

Marhamchurch Parish Council

Tuesday 19th June 2018

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

Councillors present.

18/143 Vice Chair Cllr T Perry, Councillors R Bray, S Butler, S Colwill, R Blewett, T Edwards, F Hunt, T O'Sullivan. Cllr I Waterhouse arrived at 7.35.

Also in attendance: Clerk Mrs B Heathcote and for most of the meeting County Cllr N Chopak
Approximately 8 members of the public were present for some of the meeting.

Record and Approve Apologies.

18/144 It was resolved to approve Cllr Walter's absence. Proposed Cllr Edwards, seconded Cllr Colwill. Unanimous.

Declarations of Interest.

18/145 Cllr Blewett 19 (Cemetery) RFI – Reserved Plots and Cemetery Maintenance Contractor.

Cllr S Butler 19 (Cemetery) RFI – Reserved Plots.

Cllr Blewett 14 a- g. Marhamchurch Shop NRI owns social shares.

Dispensations.

18/146 It was resolved to approved Cllr Blewett's request to use his dispensation relating to the Cemetery.

Proposed Cllr Colwill seconded Cllr Edwards. Unanimous.

It was resolved to approved Cllr Butler's request to use her dispensation relating to the Cemetery. Proposed Cllr Hunt, seconded Cllr R Bray. Unanimous.

Cllr Waterhouse arrived

It was resolved to approved Cllr Blewett's request to use his dispensation relating to MVSL. Proposed Cllr Colwill seconded Cllr Edwards. Unanimous.

It was resolved to approved Cllr Waterhouse's request to use her dispensation relating to MVSL. Proposed Cllr Colwill, seconded Cllr Edwards. Unanimous.

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

18/147 No questions or comments

Confirm the Minutes of the previous Meetings

18/148 a) It was resolved to approve the minutes of the meeting held on 15th May 2018. Proposed Cllr O'Sullivan, seconded Cllr Butler. Unanimous. The Vice Chairman signed them as a correct record.

b) It was resolved to approve the minutes of the meeting held on 30th May 2018. Proposed Cllr O'Sullivan, seconded Cllr Edwards. Unanimous. The Vice Chairman signed them as a correct record.

Matters Arising.

18/149 a) **Para 18/121a) Dogs on Lead signs.** Received and put in place.

b) **Para 18/121b). Code of Conduct Training** took place, attended by Cllrs Blewett, Bray, Butler, Colwill, Edwards, Hunt O'Sullivan, Walter.

c) **Para 18/121c) Path between Pinch Hill Estate and Old Canal Close.** CORMAC advised (21.05.18) that a works ticket has been raised and the work will be done to clean the entire length of the path, this will be programmed for the next available gang. It was noted that the path is still not cleared.

d) **Para 18/122v) Correspondence CC Neighbourhood Planning interactive mapping.** The information was requested and forwarded to Cllr Colwill.

f) **Para 18/134b) Items for Agenda.** The Clerk had not had time to prepare information for a policy review, Internal Audit or Risk Assessment review.

Councillors' Portfolios for identified Councillor Business.

18/150 The following were agreed:

Public Footpaths	I Waterhouse
Tree Warden	I Waterhouse
Public Conveniences	F Hunt – expressed a wish to be relieved of the toilets
Parish Cemetery	R Blewett
Bude Canal	I Waterhouse
Community Shop	all councillors
Playpark	F Hunt & S Butler

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Planning	all councillors
Finance	T Edwards
Bude Community Network	To be decided when each agenda is published.
Marhamchurch Primary School	S Colwill
Clerk's Support/Contract/Review	T Edwards, J Walter & R Bray.
BT Kiosk	S Colwill
Defibrillator	S Colwill
Parish Council Website	T Perry
Village Planters	J Walter
Memorial Garden	I Waterhouse
War Memorial	T O'Sullivan
Neighbourhood Plan	S Colwill
GDPR	Chair and Vice Chair
Emergency Planning	J Walter
Transport – to include potholes/Highways etc	S Butler
Not discussed but the following are current	
MVSL Working Party	J Walter, T O'Sullivan, F Hunt, T Perry.
Armistice Day Working Party	T O'Sullivan, T Perry, S Butler.

Correspondence.

18/151 a) The following items had been circulated and/or emailed previously:

V Wonnacott WI President.

1. Sovereign Play equipment leaflet.
2. Hags Promoting Active Lifestyles leaflet.
3. GLASDON Village Gateway brochure.
4. GLASDON Local council brochure.
5. Clerks & Councils Direct.
6. Traffic control systems.
7. Mr P & Mrs M Jones.
8. CC Cornwall Countryside Access Forum Recruitment letter.
9. CC – Forestry Team – Tree Wardens.
10. CC Special Town & Parish Newsletter.
11. CALC Training Information.
12. CALC News Round up – 24.05.18.
13. Review of Local Government Ethical Standards: Stakeholder consultation.
14. J Berry, MP re Launch of the Coastal Revival Fund.
15. CALC NPPF consultation.
16. Mustard Seed Property Information.
17. What is Planning Harm?
18. Cc Neighbourhood Planning Update May 2018.
19. Bude Community Network Panel Notes 30.04.18.
20. Jess Ratty of Poltair Decorators.
21. Week St Mary Magazine.
22. The Poundstock Packet.
23. Cornwall ALC Member Survey 2018.
24. CC Standards Committee Report, Ethical Standards Complaints + Case Reviews.
25. WSM Update re Big Field Wind Farm High Court Appeal.

b) the following items dealt with at the meeting:

26. Merchant Navy Day 03.09.18 Fly the Red Ensign Day. Cllr Blewett has the flag from last year and will arrange for it to be flown
27. Cornwall Air Ambulance requesting a grant. Placed on file for the November meeting.

Planning.

18/152 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) PA18/01894 – Change of use of agricultural land to domestic garden. Pinch bungalow, Marhamchurch. Mr Ford Mark Ford Builders Ltd. **Approved**
 - iv) PA18/03304. Proposed ground and first floor extension. Far View Underlane. Mr J Grill. **Approved.**
- b) Planning Applications/Appeals.
- i) PA18/04066 Variation of condition no 2 (approved plans) in respect of decision PA15/05191 dated 27.08.15 for conversion of existing stable building into 2 holiday cottages to include guests stabling provided within part existing frame building and use of equestrian menage. New Meadow Barn. Mr Lee Hooker. Following examination of the plans and the short discussion it was resolved to recommend approval. Proposed Cllr Bray, seconded Cllr Colwill. Unanimous.
 - ii) PA18/01427/PREAPP - Pre-application advice for residential development of up to 5/6 dwellings. Land West of Crest Haven Hobbacott Lane Marhamchurch. Mr & Mrs Powell. Following examination of the plans and the long discussion, the Clerk was directed to report the following to the planning officer: there is a serious concern about the access onto a narrow road without a footway; also the increased dangers that will arise from further development and the ensuing traffic on a narrow road without any footway/pavement; concern that the site is very steep in places; there are serious concerns about the drainage and that the preapplication proposal represents overdevelopment of the site.
 - iii) PA18/04763 Change of use of garage to residential annexe, together with associated works. Village Farm. Marhamchurch. Mr M & Mrs L Quirk. Following examination of the plans and the long discussion, provided there is a condition that the dwelling remains ancillary to the main dwelling and is not sold separately at any time, to recommend approval. Proposed Cllr Hunt, seconded Cllr Blewett. Unanimous.

To receive oral or written reports and authorise any action.

18/153a) Chairman. No report

- b) Cornwall Councillor N Chopak advised that the Week Ford bridge is due for completion 29.06.18. Cllr Chopak will meet with CC Officer C Monks to view the temporary bridge and signage at the Foundry. Cllr Chopak mentioned the importance of CC being kept up to date with Neighbourhood Plan progress. CC is reviewing their signs re overnight parking and the enforcement officer's day is commencing at 7am. Most parishes in the Poundstock ward attended a meeting to get advice for preparing an Emergency Plan; Cllr Chopak hopes the council will have their plan in place as soon as possible. The Boundary Review recommendations are for the Poundstock ward to be extended to include the areas between Hele Road and Pollards Hill and extending as far as West Grove Farm (along the A39); there are no plans to change the parish boundaries. There was a discussion about the Cornwall Housing land on Pinch Hill estate which had previously been investigated for suitability as allotments. Cllr Chopak advised that CC are keen to dispose of the land and she urges the parish council to consider if they wish to take it on and to consider all suitable uses for the space. The changes to re-cycling and rubbish collection is due to start in 2019. Food waste will be collected weekly with food waste bins provided – liners of the bins still under investigation. Recycling will be collected weekly. All other rubbish will be collect fortnightly and there will be a mixture of wheelie bins and seagull proof bags, as appropriate, provided. Cllr Chopak will follow up on reports of fly tipping near Ball Hill and potholes on the road from Chrisney Cross to Harlake.
- c) PCSO C Krolick No report.
- d) Neighbourhood Plan. No update.

- e) Playpark – The June minutes only arrived today – approval deferred. The annual safety check has been done, as a result of the recommendations, some repairs have been undertaken and quotes are being sought for the gate.
- f) The Clerk had emailed details of the extra 34 ½ hours up to 09.06 18.
It was agreed that the Clerk will respond to the CALC survey.
Financial information, as required according to the Transparency Code, have been added to the website. The Clerk had sent a letter, enclosing the council’s protocol for dealing with developers, to a member of the public who has contacted some councillors about his intention to submit a planning application. Duchy Defibrillators confirmed that they are monitoring the system and that they are expecting new cabinets in July one of which will be for Marhamchurch Kiosk.
Following a stationery/inkjet order, it had been necessary to contact the suppliers several times due to problems with the items received, consequently the company had issued a credit note for £15 towards telephone calls and £20 credit to be used against the next order.
Councillors were reminded to check their Register of Interest forms – especially in relation to the information from CALC relating to the ‘Securities’ section.

Community Network Highways

18/154 Expression of Interest form proposals need to be submitted by Monday 2nd July. Following the discussion, the Clerk was directed to complete and submit the form accordingly.

Local Government Boundary Commission June 2018.

18/155 See 18/153b.

Centenary Armistice Day.

18/156 The working party are continuing to gather information and a date to meet next week was arranged. The Clerk had forwarded information from SLCC about Remembrance Day Silhouettes and grants; application deadline 30.06.18.

Marhamchurch Community Shop.

- 18/157 a) Transfer from CC to MPC - The parish council solicitor has advised that CC are holding the TP1 transfer to MPC duly signed and ready for completion.
- b) Transfer from MPC to MVSL. The Clerk had liaised with the parish councillors and MVSL in relation to the draft TP1 and TR1 and following some amendments, the parish council solicitor had prepared the documents for signing. Subsequently, on 18.06.18, MVSL had requested some more amendments. There had not been time for the Clerk to liaise with the councillors and the solicitor in time for the parish council meeting. MVSL sought advice from their solicitor on 19.06.18 and amendments were made to their copy of the TP1 and TR1 and their forms have been signed and witnessed. There was a discussion about how to deal with the situation and still meet the required deadline of 30.06.18. There was a suggestion to liaise with the solicitor on his return on 26.06.18 and that if he is in agreement to the additions that the parish council documents can be executed accordingly.
Cllrs Blewett and Water left the meeting
It was resolved, providing the parish council solicitor approves the additions, to accept the changes on the TP1 the same as those on the MVSL TP1 and for the document to be executed thereafter. Proposed Cllr O’Sullivan, seconded Cllr Edwards. Unanimous. It was resolved, providing the parish council solicitor approves the additions, to accept the changes on the TR1 the same as those on the MVSL TR1 and for the document to be executed thereafter. Proposed Cllr Edwards seconded Cllr O’Sullivan. Unanimous.
Cllrs Blewett and Waterhouse returned to the meeting.
- c) MVSL advised they estimate that the new build will be ready around November. There was a discussion about arrangements for a public toilet in the meantime. Further to the suggestion made at the meeting on 20.03.18 to arrange for the toilet at the rear of the temporary shop to be made available, MVSL advised that this cannot be arranged as they have been advised that the access is not safe. Following the discussion, it was decided not to offer alternative public toilet facilities. Notices will be placed on the public conveniences accordingly. It was noted that final meter readings will need to be taken. MVSL requested the councillors to meet with regards the tiles and finishes for the unisex toilet.

- d) The parish council will advise their insurers when the building is demolished and they will remove the property from the policy and issue a pro-rata return premium to the Council. The insurers have advised that please note that where one property is split between two tenants, the freeholder will usually be responsible for the insurance of the property and may look to recoup each tenant's proportion towards this.
- e) It had been resolved in February that the parish council will fund the cost of running and maintaining the unisex public convenience. The Clerk asked for clarification if the parish council or MVSL responsibility for the unisex public toilet to include such things as organising the cleaning/cleaner, buying toilet paper/cleaning products etc. During the discussion, the councillors and members of MVSL said they thought the parish council had already agreed to be responsible.
- f) Cllr Perry offered to make enquiries about a pay to use slot meter. The councillors stated that the parish council will be responsible for emptying the meter and use the monies toward the cost of running the facility.

General Data Protection Regulations GDPR.

18/158 The Clerk is continuing to put processes in place and go over and burn 'old' documents as and when time permits. The templates from CALC to assist with setting up the processes have not arrived. The link between councillors'.gov.uk and their personal email addresses can be deleted (£35 administration fee). Some councillors are not able to use all the facilities on their gov.uk address and it was decided to defer a decision about deleting the link.

Annual Membership Subscriptions.

- 18/159 a) Society of Local Council Clerks annual subscription is £128.00. Members receive a quarterly magazine and a £20 voucher to use for any SLCC CPD course covers for 1 training session during the year's membership. It was resolved the parish council will pay the SLCC subscription. Proposed Cllr Waterhouse, seconded Cllr Colwill. Unanimous.
- b) Information Commissioner –compulsory subscription. It has increased to £40 with a £5 discount if paid by direct debit. It was resolved to amend the Financial Regulations to enable direct debit payments for mandatory subscriptions. Proposed Cllr Colwill, seconded Cllr O'Sullivan. Unanimous.

Annual Insurance Renewal - £424.21 due 01.06.18

19/160 a) The Clerk had obtained quotes for variations on the cover in respect of sports equipment and playpark equipment which had been circulated to the councillors. Following the discussion, it was resolved to accept the quote of £518.39 to include cover for £3096 sports equipment and £17K playpark equipment. Proposed Cllr Colwill, seconded Cllr Edwards. Unanimous.

Parish Lengthsman.

18/161 There was a short discussion about the feasibility of the parish council taking on responsibility for all the work currently funded by CC (undertaken by CORMAC/Bude Stratton Town Council). It is thought it would work in a similar way to the Footpath Maintenance scheme and CC would reimburse the parish council. It was mentioned that there may be advantages if someone local undertakes the work but consideration would need to be made to ensure the contractor has the necessary licenses and insurances. It was noted that CC may not increase their reimbursement rates sufficiently to take into account inflation and actual costs. It was also noted that CC has a habit of changing their systems for such schemes year on year which impacts on the Clerk's time. After first deciding to not join a scheme, it was agreed to put the matter on an agenda in the future.

Marhamchurch Parish Cemetery

18/162 Concern had been expressed that as Bude churchyards and cemeteries are full or nearly full that this will result in an increase in non-parishioners requesting plots in Marhamchurch Cemetery. The Clerk had sent a spreadsheet showing comparison of parishioner and non-parishioners and there does appear to be an increase in plots being used and reserved for non-parishioners. A suggestion was made that plots can only be reserved by parishioners and that non-parishioners can only be allocated a plot at the discretion of the parish council. It was agreed to place the matter on the July agenda.

Finance & Legislation.

- 18/163 a) Update re Internal Auditor. The Clerk emails Mrs Mason each month with copies of agendas, minutes and payment schedules. She also emailed the latest copies of the council's Financial Regulations and Governance and Accountability Practitioner's Guide. The Clerk had met with the Internal Auditor on 17.05.18 and provided copies of documents as requested and responded to questions raised by the IA who then agreed all was in order and completed and signed Page 3 of the AGAR.
- b) Annual Audit:
- i) Section 1 - Approve 2017/18 Annual Governance Statement. Each councillor had been given a copy of Section 1. Following the discussion, it was resolved responses to numbers 1 – 8 are affirmative and number 9 not applicable. Proposed Cllr Edwards, seconded Cllr O'Sullivan. Unanimous. Section 1 was completed and signed by the Vice Chair and Clerk.
 - ii) Section 2 - Approve 2017/18 Accounting Statement. Copies of completed Section 2 had been circulated. It was resolved to approve the figures. Proposed Cllr O'Sullivan, seconded Cllr Waterhouse. Unanimous. Section 2 was signed by the Vice Chair and Clerk.
 - iii) It was resolved to approve the Bank Reconciliation figures. Proposed Cllr Edwards, seconded Cllr Waterhouse. Unanimous. Signed by the Clerk and Vice Chairman.
 - iv) It was resolved to approved the variations of 15% and above (Box 2 & Box 4) between 2016/17 and 2017/18. Proposed Cllr O'Sullivan, seconded Cllr Hunt. Unanimous.
 - v) It was resolved to approve the Supporting Notes which included the list of assets. Proposed Cllr Waterhouse, seconded Cllr Edwards. Unanimous.
- c) There had been some amendments to the schedule of payments as follows: SWW DD £71.40 had not been debited and a new bill for £100.34 issued; Clerk's salary and room rent figures had been amended; additional payment were to Jag Signs, SLCC and Viking Direct with a final figure £5,398.12. It was resolved to authorise the payments. Proposed Cllr O'Sullivan, seconded Cllr Waterhouse. Unanimous.
- d) Income see schedule page 18/40.
- e) Bank Balances see the schedule page 18/40. There are still some issues with TSB - statements 23.03.18 to 10.05.18 arrived this week. Still 1 month overdue. The queue and waiting time in the branch has been dreadful. There has been no reply to the 2 letters requesting compensation due to the problems experienced.

Parish Matters

- 18/164 a) Benches. Cllr Edwards has treated the Millennium Bench in Sharlands Rd with an environmentally friendly cleaner to get rid of the black mould; washed the wood thoroughly followed with a light sanding and a coat of teak oil to finish. Very time consuming. He has offered to do all the Millennium Benches as and when he can and will submit invoices for materials.
- b) Highway matters – The Clerk had emailed CC in May re the dangerously overgrown state of the verges on A39/Helebridge Rd junction. The verges have since been cut. The Clerk has emailed and requested that CC check the trees/vegetation which extending further out onto the verge. Launcells Parish Council will be notified about the mud on Hobbacot Lane.
- c) Planters. Cllr Perry is hoping to paint the planter at Helebridge Rd soon.
- d) Cllr Walter attended the Parish Emergency Plan meeting. See Item 18/153b.
- e) Basketball Posts. No update.
- f) Discuss options for notice with a map of the parish footpaths. It was suggested that rather than having one large map in the parish on display, to have parish path leaflets published and possibly they could be available from the shop. Deferred to later in the year.
- g) Marhamchurch War Memorial: Historic England have advised that the War Memorial is being considered for listing as part of the Historic England's First World War commemoration project
- h) It was agreed that there is currently no appetite for a Parish Council Facebook.
- i) Qila Community Benefit Fund - Qila had suggested that the community benefit fund would be available in June. Following an enquiry, they now advise that the new Renewable Heat Incentive regulations only came in late May and they needed them before they can finalise the funding. They are aiming for funding in September, although it could easily slip to October (due to August holidays). The Clerk will make a diary note for September.

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

18/165 No matters were raised.

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

18/166 It was unanimously agreed hold the July meeting is a week later (July 24th) so there will be a shorter period if there is not a meeting in August.