

Linkinhorne Parish Council

Minutes of Meeting of the Council

Monday 13th December 2021 at Linkinhorne Parish Hall, Upton Cross, 7.30pm

MINUTES

Those present were: Cllr Hearn (Chairman), Cllr Wallis (Vice-Chairman), Cllr Beech, Cllr Corfield, and Cllr Martin.

**Action
required
by:**

Melanie Kilby (Clerk)

Cornwall Councillor Daw - Not present

Members of the public: 3

1) Absent: Apologies received from Cllr Adams Cllr Hordley, Cllr Lobban Cllr Sharp-Philips, Cllr Stoakes and Cllr Todd

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 Thursday 2nd of December 2021 be confirmed, and these were signed as an accurate record of the meeting subject to the following change P 60 item K) to change second sentence to read: The *notice* period of 2 months...

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

A member of the public spoke providing information on planning application PA21/09950.

A member of the public spoke on behalf of their application to become a tree warden for Linkinhorne Parish. Question were asked on the applicants desire to be a tree warden, experience and any conflict with their working arrangements.

5) Trees: i) To discuss / consider appointing a tree warden

Proposed, seconded, and upon being put to the vote it was **resolved** to appoint Stewart Maher as Tree warden for Linkinhorne Parish. Confirmation was provided by the applicant that there would not be any conflict of interest between the appointment and his occupation as a tree surgeon. The appointment is to be reviewed annually at the annual meeting of the Parish Council.

6) Reports from and matters of concern to:

- a) Cornwall Councillor Daw – Not present – no apologies received.
- b) Reports from other councillors (other meetings, conferences) –

A Councillor attended a planning training session but found that it was not the best organised and provided little additional information.

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:
- November:
- i) £30 inc VAT WesternWeb Ltd (Domain renewal 2 years).
 - ii) £365.00 Nutleaf (Allotment Fencing repair).
 - iii) £9.00 LPH (rent).
 - iv) £99.82 LPH external WC (Electricity, water and sewage charges).
 - v) £22.50 RMVH (Rent).vi) £263.40 inc vat Comac Solutions Ltd (WC clean Oct 21 Minions). vii) £263.40 Cormac Solutions Ltd (WC clean Oct 21 LPH).
 - viii) £22.50 RMVH (rent).
 - ix) £83.00 M. Kilby (Football nets)
 - x) £209 R. Stephens (Play area and Toilets).
 - xi) £ 35.03 M. Kilby (Admin Expenses).
- December:
- i) £190.56 Cormac Solutions Ltd (Play area maint. Oct 21).
 - ii) £24.00 inc vat Cornwall ALC Ltd (Code of conduct training).
 - iii) £190.56 inc vat Cormac Solutions Ltd (Field Maint.)
 - iv) £263.40 inc vat Cormac Solutions Ltd (Cleaning WC's UX Nov 21).
 - v) £263.40 inc vat Cormac Solutions Ltd (Cleaning WC's Minion Nov 21).
 - vi) £1,895 R. Hanson (Footpath Maint £1,500; Civic Burial ground Maint. £285; weed spraying £90 & war memorial weeding £20).vii) £24.00 inc vat CALC (Code of conduct training).
 - vii) £36.00 inc VAT CALC (Intro to Planning training).
 - ix) £55.14 M. Kilby (Admin).
- c) Receipts :
- i) £160.70 Minions coin collection.
 - ii) Allotment rent £300.
 - iii) HMRC £604.56 VAT reclaim
- d) Notification of change in monthly charges for SWW supply to
- i) Upton Cross Public Convenience from £0 to £6 per month as of 1st November 2021.
 - ii) Minions Public Convenience from £12.00 to £30 per month as of 1st December 2021.
- e) Budget 2020-21
- i) To receive /discuss mid-year Financial review - The Council thanked the Clerk for the detail and information provided in the report.
 - ii) To consider/approve Finance group proposals (draft budget enclosed). The Council thanked the Clerk for the detail and information provided in the draft budget. Proposed, seconded, and upon being put to the vote it was **resolved** to approve the budget for 2022-2023.

iii) To consider/approve proposed increase of precept by 3%.

Proposed, seconded, and upon being put to the vote it was **resolved** to approve a 3% increase of the precept to £28,865.00. This will increase the Council tax contribution on a Band D property by £1.40.

f) Grants / Annual Contributions:

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

The Council **agreed** that as they value and appreciate the facility provided by the Linkinhorne Parish Hall Committee if there were an occasion when financial support for an appropriate purpose e.g. when maintenance was required for the parking area surface, the council would give consideration to an application but was not willing to provide an annual contribution. The council also recommends that hire charges should reflect the maintenance of the hall and the car park.

8) Policy: To consider / review: i) Risk assessment and management.

Resolved to re-adopt the risk assessment and management policy.

**9) To assess the current impact Coronavirus has on the Parish Council
i) Review delegated authority**

Resolved to readopted:

The Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council.

ii) Risk Assessment to be undertake:

- a. Public conveniences**
- b. Play areas**

Resolved that the council would follow Government guidance on managing both play areas and public conveniences in response to the Coronavirus Pandemic. Clerk to update risk assessments.

8) Planning

a) Planning Applications

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

i) PA21/10808. Whitegates Bray Shop. Formation of vehicle access gate in hedge with associated works. Linkinhorne Parish Council has no objection to the application subject to the county surveyor being in agreement.

ii) PA21/09950. East Acre 8 Duchy Terrace Minions. Proposed extension and remodelling. Linkinhorne Parish Council is unable to come to a final view on this application, due to the absence /lack of detail within the conclusion of the Heritage Statement concerning the impact of the proposed development within the setting of a World Heritage Site, Area of Outstanding Beauty, and

Conservation area.

- iii) PA21/11398 Land At Rear of Aldor Rilla Mill. Proposal Proposed Dwelling on land at Aldor, Rilla Mill following demolition and replacement of existing garage and associated landscaping. Linkinhorne Parish Council has no objection to the application.

Notification of comments submitted via scheme of delegation from November meeting:

- i) PA21/09889. East Yolland Farm Upton Cross. Detached annexe for use ancillary to adjacent principal dwelling house and change of use of land to extend proposed curtilage of the dwelling house. Linkinhorne Parish Council has no objection subject to a 106 condition that the annex is linked to the main property and remains in the same family ownership due to concerns raised over the creation of a separate dwelling in a separate curtilage.
- ii) PA21/09756 Victory Hall Lynher Close North Hill. Change of use of land to graveyard. (Consultation of neighbouring Parishes required). Linkinhorne Parish Council has no objection to the application.
- iii) PA21/10101. Little Exwell Barn Bray Shop. Extension to dwelling and associated works. Linkinhorne Parish Council has no objection to the application.

b) Notification of 5 day protocol decision :

- i) PA21/03211 – Caradon Town Farm, Caradon Town, Lower Tokenbury Road, Pensilva. 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 agreed with the planning officer's recommendation to approve the application.

b) Decisions received from Cornwall Council Planning and Regeneration

Decisions November:

- PA20/11509 APPROVED. Yolland Farm Upton Cross. Proposed demolition of entrance porch and construction of replacement; replacement windows and doors and upgrading interiors.
- PA20/11510 APPROVED. Yolland Farm Upton Cross. Listed Building Consent for proposed demolition of entrance porch and construction of replacement; replacement windows and doors and upgrading interiors.
- PA21/06272 APPROVED. Clampit Farm Linkinhorne. Change of use and siting of a shepherds hut for holiday use
- PA21/01313 REFUSED. Land At Little Upton Farm Upton Cross. Variation of conditions 5 and 6 of decision PA17/04850 dated 25/06/2018 Housing development of six dwellings, including three affordable, with associated access and parking.
- PA21/08811 Decided not to make a TPO (TCA apps). Sunnyside Rilla Mill. Works to trees in a Conservation Area, namely Spruce (ex Christmas tree)
- PA21/08975 Decided not to make a TPO (TCA apps). Barnacre Road From Lowerlake To Barnacre Rilla Mill. Works to a tree in a conservation area - (T1) multi-stemmed Alder request to carry out work due to basal decay.
- PA21/09009 Decided not to make a TPO (TCA apps). Riverside Rilla Mill. Application for

tree works within a Conservation Area: Request to dismantle/fell 21 Ash trees due to Ash dieback

- PA21/07883 APPROVED. Addicroft Mill Road. Listed Building Consent for removal of existing roof covering to Mill and plaster boarded underside. Repairs to roof structure. Recovering of roof reusing existing slates, installing new bituminous felt and insulation between rafters and new plaster boarded underside. Replacement of uPVC guttering and downpipes.
- PA21/02562/PREAPP Closed - advice given. White Of Morning, Sharptor. Pre application advice for proposed summer house
- PA21/04600 APPROVED. 1 Higher Stanbear Terrace, Henwood. Proposed extension and remodelling
- PA21/09892 Decided not to make a TPO (TCA apps). Netherhill, Rilla Mill. Works to trees within conservation area: T1 Oak remove deadwood only. T2 Oak remove deadwood + light reduction not exceeding 1.5m upon the south east quarter T3 Horse chestnut remove deadwood only.

Decisions December:

- PA21/07956 APPROVED. Land South Of Riverdale Rilla Mill. Construction of Poly-Tunnel for Domestic/Agricultural purposes within a conservation area.
- PA21/08856 APPROVED. 3 Little Upton Court Upton Cross. Extension to the rear of the property to create larger master bedroom.
- PA21/10370 Decided not to make a TPO (TCA apps). Minions Shop And Tearoom. Works to a tree within a conservation area: T1 - Fir tree in rear garden - section fell to ground level due to growing too close to property and shading building behind.

Notifications November:

- PA21/02749/PREAPP. Old Blackcombe Farm House, Henwood. Pre-application advice for new stable block, extension of existing workshop to provide garaging with open sided car port and formation of all-weather equestrian arena. Including demolition of some existing buildings.

11) 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 discuss the proposals put forward by the Jubilee Field working Group.

It was agreed that the replacement of the wooden house be a priority for play area improvements.

Suggested that the following be referred to the working group

- Permissive sign on the entrance gate from Sterts
- look into designating the area as a village green

12) Neighbourhood Development Plan – to receive update

Cornwall Council NOTICE OF REFERENDUM for the Linkinhorne Neighbourhood Plan 1. A Referendum will be held on Thursday, 13th January 2022 to decide the question: “Do you want Cornwall Council to use the neighbourhood plan for Linkinhorne to help it decide planning applications in the neighbourhood area?”

13) Public Conveniences

a) Minions b) Upton Cross

Nothing to report.

c) To discuss / approve winter opening times and cleaning frequency.

Linkinhorne Parish Council **agreed** to continue the 4 day cleaning regime for the winter period.

14) Allotment

a) Revised Side Letter to the Yonder Netherton Allotments Agreement

Resolved to approve the revised side letter to the Yonder Netherton Allotments Agreement.

15) Website – To consider / approve annual check for WCAG2.1 compliance and update of the Accessibility statement.

Resolved to approve the annual check for WCAG2.1 compliance of the website and update of the Accessibility statement for £30 plus VAT with any corrective action if required a result of the check to be approved at full Council prior to undertaking.

16) Burial Ground i) To consider / approve an additional grass cut just prior to Christmas (weather permitting).

Resolved to approve an additional cut in the Burial Ground.

17) To discuss consider taking part in the Platinum Jubilee Beacon

A member **agreed** to investigate whether the field Rilla Mill previously used for Jubilee celebrations would be available.

18) To discuss /provide comment on:

i) Cornwall’s Transport Plan - The survey will be open until 24 December 2021.

Resolved to not submit a comment.

ii) Cornwall Council Planning and Sustainable Development Consultation on Planning Application Validation List - Comments should be received by 5pm on 20 December 2021.

Resolved to not submit a comment.

iii) Caradon Community Network Scheme's Car 19, 20, 21 & 25 CNP Consultation - Deadline 16th December 12.00pm

Resolved to not submit a comment.

19) To approve calendar of meetings for 2022.

Resolved to approve the calendar of meeting for 2022.

20) EXCLUSION OF PRESS & PUBLIC - PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and having regard to the confidential nature of the business to be transacted to consider that the Press and Public be excluded from the Meeting for the following items of business.

21) Discuss response received concerning sale / leasing of the former public convenience Upton Cross.

A discussion took place on concerning the present situation. With the preferred user gone and no other offers received to cover the costs it was agreed to review when the new Clerk in place. It was agreed that the cricket club could continue to use the toilets for the forthcoming cricket season subject the agreement previously agreed.

22) Staffing and Recruitment - to consider and determine any other matters arising in connection with the recruitment of a new parish clerk, transitional arrangements and related matters

Discussed arrangements for the access to meeting venues. Clerk updated members on the current adverting.

23) Correspondence (as listed)

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

Doc. Date	Title	Summary
12.10.2021	Rural Service Network	The Rural Bulletin - 12 October 2021
12.10.2021*	CALC	The Queen's Platinum Jubilee Beacons
14.10.2021*	CC	Invitation to Let's talk Climate Action online event: 8 November, 10am - 2pm
14.10.2021*	Devon and Cornwall Police	LAST CHANCE to confirm your attendance at the OPCC Cllr Advocates Seminar and Volunteers Day at St Mellion (near Saltash) - Monday 8/11/21.
14.10.2021*	CC	Free parking in Cornwall Council car parks on Saturday 4 December 2021
19.10.2021*	CCNA	60th Anniversary of Tamar Bridge
19.10.2021*	CCNA	Cornwall Transport Plan - Consultation Live
21.10.2021*	Devon and Cornwall Police	Devon and Cornwall Police Youth Advisory Group - Online Survey (Closes 1/11/21) Please feel free to share
29.10.2021*	CC	Town and Parish Council Newsletter - 22 October 2021
29.10.2021*	Cornwall Rural Community Charity	Let's talk Rubbish! Help needed to promote this important community survey.
02.11.2021*	CC – planning	Planning News for Local Councils and Agents - October 2021
02.11.2021*	CC –Planning	FW: R469378 : Planned works - 8am Saturday 6th DIO-Safeguarding-Offshore@mod.gov.ukNovember to 7pm Sunday 7th November
09.11.2021*	CC	Town and Parish Council Newsletter - 5 November 2021
09.11.2021*	CCNA	Police Report
11.11.2021*	Devon and Cornwall Police	QPCC Volunteers Day Event / St Mellion / 8-11-21
15.11.2021*	Cornwall Buildings at Risk	Fwd: Latest news at Cornwall Buildings at Risk
23.11.2021*	Devon and Cornwall Police	A guide to recognising, recording and reporting Anti-Social Behaviour

23.11.2021*	CALC	Civility and Respect Newsletter
23.11.2021*	CC	Cornwall Council Planning and Sustainable Development Consultation on Planning Application Validation List
25.11.2021*	CC	Christmas rubbish and recycling collections
26.11.2021	CCNA	20mph Phase 1
26.11.2021*	CC	Join in National Tree Week and help plant Forest for Cornwall
30.12.2021*	Devon & Cornwall Police	WARNING - Scam email in circulation / Possibly directed towards Cllrs
30.12.2021*	CALC	PHYSICAL/VIRTUAL MEETINGS
1.12.2021*	CALC	PERSONAL SAFETY FOR COUNCILLORS – WEDNESDAY 8TH DECEMBER AT 10.30AM TO 12PM - FREE ONLINE EVENT
1.12.2021*	CALC	CALC - PLEASE BE AWARE OF THE FOLLOWING EMAIL SCAM
1.12.2021*	Devon & Cornwall Police	Dealing with Suspicious messages and emails
3.12.2021*	CC	<i>Town and Parish Council Newsletter - 3 December 2021</i>
08.12.2021*	<i>Cornwall AONB</i>	<i>Cornwall AONB latest news: last chance on survey (closes 10 Dec) and Cornwall AONB Annual Report 20/21</i>

24) Close of Business The meeting closed 9:22pm