

Luxulyan Parish Council's
LUXULYAN PARISH COMMUNITY FUND Committee **DRAFT** Minutes
THURSDAY 27 October 2025, 6.30 pm, at Luxulyan Memorial Institute

PRESENT:

Cllr Keith Westmacott, Bridget Hall, Nicki Pearson, Dave Bunt, Sophia Barnett (after co-option).

ALSO PRESENT:

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

ABSENT:

Cllr Helen Francis, Jim Cleare (after co-option), Nicola Oke (after co-option), Helen Stephenson (after co-option).

ABBREVIATIONS:

Members may be abbreviated with their initials; Luxulyan Parish Council (LPC), Luxulyan Parish Community Fund (LPCF, or the Fund).

MINUTES:

The meeting began at 6.30 PM.

25/1 Declarations of Acceptance of Office

The Clerk confirmed that signed Declarations of Acceptance of Office were received by the Clerk before the meeting from the non-councillor members: BH, NP and DB. Parish councillors signed their Declarations before the Annual Meeting of LPC in May.

25/2 Election of the Chair

It was **RESOLVED** (proposed DB, 2nd NP) to elect Bridget Hall as Chair of the committee.

25/3 Apologies

Apologies were received from HF, HS, JC and NO.

25/4 Declarations of interest or requests for dispensation.

None.

25/5 Public Session

None.

25/6 Meetings and governance

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| A | There were no previous minutes as this is the first meeting of the committee. |
| B | CO-OPTION. It was RESOLVED (proposed NP, 2 nd KW) to co-opt four members for the committee: Sophia Barnett, Jim Cleare, Nicola Oke, Helen Stephenson. SB signed her Declaration of Acceptance of Office. BH took three Declaration forms with her for the other newly co-opted members. The committee now has its full complement of members (nine). |
| C | BH reported that West Cornwall Wind Farms, owners of the Lestoon wind turbine which is administered by Clean Earth Energy Ltd of Wadebridge, have confirmed that they will send all future community contributions to LPC so that the funds can be ringfenced and dispersed by this committee as community grants. |

D	BH reported that she had not yet had confirmation from KS-SPV3 Ltd that they will send the Luxulyan and Tredinnick Solar Farm community entitlement to Luxulyan Parish Council each year so that the funds can be ringfenced and dispersed by this committee as community grants. BH recently emailed a second contact and expects a reply in the near future. The next entitlement is not due until April or May next year.
A	CONTACT DETAILS. It was RESOLVED that the primary contact for applicants to LPCF will be the Clerk. BH and DB also agreed to have their details available online.
B	VENUE. It was RESOLVED (proposed BH, 2 nd DB) that the venue for the committee meeting will be the Institute and that room hire for all meetings will be paid from the Fund.
C	GUIDELINES for applying to the Fund were discussed in detail and after some changes it was RESOLVED (proposed BH, 2 nd DB) to approve them. The final version will be posted shortly on the parish council website on the webpage dedicated to the Fund: www.luxulyan-pc.gov.uk/LPCF - Luxulyan Parish Community Fund 50184.aspx
D	The APPLICATION FORM for applying to the Fund was discussed in detail and after some changes it was RESOLVED (proposed BH, 2 nd DB) to approve the Form. The final version is a combined document, Guidelines & Application Form, and will be posted very shortly on the parish council website on the webpage dedicated to the Fund: www.luxulyan-pc.gov.uk/LPCF - Luxulyan Parish Community Fund 50184.aspx
E	MEETING SCHEDULE. It was RESOLVED (proposed DB, 2 nd NP) to maintain a flexible schedule for meetings so that the committee can respond to applications as quickly as possible. In the future, if applications become more frequent, a fixed schedule of three or four meetings a year can be agreed.

25/7 Finance

A	The Clerk reported that the first payment from West Cornwall Wind had arrived, £15,635.10.
B	BF and the Clerk reported that Cornwall Community Fund (CCF) has been in contact. The final statement from CCF is £15,625.94 and it should land in the LPC account next week.
C	The Clerk reported that according to her preliminary accounts, the final statement from CCF is correct, although she is awaiting the answer to one query.
D	It was RESOLVED (proposed DB, 2 nd SB) to reimburse BH £20.60 from the Fund for office supplies used for LPCF business.
E	The Clerk reported that the parish council has approved Cllr Keith Westmacott as a signatory on the bank account. This will expedite payments from the Fund after the committee has approved grants. The paperwork at the bank will be completed soon.

25/8 Considerations

A	There were no grant applications at this time, though at least three organisations are awaiting the new Application Form.
B	No reports were received from previous grant recipients.
C	It was AGREED that the members would informally assess the results of each grant but, if it was felt that a formal report was needed, the members would ask the Clerk to request a completion report from the grant recipient.
D	The Clerk reminded the committee that any member that has an interest in an

application must declare it and leave the meeting while it is discussed. Dispensations can be requested if the number of members leaving the meeting will make the meeting inquorate. Dispensation Forms are available from the Clerk.

25/9 Correspondence

None.

25/10 Business for the next meeting

Report on the Solar Fund.

25/11 Dates of next meetings.

To be determined.

The meeting closed at 7.35 pm and the Chair thanked everyone for attending.

Mrs C Wilson ~ Parish Clerk ~ 1 November 2025

SIGNED:

THESE ARE DRAFT MINUTES.

Chair: _____ Date: _____