

## **Marhamchurch Parish Council**

Tuesday 16<sup>th</sup> May 2017

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

**Councillors present:** Messrs J Petherick, R Blewett, S Colwill, T Perry, T Edwards, T O'Sullivan, Mrs Hunt, Mrs J Walter, Mrs I Waterhouse and Mrs S Butler.

Also in attendance the Clerk: Mrs B Heathcote and (for some of the meeting) Cllr N Chopak.

Approximately 9 members of the public were present.

**Apologies** Mr R Hockin.

### **Election of Chairman & Chairman's Declaration.**

17/105 a&b Mr R Blewett nominated Mr J Petherick, seconded by Mr S Colwill with unanimous approval.

Mr J Petherick accepted and the Chairman's Declaration was signed and witnessed.

### **Election of Vice Chairman.**

17/106 Mr T Perry nominated Mr S Colwill, seconded by Mrs I Waterhouse with unanimous approval. Mr S Colwill accepted the position.

### **Record & Approve Apologies.**

17/107 The Clerk explained that she should keep a log of councillors' apologies with reasons and apologies should always be in writing and approval of apologies should be minuted.

### **Welcome new Parish Councillors. 4b Councillors Declarations.**

17/108 a) The Chairman welcomed the 2 new councillors; Mrs S Butler and Mr T O'Sullivan.

b) Each Councillor signed an Acceptance Declaration, witnessed and signed by the Clerk.

### **Register of Interests forms (Section 29 of the Localism Act 2011).**

17/109 Newly completed and signed Register of Interest forms were received from each Councillor. The

Clerk will forward copies to CC Democratic Services for publication on their website.

### **Dispensation Forms.**

17/110 All existing forms are now invalid.

### **Declarations of Interest. (Level of interest to be recorded – ie Disclosable or Non-registered).**

17/111 There were no declarations of interest.

### **Approve Dispensation requests received.**

17/112 Requests for a Dispensation were received as follows:

**Mr R G Blewett** – Marhamchurch Parish Cemetery. Details of interest – Cemetery Maintenance contractor. Dispensation to be allowed to participate in discussions and to participate in a vote. It was unanimously resolved to approve the request for 4 years until 15.05.21 or the next council term. The Dispensation does not cover matters relating to maintenance tenders or grounds maintenance payments; when these are discussed Mr R Blewett will leave the meeting and not vote.

**Mr S Colwill** – Planning applications submitted by Trewin Design Architects. Details of interest – a close friend with one of Trewin Design Architects' Directors. Dispensation to be involved with the discussion but to leave the meeting during voting. It was unanimously resolved to approve the request for 4 years until 15.05.21 or the next council term.

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

17/113 No questions.

### **Confirmation of the Minutes of the Meeting of the Parish Council held on April 18<sup>th</sup> 2017.**

17/114 It was unanimously resolved to approve the minutes which were signed by the Chairman.

### **Matters Arising.**

17/115a **Para 17/82 Defibrillator Training.** Mr T O'Sullivan requested that training can be arranged in a different venue from the Bullers Arms. The Clerk will contact Mr N Trebilcock from FLEET.

17/115b **Para 17/84a iv) Planning Decision Notices/Updates.** Mr T O'Sullivan enquired if there was any

information about the Buller Arms Car Park Appeal costs. The Chairman advised that the Appeal had been lodged against the decision made by CC, so the Parish Council are not liable for any costs. The Appellant has been awarded costs but at this time there was no information on CC Planning Portal about costs.

17/115c **Para 102a Defibrillator** – Mr R Blewett advised that as far as he is aware the YFC has still not installed a plaque. :

**Councillors’ Portfolios for identified Councillor Business.**

17/116 Public Footpaths	I Waterhouse
Tree Warden	I Waterhouse
Public Conveniences	F Hunt
Parish Cemetery	R Blewett
Bude Canal	I Waterhouse
Community Shop	all councillors
Playpark	F Hunt
Planning	all councillors
Finance	J Petherick
Bude Community Network	To be decided when each agenda is published.
Marhamchurch Primary School	S Colwill
Clerk’s Support/Contract/Review	(3 recommended) T Edwards, J Petherick & J Walter
BT Kiosk	S Colwill
Defibrillator	S Colwill
Parish Council Website	T Perry
Neighbourhood Planning	J Petherick
Village Planters	J Walter
Memorial Garden	I Waterhouse
War Memorial	T O’Sullivan

**Correspondence.**

- 17/117 a) The Qila application was placed for circulation on 05.05.17.
- b) The following items were placed for circulation on 09.05.17.
  - 1. Clerks and Councils Direct.
  - 2. CC Communities & Devolution Bulletin – Special Planning Newsletter. May 2017.
  - 3. CALC Weekly News: 28.04.17, 05.05.17.
  - 4. TSB plc FSCS Information sheet and Exclusions list.
  - 5. CC Communities & Devolution Newsletter April 2017.
  - 6. CC Communities & Devolution Planning Newsletter April 2017.
  - 7. HAGS catalogue.
- c) The following items were placed for circulation on 16.05.17.
  - 1. CALC Weekly News:12.05.17.
  - 2. NCCG re Public Toilet business rates.
  - 3. NCCG re Lack of increase in Public Footpath and Street Cleaning agreements.
  - 4. Fields in Trust.
- d) No items were dealt with at the meeting.

**Planning**

- 17/118 a) Decision Notices/Updates.
  - i) PA17/00979 – Erection of general purpose agricultural building. Land off Hilton Road Marhamchurch. Mr Benjamin Marsh. The Clerk read the response from the Planning officer and the Environmental Protection Officer relating to the 400 m rules set out in Part 6 of the General Permitted Development Order. As the recommendation to refuse had been made by the previous council there was a discussion about whether or not there needed to be a fresh proposal. However, as the majority vote of 6 relates to 6 remaining councillors who all

confirmed that did not wish to retract their vote, it was resolved to uphold the original recommendation. The provisional date for CC East sub area planning committee meeting is 19.06.17, the agenda has not yet been published. The Chairman agreed to represent the parish council at the meeting.

- ii) PA17/01140 - Two storey extension to existing holiday cottage. Hilton Farmhouse Holiday Cottages Marhamchurch. Mr & Mrs B Emery. Approved.
- iii) PA17/02218 - Demolition and Replacement of Existing Two-Storey Dwelling with a New Two-Storey Dwelling. Cyder Cottage Hilton Rd Marhamchurch. Mr & Mrs Hide. Approved.
- iv) PA17/02870 - Erection of a timber frame extension to form a new kitchen. Dan Eglos, Underlane, Marhamchurch. Mr & Mrs Martin Russell. Pending.

#### 17/118 b) Applications/Appeals.

- i) PA17/03395 - Conversion of existing disused out building and garage into an annexe. Budds Cottage Titson Marhamchurch - Mr John Hackwell. There is one letter of objection on the website. The plans were studied and after a long discussion Mrs F Hunt proposed approval, provided there is a condition that the converted building always remains ancillary to the main house, seconded by Mr T Edwards, the vote was not carried. There was not a proposal to refuse. The parish council were unable to reach a decision with regards recommending for approval or refusal. It was resolved to respond accordingly with comments as follows: i) there are already times when vehicles parked so near to the junction impede visibility which is exacerbated with high-sided vehicles. As there is no extra parking space provided there will be a negative impact on road safety. ii) If the proposal is allowed, the parish council request that the annexe has an overriding condition that it is only for ancillary use linked to the main house, for family members, and must not be used for letting.
- ii) PA17/02339 - Installation of an agricultural anaerobic digestion facility and associated plant and equipment including underground pipework, digestate lagoon, site access road and landscaping. East Helscott Farm Marhamchurch. Mr Imran Sheikh East Helscott Renewable Energy Limited. The applicants had sent a hard copy of the extensive details relating to the proposal and these plans had been circulated but not all councillors had seen them. The Chairman suggested that, in light of this and that he felt in general parishioners are not aware of the proposal, the recommendation by the parish council are delayed until the June meeting. The Clerk confirmed the planning officer has agreed to wait until June 21<sup>st</sup> for a response. It was resolved to agree with the Chairman's suggestion. Representative of the applicants, who were present, agreed to organise a public meeting. There were some questions asked and these included asking for a community benefit grant for the parish; how effective the overall carbon offset will be; from which side of the development will the vehicles be travelling and if it is possible to place conditions that vehicles going to and from the site use main routes and do not cut through minor roads.

#### **Cllr N Chopak.**

17/119 –The Chairman congratulated Cllr N Chopak on being re-elected. Cllr Chopak thanked everyone who voted for her so giving her the opportunity to support Poundstock Ward on the council. She advised that at the moment the committees have not been organised and there is no Leader. Cllr Chopak confirmed she wants to continue to be on the Health and Adult Social Care committee. She confirmed that there is a host of roads in the area that are on the list for improvement, including Pinch Hill which is due for total re-surfacing but a date has not been set. Cllr Chopak advised that Good Energy have requested an update from the parish council on how the Community Grant has and is being used. The Clerk confirmed that she had sent them the information in 2016 but will send an update. There have been new rulings re areas outside schools and although there are no plans for a 20mph speed limit, the area for no parking identified by the zig zags will be extended.

#### **Neighbourhood Plan update.**

17/120 No update but a meeting will be arranged in the next few weeks.

#### **Update re Bridge (adjacent to Foundry Cottage) closure.**

17/121 Cllr Chopak did not have more information. The Clerk was directed to write to CC and ask if there is a registered title deed to clarify who owns the bridge and that it is imperative that the matter about ownership is properly resolved and confirmed to the Parish Council. The Clerk will also inform CC that the closure is causing considerable inconvenience to many users, including the postman and other delivery drivers who all have to access the 3 properties via the Byway off Helebridge Road. The impact of more vehicles driving up and down the Byway is hazardous for pedestrians who access the Canal by the SW Pumping works or use the route (as an off-road facility) to access other walks. In the past CC has advocated that cyclists should use the Byway as an off-road way to access the Multi Use Trail to Bude and of course now the bridge is closed this is not possible. The children from Pre School can no longer access their Forest School and many parishioners and visitors are extremely inconvenienced as there is now no link with the PROW footpath in the adjoining parish.

### **Community Benefit Fund.**

17/122 a) Planters and flowers in the village - update. Mrs P Underwood has offered to maintain another village planter and Mrs J Walter suggested she can plant one by the sign in Hobbacott Lane. Mr T Perry has made another planter and placed it at the bottom of Helebridge Rd which Mr J Petherick volunteered to be responsible for planting up. Mr T Perry will provide one for Hobbacott Rd as soon as he has time. It was agreed to have some planters/plants in the centre of the village. Filling the granite pots by the War Memorial was mentioned but it is felt that as they have a solid base they may not be suitable to use for plants. Mrs Waterhouse offered to investigate where and what planters are suitable.

b) Update re Marhamchurch Toddlers Group – The paperwork has been returned to the Clerk, including receipts for £102.05 and they want to use the remaining £47.95 for things they may need over the next few weeks.

d) The Playpark has placed an order for the Eddy Mini Engine and Mimi Wagonette securing a discount for ex Royal Cornwall Show display item. Total cost £3252.00 +VAT (£3,902.40). A 50% deposit £1,626.00 + VAT £1,951.20 is required now. The delivery and installation costs will be added on the final invoice.

d) No other CBF matters received by the date of the meeting.

e) Uncommitted balance currently stands at £3,782.00

### **Playpark.**

17/123 It was unanimously resolved to approve the minutes dated 10.04.17.

### **Update re Local Devolution Fund Community Broadband project.**

17/124 The Clerk placed the order on 25.04.17 for connection on 11.05.17. £29.99 for unlimited broadband including line rental plus installation £59.98. Despite the exact address being explained when the order was placed, Openreach refused to accept the order as they could not identify the building because it does not have a postcode on the Royal Mail site. After several telephone calls, which incurred approx 1 ½ hrs of the Clerk's time this was clarified. The Clerk made an official complaint and eventually BT agreed to arrange for 1 month rental to be credited to the account. A BT engineer did not come on the pre-arranged date which was subsequently re-arranged for 15.05.17 am. By approx. 3pm, the engineer advised that there is a fault on the line which has to be accessed via the manhole in the centre of the road. The connection has not taken place. The Clerk will write to Mr W Bromell to thank him for his assistance with preparing the work inside the building. The Clerk thanked Mr R Blewett for his time and support.

### **Weed Treatment in the village.**

17/125 Despite the Clerk emailing BSTC again, to get clarification about how often they treat the weeds in the areas shown on their map as part of their contract with CC, still no response.

### **Annual Insurance Renewal.**

17/126 Zurich sent an automatic renewal figure for cover reflecting an inflation valuation rise – annual premium £674.48. The Clerk prepared a schedule with the figures slightly reduced and rounded and

sent them to Came & Co, Norris & Fisher, N Chopak and Zurich. Mrs Chopak cannot quote as it may represent a conflict of interest. Quotes were received from the remaining 3 companies. It was impossible to compare each quote like for like due to the difference in terminology, variance in cover limits for some cover and differing excess limits. The figures had been circulated. For very similar cover the premiums ranged (1yr) from £652.39 to £429.36 and for a 3 yr term from £633.07 to £407.89. Following a discussion it was unanimously resolved to accept the quote from Came & Co for a 3 yr term (minimum excess £250) at £407.89.

**Update re Security of Cemetery Records' storage.**

17/127 The Clerk has not had time to progress.

**Finance.**

17/128 a) It was resolved to authorise payments totalling £508.23 as per schedule plus £2,414.33 (Bude Computers - Bullguard anti-virus, tune up, photocopying and pen-drive, Outdoor Play People – Train and Came & Co - Insurance premium).

b) Income.	Cemetery Memorial (Wint)		£100.00
	Cemetery Memorial (Vines)		£ 50.00
	Cemetery Memorial (Williams)		£ 50.00
	Cemetery Interment (Stoner)		£200.00
c) Bank Balances.as at 13.05.17	Monmouthshire B/Soc		£12,592.10
	TSB	Int Acc	£12,949.68
	TSB	Current Acc	£ 7,301.18
	Playpark	TSB	Int Acc
		TSB	Current Acc
			£ 1,000.78
			£ 2,134.62

d) Forms to amend TSB Signature authority. The Clerk will prepare the forms to remove Messrs Grills and Hockin and add Mr T O’Sullivan and Mrs S Butler.

**Other Parish Matters.**

17/129 a) **Highways** - Response re the dangers in Sharlands Rd. No reply. Mr R Blewett advised that there have been more near misses at the same place and that there are safety dangers when cars are parked by the Bullers front door. Mr S Colwill added that, due to parked cars, pedestrians are in danger in Hobbacott Lane and on the corner from Hobbacott Lane to Sharlands Road – these dangers are of particular concern for people with prams or pushchairs as there is nowhere safe to move away from oncoming traffic. The Clerk was directed to write to CC and the PCSO to report the dangers.

b) **Footpaths** – see Para 17/121.

c) **Defibrillator** – Email from Mr Trebilcock (FLEET) – they have established 'Duchy Defibrillators' with an aim to reduce the annual monitoring and servicing fee and provide the same and better service. FLEET can replace the cabinet door giving a digital access; they replace the IT controller inside the cabinet which will give them local control. FLEET has also designed a phone App which will enable the parish council to monitor the cabinet. FLEET 'think' that we can switch this equipment for about £150 and the annual fee would be £160. Our annual fee £315+VAT was due and paid in Feb 2017. Mr Trebilcock thinks the new provider will save £60 the first year & £200 in future years, The Clerk advised the saving could differ depending on whether FLEET figures include VAT but that there will be a saving in the future. It was agreed to place a note on file before the next annual fee is due. Also see Para 17/115a.

d) **Cemetery** – i) Earlier in the month there was a request to inter foetal remains of a 24weeks baby in an area of the cemetery not previously allocated. Messrs R Blewett, R Hockin and the Clerk met with the Funeral Director and agreed that the area between the horse chestnut tree and the plot at the end of the 1<sup>st</sup> row can be set aside and there is room for 6 small plots – to be numbered 12a – 12f. The Clerk will make enquiries about plot markers.

ii) A request for a memorial (in the grave section) whereby the size/description/measurements did not make sense had been received. Following liaising with Mr R Blewett and the Funeral Director – a photo was received which clarified the size and style. The memorial is in the style of an open book

set upright at an angle and is within the permitted measurements and the Clerk authorised the memorial request.

e) **Police** – PCSO Krolick had planned to attend the meeting to introduce himself but at the last minute was unavailable. He wants to remind the council to forward any questions/concerns they have to him.

f) **Marhamchurch Food Fayre** – The Clerk had sent a letter of thanks on behalf of the parish council to Mr and Mrs Green.

g) **Email Communications** - As part of the protocol where councillors can receive parish council documents by email, forms were given to the 2 new councillors.

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

17/130 The Clerk reminded councillors that they must complete and return their election expenses – including NIL returns.

**Date and Items for next Agenda**

17/131 a) Tuesday June 20<sup>th</sup> 7.30pm.

b) Review new Financial Regulations; Agree Press Policy; Agree Social Media policy. Review Clerk’s Salary; Annual Review of: Governance & Finance; Internal Audit; Risk Assessment and Parish Council Policies; Transparency Code Grant applications.