

Luxulyan Parish Council **DRAFT Minutes**
Annual Meeting followed by the Ordinary Meeting,
THURSDAY 15 May 2025, 6.00 pm, at Luxulyan Memorial Institute

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Dan Cordy (Vice-chair), Cllr Keith Bilston, Cllr Helen Francis, Cllr Michael Grindley, Cllr Margaret Higman, Cllr Francis Payne, Cllr Carl Tonkin, Cllr Keith Westmacott.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Luxulyan Ward Member Cllr Sarah Preece and 2 Members of the Public.

ABSENT:

Lockengate Ward Member Cllr Steve Trevelyan.

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 consultee comments for planning applications decided by the PC; formal submission is delegated to the Clerk.

MINUTES ~ ANNUAL PARISH COUNCIL MEETING:

The meeting began at 6.00 PM and the Chair welcomed all.

25/1 Election of the Chair

Cllr Michaela Linfoot was **ELECTED** Chair (proposed KB, 2nd MH) and signed her Declaration of Acceptance of Office before the council.

25/2 Election of the Vice-Chair

Cllr Dan Cordy was **ELECTED** Vice-chair (proposed ML, 2nd FP) and signed his Declaration of Acceptance of Office before the council.

25/3 Apologies

Apologies were received from HF who couldn't arrive at the start of the meeting.

Cllr Francis arrived at the meeting.

25/4 Confirmation of the signed Declarations of Acceptance of Office

The Clerk confirmed that all Declarations of Acceptance of Office were received.

25/5 Welcome to Luxulyan's new Cornwall Councillors.

- A Sarah Preece** introduced herself as the newly elected Cornwall Councillor for Luxulyan Ward. She is the Divisional Member for Lostwithiel & Lanreath.
- She said that if there was anything she could do to support residents, address local issues or work to develop the area, please get in touch:
Email: cllr.sarah.preece@cornwall.gov.uk Mobile: **07982 377150** (answer machine)
- She is a Liberal Democrat.
 - Her division is one of the largest divisions. There are 8 parishes and three Community Area Partnerships (CAPs). It is a very rural area except for Lostwithiel town.
 - Many council meetings conflict but she will try to get to as many as possible.

- On Tuesday, 20th May, Cornwall Council will vote for a Leader. Sarah thought it unlikely that the Liberal Democrats would form a coalition with the Reform members.
- The next few weeks will be filled with training for the new CC councillors.
- Sarah will be one of the judges at the Luxulyan Carnival on 19th July.

*Cllr Preece gave her apologies and left the meeting.
See Cllr Preece's report as an APPENDIX to these minutes.*

- B Steve Trevelyan** was elected as Cornwall Councillor for Lockengate Ward. He is the Divisional Member for Roche & Bugle. He is a member of the Reform Party. He has not yet contacted the parish council.
Email: cllr.steve.trevelyan@cornwall.gov.uk

*The Public Session (Item 25/17) from the Ordinary meeting was brought forward.
See the points at that minute. Two members of the public left the meeting.*

25/6 Finance.

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| A Responsible Financial Officer. It was RESOLVED (proposed ML, 2 nd MG) to appoint the clerk and proper officer of the council, Mrs Christine Wilson, as the Responsible Financial Officer (RFO). |
| B Bank Mandate. LPC banks with Unity Trust Bank. Two signatories are required for payments by cheque or for online payments. |
| <ul style="list-style-type: none"> i. It is CONFIRMED that Cllr Francis Payne, Cllr Margaret Higman, Cllr Michael Grindley and the Clerk remain bank signatories. Other signatories are not needed at this time. ii. Printed lists of standing orders, direct debits and beneficiaries (payees) are placed in the file of bank statements for each account. iii. It was RESOLVED (proposed MH, 2nd MG) to renew the standing order of £900 to be paid on the 1st of each month to the Clerk as a preliminary payment of salary. At each meeting an invoice for salary & expenses will be authorised to complete the Clerk's salary for the previous month. |
| C Audit Panel. This panel closely scrutinises the accounts and makes recommendations to full council regarding the budget, precept, and other financial matters. It was RESOLVED to appoint Councillors Keith Bilston, Margaret Higman, Michaela Linfoot and Keith Westmacott. |
| D Chair of the Audit Panel. It was RESOLVED (proposed ML, 2 nd KW) to appoint Cllr Keith Bilston as chair of the Audit Panel. |
| E Internal Control Check. This person must not be a bank signatory, must be a member of the Audit Panel and will make quarterly checks of bank statements and payments. It was RESOLVED (proposed DC, 2 nd MG) to appoint Cllr Keith Westmacott as Internal Control Check. |

25/7 General Power of Competence (GPOC)

Luxulyan Parish Council **CONFIRMS** that it holds the GPOC in accordance with Localism Act 2011, Sections 1-8, having at least two thirds of its maximum number of members elected in May 2025 and a qualified Clerk who holds a Certificate in Local Council Administration (CiLCA). Luxulyan PC may use the GPOC until the next parish council election (2025-2029), after which it may be renewed immediately if the conditions are still met.

25/8 Transparency Code for Smaller Councils

The Council **RESOLVES** (proposed HF, 2nd DC) to continue its voluntary compliance with the Transparency Code for Smaller Authorities.

25/9 Staffing Committee

- A The council **RESOLVED** (proposed ML, 2nd DC) to appoint these members to the Staffing Committee: Cllr Keith Bilston, Cllr Michaela Linfoot, Cllr Margaret Higman, Cllr Helen Francis.
- B It was **RESOLVED** (proposed ML, 2nd MH) to appoint Cllr Keith Bilston as Chair of the Staffing Committee.

25/10 Risk Assessment Working Party

The council **RESOLVED** (proposed ML, 2nd KB) to appoint Cllr Michael Grindley, Cllr Helen Francis and the Clerk to the Risk Assessment Working Party. All risk assessments will be approved at full council.

25/11 Projects Working Party

The council **RESOLVED** (proposed ML, 2nd MG) to disband this working party. A councillor(s) may bring their ideas about projects to the full council at any time.

25/12 Trustees for the Luxulyan Memorial Institute

In accordance with the LMI constitution which allows four parish council trustees, it was **RESOLVED** (proposed ML, 2nd KB) to appoint Councillors Michaela Linfoot, Margaret Higman, Carl Tonkin and Dan Cordy as trustees.

25/13 Appointment of Lead Councillors and Representatives

- A **Luxulyan Valley Management Partnership**. One member may vote, another may be appointed as substitute. It was **RESOLVED** to appoint Cllr Michaela Linfoot as the council's representative, with Cllr Carl Tonkin as substitute, to represent LPC on the Valley Partnership Committee.
- B **Footpath Committee**. The council **RESOLVED** to appoint Cllr Helen Francis as LPC representative on the Luxulyan Footpath Committee, which is formed by residents of the parish.
- C **CALC (Cornwall Assoc of Local Councils)**. It was **RESOLVED** that Cllr Helen Francis will represent LPC with CALC.
- D **Community Area Partnership (China Clay CAP)**, consisting of these parishes: Luxulyan, Roche, Treverbyn, St Dennis, St Stephen-in-Brannel, St Enoder. It was **RESOLVED** that Cllr Michaela Linfoot will represent LPC in the China Clay CAP. If she cannot attend, Cllr Helen Francis will substitute.
- E **Luxulyan Parish Community Fund (LPCF) Panel**. The council **RESOLVED** (proposed ML, 2nd MG) to appoint Cllr Helen Francis and Cllr Keith Westmacott as LPC representatives on the Panel.
- F **Luxulyan Community Land Trust** (up to 2 representatives). The council **RESOLVED** to appoint Cllr Michael Grindley and Cllr Francis Payne as parish council representatives on the Luxulyan CLT.
- G **Village Hall Committee**. It was **RESOLVED** to appoint Cllr Margaret Higman as the

	council's representative on the Village Hall Committee.
H	Eden Community Geothermal Liaison Group (up to 2 representatives). It was RESOLVED that Cllr Michael Grindley will represent the parish council at these meetings.
I	Councillor Advocate Scheme, Office of the Police & Crime Commissioner . It was RESOLVED to appoint Cllr Keith Westmacott at the council's representative.

25/14 Communication

A	Councillor details. The councillors filled in new Email Forms with their preferences about how to receive documents and which contact details they want posted. The Clerk will upload the details to the website and post on noticeboards and Granite Towers.
B	It was CONFIRMED that Cllr Francis Payne will post on the Luxulyan village notice board located on the wall of the public toilets. Cllr Helen Francis will post on the Lockengate notice board. It was RESOLVED (proposed ML, 2 nd HF) to get a new noticeboard for Lockengate and hang it in the newly renovated bus shelter.

25/15 Dates and times of meetings for the next year

A	Ordinary Meetings of the Parish Council . It was RESOLVED (proposed ML, 2 nd CT) that the council will continue holding its ordinary meetings on the second Thursday of each month at 6 pm in the Luxulyan Memorial Institute.
B	Finance Audit Panel with Internal Control Checks . It was RESOLVED (proposed ML, 2 nd SK) to hold quarterly meetings of the Audit Panel in July, October, January and April, at 5.30 pm before the ordinary meeting, unless otherwise agreed.
C	Staffing Committee . It was RESOLVED (proposed BH, 2 nd ML) that the Staffing Committee will meet in September after the clerk's annual appraisal and as and when required.
D	The next Annual Meeting of the Parish Council will be Thursday, 14th May 2026.

IN CONTINUATION:**MINUTES ~ ORDINARY PARISH COUNCIL MEETING:**

25/16 Declarations of interest or requests for dispensation.

None.

25/17 Public Session

<p>Residents living close to the Sewage Treatment Plant have been in conversation with South West Water about the high levels of intermittent noise heard day and night in Cross, Bodiggo and other areas around the Sewage Works. They are sending SWW evidence of the noise and they are copying in the Clerk to the correspondence.</p> <p>It was AGREED that the Clerk should ask SWW to hold a site visit in order to test each bit of equipment to see what is making the disruptive loud noise(s).</p> <p>ACTION: Clerk</p>

25/18 Meetings and governance

<p>A The council RESOLVED that the minutes, as read, of the meeting held on 10 April 2025 are a true and correct record (proposed HF, 2nd FP) and they were duly signed.</p>

25/19 Finance

- A The council **RESOLVED** (proposed KB, 2nd CT) to approve the payment schedule for May 2025 totalling £5,629.79

Description	Amount with VAT £	VAT £
Clerk's salary and expenses	1,213.29	-
HMRC payment	193.60	-
Clerk's Pension	53.08	-
Playground inspections	120.00	-
Public Conveniences, electricity	19.41	0.92
Public Convenience Cleaning Apr25	791.20	131.87
Public Conveniences, water	101.71	-
5 reams of paper	31.50	5.25
Lockengate bus shelter - rebuilding	1,595.00	-
Lockengate bus shelter - painting	480.00	-
Cemetery fence	120.00	-
Grass & verges	705.00	-
Conce bus shelter	200.00	-
Monthly bank interest	£6.00	-

25/20 Reports

- A Report on Actions. The quotes for painting and renewing the door at the toilets have not been received.
- B Chair's report. In both cases of the burning of household waste at Treskilling and the disturbance of barking dogs in St Sulien, the Chair has requested the residents make detailed notes of dates and times.

25/21 Considerations

- A A meeting will be called of the Luxulyan CLT trustees very shortly.
- B Regarding barking dogs around St Sulien, see Minute 25/20.B.

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.**
The council discussed the application and the Clerk was requested to ask for an extension so the council can send its comments to the case officer.
- B Applications for consultee comments.
- i. **PA25/01794 | Listed building consent for the internal wall removal, additions to the main dwelling, new roof ligths and new stone wall to driveway with gated entrance | The Old Manor The Linney St Blazey Par Cornwall PL24 2SS.**
The council looked at the new documents including elevations and **RESOLVED** (proposed ML, 2nd FP) to submit the following consultee comments:
*** Luxulyan Parish Council noted the new documents and continues to have NO OBJECTION to this application as long as the applicant heeds advice concerning the

listed building.

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.**

The council discussed the application and **RESOLVED** (proposed ML, 2nd HF) to submit the following consultee comments:

*** Luxulyan Parish Council has no objections to this application in itself but, as this property is immediately across the road from the entrance to the Primary School, the council is concerned about vehicle congestion, pedestrian traffic and child safety at school drop-off and collection times. 1) The council would like Highways to be consulted and to hold a site visit during school drop-off and collection times to note potential safety hazards and visibility problems during the most congested times. 2) The council suggests that work takes place during the school summer holidays.

25/23 Highways & Flooding

Nothing to report — please report potholes and other problems via CC's website:

www.cornwall.gov.uk/transport-parking-and-streets/roads-highways-and-pavements/report-a-problem-with-a-road-or-pavement/report-a-pothole.

25/24 Assets – reports and maintenance

A	Playing Field. Playing Field inspections for April 2025 were received and NOTED . The councillors will look at other play areas to see what type of play equipment might replace the current equipment.
B	Cemetery. The fence has been fixed and FP reported that the second bin at the Cemetery has been emptied.
C	Footpaths. Nothing to report.
D	Luxulyan Memorial Institute. Nothing to report.
E	Village Toilets. The council RESOLVED (proposed FP, 2 nd DC) that a new manhole cover for the inside the cupboard in Gents will be purchased at approximately £82 and fitted.
F	The refurbishment of the road sign at Gatty's Bridge is underway.

25/25 Parish Matters – reports

A	Luxulyan Parish Community Fund. Nothing to report.
B	Luxulyan Valley Partnership. Nothing to report. ML missed the 14 th May LVP meeting because of an emergency at work.
C	Village Hall Committee. Nothing to report.

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

There are no candidates for this seat at this time. Anyone interested in becoming a parish councillor is invited to speak with any councillor and/or the Clerk. If you wish to be considered for co-option, please send a letter/email to the Clerk and attend the next meeting.

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

Nothing to report. The complete list of correspondence for May and June will be in June's Clerk's Notes.

25/28 Business for the next meeting

Year-end Accounts & AGAR. New 4G mobile telephone for Clerk at a cost of about £30 for 'pay as you go'.

25/29 Dates of next meetings.

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| A Ordinary Meeting 12 June 2025, 6.00 pm at the Luxulyan Memorial Institute. |
| B 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 ~ 18 May 2025

SIGNED:

THESE ARE DRAFT MINUTES.

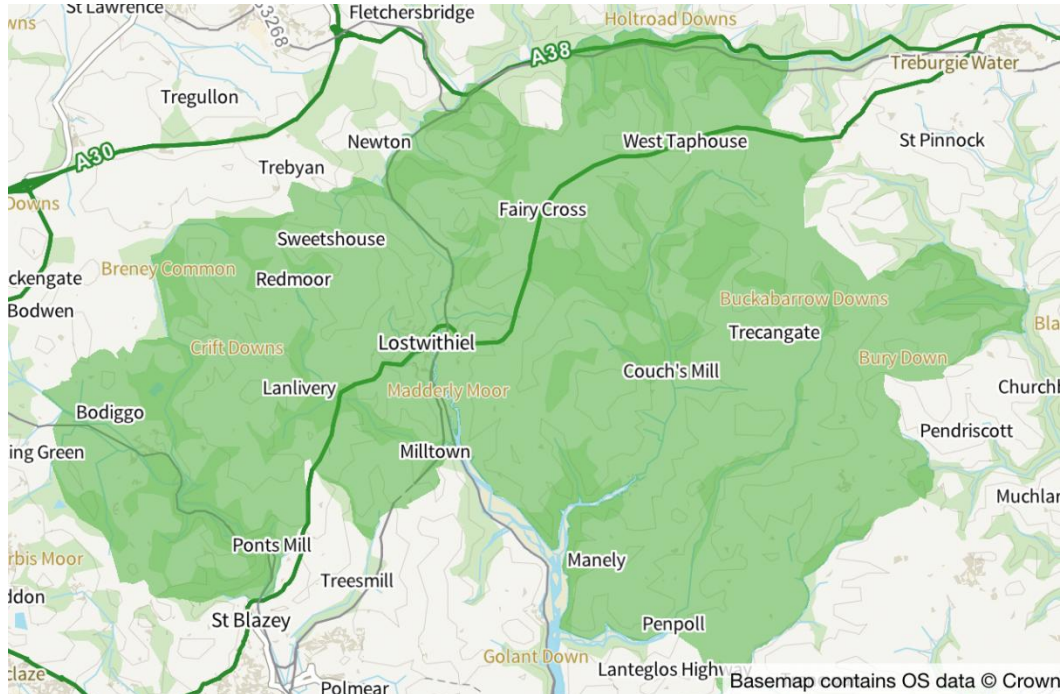
Chair: _____ Date: _____

APPENDIX: See Cllr Preece's full report attached on next page.

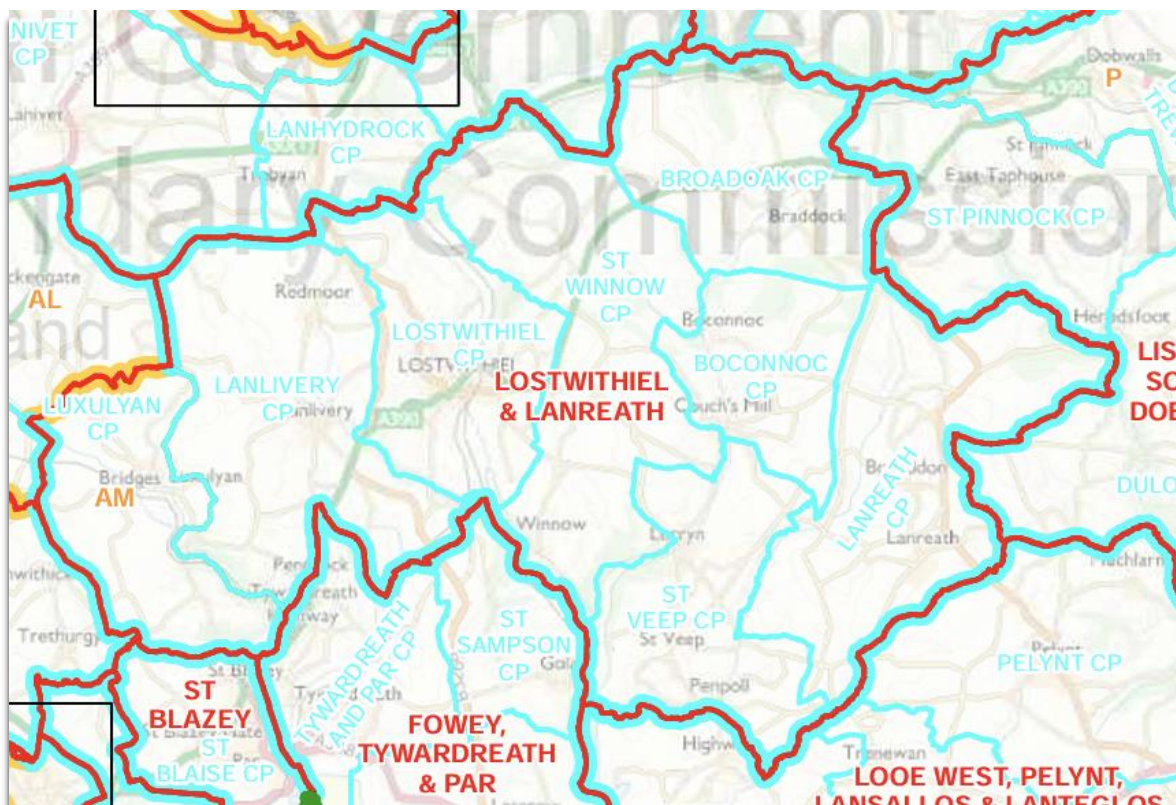
APPENDIX ~ CLLR SARAH PREECE ~ Report to Lostwithiel and Lanreath Division: May 2025

Introduction

I'm delighted to have been elected as the Cornwall Councillor for the Lostwithiel and Lanreath division. The map below shows the extent and nature of the area. It is a very big division with very different characters, identities and needs.



The division covers eight parishes: Luxulyan, Lanlivery, Lostwithiel, St Winnow, Braddock, Boconnoc, Lanreath and St Veep. The map below shows the individual civil parishes, most of which are rural.



Election Results May 2025

Party	2025 election results	Before 2025 election
Reform UK	28	0
Lib Dems	26	13
Independents	16	20
Conservative	7	43
Labour	4	5
Mebyon Kernow	3	5
Green	3	1
Total Councillors	87	87

Forming an Administration

Reform have returned the largest party, but with less than a third of the seats have no majority. Reform UK could opt to form a minority administration or might try to form a coalition with another party. Another possible outcome is that a shared administration could be formed between two or more of the other groups.

Discussions on this are under way but this will be decided at the AGM on 20th May.

My Election

During the campaign leaflets were delivered in all the parishes. I personally visited approx. 90% of the rural areas and held in-person sessions in six of the eight parishes.





Results

Election Candidate	Party	Votes	%	Outcome
 <u>Sarah Preece</u>	Liberal Democrat	1034	50%	Elected
 Ollie Williams	Reform UK	616	30%	Not elected
 Patricia Anne Moore	Conservative	300	14%	Not elected
 Scott Foley	Labour	128	6%	Not elected

Total votes 2078

Electorate 4876

Share of the Vote

Sarah Preece	 50%	Elected
Ollie Williams	 30%	Not elected
Patricia Anne Moore	 14%	Not elected
Scott Foley	 6%	Not elected

During the campaign, I picked up a number of issues

Local Issues

Road speeds; planning issues; rights of way; parking; water quality; rural transport; heritage issues; adoption services; mental health provision, affordable housing; and pot holes.

National issues

Inheritance tax on farmers; NI increase effects on business; NHS funding; migration.

I am currently immersed in intensive training and induction. However, now the election is over, I'm starting to find out what I can do to address the issues raised and am working on a communication strategy in order to ensure I can communicate key information to residents.

Aims for my term

Clearly, I stood as a Liberal Democrat and join the Lib Dem Group at County Hall. However, the Lib Dems are a centralist party who work hard at local level to serve the whole community.

I am here to:

- Listen to all residents and represent them at County Hall.
- Act as a conduit between residents, town and parish councils and Cornwall Council.
- Help join the dots in provision and sign post residents to the services they need.
- Support local initiatives and amplify the brilliant work undertaken at community level.
- Work with residents and Cornwall Council to resolve issues affecting our area.
- Lever the party structure to lobby government.

If there is anything you think I can do to support our residents, address local issues or develop our area, please get in touch to let me know about them.

My contact details: **cllr.sarah.preece@cornwall.gov.uk**

Phone number: **07982 377 150 (Answer machine).**

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Councillor Sarah Preece