

# Linkinhorne Parish Council

## Minutes of the Meeting of the Council

Monday 14<sup>th</sup> April 2025 at 8.30pm at Linkinhorne Parish Hall, Upton Cross  
Minutes

Present at the meeting were: Cllr K. Wallis (Chairman), Cllr M. Corfield (Vice Chairman), Cllr S. Beech, Cllr R. Hanson, Cllr C. Hearn, Cllr C. Hordley.  
Lena Batten (Clerk).

Members of the public: Two members of the public were present at the meeting.  
The Chairman welcomed all to the meeting.

### 1) Apologies:

Apologies were received from Cllr B. Martin.

### 2) Code of Conduct:

- a) To receive declarations: Cllr S. Beech, item 6b (iii).
- b) To grant dispensations: None.

### 3) Minutes:

**Resolved that** the minutes of the previous Meeting of Linkinhorne Parish Council held on the 10<sup>th</sup> March 2025 be confirmed as a correct record and signed by the Chairman.

### 4) Public Participation:

Two member of the public were in attendance but did not wish to speak.

### 5) Reports from and matters of concern to:

- a) Cornwall Councillor Phil Seeva: None.
- b) Councillors: None.

### 6) 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.

- b) Payments:

i) £4.80 (postage), ii) £42.00 (CALC, training), iii) £9.22 (purchase by one Cllr for wood), iv) £25.00 (RMVH room hire), v) £366.88 (Field maintenance, March), vi) £726.62 (CALC Annual membership), vii) £74.00 (Martin Budge, tree removal), viii) £48.87 (Martin Budge, repair to WC door), ix) £390.00 (cleaning of WC's March).

**Resolved that** the following payments were approved, one Cllr abstained.

- c) Receipts: i) £111.00 (Coin collection) ii) £286.00 (grant application), iii) £17,414.09 (precept 1st instalment).

This was noted for information.

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

One Councillor reported that one date on the Statement of Internal Controls required amendment. **Resolved that** subject to the date amendment, the Statement of Internal Controls, use of insurance cover and risk management arrangements were agreed.

e) To review / approve Assets Register and Disposal Policy (copy enclosed):

**Resolved that** the Assets Register and Disposal Policy was reviewed and agreed.

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

Deferred to the 12<sup>th</sup> May 2025 Meeting.

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

Governance Statement:

Deferred to the 12<sup>th</sup> May 2025 Meeting.

h) To receive / approve the accounting statements:

Deferred to the 12<sup>th</sup> May 2025 Meeting.

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

Deferred to the 12<sup>th</sup> May 2025 Meeting.

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:

Deferred to the 12<sup>th</sup> May 2025 Meeting.

k) To receive the end of year financial report:

Deferred to the 12<sup>th</sup> May 2025 Meeting.

## **7) Planning:**

a) Planning applications:

**Resolved that** Linkinhorne Parish Council made the following recommendations:

i) PA25/02165 – The Gables, Rilla Mill – Proposed alteration and conversion of existing outbuildings to an annexe with a single storey extension – A brief discussion took place regarding the compact size of the area. Linkinhorne Parish Council was happy to support the application subject to it being tied by legal agreement or planning permission to the main residence by virtue of the small size of the unit and lack of amenity space it would be considered unsuitable for independent occupation.

ii) To note for information PA23/09394 – Land North West of Kenilworth, Uphill, Callington – Appeal Allowed, Costs claim against Council – Dismissed – Noted for information.

iii) To note for information PA24/06982 – Land North of Gospenheal – Further measures have now been proposed around access and highways safety, five day protocol was used and the clerk reported back to planning the general consensus which was to agree with the additional recommendations – Noted for information.

b) Any applications received before the meeting:

None.

## **8) Play equipment and recreational areas:**

a) Weekly safety inspections:

No significant issues were raised during routine visual inspections. The inspection rota was updated to the 25<sup>th</sup> August 2025.

b) Jubilee Field:

i) To note for information that Fields in Trust have responded to state that they are not supportive of a proposed Village Green registration – this item was deferred to the next meeting.

ii) To consider / resolve any further action regarding the ditch, the clerk is still waiting for a confirmed date for the contractor to dredge and confirmation from Highways as to when the pipe will be jetted – the clerk updated the meeting that the contractor had now completed the dredging of the ditch but that there had been no update from Highways regarding the jetting of the pipe.

**Resolved that** now the ditch was clear the clerk would contact Highways to update them and request a potential date for the jetting of the pipe.

One Councillor raised concern that there was a “No Dogs” sign at the top end of the Jubilee Field but not at the bottom gate, also that there was a loose roof slat on the play house.

**Resolved that** the clerk would purchase a second “No Dogs” sign and place it at the bottom end of the field. One Councillor offered to fix the loose roof slat on the play house.

c) Rilla Mill Play Area:

i) To note that the wood on the slide continues to deteriorate, the contractor has not been able to locate a tool to remove the platform to gain access – two Councillors agreed to look at the option of cutting out part of the platform to gain access and replace the rotten wood.

#### **9) Public Conveniences:**

a) Minions:

i) To note for information the water meter reading on the 6th April 2025 was 767 – Noted for information.

ii) To note for information two trees have been removed, one which had already fallen and one likely to fall – Noted for information.

iii) To confirm Cornwall Council business rates invoice has been received at a total of £409.18 with nothing to pay as WC’s are subject to relief – Noted for information.

iv) To agree the frequency of electrical testing as the clerk has spoken with the electrician who suggests that as long as the RCD test button is pushed to see if it trips out on a regular basis electrical safety testing only need be done every 3 to 5 years –

**Resolved that** the clerk would check the RCD button every three months and report any concerns immediately.

b) Upton Cross:

No reports of concern.

**10) To consider / approve grant applications for 2025 i) Allotment holders Association £100.00, ii) Citizens Advice Cornwall £580.00 or less, iii) Linkinhorne History and Archive Group £1000 or less, iv) Linkinhorne Parish Hall Defib maintenance £280.00, v) Linkinhorne Parochial Church Council £250.00, vi) Launceston Area Methodist circuit £250.00, vii) Friends of Stara Woods £200.00, viii) Linkinhorne Horticultural Society £100.00, ix) Rilla Mill Village Hall / Parsons Meadow £500.00:**

**Resolved that** item 10) would be deferred due to time constraints and potentially discussed at the end of the meeting or at the next meeting.

**11) To note all Councillors are required to attend training within 6 months of taking office by the 5th November 2025. The clerk will distribute available dates:**

**Resolved that** the clerk would distribute all available dates to Councillors with a view to booking in sessions.

**12) To consider / resolve whether to erect a new signpost at Christa end and place a circular way sign on the stile pointing towards the Ley Mill exit on the footpath between Ley Mill and Upton Cross:**

A discussion took place with regards to where to locate the sign as there was previously thought to be a sign on the grass verge.

**Resolved that** one Councillor would forward the What Three Words location to the clerk, the clerk would seek permission from Cornwall Council and the volunteer would then erect the sign.

**13) To consider / resolve any actions to take for VE day on the 8th May 2025 and Armed Forces Day on the 28th June 2025:**

**Resolved that** this was primarily targeted at Town Councils who were arranging events and no further action would be taken.

**14) To note for information the agreement between Linkinhorne Parish Council and T.M.S. for the Upton Cross Telephone Kiosk has been signed and returned:**

This was noted for information. The clerk further raised that a request had been recently received from BT to request the Linkinhorne BT Kiosk was adopted and a response was required by the 21<sup>st</sup> April 2025 however she had been informed that this kiosk was a Grade 2 listed building, no: 1389439.

**Resolved that** the clerk would contact BT and draw their attention to The Historic England website where it details the kiosk as a Grade 2 listed building. Linkinhorne Parish Council would not be looking to adopt a Grade 2 listed building.

**15) To consider / resolve any actions as the clerk has now received two complaints in relation to the public footpath behind Woodland Rise regarding rubbish, cat waste and garden waste being thrown over the bank into the woodlands:**

Consideration was given to the nature of waste being left on footpath 614/34/2 including dog faeces. The clerk confirmed she had reported this to Cornwall Council.

**Resolved that** the clerk direct all members of the public who contact her to report it themselves to Cornwall Council on the website and report it again as a public health hazard on behalf of Linkinhorne Parish Council. The clerk would place an advert in the Link with the appropriate contact details to the website where members of the public could report fly tipping and remind individuals that dog faeces could be placed in general household waste.

**16) To resolve whether to advertise for a custodian for the Kiosk at Linkinhorne as BT are looking to remove the kiosk at the end of April 2025:**

This was previously discussed at item 14.

**17) To confirm renewal of the Data Protection Registration Certificate from the 28th March 2025 for one year at a cost of £52.00 payable by direct debit:**

Noted for information.

**18) To consider / resolve the option of referring PAYE for the clerk to an accountant who charges £15.00 per month plus VAT for the full service to include monthly input to HMRC PAYE, calculation of pension and NIC contribution, updating of software and annual P60:**

**Resolved that** the services of an accountant be adopted at a cost of £15.00 plus VAT per month.

**19) To agree the purchase of an Exclusive Right of Burial for plot D10:**

**Resolved that** this was agreed and future purchases of Exclusive Rights of Burial did not need to be brought to the meeting.

The Chairman asked the meeting if they wanted to discuss the grant applications or defer to the next meeting.

**Resolved that** the meeting would proceed and consider item 10. One Councillor abstained.

The clerk confirmed that a total of nine grant applications were received this year. Linkinhorne Parish Council felt that they had never received such a high number of grant applications which significantly exceeded the grant budget for 2025-2026 of £1,100. Debate took place as to the most appropriate way to manage the requests and after considerable discussion agreement was reached.

i) Allotment holders Association £100.00 – Linkinhorne Parish Council agreed that sufficient funds had already been given this year towards improving access and no further grant would be awarded.

- ii) Citizens Advice Cornwall £580.00 or less – £40.00 was awarded towards the purchase of a new laptop.
- iii) Linkinhorne History and Archive Group £1000 or less – £100.00 was awarded towards an exhibition due to take place.
- iv) Linkinhorne Parish Hall Defib maintenance £280.00 – Linkinhorne Parish Council agreed to uphold the policy of not contributing to the annual maintenance of defibrillators however would be willing to contribute under a separate budget, towards any community defibrillator training.
- v) Linkinhorne Parochial Church Council £250.00 – £250.00 was awarded for the upkeep of the graveyard maintenance.
- vi) Launceston Area Methodist circuit £250.00 – £125.00 was awarded towards the upkeep of graveyards no longer attached to an active Methodist Chapel and the clerk was asked to obtain more information regarding the Retreat centre graveyard.
- vii) Friends of Stara Woods £200.00 – £100.00 was awarded to support the ongoing maintenance of the bridge and woodland habitat for the benefit of visitors.
- viii) Linkinhorne Horticultural Society £100.00 – £100.00 was awarded towards the promotion of gardening, vegetable and flower growing.
- ix) Rilla Mill Village Hall / Parsons Meadow £500.00 plus £500.00 - £385.00 was awarded towards the grass cutting in Parsons Meadow. No further funding was awarded towards the refurbishment of the Meadow kitchen.

The clerk was asked to write to all applicants to explain the reasons for the decisions made and to ensure all applicants were aware that Linkinhorne Parish Council received nine applications.

**Resolved that** for the grant application process 2025-2026 the clerk would ensure that the total budget for grant applications was included on the advert.

## 20) Correspondence as listed:

12/03/2025*	Cornwall Council	Town and Parish Council Newsletter
13/03/2025*	Cornwall Council	Candidate and Agent Briefing
13/03/2025*	Cornwall Council	Affordable housing newsletter
19/03/2025*	Councillor Advocate OPCC	Cracking down on illegal substances
21/03/2025*	Devon and Cornwall Police	Crime and Policing Bill 2025 summary
21/03/2025*	Councillor Advocate OPCC	Devon and Cornwall Police complaints
24/03/2025*	CALC	Reminder of submission of nomination papers
31/03/2025*	Councillor Advocate OPCC	Commissioners weekly column
31/03/2025*	PCSO Steve Edser	Since 28/2/25 to 31/3/25 there have been no crimes that are disclosable.

### Decisions forwarded by Cornwall Council:

PA25/01690 - Uzma Nawaz - Sterts House, Upton Cross, Liskeard, Cornwall, PL14 5AZ - The Electronic Communications Code (Conditions and restrictions) (Amendment) Regulations Under Regulation 5 of the above Code, I hereby give you 28 days notice informing you of our intention to install 1x 9m light wooden pole 7.3m above ground) – closed with advice given.

PA25/00277 - Devon and Cornwall Logs Ltd - Great Lanhargy Farm, Bray Shop, Callington, Cornwall PL17 8QJ - Prior Approval for the Change of Use and Demolition of part of agricultural building and conversion of remainder to 5 x 2 bed dwellings.

PA24/06847 - Great Lanhargy Farm, Bray Shop, Callington, Cornwall, PL17 8QJ - Construction of five new dwellings in place of those approved under extant class Q consent – Refused.

PA25/00992 - Plash Mill, Upton Cross, Liskeard, Cornwall, PL14 5AU - Works to Trees within a Conservation Area (TCA) - T1 Large beech to gable end/ East of property. Crown lift on property side

from 6-10 metres. Reduce upper canopy away from property by approx 2-3 metres. T2 - Oak Sectional fell to either ground level or monolith at approx 4-5m. T3 - Storm damaged Oak. Sectional fell to ground level or monolith at approx 4m - Decided not to make a TPO.

PA25/01387 - Plash Mill Farm, Upton Cross, Liskeard, PL14 5AU - Non material amendment in relation to Decision Notice PA24/07357 dated 15/11/24 - Enlarged window to east elevation; flat rooflight over link with main house - approved.

PA24/09648 - Notter Farm, Henwood, Liskeard, PL14 5BW - Demolition of existing disused store. Erection of new garden terrace on existing floor slab – approved.

PA25/00888 – Moorlink, Henwood, Liskeard, PL14 5BP - Proposed extension and alterations to existing property - approved.

**Notifications forwarded by Cornwall Council:**

PA25/01989 – Brook Cottage, Henwood, PL14 5BP – Works to trees within a conservation area, removal of a fir tree.

PA25/02282 – North Coombe Farm, Rilla Mill, Callington, PL17 7PE – Prior notification of agricultural or forestry development for storage shed.

**21) Close of Business:** The meeting closed at 9.30pm.