

Luxulyan Parish Council **DRAFT** Minutes  
Ordinary Meeting, THURSDAY 10 JUNE 2021  
6.00 pm, at Luxulyan Village Hall

**PRESENT:**

Cllr Michaela Linfoot (Chair), Cllr Michael Grindley (Vice-chair), Cllr Keith Bilston, Cllr Dan Cordy, Cllr Margaret Higman, Cllr Sarah O'Toole, Cllr Francis Payne.

**ALSO PRESENT:**

Clerk to the Parish, Mrs Christine Wilson, Lockengate Ward Member Cllr Peter Guest, and eight Members of the Public.

**ABSENT:**

None.

**ABBREVIATIONS:**

Councillors are abbreviated with their initials; Luxulyan Parish Council (LPC), Cornwall Council (CC), Cornwall Assoc. of Local Councils (CALC), Footpath (FP), \*\*\* 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 6.08 PM and the Chair welcomed all.*

21/6 Apologies

No apologies were received.

21/7 Declarations of interest or requests for dispensation.

SO'T declared an interest in 21/8.B because of friendship.

21/8 Public Session

A The landowner for PA20/02706/PREAPP (Pre-application advice for the carrying out of land filling with inert material from local develop sites to reinstate and reshape a small section of Prideaux Woods) explained how previous road works and a poor drainage system have caused severe erosion of the roadbed and deterioration of his land. A geologist friend of the landowner also spoke and confirmed that the material from a nearby development would serve well as infill.

The landowner invited the council to a site visit and this will be arranged.

ACTION: Clerk

*The landowner and geologist left the meeting.*

*Cllr O'Toole left the chamber for the duration of the following item:*

B A landowner explained his wish to develop an existing agricultural barn into a dwelling for his family. A site visit will be arranged by the Clerk.

ACTION: Clerk

*The landowner left the meeting.*

21/9 Meetings and governance

A The council **RESOLVED** that the minutes, as read, of the ONLINE extraordinary meeting held via Zoom on 29 April 2021 are a true and correct record (proposed KB, 2nd DC) and they were duly signed.

B	The council <b>RESOLVED</b> that the minutes, as read, of the annual and ordinary meeting held on 20 May 2021 are a true and correct record (proposed KB, 2nd FP) and they were duly signed.
C	The council <b>RESOLVED</b> (proposed MG, 2 <sup>nd</sup> SO'T) to approve the <i>Risk Assessment for the hiring of the Village Hall for meetings organised by the Parish Council</i> and it was duly signed.
D	The council <b>RESOLVED</b> (proposed FP, 2 <sup>nd</sup> KB) to adopt the General Power of Competence in accordance with Localism Act 2011, Sections 1-8. The Council <b>CONFIRMS</b> its eligibility, having two thirds of its maximum number of members elected and a qualified Clerk. Luxulyan PC may use the General Power of Competence until the next general election, after which it may be renewed immediately if the conditions are still met.

*It was agreed to move agenda item 21/9.E to the end of the meeting after the co-option of three new councillors. See minute 21/17.*

21/10 Finance

A	There were no questions about the accounts and it was <b>RESOLVED</b> (proposed FP, 2nd MG) to receive the Clerk's reports, <i>Bank Reconciliation</i> and <i>Budget Comparison</i> to the end of May 2021, as a correct record.									
B	Internal Audit. The council <b>REVIEWED</b> the report of the internal auditor for the 2020-21 fiscal year. The clerk highlighted the suggestions which were <b>NOTED</b> .									
C	Review. In accordance with the Accounts and Audit Regulations 2015 the council reviewed its internal controls with regard to its governance and risk management and <b>RESOLVED</b> that it found them to be adequate and effective (proposed DC, 2nd KB). Now that the coronavirus restrictions are easing, the Audit Panel will be activated again as a matter of urgency and it will meet in July.									
D	External Audit figures. The council <b>RESOLVED</b> (proposed KB, 2 <sup>nd</sup> DC) to approve the 2020/2021 Year End figures for the Annual Governance and Accountability Return (AGAR) including the Bank Reconciliation, the Accounting Statements and the Explanations of Variances. There were no questions about the accounts.									
E	Section 1 of the Annual Governance and Accountability Return 2020-21 . The clerk read out each Statement in Section 1 of the AGAR and the council <b>RESOLVED</b> (proposed KB, 2 <sup>nd</sup> MG) to answer each in the affirmative and duly <b>AUTHORISED</b> that Section 1 be signed by the Chair and Clerk.									
F	Section 2 of the Annual Governance and Accountability Return 2020-21. The figures for Section 2 of the AGAR were prepared by the clerk as Responsible Financial Officer and WERE reviewed at D above. The council <b>AUTHORISED</b> the Chair to sign Section 2 (proposed FP, 2 <sup>nd</sup> KB).									
G	Exercise of public rights. The council <b>RESOLVED</b> (proposed MG, 2 <sup>nd</sup> FP) that the period for the exercise of public rights will be from 14 June to 23 July 2021 and notices will be published on the website and the notice boards.									
H	The council <b>AUTHORISED</b> payments for June 2021 totalling £2,409.51 (proposed KB, 2nd SO'T).									
	<table border="1"> <thead> <tr> <th>Description</th> <th>Amount with VAT</th> <th>VAT</th> </tr> </thead> <tbody> <tr> <td>Clerk's salary and expenses</td> <td>£1,046.45</td> <td>£2.40</td> </tr> <tr> <td>HMRC payment</td> <td>£109.69</td> <td>-</td> </tr> </tbody> </table>	Description	Amount with VAT	VAT	Clerk's salary and expenses	£1,046.45	£2.40	HMRC payment	£109.69	-
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Clerk's Pension	£38.92	-
Playground inspections	£60.00	-
Public Conveniences, electricity	£13.73	£0.65
Pruning trees & grass cutting	£320.00	-
Wallgate unit repair, disabled toilet	£249.86	£41.64
Building Survey of LPC assets	£367.34	£61.22
Granite Towers postage	£35.52	-
Internal Audit 2020-21	£150.00	-
Bank Service Charge, 1st quarter	£18.00	-

## 21/11 Reports

A	Report on Actions. There was nothing to report.
B	Chair's report. The benches at the Institute, the cemetery and Atwell triangle are installed and looking good. The Atwell triangle will need a path made to the bench.
C	<p>Crime &amp; Prevention. The council has not received a report for over a year and Cllr Guest said he would find out who is our Police contact and who is the traffic warden for the area.</p> <p>ACTION: Cllr Guest</p>
D	<p>Report from Cornwall Councillor Peter Guest:</p> <p>It's been about a month since the election, and once again, I would like to thank the people of the Roche &amp; Bugle [including Lockengate!] division for putting their confidence in me.</p> <p>There has been a lot of activity at County Hall, but it has been mainly focused on training for the County councillors. Committee places have been allocated and I will be serving on 6 of them, they are Licensing, Miscellaneous licencing, Children &amp; families, Standards, Appeals and the Cornwall inshore fisheries and conservation authority [CIFCA].</p> <p>Although this sounds like a lot, 2 of them are intermittent and 1 only meets quarterly. I am confident that I will have more than enough time to work on my primary job which is serving, representing and assisting both the Parish council and our residents.</p> <p>I've attended a couple of meetings of both the Clay country network and the St Blazey, Fowey &amp; Lostwithiel community network along with neighbouring County councillors. Although they have been mainly 'meet and greet' sessions, it's heartening to know that we are all united in our determination to deliver the best possible service to the area.</p> <p>I've met with Imerys, their community initiatives are severely restricted at the moment because of the current lockdown rules, but once they have been eased, we have agreed to explore funding options which will benefit the parish.</p> <p>I'm very conscious that with everything that has been going on, I have not been out and about in the division as much as I would have liked, but, that will change, so, if you see a strange bloke with a red sprocker in tow, please stop and say hello.</p> <p>Please get in touch if there is anything that I can help you with either by email to <a href="mailto:cllr.peter.guest@cornwall.gov.uk">cllr.peter.guest@cornwall.gov.uk</a> or on 07947 826627.</p> <p>I genuinely believe there are exciting times ahead, and by working closely with you the Parish council, I'm convinced that the future is bright.</p>

21/12 Considerations

A	The council <b>RESOLVED</b> (proposed MG, 2nd ML) to ratify the delegated decision to purchase Zoom Pro on a monthly contract from November 2020.
B	The council <b>RESOLVED</b> (proposed KB, 2nd SO'T) that Zoom Pro is no longer needed and that the Pro version should be cancelled.
C	The council <b>AGREED</b> to have a site visit about the Institute septic tank to see if it would be feasible for a neighbour to share the tank with a promise to have it emptied every year. After the site visit, the clerk will contact the council's lawyers to see what kind of an agreement can be set up.
D	The council discussed the sewage leakage at the pumping station on the River Par (SX 0503 5790). BH has previous emails sent to Cornwall Council on the subject and he will forward them to Cllr Guest in order to find out the history and what CC is doing. ACTION: Cllr Guest
E	SO'T proposed painting and renovating the bus shelter at Bridges, possibly with a book swap and a parish council notice board. The council was generally in favour and SO'T will bring more details to the July meeting. ACTION: SO'T

21/13 Planning

A	Planning issues and correspondence. Planning decisions are reported in Clerk's Notes and on the website.
	<p>i. A letter from parishioner was <b>NOTED</b> about <b>PA21/00384/PREAPP</b> Pre application advice for erection of four holiday lodges on site Land North Of South Barn Luxulyan Bodmin PL30 5DR. The parish council always wants to hear from parishioners about planning issues, and it is also recommended that parishioners use Cornwall Council's website to submit their views.</p> <p>ii. A letter from parishioner was <b>NOTED</b> about the blocked view. <b>PA18/05947</b>   Replacement of 6 no. static holiday caravans and 7 no. seasonal pitches with 9 no. park homes for permanent residential use (one of which is an existing unit to be retained)   Croft Farm Holiday Park Luxulyan Bodmin Cornwall PL30 5EW.</p> <p>iii. The case officer initiated the 5 DAY PROTOCOL for planning application: <b>PA21/03156</b> Atwell Gardens Road From Junction North Of St Cyriac To Atwell Gardens Luxulyan PL30 5DW. The council discussed the application and <b>RESOLVED</b> (proposed MG, 2nd FP) to request that Ward Member Colin Martin take this to planning committee because of the difference of opinion regarding whether the northern development is 'rounding off'. If the Ward Member will not take this to committee, the council will 'agree to disagree' with the case officer.</p>
B	Beswetherick update. No updates at this point.
C	StARR project update. Nothing to report. The clerk receives occasional updates on progress and on road closures and these are posted on Facebook.
D	Applications for consultee comments.
	<p>i. <b>PA21/02427</b>   Change of use for part time dog grooming salon within an existing room at home address. No exterior changes.   Inner Tredennick Luxulyan Bodmin</p>

<p>PL30 5DS</p> <p>The council discussed the application and <b>RESOLVED</b> (proposed ML, 2nd KB) to submit the following consultee comments:</p> <p>*** Luxulyan Parish Council has NO OBJECTION to this application.</p>
<p>ii. <b>PA21/00733</b>   EIA Scoping Opinion Request for St Austell China Clay Area ROMP.</p> <p>The council discussed the application and <b>RESOLVED</b> (proposed FP, 2nd MG) to submit the following consultee comments:</p> <p>*** Luxulyan Parish Council has NO COMMENT on this application.</p>
<p>iii. <b>PA21/05138</b>   Construction of detached dwelling with variation of condition 2 in respect of decision PA18/07889   Land At Sunnyside Rosemelling Luxulyan Bodmin Cornwall PL30 5EQ.</p> <p>The council discussed the application and <b>RESOLVED</b> (proposed DC, 2nd KB) to submit the following consultee comments:</p> <p>*** Luxulyan Parish Council has NO OBJECTION to this application.</p> <p>[NB: Further details for this application will be discussed for consultee comments at an extraordinary meeting on 24<sup>th</sup> June 2021.]</p>

21/14 Highways & Flooding

Nothing to report.
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21/15 Assets – reports and maintenance

A Playing Field.
<p>i. Playing Field inspections for month were received and <b>NOTED</b>.</p> <p>ii. Quotes have not yet arrived for the renovation of the fence on the southwest side of the playing field.</p>
B Cemetery. Nothing to report. It looks good.
<p>C Footpaths. Two signs are missing and MG will send the grid references to the clerk so it can be reported.</p> <p>ACTION: Clerk</p>
D Village Toilets.
<p>i. A letter was <b>NOTED</b> from a parishioner who was anxious to have at least one toilet open for the holidays.</p> <p>ii. The clerk reported that no one had answered the advertisement for a local cleaner for the toilets. One local person agreed to clean the disabled toilet until 21<sup>st</sup> June and would submit an invoice for the work. However, after consultation with the council’s insurers, it was discovered that she would not be fully insured and, therefore, it was <b>AGREED</b> that her contract should be cancelled and the toilets shut.</p> <p>iii. The clerk received a quote from Cormac Cleaning Services for cleaning all three toilets –Ladies, Gents and the Disabled – four days a week, from 21<sup>st</sup> June 2021 until 31<sup>st</sup> March 2022 for a total of £2,019.62 + VAT, plus £36.50 + VAT for the preliminary deep clean. This contract includes all consumables and legionella testing.</p> <p>The council <b>RESOLVED</b> (proposed MG, 2<sup>nd</sup> SO’T) to accept this quote. However, it will try to find another cleaner for the next fiscal year, either local or corporate.</p>

21/16 Parish Matters – reports

A Luxulyan Parish Community Fund. Nothing to report.
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B	Luxulyan Valley Partnership. Nothing to report.
C	Village Hall Committee. Nothing to report.
D	The Eden Geothermal Project is moving forward. The Clerk posts updates on Facebook as and when they arrive. MG reported that the Geothermal Liaison Group will have a tour of the Geothermal Project for its members this month.
E	It was <b>AGREED</b> that the Clerk should ask the Parochial Church Committee how often the war memorials/graves are cleared in the churchyard. ACTION: Clerk

*It was agreed to bring the following item forward to this point.*

21/17 Co-option of three members for Lockengate Ward.

A	Each candidate introduced themselves. There were six candidates and a vote was taken by ballot which was verified by the Clerk, the Chair and Vice-chair. The new members of Luxulyan Parish Council for Lockengate Ward are: Helen Francis    Bob Hatton    Carl Tonkin
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*The new members duly signed their Declaration of Acceptance of Office and the Chair welcomed them to the council.*

B	The council <b>RESOLVED</b> that ML and BH would attend the online <i>Local Council Planning Induction Training</i> on 22-24 June as Delegates and that FP would be Reserve.
C	The council <b>RESOLVED</b> to send ML, MG and HF to <i>Chairmanship</i> training given by CALC at a cost of £20 + VAT for each person.

21/18 Correspondence & Invitations (complete list in Clerk's Notes)

Nothing to report outside these Minutes and Clerk's Notes.
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21/19 Second Public Session for feedback from the public

None.
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21/20 Business for the next meeting

Appointment of committees and representatives on outside committees. Review of Financial Regulations and LPC Financial Risk Assessment. Review and adopt the revised Code of Conduct for Cornwall.
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21/21 Dates of next meetings.

A	Ordinary Meeting 8 July 2021, 6.00 pm ONLINE via Zoom.
B	Audit Panel. 5.00 pm 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 9.00 pm and the Chair thanked everyone for attending.  
Mrs C Wilson ~ Parish Clerk ~ 21 June 2021*

**SIGNED:**

**THESE ARE DRAFT MINUTES.**

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