

Linkinhorne Parish Council

Minutes of the Annual Meeting of the Council
Monday 9 May 2016 at Linkinhorne Parish Hall, 7.30pm

MINUTES

Those present were: Cllr Daniel, Cllr Hordley, Cllr Lobban (Vice-Chairman), Cllr Martin, Cllr Moyse, Cllr Rowe, Cllr Stansfield, Cllr Ward
Julia Todd, clerk
4 Member/s of the public

1) Election of Chairman and signing of Declaration of Office of Chairman. Cllr Hearn having expressed willingness to be a nominee was nominated. There being no other nominations and upon being put to the vote it was **RESOLVED** that Cllr Hearn be duly elected Chairman.

2) Election of Vice-Chairman Cllr Lobban was nominated. There being no other nominations and upon being put to the vote it was **RESOLVED** that Cllr Lobban be duly elected Vice-Chairman.

3) Apologies for absence: Apologies received from Cllr Coombe, Cllr Hearn, Cllr Hopes, Cllr Horrell, Cornwall Cllr McWilliam (late arrival)

4) Code of Conduct:

- a) i) Declarations Cllr Daniel declared an interest in Item 12 (a) (iii) and 12 (a) (iv)
ii) Grants of dispensation – n/a
- b) Register of Members' Interests – the clerk informed members that the RoIs should be reviewed annually. Members who need to register changes should complete the forms and submit.

5) Minutes

RESOLVED that the minutes of the previous meeting of the Parish Council of Monday 8 April 2016 be confirmed, and these were signed as an accurate record of the meeting.

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

Members of the public present explained their respective planning applications, and answered queries from councillors.

7) Reports from and matters of concern to:

- a) Police representative of 'Liskeard Have Your Say' (LHYS) -
- b) Cornwall Councillor McWilliam – this Item was heard following Item 7(c) below.
The Devolution Deal, Election Review and Governance review continue. An independent remuneration panel has met, and there has been news in the press. Cllr McWilliam explained that the reason for an increase in Cornwall Councillors' allowance is intended to ensure that potential candidates, who are on limited means, who are not retired or wealthy, have the opportunity to stand for election. For this reason, Cllr McWilliam will be supporting the proposal. The decision will be implemented after elections in May 2017. Cllr McWilliam agreed that the Minions sign needs to be reflective, in the interests of road safety.
Finding a solution for the flooding problems at Rilla Mill and Upton Cross continues; she will forward updated information shortly for circulating to members. It was suggested that diverting surface water at Upton Cross to Plash Mill would be less disruptive and more cost-effective, and should be considered.
- c) Reports from other councillors (other meetings, conferences)
Cllr Martin reported that the 'Dark Sky' meeting at Bolventor was well-attended. 'Dark Sky' designation would require darkness to be monitored annually. The consultation period is now over.

Cllr Martin had also attended the St Cleer and District Commoners' Committee which had invited representatives from parishes. A report was given regarding sixteen ponies which had been 'dumped' on the moor. It is planned to hold a round-up to allow commoners to claim their own animals and dispose of the rest.

She also reported that livestock is straying on to the Minions-Upton Cross road at the old railway bridge posing a hazard for road users. It was **agreed** to bring this to the next agenda.

8) Election of Representatives

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| Jubilee Field Working Group to include weekly inspection rota for Jubilee Field and Rilla Mill, and litter bin monitor | Cllr Daniel, Cllr Horrell, (coordinator), Cllr Moyse, Cllr Stansfield, Cllr Ward, Cllr Martin (advisory/holiday cover) It was agreed to ask Cllr Coombe to participate |
| Finance/Audit & Insurance/ Risk Management Working Group | Cllr Lobban (as Vice-Chairman to lead group), Clerk as 'Responsible Financial Officer', Cllr Hearn, Cllr Ward |
| Cornwall Association of Local Councils (CALC) meetings | Cllr Hearn |
| Upton Cross Parish Hall Committee trustee | Cllr Lobban |
| Roberts & Jefferys' Trust | Cllr Daniel, Mrs Beryl Martin, Mrs Judith Rockcliffe-King, Brian Nice, Cllr Ward - [year 2 of 3-year term] |
| Cecilia Knill Charity | Cllr Lobban, Mrs Sarah Doney, Mrs Jackie Payne It was agreed to confirm that Mrs Doney and Mrs Payne wished to be trustees, and to consult the PCC regarding the responsibility of the Church in this charity. |
| Caradon Community Network panel | Chairman and/or Vice-Chairman |
| Liskeard Have Your Say Panel (LHYS) representative | Mr B Wooster |
| Bodmin Moor Parishes' Network | Cllr Martin |
| Commoners' (if required) | Cllr Martin |
| Neighbourhood Development Plan Steering Group (NDPSG) | Roger and Lavinia Halliday, Mark Clutsom, Cllr Rowe, Cllr Hordley, Cllr Ward, Cllr Coombe, Tom Pawley |

9) Casual Vacancy

- a) the clerk informed the meeting that no applications had been received
- b) a member of the public present expressing an interest in being co-opted. There will be an agenda item for the June meeting.

10) Council meetings 2016-17

It was **agreed** to adopt the proposed calendar of meetings to be published on the website.

11) Finance

- a) The clerk informed the meeting that cash flow of accounts was still being prepared, and copies of the bank statement were circulated. The year-end bank reconciliation was distributed at the April meeting.
- b) Payments – **RESOLVED** that the following payments be made:
 - i) £933.40 Came & Company (Hiscox insurance renewal premium)

- ii) £150.00 South and West Internal Audit
- iii) £105.00 RMVH (rent/meetings)
- iv) £51.58 J Todd (admin expenses)

- c) Receipts i) £250.00 F D Hall & Son (burial fee) - noted
- d) Council received the report of the internal/independent auditor.
- e) Annual Return Statements
 - i) **RESOLVED** that Section 1 – governance ii) Section 2 - accounting
- f) Statutory documents' review i) Standing Orders ii) Finance Regulations iii) Burial ground fees/charges to include terms for reservations and/or advance purchase of Exclusive Right of Burial (ERB) – defer until after Finance group meeting

- a) Cash flow of accounts
The clerk/RFO informed the meeting that the new cash flow sheet was not yet prepared, and reminded members that the annual return accounting statement included a full bank reconciliation statement, provided to members at the meeting in April. The new cash flow sheet will be forwarded as soon as possible.

- b) Payments
RESOLVED that the following payments be approved:
 - i) £933.40 Came & Company (Hiscox insurance renewal premium)
 - ii) £150.00 South and West Internal Audit
 - iii) £105.00 RMVH (rent/meetings)
 - iv) £51.58 J Todd (admin expenses)

- c) Receipts
To minute receipt of the following:
 - i) £250.00 F D Hall & Son (burial fee)

- d) **RESOLVED** to receive report of the internal/independent auditor
- e) Annual Return Statements – **RESOLVED** that the following statements as published at <http://www.linkinhorneparish.co.uk/reports.htm> be submitted:
 - i) Section 1 - governance ii) Section 2 - accounting
- f) Statutory documents' review – **RESOLVED** that this item be deferred until after the next Finance group meeting.
 - i) Standing Orders ii) Finance Regulations iii) Burial ground fees/charges to include terms for reservations and/or advance purchase of Exclusive Right of Burial (ERB)

12) Planning

[please view applications at

<http://www.cornwall.gov.uk/environment-and-planning/planning/online-planning-register/>]

- a) Planning applications. **RESOLVED** that the following recommendations/comment be made:
 - i) PA16/03176 Replace flat roof with pitched slate roof at Higher Trefrize Farm – to support
 - ii) PA16/03405 Conversion of agricultural and domestic bldgs into domestic annexe and 3 holiday units at Fanolas, Caradon Town – to support

CLlr Daniel departed the meeting

- iii) PA16/03406 construction agricultural worker's dwelling at Clampit Farm, Bray Shop

To support the application, subject to confirmation that the proposed development would provide a living, and clarification as to whether or not garage is included in the application. A garage is shown in the plans but not in the rest of the information provided.

- iv) PA16/03646 construction bedroom extension and garden room at Stroat Hill Barn.

The council cannot support this application on the grounds that further extension overdominates the footprint of original building.

- v) Any other applications received before the meeting
The council maintains its support, subject to a satisfactory second sound assessment report, and documented agreement of shooting pattern and limits with neighbours and conditioned accordingly.
The council accepted an offer from Cllr McWilliam to take this to committee as a special case.

b) Decisions received from Cornwall Council Planning and Regeneration

PA16/00400/PREAPP Pre application advice for proposed dwelling of exceptional quality and innovative nature of design under paragraph 55 of the NPPF re Exwell Cottage, Bray Shop
Closed - advice given

PA16/00644/PREAPP Pre-application advice for relocation of approved dwelling at Christor, Upton Cross **Closed - advice given**

Cllr Stansfield departed the meeting

13) Play equipment and recreational areas

- a) to receive weekly safety inspections for
- i) Jubilee Field – significant evidence of alcohol misuse for a second time.
Refuse bag from elsewhere placed in field bin. 5-a-side goal nets are holed and stainless steel pegs reported missing.
 - ii) Rilla Mill play area – no equipment faults to report

b) The relocation of Rilla Mill play area to assist with reducing flood risk was considered. The Environment Agency (EA) advises removing the bank in order to open up flow to the third arch of Rilla Mill bridge. Questions remain outstanding with regard to how this will be funded, the corporate views of Rilla Mill Village Hall committee, a new location for play equipment, and the implications of re-locating with regard to a re-installment.

The meeting was reminded that the play area was located in the field on safety grounds, since the previous site at RMVH car park was more dangerous. The EA had been consulted and had agreed with the provision of railings to contain the play area.

Resolved that, in principle, the council has no objection to a relocation, subject to a number of conditions including one of costs. It was agreed to seek the views of RMVH committee since it owns the river bank and stands to lose a section of land.

- 14) Website** **RESOLVED** that the new website would include: i) 'live' events' calendar, and ii) mobile-friendly pages.

15) Public Conveniences

- a) Minions i) Cllr Ward reported the outcome of a meeting with Cormac
ii) **RESOLVED** that the WC be opened since their current condition is acceptable; to open all three units in the short term and in time for the Bank Holiday weekend/half-term week, to pay for the cleaning if an arrangement with Cormac can be agreed, and to continue with charging. The collection of coins will require a rota to be arranged.
Further, it was **RESOLVED** that for this year the facility should remain open all year, and reduce cleaning times in winter. It was **agreed** that the clerk would seek a 3-month extension to the cleaning for both sets of WCs.

- b) Upton Cross – *see minute above.*

16) Correspondence

Items for information only

| | | |
|-----------|---------------------|---|
| 06/05/16 | The Clerk | SLCC magazine |
| 04/05/16 | Clerks & Councils | magazine |
| 29/04/16* | CALC request | Re planning appeals |
| 29/04/16* | Caradon network | Notes of meeting and land trust info |
| 27/04/16 | R Keast – Cormac | See agenda item 16(b) |
| 26/04/16 | Unity Trust bank | Social impact report |
| 26/04/16 | A Drake – Cormac | Offer to meet re highways |
| 26/04/16 | Prince's Regen Trst | Heritage education workshop - Exeter |
| 25/05/16* | Cornwall AONB | Conference invitation – 7 May |
| 25/04/16 | Grant Thornton | Confirmation of receipt of inspection period/rights |
| 21/04/16* | CC Planning | Gypsy/traveller location sites' consultation |
| 20/04/16 | Comms & Devolve. | Update on libraries and one stop shop service |
| 18/04/16 | CALC | April newsletter |
| 18/04/16 | CC Streetworks | Notice road closure (S Botternell to The Cottages) |
| 18/04/16 | M Calvin LGPS | Confirmation of pension auto-enrolment scheme |
| 15/04/16 | CC Jon James | Minions WCs – survey of defects January 2016 |
| 04/16* | CCAF | Countryside forum invitation to volunteers |
| 04/16 | SLCC | Notice of extraordinary general meeting |
| 12/04/16 | M Bunt – Planning | Downloading related planning docs |
| 11/04/16 | M Delaney EE&E | Online planning portal tool to download |
| 04/16 | SLCC CPD | Copy of certificate of attendance (re clerk) |

* sent by email

17) Close of Business

The meeting closed at 9.45pm