

Luxulyan Parish Council **DRAFT** Minutes  
 Ordinary Meeting, THURSDAY 10 SEPTEMBER 2026  
 6.00 pm, at Luxulyan Memorial Institute

**PRESENT:**

Cllr Michaela Linfoot (Chair), Cllr Danny Allen, 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 two Members of the Public.

**ABSENT:**

Cllr Dan Cordy (Vice-chair), Cllr Keith Bilston, Luxulyan Ward Member Cllr Sarah Preece, Lockengate Ward Member Cllr Steve Trevelyan.

**ABBREVIATIONS:**

Councillors may be abbreviated with their initials; Luxulyan Parish Council (LPC), Luxulyan Parish Community Fund (LPCF), 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.*

## 26.27/74 Apologies

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| Apologies were received from KB, DC. |
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## 26.27/75 Declarations of interest or requests for dispensation.

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| None. |
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## 26.27/76 Public Session

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| A | A resident reported on the negligible decrease in holiday traffic and traffic problems in spite of new road signs. It was agreed that it is time again to ask The Eden Project to inform the coach drivers not to follow SatNav and not to go through Luxulyan Parish. HF will contact CC Cllrs Rogerson and Preece. |
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| B | A member of LADS (Luxulyan Amateur Dramatic Society) was able to answer questions from the councillors about the LADS grant application. See Minute 78.D. |
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*A member of the public left the meeting.*

## 26.27/77 Meetings and governance

- |   |                                                                                                                                                                             |
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| A | The council <b>RESOLVED</b> that the minutes, as read, of the meeting held on 9 July 2026 are a true and correct record (proposed MG, 2nd HF) and they were duly signed.    |
| B | The council <b>RESOLVED</b> that the minutes, as read, of the meeting held on 13 August 2026 are a true and correct record (proposed MG, 2nd CT) and they were duly signed. |
| C | The council <b>NOTED</b> the DRAFT Minutes of the Luxulyan Parish Community Fund Committee meeting held 1 September 2026.                                                   |
| D | It was <b>RESOLVED</b> to appoint Cllr Allen as a member of the Audit Panel. He then will be available to do the quarterly control checks as he is not a bank signatory.    |

*It might bear noting again that all Agendas, Minutes and Clerk's Notes are available on the parish council website with other council and general parish information.*

- E Review of the Terms of Reference for Luxulyan Parish Community Fund Committee were **DEFERRED**. At the suggestion of the Chair of the LPCF committee it was **RESOLVED** (proposed FP, 2<sup>nd</sup> ML) to suspend applications until the Terms are reviewed. It was **AGREED** that a further Working Party to review the Terms will include the members of the LPCF committee and that the Clerk will arrange a date.

## 26.27/78 Finance

- A There were no questions about the accounts and it was **RESOLVED** (proposed DA, 2<sup>nd</sup> CT) to receive the Clerk's reports, *Bank Reconciliation*, *Budget Comparison* and *Cash Flow* to the end of August 2026, as a correct record.
- B The council **RESOLVED** (proposed ML, 2<sup>nd</sup> CT) to award the contract for the painting of all the doors of the public toilets to LJI Decorators for £600. The work is due to be completed this month.
- C The council **RESOLVED** (proposed HF, 2<sup>nd</sup> DA) that Andy Inglefield will refurbish the Toddler Swings in the play area, renewing the crossbar, repainting the equipment and fitting new toddler seats for £950. LPC will purchase the new toddler seats at £229.20 in order to reclaim the VAT. Total £1,179.20.
- D A grant application by LADS was considered and a representative from the group was able to answer questions from the councillors. The council **RESOLVED** (proposed MG, 2<sup>nd</sup> KW) to approve a grant from the Bodwen Solar Park Fund for £500 toward £1800 of sound equipment. With LADS own lighting (purchased with a grant from LPCF) and its own sound equipment, LADS will save a significant amount with every production.
- E The council **RESOLVED** (proposed HF, 2<sup>nd</sup> DA) to approve the payment schedule for September 2026 totalling £5,626.81.
- | Description                             | £ with VAT | £ VAT  |
|-----------------------------------------|------------|--------|
| Clerk's salary and expenses             | 1,384.09   | 7.11   |
| HMRC payment                            | 390.92     | -      |
| Clerk's Pension                         | 71.15      | -      |
| Clerk's mobile                          | 16.80      | 2.80   |
| Playground inspections                  | 120.00     | -      |
| Public Conveniences, electricity        | 19.35      | 0.92   |
| Public Convenience Cleaning Aug26       | 783.00     | 130.50 |
| 2x defib cabinets with bleed kits       | 1,190.30   | -      |
| Office supplies                         | 6.30       | 1.05   |
| Repair upright on Junior Swing          | 458.40     | 76.40  |
| LPCF Room Hire                          | 30.00      | -      |
| Reinstatement Cost Assessment buildings | 649.50     | 108.25 |
| GRANT to LADS for lighting equipment    | 500.00     | -      |
| Monthly bank interest                   | 7.00       | -      |

*ML had to leave the meeting. Cllr Allen was appointed (proposed ML, 2<sup>nd</sup> HF) and took the Chair.*

## 26.27/79 Reports on actions

- A The Clerk reported that the council's laptop is too old to be upgraded to Windows 11; however, Windows 10 will be supported until October next year.

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| B | The Clerk reported that electricity tariffs have risen significantly this month; however, the council should not be affected until the contract at the public toilets is renewed in June next year. The current average is approximately £20 per month, so even if the <i>percentage</i> rise is high, the actual increase shouldn't be too drastic. |
| C | Report from the Councillor Advocate for the police. Nothing to report.                                                                                                                                                                                                                                                                               |
| D | A councillor reported an abandoned vehicle in front of the Institute. It has been reported a number of times. CT will speak to the possible owner.                                                                                                                                                                                                   |
| E | Chair's report. None.                                                                                                                                                                                                                                                                                                                                |
| F | Cornwall Councillor Sarah Preece's report to the Parish (Luxulyan Ward). None.                                                                                                                                                                                                                                                                       |
| G | Cornwall Councillor Steve Trevelyan's report to the Parish (Lockengate Ward). None.                                                                                                                                                                                                                                                                  |

## 26.27/80 Considerations

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| A | The AGM for the Luxulyan CLT will be Thursday, 24 <sup>th</sup> September in the Institute.                                                                                                                                                                  |
| B | The council received a letter from residents in Rosevale that are finding it difficult to cut the grass verge near their house as they have in the past. The council <b>RESOLVED</b> (proposed CT, 2nd FP) to add that patch to the verges cutting schedule. |

## 26.27/81 Planning

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| A | Correspondence and planning of note. [Planning decisions are reported in Clerk's Notes]                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|   | <ul style="list-style-type: none"> <li>i. Enforcement EN26/00508. The 'breach of planning' submitted for a property at Gunwen has been rejected because "the residential use of the building is now immune from enforcement action through the passage of time".</li> <li>ii. Enforcement. The submission of 'breach of planning' for a property on New Road was rejected because of lack of information. The Clerk will await more information to proceed.</li> <li>iii. The Planning Protocol Review by Cornwall Council was <b>NOTED</b>.</li> </ul> |
| B | Neighbourhood Priorities Statement Steering Group update. The Clerk corresponded with the Lostwithiel clerk about their NPS group. The council requested a meeting with members of the Lostwithiel group to see whether an NPS group can be started in Luxulyan. The Clerk will try to arrange the meeting for HF, MG, DA and FP.                                                                                                                                                                                                                       |
| C | Applications for consultee comments.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|   | <ul style="list-style-type: none"> <li>i. <b>PA26/06095   To extend to the east elevation of the dwelling overlooking the primary amenity space and to construct a garage in the driveway.   Treskilling Farm Treskilling Luxulyan Bodmin Cornwall PL30 5EL.</b><br/>After looking at the plans and design statement, the council <b>RESOLVED</b> (proposed CT, 2nd HF) to submit the following consultee comments:<br/>*** Luxulyan Parish Council has NO OBJECTION to this application.</li> </ul>                                                    |

## 26.27/82 Highways & Flooding

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| A | Gatty's Bridge. The council received a letter from a parishioner with concerns about the structure of Gatty's Bridge. The Clerk sent the concerns to Highways, who replied on 27 August that a local Structures Maintenance Officer would "inspect the location and determine what action is required". The Clerk will request an update. |
| B | A parishioner has requested a footpath or pavement on the main road beside the Village Hall because it is so well used. The Clerk reported that the pavement beside the Village Hall                                                                                                                                                      |

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|   | had been requested some time ago within the new Highways Scheme and, despite requests, the council has had no update for many months. The Clerk will follow this up.                                                                                                                                                                                                                                             |
| C | A parishioner requested a convex traffic mirror opposite Kitts Place so cars coming from Bridges can be seen by children and vulnerable adults. The council <b>RESOLVED</b> (proposed MH, 2 <sup>nd</sup> CT) to ask Highways whether a convex traffic mirror could be placed opposite Kitts Place because silent electric vehicles and fast vehicles could take pedestrians by surprise at that crossing place. |
| D | The council resolved in Feb 2026 to purchase 6 new salt bins. It is now time to purchase them and FP will check out the best location for the bins at Treskilling, Bodiggo, Cemetery Car Park and Gatty's Bridge. HF has sent coordinates for Lockengate and DC will send them for Rosemelling.                                                                                                                  |

*A member of the public left the meeting.*

#### 26.27/83 Assets – reports and maintenance

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| A | Playing Field.                                                                                                                                                                                                                                                                  |
|   | i. Playing Field inspections for August 2026 were received and <b>NOTED</b> .                                                                                                                                                                                                   |
|   | ii. The Clerk has received some quotes for a rubbish bin to be placed in the cemetery car park or perhaps in the Village Hall car park. She awaits further quotes.                                                                                                              |
|   | iii. The Clerk reported that the bear bin in the children's play area purchased at £310 has been vandalised again.                                                                                                                                                              |
| B | Cemetery. The 'Dogs on leads' sign at the cemetery, costing £15, has been taken. The Clerk will replace it.                                                                                                                                                                     |
| C | Defibrillators. There was no proposal to link to a page with defibrillator information as it is mainly a commercial site for first aid training.                                                                                                                                |
| D | Footpaths. HF reported that the FP sign at Savath needed replacing; FP8 has a branch across it and FP10 has some barbed wire. The Clerk will contact A&A about the signpost; HF will remove the branch; CT will speak to the landowner about the barbed wire.                   |
| E | Luxulyan Memorial Institute. Nothing to report.                                                                                                                                                                                                                                 |
| F | Village Toilets. The leak into the cupboard is fixed. The council <b>RESOLVED</b> (proposed HF, 2 <sup>nd</sup> DA) that FP should take the lock off the disabled toilet door in order to cut new keys for the disabled door which has been without working keys for some time. |

*Cllr Higman gave her apologies and left the meeting.*

#### 26.27/84 Parish Matters – reports

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| A | Luxulyan Valley Partnership. The next meeting is in November. The Partnership now meets twice a year, usually in June and November.                                                  |
| B | Village Hall Committee. The next meeting of the VH committee is 28 Sept, 6pm.                                                                                                        |
| C | The Clerk will request an update about the dog waste bin beside the bus shelter at Bridges which CC has promised to check and which is still on the ground, sharp, rusty and unsafe. |

#### 26.27/85 Correspondence & Invitations (complete list in Clerk's Notes)

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|  | Nothing to report outside these Minutes and Clerk's Notes. |
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#### 26.27/86 Business for the next meeting

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|  | Christmas Tree; Audit Panel, Budget/Precept. |
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26.27/87 Dates of next meetings.

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| A | Ordinary Meeting Thurs, 8 October 2026, 6.00 pm at the Luxulyan Memorial Institute.                                                          |
| B | Audit Panel meeting 5.00 pm, to review the Budget/Precept                                                                                    |
| 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 8.10 pm and the Chair thanked everyone for attending.*

*Mrs C Wilson ~ Parish Clerk ~ 28 September 2026*

**SIGNED:**

**THESE ARE DRAFT MINUTES.**

Chair: \_\_\_\_\_ Date: \_\_\_\_\_