

Marhamchurch Parish Council

Tuesday September 6th 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, T Edwards, T Perry, Mrs F Hunt and Mrs J Walter.

Also in attendance Clerk, Mrs B Heathcote and, for some of the meeting, C Cllr N Chopak.

Approximately 14 members of the public were present for some of the meeting.

Apologies – Mr J Petherick.

Declarations of Interest

16/155 Mr M Grills declared an interest in Planning Application PA16/06797

Dispensations.

16/156 Mr S Colwill advised he would use his existing dispensation re Planning Application PA16/06797

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

16/157 The following members of the public raised matters in connection to Planning Application PA16/06797:

Mr M Moore –in relation with Bude Canal & Harbour Society.

Mr N Hutson – in relation to sustainable transport, inaccuracies on the plan.

Mr K O'Reilly – in relation to increased danger from speeding traffic, access visibility, steepness of site, not infill, lack of privacy for Melrose and devaluation of the value of Melrose.

The Chairman advised that, as Cllr N Chopak was not able to attend until later in the meeting that members of the public would have the opportunity to speak again when she was present if they wished,

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

16/158 The minutes were approved and signed by the Chairman.

Matters Arising.

16/159a **Para 16/135ii** The Clerk has circulated the draft form to CC to request that the Bullers Arms car park is included to the List of Assets with a Community Value. Mr M Grills mentioned that details about the planning application for change of use should be included. The Clerk had been unable to find the details of the proposal. Following the short discussion it was agreed to include that, the parish council believe there was a proposal for change of use for a car park in the 1970's.

16/159b **Para 16/144c** The Chairman advised that he has purchased and fitted tap on the second water butt.

Correspondence

16/160a i) CRHA had advised (20.07.16) by letter information about a vacancy at Boundary Drive. The Clerk has subsequently been advised that the property has been allocated to someone returning to the village, with relatives also residing in the village.

ii) CRHA invitation to AGM on 21.09.16.

iii) CC website links to access forms to report various matters – ie highway issues, dog fouling, fly tipping have been added to the website.

16/160b The following items (most of which had already been emailed) were placed for circulation:

i) Being a good employer – NALC guide for parish and town councillors.

ii) Letter to and from the parish council and clerk re the pension regulator requirements + a copy of step 4 the next stage which is due on 01.04.17.

iii) Copies of information (as per Transparency Code rules) placed on the Parish Website

iv) CC Communities and Devolution – Special Bulletin –Electoral Review. Response 16.09.16.

v) CC Communities & Devolution – Localism Summit + other matters.

vi) CC Communities & Devolution – Message from Cllr Rowe & other matters.

vii) CC re new scheme for Blue Badge holders.

viii) Bude Community Network Panel Notes (11.07.16 meeting).

ix) CALC weekly news roundup (5 items) 29.07.16, 05.08.16, 12.08.16, 19.08.16, 26.08.16, 02.09.16.

x) *for* Cornwall. (2 newsletters).

xi) Cornwall Devolution Deal.

xii) Fields in Trust (2 newsletters).

xiii) CC – Cornwall Council Leaning & Development News: Town & Parish Council Edition.

xiv) CRCC BIG Energy Saving Network – Free Energy Advice sessions.

xv) Healthwatch –July & August Newsletters.

xvi) CCPFA re workshops.

- xvii) Mayors of Cornwall Notes from meeting on 03.05.16.
- xviii) Cornwall Sports Bulletin.
- xix) Article from a magazine about a pub being taken over by the community.
- xx) Newspaper cutting about Cornwall Community Foundation. The Clerk will forward copies to groups/charities in the parish for their information.

Planning

- 16/161a Decision Notices/Updates:
- i) PA16/05652 - Repair and refurbishment of existing domestic outbuilding to use as a garage, workshop and games room. Woodknowle Farm Marhamchurch. Mr & Mrs K L'Enfant. Approved.
 - ii) PA16/05653 - Listed Building Consent for details see PA16/5652. Approved
 - iii) PA16/04292 – Installation of a gas grid entry unit and associated plant, including underground pipework. East Helscott Mr & Mrs R & L Bray / Bray/Biddick. Approved.

Cllr N Chopak arrived

- 16/161b Applications/Appeals
Mr M Grills left the room.
- i) PA16/06797 - Outline planning permission with some matters reserved: Proposed site up to 5 dwellings, garages and new access. Land Adjacent To Melrose Helebridge Road Marhamchurch. E Trewin & Sons (Farms) Ltd. It was not possible to show the plans on the screen but there was A4 size hard copies for the councillors to study. Following examination of the plans and the councillors' discussion, as Cllr Chopak had arrived the Chairman reopened a public open session and invited members of the public to speak or ask questions about the proposal. Following the short discussion, the open session was closed. It was noted that there are 24 letters of objection on the planning portal.
Mr S Colwill left the room.
Following a discussion when some matters of concern relating to the proposal were raised, the Chairman invited the councillors to vote. The vote was 5 in favour of recommending refusal and 1 in favour of approval of the proposal.
Messrs M Grills and S Colwill returned to the meeting
 - ii) APP/D0840/W/16/3154072 (PA16/00853) - Construction of 5 dwellings and a new commercial unit (A1 & A2 uses), together with the demolition of both the car park stores and the rear corner lobby area of the Bullers Arms Hotel. Land South Of Bullers Arms Marhamchurch. Mr S Rudman. The Clerk was directed to write to the Planning Inspector and request that the Appeal is dealt with at a public meeting and not by written representation. It was also agreed that the Clerk and Chairman will prepare a letter which will be circulated to councillors for approval prior to submission to the Planning Inspector. The deadline for responses is 21.09.16
- 16/161c Other Planning Matters
- i) PA16/00010/NDP. Plan proposal for Bude-Stratton Parish Neighbourhood Development Plan. Miss D James Bude-Stratton Town Council. The parish council has been invited to comment on the proposed Bude-Stratton ND Plan. The Clerk has been loaned 1 copy of the main document. The full set of documents is available to view at BS Town Council offices and/or Bude Library. The Chairman offered to take the copy and report anything relevant to councillors if necessary
- 16/161d Planning Enforcement update.
- i) EN16/01323 – Land south of Bullers Arm – Alleged untidy site and change of use of the land for the stationing of a shipping container. CC has advised that they will not be taking action and the case will be closed.
- 16/161e Deal with any Planning matters received by the date of the meeting. – No further matters.

Cllr N Chopak.

- 16/162 There is still issues regarding the future of Bude Library and One Stop Shop. Poundstock Parish Council has taken on responsibility for the public toilets at Widemouth Bay on a tenancy at will agreement. There have been vandalism issues and unseen costs. Cllr Chopak advised that the agreement between Bude Stratton TC and CC regarding Bude public conveniences are still ongoing. However, Mr C Jewell advised the meeting that an agreement had been reached on 5th September and BSTC will receive £11k to take on the facilities. It is assumed that these are the ones at Crooklets, The Crescent and Summerleaze car parks respectively. Confirmation about the ones near Bude Main Post Office is awaited. Cllr Chopak advised that discussions are underway for increased flight destinations at Newquay Airport. The Chairman raised a question about CC Electoral Review which is seeking a response by 16.09.16. Following a short discussion

about the Elector Review, relating to how many CC Councillors there should be from 2021, the Clerk was directed to write and confirm that Poundstock Ward comprises 7 parishes which entails a heavy workload and involves much travelling/time for the Ward member and therefore the area should not be increased.

Results of traffic speed sensor and consider future speed control measures.

16/163 CC forwarded the results from the radar speed monitor outside the school (for both directions of travel) which have been circulated. The result showed a good compliance with the existing 30mph limit considering the 85%ile. The Clerk asked for results of the similar check that, it was thought, had taken place in Pinch Hill. A check in Pinch Hill had not taken place. There was a discussion about flashing speed monitors. The one that collects data and flashes has to undergo a CC consultation process and costs approximately £8K; there is a smaller temporary one and Cllr Chopak will make enquiries. There was also a suggestion that Cllr Chopak has one monitor which can be shared by parishes in her ward.

Neighbourhood Plan.

16/164 It was agreed to defer until the October meeting

Training Session – Towards a Better Understanding of the Planning Process and the Role of Local Councils. .

16/165 Mr A Towlerton SLCC National Planning Advisor is running a planning training session for Clerks on 6th October 1.30 – 4.30pm. The cost is £15 + VAT and mileage costs. There was unanimous approval to the Clerk's request to attend.

Community Benefit Fund

16/166a **Village Hall** – The result of the SITA bid has been deferred until October. £2,500 has been transferred from the building society to the bank account in readiness.

Playpark – The new jeep has been installed and all the work has been completed. It had not been possible to repair the monkey climbing bars and approval (by email from councillors in July/August) had been given to purchase new ones costing £644 +VAT.

Revel Field – Mr M Grills advised that there was no progress. £420.00 has been transferred from the building society to the bank account in readiness.

Village Shop – the Clerk advised she has received the paperwork re the pledged grant of £7,810. Following a short discussion it was agreed that the funds cannot be pledged indefinitely and, if there are no changes, the situation will be reviewed in September 2017.

16/166b Deal with other CBF matters received by the date of the meeting.

As a result of the £30K grant – the council's receipts for 2015/16 totalled just over £50K. This has meant that that Grant Thornton External Auditors have increased their fee from £100 + VAT to £300 + VAT. The turnover threshold fees are: up to £10K no fee; £10K - £25K £100; £25K - £50k £200 and £50K to £100k £300. The Clerk has written to ask if the fee can be reduced as she feels that grant did not mean there was so much more for the external auditors to check to justify the higher charge.

Parish Cemetery

16/167 a) Annual Review – Fees and Conditions - The clerk has prepared a spreadsheet with fees charged by other authorities for comparison. It was agreed that the Chair, Mr R Blewett and the Clerk will get together to compare fees and provide suggestions for approval at the next meeting. It was suggested that the Vice Chair is included in the exercise.

b) New Access – it was noted that the work on the new access will take place after the animal stock have vacated the field.

Annual Review of Financial Regulations.

16/168 Deferred – continue with the existing ones for the time being

Playpark Terms of Reference, Constitution and Minutes' approval.

16/169 The Committee have started but not finalised updating the Constitution. Therefore, Constitution, Terms of Reference and Minutes approval deferred until the next meeting.

Employer's Pension Scheme.

16/170 Using the template from the Pension Regulator website a letter has been sent to the Clerk advising her of the changes and that she does not meet the criteria as an eligible jobholder but that as a non-eligible jobholder and entitled worker, she can request the parish council to enrol her in a qualifying scheme. If she requires to be enrolled, she must write to the parish council asking to join a qualifying scheme to which the Clerk will

contribute. If earnings are over £112 at the time of the Clerk asking, the parish council will contribute to the pension. If earnings are less than £112 a week the parish council is not obliged to contribute to the scheme. The Clerk's salary is over £112 per week. A copy of the letter to the Clerk re the pension regulator requirements + a copy of step 4 the next stage due on 01.04.17 have been circulated. The Clerk has written confirming that she does not wish to be enrolled in a scheme.

Millennium Bench Maintenance.

16/171 Deferred

Broadband Installation.

16/172 The Clerk has not yet made a request with BT for connection. It is hoped to hear confirmation about the grant from CC in October or November.

External Audit Report & Internal Auditor.

16/173a The audit has been approved by the External Auditor with no matters arising. Section 3 has been signed and approved. Copies of the Section 3 with the Notice of Conclusion of Audit have been advertised on the noticeboard and website. A list of payments in excess of £100, a list of assets in excess of £1K and a list of the variation details have been added to the website to comply with the Transparency Code.

16/173b It was unanimously resolved that £50 should be provided to Mrs L Mason towards her costs as the Internal Auditor.

Finance

16/174 a) It was resolved to authorise payments totalling £2734.59 as per the schedule plus £120.00 RG Blewett - Cemetery 2 Grass cuts, Mrs L Mason £50). Retrospective payment approval was given re the Playpark to MAC for bark £100 and Outdoor Playpeople £3,869.60 for remaining 50% for playpark equipment, new monkey bar apparatus inc VAT and VAT of £442.40 on the 50% (net).

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| b) Income | CC 2 nd half of Precept | | £6,750.00 |
| | CC 2 nd half of CTS Grant | | £ 274.82 |
| c) Bank Balances.as at 05.09.16 | | Monmouthshire B/Soc | £18,080.79 |
| | TSB | Int Acc | £ 4,945.24 |
| | TSB | Current Acc | £ 4,237.38 |
| | Playpark | TSB | Int Acc |
| | | TSB | £ 1,000.42 |
| | | TSB | Current Acc |
| | | | £ 4633,07 |

d) TSB interest rate - Marhamchurch Parish Council 30 day notice acc has reduced from 0.15% to 0.05%

Other Parish Matters (eg Highways/Public Toilets).

16/175 a) Transparency Code Grant – The Clerk received advice from CALC about how to claim for the website hosting fee and how to proceed with the claim even though the £30K grant from GE took the income over the £25K turnover grant restriction threshold. The meeting approved the total claim of £448.94.

b) Highways – The grass verge on Sharlands Corner has been cut. The pothole in Pinch Hill has been repaired. In July CC advised that a replacement sign for Chrisney Cross has been ordered; they would organise a tractor and flail to re-visit the Helebridge Rd - A39 junction; the Churchyard is the responsibility of CC and that it was scheduled to be cut shortly; CC Structure Team would organise an inspection and repairs for the bridge over the River Neet on Hele Road. The Clerk was advised that the Churchyard has still not been cut, the bridge repairs have not been done, there is not a new sign at Chrisney Cross and the Clerk will follow these matters up.

Cllr N Chopak will enquire about the information from Mr M Grills: a double sign that has been destroyed; visibility is impaired by the position of brown signs at Boxes Shop junction when exiting the road from Woolstone Mill and he questioned why the Give Way signs at Sharlands Bridge had been removed.

c) Toilets – it was noted that the banner about the shop has been erected on the wall of the toilets.

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

16/176 No urgent matters raised.

Date and Items for next Agenda.

16/177 a) Tuesday 18th October 2016

b) 2017/18 Precept; Financial Regulation's. Neighbourhood Plan. Approve Cemetery Fees and Conditions; Playpark T of R, Constitution.