

Luxulyan Parish Council **DRAFT** Minutes
 Ordinary Meeting, THURSDAY 11 September 2025
 6.00 pm, at Luxulyan Memorial Institute

PRESENT:

Cllr Michaela Linfoot (Chair), Cllr Kay Baker, Cllr Keith Bilston, Cllr Helen Francis, Cllr Michael Grindley, Cllr Carl Tonkin, Cllr Keith Westmacott.

ALSO PRESENT:

Clerk to the Parish, Mrs Christine Wilson and no Members of the Public.

ABSENT:

Cllr Dan Cordy (Vice-chair), Cllr Margaret Higman, Cllr Francis Payne, Luxulyan Ward Member Cllr Sarah Preece, 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.

25/74 Apologies

Apologies were received from DC, MH, FP and Cllr Sarah Preece.
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25/75 Declarations of interest or requests for dispensation.

None.

25/76 Public Session

None.

25/77 Meetings and governance

A	Approval of the August minutes were DEFERRED until the next meeting.
B	The council RESOLVED (proposed MG, 2 nd KBa) to appoint three members of the community to the new Luxulyan Parish Community Fund Committee and they were Bridget Hall, Dave Bunt and Nicki Pearson.
C	It was RESOLVED (proposed HF, 2 nd MG) to appoint Cllr Westmacott as signatory on the council's bank account to facilitate payment of grants awarded by the Luxulyan Parish Community Fund Committee in accordance with the committee's Terms of Reference.
D	After discussion, it was unanimously AGREED that Standing Order 11.f is adequate as it reads and there was no proposal to change it.
E	The Complaints Procedure was reviewed and it was RESOLVED (proposed MG, 2 nd KBa) to approve the document with only grammatical changes and updates to contact details for the CC Monitoring Officer and it was duly signed.
F	The Staffing Committee Terms of Reference were reviewed and it was RESOLVED (proposed ML, 2 nd KBi) to approve them without any change and it was duly signed.

- G After discussion it was **AGREED** to return the high viz jackets – that identify the wearer as a member of ‘Luxulyan Parish Council’ – to the Clerk and/or the Chair so that the jackets can be distributed to all members when the council holds a site visit of any kind.
- H It was **NOTED** that some councillors and the Clerk should attend Code of Conduct training before 3rd November.

25/78 Finance

- A The Clerk’s accounts to the end of August 2025 were delayed. The council will receive a full financial update next month. The audit panel will hold its quarterly meeting and the Budget and Precept for 2026-27 will be considered.
- B Every year, the Clerk must confirm with the council’s bank that its budget is below EUR 500K, thus making it eligible for the Financial Services Compensation Scheme (FSCS) for another year, and it was **NOTED** that this has been done.
- C The council **RESOLVED** (proposed CT, 2nd KBa) to appoint Barbara Goraus as internal auditor for the 2025-26 fiscal year.
- D The council **RESOLVED** (proposed KBa, 2nd HF) to approve the payment schedule for September 2025 totalling £2,628.12
- | Description | Amount with VAT | VAT |
|-----------------------------------|-----------------|--------|
| Clerk's salary and expenses | £1,262.96 | - |
| HMRC payment | 189.77 | - |
| Clerk's Pension | 55.96 | - |
| Playground inspections | 120.00 | - |
| Public Conveniences, electricity | 19.81 | 0.94 |
| Public Convenience Cleaning Aug25 | 688.50 | 114.75 |
| Annual website hosting & emails | 285.12 | 47.52 |
| Monthly bank interest | £6.00 | - |

25/79 Reports

- A Report on Actions. None other than mentioned in these minutes.
- B Chair’s report. She has a contact at Highways that has resulted in action here in the parish.
- The drains at 7 Stars have been cleared.
 - They will meet next week to look at the flooding at Treskilling.
 - Highways is waiting on the engineer’s report on the sinkhole on the New Road in order to decide how to repair it; meanwhile it will be filled with tarmac.
- 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)
Cllr Preece sent no report this month, but said that she is monitoring the planned installation of traffic signs to keep Eden traffic off the parish’s one-lane road network.

25/80 Considerations

- A MG reported that emails from the CLT and the parish council have been sent to the CC Affordable Housing team stating that it will not accept the proposal from Three Seas Cornwall to finish the Beswetherick site.

25/81 Planning

A Correspondence & planning of note. Planning decisions are reported in Clerk's Notes.
i. CC has advised that notice has been issued this month regarding the enforcement: EN22/01704. Compliance check following Notice served - Without planning permission, the material change of use of agricultural land to a mixed use comprising of agricultural and residential through the stationing of a caravan and construction of a yurt used for residential purposes and associated operational development, including the construction of two polytunnels, timber outbuildings/structures and creation of hardstanding areas. Land East Of Former Pontsmill Clay Drys Pontsmill Road Pontsmill Par Cornwall PL24 2RR. ii. After discussion the council AGREED that the Clerk should report a breach of planning to find out if the building in a field between Tredinnick Fields and Penhale Farm, needs planning permission, and whether the field entrance just at a T-junction needs to be assessed by Highways.
B Applications for consultee comments.
i. PA25/06514 Non material amendment in relation to decision notice PA25/02013 dated 13.03.2025: change of roof covering from metal to GRP, change of window positions and sizes, change of roof light position 2 Challow Terrace Luxulyan Bodmin Cornwall PL30 5DP. The council discussed the application and RESOLVED (proposed ML, 2nd HF) to submit the following consultee comments: *** Luxulyan Parish Council has NO OBJECTION to this application.

25/82 Highways & Flooding

See Chair's report 25/79.B.

25/83 Assets – reports and maintenance

A Playing Field. Playing Field inspections for August have not yet been received.
B The consideration of new play equipment has been DEFERRED until the October or November meeting in order to obtain more information.
C Cemetery. The bin wasn't emptied this week and the Clerk will enquire.
D Footpaths. The council has applied for an Enhanced LMP Grant for 2025-26 to renovate Footpath 408/6/1 (Dark Lane) north of Minorca Lane, and also to reinstate and renew Public Footpath signs and waymarkers all over the parish. A Grant of up to £15K is available for the first time in recent memory to parishes for structural improvements to the public rights of way.
E Luxulyan Memorial Institute. After discussion and in agreement with the Institute Committee, the council RESOLVED (proposed ML, 2 nd KBa) to request that the parish council claim ownership of the entire property.
F Village Toilets. The contractor that is renovating the doors to the public toilets will start work at the end of this month. The Clerk will also contact the cleaning contractors to ensure that all their staff is trained to replace the soap in the Wallgate units.
G Website. The council RESOLVED (proposed KBa, 2 nd HF) to pay £55 for VisionICT, the website designers and host, to make a basic check of the webpages and to update the Accessibility statement for the latest standard, WCAG 2.2 AA.

25/84 Parish Matters – reports

A	Luxulyan Valley Partnership will be meeting in October.
B	Village Hall Committee. Nothing to report.
C	The council is looking into the details of setting up a warm hub this winter.

25/85 Correspondence & Invitations (complete list in Clerk's Notes)

A	After noise in the early hours of the morning was reported by a neighbour to the Sewage Treatment Plant, South West Water reported back that the noise disturbance may have been due to a water leak in the village and not the treatment plant. As there was no recording of it, SWW was unwilling to investigate further on this occasion but asked that, if it is heard again, that members of the public should record and resubmit the complaint. The neighbours of the sewage works continue in conversation with SWW customer services office to resolve regular high noise levels.
A	NOTICE has been posted by Wildanet on the shed door next to the public toilets. Wildanet advises that they will be installing a telegraph pole in front of the shed. The new pole is needed to bring full fibre superfast broadband into Luxulyan. The Clerk will request further details.

25/86 Business for the next meeting

BUDGET 2026-27. Review of Accessibility Statement.
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25/87 Dates of next meetings.

A	Ordinary Meeting Thurs, 9 October 2025, 6.00 pm at the Luxulyan Memorial Institute.
B	The Audit Panel will meet in October one hour before the 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 7.05 pm and the Chair thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 13 September 2025

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____