

Luxulyan Parish Council **DRAFT** Minutes
 Ordinary Meeting, THURSDAY 14 AUGUST 2025
 6.00 pm, at Luxulyan Memorial Institute

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Dan Cordy (Vice-chair), Cllr Kay Baker, 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 and three Members of the Public.

ABSENT:

Cllr Keith Bilston, Luxulyan Ward Member Cllr Sarah Preece and 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 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.

25/60 Apologies

Apologies were received from KB, Cllr Preece (see her report at 25/65.D) and Cllr Trevelyan.
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25/61 Declarations of interest or requests for dispensation.

FP declared an interest in 25/67.A, the possible breach of planning at Eden Meadows.
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25/62 Public Session

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| A | A resident reported on the Highway Working Party's approval of the proposed signage by R Tatlow, Highways Manager. See 25/68.A. HF explained that this is the first of a two-phase attack. The second phase is to attack the incorrect SatNav instructions. |
| B | Chris Thomas, chair of the Village Hall committee, explained the VH grant request for the refurbishment of the VH toilets. See 25/64.C. |

Two members of the public left the meeting.

25/63 Meetings and governance

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| A | The council RESOLVED that the minutes, as read, of the meeting held on 12 June 2025 are a true and correct record (proposed KBa, 2nd CT) and they were duly signed. |
| B | The council RESOLVED that the minutes, as read, of the meeting held on 10 July 2025 are a true and correct record (proposed DC, 2nd HF) and they were duly signed. |
| C | The council has reviewed its Financial Regulations and RESOLVED (proposed DC, 2nd KBa) to approve them without change. |
| D | The council has reviewed its Terms of Reference for the Audit Panel and RESOLVED (proposed HF, 2nd MG) to approve them without change. |

- E The council discussed the DRAFT Terms of Reference for the Luxulyan Parish Community Fund Committee and **RESOLVED** (proposed HF, 2nd DC) to approve the document as agreed by the LPCF Panel at its meeting on 12th August 2025 and it was duly signed by the Chair. See also minutes 25/41.A and 25/56.A.
- F The council **RESOLVED** (proposed MG, 2nd DC) that the Chair of the council should have a dedicated email address with the council's domain name: m.linfoot@luxulyan-pc.gov.uk, at a cost of approximately £20 per year.

It was NOTED that the Chair signed all documents with a broken wrist.

25/64 Finance

A	There were no questions about the accounts and it was RESOLVED (proposed KBa, 2nd FP) to receive the Clerk's reports, <i>Bank Reconciliation</i> , <i>Budget Comparison</i> and <i>Cash Flow</i> to the end of July 2025, as a correct record.		
B	The council RESOLVED (proposed MG, 2nd MH) to approve the insurance payment of £1,208.42 for the third year of a 3-year long term agreement with Zurich Municipal.		
C	The council received a grant application for almost £10K for refurbishment of the Village Hall Gents toilets along with the required VH financial documents. The council noted that the VH received a grant from the LPCF which will cover the refurbishment of the Ladies this year. There was no proposal to grant this request as the council is currently looking at some projects of its own.		
D	The council RESOLVED (proposed CT, 2nd MG) to approve the payment schedule for August 2025 totalling £4,388.65.		
	<u>Description</u>	<u>Amount with VAT</u>	<u>VAT</u>
	Clerk's salary and expenses	£1,323.62	-
	HMRC payment	264.59	-
	Clerk's Pension	64.64	-
	Playground inspections & maintenance	473.73	-
	Public Conveniences, electricity	20.08	0.95
	Public Convenience Cleaning Jul25	729.00	121.50
	Annual Play Area inspection	113.94	18.99
	Granite Towers postage	49.60	-
	Public Conven, water (meter reading)	111.35	-
	Annual Insurance, 3rd of 3-year agreement	1,208.42	-
	Gatty's bridge signpost, wood filler	5.00	0.83
	Gatty's bridge signpost, white paint	18.68	3.11
	Monthly bank interest	£6.00	-

25/65 Reports

- A Report on Actions. Nothing other than what is reported in these minutes.
- B Chair's report. The Chair organised a meeting with the Lead Councillor for Footpaths, HF, at Dark Lane, 408/6/1. (See 25/69.C)
- C Cornwall Councillor Steve Trevelyan's report to the Parish (Lockengate Ward). None.
- D Cornwall Councillor Sarah Preece's report to the Parish (Luxulyan Ward)
Apologies I cannot be with you in person, I have a round table meeting tonight with Visit Cornwall and our MPs about the opportunities as well as the challenges of tourism and the visitor economy, of which I know you have much experience.

Divisional Member Update. As divisional member for Lostwithiel and Lanreath I continue to meet with town and parish councils to listen to issues of concern, following up on areas when I can add my support. I am currently working with approximately 30 residents across the division on a range of issues and am receiving a positive response to making myself available by phone and email.

I recently submitted a short article to Granite Towers for Luxulyan and Lanlivery newsletter but welcome any suggestions for any other newsletters or Facebook pages I might use to post updates for residents.

Highways Issues. Since the formation of the Working Group at the last parish council meeting, the working group produced a comprehensive report with maps and images outlining the issues. This was forwarded to highways and I am pleased to report there has been some progress, with Highways identifying some additional signage. This has been forwarded to the working group and their comments are below.

I flagged the issue of the Sat Nav with Highways and asked for assistance with communications with Google and The AA about their recommended routes.

I think there is one other factor to consider, which is engaging Eden. I see no reason why they cannot promote the 'A' road routes - on their comms platforms and perhaps with signage - to help identify preferred routes. I would appreciate a conversation with the working group about next steps on this.

Luxulyan Valley Partnership. I am grateful to Cllr Sam Simkins from Lanlivery Parish Council for updating me on her understanding of the history of Luxulyan Valley Partnership. I am also grateful to her for taking on the role of Acting Chair in the absence of Cllr Colin Martin as chair, while I establish myself as the new divisional member. It would be very helpful to speak to Luxulyan Parish Council about the partnership and to hear of any other stakeholders the PC would recommend I pursue to ensure I have fully consulted with existing partners. The proposal is to have an AGM in the autumn (date to be agreed) to discuss next steps for the partnership.

Cabinet Update. The Cabinet has published its priorities, stating its aim to promote Cornwall as the UK's fifth nation – proud of our Celtic heritage, shaped by our pioneering history and focused on our future. The Leader, Cllr Leigh Frost has sent a motion to the Prime Minister to seek support for this. The cabinet stands for leading courageously and with common sense, being good and caring stewards for young and old, listening to communities and celebrating Cornwall's unique history, culture and natural environment. We have also identified six areas of focus:

- Strong, safe, vibrant communities, with more decent and affordable homes
- A clean, green Cornwall, with healthy rivers and seas
- A resilient economy creating good jobs and fair opportunities
- A caring place for families, where every child can thrive
- Healthy and active people supported to live well at every stage of life
- Connected, reliable, safe transport that works for the people of Cornwall

I look forward to seeing you all again at the September meeting and wish you a safe and happy summer.

With many thanks,

Cllr Sarah Preece | cllr.sarah.preece@cornwall.gov.uk | 07982 377 150

25/66 Considerations

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| A | Luxulyan CLT. FP reported that Beswetherick residents have had no reply from the developer, Nick Witcomb, regarding the letter sent to him demanding residents' shares |
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in the Beswetherick Field Residents Assoc. The CLT is requesting a grant from the Luxulyan Parish Community Fund; however, the grant has been held up by paperwork required by the Cornwall Community Fund which manages the fund. The CLT AGM will be held this Monday 18th August in the Institute at 6.30pm.

- i. At Cllr Payne's request and because of the request for confidentiality by the parties involved, it was **RESOLVED** (proposed FP, 2nd ML) to close the meeting to the press and public in accordance with the Public Bodies (Admission to Meetings) Act 1960.

One member of the public left the chamber for the duration of the report, discussion and vote (25/66.A.ii & iii).

- ii. FP reported on the meeting held on 29th July with Cornwall Council, the Luxulyan CLT and Three Seas Cornwall concerning the completion of the final housing plots at the Beswetherick development.

- iii. It was **RESOLVED** (proposed FP, 2nd DC) that the parish council should send this message to the affordable housing team at Cornwall Council:
 "This parish council wishes to respectfully request (on behalf of the residents of Beswetherick Field) that Cornwall Council and other developers do not impede the legal action currently in progress regarding residents' shares in the Beswetherick Field Residents Association Limited (Company number 07835836, Incorporated 4 Nov 2011) which should give the residents control of their own sewage system."

- B The council discussed taking responsibility for the removal of weeds after the twice yearly spraying of the pavements in Luxulyan village. The council **RESOLVED** (proposed KBa, 2nd ML) that A&A will be asked to clear the dead weeds after they are sprayed.

- C The council considered a quote from Cyriac Tor Limited, a local firm, for the refurbishment of the historic Luxulyan Quarry signpost on the bank of the Village Hall. After discussion, the council **RESOLVED** (proposed KB, 2nd ML) to accept the first of two options, costing approximately £470, because it described a more thorough job than the other option.

25/67 Planning

- A Planning decisions are reported in Clerk's Notes.

FP left the chamber for the discussion of 25/67.B and 25/68.A.

- B Planning of Note. The Clerk reported that she had submitted the 'breach of planning' application to Cornwall Council as requested at the last meeting (minute 25/53.A) for the possible breach of planning at Eden Meadows with the construction of what appeared to be a two-storey residence. A planning officer asked for photos and these were subsequently supplied to the officer. No response from CC has yet been received.
 A discussion was held with the member of the public on whose property the building is being built. He explained that the building had been granted planning previously and that CC building inspectors are monitoring its progress.

25/68 Highways & Flooding

- A A member of the public mentioned the foul water containing sewage on the road at Carne Cross and the council asked that members of the public keep the council informed about the problem and the council will enquire about what is happening to resolve this.
- B The council reviewed CC Highways proposals for signage to and from the Eden Project

which, it is hoped, will significantly reduce the holiday traffic congesting the parish's one-lane roads. The council **RESOLVED** unanimously that the proposed signage is an improvement and also requested 'Luxulyan Village only' signage at Lockengate and near Henry Orchard's. The Clerk will respond to Highways.

- C The Clerk explained that she is happy to report problems, etc. but she is unable to report without full information; a photo and grid reference are usually needed.
- Cornwall Council Report Something: www.cornwall.gov.uk/report-something is available online. Anyone can report a problem about potholes, signage, drains, fly tipping, etc.

25/69 Assets – reports and maintenance

A Playing Field.
i. Playing Field inspections for July 2025 were received and NOTED .
ii. The play area weekly inspector is monitoring the rope ladder on the Toddler Multiplay. The Clerk will look into how to repair or remove it.
iii. The Clerk will get a quote or two for a new animal rubbish bin for the Play Area.
iv. The Play Equipment Renewal Working Party continues to look into new equipment.
B Cemetery. Many wreaths in the cemetery are not cleared away and the wire and plastic debris accumulates. The council thanks its two councillors who this month cleared the mound of debris. However, to avoid this in future, the Clerk will investigate the price of a Biffa commercial bin which could have a fence around it to make it less of an eyesore.
C Footpaths.
i. The Clerk reported on an Enhanced Local Maintenance Partnership Grant now available on a first come first serve basis. The maximum that can be requested is £15K. It was AGREED that the Clerk should apply for this grant to replace all the Public Footpath signage in the parish and for the refurbishment of Dark Lane, 408/6/1.
ii. HF, the lead councillor for footpaths, met with the last members of the Footpath Committee (which was never a committee of the council). The committee has, for all intents and purposes, disbanded. HF asks that all information or enquiries about footpaths be sent to her (helenfrancis.lpc@gmail.com) and copied to the Clerk. The public can report a problem with a footpath directly to Cornwall Council at: www.cornwall.gov.uk/environment/countryside/public-rights-of-way .
iii. The Clerk reports that she has given paying-in-slips for the LPC bank account to Mr Harradence. The pamphlets produced by the Footpath Committee about parish walks are still for sale (at the Pub and the Village Shop) and these proceeds will now go to the council to be added to the ringfenced Footpath reserve.
iv. Lanhydrock Parish emailed the Clerk because it was concerned about "unsightly" discarded boardwalk planks piled near the new granite stepping stones in Redmoor Nature Reserve. After consulting some parishioners very involved with the footpaths in our parish, the Clerk replied to Lanhydrock PC that its parishioners were not concerned because, in the words of one parishioner, "Redmoor is a rewilding project, not a park. ... so long as the old boardwalks are not a hazard to wildlife, they are OK."
D Luxulyan Memorial Institute. The committee will meet soon.
E Village Toilets. Nothing to report.

25/70 Parish Matters – reports

A	Luxulyan Parish Community Fund. (See 25/63.E)
B	Luxulyan Valley Partnership. The Acting Chair of the Partnership is Lanlivery Cllr Sinkins. The members are waiting for the date of the next meeting.
C	Village Hall Committee. See 25/64.C.
D	Sewage Plant and noise levels. The noise levels continue to be monitored by the residents near the plant and the Clerk is copied in.

25/71 Correspondence & Invitations (complete list in Clerk's Notes)

NALC has partnered with Action with Communities in Rural England (ACRE) to launch a new survey designed to help parish and town councils enhance their flood resilience. It was **AGREED** to delegate the response to the Clerk who will consult parishioners who have an interest in the river and who have had experience with flooding.

25/72 Business for the next meeting

No business was proposed.

25/73 Dates of next meetings.

A	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.
B	Luxulyan CLT AGM, Monday, 18 August, 6.30 pm, Memorial Institute
C	Ordinary Meeting Thurs, 11 Sept 2025, 6.00 pm at the Luxulyan Memorial Institute.

The meeting closed at 8.45 pm and the Chair thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 21 August 2025

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____