

# **Linkinhorne Parish Council**

## **Minutes of Meeting of the Council**

**Monday 28<sup>th</sup> June 2021 at Linkinhorne Parish Hall, Upton Cross, 7.30pm**

### **MINUTES**

**Those present were:** Cllr Hearn (Chairman), Cllr Wallis (Vice Chair), Cllr Adams, Cllr Beech and Cllr Hordley.

Melanie Kilby (Clerk)

Members of the public: 1

**1) Absent:** Apologies received from Cllr Sharp-Philips and Cllr Corfield

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

### **3) Minutes**

**Resolved** that the minutes of the previous meeting of the Parish Council of Monday 17<sup>th</sup> of June 2021 be confirmed, and these were signed as an accurate record.

*It was agreed that Item 4 was to be discussed after item 7*

### **5) Adjournment of up to 15 minutes for members of the public to raise matters**

The Chair of the Roberts and Jefferies Foundation provided an update on the vacancies and terms of the current trustees. Vacancies for trustees exist and the Foundation is particularly looking for a new trustee who can be a shadow secretary, eventually taking over the role. Ideally someone who has links with Secondary School or a teacher in a Secondary School. More information on becoming a trustee can be found on the Charity Commission website and a summary of the history of the trust can be obtained from the Cornwall Records office.

### **6) Reports from and matters of concern to:**

- a) Cornwall Councillor Daw – Not present.
- b) Reports from other councillors (other meetings, conferences) –

A member who undertook training on the code of conduct found it very useful and the changes to the code of conduct were explained in detail. Training on the code of conduct is required every 4 years with best practice to undertake refresher training every 2 years.

A member attended a three part Planning training provided by Cornwall Council. It was very useful in explaining the role of the Parish Council in the process by which planning applications are determined and how the appeal system works.

### **7) 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) £381.05 inc VAT Cormac Solutions Ltd (Jubilee Field and Parsons Meadow Maint.)
- ii) £13.50 Linkinhorne Parish Hall (rent).
- iii) £240.00 inc VAT Cormac Solutions Ltd (Zoono application UX March)
- iv) £240.00 inc VAT Cormac Solutions Ltd (Zoono application Minions March).
- v) £240.00 inc VAT Cormac Solutions Ltd (Zoono application UX April).
- vi) £240.00 inc VAT Cormac Solutions Ltd (Zoono application Minions April)
- vii) £240.00 inc VAT Cormac Solutions Ltd (Zoono application UX May).
- viii) £240.00 inc VAT Cormac Solutions Ltd (Zoono application Minions May).
- ix) £9.00 LPH (Rent). x) £192 Duchy Defibrillators Ltd (Annual monitoring fee).
- xi) £190.56 inc VAT Cormac Solutions Limited (Maint. Jubilee Field and Parsons Mead).
- xii) £342.00 Westernweb Ltd (Annual website maint. and upgrade for WCAG compliance)
- xiii) £2 HMRC.
- xiv) £85.32 M. Kilby (Admin costs).

c) Receipts i) £284.9 HMRC ii) £145.71 Minions coin collection.

d) To receive / approve year end / statement of accounts and report for 2020-21.

**Resolved** to approve the year-end report and statement of accounts for 2020-2021

The report and year end accounts were received by the Council members. The Chairman thanked the Clerk for providing a detailed and comprehensive report. A discussion took place concerning the main points highlighted by the report. It was **agreed** that the clerk would obtain quotes for the following:

- Indicative price for replacement of the three toilet doors at Minions
- How much servicing of the coin mechanism would cost
- Three quotes supplied for the replacement of the fascia board and, if after examination of tis condition, repair or replacement of the roof.

e) Review of the Council's expenditure incurred under S.137 of the Local Government Act 1972 or the general power of competence

The Council noted the amount spent under Section 137 of the Local Government Act 1972.

f) To consider / approve preferred quote for the new noticeboard at Bray Shop.

**Resolved** to approve quote 1a for £553.80 to replace the noticeboard at Bray Shop. Clerk to inform South Hill and Stoke Climsland Parish Councils and to collate the decisions and action work as necessary. Linkinhorne Parish Council received £300 from Community Chest Fund toward the replacement of the noticeboards the remainder of the cost is to be split between the three Parish Councils equally.

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

Jubilee Field Working Group to include weekly inspection rota for Jubilee Field and Rilla Mill, and litter bin monitor	<p>Cllr Sharp Philips                  Cllr Corfield                  Cllr Wallis                  Cllr Adams                  Cllr Beech</p>
Finance/Audit & Insurance/ Risk Management Working Group	<p>Cllr Hearn (as Chairman to lead group), Clerk as ‘Responsible Financial Officer’,  <i>2x vacancies to be decided after co-option of councilors to fill vacancies</i></p>
Cornwall Association of Local Councils (CALC) meetings	Cllr Hearn
Roberts & Jeffery Foundation	<p>Carol Stansfield, Brian Nice, Nigel Willian, Tracey Boarland and Maxine Brown.</p> <p><b>Resolved</b> to re-appoint Chris Daniel and Beryl Martin as trustees and to defer the decision on the other 2 vacancies until the full Council is in place.</p>
Caradon Community Network panel	Chairman and/or Vice-Chairman
Commoners’ (if required)	<i>Vacancy to be decided after co-option of councilors to fill vacancies</i>
Neighbourhood Development Plan Steering Group (NDPSG)	Andrew Ward, Cllr Hordley, and David Lobban.

**8) To review and note following election 2021 the General Power of Competence no longer available to the council.**

The Council members noted that the General Power of competence was no longer available due to the number of elected member being less than the required two thirds of the members being elected.

**9) To receive / approve the finding of the Internal Audit**

Proposed, seconded and upon being put to the vote it was **resolved** to approve the findings of the Internal Audit

**10) To receive / approve the Annual Governance Statement**

Linkinhorne Parish Council have considered whether any litigation , liabilities / commitments , events or transactions occurring either during or after year end have a financial impact on the Parish Council and where appropriate have indicated them in the accounting statement. Proposed, seconded and upon being put to the vote it was **resolved** to approve the Annual Governance Statement.

**11) To receive / approve the Accounting Statement**

Proposed, seconded and upon being put to the vote it was **resolved** to approve the Accounting Statement.

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

**Resolved** to approve the Inventory of Land and other Assets including buildings.

**13) To consider / agree the newly adopted Code of Conduct (adopted by Cornwall Council on 23 March.**

**Resolved** to adopt the new Code of Conduct and recommended amendment provided by Cornwall Association of Local Councils subject to the declaration of gift and hospitality received to be changed from £50 to £10.

**14) Policies. To consider / make amendments where appropriate to:**

**i) Statement of internal control**

**Resolved** to re-adopt the Statement of Internal Control subject to the emergency delegations to be added on to p2:

*'In response to Coronavirus Pandemic the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than September 2021.'*

**15) Planning**

a) Planning Applications

i) None received

**b)** To discuss planning application post meeting with planning officer PA21/01703. Land North Of Gospenheal Upton Cross. Outline application for an exception scheme of up to 14 dwellings with all matters reserved except access (Resubmission of PA20/08045).

At the meeting with the Planning officer the officer explained that the previous application PA20/08045 was heading for refusal due to the size and density of housing and that the highways officer highlighted issue with the access. The application was withdrawn by the applicant.

The new application is a lot smaller and not unduly large for the location and not in excess of the demand for affordable housing. The highways officer deems the access safe. The planning officer explained that the application is now capable of being supported by Cornwall Council.

Chairman re-emphasized the concern that the Parish Council has regarding the proposed location of the access and that it is considered dangerous due to:

- visibility splay being inadequate
- 2-3 seconds to react if exiting the site when traffic coming from the left approaching the access around a blind bend.
- The 20mph is advisory only and that it is not enforced.

The Chairman proposed an alternative location for the access at the northern end of the site exiting onto the Sterts road which would provide great visibility, less traffic and would cause no loss of the site. A small pedestrian access close to the property known as Gospenheal would allow access to the village was proposed. The Chair requested that the planning officer feed this information to the highways officer and put a note on the file.

It was highlighted that the data provided on school numbers were incorrect as the school is now an academy and no longer run by Cornwall Council.

c) To discuss the appeal to the planning Inspectorate concerning: PA20/08260 Land West Of Lavender Cottage, Bray Shop. Outline application with some matters reserved for a new dwelling.

**Resolved** to reiterate and stand by previous submitted comments.

**d) Decisions received from Cornwall Council, as listed**

- PA20/11498. APPROVED. Hedgehog Cottage Minions. Proposed extensions
- PA21/00907 APPROVED Langston Down Farm Barn Minions. Convert garage into ancillary accommodation.
- PA21/04135 Decided not to make a TPO (TCA apps). Plash Mill Upton Cross Reduce the size of one tree.
- PA21/04832 Decided not to make a TPO (TCA apps). 3 Central Cottages Minions. Works to trees in a Conservation Area, T2 crown lift to a height of 3.5m to include pruning of branches <50mm diameter only and not branches overhanging the north boundary, T3 crown lift to a height of 3.5m, T4crown lift to a height of 3.5m, light crown thin of 15% to include pruning of branche <40mm diameter.

Notifications:

- PA21/05908. Barnacre, Rilla Mill. Works to trees in a Conservation Area, namely remove Leylandii Cypress (T1).
- PA21/06074. Downgate, Caradon Villa Upton Cross. Works to remove a Conifer tree (T1) and selectively prune a Beech tree (T2) situated within a conservation area.

**16) Trees:**

- i) To consider /approve sourcing and planting of an Oak Tree dedicated to Philip HRH Duke of Edinburgh and an oak tree to mark The Queen’s Platinum Jubilee 2022.**
- ii) To consider / approve the planting of trees in Jubilee Field to replace the Ash trees affected and removed due to Ash Dieback.**

It was **resolved** that the Parish Council would plant oak trees and other native species to replace the ash trees that had to be taken down in Jubilee field and call it the Jubilee Coppice. This will jointly commemorate the Queens Jubilee and as a memorial to HRH Prince Philip. The planting will take place in the autumn of 2022 either to coincide with Apple Day in October or tree planting week in November so that it can involve the community. Funding and sources of trees to be investigated by the Clerk.

**17) Neighbourhood Development Plan – To be provided an update.**

The Neighbourhood Development Plan has completed the examination phase and will now proceed to the Referendum.

**18) Public Conveniences at: a) Minions b) Upton Cross**

Nothing to report

**19) Play equipment and recreational areas**

- Weekly safety inspections i) Jubilee Field ii) Rilla Mill play area

The usual weekly safety inspections for Jubilee Field and Parsons Meadow were provided. No new issues were highlighted

- To consider quote for slide attachment.

**Resolved** to approve quote. Clerk to organise the installation of the supports attachments.

- To consider replacement of broken / missing panels on the gazebo

**Resolved** to approve the quote of £45 for material to replace broken / missing panels on the gazebo.

**20) Allotments**

**i) To consider / discuss the replacement of boundary fencing.**

A council member was to investigate the number of corner posts and post that required replacing if it was considered that the entire fence needed to be replaced.

**Resolved** that the Clerk obtains three quotes for:

- a) Replacement of all posts and refitting of wire.
- b) Replacement of post and wire

**21) Exclusion of Press and Public to exclude press and public on the grounds that the following item of business involves disclosure of confidential information as defined in Section (12) of the Public Bodies (Admission to Meetings) Act 1960.**

i) To discussion received offers.

Member of the council discussed the offer received and **resolved** to provide a response.

**19) Correspondence (as listed)**

**a) Items for information only**

Items for information only (*items in italic arrived after publication of agenda*)

<u>Doc. Date</u>	<u>Title</u>	<u>Summary</u>
18.05.2021	Rural Service Network	The Rural Bulletin - 18 May 2021
18.05.2021*	CALC	Code of Conduct for Councillors: CALC training sessions Weds. July 21st and Weds. July 28th. 7 pm.
20.05.2021*	CC	Planning News for Local Councils and Agents - May 2021
20.05.2021*	CALC	Steve Parkinson Finance for Councillors training course - remaining places 2021
25.05.2021*	CC	Your council's invitation to Planning Induction training for Local Councils - 22-24 June 2021
25.05.2021*	CC – planning officer	PA21/01703   Gospenheal Upton Cross. meeting
25.05.2021*	CC	Town and Parish Council Newsletter - 21 May 2021
25.05.2021*	The Eden Project	The Big Lunch
27.05.2021*	CCNA	Forest for Cornwall Newsletter
06.6.2021*	Fields in Trust	The Duke and Duchess of Cambridge launch Fields in Trust Green Space Index
06.06.2021	Rural Service Network	The Rural Bulletin - 2 June 2021
08.06.2021*	CC	Town and Parish Council Newsletter - 4 June 2021
08.06.2021*	Clerk	Vandalism Jubilee field and public conveniences
10.06.2021*	Devon and Cornwall Police	The forthcoming G7 conference
10.06.2021*	CALC	Chairmanship: CALC Training Sessions: Wednesday 11 August 6.30pm, Wednesday 25 August 6.30pm
10.06.2021*	CALC	Benchmarking Support: CALC Training Session: Tuesday 6 July 10am-12 Midday.
10.06.2021*	CCNA	Community Network Highway Schemes updates - May 2021
15.06.2021	Rural Service Network	The Rural Bulletin - 15 June 2021

17.06.2022	CCNA	Tamar Bridge Resurfacing Update 16th June
20.06.2021*	CC	Town and Parish Council Newsletter - 18 June 2021
21.06.2021*	CCNA	Tamar Bridge Resurfacing Update 17th June
21.06.2021*	CCNA	Cornwall Holiday Activities and Food Programme - T2M Holiday Programme - Request for help- Short of projects in Callington
24.06.2021*	Citizens Advice Cornwall	News from Citizens Advice Cornwall
24.06.2021*	Devon and Cornwall Police	Police and Crime Commissioner launches £30,000 community grants scheme for a safer Cornwall

**20) Close of Business**

The meeting closed 9.01pm