

Luxulyan Parish Council **DRAFT** Minutes
Ordinary Meeting, THURSDAY 12 JUNE 2025
6.00 pm, at Luxulyan Memorial Institute

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Dan Cordy (Vice-chair), Cllr Helen Francis, Cllr Michael Grindley, Cllr Margaret Higman, Cllr Francis Payne, Cllr Carl Tonkin, Cllr Keith Westmacott and Cllr Kay Baker (co-option near the end of the meeting).

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson, Luxulyan Ward Member Cllr Sarah Preece, Lockengate Ward Member Cllr Steve Trevelyan and five Members of the Public.

ABSENT:

Cllr Keith Bilston.

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 began at 6.00 PM and the Chair welcomed all.

25/30 Apologies

Apologies were received from KBi.

25/31 Declarations of interest or requests for dispensation.

MH for co-option because of family connection. ML declared an interest in the discussion about a quote for concreting the outside area of the Institute.
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25/32 Public Session

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| A | A discussion was held about the traffic through the parish to and from the Eden Project. It was also NOTED that Luxulyan is due to get a 20 mph limit through the village (roads that are now 30mph) in 2026 after the statutory consultations. It was AGREED that the Clerk should email Cllr Dan Rogerson, the Portfolio Holder for Transport and request a new look at Luxulyan's traffic issues to and from the Eden Project. |
| B | Feast Week will be held 13-17 July. Various activities for the whole family. |
| C | Luxulyan Ward Member Cllr Sarah Preece, and Lockengate Ward Member Cllr Steve Trevelyan introduced themselves. See their reports at Minute 25/36. |

One member of the public left the meeting.

25/33 Meetings and governance

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| A | The council RESOLVED that the minutes, as read, of the extraordinary meeting held on 30 April 2025 are a true and correct record (proposed HF, 2nd FP) and they were duly signed. |
| B | The council RESOLVED that the minutes, as read, of the annual and ordinary meetings held on 15 May 2025 are a true and correct record (proposed HF, 2nd CT) and they were |

	duly signed.
C	The council REVIEWED the DRAFT minutes of the Annual Parish Meeting held on 10 April 2025 and AGREED they are an accurate record of the meeting. These minutes will be approved at the next Parish Meeting which will likely be in April 2026.
D	The Clerk will send all councillors the link for online Code of Conduct training from Cornwall Council.

25/34 Year-end Accounts

A	2024/25 YEAR-END FINANCIAL DOCUMENTS. The council RECEIVED the YE documents prepared by the Clerk as Responsible Financial Officer as an accurate record (proposed DC, 2 nd FP).
B	CONFLICT OF INTEREST with EXTERNAL AUDITOR. The council RESOLVED (proposed DC, 2 nd HF) to confirm and sign that neither the clerk nor any of the councillors have a conflict of interest with the external auditor BDO LLP.
C	RESERVES. The council RESOLVED (proposed ML, 2 nd CT) to approve the allocation of reserves for the beginning of the 2024/25 fiscal year and for the AGAR document Explanation of Reserves. This allocates £11,845.22 in un-ringfenced funds to these reserves: contingency, election, general building, toilets, playing field and cemetery. The ringfenced funds are: Bodwen Solar Park Fund £26,449.43; Special Project Fund £10,000; Community Chest Grant £310.
D	POSTING ON WEBSITE. The council RESOLVED (proposed HF, 2 nd DC) to approve the 2024/25 accounting documents to be posted on the website in addition to those required by the Transparency Code: Financial Briefing Note, List of Payments (all payments), Explanation of Reserves, Budget v Payments Charts.
E	INTERNAL AUDITOR'S REPORT. The council RECEIVED the internal auditor's report which found the council's accounts satisfactory and the AGAR internal audit report can be seen on the council's website with the other year-end accounts. The Clerk will comply with the internal auditor's only recommendation by bringing a DRAFT Reserves Policy to the July meeting for approval. ACTION: Clerk
F	AGAR (Section 1) ANNUAL GOVERNANCE STATEMENT. The council RESOLVED (proposed DC, 2 nd CT) to answer each section 1-8 in the affirmative.
G	AGAR (Section 2) ACCOUNTING STATEMENTS. The council RESOLVED (proposed DC, 2 nd FP) to approve the Accounting Statements of the AGAR. The council further RESOLVED to approve the Year-end Bank Reconciliation, the Explanation of Variance Box 6 and the Explanation of Reserves for the 2024/25 fiscal year.
H	SIGNATURES. The council RESOLVED (proposed FP, 2 nd DC) that the Chair and Clerk sign the Annual Governance Statement and that the Chair sign the Accounting Statements.
I	PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS. The council CONFIRMS 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 <i>Parish Council Accounts</i> .

25/35 Finance

A	There were no questions about the accounts and it was RESOLVED (proposed HF, 2 nd CT) to receive the Clerk's reports, Bank Reconciliation, Budget Comparison and Cash
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Flow to the end of May 2025, as a correct record.

- B Reserve Allocations. The council **RESOLVED** (proposed ML, 2nd CT) to approve new allocations for un-ringfenced funds: The election reserve will not now be needed and can move to other allocations as long as the council continues to increase the reserve each year so it is ready for the next election. Contingency £1,757.59; Election £2,000; General Building £786.63; Toilets £1,936.34; Playing field £5,000; Cemetery £1,340.
- C The council **RESOLVED** (proposed HF, 2nd DC) to approve purchase of a new mobile phone for the Clerk. The 3G network stops working this year so another pay-as-you-go phone that works on the 4G network is needed. The Clerk will remain on the T-mobile network using the same number: 07543 427141. The cost is approximately £30 for the phone and inclusive £10 credit.
- D The council **RESOLVED** (proposed ML, 2nd HF) to approve purchase of PDF-Xchange Editor. It is a single purchase of a PDF programme for the Clerk, costing £47.57, that will edit and 'flatten' PDF forms, signatures and arrange multi-page documents.
- E The council **RESOLVED** (proposed CT, 2nd DC) to approve the payment schedule for June 2025 totalling £3,288.92.

Description	Amount with VAT	VAT
Clerk's salary and expenses	£1,220.62	-
HMRC payment	193.60	-
Clerk's Pension	53.08	-
Playground inspections	150.00	-
Public Conveniences, electricity	20.35	£0.96
Public Convenience Cleaning May25	729.00	121.50
Granite Towers postage	48.05	-
Internal Audit	160.00	-
Councillor email address	14.00	2.33
Manhole cover (Minute 25/24.E)	93.67	15.61
1350x750 exterior noticeboard, Lockengate (25/14.B)	600.55	100.09
Monthly bank interest	£6.00	-

25/36 Reports

- A Report on Actions.
- Network Rail has promised to cut back the Rail Bridge at Bridges in early July (Network Rail Case: 250609-000632).
 - In response to the Clerk's query, South West Water will not be inviting the council to a site visit until the issue of the noise is solved and it will be an "informative visit with regards to the treatment process."
- B Chair's report.
- As St Julitta churchyard is classed as a 'living churchyard' which is cut infrequently, graves can be difficult to find. The Chair has spoken with the British Legion who will organise volunteers to clear the three war graves there.
 - The Chair oversaw the removal of three panels from the village bus shelter which had rusted out. The shelter was made safe but needs to be renewed or rebuilt. See 25/37.D.
 - The Chair will form a working party to look at new play equipment to replace the old metal multi-plays. See 25/37.E.
 - Various hedges are overgrown. The Chair will get addresses if the Clerk needs to write to the owners.

C	<p>Cornwall Councillor Steve Trevelyan's report to the Parish (Lockengate Ward)</p> <ul style="list-style-type: none"> • He has spoken with various parishioners about the traffic congestion and speeds. • He will be speaking with parishioners about the unadopted road at Lockengate. • As he is a Veteran, he will be helping to organise a Vet Fest in August. • The council introduced him to various drainage problems on the roads in his ward.
D	<p>Cornwall Councillor Sarah Preece's report to the Parish (Luxulyan Ward)</p> <p>1. As previously reported, I was selected to be a Cabinet Member for Cornwall Council. The Portfolios have now been agreed and my role is as follows: <u>Cabinet Member for Tourism, Localism and Planning</u>. In practice, this means I will be leading on budget and policy formulation and implementation in relation to: <u>Tourism</u> → Visitor Economy <u>Localism</u> → • Leisure Services • Cultural Services and Cornish Language • Library and cultural services i.e. museums and archives • Cultural Services and Cornish Language • Social inclusion, digital inclusion employability and welfare • Community Area Partnerships • Relationships with Town and Parish Councils • Relationship with the voluntary and third sector • Registrars <u>Planning</u> → • Local Plan and associated local planning guidance • Neighbourhood Plans • Development Control Service and Planning Enforcement</p> <p>2. <u>China Clay and Luxulyan Community</u> For information, I will be attending a meeting with the Localism team on the afternoon of the parish council meeting. This is an introduction to the Community Area Partnerships which are important gatherings to enhance the Localism agenda – joining the dots in services and aligning strategic priorities. I hope, in due course, to be able to report strategically on the progress and outcomes of these meetings.</p> <p>3. <u>Neighbourhood Priority Statement</u> A number of pilots are underway with a selection of 10 parishes to help test some of the documents and processes for developing a Neighbourhood Priority Statement (NPS). A NPS will be less detailed and quicker to produce than a Neighbourhood Plan as they do not contain planning policies but they do allow local people to influence growth and development in their area. These are becoming particularly relevant with the change in government legislation doubling annual targets for new housing in Cornwall. It would be useful to hear from councillors in due course about the current status of the Luxulyan NDP.</p> <p>Meur Ras ~ Sarah Preece</p>

25/37 Considerations

A	FP reported that the Luxulyan CLT has received legal advice regarding the residents' shares in the Beswetherick Field Residents Association. FP will meet with the residents about this.
B	The council RESOLVED (proposed ML, 2nd MH) that it will purchase one new defibrillator cabinet for Gunwen and monitor the cabinet at the Institute. One cabinet (on offer) will cost £375 + £15 carriage + VAT.
C	The council has received four quotes for a suitable external wall hanging noticeboard for Lockengate bus shelter and RESOLVED to approve the purchase of the noticeboard for under £500 + VAT. HF and the Clerk will decide which noticeboard would be best.
D	The village bus shelter is very rusted and needs to renew all the lower metal panels or it

needs to be rebuilt. The Clerk will get a quote for replacement of the metal panels which will involve dismantling the entire structure. This quote will be compared with the cost of rebuilding the shelter similar to the Lockengate shelter.

- E In order to consider what is the best equipment and the best price for renewal of the children's multi-play equipment behind the Village Hall, it was **RESOLVED** (proposed ML, 2nd HF) to form a working party to look at the various possibilities. Councillors Linfoot, Francis, Cordy and Tonkin were appointed to the **Play Equipment Renewal Working Party**.

Councillors Preece and Trevelyan left the meeting; also one member of the public.

25/38 Planning

- A Correspondence and planning of note: none. 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.**

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

*** Luxulyan Parish Council has NO OBJECTION to this application.

25/39 Highways & Flooding

- A Often the best results come from direct reporting on the [REPORT A POTHOLE](#) section of Cornwall Council website. Links are also available from the Parish Council website at Parish Highways. Other available forms for reporting are: [REPORT A BLOCKED DRAIN](#); [REPORT FLY-TIPPING](#); etc. See the main page [Cornwall Council Report Something](#). The Clerk will share the links on the council's Facebook page (@LuxulyanPC) and also on the Luxulyan Community Facebook page.

25/40 Assets – reports and maintenance

- A Playing Field. Playing Field inspections for May 2025 were received and **NOTED**. Also see 25/37.E.

- B Cemetery. There is a pile of old wreaths at the back of the cemetery that should be removed. FP and KW will investigate where to dispose of the pile which includes plastic, metal, etc.

The second bin in the cemetery is now being emptied sporadically. The Clerk will investigate whether the second bin is on the list for Biffa pick-up, because she has requested that it is emptied but has had no notification that it will be.

- C Footpaths. The council has received this month the funds from the Footpath Committee, £1,727.67 which are ringfenced. The Footpath Committee continues to receive small amounts from the sale of its walking guides. These proceeds will be occasionally deposited in the council's account.

The Clerk will ask the Countryside Access team of CC to consider opening FP 6 (Dark Lane) and to offer the Footpath ringfenced funds for this purpose.

ML left the chamber for the discussion of the concreting during the next item.

DC, the Vice-chair, chaired the meeting for the next item.

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| D | Luxulyan Memorial Institute. Chris Austin attended the meeting representing the Institute Committee. They have a project to concrete the outside of the building which looks unkempt, to erect a permanent wooden gazebo with tables and benches. The committee has three quotes for the work. The Committee is asking for LPC financial help. Firstly, the council felt that it was a big job and perhaps the funds are needed elsewhere, such as the play area; however, it will take it into consideration and discuss it again next month. Secondly, the Clerk will investigate further about the relationship of the PC to the Institute building, as to whether the Institute Committee (a charity formed by constitution in 2011) or the PC is the legal owner of the building. |
| E | Village Toilets. The council RESOLVED (proposed DC, 2 nd HF) to accept the quote from Paul Moon for the replacement of the Gents door and for ensuring the doors of the Ladies' cubicles are in working order. |
| F | Gatty's bridge signpost is in progress. |

25/41 Parish Matters – reports

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| A | Luxulyan Parish Community Fund. The Clerk explained the process by which the council could ringfence and control the LPCF funds under a PC committee with non-councillor members. The LPCF Panel will need to discuss whether it wishes to leave the control of the <i>Cornwall Community Foundation</i> which handles all its funds. The council AGREED IN PRINCIPLE to form a committee for the LPCF, if the current LPCF panel would like to move its funds from CCF to the parish council. |
| B | Luxulyan Valley Partnership. Nothing to report. |
| C | Village Hall Committee. An email was received on the day of this meeting from the Village Hall committee requesting funding for refurbishing the VH toilets. This will be discussed at the next meeting. |

25/42 Co-option of new member

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| A | Two candidates put themselves forward for co-option to fill the vacancy left in Luxulyan Ward after the election – in accordance with Representation of the People Act 1985, Sec 21. Their emails requesting a place on the parish council were previously received and circulated among the councillors. In consideration of the candidates, it was RESOLVED to close the meeting to the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960. |
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MH and three members of the public left the chamber for the entire discussion and vote on the next item.

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| B | The council RESOLVED to co-opt the member by closed ballot which was counted by the Clerk and Cllr Preece. The council RESOLVED to co-opt Kay Baker as member and the Chair welcomed Cllr Baker who signed her Declaration of Acceptance of Office and joined the table.
The Chair thanked both candidates for sitting through a particularly long meeting and requested that the other candidate try again when the opportunity arises. |
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One member of the public left the meeting.

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

Nothing to report outside these Minutes and Clerk's Notes.
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25/44 Business for the next meeting

No business was requested.

25/45 Dates of next meetings.

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| A | Audit Panel meeting Thurs, 10 July 2025, 5.30 pm at the Luxulyan Memorial Institute. |
| B | Ordinary Meeting Thurs, 10 July 2025, 6.00 pm at the Luxulyan Memorial Institute. |
| 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 9.30 pm and the Chair thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 16 June 2025

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____