

Linkinhorne Parish Council

Minutes of the Annual Meeting of the Parish Council Monday 13th May 2024 at 7.30pm at Rilla Mill Village Hall, Rilla Mill Minutes

Present at the meeting were: Cllr K. Wallis (Chairman), Cllr M. Corfield, Cllr R. Hanson, Cllr C. Hearn, Cllr C. Hordley, Cllr B. Martin, Cllr P. Seeva (Divisional Member).

Lena Batten (Clerk)

Members of the public: None.

1) Election of Chairman and signing of the Declaration of Office of Chairman:

The Chairman welcomed everyone to the meeting and thanked the Councillors and clerk for their work during her term in office. The Chairman passed the chair to the clerk.

Proposed, seconded and upon being put to the vote, it was unanimously **resolved** to approve the re-election of Cllr K. Wallis as Chairman. The clerk passed the chair back to the Chairman.

The Chairman 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 re-elect Cllr M. Corfield as Vice Chairman.

The Vice - Chairman duly signed the Declaration of Acceptance of Office to the role of Vice - Chairman, counter-signed by the clerk.

3) To receive Standing Orders, Code of Conduct, Register of Interests:

It was agreed with all in favour that the Council would accept the current Standing Orders and Code of Conduct. No Register of Interests were received.

4) Apologies:

Apologies were received from Cllr S. Beech and Cllr D. Heritage.

5) Code of Conduct:

a) To receive declarations: Cllr M. Corfield Item 9 b (vii) and Cllr C. Hearn Item 10 a (iii).

b) To grant dispensations: None.

6) Minutes:

Resolved that subject to the removal of two Councillors Names listed at Item 6 (b) being removed, the minutes be confirmed as an accurate record and signed by the Chairman.

7) Public Participation:

No members of the public were in attendance.

8) Reports from and matters of concern to:

a) Cornwall Councillor Sharon Daw:

Cllr Seeva informed the meeting that his understanding was that Councillor Sharon Daw was currently on leave of absence and in her absence Cllr Linda Taylor was covering her casework. In addition to this, Cllr Phil Seeva would be linked to parish councils, Cllr P. Seeva detailed that he had been a Divisional member Councillor for eight years and knew the area well and would remain in post until at least next May 2025. Cllr P. Seeva would be overseeing Cllr Daw's Community Chest Fund and the clerk could contact him for details regarding how to access this. Also available for advice was Cllr Nick Craker, Liskeard Central. Cllr P. Seeva gave a brief update regarding developments from Cornwall Council stating that they had recently set the budget, they lost the vote regarding the increase on Tamar bridge tolls by three votes and next week was Cornwall Council's AGM.

b) Reports from Councillors:

One Councillor gave an update regarding the redecoration of the public conveniences at Minions stating that the gents had now been completed and the doors were in the process of being stained. The cistern in the disabled toilet did seem to be working appropriately however the automatic cistern in the gent's urinals was not working. He further noted a significant improvement in the cleanliness of the public conveniences overall.

9) Finance:

Finance:

a) To receive/approve cash flow of accounts/bank reconciliation:

Resolved that the bank reconciliation / cash book statement was confirmed as an accurate account, and this was signed by the Chairman.

Cllr M. Corfield left the room.

b) Payments:

i) To note the additional payments for grant applications awarded in April.

Resolved that the following payments were approved with all in favour ii) £360.00 (WC cleaning 01/04/24-26/04/24), iii) £691.60 (CALC annual subscription), iv) £42.00 (Learning hub licence), v) £13.60 (Stamps, Lena Batten, vi) £23.30 (EE), vii) £152.50 (M. Corfield, materials for WC's), viii) £220.80 (ROSPA annual inspections), ix) £11.17 (Corserv, UX hygiene Jan-Mar), x) £22.33 (Corserv, Minions hygiene, Jan-Mar), xi) £192.00 (War memorial lettering), xii) £77.93 (Zoom annual subscription), xiii) £1010.80 (Annual insurance), xiv) £90.00 (internal audit), xv) £96.00 (annual renewal of web space, xvi) £15.10 (Lena Batten, paper).

Cllr M. Corfield returned to the room.

c) Receipts: i) £15,446.80 (Precept 1st Instalment) – noted for information.

d) To review the internal controls and / or use of insurance cover, and risk management arrangements:

Having reviewed the internal controls and use of insurance cover and risk management arrangements it was proposed, seconded and upon being put to the vote it was

Resolved that there were no concerns raised regarding internal controls, insurance and risk management.

e) To review / approve Assets register and Disposal Policy:

Having reviewed the Assets register and disposal policy it was proposed, seconded and upon being put to the vote it was

Resolved that the asset register and disposal policy be agreed.

f) To formally record no conflicts of interest declared for the purpose of the audit:

Having reviewed any conflicts of interest for the purpose of the internal audit it was proposed, seconded and upon being put to the vote it was

Resolved that there were no conflicts of interest declared.

g) To receive / approve the finding of the internal audit report and Internal

Governance Statement:

Having reviewed the report of the internal auditor for 2023-2024 and on being proposed, seconded and being put to the vote it was

Resolved that the Council approve the findings of the internal auditor report. Linkinhorne Parish Council having considered whether any litigation, liabilities or commitments, events or transactions occurring either during or after year end had 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 that the following review of each item listed, the Council approve the adoption of 'yes' in sections 1-8 and n/a in section 9 of the Annual Governance Statement 2023-2024.

h) To receive / approve the accounting statements (section 2):

Having reviewed the Accounting statement for the Council it was proposed, seconded and upon being put to the vote it was

Resolved that the Council approve the Accounting Statement 2023-2024.

i) To receive / set the commencing date for the exercise of public rights:

Having reviewed the period for the public inspection of the financial statements it was proposed, seconded and upon being put to the vote it was

Resolved that the period for the public inspection be advertised as between the 15th June and 26th July 2024.

j) To confirm for the purpose of intermediate audit that arrangements for effective financial management during the year, and preparation of the accounting statements are in place. Having reviewed the financial management during the year and preparation of the accounting statements it was

Resolved that the Council approve the financial management and accounting statement for 2023-2024.

10) Planning:

a) Planning applications –

Resolved that Linkinhorne Parish Council made the following recommendations:

i) PA24/02677 – Sharptor House, Henwood, Liskeard – Demolition of existing stables/stores/field shelter buildings, erection of replacement stables/stores/field shelter buildings and alterations to grass manege to provide new manege surface with associated works – Linkinhorne Parish Council discussed the application and had no objection suggesting that it would upgrade the current stables and surrounding area.

ii) PA24/01002 - The Green, Netherton, Upton Cross, Liskeard – Proposed six shepherds huts together with relocation of cabins previously approved - Linkinhorne Parish Council felt that this application would increase economic opportunity in this rural area. There was no objection in principle subject to the application being conditional upon the units being tied by planning conditions for occupation in conjunction with the existing business.

Cllr C. Hearn left the room.

iii) PA24/02372 – Newlands House, Upton Cross, Liskeard – Construction of a new single storey rear extension and canopy porch attached to existing extension - Linkinhorne Parish Council had no objection on planning grounds however expressed concern that The Minions Survey pg 115 states that this building was probably the original Couthouse for East Phoenix Mine and as such are surprised that it is not mentioned within the English Heritage Statement as a building of interest. Cllr C. Hearn returned to the room.

iv) PA24/02691 – Land East of Christor, Upton Cross, Liskeard, PL14 5AX – Outline Planning permission with all matters reserved for proposed dwellings at Blake’s Meadow (Land East of Christor) - Linkinhorne Parish Council felt that the planning application was not clear other than to detail a minimum of three properties. The application states that this "may lead to more" to be built potentially at a later date. Linkinhorne Parish Council was concerned regarding the lack of information and as a result, felt unable to comment on the application for the following reasons. 1. No specific information regarding the number of houses 2. Lack of visibility regarding the entrance 3. the land is sloped giving the potential for the properties to be visible above the tree line 4. No detail regarding the entrance road being private or public access. Linkinhorne Parish Council stated that the principle of the development includes the density of the development as stated within the Neighbourhood Development Plan which is lacking leaving the Council unable to come to an informed decision.

v) PA24/01102 – Great Lanhargy Farm, Bray Shop, PL17 8QJ – to consider / resolve whether to agree / disagree / refer to planning committee as requested by Cornwall planning – following a brief debate it was **resolved** to agree with Cornwall Planning due to the amount of re building.

vi) PA24/03246 – Sutton Oak, Upton Cross, Liskeard – Install an extension to rear of the property – Linkinhorne Parish Council had no objection to the application.

The Chairman then read out a brief report received from a member of the public in relation to planning application PA24/01393 which was noted for information.

11) Play equipment and recreational areas:

a) Weekly safety inspections:

The Chairman fed back information regarding children using motorised bikes / buggies in the field one evening last week. This was reported to the Council at the time and one Councillor attended the field straight away however the children and accompanying adults had already left. No damage was caused and the clerk has now placed a sign on the gate to avoid any further similar incidents. The Chairman thanked the Councillor and the clerk for their quick actions.

Resolved that the clerk would also contact Upton Cross ACE Academy to see if they could put a notice in the school newsletter and also the Link.

b) Jubilee Field:

i) To accept / consider moderate risk identified on the ROSPA report undertaken in April:

It was noted that the recent ROSPA inspection reports had been received for both play areas. No significant defects had been identified other than general strimmer damage and the Gazebo being in need of repair at the Jubilee Field.

ii) To receive feedback from one Councillor who had met Just Rods at the field and resolve the next steps:

The clerk reported on behalf of one Councillor who had given apologies that he and one other Councillor had met with “Just Rods” on the 9th May 2024. They were not able to clear the whole blockage or use a camera. To do this would require another visit when the weather had improved to

allow for the vehicle to be driven across the field to the ditch. The visit would also require the use of the outside tap at the village hall. The clerk confirmed that Linkinhorne Parish Hall had agreed to facilitate this however she would need to inform them in advance so that the tap could be turned on.

Resolved that the Councillor would contact the clerk when the tap needed to be turned on, weather dependent.

c) Rilla Mill Play Area:

i) To accept / consider the moderate risk identified on the ROSPA report undertaken in April: It was noted that the report identified the Chicken being loose similar to last year. Following discussion it was agreed that this had been looked at last year.

Resolved that one Councillor would check the chicken and report back any concerns. The clerk would remove the Covid signs, ensure the contact details on the sign was up to date and obtain a further sign stating no dogs.

12) Public Conveniences:

a) Minions:

i) To note for information the gents had now been fully painted:

It was noted for information that the decoration of the gents was now complete.

ii) To agree / resolve to identify a plumber for the automatic flushing cistern in the gents and the disabled toilet flush.

One Councillor confirmed the disabled toilet flush was not working.

Resolved that the clerk would contact the plumber with a view to getting the automatic cistern in the gents to flush. The clerk would remove the Covid signs.

iii) To note that the clerk has continued to liaise with Corserv regarding the missing keys:

The clerk updated that the missing keys had now been left for the clerk to pick up however when she tried them in the holders, they did not work.

Resolved that the clerk forward the quote for the removal of the locks at a cost of £100.00 plus VAT to Corserv to request that they confirm they would fund this invoice, then would proceed to contact the locksmith with a view to removing the locks.

b) Upton Cross:

No reports of concern.

13) To note the response for the grant awarded to Friends of Stara Woods who send their thanks for such a generous grant. Also a thankyou from Linkinhorne Horticultural Society.

This was noted for information.

14) To resolve / agree the request to donate a picnic bench from Recycling for Charity for Upton Cross play area:

Resolved that the picnic bench be accepted and the clerk respond to say thankyou.

15) To accept / note the response from planning enforcement regarding Primrose Vale Cottages:

The clerk gave an overview of the response from Planning Enforcement which detailed that the matter had been formally registered and allocated to a development officer for investigation. It was noted by Linkinhorne Parish Council that to allow the situation to continue was poor given the current housing need crisis reported in Cornwall. The properties had the potential to serve the

community and should be doing so. Cllr P. Seeva reported that he would raise the issue with Cllr L. Taylor as a matter of urgency.

16) To consider election of Member Representatives to outside bodies:

Resolved that The Jubilee Field Working Party would remain with a total of four Councillors, the Finance / Audit and Insurance / Risk Management Working Group would remain the same including the Chairman, Vice Chairman, Clerk and one Councillor. The Cornwall Association of Local Council Meetings would remain the same, one Councillor, The Roberts and Jeffery Foundation required one further member. It was agreed that the clerk was appointed. One Councillor emphasized the importance of being contactable as a representative of the Roberts and Jeffery Foundation. One Councillor would continue to attend The Community Area Partnership Panel. One Councillor would remain if required in the Commoners group and the Neighbourhood Steering Group would remain dormant and group members identified at the appropriate time.

17) Burial Ground:

To feedback information following completion of the Sexton training by the clerk and consider / review burial fee costs / burial ground regulations:

The Council reported that the fees needed to be increased to raise the vital funds required to continue to provide a burial ground service to future generations of Linkinhorne Parish as additional land would need to be purchased.

Resolved that An exclusive rights of burial plot would be increased to £500.00, exclusive rights cremation plot would be increased to £250.00. Interment fee included in exclusive right of burial fee for the 1st burial, then £200.00 thereafter. It was agreed that no fee would be charged for children under the age of sixteen. Interment of cremated remains remained at £150.00. A memorial for burial was increased to £150.00 with additional inscriptions at £75.00 and Memorial for cremation was increased to £150.00 with additional inscriptions at £75.00. Alterations to allow for discretionary decisions to be made by full Council were also made to additional information. The new charges would come into force on the 1st June 2024 and would be updated on the website by this date.

18) To consider / resolve the clerk requesting seven new signs / posts for footpaths and one way marker for the volunteer Councillor to fix when training was completed:

One Councillor had offered to be a volunteer for Cormac in relation to repair and replacement of the signs and posts for the footpaths. A meeting was due to be held between a representative of Cornwall Footpaths, the clerk and one Councillor on the 14th May 2024.

Resolved that the Councillor would feedback to the next meeting of the Parish Council all relevant information.

19) To accept the new insurance with Clear Councils for 2024-2025 at a cost of £1010.80:

Resolved that the new insurance quote at a cost of £1010.80 be accepted.

20) To note for information a letter of support as requested was sent to Minions Heritage centre on the 2nd May 2024:

It was noted for information that one Councillor wrote a requested letter of support to Minions Heritage centre on the 2nd May 2024.

21) To note for information the completion of the painting of the War Memorial railings:

It was noted for information that the War Memorial railings and lettering had been painted. One Councillor will be topping the railings with gold.

22) Correspondence as listed:

28/03/2024*	Fields in Trust	Spring newsletter
04/04/2024*	PCSO Steve Edser	Since 1/3/24 to 4/4/24 there have been no crimes in the Linkinhorne area that are disclosable.
06/04/2024*	Agenda	East Sub-Area Planning Committee
14/04/2024*	Cornwall Councillor Linda Taylor	Public engagement event in Callington on Friday 19 April at 7pm
14/04/2024*	Draft Notes	Tamar to Moor CAP Meeting held on 7th March 2024
16/04/2024*	NALC	The future of neighbourhood plans
16/04/2024*	Community Link Officer	Free online Climate change training
25/04/2024*	Cornwall Rural Community Charity	Clean Cornwall Newsletter
25/04/2024*	NALC	Newsletter
25/04/2024*	Minutes	East Sub-Area Planning Committee, Monday, 15th April
25/04/2024*	Newsletter	Cornwall and the Isles of Scilly Safeguarding & Community Safety
25/04/2024*	PCSO Steve Edser	Since 5/4/24 to 30/4/24 there have been no crimes that are disclosable.
25/04/2024*	Newsletter	Fields in Trust
29/04/2024*	CALC	Biodiversity net gain presentation online Tuesday 4 th June 2024

Decisions forwarded by Cornwall Council:

PA24/01339 – Sharob Care Homes Ltd – Eldon House Residential Home, Downgate, Upton Cross, Liskeard Cornwall PL14 5AJ – discharge of condition apps Proposal Submission of details to discharge Conditions 4 in respect of Decision Notice PA22/09728 dated 18/01/2023.

PA23/10252 - The Green Netherton, Upton Cross, Liskeard, Cornwall PL14 5BD - Approved proposal Retrospective application for office extension.

PA24/01893 - Land At Churchtown Farm, Linkinhorne, Callington, Cornwall, PL17 7LY Proposal Hedgerow removal notice:- To provide access to a newly purchased block and ground including for combine - No objections.

Notifications forwarded by Cornwall Council:

None.

21) Close of Business:

The meeting closed at 21.39pm.