

# **Linkinhorne Parish Council**

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

**Monday 13<sup>th</sup> May 2019 at Linkinhorne Parish Hall, Upton Cross, 8.00pm**

### **MINUTES**

**Those present were:** Cllr Hearn (Chairman), Cllr Ward (Vice-Chairman), Cllr Boarland, Cllr Corfield, Cllr Daniel, Cllr Hordley, Cllr Lobban, Cllr Rounsevell, Cllr Sharp-Philips, Cllr Stansfield, Cllr Sturrock and Cllr Wallis.

**Action  
required  
by:**

Melanie Kilby (Clerk)

Cornwall Councillor Daw and Cornwall Councillor Flashman

Members of the public: 0

Immediately prior to the meeting a minutes silence was observed in remembrance of the late Cllr Coombe.

#### **1) Election of Chairman and 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 Carl Hearn as Chairman who duly signed the Declaration of Acceptance of Office to the role of Chairman, counter-signed by the Clerk.

#### **2) Election of Vice-Chairman**

Chairman proposed, seconded and upon being put to the vote, it was unanimously **resolved** to approve the following: Cllr Ward as Vice Chairman.

#### **3) Declarations of Acceptance of Office**

The Chairman and Vice Chair duly signed the Declaration of Acceptance of Office.

#### **4) Absent:**

No apologies received.

#### **5) Code of Conduct:**

a) Declarations - None

b) Grants of dispensation - None

#### **6) Minutes**

**Resolved** that the minutes of the previous meetings of the Parish Council of Monday 8<sup>th</sup> of April 2019 be confirmed, and these were signed as an accurate record of the meeting.

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

No members of the public were present.

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

a) Cornwall Councillor Daw –

Cornwall Cllr Flashman and Cornwall Cllr Daw indicated the possibility that flashing lights could be

installed outside of Upton Cross ACE Academy. These could be activated during school drop off and pick up times. This would be a temporary solution whilst the feasibility study for changes to the traffic calming measures is being undertaken.

b) Reports from other councillors (other meetings, conferences) -

A member brought to the attention of the council changes to the Roberts and Jeffery Foundation. After a resolution was passed and approved by the Charity Commission to amend the charity document, two members can now be co-opted by the Trustees. Those interested in becoming a trustee or would like further information please contact Beryl Martin (Tel: 01579362773 or Email: [berylmartin@rocketmail.com](mailto:berylmartin@rocketmail.com)).

*Cornwall Councillor Daw and Cornwall Councillor Flashman left the meeting*

**9) Election of Member Representatives**

A discussion took place regarding the Coordinator of the Jubilee Field working group. It was requested that more information was circulated on the training required.

Clerk

A vacancy has arisen as the Linkinhorne Parish Hall Committee trustee for the Parish Council. It was requested that the Clerk investigate whether this remains required.

Clerk

The clerk was asked to investigate whether the Bodmin Moor Parishes' Network was still taking place and a representative is 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, Boarland, Cllr Rounsevell, Cllr Daniel, Cllr Stansfield, Cllr Ward Cllr Sharp-Philips.  <b><u>Coordinator needs to be assigned</u></b>
Finance/Audit & Insurance/ Risk Management Working Group	Cllr Ward (as Vice-Chairman to lead group), Clerk as 'Responsible Financial Officer', Cllr Hearn, Cllr Lobban.
Cornwall Association of Local Councils (CALC) meetings	Cllr Hearn
Upton Cross Parish Hall Committee trustee	<b><u>Vacancy</u></b>
Roberts & Jeffery Foundation	Cllr Daniel, Mrs Beryl Martin, Cllr Boarland, Cllr Stansfield, Brian Nice ,
Caradon Community Network panel	Chairman and/or Vice-Chairman
Liskeard Have Your Say Panel (LHYS) representative	Cllr Stansfield
Bodmin Moor Parishes' Network	Cllr Daniel
Commoners' (if required)	Cllr Daniel
Neighbourhood Development Plan Steering Group (NDPSG)	Roger and Lavinia Halliday, Cllr Hordley, Cllr Ward and Cllr Lobban.

## 10) 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) Payments i) £230.06 inc VAT Cormac Solutions Ltd (WC clean Minions Feb 19).
  - ii) £230.06 inc VAT Cormac Solutions Ltd (WC clean UX Feb 19).
  - iii) £230.06 inc VAT Cormac Solutions Ltd (WC clean Minions Mar 19).
  - iv) £230.06 inc VAT Cormac Solutions Ltd (WC clean UX Mar 19).
  - v) £96.00 Richards Stephens (Maint. Minions+ UX WC's and minions notice board)
  - vi) £27.27 M. Kilby (Admin expenses)
  - vii) £13.01 E. On (electricity WC's UX).
  - viii) £1 BT payphones (Phone box Rilla Mill).
  - ix) £27.27 M. Kilby (Admin).
  - x) £198.00inc VAT RoSPA play safety (Annual play area inspections).
  - xi) £54.00 INC VAT ASiGN Ltd (signs for toilets).
  - xii) £32.49 M. Kilby (Payroll).
- c) Receipts i) £96.57 Minions Toilets
- d) To consider / approve insurance quotations.
- The clerk provided 3 quotes for consideration with the option of a yearly policy or a 3 year long term agreement for the members to consider. **Resolved** to approve the insurance quote with Inspire for a 3 year long term agreement at £1,168.63 per annum.
- e) To discuss/ approve changed to S/O and DD via internet banking.
- Resolved** to remain making changes to S/O and DD by letter.
- f) To receive information on earmarked reserves
- The earmarked reserves were noted.

Clerk

## 11) 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.

## 12) To receive / approve the Accounting Statement

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

**13) 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

Clerk to  
submit  
response  
to CC

**14) Planning**

a) Planning Applications

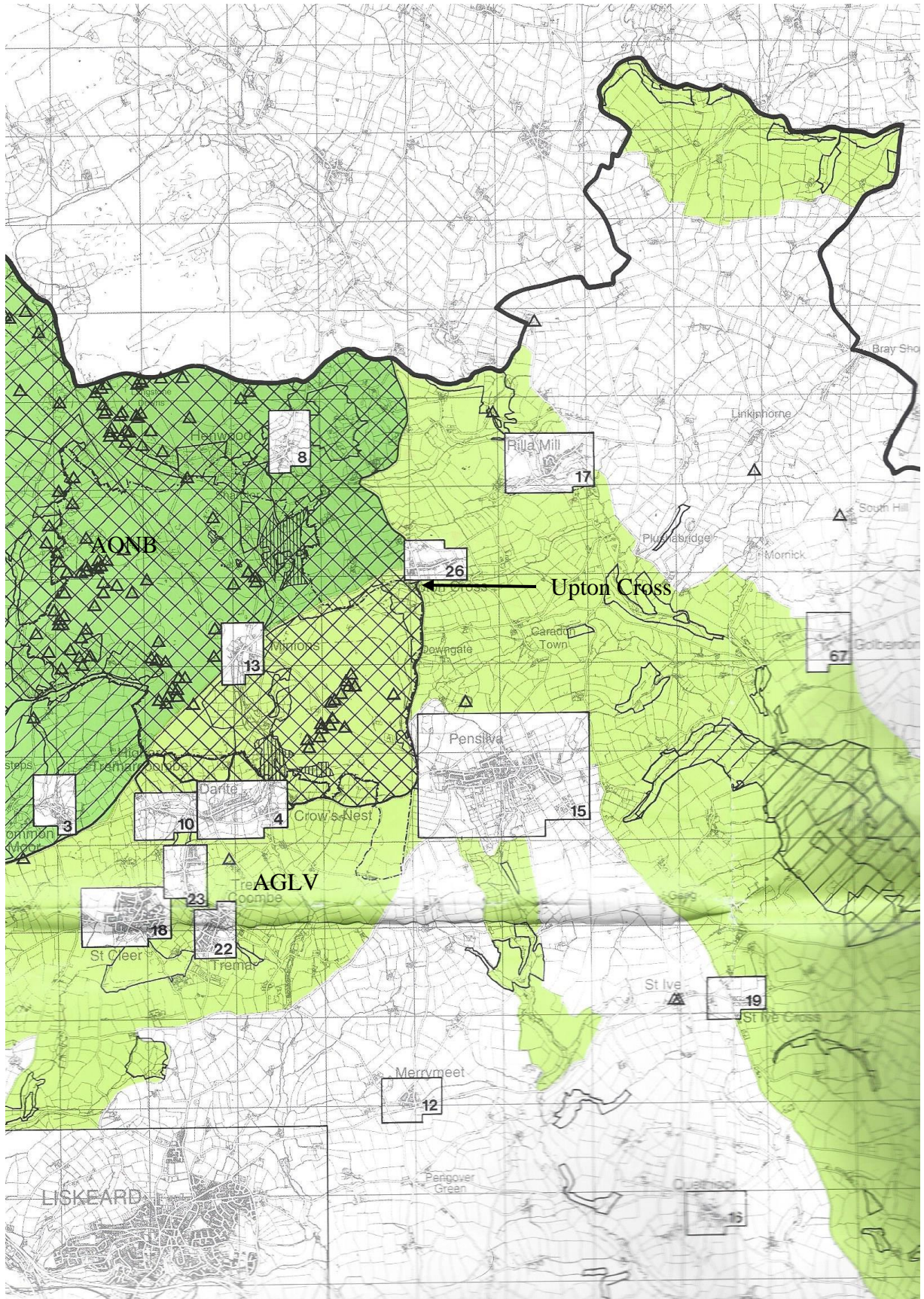
Proposed, seconded, and upon being put to the vote it was **resolved** to make the following recommendations:

i) PA19/01703. South Yolland Farm Upton Cross The erection of a block of three garages. Linkinhorne Parish Council supported the application.

ii) **Any applications received before the meeting** – none received.

A Member asked where the separation of the Area of Great Landscape Value (AGLV) and the Area of Outstanding Natural Beauty (AONB) was located. A member explained that the cross roads at Upton Cross was the boundary. Please see diagram below.





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

- PA19/01028 APPROVED. Addicraft Mill, Upton Cross. Erection of greenhouse.
- PA19/02157 APPROVED. Pengelly Manor Linkinhorne. Listed building consent for enlargement of the existing glazed double door and opening in the south wall of the ground floor and various other works.

*Cllr Boarland left the meeting*

**15) Play equipment and recreational areas**

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

The usual weekly safety inspections for Jubilee Field and Parsons Meadow were provided. A photo was shown of the fencing around the Play area in Parsons Meadow. One of the vertical bars has been bent. It was **agreed** that this was to be looked at.

**b) To discuss weekly inspection rota and RoSPA Training**

The gaps that remained in the weekly inspection rota were filled and it was requested that further information on the RoSPA training course was circulated to members.

**c) To receive / discuss annual play area inspection reports and take action where required.**

The following items were highlighted as needing attention:

Jubilee field:

- Adventure trail – caps missing from monkey, strimmer damage on posts
- Swings toddlers – strimmer damage on posts
- Embankment and slide – loose fixture at base of slide
- Wooden house – stair rail needs replacing, top floor needs replacing.

Clerk and  
volunteer  
members

Parsons Meadow:

- Fencing - loose bolt on gate
- Multi-play - timber bases and timber seats need replacing.

A member offered to replace the rotten timbers at Parsons Meadow and look at the base of the slide and the missing stair rail at Jubilee Field. Clerk to obtain caps for monkey bars and investigate options for preventing strimmer damage. The members **agreed** to the above actions. The floor in the wooden house has been completed.

**16) To consider how/if to proceed with the delivery of an affordable housing partnership with the CCLT**

The final version of the NDP is nearly completed and will be available soon on the parish council website. The parish council agreed to form a working party (which will include parishioners) to look at bringing forward an affordable housing project in the parish, through the Cornwall Community Land Trust. This was in response to the NDP identifying a local need for affordable housing within the Parish.

Clerk to  
contact  
CCLT

It was **agreed** that the Parish Council neither had the capacity nor at present, the legal power to undertake a project to provide affordable housing on its own. It was unanimously **resolved** to undertake the steps required for the formation of a Housing Working Party with CCLT to deliver the

project.

It was **agreed** that the clerk would contact CCLT to request information on the formation of a Housing Working Party.

**17) Public Conveniences**

**a) Minions** It was reported that there had been an issue with the men’s toilet door lock. A member had fixed the problem.

**b) Upton Cross** - A response form Cornwall Council is imminent on the additional fee’s being proposed by Cornwall Councils to make changes to the covenant on the deed .

**18) To approve/confirm that the council meets the eligibility criteria for General Power of Competence**

Although the Clerk now holds her CiLCA qualification, due to the number of elected council members no longer making up two thirds of the council, Linkinhorne Parish Council does not meet the eligibility criteria for the General Power of Competence.

**19) To discuss the School railings**

Information provided by the head of Upton Cross ACE Academy was shared with members. The school has received funding to improve the fencing at the front of the school. They are looking at options to improve the safety of the school whilst trying to retain the character of the railings. A local contractor has been asked to provide a quote for extending the railings upwards to the required height. A meeting has been requested to discuss the options.

**20) To consider / decide upon publishing the monthly link article on the website.**

**Resolved** to approve the addition of the Link article onto the website.

**21) Correspondence (as listed) a) Items for information only**

<u>Doc. Date</u>	<u>Title</u>	<u>Summary</u>
8/04/2019*	CC	Invitation to Highways engagement sessions
9/04/2019	Rural Service Network	The Rural Bulletin - 09 April 2019
9/04/2019	Came and Company	Same People, Same Ethos - A new future for the Stackhouse Poland Group
18/04/2019*	Highways & Environment Manager CORMAC Solutions Limited	Bray Shop – proposed position of the Vehicle Activated Signs
18/04/2019	CC	Cash and training available for community and nature projects
18/04/2019	Rural Service Network	The Rural Bulletin - 16 April 2019
25/04/2019*	CC	Retail expert Bill Grimsey visiting County Hall at 10am on Friday May 10th
25/04/2019*	CALC	INVITATION: Wales & West Utilities Stakeholder Workshops, May 2019
29/04/2019	CALC	CALC NEWSLETTER - APRIL 2019
29/04/2019*	CC	EN19/00582 - Trees at the Cheesewring
02/05/2019	Rural Service Network	The Rural Bulletin - 30 April 2019
02/05/2019*	CC	Dogs on Beaches Pre-engagement Letter 18th June 2019 deadline



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02/05/2019	Rural Service network	RSN Rural Funding Digest - May 2019 Edition
02/05/2019	Came and Company	Council Matters Spring 2019
07/05/2019	Fields in Trust	#LoveYourLocalPark: Fields in Trust eBulletin

\* sent by email

**22) Close of Business**

The meeting closed 21:32.