

Marhamchurch Parish Council

Tuesday 19th January 2016

A meeting of the Parish Council was held in the Methodist Sunday School on the above date at 7.30pm.

The Chairman welcomed everyone to the first meeting on the New Year

Councillors present: Chairman Mr R Hockin, Messrs M Grills, R Blewett, S Colwill, T Perry, T Edwards, Mrs F Hunt and Mrs I Waterhouse

Also in attendance Cllr N Chopak and the Clerk Mrs B Heathcote

Approximately 10 members of the public were present for part of the meeting

Apologies. Mr J Petherick

Declarations of Interest

16/01 - PA16/00051. Mrs I Waterhouse

Dispensations

16/02 No requests received.

Public Open Session - To receive questions and answers from the public on an agenda item.

16/03 A member of the public raised concerns about Westcountry Land proposal, PA15/09444 and advised that drainage work on the field near the proposed development area is planned for 11.04.16 and suggested that this extra flow of water could adversely affect water flowing away from the proposed site. There was a comment that there should be guarantees from the developer that the attenuation (SUDS) tanks are adequate and continue to be so in the future. Responses from parish councillors and Cllr N Chopak were that CC has a responsibility to get reports in relation to all points and have an obligation to ensure that the tanks work. A member of the public posed some questions which were not part of the agenda.

Confirmation of the Minutes of the Meeting of the Parish Council held November 17th and the Extraordinary Meeting on December 8th 2015.

16/04 Both sets of minutes were approved and signed.

Matters Arising.

16/05a **Para 15/230 Open Session - Cars parked in Pinch Hill** obscuring visibility when exiting Cricket Park & Boundary Drive. Highways advised that if there are no supporting yellow lines and it is clearly an obstruction it would be a police enforcement matter however the police are liable to take the stance that unless the road is physically impassable they will not be able to assist. It was agreed that there is little to be done but to monitor the situation.

16/05b **Para 15.233c Correspondence - Traffic speed in the village.** Cllr Chopak advised that she had contacted the police but they had no report of an accident in Pinch Hill. The request for a flashing speed monitor has been added to the request list, the request for 20mph speed limit outside school is also on the request list. There may be a speed monitoring system placed in the village at some point to record the speed of traffic – this may influence whether or not there is a 20mph limit outside the school.

16/05c **Para 15/237 Annual Grants** - All paperwork – completed forms and finance documents have been received except the finance documents relating to the Community Shop which are expected after their AGM.

16/05d **Para 15/240b Transparency Code** –The Clerk re-checked the figures prior to sending in the grant application, and amended it from £813 to £907. Confirmation has been received that the application has been approved and the funds should be in the account very soon.

16/05e **Para 15/255b Mr T O’Sullivan’s resignation.** The Chairman reiterated thanks to Mr O’Sullivan for his contribution and valued work while serving as a parish councillor and suggested the Clerk write a formal letter on behalf of the parish council. Mr O’Sullivan (who was present) commented that there was no need and the Clerk had enough to do.

Correspondence

16/06a) The following had been circulated beginning 11.01.16

- i) Cornwall Air Ambulance letter of thanks.
- ii) Marhamchurch Village Shop letter.
- iii) NHS SW Ambulance Service 24/7 publication.
- iv) Friends of Bude Sea Pool Report & Account 31.03.15.
- v) Marhamchurch Village Hall Application letter/form/accounts/quote re request for funding from the Community Benefit Fund.
- vi) Marhamchurch Revel Field Trust Application letter/form/accounts/quote re request for funding from the Community Benefit Fund.
- vii) Marhamchurch Playpark Application letter/form/accounts/quote re request for funding from the Community Benefit Fund.
- viii) Clerks and Council Direct.
- ix) Bude Community Network 30.11.15 meeting notes.
- x) Fields in Trust.
- xi) Festive Greeting from Healthwatch Cornwall.
- xii) Marhamchurch Playpark meetings 09.09.15 & 11.11.15 minutes.
- xiii) CC Communities & Devolution Bulletin

16/06b) The following correspondence was circulated at the meeting:

- xiv) Marhamchurch Pre-School Income and Expenditure accounts.
- xv) Cornwall 4 Change Statement.

16/06c) The following items were dealt with at the meeting:

- xvi) Letter of thanks from FoBSP
- xvii) Letter of thanks from St Marwenne PCC.
- xviii) Information from CALC re the future of External Audit for Smaller Authorities – Update One.
- xix) Bude Community Network meeting is 11th April 2016
- xx) CALC note re free training on 11th February in Newquay which covers the requirements of auto enrolment and pensions.

Advertising the Parish Councillor Vacancy.

16/07 The Clerk will notify CC that there is vacancy and a notice will be prepared by CC; if within 14 days of the date of the notice a request for an election is made in writing to the Returning Officer by ten or more electors, CC will make the necessary arrangements. If there are fewer than ten written requests for an election, the vacancies can be advertised by the Clerk and filled by the co-option process.

Planning

16/08a Decision Notices/Updates:

- i) PA15/09022 - Covered Seating Area for Bar/Restaurant with Retractable Roof built on the footprint of the Existing decking to the south elevation. Bay View Inn Marine Drive Widemouth Bay. Mr David Keene. Approved
- ii) PA15/09682 – Proposed extension. Trevoise View Marine Drive Widemouth Bay. Mr & Mrs Thomas. Approved
- iii) PA15/09444 - Proposed Residential Development (Cross Subsidy Scheme) for 20 New Dwellings (10 affordable and 10 open market) associated landscaping, access road and services. Land South of Little Elm Hobbacott Lane Marhamchurch. Mr Justin Dodge, Westcountry Land. The Decision is pending - see under applications below.

16/08b Applications:

- iv) PA15/09444 Westcountry Land - Cllr Chopak advised that the planning officer feels that all the matters raised have been addressed and the parish council are invited to respond to either support the application not support or made no comment. There was a long discussion during which it was considered that there are still some unanswered matters in relation to the potential of

flooding – especially in respect of the water flow in the area of the ‘Old Canal’, also concerns about the impact of backflow if the water does not disperse and there remains concerns about the road safety in Hobbacott Lane. A proposal to call the application to Planning Committee was carried with 7 votes in favour and 1 abstention. Mr S Colwill offered to attend the meeting and speak on behalf of the parish council, the Chair offered to attend if he was available. It was also agreed that there should be a site meeting as it is felt important that the planning committee members see the actual site. Cllr N Chopak confirmed she would notify the planning officer accordingly. There has been a change to the allocation to the affordable element – Nos 1 – 7 are Affordable for rent, Nos 7 – 10 are Intermediate and Nos 10 – 20 Open market. If the proposal is approved, it was noted that ‘local need’ applicants only have 1 month to respond to the availability advert before the option is made to applicants of adjoining parishes. Applicants must be on the Homechoice register (renting) and the Help to Buy South West agency (intermediate).

- i) PA15/10671 - Conversion of garage and first floor extension over. Chestnut Court Farm Holidays Marhamchurch. Mr K Trewin. The plans had been circulated; a unanimous resolution was passed to recommend approval.
- ii) PA16/00051 - Works to a tree in a Conservation Area - removal of Fir tree. Goffies Park Pinch Hill. Marhamchurch. Mr R Waterhouse. The application is necessary as the tree is in a Conservation Area and the parish council only need respond if they have any queries or issues to raise. There were no such issues.
- iii) PA15/11883 - Works to trees covered in a Conservation Area, namely - remove a limb from a conifer tree touching school roof. The Revel Field Pinch Hill Marhamchurch. Mr R Corney. The application is necessary as the tree is in a Conservation Area and the parish council only need respond if they have any queries or issues to raise. There were no such issues.
- iv) PA16/00002 - Repair/refurbishment of existing domestic outbuilding to use as a garage, workshop and games room. Woodknowle Farm Sharlands Road. Mr & Mrs K L'Enfant. A unanimous resolution was passed to recommend approval.
- v) PA16/00003 - Listed Building Consent As above – PA16/0002. A unanimous resolution was passed to recommend approval.
- vi) PA15/03716/PREAPP - Pre-application advice for proposed extension of holiday development and erection of eco cottage. Whalesborough Farm Marhamchurch. Mr J Proudfoot. For information only.

Paperless Planning Workshop.

16/09a At the Parkhouse Centre, Bude on the 1st February 2016 6 – 8pm. The Clerk will book for 5 Councillors and herself.

16/09b There are some bespoke workshops for clerks but they have all been or are in St Austell and Truro. No response yet to the request for similar workshops to serve clerks in this part of the county. The Clerk mentioned some more problems she is experiencing with the planning portal which Cllr Chopak confirmed she is aware of.

Cllr N Chopak.

16/10 Cllr Chopak advised that more redundancies are planned within CC and there are to be more cuts due to pressure on the budget. The mobile library service is likely to end in March/April; there will be cuts to rural transport and school bus transport. There is no budget left until April for any highway maintenance. Some of the cuts will be felt less in rural areas as there are fewer services than in urban areas. CC wants to delegate and want parish councils to take on more services. The position re Summerleaze and Crooklets toilets are to be debated on 20th January 2016. With help from Poundstock parish council arrangements are in place to keep the toilets at Widemouth Bay car park open. There has been no progress with the outcome of Bude Library and One Stop Shop. CC have set their budget with a 1.97% increase and an additional 2% for Adult Social Care has been agreed by government but there remains a large shortfall in the cost of Adult Social Care. Cllr Chopak

agreed to notify CC Highways of road defects in the following areas: Hobbacott Lane and Titson. A member of the public raised some matters which were not appropriate at a parish council meeting.

Neighbourhood Plans.

16/11 The Cornwall Plan has been withdrawn for further consultation. Some of the pros and cons about the parish having a Neighbourhood Plan were discussed and it was agreed to defer until the March meeting.

Pledge re CARE

16/12 An email advising that the formal application to be a Rule 6 Party will be submitted to the Planning Inspectorate early in January had been circulated. The application will be by CARE, Boyton, Jacobstow, Marhamchurch, North Tamerton, Week St Mary and Whitstone Parish Councils. Within 4 weeks of submitting the application Care has to submit a state of case. Although pledging/donating funds was not a requisite to being part of Rule 6, CARE are requesting that those councils who agreed to contribute make arrangements for the funds to be forwarded by the end of January. It was unanimously resolved to approve a cheque for the agreed £1,000 and forward the payment with the proviso that if some or all of the funds are not required that they are returned to the parish council.

Community Benefit Fund. Review requests.

16/13 Requests from Marhamchurch Playpark, Marhamchurch Village Hall and Marhamchurch Revel Field Trust with accompanying paperwork had been circulated. It was agreed to review all requests before deciding on the grants. Requests are as follows:

A) The **Playpark** £5,000. To replace various items of play equipment following their recent safety inspection which highlighted the need to replace and/or repair many items. Quotes obtained (difficult to get multiple quotes for some items as the parts are specific to what is already installed and/or comparable suppliers not found) for replacement and repair: Baby swings £849.60, Replace boat with a recycled plastic jeep £3195, Monkey bars approx. £900, flat swings frame £849.60. Total cost £5794, there are still some items for which they are awaiting quotes, not all the quotes include delivery and installation and the committee intend to make up the cost with fundraising and funds already held.

B) The **Village Hall** request £2,100 – to replace the heating system in the hall and the new style will be more efficient and carbon neutral. One quote presented: Total cost £2500 materials and labour. The committee intend to finance the rest from their own funds.

C) The **Revel Field Trust** request £8,100 for fencing (2 projects). Project (1) 42m 2m high timber fencing on the N boundary - £1950+ VAT. Project (2) 40m of 4m high galvanized green plastic coated mesh panel fencing bolted to steel posts concreted in the ground Ball Stop fencing on the E boundary - £4800 + VAT. Total cost for both projects £8100. One quote received for each of the fences. Two other quotes had been sought without success.

Playpark and Village Hall - Mrs F Hunt; Revel Field - Mr Grills left the room respectively when requests were discussed and agreed.

A) The request from **Playpark** committee for £5,000 was given unanimous approval.

C) The request from the **Revel Field Trustees** was discussed at length, Project (1) it was agreed that the N boundary fence is necessary but it was suggested that the Trustees liaise with the Playpark committee to ensure that the design of the fence meets with the recommendations in their safety report and the parish council request that a second quote is provided. In principle, provided these conditions are met, unanimous approval was given for £2,000 towards the timber fence. Project (2) several concerns were raised and the parish council feel these need addressing prior to them considering a grant. These include a) the question of stopping balls hitting the wall of the property adjacent to the field which had originally been stables and is now a domestic building. It is believed first came about, at the behest of the owner of the property who it is understood had offered to pay for a fence – has the owner of the property been asked to contribute?; b) does the fence need to be so high and long?; c) have other neighbours been consulted on their views and if they feel they will be affected by a high galvanise fence? d) does the fence need planning permission? Concern also was that relatively few members of the community would benefit and the amount requested represents a high percentage of the total fund.

B) The request from the **Village Hall** committee for £2,100 was given unanimous approval. The Clerk will arrange to give 30 days' notice to move £9,100 from the building society to the cheque book account.

Review terms of Marhamchurch Playpark Working Group/Sub Committee.

16/14a In 2009, the terms that allowed the parish council to insure the playpark with no cost to them or to the parish council required that the playpark had to be a sub-committee of the parish council. An extract of the minutes detailing the requirement had been circulated. The Clerk needs to enquire from the current insurers about their terms.

16/14b Using the grant of £500 from Cllr Chopak and their own funds, the playpark committee wish to go ahead with the purchase of the replacement for the zebra rocker equipment. Prices in catalogues had been checked for comparison and quotes but it proved difficult to do an exact like for like as there was only one supplier who made the specific design – the one chosen is best suited for purpose – ie 2 or 4 children can use it and it will require minimum maintenance. The cost is £939.26. Unanimous approval was given.

Cemetery

16/15 a) Update re water provision – water butts are half full. The work to lay a pipe as agreed to be done when the weather improves.

b) Review fees. The Clerk has not had time to prepare comparisons.

c) Consider procedure re plot reservations. The Councillors considered the arrangements in place regarding plot reservations - the Clerk notifies Mr R Blewett when a plot is reserved/purchased and Mr R Blewett places a 'Purchased' marker on the plot. All funeral directors must contact the Clerk prior to interments and the Clerk allocates the next available plot as appropriate. As part of the Risk Assessment it was agreed that the existing arrangements are adequate.

d) Consider state of ground and access. The ground is very wet but this is considered to be top water and not from any blockages. There was a discussion about having access, from the adjacent field, to the cemetery nearer to the area set aside for spoil and grass cuttings. Messrs M Grills and R Blewett will speak to the owner of the field.

Policies and Protocols

16/16a The Equal Opportunities draft was placed for circulation.

16/16b Email and Online publication - Although it has been minuted who is prepared to receive agenda/minutes etc by email, advice has been received that each councillor should sign a form agreeing to accept email which must be kept on file. The Clerk has prepared a draft protocol for this requirement and prepared forms for each councillor which were placed for circulation.

Finance

16/17a It was resolved to authorise payments totalling £256.08 as per schedule plus £1174.99 (Ebuyer, St Marwenne PCC to replace lost cheque no 2252, P Amos-Yeo post-dated re Feb payment, CARE)

16/17b Income.	Playpark Grant from CC Community chest	£500.00
	CORMAC Reimbursement re Footpath LMP 15/16	£367.50
	Memorial late Mr Gliddon	£ 50.00
	Mr & Mrs Gilhespy Burial Plot Reservation	£190.00
	Memorial late Mrs Bray	£ 10.00
	Week St Mary re Admin /It costs	£ 81.30
	Cremation Plot & Memorial late Mr D J Hicks	£100.00

16/17c Bank Balances.	as at 18.01.16	TSB	Int Acc	£ 6,941.70
		TSB	Current Acc	£ 3,021.76
		Monmouthshire B/Soc		£30,000.00
	Playpark	TSB	Int Acc	£ 1,000.13
		TSB	Current Acc	£ 2,621.33.

16/17d Review new pension proposals.

There are various checks that need to be undertaken depending on the age and salary of employees, consideration must be given to the employer's responsibilities. There is a requirement for all local councils to enrol eligible jobholders into a qualifying pension scheme. An **eligible jobholder** is any employee aged between 22 and state pension age earning above £10K. A **non-eligible jobholders** and **entitled workers** are those aged 16 – 74 with earnings less than £10K but greater than £5,824. An employer can be required to enrol such an employee into a qualifying scheme should they wish. Employees aged between 16 and 21 or between state pension age and 74 with earnings currently above £10k can similarly opt in. **Entitled workers** are those aged 16 – 74 and currently earn less than £5824. They can require the employer to arrange for them to join a pension scheme but this does not have to be a qualifying scheme and the employer does not have to contribute to it. All earnings figures are based on the year 2015/16. The government may decide to change these figures each year.

The Clerk advised that her current earnings are greater than £5,824 but less than £10K so therefore falls within the **non eligible jobholder** bracket. The Clerk advised that she is minded to request not to be enrolled in a pension scheme. The staging date for Marhamchurch Parish Council is 01.04.17. The parish council needs to be aware of the impact of future costs should the clerk wish to join a scheme.

Other Parish Matters

16/18a Highways – see 16/10a

16/18b Defibrillator – The Chairman has spoken to Mr Tribilcock from FLEET who has confirmed that it is in hand.

16/18c Kiosk – It was agreed that the trees near the kiosk need cutting down as soon as possible.

16/18d Toilets – Vegetation is getting into the stink pipe behind the facilities and needs to be cleared and have a cowl fitted. Mr T Perry thinks he has a cowl and will investigate.

16/18d Community Shop & Footpaths - nothing to report

Provision during Clerk's absence.

16/19 The Clerk will provide the log-in and password details to the chairman for him to keep an eye on emails; for 2 weeks in February while the Chair is absent, Mr T Perry will take over the emails. If it is necessary to have a meeting in the Clerks' absence, the Chairman or Vice Chairman can call an extraordinary meeting giving a minimum of 3 day's notice and posting the agenda. The Clerk has arranged for her website trainer to advertise the agenda on the website if necessary. Arrangements will be made for the post to be checked and parish council mail to be dropped to the Chair or Mr T Perry. The Clerk will post notices that the next planned meeting is 22.03.16.

Clerk's Annual Review.

16/20 Resolved to defer until there is a recommendation from SLCC/NALC for pay increase.

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

16/21 None received.

Items for next Agenda

16/22 Deferred items, Council Vacancy.