

Linkinhorne Parish Council

Minutes of Meeting of the Council

Monday 11th December 2017 at Linkinhorne Parish Hall, 7.30pm

MINUTES

Those present were: *Cllr Daniel, Cllr Hearn (Chairman) Cllr Ward, Cllr Stansfield, Cllr Corfield, Cllr Boarland
Melanie Kilby, Clerk
Cornwall Cllr Flashman
4 members of the public*

1) Absent: Apologies received from *Cllr Rounsevell, Cllr Hordley, Cllr Horrell, Cllr Lobban (Vice-Chairman), Cllr Coombe,
Cllr Wallis and Cllr Sharp Philips*

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 13th November 2017 be confirmed, and these were signed as an accurate record of the meeting subject to the following : the spelling of Cllr Rounsevell name amend from Rounservell to Rounsevell.

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

Several members of the public commented on planning applications listed on the agenda.

A member of the public highlighted concerns about speeding traffic at the junction at Halwinnick Butts. Concerns over this junction were brought to a head by the traffic accident on 1st September 2017, which involved all the emergency services, including the air ambulance. The member of the public requested that signage and a speed restriction or a physical barrier to slow traffic from the Callington direction would be an appropriate measure to reduce the risk of accidents / near misses in that location. The Clerk is to pass on this information to the local Cornwall Councillor and Cornwall Council highways department.

It was noted that at the Countryside forum information was provided that the fence at Footpath 16, Plushabridge was to be reinstated.

It was noted that the new head of highways at Cornwall Council is Paul Allen.

A Member of Cornwall Council attending reported correspondence on behalf of the Divisional Councillor (Councillor Mrs S Daw) regarding issues arising from a recent planning application considered by the Planning Committee of Cornwall Council. In view of the gravity of the matter the need to appropriately address the issues was stressed by the Parish Council, alongside its continuing commitment to a positive and mutually respectful working relationship for and on behalf of the community.

Note - The Council extended its sympathies to Councillor Daw on a recent bereavement.

5) Reports from and matters of concern to:

- a) Cornwall Councillor Daw - Not in attendance.
- b) Reports from other councillors (other meetings, conferences) - none

6) 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) £407.65 inc VAT Cormac Solutions Ltd (Jubilee Field maintenance Oct- Dec).
- ii) £238.70 Inc VAT Cornwall Council (uncontested election recharge).
- iii) £1,670.00 R. Hanson (£1,410.00 Footpaths Maint. + £260.00 Burial Ground Maint.).
- iv) £94.06 Admin.

c) Receipts

To minute receipt of the following:

- i) £ 27.95 Coin collection (Minions WC's).
- ii) £447.07 HMRC (VAT).

d) Budget 2018-19

Upon being put to a vote, it was:

- i) **Resolved** to adopt the budget as proposed, subject to the following amendment that the contingency of £1,200 be moved to earmarked reserved for Jubilee Field developments.
- ii) **Resolved** that the precept for 2017-2018 be set at £23,920.00.

e) Statutory documents' review – to consider/adopt proposed amendments to:

- i) **Resolved** that the Risk assessment and Management Strategy be approved and adopted.

f) To consider/approve reviewed S/O monthly payments

Resolved to approve the changes to S/O.

Due to technical difficulty Items 8 and 9 were conducted before item 7

8) Play Areas and Equipment

a) to receive weekly safety inspection sheets for i) Jubilee Field ii) Rilla Mill Play Area – No issues identified.

b) Consider / discuss the use of the field by Upton Cross ACE Academy PTFA for its summer fair

It was **Resolved** that the summer fair could be held in Jubilee field, Upton Cross on the 7th July 2018 subject to the correct insurance and health and safety procedures being put in place. The only condition of use is that payment cannot be taken for entry into Jubilee Field and that the field must remain open to the public during the event.

It was **agreed** in principle that pony rides could take place in the field subject to all dung being removed and that ground condition were suitable. Permission to proceed would be given a week in advance, once ground conditions were known.

9) Neighbourhood Development Plan and CCLT – Update and to agree next steps.

It was **agreed** to defer the CCLT update to the next meeting.

Comments raised concerning the Neighbourhood Development Plan (NDP) at a recent Cornwall Council Planning meeting have highlighted concerns over how the proposed NDP will be interpreted by Cornwall Council planning department. The interpretation appeared to be opposite to that of the Parish Council and NDP steering group. The parish council **agreed** that no further action be taken to progress the Neighbourhood Development Plan pending satisfactory clarification from Cornwall Council on this matter. The Clerk and NDP steering Group are to liaise with Cornwall Council to seek clarification.

7) Planning

a) Planning Applications

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

i) PA17/10526. Clampit Cottage Rilla Mill. Proposed garden room extension and kitchen extension and ancillary works. The Parish Council has no objections other than that the design of the garden room is a little contrived.

ii) PA17/10213. Trenwith Henwood. Proposed conversion of garage, with minor extension to provide ancillary annexe accommodation. The Parish Council has the following comments on the application:

1. The Parish Council believes that the scale and design is unsympathetic to the site as it is located within a conservation area.
2. There was no justification of need within the application.
3. If the application was to be approved the Parish Council would strongly recommend that a condition be included to ensure the annex is only used as ancillary to main house and should be legally tied to the main property, Trenwith.

iii) PA17/10498. Lower Trelabe, Bray Shop. Change of Use and porch/cover area extension of Existing Portacabin to allow for the Processing of Apples. The Parish Council supports the application.

iv) PA17/10806. 2 Caradon View, Minions. Extension over garage to provide ancillary accommodation. The Parish Council is sympathetic to the need of additional space but believe that a more fitting design could be achieved to be more sympathetic to the property being located within a conservation area. If the application is approved the following condition should be applied:

1. Due to the narrow track and parking issues along the track the Parish Council would strongly recommend that a condition be applied that the lower story is retained for garage use only.
2. That the garage and ancillary accommodation are tied to the main property and that it should not be independently occupied.

v) PA17/10807. Windyridge, 1 Caradon, View Minions. First floor extension over existing garage to provide ancillary accommodation. The Parish Council is sympathetic to the need of additional space but believe that a more fitting design could be achieved to be more sympathetic to the property being located within a conservation area. If the application is approved the following condition should be applied:

1. Due to the narrow track and parking issues along the track the Parish Council would strongly recommend that a condition be applied that the lower story is retained for garage use only.
2. That the garage and ancillary accommodation are tied to the main property and that it should not be independently occupied.

vi) PA17/10208. Eldon House Residential Home, Upton Cross. Listed building consent to remove staircase between ground and first floor located in extension and create additional headroom space in laundry room as staircase partially runs through ceiling. Replace all windows in both listed building and extension with like for like. Relocate kitchen to double bedroom. Part retrospective. The Parish Council supports the application with the recommendation that the application is compliant with the listed characteristics that the conservation officer provides.

vii) PA17/11276. 1 Phoenix Cottages, Minions. Construction of Conservatory to the rear of the dwelling. The Parish Council has no objection to this planning application.

viii) PA17/03229/PREAPP. The Cheesewring Hotel Minions. Pre application advice for provision of additional bed and breakfast accommodation. The Parish Council would require the following information if this was to be put forward as a planning application:

1. More detail required on the siting, materials, design and impact on parking for the Cheesewring Hotel.

2. Additional information is required to understand the relationship with previous outline planning applications on the site.

b) Decisions received from Cornwall Council Planning and Regeneration

- PA17/09296 APPROVED. Knowle Farm, Upton Cross. Extension to cheese dairy.
- PA17/09511 APPROVED. Sutton Oak, Upton Cross. Extension to study and exercise area to provide toilet/shower and tea refreshment facilities (amendments to planning approval PA17/03549).

Notifications:

- PA17/10139 Decided not to make a TPO (TCA apps).3 Minions Row, Minions. Tree works for removal of two beech trees from boundary hedge set within a conservation area.
- PA17/02620/PREAPP Closed. Pengelly Manor Linkinhorne. Pre-application /advice for Listed Building - proposed alterations to the kitchen area.
- PA17/01556/PREAPP Closed - advice given. Land At Mill Pool, Rilla Mill. Pre application advice for proposed single storey dwelling with mezzanine, associated parking and demolition of existing garage.

10) Public Conveniences

a) Minions. To consider tender process and review coin collection process and monitoring.

It was **agreed** that the tender process for the cleaning of the public toilets at Minions and Upton Cross would be undertaken in January and advertised locally in the link, noticeboards, webiste and local newspaper. Cormac would also be invited to tender. Tender document to be approved at the meeting in January 2018. The tender is to include two options

1. Cleaning of toilets, material provide by PC.
2. Cleaning of toilets and provision of cleaning material.

It was **agreed** that the coin collections would be undertake by the Clerk and a member of the Council on a quarterly basis and that this would be based around the holiday periods. It was **agreed** that a member would undertake monitoring process on a monthly basis to check cleaning standards and general condition of the toilets.

b) Upton Cross – update on the current position and consider draft signs for new and old toilets. It was **agreed** to adopt the signs for the new toilet at Upton Cross. No update was available on the current position.

11) Consider / discuss potential community assets with in the Parish.

It was **agreed** that the Clerk will investigate further to gain information and advice on the possibility of registering the village shop at Upton Cross as a community asset.

12) To consider / discuss implementation of an Emergency plan for Linkinhorne Parish.

It was **agreed** to defer to the next meeting. Clerk to contact Cornwall Council to see if this is still policy.

13) To consider and respond to allegations of Council Conduct.

Further to the provisions of Minute 2017/27 item15 of the Meeting held on 13th November 2017, and subsequent correspondence from the Divisional Member, the Council reviewed the implications of statements which had been made regarding the integrity of the Neighbourhood Planning process and those involved in it.

In view of the gravity of the matter the Council agreed the issues raised regarding propriety and integrity needed to be addressed fully and fairly. In order to do so it restated its commitment to their proper resolution in accordance with the previous decision on the matter (Meeting of 13th November refers Minute 2017/27 item15).

It was noted that Historic England were considering adding the War Memorial at Upton Cross to the List of Buildings of Special Architectural or Historic Interest as part of their response to the centenary of the First World War.

14) Correspondence

Items for information only

<u>Doc. Date</u>	<u>Title</u>	<u>Summary</u>
12/11/2017*	Land registry	Notice of application for registration of a person in adverse possession. Grasmere Lane, Minions.
16/11/2017	SLCC	Behaviour & Conduct in the Local Council Sector
16/11/2017	Civic Voice	War Memorials News - 14th November 2017
16/11/2017	Cornwall AONB	Sustainable Woodlands - Plantlife Project - survey is live
16/11/2017	Electoral Services Officer	4th May 2017 Election Recharges
16/11/2017	Rural Service Network	Rural Vulnerability Service - Fuel Poverty - November 2017
20/11/2017	Civic Voice	First World War Memorial Programme: Your chance to showcase your work to the nation
20/11/2017	CC	Budget and priorities public evening event invitation - Liskeard 29 November L&L
20/11/2017	CC	Weekly enforcement lists 10th – 16th November 2017
20/11/2017	CC	Winter wellbeing Guides
20/11/2017	Rural Service Network	Weekly Email News Digest - Monday, 20 November, 2017
20/11/2017	CALC	CALC Training
20/11/2017	Smaller Authorities Audit Appointments	Notification of external auditor appointments for the 2017-18 financial year
23/11/2017	CC	NDP Parish Council Surgeries
23/11/2017*	Communities and Devolution	Bulletin - The delivery of future waste and street cleansing arrangements
23/11/2017	Rural Service Network	Rural Vulnerability Service - Rural Transport - November 2017
23/11/2017*	CC	Cornwall Council Pop Up Sites
23/11/20107	Truro City Council	29 Nov - Truro Loops exhibition event at Truro City Hall, Truro, Cornwall
27/11/2017*	Dark Sky	Event News
27/11/2017	CC	Cornwall Statement of Community Involvement for Planning
30/11/2017	Rural Service Network	Weekly Email News Digest - Monday, 27 November, 2017
30/11/2017	CC	Minerals Safeguarding Development Plan Document - Notice of Examination Hearing
30/11/2017	Civic Voice	War Memorial News 28th November 2017
30/11/2017	Rural Service Network	Rural Vulnerability Service - Rural Broadband - November 2017
4/12/2017	CC	Neighbourhood Planning E-Bulletin November 2017
4/12/2017	Rural Service Network	Weekly Email News Digest - Monday, 4 December, 2017
<i>Agenda Distributed</i>		
11/12/2017	CC	<i>Localism Newsletter - November 2017</i>
11/12/2017	Rural Service Network	<i>Rural Opportunities Bulletin</i>
11/12/2017*	CC	<i>What's in the black bag?</i>
11/12/2017	Cornwall Community Foundation	<i>News from The Cornwall Community Foundation December 2017.</i>

15) Close of Business

The meeting closed 10:04pm