

## Linkinhorne Parish Council

### Minutes of the Meeting of the Council

Monday 13<sup>th</sup> June at Linkinhorne Parish Hall

#### Minutes

**Those present were:** Cllr Hearn (Chairman), Cllr Wallis (Vice Chair), Cllr Adams, Cllr Corfield, Cllr Beech, Cllr Horley, Cllr Martin.

Lena Batten (Clerk)

No members of the public were in attendance.

Councillor Hearn personally thanked all that were involved in the Queen's Jubilee celebrations. He reported that the events that took place were all successful and well attended by members of the public.

**1) Apologies:** Apologies received from Cllr Todd, Cllr Sharp Philips.

**2) Code of Conduct:** a) Declarations – None

b) Dispensations – None

**3) Minutes:** Resolved that subject to the amendment of minute no 12(iii) to include that Cormac are to be contacted and a request made for them to use a guard on their strimmers when cutting around the posts in the Jubilee Field to reduce damage the minutes of the previous meeting of the Parish Council held on the 9<sup>th</sup> May 2022 be confirmed and signed as a correct record by the Chairman.

Arising from the minutes it was further noted:

a) List of attendees- as/if necessary arrangements for terminology compliant with the statutory position could be revisited.

b) Minute No 4 refers – That it was agreed a discussion could be helpful to be listed on a future Agenda, as to how the Parish proceed in the funding of defibrillations.

c) Page 3 – to include that Cormac are to be contacted and a request made for them to use a guard on their strimmers when cutting around the posts in the Jubilee Field to reduce damage.

**4) Completion of Declaration Forms:** Declaration of Office completed by both the Chairman and Vice Chairman prior to the commencement of the meeting.

**5) Public Participation:** No members of the public were in attendance.

**6) Reports from and Matters of Concern to:**

a) Cornwall Councillor Daw – Not present.

b) Reports from Councillors – Cllr Martin will bring a report for the next meeting in relation to the Parish burial ground. In the interim the Clerk undertook to contact the Church

to arrange for signage to be put up giving contact details and requesting that all rubbish is removed and taken home by the public when visiting the burial ground.

**7) Election of Member Representatives to outside bodies, appointment of committees:**

The Jubilee Field Working Group continued with the same representatives, as did all other groups other than the Finance /Audit and Insurance and the Commoners. There remained a vacancy for the Roberts and Jeffrey Foundation which preferably needed to be filled by somebody also willing to be secretary.

**RESOLVED THAT the following appointments be made/confirmed;**

Jubilee Field Working Group to include weekly inspection rota for Jubilee Field and Rilla Mill and litter bin monitor	Cllr Sharp Philips Cllr Corfield Cllr Wallis Cllr Adams Cllr Beech
Finance / Audit / Insurance Risk management working group	Cllr Hearn (As Chairman to lead group) Cllr Wallis (Vice Chairman) Cllr Corfield Clerk (As Responsible financial officer) One vacancy
Cornwall Association of Local Councils	Cllr Hearn
Roberts and Jeffery Foundation	To be discussed / approved at the next Council Meeting One vacancy
Caradon Community Network Panel	Chairman and or Vice Chairman
Commoners (if required)	Cllr Martin Cllr Hearn reserve
Neighbourhood Development Plan Steering Group	In abeyance

**8) Finance:**

a) **Resolved** that the bank reconciliation / cash book statement be confirmed as an accurate account, and this was signed by the Chairman.

b) **Resolved** that the following payments be approved –

- i) £1895.00 (footpath maintenance)
- ii) £400 (Grant funding for Rilla Mill playing field)
- iii) £1543.85 (Annual Insurance, Gallagher)
- iv) £44.50 (Minute paper, envelopes, pen)
- v) £120.00 (Western Web, Annual review)
- vi) £7.00 (Hire of Linkinhorne Parish Hall)
- vii) £12.50 (Hire of Linkinhorne Parish Hall, Council Meeting)
- viii) £22.50 (Hire of Rilla Mill Village Hall, Council Meeting)

ix) £571.61 (Cormac, ground maintenance, Jubilee and Parsons Meadow)

x) Salary / Pension (Lena Batten)

c) Receipts –

i) £421.16 (HMRC VAT returns)

**d) To receive / approve the finding of the internal audit**

Having reviewed the report of the Internal Auditor for 2021-2022 and on being proposed, seconded and upon being put to the vote it was

**RESOLVED THAT** the Council approve the findings of the Internal Auditor.

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

Linkinhorne Parish Council having considered whether any litigation, liabilities or commitments, events or transactions occurring either during or after year end had 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 THAT** following review of each item listed, the Council to approve the adoption of 'yes' in sections 1-8 and n/a in section 9 of the Annual Governance Statement 2021-2022.

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

Having reviewed the Accounting Statement for the Council it was proposed, seconded and upon being put to the vote it was

**RESOLVED THAT** the Council approve the Accounting Statement 2021-2022.

**g) period for public inspection of the financial statements**

**RESOLVED THAT** the period for public inspection be advertised as between 14<sup>th</sup> June and 26<sup>th</sup> July, 2022.

**9) Planning:**

a) Planning applications

Proposed, seconded and upon being put to the vote it was **resolved** to make the following recommendations – PA22/01530 Cotts Farm, Henwood, Liskeard, Cornwall. Proposed entrance drive, parking area and associated landscaping works. Linkinhorne Parish Council raises no objections to the application subject to Cornwall Council assuring itself as to the construction methodology and the views of the Cornwall archaeological unit (regarding archaeological heritage) and natural England in connection with the near proximity of the Site of Specific Scientific Interest and delivery of the recommendations in the report regarding ecology.

**10) Play equipment and recreational areas:**

a) Weekly safety inspection Jubilee Field – Weekly safety inspections have taken place with no significant safety issues identified. Councillor Martin reported that there is a small amount of damage to the seat of the hexagonal picnic table. Councillor Adams kindly agreed to fix this and this work has now been completed. Councillor Martin also stated that the castle mound

continues to erode and Sterts have now removed the boundary fence on the field adjoining their land. A further email has been sent to Sterts on the 16<sup>th</sup> June 2022 to raise concerns about the security of the field as parents may not be aware that there is no fence at the bottom now. There are fixings that have been removed from the football goals which ideally need to be located. It was agreed that Councillor Adams will seek to purchase twelve more fixings and request the funds back via the Clerk at the next meeting. No other concerns were raised. It was **resolved** that a checklist for the weekly inspections is not required as it is not fit for purpose, and a weekly email confirming that no significant safety issues have been identified is adequate to ensure the play areas remain safe.

The quote received from School Scapes was discussed. It was **resolved** that the swing Hooks at a cost of £270.00 be purchased, Councillor Adams to fit these on arrival. The Jubilee Field Working Party will look at the resurfacing under the swings and at the bottom of the slide as at this time it has been highlighted as a potential future risk.

b) Weekly safety inspection Parsons Meadow – Since the 9<sup>th</sup> May weekly safety inspections have taken place with no significant issues raised.

It was resolved that the clerk will ensure all weekly emails regarding safety checks at both parks are brought to the monthly meetings.

## 11) Public Conveniences

i) Minions – A report by the Clerk and a report and photo's by Councillor Adams were shared. It was agreed that there are several issues with the toilets, currently only the female toilet is available for public use. The coin mechanism remains broken and Healthmatic will not quote to fix it. The Clerk has set it to "free" but this only leaves the female toilet unlocked. Hygiene, maintenance and charges are the three issues.

**Resolved** that the Clerk will email all Councillors to request expressions of interest in setting up a working group. Councillors Martin, Wallis, Adams and Corfield have kindly offered to be a part of this group. A mutually agreed convenient time will be arranged to meet at the toilets to discuss the best way to progress the work. Clerk to email Cormac with a formal complaint to include the hygiene report and photo's. This has been completed on the 16<sup>th</sup> June 2022.

ii) Upton Cross – no issues were raised. Weekly hygiene checks have taken place with no significant issues being raised

iii) Upton Cross – empty Public Conveniences **resolved** an email has been sent to the potential purchaser who has expressed an interest in buying the empty toilet block to request her best offer. Any response will be placed on the July Agenda.

## 12) Parish Councillor Vacancy

**Resolved** the Clerk to put an advert in the Link for two consecutive months advertising for applications from members of the public to fill the vacancy by co-option as provided for by Rule 8 of the Local Elections rules 1986.

## 13) Allotments

**Resolved** The Clerk has contacted the allotments on behalf of the Councillors to request a renegotiation of the year to year clause within the contract, to a longer term in excess of one year. Awaiting a response.

## 14) To consider / Approve funding contribution towards the gate posts at LPH

**Resolved** to pay £140.00 to Linkinhorne Parish Hall Committee towards the replacement of the fence adjacent to the Jubilee Field.

**15) To consider / approve three quotes for renewal of the fence post in the burial field**

**Resolved** to use quote at £230.00 plus VAT as this was quoted on the basis that it includes all associated costs. Clerk to contact both unsuccessful tenders to thank them for their time and inform them they were not successful. Clerk to contact successful tender and request that they speak with the owners of the adjacent field prior to commencing work to ensure that the current hay crop is protected.

**16) To consider Small Councils policy issues consultation**

Agreed to make no response.

**17) To consider / approve removal of defibrillator to another more appropriate spot**

**Resolved** that Duchy Defibrillators have already been spoken too and were to liaise with other properties in the village to see who would be able to host the defibrillator in the interim. Clerk to contact Duchy Defibrillators and obtain an update for the Council.

**Notifications**

PA22/04178 Application for works to trees in a Conservation area: Felling of a Weeping Ash, Poplar and reducing height of a 4 River Alder at Mill House, Rilla Mill, Callington, Cornwall, PL17 7NT Application is for works to trees in a Conservation Area, it will be decided under delegated authority. There is no need to submit any comments to the local planning authority as this communication is merely for notification.

PA22/04264 Application for Works to trees in a Conservation Area, works are to G1 (group consisting of 4 pines) - fell to ground level due to increased amount of limbs failing and G2 (group consisting of 3 conifers and 1 willow) - fell to ground level for notification only. Langston Down Farm Minions Liskeard Cornwall PL14 5LE

**Decisions**

None

The meeting closed at 9.31pm