

Linkinhorne Parish Council
Minutes of Meeting of the Council
Monday 10th February 2020 at Rilla Mill Village Hall, 7.30pm

MINUTES

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

**Action
required
by:**

Melanie Kilby (Clerk)

Members of the public: 1

1) Absent: Apologies received from Cllr Hordley and Cllr Sturrock.

2) Code of Conduct:

- a) Declarations - None
- b) Grants of dispensation –
Cllr Wallis item 6e; Clerk item 6e ; Cllr Lobban item 6e

3) Minutes

Resolved that the minutes of the previous meetings of the Parish Council of Monday 13th of January 2020 be confirmed, subject to the inclusion of Cllr Beech in the ‘Those present were’ and these were signed as an accurate record of the meeting.

Cllr Stansfield joined the meeting

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

Swift box project. Over the last 25 years the number of breeding swifts have decline by 60% with no breeding pairs in the parish for the last three years. The project intends to put up special nest boxes and use a breeding call to attract pairs and encourage them to breed in the parish. The decline is a national problem and is due to a number of issues including building design and height. Suitable locations within the parish have been identified.

Cllr Rounsevell joined the meeting

5) Reports from and matters of concern to:

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

Clerk was asked to contact Cllr Daw regarding an update on the footpath issue at Henwood / Darley Ford.

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) £18.00 RMVH (rent).
- ii) £30.00 Cornwall Council (2x delegate planning training).
- iii) £15 inc VAT St Ive PC (Tender advert).
- iv) £241.70 Cormac Solutions Ltd (Minions Clean. Nov).
- v) £241.70 Cormac Solutions Ltd (Minions Clean. Dec).
- vi) £241.70 Cormac Solutions Ltd (Minions Clean. Jan).
- vii) £241.70 Cormac Solutions Ltd (UX Clean. Nov).
- viii) £241.70 Cormac Solutions Ltd (UX Clean. Dec).
- ix) £241.70 Cormac Solutions Ltd (Minions Clean. Jan).
- x) £93.24 M. Kilby (Admin).

c) Receipts

- i) 167.20 Minions Toilets

d) To consider/approve the Local Maintenance Partnership funding for 2020-21.

Resolved to ratify acceptance of funding offer for cutting of the Public rights of way

e) To consider/approve any received grant applications.

Resolved to make the following grant payments and agreed to vire balancing sum from reserves to cover additional cost not budgeted for but with the available S137 spend:

- i. £150 to the Linkinhorne Parochial Church Council for the maintenance of the two church years (St Pauls and St Melor's) primarily grass cutting and tree surgery.
- ii. £300 to Rilla Mill Village Hall for grass cutting at Parsons Meadow.
- iii. £250 to Linkinhorne's Little Links. To purchase sand / water play equipment, safety mats and basic garden equipment to utilise the new outside area at Rilla Mill Village Hall.
- iv. £125 to the Swift box project for purchase a number of bespoke swift boxes and put them up on properties within the parish. Also the purchase of swift call system which attracts swifts to the new nest sites.
- v. An application received from the Linkinhorne Allotment Holders Association (to provide all weather access to the allotments so the elderly or less mobile (including wheelchair users) can participate on site particularly during the winter months.) will be reconsidered once further information has been provided.

f) To consider / approve the removal of former Cllr Boarland as a bank signatory.

Resolved to approve former Cllr Boarland as a bank signatory

g) To consider / approve the purchase of two post for burial ground signs (approx. £6.00)

Resolved to approve the purchase of two post for the Civic Burial Ground at Upton Cross

8) Planning

a) Planning Applications

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

following recommendations:

i) None received

b) Planning protocol:

i) PA19/10695.Land North Of Lavender Cottage Bray Shop Cornwall PL17 8PZ. Change of use of land to residential garden. Linkinhorne Parish Council agreed to the planning officer's recommendation to refuse the application.

b) Decisions received from Cornwall Council Planning and Regeneration

- PA19/10954 Decided not to make a TPO (TCA apps) Trekadannack Rilla Mill. Works to trees in a conservation area, namely crown reduce mature Oak (T4) by 3 meters

9) 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.

b) To consider / approve quotes for bench and wooden house.

Resolved to approve the quote for £280.37 for the Bench repairs and £23.68 to replace the missing balustrades

9 Neighbourhood Development Plan – to receive update

The Neighbourhood Development Plan is going through the Strategic Environmental Assessment Review. Feedback has indicated that there are likely to be some minor amendments prior to it going forward to the pre-submission stage.

10 Linkinhorne Working Housing Party / CCLT – to receive an update.

A meeting was undertaken on the 6th Feb where the terms of reference were agreed. A indicative timetable was agreed at the meeting:

- February: Housing needs survey and call for land to be initiated.
- April – Brief meeting to put together information for Annual Parish Meeting.
- May: Invitation for people to come to the Annual Parish Meeting to find out more and register an interest in the Linkinhorne Housing Working Party.
- June – First meeting of the Linkinhorne Housing Working Party.

11 Public Conveniences:

a) Minions - to receive an update.

The Clerk highlighted that Cormac are unable to provide bank holiday and weekend cleaning and raised concerns particularly around the Easter Holiday weekend when cleaning would not take place for 5 days in a row. It was **agreed** that the clerk look into local cleaners that could potentially provide one off clean of the toilets during busy holiday weekends.

b) Upton Cross - to receive an update.

Nothing to report. See text under 11 a) for information on cleaning during holiday weekends.

12 Footpaths: i) to discuss /approve any actions from the submitted cutting schedules.

Footpath working group to organise and undertake maintenance. Clerk to ask Cornwall Council who is responsible for the replacement of footpath signs.

13 Enforcements: To receive information and consider a response regarding the property previously known as Upton Cross Shop and Post Office.

A discussion took place, the clerk confirmed that the enforcement officer had been contacted and that Cornwall Council had received a planning application which will eventually filter down to the Parish Council. A Councillor offered to contact the estate agent to ask for an information pack to see if any information on the change of use from business to residential use is included.

14 Policies to be reviewed:

- i) **Health and safety at Work – Resolved** to approve with no amendments.
- ii) **Agreement with LPC & LPH external WC - Resolved** to approve with no amendments.

15 Website accessibility - To consider / approve the information and quote provided by website provider.

Resolved to approve the £180 + VAT quote provided to ensure the website is compliant.

16 Asset Maintenance: To discuss and approve action for the following:

**Bus shelter – Rilla Mill
Telephone Kiosks**

It was **agreed** that maintenance will be undertaken once the weather is better during spring / summer.

17 To consider / approve a response to the Caradon CNP Shared Speed Warning Scheme Request for Information

Resolved that the information requested be sent to the Caradon CNP and that the council agreed to the score the sites priority as follows:

1. Minions
2. Rilla Mill

Clerk to forward information to Caradon Community Network Panel.

18 Consultations:

- i) **Cornwall Design Guide - Resolved** that no comments were to be submitted
- ii) **Cornwall Streetscape Design Guide - Resolved** that no comments were to be submitted

19 To consider the applications presented for the co-option of a new Council Member.

Resolved that, on consideration of the application received, Mr Barry Adams be co-opted on to the Parish Council to fill the vacancy. Clerk to send Mr Adams the necessary paperwork and to sign the declaration of acceptance in the presence of the clerk prior to the next meeting.

20 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 1(2) of the Public Bodies (Admission to Meetings) Act 1960

21 i) Allotments: To consider / approve the Side Letter to the Farm Business Tenancy Agreement and Organic conversion.

Resolved to defer to next meeting. Clerk to contact the Linkinhorne Allotment Holders and ask for written confirmation that they are happy to undertake the conversion to organic and maintain the allotments under the 'Ground Rules' set out by the Landlords

19) Correspondence (as listed)

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

<u>Doc. Date</u>	<u>Title</u>	<u>Summary</u>
14/01/2020	Rural Service Network	The Rural Bulletin - 14 January 2020
19/01/2020	Great Western	Improvement work in the South West in early 2020
21/01/2020	Fields in Trust	Beat Blue Monday and plan your summer Have a Field Day picnic today
21/01/2020	CC	Consultation Notification: Cornwall Design Guide & Cornwall Streetscape Design Guide
21/01/2020	Cornwall Community Flood Forum and Cornwall Community Resilience Network's	Important: Invite to Cornwall Community Flood Forum March Workshops
21/01/2020	Rural Service Network	The Rural Bulletin - 21 January 2020
23/01/2020*	CC	Community Governance Review Update
23/01/2020*	CNA	Caradon CNP Shared Speed Warning Scheme Request for Information by 21st February
23/01/2020*	Cornwall Street Works	Road From Junction South Of South Botternell To Tor View, Henwood - order
23/01/2020	CNA	CLT CNA Ambassadors
28/01/2020*	CC	Hold the date for Localism climate change workshop
28/01/2020	Rural Service Network	The Rural Bulletin - 28 January 2020
30/01/2020*	CC	Cornwall Council Climate Change Development Planning Document
30/01/2020*	CC	Community Governance Review Stage 3: Consultation Information Events
30/01/2020	CC	2020 Off-Street Parking Order
4/02/2020	Rural Service Network	The Rural Bulletin - 04 February 2020
6/02/2020	CC	Community Governance Review Update
6/02/2020	CC	Planning news doe local councils and agents
9/02/2020	Dark Skies	Cornwall Council Dark Sky Newsletter: Siblyback's Night with the Stars - join the Star Count - new Parliamentary Group
9/02/2020	CC	Neighbourhood Planning e-bulletin January 2020
09/02/2020	Cornwall Street works team	Road From Little Trelabe To Upton Orchard, Rilla Mill - emergency

*** sent by email**

Decisions and notifications received from Cornwall Council Planning and Regeneration

- **PA19/10954 Decided not to make a TPO (TCA apps) Trekadannack Rilla Mill. Works to trees in a conservation area, namely crown reduce mature Oak (T4) by 3 metres**

20) Close of Business

The meeting closed 9.01 pm