

Marhamchurch Parish Council
Tuesday 20th February 2018

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

Councillors present.

18/42 Chair Cllr Walter, Councillors S Colwill, R Blewett, T Edwards, T O'Sullivan, T Perry, F Hunt, S Butler, R Bray.

Also in attendance: Clerk Mrs B Heathcote.

Approximately 10 members of the public were present for some of the meeting.

Record and Approve Apologies.

18/43 Cllr Waterhouse's apologies were approved. C Cllr Chopak.

Declarations of Interest.

18/44 Cllr Colwill No 8b(i) (PA18/00550) NRI - connection with architects and 8b(ii)(PA18/00611) NRI – neighbours.
Cllr O'Sullivan 8b(iv) (PA18/00214/PREAPP) - NRI pecuniary with applicant.

Cllr Blewett 18a – d. (Cemetery) RFI – Reserved Plots and Cemetery Maintenance Contractor.

Cllr S Butler 18 a) – d). (Cemetery)RFI – Reserved Plots.

Dispensations.

18/45 Dispensation request from Cllr O'Sullivan re 8b(iv) PA18/00214/PREAPP for this meeting only. NRI business relationship with the applicant unrelated to this matter. Reason 33e This is just a pre application advice application. Discuss – no. Vote – no. It was resolved that Cllr O'Sullivan does not need to leave the room. Cllr Perry proposed, seconded Cllr Butler. Unanimous.

Dispensation request from Cllr Butler. RFI – reserved plot in the Cemetery. Request until the next Election May 2021. Discuss – yes, Vote – no. Reason 33e. It was resolved that Cllr Butler need not leave the room, can discuss but not vote on general matters relating to the cemetery. Proposed Cllr Edwards, Seconded Cllr O'Sullivan. Unanimous.

Cllr Colwill's request to use his dispensation relating to P8biA18/00550 was accepted.

Cllr Blewett's request to use his dispensation relating to 18 a – d was accepted.

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

18/46 No comments.

Confirm the Minutes of the previous Meetings

18/47 a) It was resolved to approve the minutes of the meeting held on 16th January 2018.

Proposed Cllr Colwill seconded Cllr Hunt. Unanimous. The Chairman signed them as a correct record.

b) It was resolved to approve the minutes of the meeting held on 23rd January 2018.

Proposed Cllr O'Sullivan, seconded Cllr Colwill. The Chairman signed them as a correct record.

Matters Arising – for report only.

18/48 a) **Para 18/10 Parish Council email accounts.** The logging on details and passwords had been circulated. The system cannot be set to send a notification only that an email has gone to councillors' .gov.uk email addresses. There are other options from different providers but there is a cost of £3 per user per month or there could be a way the parish council has its own email server but there would be a cost.

b) **Para 18/10 Urgent Matters Working/advisory group reports.** CALC has advised that a verbal or written report is adequate; there are times when a written report is better, especially if there are a lot of details in the report which makes it hard to minute and/or if the information may be needed to support further action.

Correspondence

18/49 a) The following items had been circulated a) on 15.02.18 and/or emailed previously:

i) Copy of VAT reimbursement claim. 02.02.17 – 16.01.18. £1787.57.

ii) Extract from NALC Chief Executive's Bulletin – 12.1.18.

iii) Cruse Bereavement Care.

iv) CC Communities & Devolution Special Bulletin Feb 2018.

v) CC Communities & Devolution Planning Newsletter Jan 2018.

vi) CC Neighbourhood Planning E Bulletin Jan 2018.

vii) CC Car Parking Review.

viii) CC Localism Newsletter Jan 2018.

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

- ix) Letter from J Petherick thanking the councillors for their comments.
- x) Email from a resident of Jacobstow Parish advising that they have organised a community litter clean as part of the Great British Spring Clean on 2 – 4 March. Following the discussion, the Clerk was directed to put a note on the noticeboard and Cllr Hunt will put a note on the newsletter Facebook page.
- xi) Email notification of Marhamchurch Food Fair on the May Bank Holiday 10:30 – 14:30 and requesting the endorsement of the parish council. The Clerk was directed to confirm the parish council support the Food Fair and request they are kept updated.
- xii) Copy of Media Release from NHS advising that the running of Stratton Medical Centre will be run by Holsworthy Medical Centre from 01.04.18

Planning.

18/50 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) PA17/08117 – 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 Rd. E Trewin & Sons (Farms) Ltd. **Refused**
- iii) 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. **Refused**
- iv) PA17/12174 - Submission of details to discharge conditions 3, 5, 6, 7, 9, 10 and 11 in respect of decision notice PA15/09444. Land South Of Little Elm Hobbacott Lane Marhamchurch. Mr Michael Bailey. **Pending.**
- v) PA17/03405/PREAPP - Pre-application advice for residential development. Land South Of Little Elm Hobbacott Lane Marhamchurch. Stevens Homes. **Pending.**
- vi) PA17/ PA17/03404/PREAPP - to expand and upgrade existing holiday complex. To add a new centre-piece leisure building incorporating restaurant, bar, Spa, 30 double-bedroom suites and 80 new block built holiday letting homes. Kennacott Court (Nr Boxes Shop) Select Villages Ltd. **Pending.** The Applicant's Agent has emailed suggesting a meeting with representatives of the parish. The Clerk was directed to respond that the parish council do not wish any involvement at the Preapp stage.

a) Planning Applications/Appeals.

- i) PA18/00550 – Proposed conversion of barn into dwelling. Beeston Farm Marhamchurch Ms J Barraclough. The plans were viewed and discussed. It was resolved to recommend approval. Proposed Cllr O'Sullivan, seconded Cllr Blewett. Unanimous. Cllr Colwill left the room while the vote took place.
- ii) PA18/00611 New front porch and replacement extension. Croft Cottage Hobbacott Lane Marhamchurch. Mr & Mrs Wood. Cllr Colwill left the room. The plans were viewed and discussed. It was resolved to recommend approval. Proposed Cllr O'Sullivan, seconded Cllr Bray. Unanimous. Cllr Colwill returned to the meeting.
- iii) PA18/00476 – Proposed first floor extension and creation of off-street parking space Hele Grove, Helebridge Rd, Marhamchurch. Mr & Mrs Colwill. The plans were viewed and discussed. It was resolved to recommend approval. Proposed Cllr Blewett, seconded Cllr Colwill. Unanimous.
- iv) PA18/00214/PREAPP - Pre application advice for residential development of up to 9 dwellings in place of agricultural buildings - Park Farm Hobbacott Lane Marhamchurch. Mr & Mrs J Grigg. The Clerk commented that CC has advised that the documents relating to the proposal, should not have gone on the website as they are commercially sensitive, and have now been removed. It was resolved to make no comment. Proposed Cllr Edwards, seconded Cllr Perry. Unanimous.

To receive oral or written reports and authorise any action.

18/51 a) Cornwall Councillor N Chopak – No report.

- b) PCSO C Krolick - email report. Numerous patrols of the toilets at varying times have taken place and no evidence of concern. Fellow officers have confiscated some drug material and it is hoped the message has gone out and the matter resolved.
- c) Neighbourhood Plan – including Terms of Reference. The group continue to have meetings and have met with members from Poundstock NDP group and are planning to meet with St Gennys NDP group. Copies of the draft Terms of Reference had been copied to all councillors. It was resolved to adopt the Terms of Reference. Proposed Cllr Edwards, seconded Cllr Colwill. Unanimous. A steering group will be formed. Copies of 2 x sided A4 questionnaire produced from Poundstock had been circulated and it was agreed that a questionnaire of a similar size will be appropriate for Marhamchurch.
- d) Playpark –No update from CC about the annual safety check. No minutes.
- e) The Clerk (including note of extra hours).
 - i) The Clerk had emailed details of the extra 58.5 hours worked in 5 weeks between 09.01.18 – 10.02.18.
 - ii) The Clerk had taken 3 days holiday 12 – 14.02.18 and is taking 5 days holiday wef April 19th.
 - iii) GDPR - CC are providing 2 training sessions in Truro; every council is advised to send someone; the Clerk is booked to attend on March 9th.
It is hoped that sessions for councillors will be held nearer – possibly Camelford.
 - iv) Information about 2 BACS payments to HMRC was included on the payment schedule. Resulting from the extra hours' payments taking the pay over monthly NIC threshold (£680), employer and employee National Insurance Contribution (NIC) were due for the 3rd quarter. The employee NIC contribution, together with the Income Tax payment triggered for February have been deducted from the extra hours paid this month. The Clerk is paid quarterly, HMRC RTI PAYE system is set up accordingly, the Clerk suggested that, it may be less complicated, if the salary is paid monthly.
 - v) The SLCC Regional Training Seminar in Falmouth on 18.04.18 covers several points – using volunteers, update re GDPR, forthcoming financial changes, positive psychology and SLCC legal adviser to answer questions. If booked by 21.03.18 save £10 and cost is £75 + VAT. It was resolved that the Clerk attend. Proposed Cllr Colwill, Seconded Cllr Hunt. Unanimous.

Parish Highway improvements.

18/52 Responses had been received from 3 parishioners –they included poor visibility and access at the Helebridge Rd/St Marwenne Close junction; parking on the corner of St Marwenne Close obstructs the dropped kerb; danger on the A39 at the Helebridge Rd/Whalesborough junction – request for the junction to be made more safe. During the discussion – speed of traffic on the A39, overgrown trees obscuring visibility, poor road markings at the A39/Helebridge Rd/Whalesborough; lack of footpaths; improve safety for cyclists was mentioned. The Clerk was directed to forward the comments/ideas received so far to Cllr Chopak and to ask Marhamchurch Primary School children, parents and staff for their views and or suggestions.

Centenary Armistice Day.

18/53 Remembrance Day is 11.11.18. It was suggested that the parish council organise a special event for the Centenary weekend to facilitate parishioners the opportunity to relate how members of their family and friends were involved and finding out more about the people and families whose names are commemorated on Marhamchurch War Memorial and incorporating an exhibition of memorabilia. A note will be put in the Parish Newsletter, the Clerk will ask if the Primary School are doing anything and/or want to get involved.

Marhamchurch Community Shop.

18/54 a) AMLAG has approved MVSL application for a grant to build the shop. The Contractor will need 8 weeks after notification the contract has been awarded and envisages 24 weeks to complete the work. Shop committee will need 2 weeks to fit out shop.

b) No meeting with the Shop Working Party and representatives from MSVL took place, CC Corporate Governance has confirmed that the parish council have the power to sell/transfer the land (site of toilets) and toilets but that the parish council must check the legal status of the recipient group and that valid current planning permission in in place.

There has been no response to the Clerk's email to CC Economy, Enterprise and Environment Legal Services to check that if parish council sell/transfer the land to MVSL, rather than leasing it, that this will not jeopardise their agreement to sell/transfer the strip of land adjacent to the site to the parish council.

- c) Details of expenditure for running and maintaining the public conveniences 2016/17 had been circulated. It was noted that some aspects ie insurance, rates need further investigation. Following the discussion it was resolved that the parish council will fund the cost of running and maintaining the unisex public toilet. Proposed Cllr Edwards, seconded Cllr Blewett. Unanimous.
- d) It was agreed to organise a Working group meeting with representative from MVSL as soon as possible.

18/55 Annual Review of Public Conveniences, Bus Shelter and Kiosk.

- a & b) It was agreed to defer discussing cleaning arrangements and await the results of the shop plans.
- c).It was resolved that, if plans for a unisex public toilet proceed, it will be fitted with a coin operated usage/entry system. Proposed Cllr Edwards, seconded Cllr Blewett. Unanimous.

Defibrillator.

- 18/56 a) The Annual Maintenance contract with AED Locater has not been renewed. Duchy Defibrillators have notified the Ambulance Control that the defibrillator is still available and someone is attending to release the door; the cabinet will be changed to the new system as soon as possible.
- b) Training will be in the Sunday School on 27th February at 7.15pm. Posters will be displayed and the Clerk will let the Primary School know. The YFC will be notified and it is anticipated they will organise a press release and photographer for publicity about them funding the defibrillator.

Discuss and action how best to deal with dog mess problems.

- 18/57 Dog mess in the village is a concern; the Clerk will ask Cllr Chopak if she can provide suitable signs. Concern was expressed that dogs are being taken into the Churchyard and Cemetery for exercise. It was agreed that all dogs in the Churchyard, Cemetery and the paths must be kept on a lead at all times. The Clerk will ask Cllr Chopak if she can provide suitable signs and if not it was resolved that 3 signs will be purchased (maximum of £50) for the gate either end of the Church Path and for the wall between the Churchyard and Cemetery. Proposed Cllr Colwill, seconded Cllr Blewett. Unanimous.

Adopt a Parish Council Grievance Policy.

- 18/58 It was resolved to adopt the NALC Model policy which had been circulated. Proposed Cllr Edwards, seconded Cllr Perry. Unanimous.

Finance & Legislation.

- 18/59 a) It was resolved to add Cllr Bray. Proposed Cllr Hunt, seconded Cllr Colwill. Unanimous.
- b) The requirement from May 2018 to appoint a Data Protection Officer to comply with General Data Protection Regulations was noted and the Clerk will advise further after the training session.
- c) Councillor verification of Balance Sheet Sept - Dec & Bank Reconciliation checks. Pending.
- d) Following adjustments to the Schedule, it was resolved to authorise payments totalling £1,596.36. Proposed Cllr Colwill, seconded Cllr Blewett. Unanimous.
- e) Income – see schedule on page 18/14.
- f) Bank Balances – se schedule on page 18/14.

Parish Cemetery.

- 18/60 a) Following requests for specific plots from non- parishioners for interment and for reservation and the Clerk getting email responses from the Councillors in agreement – the following plots have been allocated: Plot 108 reserved, Plot 89 allocated for interment.
- b) The broken bench has been replaced with a new one.
- c) It was resolved to order 60 markers (£3.75 + VAT) to identify the pre-purchased/reserved burial plots and 6 markers (£5.20 + VAT) to identify the small plots allocated in Row 1. Proposed Cllr Hunt, seconded Cllr O'Sullivan. Unanimous. The new markers for reserved plots will be a different style and the existing purchased markers, which sink into the earth too easily, will be used to identify pre-purchased/reserved cremation plots.
- d). Following the discussion it was resolved that if someone who has reserved/pre-purchased a plot then later wish to relinquish it, that the fee paid for the reserved plot will be refunded to the owner of the EROB less 10% to cover an administration fee. Proposed Cllr Colwill, seconded Cllr Perry. Unanimous.
- e) There was a query about whether or not there is any paperwork in relation to the gate that was installed in 2016. The Clerk confirmed that permission was given verbally between councillors and the owner of the

adjacent field and that a letter had been written to the landowner confirming when the work was complete, thanking him for his co-operation also advising him of the security lock code.

f) It was noted there is a drainage problem which, it is thought, is due to a drainage problem in the adjacent field. It was agreed this needs following up and it is anticipated that more information will be available by the next meeting.

Parish Matters - Agree action and agree associated expenditure.

- 18/61
- a) Footpaths – the paperwork re the LMP scheme has just been received –the formula for calculating the reimbursement has changed. Deferred to March Agenda.
 - b) Benches – The condition of the Millennium benches was discussed last year but not followed up. Councillors agreed to look at the benches and report at the next meeting.
 - c) Highway – the Clerk will notify CC about the pothole on the road – past the bridge and up the hill on the left to Trelay.
 - d) Citizen of the Parish Award. Deferred to the next meeting.
 - e) Development of a Parish Emergency Plan. Cllr Walter is awaiting the template from Cllr Chopak.
 - f) Consider having a Parish Council Facebook page. Deferred to the next meeting.
 - g) Basketball Posts. It was noted that the backboard is safe but for aesthetic reasons needs repairing. Cllr Walter is awaiting the Basketball Association to contact her about a replacement backboard.

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

18/62 No matters raised

Date of next meeting and note items from Councillors for the Agenda.

- 18/63
- a) Tuesday 20th March 2018. 7.30pm.
 - b) Deferred items, Ongoing items + Annual Parish meeting; Planters; Weed Treatment; Parish Policies and Protocols; Update re progress with preparation for GDPR.

Feb				
	Payments			
1	Marhamchurch Methodist	Room hire Jan Extra & Feb mtg	502	40.00
2	P Amos-Yeo	Toilet/Bus shelter cleaning	501	100.00
3	B Heathcote	Extra hours £735 (after NIC adj & I/Tax)	499	587.15
4	R H Hicks & Co	Valuation	495	300.00
5	EDF	Toilets electricity	DD	9.00
6	BT	Sunday School 20.01.18	DD	32.83
7	BT	Parish Council 22.01.18	DD	28.13
8	Peck Trading Ltd	Toilet Tissue	500	32.52
9	*HMRC	Employee National Insurance Contributions	BACS	49.45
10	*HMRC	Employer National Insurance Contributions	BACS	56.87
11	J Petherick	Neighbourhood Dev Plan A4 flyers (500)	496	111.00
12	B Heathcote	Travel and parking re Training	497	67.15
13	B Heathcote	P/Cash reimbursement 19.06.17 - 11.01.18	498	33.86
14	HMRC	Income tax	BACS	98.40
15	FLEET	donation re defib training	503	50.00
	TOTAL			1596.36
	Income			
	Kirby	Cemetery Double Plot reservation		620.00
	AW Bryant	Cemetery (Morgenstern) Interment		500.00
	CC	LMP re Footpath reimbursement		390.00
	D J Gynn	Memorial 2nd inscription non parishioner		50.00
	Parishioner	FOI request costs		30.00
	Bank Balances as at 14.02.18			
		Monmouthshire B/Soc		£9,022.10
		TSB Interest Acc		£8,953.64
		TSB Chq Account		£2,225.69
		TSB Interest Acc Playpark		£1,001.15
		TSB Chq Acc Playpark		£1,645.02