Community Land Trust (CLT), \*\*\* indicates the Consultee Comments submitted to the Planning Authority; the general points are proposed and decided by LPC; formal submission is delegated to the Clerk.

**MINUTES:**

*The meeting, usually on a Thursday, was re-scheduled for Friday because of the Royal Cornwall Show. The meeting began at 6.00 PM and the Chair welcomed all.  
Please note that HF was not in attendance until 23/30.C.*

23/26 Apologies

Apologies were received from KB, SK, FP and the Ward Members.

23/27 Declarations of interest or requests for dispensation.

BH declared an interest as a member of LEGGS.

23/28 Public Session

The Chair of LEGGS (Luxulyan Environment Green Glebe Space) spoke about LEGGS' request for a grant to pay the next year's rent, due in July. A list of LEGGS' Receipts and Payments, Jul22-Jul23 was circulated. A completed Year-end accounts was requested so the council could make an informed decision.

Year-end accounts were promised and the decision on item 23/30.B was **DEFERRED** until the July meeting.

*A member of the public left the meeting.*

23/29 Meetings and governance

A The council **RESOLVED** that the minutes, as read, of the ANNUAL meeting on 11 May 2023 are a true and correct record (proposed DC, 2nd MH) and they were duly signed.

B The council **RESOLVED** that the minutes, as read, of the ORDINARY meeting on 11 May 2023 are a true and correct record (proposed DC, 2nd BH) and they were duly signed.

C The Draft Minutes of the Annual Parish Meeting were not yet ready and the review was **DEFERRED** until the July meeting.

D PROJECTS WORKING PARTY. After a short discussion, it was clarified that the council's

Projects Working Party has no power to make decisions. The group, consisting of Cllrs Hatton, Kemp, Linfoot and Payne, is a ‘think tank’ that will meet informally to discuss possible projects for the council and will bring its suggestions to the council for public debate – hopefully with the participation of interested parishioners at the meetings.

It was not considered necessary to have formal Terms of Reference because the group has no powers to make decisions and must bring all its suggestions to the council.

23/30 Finance

A There were no questions about the accounts and it was **RESOLVED** (proposed BH, 2nd MH) to receive the Clerk’s reports, *Bank Reconciliation*, *Budget Comparison* and *Cash Flow* to the end of May 2023, as a correct record.

B The consideration of a grant for LEGGS’ (Luxulyan Environment Green Glebe Space) lease for the next year is **DEFERRED** until the July meeting. See Minute 23/28.

*HF arrived at the meeting.*

C VIADUCT FINGERPOST. The Clerk has been in conversation with Cornwall Council about the replacement of the missing 3-finger signpost above the Viaduct. Though this is still to be confirmed with a senior officer, CC appears to be offering to supply the materials for the fingerpost. Also still to be determined is the exact placement and height of the post and whether it would have ‘fingers’ or ‘yellow roundals’, i.e., arrows.

It was **AGREED** that, before the council can authorise expenditure on signage it should find out whether CC will fulfil its obligation to erect the footpath signage.

Therefore, it was further **AGREED** that the Clerk should determine: 1) whether the parish council’s insurance would cover the erection of footpath signage; 2) whether CC will pay for the erection of the signpost (not just the materials); 3) whether CC will accept liability if the parish council pays a contractor to erect the signpost.

D WAYMARKERS. A decision on the purchase of any waymarkers is **DEFERRED** until the council hears about the fingerposts.

E The council **AUTHORISED** payments for June 2023 totalling £1,540.31 (proposed BH, 2nd MG).

Description	Amount with VAT	VAT
Clerk's salary and expenses	£1,183.87	
Clerk's HMRC	£93.59	
Clerk's Pension	£45.15	
Playground inspections - 4 weeks	£120.00	
Public Conveniences, elec	£109.43	CR
Granite Towers postage	£43.70	
Institute room hire (LV Partnership)	£20.00	
Keys duplicated	£16.00	£2.67
Bank Service Charge, 1st quarter	£18.00	

23/31 Reports

A Report on Actions. The Clerk reported that actions have been completed.

B Chair’s report. The Chair reported an abandoned caravan in a layby near Seven Stars Farm. The Clerk will report it to CC.  
ACTION: Clerk

C Cornwall Councillor Peter Guest’s report to the Parish (Lockengate Ward). The council

**RECEIVED** this report though Cllr Guest was unable to attend:

Sadly, I would like to start this month's report by expressing my condolences to our former Councillor Sally-Anne Saunders whose husband Ian passed away suddenly. Sally-Anne and I first met during the campaign for the last election and quickly became friends. She was also invaluable to me during my first few months in Office giving me her sage advice and guidance. Ian was a lovely bloke, who always [thankfully!] managed to steer the conversation away from politics. He will be sadly missed and my thoughts, as I'm sure yours are, are with Sally-Anne at this time. I attended Ian's funeral at Bodmin Crematorium today Friday 9th June. It was a short but moving service, that was well attended and Sally was grateful for the support that she was given at this difficult time for her.

I won't be able to join you for tonight's meeting due to fostering commitments. Please accept my apologies and I will attempt to catch up with the Chair and Clerk over the next couple of days.

Since last month's report, we have enjoyed a couple of Bank Holiday weekends. The first of which was called in order to allow us all to enjoy the Coronation events. For many of us, this was the first time that we have had the opportunity to witness such an occasion. I hope you all enjoyed the pomp and pageantry that this country does so well, as well as enjoying the various parties and community get togethers that were organised. As well as the local celebrations, I was pleased to attend the civic event at Truro Cathedral along with Colin.

You may or may not be aware that each County Councillor is given a small Community Chest Fund each year to give small donations to local groups. Last year, I was pleased to give grants totalling £3,000.- to various community causes within the Electoral Division. I'm very keen to help out any local groups as community spirit and involvement is something that can always be strengthened. Please email me for more details.

Around the Division, I give regular talks and hold question and answer sessions to various clubs and groups, again, if you would like me to do this at your particular club, please get in touch.

One of the most common themes that is raised when I talk to people around the area is the state of our roads, especially potholes. Cornwall Council have a "Report Something" webpage that can be accessed at <https://www.cornwall.gov.uk/transport-parking-and-streets/roads-highways-and-pavements/report-a-problem-with-a-road-or-pavement/potholes/>. Although I do flag issues up with our Highways department, experience has shown me that the more that people report issues, the quicker they are rectified. So, can I encourage you to use this form as well as informing me. Thank you.

Another criticism that I occasionally receive is about anti-social behaviour and nuisance. Again, there is a form to report you concerns and the link: <https://www.cornwall.gov.uk/fire-and-rescue-service/keeping-safe/community-safety/anti-social-behaviour-and-nuisance/report-anti-social-behaviour/>

In other 'County' news, the annual Full Council where the Leader and Chair of the Council are elected was held. I was pleased to both support and vote for Linda Taylor as Leader and Pauline Giles as Chair. I work closely with both of these talented and committed ladies and after a challenging year for not only Cornwall, but the country as a whole, I'm looking forward to delivering real change for the better for our Parish. Now that these votes are out of the way, we begin the annual election of Chairs and Vice Chairs for the numerous committees on the Council. I am the 'acting, unpaid' Chief

Whip of the Conservative group and will be busy for the next couple of weeks organising these votes and ‘persuading’ fellow Councillors to vote for certain people. It can be like herding cats sometimes, involves a lot of running around, but I do enjoy it!

A major event that will be upon us very soon is Armed Forces Week which will be held in Falmouth at the end of June. I will be heavily involved along with other veterans in this and am looking forward to helping put on a celebration that will attract nationwide interest. And yes, beer will be involved!

Nearer to home, the South West a.k.a. Bugle band contest is rapidly approaching, we’re confident of a good turnout next Saturday 17th June and I hope to bump into some of you there.

Before we next meet, it is anticipated that we will have held the first meeting of our new C.A.P. and I’m looking forward to welcoming you as a Parish as you join us.

As always, if something crops up, please don’t wait for the monthly meeting, just give me a ring.

Peter | Cllr.peter.guest@cornwall.gov.uk | 07947 826627

D Cornwall Councillor Colin Martin’s report to the Parish (Luxulyan Ward). No report.

23/32 Considerations

A There is no update on the CLT this month.

B TOILETS CLEANING CONTRACT. The parish council advertised in Granite Towers for a number of months for a local cleaner but was unable to find someone. Cormac (CorServ Facilities) has cleaned the toilets for some time. The cleanliness can vary but overall it has been successful.

In April (Minute 22/199.B) the council accepted a 10.1% increase for a 12-month contract. CorServ now says it cannot complete the 12-month contract at that rate and must charge £4,225.30 + VAT. This is a 23.8% increase, and the council was understandably shocked, particularly as an increase of this size had not been budgeted.

After discussion, it was **RESOLVED** (proposed ML, 2nd DC) that the council will accept the 23.8% increase from 1<sup>st</sup> June. Funds will be vired from the Contingency Reserve into the budget for the toilets. The Clerk should arrange payment for the first two months, April and May, immediately at the 10.1% rate.

ACTION: Clerk

23/33 Planning

A Beswetherick update. No update this month.

B Of note.

i. **EN22/01018 | Alleged change of use of land being used as a caravan site | Land North West Of Drift Pontsmill Road Pontsmill Par Cornwall PL24 2RR.** Type: Change of Use. Close Reason: Notice Served

C Correspondence. Planning decisions are reported in Clerk’s Notes.

i. **PA23/00007/NDP | Carlyon Neighbourhood Development Plan | Carlyon Cornwall.** All neighbouring parishes are asked to respond. This will be on the July agenda.

ii. Letter from resident at Croft Farm was **RECEIVED** and the Clerk will respond.

D Applications for consultee comments.

i. **PA23/03360 | Proposed internal alterations to Jasmine Cottage namely the first floor, total refurbishment to internal and external areas of the property, all work,**

<p><b>materials, and finishes will be consistent with good practice guidance for historic buildings.   Jasmine Cottage Higher Menadue Farm Bugle St Austell PL26 8RW</b></p> <p>The council discussed the application and <b>RESOLVED</b> to submit the following consultee comments:</p> <p>*** Luxulyan Parish Council has NO COMMENT on this application and defers to the Conservation Officer, as it is a listed building.</p>
<p>ii. <b>PA23/03361   Listed building consent for proposed internal alterations to Jasmine Cottage namely the first floor, total refurbishment to internal and external areas of the property, all work, materials, and finishes will be consistent with good practice guidance for historic buildings.   Jasmine Cottage Higher Menadue Farm Bugle St Austell Cornwall PL26 8RW</b></p> <p>The council discussed the application and <b>RESOLVED</b> to submit the following consultee comments:</p> <p>*** Luxulyan Parish Council has NO COMMENT on this application and defers to the Conservation Officer, as it is a listed building.</p>

23/34 Highways & Flooding

A	The council has been informed that the seemingly abandoned car in the Village Hall car park will be removed by the owner very soon.
B	The council <b>RECEIVED</b> a letter from a resident about the parking near the Village Shop. This was discussed at some length and the council concluded that, though the parking at the shop can at times be awkward, it is by its nature very brief and a legal prohibition of parking there would greatly affect the viability of the Shop, which is a very important part of the local community an appreciated by visitors to the Valley. The Clerk will respond.

23/35 Assets – reports and maintenance

A	Playing Field. Playing Field inspections for month were received and <b>NOTED</b> .				
B	Cemetery. Very quiet.				
C	Footpaths. <table border="1" style="width: 100%; margin-top: 5px;"> <tr> <td>i.</td> <td>The council received a letter about the standing crop in the field where Footpath 408/12/1 cut across diagonally. Unfortunately, the footpath fingerposts have been missing there for some time. The parishioner was concerned that this footpath would be ‘lost’, but the parishioner should be reassured that, as it is on the Definitive Map, it cannot be lost. However, the council did think that it would be beneficial to have the fingerposts reinstated as soon as possible.</td> </tr> <tr> <td>ii.</td> <td>It was <b>AGREED</b> that the Clerk should organise a meeting with the Countryside Officer who can make decisions about maintenance of the signage and that a list of all the needed signage should be discussed. At least one representative of the Footpath Committee would be invited to attend with the LPC Footpath representative.</td> </tr> </table>	i.	The council received a letter about the standing crop in the field where Footpath 408/12/1 cut across diagonally. Unfortunately, the footpath fingerposts have been missing there for some time. The parishioner was concerned that this footpath would be ‘lost’, but the parishioner should be reassured that, as it is on the Definitive Map, it cannot be lost. However, the council did think that it would be beneficial to have the fingerposts reinstated as soon as possible.	ii.	It was <b>AGREED</b> that the Clerk should organise a meeting with the Countryside Officer who can make decisions about maintenance of the signage and that a list of all the needed signage should be discussed. At least one representative of the Footpath Committee would be invited to attend with the LPC Footpath representative.
i.	The council received a letter about the standing crop in the field where Footpath 408/12/1 cut across diagonally. Unfortunately, the footpath fingerposts have been missing there for some time. The parishioner was concerned that this footpath would be ‘lost’, but the parishioner should be reassured that, as it is on the Definitive Map, it cannot be lost. However, the council did think that it would be beneficial to have the fingerposts reinstated as soon as possible.				
ii.	It was <b>AGREED</b> that the Clerk should organise a meeting with the Countryside Officer who can make decisions about maintenance of the signage and that a list of all the needed signage should be discussed. At least one representative of the Footpath Committee would be invited to attend with the LPC Footpath representative.				
D	Luxulyan Memorial Institute. Nothing to report.				
E	Village Toilets. The Wallgate handwashing units are so old that only Cormac will work on them, but the Clerk asked some time ago for them to be serviced and nothing has been done. She is chasing this. ACTION: Clerk				

23/36 Parish Matters – reports

A	Luxulyan Parish Community Fund. They had their AGM but no update yet.
B	Luxulyan Valley Partnership. The AGM will again be in the village hall on Saturday 17th June from 12noon. Keynote Speeches will start at 2pm, before the meetings which will begin at 3pm.
C	Village Hall Committee. MH was not able to attend the AGM.

23/37 Correspondence & Invitations

Nothing to report outside these Minutes and Clerk’s Notes.
--

23/38 Business for the next meeting

QR codes for donations to the Public Toilets. Highway gateway signage for Lockengate.
---

23/39 Dates of next meetings.

A	Ordinary Meeting 13 July 2023, 6.00 pm at the Luxulyan Memorial Institute.
B	It was <b>AGREED</b> to postpone the Audit Panel meeting to August at 5pm just before the August ordinary meeting.
C	An extraordinary meeting may be called by the Chair if needed for planning or other business. An agenda would be posted 3 clear days before.

*The meeting closed at 8.15 pm and the Chair thanked everyone for attending.  
Mrs C Wilson ~ Parish Clerk ~ 20 June 2023*

**SIGNED:**

**THESE ARE DRAFT MINUTES.**

Chair: \_\_\_\_\_ Date: \_\_\_\_\_