

Linkinhorne Parish Council

**Minutes of the Virtual Meeting of the Council
Monday 9th November 2020, 7.30pm**

MINUTES

Those present were: Cllr Ward (Chairman), Cllr Adams, Cllr Beech, Cllr Corfield, Cllr Daniel, Cllr Hordley, Cllr Lobban, , Cllr Sharp-Philips and Cllr Wallis.

Melanie Kilby (Clerk)

Members of the public: 0

1) Absent:

Apologies received from Cllr Hearn (Vice –Chairman) and Cllr Rounsevell.

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 12th October 2020 be confirmed, and these were signed as an accurate record of the meeting.

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

No members of the public were present.

5) Reports from and matters of concern to:

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

On the 19th October a Councillor attended the virtual meeting of Caradon CNP for Public Health Presentation by Dr Goldstein on how Cornwall Council is managing COVID-19 cases in Cornwall. Dr Goldstein holds a daily briefing with colleagues to discuss all new Covid cases arising in Cornwall. Information is received from NHS Track and Trace but not always complete especially contact details. They prioritise cases e.g. schools, businesses, Care Homes etc. and then aim to speak to every case within 5 days achieving 80% success. Usually, this is the only human contact an infected person will receive and Cornwall Council will check they understand what self-isolation means (50% don't). Cornwall Council can arrange extra testing if they identify an outbreak - e.g. in a factory and they have plans to cope with many contingencies e.g. BAME and traveller communities, factories, schools, care homes etc. In Cornwall, they usually know the source of infection in most cases.

Overall picture, Cornwall is in lowest tier (1) and had 26.5/100,000 cases last week. The threshold for Tier 2 is 75/100,000. Most people are obeying the rules and Dr Goldstein thinks we have adequate facilities for testing. In Liskeard and Looe area, we have had 163 cases so far 74 in April alone but only 12 in October, 4 of which are students who caught it away from home. We are not a high incidence area in Cornwall. 3 schools have had cases in bubbles. In care homes only 31 residents and 17 staff have caught Covid-19 (in total).

6) To review / approve any changes to the scheme of delegation to Clerk and Chairman to ensure continuation of council business if for any reason the council becomes inquorate or cannot meet.

Resolved to reaffirm the delegated authority to the Clerk in consultation with the Chairman and/or Vice Chairman that any necessary action associated with expenditure relating to the agreed budget, such as routine expenses, are undertaken to protect the interest of the community and ensure council business continuity during the period of the pandemic.

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) £240 inc VAT PKF Littlejohn LLP.
- ii) £190.55 inc VAT Cormac Solutions Ltd (Maint. Jubilee Field and Parsons Meadow).
- iii) £254.50 inc VAT Cormac Solutions Ltd (wc's Minions clean Oct).
- iv) £254.50 inc VAT Cormac Solutions Ltd (wc's Upton Cross clean Oct).
- v) £240 inc vat Cormac Solutions Ltd (Zoono application UX Sept).
- vi) £240 inc vat Cormac Solutions Ltd (Zoono application Minions Sept).
- vii) £32.16 Cornwall Pension Fund.
- viii) £24.40 HMRC.
- ix) £29.19 M. Kilby (Admin).
- x) £53.66 M. Kilby (Project/ Covid hours).

c) Receipts i) None

d) Budget 2020-21:

i) To receive /discuss mid-year financial review

The mid-year financial review was discussed

Cllr Beech dropped out of the meeting

ii) to consider/approve Finance group proposals (draft budget enclosed)

Resolved to approve the proposed budget 2021 to 2022.

iii) to consider/approve precept proposals in the sum of 1.75%.

A discussion took place concerning the % rise in the precept for 2021-2022. The council agreed that the precept should only be increased by 1.75% due to:

- 2020 being an exceptional year due to the Coronavirus Pandemic and it is anticipated that the impact will be felt in 2021 and beyond;
- the financial implication of the Coronavirus pandemic on the community and local businesses;
- the council received a £10,000 grant which will cover the anticipated cost associated with the procedures put in place to ensure continuity of the facilities provided by the council.

The council **resolved** to approve the precept increase of 1.75% giving a total precept for 2021-2022 of £27,337.11

Cllr Beech returned to the meeting

- e) To consider quotes provided for the purchase / setting up of a new Laptop for the Clerk.

The quotes provided were considered. The council **resolved** to approve the lowest quote for the following:

- HP 255 G7 Ryzen 5 8GB RAM, 500GB SSD, 15.5” Win10 Home, set up, including utilities and file transfer from old laptop, 12 month warranty. Installation of Office 2019 Home and Business (Word, Excel, Outlook, PowerPoint). Total = £787 plus VAT

- f) Notification that BT have withdrawn the adoption of the phone box at Minions

BT informed the Clerk that they have re-visited their plans concerning this kiosk and no longer plan to remove it, which means that it is no longer available for adoption and unfortunately we will have to cancel your adoption. Currently no works can be carried out on the kiosk until we (BT) decide what we will be doing with the kiosk long term.

8) Planning

- a) Planning Applications

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

- PA20/08591. Rylands Linkinhorne Proposal Construction of a single storey wooden stable block and a manure clamp, change of use to equestrian. Linkinhorne Parish Council supports the application.
- PA20/08884. Little Lanhargy Farm Bray Shop Cider Mill Cottage Bray Shop. Proposal Construction of timber stables. Linkinhorne Parish Council supports the application.
- PA20/0895. Variation of condition 3 in respect of Decision Notice PA17/00266 dated 13th March 2017 - Garage conversion to annexe (resubmission of previous application PA20/03678 dated 27.08.2020). Linkinhorne Parish Council supports the application.
- PA20/09205. Trevean, Rilla Mill. Internal alterations and construction of a rear balcony with variation of condition 2 in respect of decision PA15/09061. Linkinhorne Parish Council does not support the application due to the extent that the balcony extends beyond the house and the adverse impact of loss of light on the rooms below.
- v) Any applications received before the meeting – none.

- b) Decisions received from Cornwall Council Planning and Regeneration

Notifications:

- **PA20/09078.** Tremist, Minions Liskeard. Works to a Tree in a Conservation Area, namely fell Acer with large inclusion and fell three Sitka Spruces.
- **PA20/09400.** Mill House Rilla Mill Works to tree in a Conservation Area, namely remove Fir tree.

9) Play equipment and recreational areas

- a) **Weekly safety inspections** - Safety inspections were received the following items have been highlighted by the inspections needing attention:

i) Jubilee Field

- i) A spindle missing from the balustrade on the wooden house – this has now been replaced
- ii) 5 a side goal constantly falling over – Clerk to arrange for quote to sort the problem.
- iii) Damage to pagoda – a Councilor volunteered to re-attach the board.

ii) Rilla Mill play area

- i) Noting needing attention reported

b) To consider how to proceed with toddler swing seats and five aside goal post.

Clerk is awaiting a quote for the adjustments to the swings and the 5 aside goal posts to make them safer.

10) Neighbourhood Development Plan – to receive update

Prior to submitting the plan two documents need to be completed. The Basic Conditions Statement which tests the plan's alignment to the National Planning Policy Framework and the Cornwall Local Plan. The Council **resolved** to approve The Basic Conditions Statement subject to the following amendments:

- P5 – it states 14 key policy when there are only 13
- P9 wording to be change from *planned for with specific provision made for older people and the disabled.... To planned for with specific provision made for older people and those with disabilities.*

The second document is the Consultation Statement, which will be brought to the December meeting.

11) Public Conveniences

a) To consider lock down procedures for opening/ closing of public conveniences.

i) Minions

ii) Upton Cross

Resolved to keep both set of toilets open throughout the lockdown, subject to Government guidance.

12) Policies: To consider / approve

- i) Standing orders – Resolved** to approve without amendments
- ii) Financial regulations - Resolved** to approve without amendments
- iii) Risk Management strategy – Resolved** to approve subject to the inclusion of a business continuity plan if the clerk was not capable for working and the process by which the essential items e.g. lap top, phone and bank book would be made available to the Chair / Vice Chair under the self-isolation restrictions imposed by the government in relation to Coronavirus.

13) To discuss / consider the request for dog poo bins at Upton Cross

The Clerk has investigated the request for dog poo bins at Upton Cross. At present Cornwall Council no longer offer separate dog poo bins and would charge for the installation of any additional bins and for the emptying of the bins. All general purpose rubbish bins are multi use and can have dog poo put in them. A councillor requested that additional signage might be useful in certain locations.

14) To consider the applications presented for the co-option of a new Council member.

No applications were received. The clerk is to re-advertise.

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 (12) of the Public Bodies (Admission to Meetings) Act 1960

15) To discuss staff appraisal.

The council thanked the Clerk for all her efforts in continuing council business during the coronavirus pandemic and adapting to the needs of the council. The Council **resolved** to approve a one spinal column point increase on the national pay scale.

17) Correspondence (as listed)

<u>Doc. Date</u>	<u>Title</u>	<u>Summary</u>
13/10/2020*	Devon and Cornwall Police	Cyber Protect Unit
13/10/2020*	Cornwall Council	Apply to be part of Cornwall's "We're Watching You" Autumn 2020 Anti-dog fouling campaign
13/10/2020*	PKF Littlejohn LLP	CO0071 2019/20 AGAR Section 3 External Auditor Report
13/10/2020*	CCNA	Locally Led Learning Project
13/10/2020	Rural Service Network	The Rural Bulletin - 13 October 2020
13/10/2020*	CALC	ADDITIONAL CODE OF CONDUCT TRAINING
13/10/2020*	CC	Additional Caradon CNP meeting document - Quarterly Planning Enforcement Report
13/10/2020*	CCNA	Carbon Audit Presentation
13/10/2020*	CALC	Library and Information Service - Micro Libraries
15/10/2020*	CALC	FW: URGENT : PLANNING FOR THE FUTURE - GOVERNMENT CONSULTATION ON CHANGES TO THE PLANNING SYSTEM
15/10/2020*	CC	Information only - Pre-applications
16/10/2020*	CCNA	Public Health Presentation Liskeard & Looe CNP Monday 19th October 2.00pm Invitation - please email me if you would like to attend.
20/10/2020	Rural Service Network	The Rural Bulletin - 20 October 2020
22/10/2020*	Cornwall AONB	Management Plan Survey and Job Vacancy
22/10/2020*	CCNA	CASCADE Drug Alert - Phenazepam
22/10/2020*	CC	COVID-19 Information Packs
27/10/2020	CC	Reopening High Streets Safely Fund
02/11/2020	Rural Service Network	The Rural Bulletin - 28 October 2020
02/11/2020*	CC	Local Council Planning Conferences 2020 - Invitation to our next event on 26 November
02/11/2020*	CALC	FAQ 13 - Meetings, 6 month rule and letting of community buildings
02/11/2020*	CC	Town and Parish Council COVID-19 Update - 30 October 2020
02/11/2020*	CC	October E-Bulletin Neighbourhood Development Plan
02/11/2020*	CC	Town and Parish Council Highways and Environment Update
02/11/2020*	CCNA	Community Network Highway Schemes updates - October 2020
05.11.2020	Rural Service Network	The Rural Bulletin - 3 November 2020
05.11.2020*	CC	Cornwall Community Governance Review - Outcomes
5.11.2020*	CC	Budget consultation
5.11.2020*	CC	Your latest newsletter from Cornwall Planning: Planning News for Local Councils and Agents (October 2020)
8.11.2020*	CC	Town and Parish Council COVID-19 Update - 6 November 2020
8.11.2020*	CC	Highways and Environment Keeping Cornwall Moving

20) Close of Business The meeting closed 8:40pm