

Linkinhorne Parish Council

Minutes of the Virtual Meeting of the Council

Monday 13th July 2020 at 7.30pm

MINUTES

Those present were: Cllr Ward (Chairman), Cllr Hearn (Vice-Chairman), Cllr Adams, Cllr Beech, Cllr Corfield, Cllr Daniel, Cllr Hordley, Cllr Sharp-Phillips and Cllr Wallis.

**Action
required
by:**

Melanie Kilby (Clerk)

Members of the public: 1

1) Election of Chairman and to agree arrangements for signing of Declaration of Office of Chairman

Proposed, seconded and upon being put to the vote, it was unanimously **resolved** to approve the election of Cllr Andrew Ward as Chairman. Under current Covid-19 restriction's it was **agreed** that the Clerk would make arrangements for the signing of the Declaration of Acceptance of Office to the role of Chairman.

Cllr Hearn stood down as Chairman, saying that it was a privilege to serve as Chairman and he thanked the members and Clerk for their support during his time as Chairman.

2) Election of Vice-Chairman and to agree arrangements for signing of Declaration of Office of Vice Chairman

Proposed, seconded and upon being put to the vote, it was unanimously **resolved** to approve the election of Cllr Carl Hearn as Vice-Chairman. Under current Covid-19 restriction's it was **agreed** that the Clerk would make arrangements for the signing of the Declaration of Acceptance of Office to the role of Vice-Chairman.

3) Absent: Apologies received from Cllr Lobban, Cllr Stansfield, Cllr Sturrock and Cllr Rounsevell

Cllr Adams entered the meeting

- 4) Code of Conduct:**
- a) Declarations - None
 - b) Grants of dispensation - None

5) Minutes

Resolved that the minutes of the previous meetings of the Parish Council of Monday 8th June 2020 be confirmed, and these were signed as an accurate record of the meeting subject to the following change:

1. The removal of the following wording on item 4subject to the following change
2. The inclusion of the following Cllr Hearn did not take part in any discussion concerning item 11.a i. PA20/01618. Ferndale, Upton Cross.

6) Other matters to be considered at the Annual Meeting

a. Order of Business: To consider the suspension of Standing Order Nos. 6(j) (iv), (x), (xi), xiv and (xv) to enable the following business to be transacted.

Resolved to approve the Suspension of Standing Order No's. 6(j) (iv), (x), (xi), xiv and (xv) to enable the following business to be transacted.

7) Election of Member Representatives to outside bodies, appointment of committees and make such further appointments as are required.

Proposed, seconded and upon being put to a vote the following was **Resolved** :

Jubilee Field Working Group to include weekly inspection rota for Jubilee Field and Rilla Mill, and litter bin monitor	Cllr Rounsevell, Cllr Daniel, Cllr Stansfield, Cllr Ward, Cllr Sharp-Philips, Cllr Corfield and Cllr Wallis. Coordinator needs to be assigned
Finance/Audit & Insurance/ Risk Management Working Group	Cllr Ward (as Chairman to lead group), Clerk as ‘Responsible Financial Officer’, Cllr Hearn, Cllr Lobban.
Cornwall Association of Local Councils (CALC) meetings	Cllr Hearn
Roberts & Jeffery Foundation	Cllr Daniel, Cllr Stansfield, Brian Nice
Caradon Community Network panel	Chairman and/or Vice-Chairman
Commoners’ (if required)	Cllr Daniel
Neighbourhood Development Plan Steering Group (NDPSG)	Cllr Ward, Cllr Hordley, and Cllr Lobban.

8) To review the General Power of Competence

Resolved that the Council do not meet the eligibility criteria for the General Power of Competence due to the council not meeting point 1 below:

1. the number of members of the council that have been declared to be elected(1), whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
2. the clerk to the parish council holds—
 - (i) the Certificate in Local Council Administration;

9) Undertake a review of inventory of land and other assets including buildings

Resolved to approve the inventory of land and other assets subject to the inclusion of the War Memorial on the inventory of land.

10) Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence

Resolved that the expenditure under S137 which is in the interests of, and will bring direct benefit to, the parish or any part of it or all or some of its inhabitants was considerably less than the maximum provision set by the Ministry of Housing, Communities and Local Government per elector.

11) To formally approve the Calendar of Meetings for the 2020-2021

Resolved to approve the following:

It was **agreed** that the meeting on 10th of August 2020 be deferred if no planning applications are received.

Calendar of Council meetings for 2020/21

Year	Date	Meeting	VENUE	
			Under Covid- 19 restrictions	If Restrictions Lifted
2020	10 th August	Parish Council Meeting	Virtual	
	14 th September	Parish Council Meeting	Virtual	LPH
	12 th October	Parish Council Meeting	Virtual	RMVH
	TBC October	Finance & Audit, Insurance & Risk Management working group	Virtual	tbc
	9 th November	Parish Council Meeting	Virtual	RMVH
	14 th December	Parish Council Meeting	Virtual	LPH
2021	11 th January	Parish Council Meeting	Virtual	RMVH
	8 th February	Parish Council Meeting	Virtual	LPH
	8 th March	Parish Council Meeting	Virtual	RMVH
	12 th April	Parish Council Meeting	Virtual	RMVH
	10 th May	Annual Parish Meeting followed by the Annual meeting of the Parish Council.	Virtual	LPH

LPH = Linkinhorne Parish Hall at Upton Cross

RMVH = Rilla Mill Village Hall

12) Adjournment of up to 15 minutes for members of the public to raise matters

A letter from the proprietor of the Caradon Inn was read out by the Chairman in which concerns were raised over comments made in a letter to Cornwall Council regarding a planning application PA20/00670 - Upton Cross Stores in which, reference was made to the Caradon Inn. The council apologised for any inadvertent misrepresentation and assured him of the importance the council attach to both the Caradon Inn and the shop. The council agreed to submit a letter to Cornwall Council asking for amendments to be made to the council's submission.

13) Reports from and matters of concern to:

- a) Cornwall Councillor Daw – Not present.
- b) Reports from other councillors (other meetings, conferences) – No reports provided.

14) Finance

- a) Cash flow of accounts
Resolved that the bank reconciliation/cash book statement be confirmed an accurate account, and this was signed by the Chairman.
- b) Payments
Resolved that the following payments be approved:
 - i) £571.64 inc VAT Cornwall Council (Maint. Jubilee field and Parson Meadow Apr – June 2020).

- vii) £99.52 in VAT M. Kilby (Paint for Phone box Rilla Mill).
- viii) £192.00 inc VAT Duchy Defibrillators (Annual Fee).
- ix) £127.25 inc vat Cormac Solutions ltd (UX WC clean).
- x) £127.25 inc vat Cormac Solutions ltd (Minions WC clean)
- xi) £30.05 M. Kilby (Admin) xii) £2.00 HMRC

The following payments were not approved. The Clerk was asked to contact Cornwall Council regarding these payments.

- ii) £54.17 Cornwall Council (Minions Business rates 2016-17).
- iii) £438.04 Cornwall Council (Minions Business rates 2017-18).
- iv) £451.20 Cornwall Council (Minions Business rates 2018-19).
- v) £461.54 Cornwall Council (Minions Business rates 2019-20).
- vi) £469.06 Cornwall Council (Minions Business rates 2020-21).

- c) Receipts i) none

15) Planning

a) Planning Applications

Proposed, seconded, and upon being put to the vote it was **resolved** to make the following recommendations:

- i) PA20/02340. Little Addicraft, Barn Little Addicraft, Upton Cross. Revised design to include remodeling and extensions to previously approved annexe. Linkinhorne Parish Council has no objection to the application.
- ii) PA20/04007. Minions House, Minions. Construction of first floor extension and associated internal alterations. Linkinhorne Parish Council has no objection to the application.

- i) None received

b) Decisions received from Cornwall Council Planning and Regeneration

Notifications:

- PA20/04828. Tregarren Rilla Mill. Works to trees in a Conservation Area, namely fell two Conifer trees

Decisions:

- PA20/03829 Decided not to make a TPO (TCA apps). Downgate House Downgate Upton Cross. Works to trees in a conservation area.
- PA19/06248 APPROVED. Mobile Home At Old Timberland Farm Henwood. Proposed dwelling and ancillary works
- PA20/04409 APPROVED. Land East Of Exwell Cottage Bray Shop. Non material amendment for amendment to south facing glazing to ground and lower ground floor, amendments to garage and store arrangement including small extension in size, reconfiguration of internal floor layout to lower ground floor, boiler room added in North East corner of site (Application number PA17/02812 dated 17th July 2017 relates)
- PA20/04059. APPROVED. Kildare Downgate Upton Cross. Extension, alterations and provision of replacement garage.
- PA20/04828. Decided not to make a TPO (TCA apps).Tregarren Rilla Mill. Works to trees

17) To consider whether or not to reopen play equipment and recreational areas

a) Weekly safety inspections - Safety inspection had been suspended due to closure of the play area. Clerk undertook an inspection on Tuesday 7th July 2020. Item indicated as ediume risk on the annual play areas inspection have been resolved.

i) Jubilee Field ii) Rilla Mill play area and if so the accompanying Covid 19 risk assessment.

Resolved to delegate authority to Clerk in consultation with a group of Council to :

1. Re-start weekly inspections, new volunteers to undergo inspection training.
2. Undertake a Covid -19 based risk assessment for Jubilee Field, Upton Cross and the Play area at Parsons Meadow, Rilla Mill.
3. If the risk assessment shows a low (ideally) to medium risk with control measures put in place and the inspection highlight no issues then the play areas can be re-opened
4. Review of the risk assessment should be undertaken should the situation in regards to Covid-19 or legislation change.
5. A budget of £100 was **agreed** for the re-opening of the play areas.

b) To consider / approve the repairs to the Fence between Sterts and Jubilee field

Clerk to establish the ownership / responsibility for the boundary.

18) Neighbourhood Development Plan – To be provided an update.

Consultation period was extended to the end of August due to Covid -19. The comments received at present have been positive.

Because of the COVID 19 crisis large public meetings to review the plan have been prevented **Resolved** to undertake the public consultation via leaflets, social media, noticeboards and the website guiding people to the Neighbourhood Development Plan documents on the Parish Council website and asking for comments, feedback and or questions to our Parish Clerk, clerk@linkinhorneparish.co.uk. A paper version of the Neighbourhood Development Plan is to be made available at request via the Parish Clerk. A charge will be associated with this. If parishioners are unable to view the plan via the website, a meeting with limited numbers will be held at the Linkinhorne Village hall or Rilla Mill Village Hall for which a time slot can be booked.

19) To consider whether or not to re-open the Public Conveniences at; a) Minions b) Upton Cross and if so the accompanying Covid 19 risk assessment and schedule of cleaning.

Resolved to give delegate authority to the Clerk in consultation with a Cohort of members. Clerk to make final decision in consultation with Chairman or vice Chairman. If members were not in agreement a decision on this matter is to be taken to a special meeting of the council.

Prior to any decision the Clerk is to:

- Obtained quotes for a Legionella Risk Assessments and Water Sampling ;
- Undertake a risk assessment and put in place controls to minimize the risk to users, staff and contractors;;
- Negotiate once a day cleaning and investigate the procedures and guidance on opening the public conveniences safely.
- Obtain a quote for the appropriate signage.

This information is to be circulated to members for approval.

20) To discuss and provide feedback to Cornwall Council on the potential works to watercourse and leat at Henwood

Agreed that comments submitted previously provided the information required.

21) To consider / and agree a response to the consultation on draft model code of conduct.

Linkinhorne Parish Council would like the following points to be considered in relation to the proposed draft code of conduct:

1. Higher form of sanctions are included, which are sufficient to actively discourage poor conduct.
2. A specific reference to social media is included as social media is being more widely used in political life.
3. A definition of disrepute is provided

22) To consider / decide upon submitting an expression of interest for funding from the remaining Community Network Highways Scheme budget allocated to Caradon Community Network Area.

Resolved that the Clerk send an email thanking the Caradon Community Network for the opportunity to submit an expression of interest. However, it was felt that the Linkinhorne Parish has already received its fair share of the funding and will therefore not be submitting an expression of interest for Tranche 3 of the scheme. The Council would like to express its gratitude for the funding already apportioned to the parish.

23) Correspondence (as listed)

a) Items for information only

<u>Doc. Date</u>	<u>Title</u>	<u>Summary</u>
11.06.2020*	CC	Covid 19 Core Brief for Community Networks wc 8th June
12.06.2020	CC	Parish electorate as at 1 April 2020
15.06.2020*	Citizens Advice	Citizens Advice Cornwall Update - Scams Awareness Fortnight
16.06.2020	Rural Service Network	The Rural Bulletin - 16 June 2020
16.06.2020*	CALC	Slides from 'Re-opening public toilets' webinar - 15/06/20
18.06.2020*	CC	FW: Town and Parish Council Highways and Environment Update
18.06.2020*	Liskeard Town Council	Reopening Liskeard Safely Survey
18.06.2020*	CC	Potential works to watercourse and leat at Henwood
18.06.2020*	CC	Covid 19 Core Brief for Community Networks wc 15th June
18.06.2020*	CALC	Public Toilets - Risk Assessment Guide and templates
23.06.2020*		Town and Parish Council COVID-19 Update - 19 June 2020
23.06.2020*	CC	Drug Alert Briefing
23.06.2020*	CC	appeal notification for PA18/09103 Primrose Vale Cottages
23.06.2020	Rural Service Network	The Rural Bulletin - 23 June 2020
25.06.2020	Fields in Trust	Parks and green spaces - a vital part of our coronavirus recove
25.06.2020	Caradon Community Network	Caradon Community Network Highways Scheme Update and Opening of Tranche 3 Deadline for Applications 31st July 2020
25.06.2020	Caradon Community Network	Covid 19 Core Brief for Community Networks wc 22nd June
27.06.2020	Cornwall Streetworks Team	Emergency Road Closure - Casa Mia to Church Town, Linkin
30.06.2020	CC	Consultation on draft model code of conduct

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30.06.2020	CC	Town and Parish Council COVID-19 Update - 26 June 2020
30.06.2020	CALC	Gov. Guidance – reopening play areas
30.06.2020	Rural Service Network	The Rural Bulletin - 30 June 2020
30.06.2020	Citizens Advice	Citizens Advice Summer Newsletter
02.07.2020	CALC	Re-opening of playgrounds and play areas
02.07.2020	CC	Neighbourhood Planning e-Bulletin - June 2020
02.07.2020	Henwood Village Association	Leat discharge of water on road between Henwood and Darley Ford
02.07.2020	CALC	The future of physical meetings.
07.07.2020	CC	<i>Town and Parish Council COVID-19 Update - 3 July 2020</i>
07.07.2020	Rural Service Network	<i>The Rural Bulletin - 7 July 2020</i>
07.07.2020	Mr A Collings	<i>The Caradon Inn and Village Shop</i>
12.07.2020	Cormac Solutions Ltd	<i>Information on cleaning Public conveniences</i>
12.07.2020	CC	<i>Town and Parish Council COVID-19 Update - 10 July 2020</i>

20) Close of Business

The meeting closed 9:32pm