

Marhamchurch Parish Council

Tuesday July 19th 2016

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

Councillors present: Chairman Mr R Hockin, Messrs R Blewett, S Colwill, M Grills, J Petherick, Mrs F Hunt, Mrs I Waterhouse, and Mrs J Walter.

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

Approximately 5 members of the public were present for some of the meeting.

Apologies – Messrs T Perry and T Edwards

Declarations of Interest

16/129 No declarations

Dispensations.

16/130 No requests

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

16/131 Mr P Jones advised that the new heating system in the Village Hall has been installed. Mr P Jones advised that he hopes to hear tomorrow if the bid for a grant from SITA towards the Snooker Room roof is approved.

Confirmation of the Minutes of the Meeting of the Parish Council held on June 19th 2016.

16/132 The minutes were approved and signed by the Chairman.

Matters Arising.

16/133a **Para 107a The verge on the corner of Sharlands Road** has been trimmed by the road side but the rest has been left. The Clerk has already chased CORMAC/Bude Stratton TC twice. Mr R Blewett advised that Mr J Grigg had trimmed the edge of the verge. CORMAC have confirmed that it is on the list for Bude Stratton TC.

16/133b **Para 16/110 Speed limit outside the Primary School.** See 16/137

16/133c **Para 16/113b – Benches in the Playpark.** Mrs F Hunt confirmed the benches belong to the Playpark.

16/133d **Para 16/126a Highways.** The pothole on the junction of Helebridge and the A39 has been filled. Following the June meeting, Mr A & Mrs J Walter cut back the vegetation at the Chrisney Cross junction to uncover the road signs. CC staff were in the village yesterday cutting vegetation around drains etc. It was noted that the road markings have been painted at the Chrisney Cross junction. The Clerk will request that a new Give Way sign is installed to replace the blank one (faded). CC advise that, with such a finite budget, painting kerbs at junctions is no longer a priority. See Agenda Item 16/152a for other Highway matters.

Correspondence.

16/134 a) The following items were placed for circulation on 4th and 17th July respectively.

i) Local Council Review.

ii) Clerks & Councils Direct

iii) CC Communities and Devolution – Special Bulletin Governance events in July.

iv) CC Communities & Devolution – Media Release – Message from Kate Kennally

v) CRCC: Rural & Farming Network Event.

vi) CALC weekly news roundup 01.07.16

vii) NALC Policy consultation PC09-16 Public Works Loans Board.

viii) Bude Stratton Community Project Agenda and list of Neetside users (June 2016).

ix) CC Communities & Devolution Special Bulletin re Blue badge holders.

x) NALC LTN 60 – Copies of planning documents.

xi) PA16/00853 Notice of Refusal of Planning Permission re Bullers Arms car park.

xii) EDF Contract details.

xiii) CC Communities and Devolution – Special Bulletin – Stakeholder Survey 2016.

xiv) CC Communities & Devolution – Governance Review GREG Inquiry Session.

xv) NALC LTN 41 – Responsibilities of Councils as landowners.

xvi) CALC weekly news roundup 08.07.16. It was resolved to order a copy of 'Being a Good Employer' @ £2.20 + p&p.

xvii) *for* Cornwall

xviii) Tir Teg AONB – Summer 2016.

xix) CALC weekly news roundup 15.07.16.

xx) CC Communities and Devolution – Special Bulletin Libraries & One Stop Shops.

xxi) 1st QTR Bank Reconciliation. Expenditure and Income balance sheets.

Correspondence dealt with at the meeting:

- xxii) With approval of the councillors it was agreed to discuss an email from Marhamchurch Conservation Group (MCG) with Agenda item, No 16/135b(iii).
- b) Invitation from CC to meetings: ‘Who Decides? Public engagement events: The nearest is at Launceston Town Hall on 20.07.16 and Governance Review GREG Inquiry Session Stakeholders meeting in Truro 25.07.16.
- c) CC Stakeholder Survey. Copies had been sent to councillors. Following a discussion, it was resolved that the Clerk will complete as much as possible and forward to the Chairman for him add/amend.

Planning

16/135 a Decision Notices/Updates:

- i) PA16/04290 - Remove the existing porch on the north side of the bungalow and build a block and render room with a pitched roof to be used as a kitchen. 43 St Marwenne Close. Mr P Schubert. Approved.
 - ii) 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. Approved. The Clerk had emailed the Decision Notice and 106 Agreement to the councillors.
- b) Applications
- i) PA16/05652 & PA16/05653 Listed Building. Repair and refurbishment of existing domestic outbuilding to use as a garage, workshop and games room. Woodknowle Farm Marhamchurch. Mr & Mrs K L'Enfant. The proposals were dealt with together. Following examination of the plans and the discussion – it was unanimously resolved to recommend approval.
 - ii) Update re PA16/00853. S Rudman has lodged his Appeal. The documents were placed on the planning portal on 08.07.16. The parish council will get formal notification about the Appeal when the Planning Inspectorate has set an appeal date, at which time there will be a 5 week consultation period. The unsightly state of the car park was discussed and it was noted that this has been a concern of the parish council for a long time. MCG has written requesting that, on behalf of the community, the parish council write to CC about the unkempt untidy state of the area. The presence of a large number of ragwort plants growing in the car park was noted. Following the discussion the Clerk was directed to write to CC and enquire if CC have any powers so they can enforce that the area is tidied as befits a Conservation Area - ie the container, which does not have planning permission removed, the Heras fencing removed/lowered, unsightly debris removed and ragwort removed. There was also a discussion about whether or not to request that the car park is registered as a community asset. Following the discussion, and a proposal to make such a request, the vote was carried by 6 with 2 abstentions.

Update from Bude Community Network meeting on 11.07.16.

16/136 The Chairman, Vice Chairman, Mr S Colwill and Clerk had attended. Cllr E Hannaford, Planning Portfolio holder and Mr P Mason, Head of Planning & Enterprise were in attendance and gave an overview of planning matters. Cornwall Local Plan is nearing its final stages, after adoption other planning documents ie NCDC Local Plan, will be obsolete. Supplementary Guides will be added and it is hoped that it will be totally complete by 2020. Other matters mentioned about the Local Plan was the positive impact expected from the bio diversity supplementary guidance. CC is concerned about proposals whereby the determination of planning applications will not be restricted to council authorities. The Government are introducing a Housing & Planning Act bill; the outcome of this will mean that there will be more starter homes but less affordable rent properties. Cllr Hannaford commented that this would not be good for Cornwall as there is a higher demand for affordable houses for rent than buy in Cornwall, also there are no restrictions for re-selling Starter Homes which can be on the open market so they will not remain as starter homes. Martin Prentice gave an overview about the Holsworthy Rural Community Transport service (HRCT). An information pack is in the circulation envelope. HRCT are not allowed to compete with existing commercial bus services but can offer a service in rural areas where there is no public transport to people with access to other suitable transport and they are wondering if the scheme can be extended. Residents in Week St Mary and Whitstone are already signed up and use the service. In addition to the bus, they organise volunteer car drivers and there is a minibus available for private hire. Some items were suggested for parish matters – ie speed of traffic in villages, planning related concerns –ie when conditions are lifted/amended, the parish councils are not informed and developments that stray from the approved proposal/conditions without CC enforcement taking action. The grants requests for the Local Devolution Fund were discussed – see 16/138.

Cllr N Chopak.

16/137 Following the European Union referendum and the resulting vote to leave, CC has been holding emergency meetings to analyse and plan for how they will manage without European funding. It is feared that many planned schemes will not take place. There are likely to be more cutbacks and the already poor budget situation will be exacerbated. CC has adopted the living wage regulations and there will be a huge impact on the education budget and other CC department budgets. There are talks to reduce the number of County Councillors from 123 to 80. Cllr Chopak, confirmed that she is proposing to stand again but as she already has 7 parishes and does not realistically see how she can provide a service for more parishes. Following the meeting arranged by Cllr Chopak for a 20mph speed limit outside the school, the Chair and Clerk met Oliver Jones, CORMAC Highways and Paul Steen CC Highways. The cost to install a 20mph speed limit, which included a traffic regulation order runs into several thousands. In the past CC made a commitment to place 20mph speed limits outside all schools on A and B roads and, due to lack of funds, there is still a waiting list for some B roads' scheme. CC Road Safety Officer was too busy to attend the meeting but had advised that the only type of traffic slowing measure would be humps or other physical traffic slowing measures. There was a suggestion by Mr Steen about removing some of the yellow zig zags so that if cars are parked, this would slow traffic. The outcome was that before anything can be considered, a traffic sensor will be installed to measure the number and speed of traffic. Following this report there was a general discussion – Cllr Chopak confirmed she is trying to follow up a Speed Watch exercise with the primary school. Mr J Petherick suggested using the Community Benefit Fund to provide a 20mph speed limit outside the school. Mr M Grills commented that it is either end of the school day on roads leading to the school, ie Helebridge Road and Pinch Hill (not outside the school) that there are traffic speed issues. Cllr Chopak suggested that if the parish council fund any speed restriction facilities, it would be best to investigate the whole village, as the major cost is the traffic regulation costs and one scheme could cover a large area; she also suggested that the parish council could include having a permanent flashing monitor unit. The parish council is already on the list to have a loan of CC flashing speed monitor but that we are way down the list.

Update on application for broadband from the CC Grant Local Devolution Fund (GLDF).

16/138 The application form, requesting a grant of £1116.80 for installation and 24 months broadband, had been submitted and was one of the applications discussed at the Bude Community Network meeting (BCN). Applications for similar schemes were received from the following parish councils: Kilkhampton, Launcells, North Tamerton, Week St Mary, Morwenstow and an application from Bude Stratton Town Council (BSTC) to cover the costs of running the toilets in Summerleaze Beach, Bude Crescent car park, Bude Post Office and Crooklets beach. Following the discussion the meeting approved the parish council applications; a decision for BSTC proposals was deferred. Cllr Chopak advised that more grant applications will be considered at the next BCN meeting. The applications will now go to CC portfolio holder for final approval and may take 3 months.

Neighbourhood Plan.

16/139 The process to enable the parish council to register an interest in a Neighbourhood Plan could not be found. Cllr N Chopak will forward a link to Mr J Petherick..

Annual Insurance – update re defibrillator cover.

16/140 The Clerk has ascertained that as the parish council is paying the annual maintenance fee, this indicates they are responsible for the defibrillator and it has been added to the list of assets for damage cover. Action unanimously approved.

Update from Bude Stratton TC re Weed Treatment.

16/141 The weeds were treated on 18th July and BSTC have advised they will undertake a second treatment end of August/beginning of September. This was met with approval.

Millennium Benches

- 16/142 a) Repairs to damaged bench in the Hobbacott Lane. There was no sign of impact or indication that it had been hit. Thanks were extended to Mr R Blewett who has placed it back on the concrete and fixed it back with cement adhesive.
- b) Maintenance – Mr R Blewett has checked and found the benches at Hilton Road and Sharlands are safe. It was agreed that all 5 benches need to have the wood cleaned and treated (others are in Helebridge Road and Pinch Hill).

Community Benefit Fund

16/143 –a) Update re Village Hall – The Clerk has received the required paperwork from the Trustees regarding the Snooker room roof repairs. See Minutes No 16/131.

Update re Playpark – Mrs F Hunt has chased the suppliers to know when the Jeep will be delivered.
Update re Revel Field – The Clerk emailed Mr R Corney following the June meeting and requested the application form and paperwork.

- b) Discuss other uses for Fund – ie set aside funds for ongoing costs re defibrillator servicing; rental for broadband if CC GLDF successful; Millennium bench maintenance. The Clerk has provided a breakdown of funds there is currently a balance of £10,270.69.
- c) Response to Good Energy. The Clerk will advise GE how the funds have been used so far.

Parish Cemetery

- 16/144
- a) Review fees and conditions. The Clerk has received feedback from several other cemetery authorities for comparison and will forward a comparison breakdown to councillors as soon as possible.
 - b) New Access. The Chairman confirmed that Mr C Trewin has given verbal permission for a new access from the field. Mr R Blewett is organising matters – ie a new gate and hiring Heywoods for the work which was approved by the councillors.
 - c) Water supply. Two water butts are now in place – another tap is required but there is no need for water to be piped.

Annual Review

- 16/145
- a) **Governance & Finance:** the councillors are responsible for the conduct of public business and for spending public money and always endeavour to ensure the business is conducted in accordance with the law, properly accounted for and used efficiently and effectively. The Clerk is mindful of Statutory Regulations and Local Government Acts which are taken into account. The parish council subscribe to CALC whose newsletters and correspondence are circulated. Appropriate training when required is considered. The parish council pay the Clerk's membership of SLCC who also provide advice. The Clerk liaises with CALC & SLCC when necessary. Comprehensive finance figures are provided in good time to enable the councillors to give full consideration when setting the Precept. The Clerk keeps proper records; the Chairman regularly checks the bank reconciliation and prepares a budget report quarterly. It was resolved good governance and finance arrangements are in place.
 - b) **Financial Regulations** – NALC have published a new model set of Financial Regulations. Some detail is very different to the current regulations - there are some requirements in the new regulations that the Clerk is trying to find out whether or not they are compulsory, ie the finance checking cannot be done by the Chairman or a Councillor who signs cheques. It was resolved to continue with the current adopted regulations until further notice.
 - c) **Internal Audit** – The Clerk forwards copies of all agendas, minutes and payments to the Internal Auditor (IA) monthly. The IA and Clerk liaise as and when necessary. The IA undertakes spot checks prior to completing the annual return. It was resolved good arrangements are in place with the IA and the councillors are satisfied with her undertakings.
 - d) **Risk Assessment** – The Risk Assessment policy had been circulated and reviewed. It was resolved that the good Risk Assessment strategies are in place
 - e) **Parish Council Policies** The following policies have been checked/updated/adopted: Code of Conduct,; Issuing documents by email and publishing of council information on line, Equal Opportunities., Freedom of Information Act – Handling Requests for Information, Grants Policy, Community Benefit Fund policy, Publication Scheme, Recording, filming, broadcasting and social media at Council meetings and Transparency Code.. The Clerk is currently working on the Grievance policy. Travel and Subsistence claims policy and checking copyright practices. The policies are kept in a file and are on the website. It was resolved that good policy practices are maintained.

Playpark Terms of Reference, Constitution and Minutes' approval.

- 16/146
- a) Copies of the updated Terms of Reference had been circulated. Agreement of Terms and minutes deferred. The Playpark members will check and update the Constitution as necessary.
 - b) It was unanimously resolved that the safety bark to top up the ground cover, can be ordered.

Employer's Pension Scheme.

- 16/147
- The Clerk has checked again as far as she can see there is nothing else to do at present. She has asked CALC for clarification but no response yet.

Storage of Parish Records.

- 16/148
- CC have sent a schedule of the Retention of Records but they advise that they are unable to take any documents for 2 years until the Kresen Kernow building in Redruth is open. The Clerk will continue to sort out a system for storage of the documents that need to be kept.

Finance:

16/149 a) It was resolved to authorise payments totalling £290.51 as per schedule plus £60.00 (R Blewett Cemetery Grass) and postdated cheque £80.00 for Mr P Amos--Yeo for August 2016).

b) No Income.

c). Bank Balances.as at 17.07.16	Monmouthshire B/Soc		£21,000.79
	TSB	Int Acc	£ 4,944.65
	TSB	Current Acc	£ 1,708.63
Playpark	TSB	Int Acc	£ 1,000.38
	TSB	Current Acc	£ 4,733.07

d) The Chairman has undertaken his quarterly checks on the accounts and the bank reconciliation. The balance sheets have been emailed and approved.

Policies

16/150 a) Travel & Subsistence Policy – it was unanimously resolved to adopt the a draft copy which had been circulated

b) Grievance Policy – it was agreed that the circulated model is only suitable for a large parish or town council with several employees. The Clerk will investigate further.

Other Parish Matters

16/151 a) Highways – there is a pothole in Pinch Hill, the road between Hilton and Borough Cross is badly in need of repair. Part of the wall on the bridge, which is believed to be listed, on the old A39 over the River Neet has been damaged. It was noted that although CORMAC staff were working at the junction of the A39/Helebridge Road clearing vegetation around the kerbstone that it was a poor job and done in a very haphazard way. The Clerk will notify the relative departments accordingly.

b) Public Toilets – A cover has been placed on over the pipe/vent.

c) Claim from the Transparency Fund re the cost of continuing with the Transparency Code. The Clerk has a query re the new form regarding claiming for reimbursement of the annual costs of the website which appear non claimable and is awaiting a response from CALC.

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

16/152 The Clerk is having a last minute holiday and had received majority approval from the councillors for the absence via email.

August meeting.

16/153 It was agreed not to plan for a meeting in August. If necessary an extraordinary meeting can be called if there are planning applications.

Date and time of next meeting and Items for next Agenda.

16/154 a) Tuesday September 20th but if necessary it may be earlier in the month.

b) Parish Cemetery Review; Playpark Terms of Reference and Constitution; Millennium Bench maintenance; Financial Regulations. Broadband installation in the Hall. Reimburse IA for 2016.17, Traffic speed in the village.