

Marhamchurch Parish Council
Tuesday 21st November 2017

A meeting of the Parish Council was held in the Methodist Sunday School on the above date at 7.00pm.

Councillors present.

17/261 Vice Chairman S Colwill, Cllrs R Blewett, T Edwards, T O’Sullivan, T Perry, F Hunt, J Walter, S Butler and I Waterhouse.

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

Approximately 12 members of the public were present for some of the meeting.

The Chairman had delivered his letter of resignation as Councillor with immediate effect from 08.11.17. The Vice Chairman took the Chair. Cllr Waterhouse proposed the Clerk write a letter of thanks to Mr J Petherick, seconded by Cllr Blewett with unanimous approval.

Election of Chairman

17/262 Cllr O’Sullivan proposed Cllr Colwill for Chairman. Cllr Colwill advised that he is not willing to stand as Chairman. There were no other proposals. Cllr Colwill remained in the Chair.

Chairman’s Declaration.

17/263 None.

Receive and Approve Apologies.

17/264 None.

Declarations of Interest.

17/265 None.

Dispensations.

17/266 Cllr Colwill’s request to use the Dispensation for Planning Applications PA17/095143 and PA/17/08117 respectively was unanimously approved.

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

17/267 The dirty, hazardous state of the road where Pollards Hill adjoins the A39 was raised and Cllr Chopak offered to follow this up.

Confirmation of the Minutes of the Meeting of the Parish Council held on October 17th 2017.

17/268 It was resolved to approve the minutes of the above meeting. Proposed Cllr Walter seconded Cllr Perry. Unanimous. - The Vice Chairman signed them as a correct record

Matters Arising.

- 17/269 a) **Para 17/237b TSB Signatory Mandate.** Cllr O’Sullivan has been to the Bank as required.
b) **Para 17/214a Remembrance Day** - Cllr Butler was thanked for representing the council at the ceremony.
c) **Para 17/218 Setting up parish email accounts for each councillor** - The process has been completed.
d) **Para 17/240 a) Cllr Chopak - E Heslcott Footpath** - C Monks, CC Countryside Manager has visited the site and is keen to investigate if a path is viable, there is currently no budget and it will be added to list for April 2018 for a survey.
e) **Para 17/248 Consider having a Facebook page** - Cllr Waterhouse commented she has looked at Feock Facebook page. As it is one of the items in agenda No 23, the Vice Chair deferred discussing further at this stage.

Public Works Loan.

17/270 The Clerk had circulated figures relating to a PWL for £300k and £350K respectively for 50 years confirming that the figures were an estimate based on the information provided at the meeting in September. Additional paperwork from the UK Debt Management Office and Government policy on local government spending relating to the application process and guidelines had been circulated. It was noted that borrowing approval must be given by the Secretary of State for Communities and Local Government. Evidence must be provided that the community support the borrowing.

Engagement with parishioners including an open public meeting.

17/271 Following a discussion, the following was suggested: In order to acquire feedback from parishioners' on their views for the project, to hold a drop in session where all the information and details about the aspects of the suggestions for the former BAH car park will be provided. Those attending will be asked to sign in; opportunity will be given for suggestions and ideas. Posters advertising the drop-in sessions will be displayed and a letter-box drop of flyers. It was resolved to proceed with the posters, letter-drop and drop in session. Proposed Cllr Edwards. Seconded Cllr Walter. Unanimous. Two drop-in sessions were agreed on 07.12.17 4 – 6pm and 6 – 8pm in the Methodist Sunday School. An extraordinary Parish Council meeting will be held in the Village Hall on Tuesday 12.12.17 at 8pm to report back on the results of the drop in sessions and any urgent business.

Consider potential uses of the former BAH Car Park space, including developing a Centenary Garden commemorating WW1. Please see link for help with realising this idea
<http://www.fieldsintrust.org/centenaryfields.aspx>

12/272 There are grants available for a WW1 Centenary Garden and it was suggested that the existing grass area on the site of the former car park could be suitable.

Correspondence.

17/273 a) The following items were placed for circulation on 01.11.17.

- i) Cornwall Legal.
- ii) Clerks & Councils Direct.
- iii) JACS (UK) Ltd Village Gateways
- iv) Cornwall Fire, Rescue & Community Safety Service – Preventing Extremism/Terrorism Lead Cornwall & Serious Crime Operational Lead Cornwall.
- v) Came & Co – Council Matters Autumn Newsletter.
- vi) CC Localism Town & Parish Council Update September 2017.(rec'd Oct 24th)
- vii) CC Localism Town & Parish Council Update – October 2017
- viii) CC Quarterly Planning Enforcement Report.
- ix) CALC October News
- x) NALC Fees to ICO.
- xi) NALC PC08-17 Brexit and Local Government
- xii) NALC PR14-18. 2018-19 Local Government Finance Settlement Technical Consultation paper.
- xiii) CC Cornwall Minerals Safeguarding Development Plan Document.

b) The following items were circulated on 21 11.17.

- i) LCR – Autumn 2017.
- ii) Winter Wellbeing 2017/18
- iii) Big Conservation Conversation.
- iv) CALC – Call for nomination to NALC Smaller Councils' Committee.
- v) Bude Community Network Panel Notes 09.10.17.
- vi) CC Planning Conference
- vii) PA17/08131 Planning Decision Notice notes.

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

- i) CC Localism Summits 19.12.17. 11 – 15.30hrs – Cllr J Petherick had been booked to attend. Cllr J Walter offered to attend.
- ii) PCSO Krolick sent his apologies for this meeting and mentioned that their current drive is to encourage people to review their security particularly as days are getting shorter and with less light.
- iii) CALC providing training on Minutes and Agenda in Truro on Monday 27th Nov. £50 per delegate. The Clerk had emailed councillors and received a majority approval to attend.

Planning

17/274 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) PA17/08131 – 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. Refused.
- b Planning Applications/Appeals.
- i) PA17/09513 – Application for variation of condition 5 in respect of Decision Notice PA11/08127 for amended design of the amenity building. Whalesborough Farm. J Proudfoot. Following examination of the plans and the discussion, Cllr Colwill left the room. Cllr Waterhouse took the Chair. It was resolved to recommend approval. Proposed Cllr Edwards. Seconded Cllr Walter. Unanimous. The Clerk was directed to include a request that action is taken to minimise light pollution. Cllr Colwill returned to the room.
- ii) PA17/10180 Listed Building Consent for the installation of a new bathroom window to front and relocation of en-suite. The Mill House Pinch Hill. Mr & Mrs Brewis. Following examination of the plans and the discussion, it was resolved to recommend approval. Proposed Cllr Waterhouse. Seconded Cllr Colwill. Unanimous. .
- iii) PA17/10004 – First floor extension and alteration to dwelling. Homelea, Hilton Road. Mr & Mrs K A & D Walton. Following examination of the plans and the discussion, it was resolved to recommend approval. Proposed Cllr Blewett. Seconded Cllr Hunt. Unanimous.
- iv) PA17/08117 – Outline Consent for the proposed construction of up to 5 dwellings, garages and new access (all matters reserved except for access). Land adjacent to Melrose Helebridge Rod. E Trewin & Sons (Farms) Ltd. Following examination of the plans and the discussion Cllr Colwill left the room. Cllr Waterhouse took the Chair. It was resolved to recommend refusal. Proposed Cllr O’Sullivan. Seconded Cllr Hunt. 6 councillors voted in favour of recommending refusal. 2 abstentions. . Cllr Colwill returned to the room.
- v) PA17/09740 – Proposed demolition of part of the function suite and hotel bedrooms, conversion of the old hayloft into a two bedroom cottage, the original part of the function suite into a four bedroom house and alterations to the internal layout to form a new pub kitchen. Bullers Arms. Ms Nikki Unger. Following examination of the plans and the discussion Cllr O’Sullivan recommended refusal, Seconded Cllr Waterhouse. The vote was 2 v 3 so the proposal was not carried. The Chairman invited a further proposal. There was not a proposal to recommend approval. It was suggested that if no decision can be reached it is appropriate to make no comment. Mr O’Sullivan proposed no comment, seconded Cllr Butler. Unanimous. It was resolved to make no comment.

Cllr O’Sullivan left the meeting (20:45).

Cllr N Chopak.

17/275 Cllr Chopak gave a short report on CC matters.

Neighbourhood Development Plan update.

17/276 Cllr Walter had joined the Clerk on Friday 17.11.17 for website training. There is a link on the parish council website to a Neighbourhood Development Plan page. Leaflets have been printed and will be circulated with the newsletter. Cllr Colwill gave a brief update on progress. Notes from meetings on 11th and 18th November are attached to these minutes. The Clerk was directed to ask Mr J Petherick to send the invoice from Red Post Printers for the leaflets to the parish council and to apply for 3 years’ free mapping services from Ordnance Survey.

2018/19 Precept.

17/277 Information relating to how the 2017/18 precept estimation compared to the actual balances to date this year had been circulated. A draft set of 2018/19 figures had been circulated showing a 2% increase to £15,835 with an estimated carry forward at 31.03 19 of £1,641. Specific reserves include CBF 9092, Sunday School broadband 780, elections 3500. It was suggested that it would be prudent to increase the precept by 5% to secure the reserves and for unexpected expenditure. 5% will be an increase of just over £776 from last year. It was resolved to request a Precept of £16,300 (5% rounded). Proposed Cllr Waterhouse. Seconded by Cllr Edwards. Unanimous.

Annual Grants including Section 137

17/278 Information had been circulated. Letters and/or grant request forms have been received from: Friends of Bude Sea Pool. Christmas Tree Appeal and Marhamchurch Playpark. Section 137 of the Local Government Act 1972 states funds should only be granted for any purpose which in the Council's opinion is in the interests of or will directly benefit the area or its inhabitants. Maximum allowed is £7.57 per electorate which currently is 669 therefore a maximum of £5064.33 can be allocated. There are other Local Government Statutory Acts which cover parish council grants and Section 137 must not be used as the statutory power to expend grants if there is another statute that covers. In November 2016 the budget had allowed £1000 for 2017/18 Annual Grants. £17.00 previously agreed for the RBL Poppy Wreath, the maintenance fee for the defibrillator is estimated to be £350 and if FLEET attend to do defibrillator training although they do not charge, they have specified that a donation would be appreciated. It was resolved to authorise £717 total in grants for 2017/18. Proposed Cllr Walter. Seconded Cllr Waterhouse. Unanimous.

Section 137

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| RBL Poppy Appeal (already approved) | £ 17 |
| Marhamchurch Christmas Tree Appeal | £100 |
| Defibrillator Maintenance (earmarked) | £350 |
| FLEET (earmarked) | £ 50 |

LGA S164

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| Marhamchurch Playpark | £100 |
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LGA S 19

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| Friends of Bude Sea Pool | £100 |
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The Clerk will ensure the requisite forms, paperwork and documents are complete and in order.

Community Benefit Fund a) Marhamchurch Shop Unisex toilet. Pledged funds time extension.

17/279 It was resolved to pledge £8592 until December 2019. Proposed Cllr Edwards proposed. Seconded Cllr Butler. 7 votes in favour (1 abstention).

Playpark – Approve minutes.

17/280 a) It was resolved to approve the minutes 08.11.17. Proposed Cllr Walter. Seconded Cllr Butler. Unanimous T

b) Cllr Hunt advised that after the last meeting she had requested the Clerk not to report the damage to the seesaw to the police as there was no proof it had been broken deliberately.

c) It was agreed that as the annual safety check is mandatory, there is no need for permission to be granted from the parish council for the expenditure.

Clerk's extra hours.

17/281 Between 17.10 – 14.11.17 (4 week period) the Clerk worked an extra 30 ½ hrs and according to the provision made in 2007 for overtime to be paid at normal rate of pay, the Clerk has claimed £383.20 (30 ½ x £12.564. Cllr Colwill recommended that the claim is approved and that the Clerk continue to keep a record of extra hours worked for a 6 month period in order to carry out a review. It was resolved the Clerk will keep a record, report accordingly and to be paid £383.20. Proposed Cllr Walter. Seconded Cllr Hunt. Unanimous.

Finance

17/282 a) It was resolved to authorise payments £560.68 as per schedule plus £73.65 (Clerk tax refund, J Petherick reimbursement for laminating, CALC Conference) Total £634.33. Proposed Cllr Edwards Seconded by Cllr R Blewett. Unanimous. The tax refund to the Clerk has been claimed from HMRC for reimbursement on-line.

b) Income: Cemetery Non Parishioner Burial Plot Reservation & Memorial Fee £600.00

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| c) Bank Balances.as at 14.11.17 | Monmouthshire B/Soc | £ 9,092.10 |
| | TSB Int Acc | £13,452.25 |
| | TSB Current Acc | £ 1,292.86 |

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| Playpark | TSB | Int Acc | £ 1,001.03 |
| | TSB | Current Acc | £ 2,855.87 |

d) Balance Sheet Apr – Sept & Bank Reconciliation checks. The Clerk confirmed that the previously circulated figures have been checked and approved by the Chairman.

Other Parish Matters

17/283 a) **Weed Treatment** – it was noted that the second treatment has taken place.

b) **Telephone Box** – the kiosk needs cleaning and it was suggested that Mr Amos Yeo be asked to clean it and it was agreed to place the matter on the next agenda.

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

17/284 a) Cllr O’Sullivan had emailed notes on 20.11.17, making clear that they were his own version, relating to the Car Park Advisory Group last meeting. Cllrs Waterhouse and Perry commented that they had not authorised the notes beforehand and felt it is not appropriate for them to be attached to the minutes. The Chair asked if one councillor from the group could be the point of contact and Cllr Waterhouse’s offer was accepted.

b) Cllr Blewett has been provided with a glass plaque set in a wooden frame from Stratton YFC re the defibrillator provided by funds by the YFC.

Some or all of the following matters will be discussed if time allows:

17/285 a) Qila Anaerobic Digester Development - Community Benefit - Letter received 20.11.17 advising that the project company are offering £6,500 which can be paid direct to the Parish Council at the commencement of the development.

b) Defibrillator Training – No response from councillors for training in November/December so none had been arranged. The Clerk was directed to ask for a date in late January.

c) Development of a Parish Emergency Plan - Cllr Walter is waiting for a template.

d) Basketball Posts – The Clerk gave Cllr Walter nets for both goals.

e) Deferred - War Memorial, Consider having a Parish Council Facebook page, Consider a Citizen of the Parish Award.

Date and Items for next Agenda.

17/286 a) Extraordinary meeting 12.12.17 in the Village Hall

b) Ordinary meeting 16.01.18.