

Marhamchurch Parish Council
Tuesday 15th May 2018

The Parish Council AGM was held in the Methodist Sunday School on the above date at 7.40pm.

Councillors present.

18/113 Chair Cllr J Walter, Vice Chair Cllr T Perry, Councillors S Butler, S Colwill, R Blewett, F Hunt, T O'Sullivan & I Waterhouse.

Also in attendance: Clerk Mrs B Heathcote and for most of the meeting County Cllr N Chopak
3 members of the public were present for the meeting.

Election of Chairman & Chairman's Declaration

18/114 a) Cllr Colwill proposed Cllr Walter, seconded Cllr Waterhouse. There were no other nominations. Approval for Cllr Walter was unanimous. Cllr Walter accepted but advised that she would be unavailable for some meetings.

b) The Declaration was signed and witnessed.

Election of Vice Chairman.

18/115 **Cllr Walter proposed Cllr Perry, seconded by Cllr Blewett. There were no other nominations.** Approval for Cllr Perry was unanimous. Mr T Perry accepted.

Record and Approve Apologies.

18/116 a) It was resolved to approve Cllr Bray's absence, proposed Cllr Colwill, seconded Cllr Blewett, unanimous.

b) It was resolved to approve Cllr Edwards' absence, proposed Cllr Colwill, seconded Cllr Butler, unanimous.

Declarations of Interest.

18/117 Cllr Blewett 14 a, b & c Marhamchurch Shop NRI owns social shares.

Cllr Walter 14 a,b & c Marhamchurch Shop NRI owns social shares.

Dispensations.

18/118 It was resolved to accept Cllr Walter's Dispensation request to be allowed to discuss and not vote re matters relating to Marhamchurch Village Shop Ltd for a period of 4 years. Proposed Cllr Colwill, seconded Cllr Perry. Unanimous.

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

18/119 No questions.

Confirm the Minutes of the previous Meetings

18/120 It was resolved to approve the minutes of the meeting held on 17th Aril 2018. Proposed Cllr O'Sullivan, seconded Cllr Butler. Unanimous. The Chairman signed them as a correct record.

Matters Arising.

18/121 a) **Para 18/95 Discuss and action how best to deal with dog mess problems.** The Clerk has contacted JAG Signs who have quoted £40 +VAT for 3 aluminium, laminated signs and an order will be placed.

b) **Para 18/106 Code of Conduct Training** – 7pm in the Sunday School presented by S Mason from CALC. Cllr Waterhouse gave her apologies.

c) **Para 18/110c Path between Pinch Hill Estate and Old Canal Close.** There has been no feedback from CORMAC and the path has not been treated with salt to get rid of the moss. The Clerk will request an update.

Correspondence

18/122 a) The following items had been previously circulated and/or emailed previously:

i) Calor Rural Community Fund.

ii) BCN – Highway Scheme information.

iii) CC Minerals Safeguarding Development Plan Document.

iv) Red Kiosk spares.

v) CC Neighbourhood Planning Update April. The Clerk was directed to register for the Local Council Interactive Mapping log in details and guidance.

vi) CALC News roundup 27.04.18.

vii) Cornwall Sports Bulletin May 2018.

viii)

- viii) Local Government Boundary Commission – Draft recommendations for Cornwall postponed to 05.01.18.
- ix) CC Localism Newsletter April 2018.
- x) C4C request re GDPR.
- xi) Email correspondence between CC/Cllr Chopak/WSM PC re Week Ford Bridge
- xii) SLCC/ALCC 2018 – 2019 National Salary Award.
- xiii) Plunkett Foundation Community Shops
- b) the following were dealt with at the meeting.
 - i) CALC proposed training courses.

Planning.

18/123 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) PA17/12174 - 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.
- iii) 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. It was agreed to leave this proposal off future agendas/minutes.
- iv) PA18/01894 – Change of use of agricultural land to domestic garden. Pinch bungalow, Marhamchurch. Mr Ford Mark Ford Builders Ltd. Pending.
- v) PA18/02013 – Proposed replacement restaurant extension following structural damage to existing extension in high winds and new porch. Bay View Inn Widemouth Bay. Mr & Mrs L Soulsby. Approved.
- vi) PA18/01271 – Extensions and alterations. The White House, Hobbacott Lane. Mr Stuart and Mrs Sally Colwill. Approved.
- vii) PA18/02209 - Proposed extension to dwelling. Springfield Meadows Sharlands Rd. Mr & Mrs K Heywood. Approved.
- viii) PA18/01422 – Extend and alter existing outhouse to provide useful ancillary accommodation. The White House Hobbacott Lane. Mr Stuart & Mrs Sally Colwill. Approved.
- a) Planning Applications/Appeals.
 - i) PA18/03304. Proposed ground and first floor extension. Far View Underlane. Mr J Grill. The plans were viewed and discussed. It was resolved to recommend approval. Proposed Cllr O’Sullivan, seconded Cllr Perry. Unanimous.

To receive oral or written reports and authorise any action.

- 18/124 a) Chairman – no report.
- b) Cornwall Councillor N Chopak. At the Bude Area Network meeting held on 30.04.18, there had been discussions about the funds available for the Community Network Communities Team. An annual “Community Network Highways Budget” has been established from the Integrated Transport Block of the Local Transport Plan with £50K allocated for each CNA and is planned for 4 years to 2021 inclusive. CNAs can roll their budget forward for more costly schemes. Each Parish within the CNA is urged to complete and submit their Express of Interest form before the July 2nd Network meeting. A suggestion for some of this year’s allocation to be used to purchase approved speed monitoring systems which can be shared throughout the CNA was made.
Repairs to the bridge at the Old Foundry are not a CC priority and there is still the ongoing problem regarding who is responsible for the cost. Concern was expressed about the misleading sign by the bridge and Cllr Chopak offered to investigate. Week Ford vehicular bridge which was closed in November is still closed – work was due for completion in April and is now re-scheduled for completion by the end of June.
- c) PCSO C Krolick - no report.
- d) Neighbourhood Plan - A date for another meeting is due to be arranged.
- e) Playpark – It was resolved to approved the April meeting minutes. Proposed Cllr Sullivan, seconded Cllr Waterhouse. Unanimous.

It was resolved to approve the May meeting minutes. Proposed Cllr Walter, Seconded Cllr Perry. Unanimous.

Cllr Hunt advised that she has received one quote in excess of £2k for repairs and a quote from a local builder who can do the repairs that are needed for £200. It was resolved to appoint the local builder for the work, proposed Cllr Blewett, seconded Cllr Perry. Unanimous.

- f) The Clerk had emailed details of the extra 65.5 hours up to 06.05. 18.. The suggested 6-month period for a review (Nov 2017) is reached. The Clerk advised that the 6 month period had not been representative of a normal 6 months, but was much increased ie Bullers Arms car park, MVSL and the extraordinary meetings, working party meetings, solicitor meeting and the ensuing extra reports; GDPR and the extra training and reading; new auditors and extra reading; annual parish meeting, IT problems. The Clerk suggested continuing the time logging period and claiming for extra work as applicable for another 3 – 4 months and review after August.

The Clerk advised that to alleviate the Employer and Employee NIC impact she would stagger the salary adjustments and that this month included January, February and March salary and extra hours.

The SLCC session for smaller councils at Liskeard had been informative. The date for CC Records Office to be open has been extended to 2019. The Clerk had attended the Bude Area CN Meeting – see Para 18/124(b) above. A sign in Hilton Road has been damaged by a delivery lorry, the Clerk has been liaising with CC about repairs and provided them with the necessary details for CC to make a claim for repairs. It was agreed that the sign should have dual languages.

Parish Highway improvements.

18/125 Refer to 18/124 (b)

Centenary Armistice Day.

18/126 Cllrs Butler, O’Sullivan and Perry have met to discuss plans and will continue their research.

Marhamchurch Community Shop.

18/127 a) Cllr Walter gave an update on the meeting she and Cllr O’Sullivan attended with the parish council solicitor who at that time had not had a response from C Legal Department to his enquiries. There was a long discussion relating to the wording of the letter from CC Director for Neighbourhoods and the wording on the draft transfer document relating to a covenant CC wished to place on the terms of the transfer. Cllr Chopak read an email she had received from G Folkard CC Snr Legal Officer.

Cllrs Walter and Blewett left the meeting.

It was resolved to request that the transfer deed from CC to MPC (Para 12.4(a)) is amended to ‘not to use the property other than as a shop and/or public convenience’. Proposed Cllr Perry, seconded Cllr Colwill.

Unanimous. It was resolved to advise CC Legal Services to liaise directly with MPC solicitor. Proposed Cllr Colwill, seconded Cllr O’Sullivan. Unanimous.

Cllrs Walter and Blewett returned to the meeting.

b) The parish council are unable to finalise the transfer to MVSL until the transfer from CC has been successful. As the deadline for the grant from AMLAG to MVSL is 31.05.18, it was resolved that the working party will arrange to meet with their solicitor as soon as possible to make arrangement for a draft transfer to be produced. An extraordinary meeting will be arranged with the aim to get everything signed by the deadline. Proposed Cllr Hunt, seconded Cllr O’Sullivan. Unanimous.

c) Cllr O’Sullivan suggested making enquiries about the community fund from Qila going towards MVSL. The Clerk was directed to ask Qila for an update and for the matter to be placed on the next agenda for discussion.

*Notes from the meetings are included after these minutes.

General Data Protection Regulations GDPR.

18/128 CALC will provide information/training session for councillors sometime after 25.05.18. It was announced (11.05.18) that the House of Commons has accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, will exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR will apply and will come into force on 25th May. In preparation the Clerk has been doing a review of the systems and incinerating documents that are not required to be kept or archived.

Annual Membership Subscriptions. Agree renewals and associated expenditure.

18/129 It was resolved to renew the annual £17 subscription. Proposed Cllr Perry, seconded Cllr Colwill. Unanimous.

Annual Insurance Renewal - £424.21 due 01.06.18

18/130 a) There was a discussion about whether or not the playpark equipment should be covered for damage as well as public liability. The Clerk was directed to contact the insurers, provide the total cost of the equipment and ask for a revised quote.

Finance & Legislation.

- 18/131 a) Update re Internal Auditor (IA). Following enquiries, the Clerk has received three responses from internal audit providers with varying fees. In the meantime, the current IA has been in touch to confirm that all is fine and the Clerk has arranged to take all the necessary documentations and files to her 17.05.18.
- b) The External Auditors have agreed an extension deadline until 2nd July.
- c) It was resolved to authorise payments totalling £148.73 as per schedule plus £2,862.91. (travel costs, cemetery grass, IT system; salary and salary adjustment; room rent and room rent adjustment, petty cash; LCR Subs). Proposed Cllr O'Sullivan, seconded Cllr Hunt. Unanimous.
- d) Income see schedule page 18/31.
- e) Bank Balances see the schedule page 18/31. The Clerk reported problems with accessing the account on-line and non-receipt of bank statements since 23.03.18 all due to a serious TSB IT problem which is still unresolved.

Parish Matters - Agree action and authorise associated expenditure.

- 18/132 a) Benches – Update deferred.
- b) Highway matters – It was noted that there is often a car or cars parked on the pavement outside Courtlands. There was a discussion about the pressures caused by the increase in cars per households and additionally planning permission being granted without car parking space or the lack of them seeming to be a consideration.
- c) Planters. The 2 new slate planters have been sited either side of the Village Hall door. No update re a planter for Hobbacott Rd. Cllr Perry offered to paint the existing wooden planters grey
- d) Development of a Parish Emergency Plan. Cllr Walter is attending a meeting at St Gennys on 12.06.18.
- e) Basketball Posts. The person who it was hoped could provide a new or repair the backboard is no longer around. It was agreed that it is only a cosmetic matter and that it can be painted. Cllrs Walter and Perry offered to investigate.
- f) Discuss options for notice with a map of the parish footpaths. Deferred
- g) Update re Closed Bridge over Public Byway adjacent to Foundry Cottage. See 18/124 (b)
- h) Marhamchurch War Memorial: Notification of Designation Application. Information had been circulated and the Listing Department will be in touch following their preliminary assessment.

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

18/133 The Clerk was directed to write a letter to Mr & Mrs Green re the successful Food Fair.

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

- 18/134 a) The Chair advised that she is not available on 19.06.18 and suggested having the meeting a week later on 26.06.18. Following a short discussion, it was resolved to have the meeting on the usual 3rd Tuesday – 19.06.18. Proposed Cllr Sullivan, seconded Cllr Hunt. Unanimous.
- b) Audit, Parish Council Facebook page, Councillors' Portfolios, Check/update Policies, Review Internal Audit, Review Risk Assessment, GDPR,