

Marhamchurch Parish Council
Tuesday 17th October 2017

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

Councillors present.

17/231 Chairman Mr J Petherick, Messrs S Colwill, T Edwards, T O’Sullivan, T Perry, Mrs F Hunt, Mrs J Walter and Mrs S Butler. Mrs Waterhouse arrived 7.35pm.

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

Two members of the public were present.

Receive and Approve Apologies.

17/232.Mr R Blewett had sent his apologies for a late arrival which were approved.

Declarations of Interest.

17/233 No declarations of interest.

Dispensations.

17/234 It was noted that Mr R Blewett’s dispensation in respect of the Cemetery was approved.

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

17/235 Mr P Jones reported that a Tree Surgeon from CC has visited the Churchyard to inspect the trees but Mr Jones is not hopeful that they will cut them back as much as had been hoped.

Confirmation of the Minutes of the Meeting of the Parish Council held on September 19th 2017.

17/236 It was unanimously resolved to approve the minutes which were signed by the Chairman.

Matters Arising.

17/237 a) **Para 17/176 (July) Empty Properties in the Parish** – (Titson Farmhouse and Buildings). CC has investigated and reported that both Public Protection and Building Control have no immediate concerns that would warrant any formal action at this stage. Their investigation indicates that the property is neither empty nor unused and the file is closed.

b) **Para 17/199a TSB Signatory Mandate.** Mr T O’Sullivan confirmed that he has not yet taken the form to the bank.

c) **Para 17/205 Marhamchurch Community Shop.** The response from the solicitors’ was that reference to both Part 1 and Part 2 of Schedule 1 could be deleted and to simply refer to the “First Schedule” as the same rights are both granted and reserved also there are no missing paragraphs but a mistake in the numbering. The solicitors also advised there is an error in clause 4.7:2 and references to “houses” should be “hours”. The Chairman suggested that the Clerk notify the solicitors that a rent per annum of £5.00 for the duration of the Lease has been agreed.

d) **Para 17/214a Remembrance Day.** The Wreath has been ordered.

e) **Para 17/214b Remembrance Day.** Mr S Colwill spoke to Marhamchurch Primary School Headteacher, Mr D Hoare and information about ordering a Poppy Wreath was sent to the School. Mr D Hoare has said that the school would be interested in being represented at the Remembrance Day Parade this year.

f) **Para 17/218 Setting up parish email accounts for each councillor.** Mr Morgan has started the process; passwords have to be setup by the administrator as the system does not allow councillors to do so themselves. However, councillors can choose their own password and Mr Morgan is waiting to hear if councillors wish him to provide a password or want to send him their own choice.

Correspondence.

17/238 a) The following items were placed for circulation:

- i) LGBC – Cornwall Council Electoral Review.
- ii) CC Neighbourhood Planning Update Sept 2017.
- iii) CALC September News.
- iv) NALC LTN 70.
- v) NALC Citizenship & Civic Engagement – Call for evidence.
- vi) NALC PC 07-17.

- vii) NALC L 07-17.
 - viii) CC – Project Awareness Session.
 - ix) AONB Latest News.
 - x) 2nd QTR Balance Sheet with Bank Reconciliation; Receipts details; Payments details.
 - xi) LGBC – Cornwall Council Electoral Review.
 - xii) Poundstock Electoral Division Electorate numbers (as at 2013).
 - xiii) Clerks & Councils Direct 2017 Yearbook.
 - xiv) Cornwall Countryside Access Forum Agenda for 24.10.17.
 - xv) LCR Summer 2017.
 - xvi) Copy of letter from S Mann to Good Energy.
 - xvii) Information about the Seed Fund.
 - xviii) Marhamchurch Pre-School Accounts – 31.08.16.
- b) The following items were dealt with at the meeting:
- i) S Mann MP sent posters with details about his surgeries for display.
 - ii) FoBSP letter and form requesting a grant towards their next maintenance project. Placed on file for the November meeting.

Planning

17/239 a) Decision Notices/Updates.

- i) PA17/02783 - Additional 24 Holiday Dwellings and Extension to Swimming Pool Building to provide Woodchip Biomass Boiler Room. Whalesborough Farm. J & F Proudfoot. Pending.
- ii) PA17/08104 - Erection of one dwelling. Land adjacent to Pinch Bungalow, Pinch Hill. Mark Ford Builders Ltd. Approved
- iii) PA17/08131 - Outline Planning permission with some matters reserved: Erection of 4 dwellings garages and access. Land south of Elmsleigh Pinch Hill Marhamchurch. Mr & Mrs I Winks. Pending.

b) Planning Applications/Appeals.

- i) PA17/08887 - Convert the existing garage into a self-contained annex (Retrospective) | Brooklyn Helscott Road Marhamchurch. Mr J Lee. The proposal is in Poundstock and it was unanimously resolved to make no representation.

Cllr N Chopak

Mr R Blewett arrived.

17/240 Cllr Chopak advised that the current contract for care home providers ends June 2018 and CC need to act quickly and start the process for a continuation. Cllr Chopak is due to attend her first meeting CC Neighbourhood Scrutiny Committee next week.

a) **Update re public right of way (PROW) from E Helscott to Helebridge.** Cllr N Chopak has spoken to C Monks, CC Countryside Manager who is not treating this as a priority at this stage. However, Cllr Chopak will request that he meets with her and visits the site. The Chairman requested to attend the site meeting.

b) **Manure pile in Hobbacott Lane near Chrisney Cross.** No information about any progress. It was suggested by the councillors that the manure is being removed and spread on fields.

Feedback from Cllrs T Perry, T O’Sullivan and I Waterhouse re the Bullers Arms Car Park.

Mrs S Butler declared a non-registerable interest and left the meeting.

17/241 Mr T Perry reported from the meeting they had had on 25.09.17. Some suggestions for the car park, some of which would raise money, had been made. It was suggested that it would be possible to raise enough funds to cover the cost of the loan repayments in the future without it being added to the Precept. The likelihood of the asking of price of £500k being realistic was mentioned. It was suggested that Crowdfunding via Facebook would generate donations. The conundrum of how to be able to advise parishioners of the likely cost, should the parish council proceed with a PWL, to get their response, without being able to proceed with any negotiations was discussed. The Chairman’s request for an additional parish council meeting dedicated solely to discuss the issue of the former

car park and to agree a way forward, was met with approval. The Clerk was directed to make further enquiries about the PWL application process. It was clarified that Cllrs Perry, O'Sullivan and Waterhouse are not a committee but a working/advisory group. The Chairman suggested that the group put together a business plan.

Mrs S Butler returned to the meeting.

Neighbourhood Plan update.

17/242 The Chairman gave an *update of the progress made so far. The Chairman advised that funding is essential for printing household flyers, questionnaires, postage and website costs. There was a discussion about ways to make a saving on postage costs. Central Government grants are available but at this stage the working group does not know the final funding requirements and in the interim enquiries have been made for funds from CC Community Benefit Grant. CC N Chopak manages the fund for the Poundstock ward. The Chairman advised that he proposes to apply for £1000 and, as the application must show evidence of 25% match funding, he requested that the parish council make of contribution of £250. Mr S Colwill proposed that the parish council grant £250 towards the cost of the Neighbourhood Plan administration costs, seconded by Mrs J Walter with unanimous approval. *A copy of his report is attached at the end of these minutes.

Code of Conduct Training.

17/243 Simon J R Mansell MBE, CC Corporate and Information Governance Manager presented the training session. Cllrs I Waterhouse, J Walter, S Butler, T O'Sullivan, J Petherick, S Colwill and the Clerk attended. Mr T O'Sullivan raised a query regarding the advice Mr Mansell gave regarding the Code of Conduct covering Facebook comments. The Clerk was directed to write to Mr Mansell to get clarification.

Community Benefit Fund

17/244 a) Planters and flowers in the Square. Mrs I Waterhouse has purchased 2 slate planters and plants which she has planted up and they are placed by the War Memorial. Following a short discussion, during which the councillors thanked Mrs Waterhouse, they concurred that 2 planters are adequate. Following the short discussion it was agreed to use the granite planters by using oasis and cut flowers.

b) Pre-School has been fundraising during 2017 for a canopy to cover part of the open space; they have a fresh quotation from a different supplier for a design that the Revel Trustees approve at a much lower cost. Mr T Perry proposed to authorise the previously earmarked grant of £500, seconded by Mrs J Walter with unanimous approval. The Clerk confirmed that 30 days' notice had been given to the building society and the funds will be transferred on 02.11.17.

c) Toddler Group has advised that they are currently struggling to stay afloat and they may close at Christmas. Consequently they have not spent the remaining £47.95 as they are reluctant to buy anything new in case they close.

Playpark – Approve minutes.

17/245 The Playpark group has not had a meeting but Mrs F Hunt advised that the seesaw has broken. It has been made safe pending proper repairs.

War Memorial.

17/246 Mrs I Waterhouse advised that Mrs S Short who works at Marhamchurch Primary School has offered to help get information about names as part of a school project. Mr T Perry offered to liaise with Mrs Short.

Development of a Parish Emergency Plan.

17/247 Following a short discussion, Mrs J Walter offered to start to compile an Emergency Plan directory. Cllr N Chopak offered to liaise with her.

Consider having a Parish Council Facebook page.

17/248 There was a short discussion about the pros and cons of the parish council having a Facebook page.

Not all the councillors had visited Feock Parish Council FB page and everyone was advised to have a look before the next meeting.

Consider procuring a mobile 'phone for the Clerk/Parish.

17/249 The parish council currently pay for a BT line and broadband with a parish designated telephone number and answerphone in the office in the Clerk's home. It was noted that a parish council mobile which could be handed by the Clerk to a councillor when the Clerk is on holiday would be useful. When the Clerk goes on holiday an appropriate message is left on the landline answerphone for callers. The Clerk confirmed that, as there are not many telephone calls, she felt this is a satisfactory system. Following the discussion Mr S Colwill proposed that a parish council mobile 'phone is not purchased, seconded by Mrs I Waterhouse with unanimous approval.

Basketball Posts.

17/250 Cllrs T Perry and R Blewett have checked the basketball posts and advised that, in their opinion, they are safe and in good condition. The broken sheet on one of the backboards is not dangerous but would be improved if replaced or removed. Mrs J Walter offered to make enquiries about backboards.

Cemetery Matters

- 17/251 a) Agree space for cremation plot continuation. It was unanimously agreed to allocate the area between the next 2 wall buttresses for a continuation of space for cremations plots. It was unanimously agreed that Mr R Blewett prepares the area in due course as required.
- b) Update re security of Cemetery Records' storage. The Clerk has still not had time.
- c) Update re faulty bench. The Clerk has written to the daughter who made the arrangement for the memorial bench in the cemetery, enclosing photographs of the bench and asked for her thoughts on how to proceed.
- d) The Councillors thanked Mrs I Waterhouse for tidying the Memorial Garden. It was agreed that the oak tree needs pruning.

Review Governance & Accountability for Smaller Authorities in England March 2017.

17/252 The councillors are responsible for the conduct of public business and for spending public money and consequently 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. Appropriate training when required is considered. The parish council subscribe to CALC whose newsletters and correspondence are circulated; 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; reconciles bank statements monthly and prepares a quarterly account of payments and receipts and a budget report showing a record of actual spend compared to the budget. The Chairman regularly checks the bank reconciliation. Risk Assessment is an ongoing activity to ensure accuracy detect fraud and review effectiveness; it comprises identifying risks; assessing risks, addressing risks and reviewing and reporting risks. Arrangements are made for the exercise of electors' rights re Audit and Accounts and all the required information is displayed on the parish noticeboard and on the website. Copies of all agendas, minutes, and schedule of payments are sent to the Internal Auditor monthly. The Clerk meets with the IA as and when requested and at least once a year a meeting takes place to enable to IA to undertake checks as she sees fit to comply with her responsibilities. Reports and issues raised by the IA and/or EA are brought to the attention of the council and required action, if any, is taken. A proper review of the insurance cover is made at least annually to ensure there are adequate fidelity, public liability and employer's liability, indemnity, legal protection and cover for all buildings and assets. Mr T O'Sullivan proposed to approve that good governance and governance arrangements are in place, seconded by Mr T Perry with unanimous approval.

Annual Reviews.

- 17/253 a) Risk Assessment Policy. A revised Risk Assessment policy had been circulated. The additions and amendments were noted and that heed is given to risk assessment throughout the year. Mrs J Walter proposed adopting the new policy, seconded by Mrs S Butler with unanimous approval.
- b) Direct Debit procedures. The parish council currently only has DD with utility supplies (energy, telephone and water). The Clerk reviews the payments and checks the charges against meter readings/usage. Mrs J Walter proposed to approve the variable direct debit procedures, seconded by Mr R Blewett with unanimous approval.

Qila Anaerobic Digester Development - Community Benefit.

17/254 A copy of the draft letter had been circulated and it was unanimously agreed to send the letter to Qila and Mr R & Mrs L Bray.

Finance.

17/255 a) The Clerk advised a correction to the schedule it should have included BT DD on 31.08.17 for £19.15 for the parish council line, and the BT DD listed for the Sunday School (28.09.17) was £29.99 not £20.57. It was unanimously resolved to authorise payments totalling £772.27 as per the corrected schedule plus £626.31((Mr J Petherick travel, Marhamchurch Pre-School – CBF grant, Mrs I Waterhouse planers and plants & R Blewett Cemetery grass).

b) Income:	Cemetery Interment (late Mrs J Rodd)		£75.00	
c) Bank Balances.as at 15.10.17	Monmouthshire B/Soc		£ 9,592.10	
	TSB	Int Acc	£13,951.77	
	TSB	Current Acc	£ 1,792.18	
	Playpark	TSB	Int Acc	£ 1,000.99
		TSB	Current Acc	£ 2.855.87

It was agreed that in future the parish council balances will be listed and included on the Schedule of Payments and there is no need for the balances to be read at each meeting.

- d) Half year Receipts and Payments Balance Report. The Clerk had prepared and agreed the report which had been emailed to councillors and showed an interim carry forward to £25,262.00.
- e) The Clerk has prepared (2nd QTR) Apr – Sept Balance Sheet and Bank Reconciliation checks.

Compare balances at 31.03.17 to estimated end of year position according to Nov 2015 Precept.

17/256 a) A spreadsheet showing the variations, from the estimated figures when the Precept was prepared in November 2015 for 2016/17 to the actual figures as 31.03.17, had been circulated. £1,274 less was expended than estimated and £1,503 more income was received than anticipated; the overall surplus was £2,777. Following a short discussion it was unanimously resolved not to make any virements.

Consider a Citizen of the Parish Award.

17/257 The councillors agreed to consider a deserving recipient – to be discussed at a later date. Councillor Blewett highlighted that in previous years consideration by the Council of potential award recipients had taken place in closed session. Councillor O’Sullivan suggested that if this was the case, and only should the need to do so be identified, the closed session might also be used to discuss any commercially sensitive information relating to the Council’s proposals for the future of the former Buller’s Arms car park.

Other Parish Matters.

- 17/258 a) Defibrillator Training – Mr N Trebilcock had only responded earlier in the day. The Clerk will endeavour to get some dates,
- b) Street lighting – the light in the footway at the top of St Marwenne Close is facing the wrong way and there was broken glass on the ground from a light by the Primary School. The Clerk will find out the respective street light numbers and report the matters to CC.
- e) Public Toilets – Mrs F Hunt has checked and cleaned the toilets during Mr Amos Yeo’s last

holiday. She requested that the Clerk ask him to leave appropriate cleaning products and materials to enable to the floor to be washed.

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

17/259 a) The Chairman had attended the CALC Conference on CC Electoral Review in Truro on Saturday 14.10.17. Stage 1 of the review is now complete and it had been determined that CC will reduce to 87 councillors at the 2021 elections. The aim of the conference was to look to Stage 2 and consider how best to re-organise Electoral Divisions. A consultation of the draft Division re-organisation will run from May to July 2018 with the final recommendations in October 2018. The Parish Council need to determine any specific requirement and preferences for the organisation for a wider Electoral Division. CC has utilised a private consultation company to generate a specialist mapping tool which is on the CC website but the initial map has no significance and is purely representative and not endorsed by CC or the LGBC. A more detailed report of the meeting is attached to the minutes.

b) Cllrs J Petherick and S Colwill had attended Bude Community Network Meeting on 09.10.17. Mr S Colwill gave a brief rundown of the matters covered which included a session on car parking in Bude and strengthening Community Networks. The notes from the meeting should arrive in due course and will be circulated.

Date and Items for next Agenda.

17/260 Nov 21st –Precept. Annual Grants.