

Marhamchurch Parish Council

Tuesday 23 April 2024

The meeting of Marhamchurch Parish Council was held on the above date at 7:30pm, in Marhamchurch Sunday School Rooms.

Councillors Present:

Chairman Cllr Perry, Cllr Biddick-Bray, Cllr O'Sullivan, Cllr Grigg, Cllr Proudfoot, Cllr Waterhouse.

Also in attendance: County Cllr Chopak and the Clerk E Hawkins.

4 members of the public were present for the meeting.

Cllr Perry opened the meeting and welcomed everyone.

Record and Approve Apologies.

4.24/96

Cllr Hunter sent her apologies as she is away on holiday. Cllr Kerr sent his apologies due to personal matters. Vice-Chair Cllr Edwards sent his apologies – emergency dental appointment. It was resolved to approved the absences. Proposed Cllr Proudfoot. Seconded Cllr Waterhouse. Unanimous.

Confirm Minutes from the March 2024 meeting and ratify all decisions taken therein.

4.24/97

It was resolved to approve the minutes and ratify all decisions made at the meeting held on Tuesday 19th March 2024. Proposed Cllr O'Sullivan. Seconded Cllr Perry. 5 in favour. 1 abstained due to not being at the meeting. The Chair, Cllr Perry, signed them as a correct record.

Confirm Minutes from the March 2024 Extraordinary meeting and ratify all decisions taken therein.

4.24/98

It was resolved to approve the minutes and ratify all decisions made at the meeting held on Tuesday 26th March 2024. Proposed Cllr O'Sullivan. Seconded Cllr Biddick-Bray. Unanimous. The Chair, Cllr Perry, signed them as a correct record.

Confirm Minutes from the April 2024 meeting and ratify all decisions taken therein.

4.24/99

It was resolved to approve the minutes and ratify all decisions made at the meeting held on Monday 8th April 2024. Proposed Cllr O'Sullivan. Seconded Cllr Pery. Unanimous. The Chair, Cllr Perry, signed them as a correct record.

Declarations.

4.24/100

- (i) Cllr Perry declared longstanding interests in Agenda items. 11c: Playpark.
- (ii) No new declarations.

Dispensations.

4.24/101

- a) To note approved dispensations relevant to items on the agenda.
 - (i) Dispensation noted for Cllr Perry re Agenda items 11c: Playpark.

Signed: _____ Chairman. 21/5/2024

- b) To review new dispensations requests.
 - (i) None.

Matters Arising – for report only.

4.24/102

No updates.

Public Open Session. (3 min reminder per item per person)

4.24/103

No comments.

Correspondence.

4.24/104

- (i) Weekly Decision List - 06/03/2024 and 12/03/2024
- (ii) Free Online Climate Training sessions Cornwall Council
- (iii) CALC: TRAINING UPDATE - Breakthrough March & April 2024 Training Course Dates.
- (iv) PlayPark Inspection Report 2024.
- (v) CALC TRAINING BULLETIN - APRIL & MAY 2024 - UPCOMING TRAINING OPPORTUNITIES
- (vi) Town and Parish Council Bulletin: 5 April 2024
- (vii) CORNWALL DEMENTIA CONFERENCE
- (viii) Keeping Cornwall Updated
- (ix) Listening to you – Cornwall Council

Planning.

4.24/105

a) **Decision Notices/Updates:**

- (i) PA24/00579 | Application for a Lawful Development Certificate for existing use as a self contained holiday let since 2015 | Waterstone Marhamchurch. GRANTED.
- (ii) PA24/00580 | Application for a Lawful Development Certificate for an Existing use of Construction of a self contained annexe in conjunction with Waterstone House | Annexe At Waterstone Marhamchurch. GRANTED.
- (iii) PA24/00581 | Certificate of lawfulness for existing use as a single dwelling | Lofty Waterstone Marhamchurch. GRANTED.
- (iv) PA24/00582 | Application for a Lawful Development Certificate for existing use as a self contained holiday let | Waterstone Marhamchurch. GRANTED.
- (v) PA24/00829 | Campsite facilities | Land East Of Marine Drive (Sandparks Campsite) Marine Drive Widemouth Bay. Approved.

b) **Planning Applications/Appeals:**

Any late planning applications received will be discussed but not decided under this section.

Signed: _____Chairman. 21/5/2024

- (i) PA24/02291 | Construction of agricultural building and access track | Land East Of Bay View Inn Marine Drive Widemouth Bay Bude.

Marhamchurch Parish Council discussed this matter in detail. A proposal of no objection to application was made. Proposed Cllr Perry. Seconded Cllr Grigg. 4 in favour. 2 abstained.

c) **5 Day Protocol for Local Councils:**

- (i) PA24/00436 | Proposed 1. two storey detached dwelling and new access. | Land South Of Little Elm Hobbacott Lane Marhamchurch

Marhamchurch Parish Council objected to the planning application due to concerns around visibility and flooding risk. Planning Officer advised that the application could not sustain a refusal based on the above reasons, as a Flood risk assessment has been completed, along with consultation from the Highways Officer. Planning Officer advised she intends to recommend the application for approval and requested that the Parish Council consider following options:

1. Agree with recommendation;
2. Agree to disagree;
3. Request that the LPA consider referring the matter to Planning Committee.

The Parish Council unanimously resolved to choose Option 2 - Agree to Disagree with Planning Officers recommendation. Clerk to action.

To receive oral or written reports and authorise any action

4.24/105

a) Chairman.

Concerns flagged over digger working on Whalesborough, but it is believed to be sewer related.

Concerns flagged about sale of food in Viewing North Carpark – however it has been confirmed that they are selling only food as detailed in their agreement with Cornwall Council

Smaller planner has been installed in Sharlands Road – will wait to replace the others once the flowers have gone over.

Football nets have arrived for the football pitch.

b) Cornwall Councillor.

Likely to see less of the Lawful Development Certificate requests as from 28/4/24.

CAP Meeting 10th June – Suicide Awareness Workshop – Healthy Cornwall are giving a presentation. 5:15pm Parkhouse Centre, Bude.

Reminder to attend voting for Police and Crime Commissioner 2nd May – proof of ID required.

Attended meeting with Helebridge Water Treatment Plant to discuss issues around capacity and odour.

Capacity for up to another 4000 properties before at capacity.

Cross boarder Meeting with Launceston and Saltash – working together to become stronger voice.

c) Playpark.

- (i) Playpark Inspection Report 2024

Cllr Grigg updated that there were 3 moderate issues which need addressing.

Signed: _____Chairman. 21/5/2024

(ii) Signage

Clerk to get quote for new signs in park as contact details are incorrect and signs are damaged.

(iii) Repairs

Quote for removal of exposed cement in between slides.

Quote for re-barking all areas – 10 tonnes.

d) The Clerk.

Still to purchase mobile phone. Will sort ASAP.

Registered for free online Code of Conduct Training for Clerk through CALC Tuesday 21st May. Cllr Code of Conduct Training also available for any Councillors yet to complete - £20+VAT Tues 21st May 6:30-8:30pm.

Attending an Open Surgery – meet and greet with CALC and other Clerks on Thurs 9th May at Poundstock Gildhouse. Cllrs are welcome to attend too, but need to register.

King Charles III Portrait has arrived. Need to decide where to place it. Talk to Martyn Russell at The Bray. Clerk to action.

Website update – could Cllr Bray & Cllr Grigg provide a photo and short blurb for the website please.

Email was circulated to staffing committee re extra hours worked. Clerk has invoiced for an additional 10 hours (6 to cover 2 Extraordinary meetings and associated paperwork, and 4 additional hours to cover Hele Valley Trail work).

With Council Approval, it was agreed to bring Agenda Item 22: Hele Valley Trail Update forward.

4.24/116

Cllr O’Sullivan provided an update. Over 320 doors knocked and no direct negative feedback about Parish Council. It is encouraging to know that we have the respect and trust of the parishioners.

Cllr O’Sullivan talked about match funding and how crowdfunding is one option, but there are others to look into. He talked about personal approach of door knocking and potentially reaching out to holiday lets in the area to try to encourage visitors to the area to donate to the project.

Clerk updated that Community Ownership Fund Application was successfully submitted. No timeframe was provided re hearing outcome of application.

Clerk confirmed that CIL Fund Expression of Interest was submitted for £38,000.

Discussion was had around Heritage Lottery Fund Grant, and it was agreed to hold off submitting that until PC hear outcome of other applications.

Dan Haylock provided an overview to the Council about Crowdfunding, set up processes, timeframes etc. Cllr Perry thanks him for his time.

Citizen of the Year Nominations

4.24/106

Notice to be placed in the Noticeboard and online. Nomination closing date is Friday 17th May 2024.

Signed: _____Chairman. 21/5/2024

Meet and Greet with Development Management Area Team 8 Planning Officers.

4.24/107

Clerk has been contacted by Planning Team member to arrange a Meet and Greet with PC. The Area Team have been thinking about trying to get out to some of our Town/Parish Council's, with a view to holding a session in person, with Councillors, for them to meet some of the Officers in person (and vice versa), whilst providing the opportunity for the Councillors to ask us to questions/discuss any planning issues they have with us. The PC expressed interested however would not be available until June, due to Annual Parish Meeting in May. Clerk to liaise with Planning Officer.

Hobbacott Lane

4.24/108

This matter was discussed – Cllr Chopak confirmed that there has been a formal request for this matter to be reviewed, due to some recent letters issued to residents of Hobbacott Lane. Outcome pending.

CALC Membership 24/25.

4.24/109

The clerk received the 2024/25 CALC membership invoice of £423.64. The previous membership was £411.30. It was resolved to continue the membership. Proposed Cllr Biddick-Bray. Seconded Cllr Perry. Unanimous.

Payscale Review.

4.24/110

This matter was deferred to end of meeting, due to its confidential nature.

Audit 2023/2024.

4.24/111

The deadline to submit the AGAR and supporting information is Monday 1 July 2024. The Clerk has not had time to look into this in detail yet, due to other word demands. It is hoped that Marhamchurch Parish Council will be required to undertake a Basic Review for 23/24 but Clerk will confirm at next meeting. Clerk will address Audit as priority.

Appointment of Internal Auditor.

4.24/112

As part of the Audit process an Internal Audit needs to be completed. The clerk will make contact with the internal auditor that was used last year to complete the Internal Audit for Marhamchurch Parish Council. It was resolved to approve to engage the Internal Auditor. Proposed Cllr Biddick-Bray. Seconded Cllr O'Sullivan. Unanimous.

St Marwenne's Close Junction

4.24/113

Concerns flagged by resident re parking of vehicles on the junction and across the dropped kerb. It has been a historical issue, but seems to be getting worse recently. This issue was noted by Councillors. Cllr Chopak advised that no budget at moment to request any action by Highways.

D-Day 80th Anniversary Plans.

4.24/114

Due to time constraints, it was agreed to defer to next meeting, so Cllr Hunter can provide the updates. Clerk did note, however that Cllr Hunter had updated that the church has agreed to fly the flag if it is

Signed: _____Chairman. 21/5/2024

purchased by the PC. Details of flag were reviewed at the meeting. It was resolved to purchase the flag. Proposed Cllr Perry. Seconded Cllr Biddick-Bray. Unanimous. Clerk to action.

Defibrillator Phone Box.

4.24/115

Quote to repair from Cllr Grigg's Uncle, a retired painter. £460+VAT. It was resolved to approve this quote, and payment to be made from CIL fund. Proposed Cllr Waterhouse. Seconded Cllr Perry. Unanimous.

Hele Valley Trail Update.

4.24/116

Already discussed early in meeting.

Neighbourhood Plan

4.24/117

No updates.

Allotments.

4.24/118

Meeting tentatively booked in for Weds 15th May at 11am, but Cornwall Council advised they are waiting for confirmation from adjacent property owner. Cllr Grigg and Cllr Perry are going to start clearing area, before planned meeting.

Code of Conduct Online Training / CALC training.

4.24/119

Cllr Grigg to advise when completed online training.

CALC training available 21 May 24 as discussed earlier in meeting.

The following matter was deferred until after Confidential matter discussed.

Finance & Legislation.

4.24/120

- a) Approval of payments as per schedule and consider payment of urgent accounts presented by the date of the meeting. Proposed Cllr _____. Seconded Cllr _____. Unanimous.
- b) To note Income & Bank Balances as per the schedule.
- c) To note Bank reconciliations.

Parish Matters.

4.24/121

Cllr Waterhouse raised query around missing / obstructed footpath signs. MPC have the signs to install where required. Cllr Waterhouse to check and advise.

Urgent Matters raised with the Chairman since the Agenda was published.

4.24/122

None.

Date of next meeting and note items from Councillors for the Agenda.

4.24/123

21 May 24 Annual Parish Meeting.

It was agreed that it would be nice to involved school children again, if possible.

Signed: _____Chairman. 21/5/2024

Payscale Review.

4.24/110(i)

Clerk advised that there was a confidential matter that needed to be discussed regarding Agenda Item 16: Payscale Review 2024.

The Chair, Cllr Perry, proposed the following resolution: to resolve that in view of the confidential or special nature of the business to be discussed, the public are excluded and instructed to withdraw. Seconded by Cllr O'Sullivan. Unanimous.

Members of the public left the meeting.

The Council considered the private matter and it was resolved to progress Clerk to SCP24 as per recommendation from CALC, backdated to September 2023 at Clerk's request. Proposed Cllr O'Sullivan. Seconded Cllr Grigg. 5 in favour. 1 abstained.

The meeting re-opened to the public.

Finance & Legislation.

4.24/120(i)

- a) Approval of payments as per schedule and consider payment of urgent accounts presented by the date of the meeting. Proposed Cllr O'Sullivan. Seconded Cllr Perry. Unanimous.
- b) To note Income & Bank Balances as per the schedule.
- c) To note Bank reconciliations.

Meeting closed at 9:45pm.

PUBLIC BODIES (ADMISSION TO MEETINGS) Act 1960 S1(2) & S1(6)

During the meeting it may arise that publicity would be prejudicial to the public interest by reason of the confidential or special nature of the business to be transacted and the press and public will be instructed to withdraw.

When this arises, the Chair will recommend to consider passing the following resolution: "to resolve that in view of the confidential or special nature of the business to be discussed, the public are excluded and instructed to withdraw."

Signed: _____ Chairman. 21/5/2024