

**Linkinhorne Parish Council**  
**Minutes of Meeting of the Council**  
**Monday 11<sup>th</sup> October 2021 at Rilla Mill Village Hall, 7.30pm**

**MINUTES**

**Those present were:** Cllr Hearn (Chair), Cllr Wallis (Vice-Chair), Cllr Adams, Cllr Beech, Cllr Corfield, Cllr Hordley, Cllr Lobban, Cllr Martin, Cllr Stoakes and Cllr Todd.

Melanie Kilby (Clerk)

Members of the public: 0

***A minutes silence was observed by those in attendance in remembrance of George Hoare, former Councillor and past Chair. The Chair informed those in attendance of the sad death of Nigel Willan who was appointed a trustee of the Roberts and Jeffery Foundation in 2019. Both were active in the community and will be sadly missed.***

**1) To welcome newly co-opted members and receive the signed Declarations of Acceptance of Office**

The Chair welcomed the four new council members. Cllr Lobban, Cllr Martin, Cllr Stoakes and Cllr Todd duly signed the Declaration of Acceptance of office.

**2) Absent:** Apologies received from Cllr Sharp-Philips and Cornwall Councillor Daw

- 3) Code of Conduct:**
- a) Declarations - Cllr Martin 9)a,i  
Cllr Adams 10)a  
Cllr Hearn 9) a,iii
  - b) Grants of dispensation - None

**4) Minutes**

**Resolved** that the minutes of the previous meeting of the Parish Council of Monday 13<sup>th</sup> of September 2021 be confirmed, and these were signed as an accurate record of the meeting subject to the inclusion of the following on page 48 item 6 (addition in italics):  
'On consideration of the applications received and being put to a vote the council members unanimously resolved to approve the two candidate's *Helen Gribble and Philip Riley*, to fill the trustee vacancies.

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

No members of the public were present.

**6) Reports from and matters of concern to:**

- a) Cornwall Councillor Daw – Not present.
- b) Reports from other councillors (other meetings, conferences) – Nothing to report.

**7) Election of Member Representatives: appointment of committees and make such further appointments as are 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 Sharp Philips Cllr Corfield Cllr Wallis Cllr Adams Cllr Beech
Finance/Audit & Insurance/ Risk Management Working Group	Cllr Hearn (as Chair to lead group), Cllr Wallis (Vice Chair), Cllr Corfield, Clerk as 'Responsible Financial Officer'.
Cornwall Association of Local Councils (CALC) meetings	Cllr Hearn
Roberts & Jeffery Foundation	Appointed by the Parish Council Beryl Martin, Christopher Daniel, Helen Gribble, Philip Riley, One vacancy Co Opted by the Foundation: Maxine Browne James Parker
Caradon Community Network panel	Chair and/or Vice-Chair
Commoners' (if required)	Cllr Martin
Neighbourhood Development Plan Steering Group (NDPSG)	Andrew Ward, Cllr Hordley, and David Lobban.

## 8) 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 Chair.

### b) Payments

**Resolved** that the following payments be approved:

- i) £9.00 LPH (rent).
- ii) £190.56 inc vat Cormac Solutions Ltd (Play area Maint.).
- iii) £36.00 inc vat Cornwall ALC LTD (Training).
- iv) £50 Royal British Legion (Donation for Poppy Wreath).
- v) £240.00 inc vat PKF Littlejohn LLP (Audit).
- vi) £1,580.40 vat inc Cormac Solutions Ltd (monthly Cleaning April – Sept UX).
- vii) £1,580.40 vat inc Cormac Solutions Ltd (monthly Cleaning April – Sept Minions).
- viii) £150 S.L.K. Fabrication (Goal Post repair).
- ix) £53.11 M. Kilby (Admin)

### c) Receipts i) none

### d) Notification of conclusion of Audit.

The Clerk informed the members that the limited assurance review for the year ended 31 March 2021 by the external auditors had been completed. The external auditor report and certificate had been received by the Clerk concluding that 'on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.'

All documents have been published on the Parish Council website.

## 9) Planning

### a) Planning Applications

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

*Cllr Martin Left the meeting*

- i) PA21/04600.1 Higher Stanbear Terrace Henwood. Proposed extension and remodelling. Linkinhorne Parish Council supports the application subject to more sensitive and in keeping fenestration and that the World Heritage Site Planning Advice do not object to the application.

*Cllr Martin returned to the meeting*

- ii) PA21/07956 Land South Of Riverdale Rilla Mill. Construction of Poly-Tunnel for Domestic/Agricultural purposes within a conservation area. Linkinhorne Parish Council has no objection to the application subject to a condition the building is removed once it comes to the end of its usable life.

*Cllr Hearn left the meeting*

- iii) PA21/03211. Caradon Town Farm Caradon Town Lower Tokenbury. Build a new sand school on existing grassland. New stables will be constructed to match existing to provide extra space for the horses. Construction of a new workshop adjoining the existing workshop finished to match existing. Linkinhorne Parish Council requests that clarification of the following is provided:
  1. The structure of the sand school and will material be needed to level the site?
  2. What will the workshop be used for?
  3. Visibility from Caradon Hill, will there be a need for screening?

*Cllr Hearn returned to the meeting*

- iv) PA21/08856. 3 Little Upton Court Extension to the rear of the property to create larger master bedroom. Linkinhorne Parish Council has no objection to the application.
- v) PA21/08811. Sunnyside Rilla Mill. Works to trees in a Conservation Area, namely Spruce (ex -Christmas tree). Linkinhorne Parish Council has no objection to the application subject to the spruce being replaced by a suitable tree.
- vi) 5 day protocol PA21/06272 Clampit Farm, Linkinhorne. Linkinhorne Parish Council agreed with the planning officer's recommendations - Subject to a condition that the hut is used for holiday purposes only the planning officer has recommended that the application is approved.

### b) Decisions received from Cornwall Council Planning and Regeneration

Decisions:

- PA21/06074 Decided not to make a TPO (TCA apps). Downgate. Works to remove a Conifer tree (T1) and selectively prune a Beech tree (T2) situated within a conservation area.
- PA21/08448 REFUSED. Beatons Park Bray Shop. Hedgerow Removal Notice: Moving of hedgerow to widen 9' lane, to make better suited to modern agricultural vehicles (15').

Notifications:

- PA21/02562/PREAPP. White Of Morning Sharptor Henwood. Pre application advice for proposed summer house.

**10) Play equipment and recreational areas**

**a) Weekly safety inspections**

The usual weekly safety inspections for Jubilee Field and Parsons Meadow were provided.

**i) Jubilee Field**

The following have been identified by the inspection:

1. Wooden house with slide had a loose window sill on the upper window which has been re-attached.
2. Missing piece of wood on the end of the slide. The Clerk is to approach FD Hall to see if they can make a new piece.
3. The 5 aside goal post has been returned after being fixed. The Council members approved the purchase of 2 new nets for the five a side goals. It was agreed that a member would contact Plymouth Argyle to see if a used but still in good condition net for the larger goal could be donated.
4. Gate post on latch side into the under 5's play area was wobbly and has now has been stabilized.
5. A considerable amount of rubbish was collected after a good weather weekend. It was agreed that the Clerk would purchase disposable gloves and rubbish bags with a member offering to donate litter pickers and hoops. The 'inspection kit' will be passed onto the member undertaking the next inspection at each Council meeting.

**ii) Rilla Mill play area**

A discussion took place concerning the bent railing in the fencing closet to the bridge. The clerk asked the member undertaking the weekly inspection to measure the gap. Building regulation stipulate that the gap should not exceed 100mm. The gap measure 105mm. It was **agreed** that a member would look at bending the bar slightly to reduce the gap to 100mm.

**b) To consider / approve purchase of new goal nets for £273.00.**

**Resolved** to approve the purchase of 2 new nets for the five a side goals for £83.00 in vat and delivery. It was **agreed** that a member would contact Plymouth Argyle to see if a used but still in good condition net for the larger goal were available to be donated.

**11) Neighbourhood Development Plan – to receive update –**

The Neighbourhood Development plan is awaiting referendum.

**12) Public Conveniences**

**a) Minions -** Clerk informed members that a privacy lock on the disabled toilet door was replaced under the health and safety budget.

**b) Upton Cross -** nothing to report.

**13) Trees:**

**i) To discuss / consider appointing a tree warden**

Members **agreed** that the Clerk would ask for more information on the candidate and invite them

along to the next meeting. More information to be provided on the role of a tree warden.

**ii) To discuss / consider the WI request to plant a tree in Jubilee Field to commemorate the WI 90th Birthday and the Queens Platinum Jubilee.**

**Resolved** to agree in principle, with details to follow and subject to the meeting of the Jubilee Field working group, to the WI planting a tree in Jubilee Field to commemorate the WI 90th Birthday and the Queens Platinum Jubilee.

**ii) To consider / put in place a plan for the planting of the Jubilee Coppice. Including preparation of ground, appropriate species, method of protection of newly planted sapling, on-going maintenance for at least 15 years and time scales.**

It was **agreed** that the Jubilee Field Working group would look at putting together a plan for Jubilee Field for the planting of the coppice and consider other changes / improvements / maintenance required. Their suggestions / plan will be brought back to full council for consideration/ approval.

**14) Grants / Annual Contributions:**

**i) To consider / discussion annual contribution to the upkeep of Linkinhorne Parish Hall car park.**

The members **agreed** that in principle the Parish Council would be willing to donate but would confirm the details once an estimate of the amount required was received from the Parish Hall Committee.

**ii) To consider request for a donation towards new batteries in the Defibrillator at Rilla Mill Village Hall.**

After a short discussion it was **resolved** that a £50 donation would be given to both Rilla Mill Village Hall and Linkinhorne Parish Hall towards the cost of purchasing new batteries for the defibrillators.

**15) Allotments – To consider / approve the draft tenancy agreement for the allotments**

**Resolved** to approve the new tenancy subject to the addition that the allotment holders replace any individual posts when required and that an agreement would be made between the allotment holders and the Parish Council should a corner post need replacing.

**16) Burial Ground – To discuss / approve action concerning wobbly gate post from the burial ground into the adjoining field.**

**Agreed** that the Clerk is to arrange remedial works as necessary.

**17) To consider /appoint members to undertake the laying of the poppy wreath**

It was **agreed** that all are welcome to join representatives of the Parish Council and year 6 pupils from Upton Cross ACE Academy for a short memorial service to be held at Linkinhorne War Memorial, Upton Cross on Thursday 11<sup>th</sup> November 2021 at 11 am.

**18) Policies. To consider / make amendments where appropriate to:**

- i) Training and Development Policy - Resolved** to re-adopt the policy with no amendments.
- ii) Equalities policy – Resolved** to re-adopt the policy subject to changes required so that it is gender neutral.

**19) To consider / approve the Councils support for the Cornwall Area of Outstanding Natural Beauty (AONB) heritage project, A Monumental Improvement.**

**Resolved** to support the Cornwall Area of Outstanding Natural Beauty (AONB) funding application to the National Lottery Heritage Fund for their heritage project, A Monumental Improvement.

**20) Correspondence (as listed)**

**a) Items for information only**

<u>Doc. Date</u>	<u>Title</u>	<u>Summary</u>
14.09.2021*	CC	Town and Parish Council Newsletter - 10 September 2021
14.09.2021	Rural Service Network	The Rural Bulletin - 14 September 2021
21.09.2021*	CALC	2nd Additional Code of Conduct session: Wednesday November 17th at 6.30pm
21.09.2021*	CC	The Inclusion Matters Service in Cornwall
21.09.2021*	Cornwall Community Flood Forum's	Invitation to Cornwall Community Flood Forum's Annual Conference
21.09.2021*	CC	Let's Talk Homes Survey
21.09.2021*	Cllr Hordley	Report for circulation from GOV NHS meeting 20th September
24.09.2021*	CC	Town and Parish Council Newsletter - 24 September 2021
05.10.2021*	Devon and Cornwall Police	Road Safety - Call For Ideas - Feel free to share
05.10.2021*	Rural Service Network	The Rural Bulletin - 5 October 2021
06.10.2021*	Citizens Advice	Autumn Newsletter
06.10.2021*	CC	Minutes for East Sub-Area Planning Committee, Monday, 4th October, 2021, 10.00 am
10.10.2021*	CALC	Points of Light 2021 NALC publication
10.10.2021*	CC	Town and Parish Council Newsletter - 8 October 2021

**21) Close of Business**

The meeting closed 9.04 pm