

Linkinhorne Parish Council

Minutes of the Annual Meeting of the Council

Monday 22nd May 2023 at Rilla Mill Village Hall, Rilla Mill

Minutes

Present at the meeting were: Cllr Wallis (Chairman), Cllr Corfield (Vice-Chairman), Cllr Beech, Cllr Hanson, Cllr Hearn, Cllr Hordley, Cllr Martin.

Lena Batten (Clerk)

Members of the public: None

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

Cllr Hearn welcomed everyone to the meeting and thanked the Councillors and Clerk for their work during his term in office.

Proposed, seconded and upon being put to the vote, it was unanimously **resolved** to approve the election of Cllr Kathy Walls as Chairman.

2) Election of Vice-Chairman:

Chairman proposed, seconded and upon being put to the vote, it was unanimously **resolved** to approve Cllr Michael Corfield as Vice Chairman.

3) Declarations of Acceptance of Office:

i) The Chairman and the Vice-Chairman duly signed the Declaration of Acceptance of Office to the role of Chairman and Vice-Chairman, counter-signed by the Clerk.

ii) Standing Orders, Code of Conduct, Register of Interests – to receive Standing Orders, Code of Conduct, Register of Interests – It was **agreed** that the Council would accept the current Standing Orders and Code of Conduct. There was no register of interests received.

4) Apologies:

None.

5) Code of Conduct:

i) To receive declarations – None.

ii) To grant dispensations - None.

6) Minutes of the meeting of Monday 24th April 2023:

The minutes of the Meeting held on Monday 24th April 2023 were 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:

i) Cornwall Councillor Sharon Daw – Not present.

ii) Councillors – One Councillor had a report in relation to recent training from ROSPA. It was agreed this would be considered at the relevant item 11.

One Councillor reported feedback from Community Area Partnerships as he attended their first joint meeting in Stoke Climsland this week. He confirmed potential applications for grants from the shared prosperity fund.

Resolved that Cllr Hearn would continue to attend these meetings as the representative of Linkinhorne Parish Council.

One Councillor said thankyou for being co-opted in April 2023 and raised concern about speed awareness in the Linkinhorne village.

Resolved that the Clerk would speak with PCSO Edser to discuss the potential options.

One Councillor confirmed she would attend the election of Portreeve & Mayor for 2023 to 2024 in Callington on the 24th May 2023.

9) Finance:

a) 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 –

Resolved that the following payments were approved - i) £100.00 (agreed grant for Rilla Mill Village Hall towards erection of a shelter in Parsons Meadow), ii) £400.00 (agreed grant for Rilla Mill Village Hall towards grass cutting at Parsons Meadow), iii) £200.00 (agreed grant for Linkinhorne Parish Hall towards fencing), iv) £200.00 (agreed grant for Linkinhorne Parochial Church Council), v) £50.00 (agreed grant for East Cornwall Search and Rescue Team), vi) £50.00 (agreed grant for Citizens Advice Cornwall), vii) £17.43 (n-power), viii) £30.00 (RMVH room hire), ix) £71.94 (Zoom subscription), x) £132.00 (Western Web), xi) £342.20 (SF and SE Sandercock, ditch clearance), xii) £354.00 (Training for one Cllr, ROSPA safety).

c) Receipts – None.

d) To confirm there are no conflicts of interest declared -

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.

e) 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.

f) To receive / approve the finding of the internal audit report and Annual Governance Statement –

Having reviewed the report of the internal auditor for 2022-2023 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 to approve the adoption of 'yes' in sections 1-8 and n/a in section 9 of the Annual Governance Statement 2022-2023.

g) 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 2022-2023.

h) To receive / set the commencement 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 15th June and 26th July 2023.

e) To feedback with clarification the £100.00 grant given to Councillor Daw in 2022 –

The Clerk confirmed this was for Linkinhorne Parish Hall.

10) Planning:

a) Planning applications – None.

b) Applications received before the meeting - No applications received before the meeting.

11) Play equipment and recreational areas:

a) Weekly safety inspections – Weekly safety inspections had taken place with no significant immediate safety issues identified in either park.

One Councillor reported that he had completed the one day training course provided by ROSPA on the 5th May 2023. Feedback was given to clarify liability, record keeping, and regularity of routine inspection. It was recommended that a weekly visual inspection took place, a three monthly operational inspection took place and an annual ROSPA inspection took place. A sample Checklist was distributed.

Resolved that the clerk contact ROSPA to request additional copies of the sample checklists, one for every Councillor. Councillors would complete the Inspection rota and return to the clerk with their availability.

Resolved that One Councillor and the clerk would develop an appropriate method of storage for inspection sheets and list on the next agenda.

i) To resolve repair required to the bannister in the play house –

Resolved that One Councillor had offered to look and confirm if he was able to do this.

b) Jubilee Field –

i) To discuss / resolve the response received from Sterts in relation to the fence –

Resolved that subject to two amendments, the addition of an extract of the Land Registry Conveyance and the addition of evidence to confirm that the trees were not a boundary, that a letter was sent to Sterts, with Fields in Trust and Councillor Daw sent a copy expressing the Council's concern.

ii) To discuss / accept the offer of an aftercare tree service and resolve if any further trees are required from Forest for Cornwall –

Resolved that Forest for Cornwall was contacted to decline the offer as Linkinhorne Parish Council had the guidance of a tree warden and to request if there were any Hawthorn or Blackthorn on offer.

iii) To consider / resolve the suggestion of writing in permanent marker above the goal posts in the Jubilee Field, to stop them being moved as they are a safety measure –

Resolved that the clerk would contact the school to request information regarding the safety aspect of the goal posts being pegged down, was emphasized both in Assembly and the school newsletter. The clerk would also put information in the Link.

iv) To resolve a date for a Teams Meeting with Fields in Trust in relation to the Jubilee Field –

Resolved that Councillors would notify the clerk of availability so the clerk could arrange a meeting next month.

c) Rilla Mill Play Area – no reports of concern were raised.

12) Public Conveniences:

a) Minions – To discuss / resolve the fitting of new coin collection mechanisms –

Resolved that following discussion the clerk would obtain further information in relation to one coin collection mechanism and in relation to potential QR code payments. One Councillor would speak with a fabricator to look at the option of changing the current collection method to a voluntary contribution method with clear signage. Signage would be in English, German, French, Dutch and

Cornish emphasizing the costs involved in the upkeep of the public conveniences to the parishioners. Item would be listed for further discussion on the next agenda.

b) Upton Cross – No reports of concern.

13) Burial Ground:

To discuss / resolve the repair of the bench in the burial ground –

Resolved that One Councillor would look at the work required with a view to repair. Delegation was given to purchase the required materials.

14) Linkinhorne Parish Council Asset Disposal Policy:

To agree the updated asset disposal policy with the removal of any reference to the Finance Committee –

Resolved that the disposal policy was now agreed and updated.

15) To consider / approve election of member representatives to outside bodies and appointment of committees:

Resolved that two Councillors would join the Jubilee Field working party, the Vice Chairman would be the Chair of this party. The Chairman, Vice-Chairman and clerk would remain the Finance/Audit and Insurance/Risk Management Working Group. There remained a vacancy within the Roberts and Jeffery Foundation and one Councillor agreed to fill the other vacancy. One Councillor would continue to attend the Caradon Community Network Panel, now known as Community Area Partnership. One Councillor would remain if required in the Commoners group and the Neighbourhood Development Plan review Group members would be decided at the appropriate time, and would be renamed the Neighbourhood Steering Group”.

16) To agree / resolve three quotes for annual insurance:

Resolved that following discussion it was agreed to renew the annual insurance with BHIB Ltd. for the amount of £1,011.48 per annum for a period of three years to reduce the costs.

17) To identify a named representative for the Community Area Partnerships for the year:

Resolved that One Councillor who was already attending the meetings will continue for the next year.

18) Correspondence as listed:

18/04/2023*	NALC	NALC partners with GoCollaborate
18/04/2023*	Invitation	The Coronation Service of Commemoration
18/04/2023*	Podcast	Dan Benn speaks to Cllr James Jamieson
19/04/2023*	NALC	Fighting climate change with local council action
19/04/2023*	NALC	NALC partners with GoCollaborate
19/04/2023*	Devon and Cornwall Police	PCC Response to PEEL report
19/04/2023*	Devon and Cornwall Police	Councillor Advocate Seminar - Tackling Drugs -

		May 16, 2023
20/04/2023*	Cornwall Council	Neighbourhood Planning Newsletter
25/04/2023*	Duchy Health Charity Board	Cost of Living Crisis Fund
25/04/2023*	Catherine Thompson	CNP Presentation CCF and Levelling Up COMBINED
25/04/2023*	Catherine Thompson	Changes in parking tariff proposals
25/04/2023*	Front Line Emergency Equipment Trust	Free CPR & Defib Sessions for Locals
25/04/2023*	NALC	Fighting climate change with local council action
25/04/2023*	The Rural Bulletin	RSN Seminar: Rural Transport
25/04/2023*	Ocean Housing	Corporate Strategy Summary 2023
26/04/2023*	Catherine Thompson	Caradon Community Network Panel Meeting 20 April 2023, 6pm
26/04/2023*	Minutes	East Sub-Area Planning Committee,
27/04/2023*	NALC	NALC attends report launch
29/04/2023*	Good growth	Funding opportunities event, 4 th May 2023
03/05/2023*	NALC	Star Council Awards are back for 2023!
03/05/2023*	NALC	Fighting climate change with local council action
04/05/2023*	PCSO update	Since 1/4/23 to 30/4/23 there have been the following crimes in the Linkinhorne area that are disclosable. Malicious Communication
04/05/2023*	Affordable housing Newsletter	Focussing on the grants, loans and other resources to support
04/05/2023*	NALC	Extra tickets for climate change event
04/05/2023*	Forest for Cornwall newsletter	What the team, volunteers, landholders, communities, parishes and organisations have been up to over this winter
08/05/2023*	Rural Services Network	Monthly bulletin featuring RSN Rural Funding Digest & Government Consultations
09/05/2023*	Agenda	East Sub-Area Planning Committee, Monday, 15th May, 2023, 10.00 am
09/05/2023*	Update	New Community Area Partnerships
09/05/2023*	Localism request to attend a meeting	Lanson & Caradon Inaugural Community Area Partnership Meeting
09/05/2023*	Leaflet	Environment Agency
09/05/2023*	Invite to Meeting	Commissioner's Showcase at Devon & Cornwall Police
09/05/2023*	Town and Parish Council Newsletter	Cornwall Climate and Nature Fund
12/05/2023*	NALC	Fighting climate change with local council action
12/05/2023*	NALC	Role of local councillors event
12/05/2023*	Public Section Executive	Digital Transformation Virtual Event:
12/05/2023*	Star Council Awards	Want to be crowned Councillor of the Year?
15/05/2023*	Chief Executive Bulletin	Community Ownership Fund open to local councils
15/05/2023*	Agenda	East Sub-Area Planning Committee, Monday, 15th May, 2023, 10.00 am

15/05/2023*	Agenda	Devon and Cornwall Police meeting due to be held next week
15/05/2023*	Lanson & Caradon Inaugural Community Area Partnership	Meeting 25 th May 2023

19) Close of business:

The Meeting closed at 20.57pm.