

**Marhamchurch Parish Council**  
**Thursday 25<sup>th</sup> October 2018**

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

**Councillors present.**

18/212 Chair Cllr J Walter, Vice Chair Cllr T Perry, Cllrs R Bray, S Colwill, T Edwards, F Hunt, T O'Sullivan & I Waterhouse.

**Also in attendance:** Clerk Mrs B Heathcote and, for most of the meeting, County Cllr N Chopak. E Hawkins. 4 members of the public were present for some of the meeting.

**Record and Approve Apologies.**

18/213 Cllr Butler had sent her apologies as she would be arriving a bit late.

**Declarations.**

18/214 Cllr Bray PA18/09289) RFI. Lives at E Helscott Fm & business providing feedstock for Qila project digester.

**Dispensations.**

18/215. Non-received

Cllr Butler arrived (19:35) and declared RFI 15 (Cemetery) – Reserved Plots.

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

**Public Open Session.**

18/216 A question was received to discuss MVSL matters. The Chairman confirmed that, following a request from MVSL for a meeting with the Parish Council Working Party, a response had been sent requesting that a list of matters that MVSL wished to discuss is sent to the WP party but no further information had been received.

**Confirm the Minutes of the previous Meeting.**

18/217 It was resolved to approve the minutes of the meeting held on 18<sup>th</sup> September 2018. Proposed Cllr Perry, seconded Cllr Edwards. Unanimous. The Chairman signed them as a correct record.

**Matters Arising**

18/218a) **Para 18/194a Path between Pinch Hill Estate and Old Canal Close.** The Clerk confirmed that CORMAC and CC Housing liaise re their respective responsibility. Cllr Butler advised that some trees have been cut and that the Pinch Hill end entrance gate has fallen over. The Clerk will follow this up with CORMAC.

b) **Para 18/206 Bullers Arms – Expiration of the Listing as an Asset of Community Value.** The Clerk has started but not had time to finish the application.

c) **18/207 Internal Audit Guidelines** –HMRC letter confirming that the parish council fulfils their obligation as an employer has been received and is placed on file with the notes.

**Correspondence**

18/219 a) The following items had been circulated and/or emailed in October.

1. Glasdon Village Gateways & Street Furnitures leaflets.
2. Protect Rural Cornwall Summer Magazine 2<sup>nd</sup> Edition.
3. Crantock Parish council – application for Judicial Review email and Planning Case Summary.
4. CALC email re legal powers in connection with Crantock PC costs.
5. D&C Police Proposed Merger Outcome update.
6. CC Localism Newsletter 24.09.18.
7. D & C Police Commissioner's Newsletter Sept 2018.
8. MTAB Motorsports events email.
9. SW Coastal Access improvements Marsland Mouth – Newquay.

10. Crantock Parish Council Needs Your Support.
  11. CALC News Round up 27.09.18.
  12. Emails x2 from ABCT.
  13. BCN Agenda 08.10.18.
  14. BCN Notes 09.07.18.
  15. Kompan Play equipment leaflet.
  16. Broxap Outdoor Fitness Equipment brochure.
  17. NGCG letter 07.10.18 + household projection figures + Cornwall Local Plan Housing Implementation Strategy Aug 217.
  18. CC Localism Summit 2018 Dates.
  19. Cornwall Hospice Care – Grant request letter.
  20. Localism Newsletter – Re Council’s draft budget.
  21. CALC re NALC Legal Updates October 2018.
  22. M’church Parish Cemetery Receipts & Payments Summary wef 2016/17.
  23. MPC Summary of Receipts & Payments for ½ year ending 30.09.18.
  24. MPC Summary of Income Apr – Sept (1/2 yr).
  25. MPC Summary of Expenditure Apr – Sept (1/2 yr).
  26. MPC Balance Sheet & Bank Reconciliation Apr – Sept (1/2 yr).
  27. Summary showing how actual figures differed at 31.03.18 from the estimation as per Nov 2016 Precept.
  28. Draft Precept figures for 2019/2020.
  29. Cornwall Countryside Access Forum Agenda
- b) Other items of correspondence included:
1. Change of date of Clerks practical training morning on budgeting and precept to 05.11.18.
  2. Letter from Cllr Blewett confirming his resignation from 29.09.18. The Chair asked for it to be minuted that Cllr Blewett has been a councillor for 27 years and he will be greatly missed. The Clerk was directed to write a letter of thanks on behalf of the parish council.
  3. Letter from Cllr Blewett confirming he wishes to terminate his Cemetery grass cutting contract with effect from 31.12.18. Cllr Blewett has tended the Cemetery since 1993.

With the councillors’ approval it was agreed to bring Item **No 17 New Clerk Appointment** – forward.

18/220a) The Chair advised that following the Recruitment Panel’s shortlisting and interviewing processes – they had offered the position to E Hawkins and she has accepted. Copies of reports from the processes had been circulated to all councillors. The councillors approved the appointment. Introductions were made and E Hawkins was invited to join the Chair and Clerk at the front.

- b) Benchmark - SCP 24 was resolved. Proposed Cllr Edwards, seconded Cllr O’Sullivan. Unanimous.
- c) The contract will be prepared and approved; the new clerk to be provided with a copy within 2 months after start date.
- d) The councillors suggested that the new and retiring clerk arrange the handover process.

#### **Councillor Vacancy.**

18/221 The Clerk will notify CC of the vacancy; CC provide a notice to advertise the vacancy. If there is not a demand for a bye election, the vacancy can be filled by co-opting.

#### **Planning.**

18/222a) Decision Notices/Updates.

- i) PA17/02783 - Additional 24 Holiday Dwellings and Extension to Swimming Pool Building to provide Woodchip Biomass Boiler Room. Whalesborough Farm. **Approved**
- ii) APPEAL D0840/W/18/3196273 (PA17/08131) Outline planning permission with some matters reserved: Erection of 4 dwellings, garages and access (access for consideration). Land south west of Elmsleigh, Pinch Hill. **Dismissed.**

- iii) PA18/06162 – New dwelling with detached garage. Land north of Westlands, Helebridge Rd Marhamchurch. **Pending**
  - iv) PA18/07856 – Single storey side extension. Salt Box Marhamchurch. **Approved.**
  - v) PA18/07855 – Conversion of barn into dwelling. Resubmission of application PA17/06040. Barn at Langford Barton Marhamchurch. Mr& Mrs G Marsh. **Approved**
  - vi) Prior Approval PA18/07904. Barn at Langford Barton Marhamchurch. M J Grills & Son. Proposal is in accordance to Class Q and **permission not required.**
- b) Planning Applications/Appeals.
- i) PA18/09289 Non-material amendment (No. 1) for: two feeders to be replaced by one larger but shorter feeder; reduction in number of silage clamps and size of footprint thereby allowing a proposed increase in size of woodland area to the north of the clamps; repositioning of tanks within the tank area; reduced diameter of hydrolysis tank; increase in diameter of digester tanks to meet RHI requirements; height increase to separator storage tank; reduction and relocation of solid liquid separator; repositioning of pump room slightly west so it is central to all tanks; repositioning of site office and carparking slightly west; adjustment to light and access road plans so the site layout and landscaping is consistent with the proposed site layout and minor adjustment to drainage layout in respect of (PA17/02339) Installation of an agricultural anaerobic digestion facility and associated plant and equipment including underground pipework, digestate lagoon, site access road and landscaping. E Helscott Farm, Marhamchurch. Mr Devani. Qila Biogas Ltd.

Cllr Bray left the room.

Following a short discussion – it was resolved to recommend approval. Proposed Cllr Perry, seconded Cllr Waterhouse. Unanimous.

Cllr Bray returned to the room.

- ii) PA18/08410 – Outline Planning with all matters reserved for the construction of an Agricultural Tied Dwelling. Land south of Hobbacott Lane Marhamchurch. Mr Gardener. Following examination of the plans and the short discussion, it was resolved there are no objections to the application. Proposed Cllr O’ Sullivan, seconded Cllr Bray. Unanimous.
- iii) PA18/00003/SPD - Cornwall Council is publishing the draft Housing Supplementary Planning document for a 6-week consultation period 19th October - 30th November 2018. The document will be circulated.

**To receive oral or written reports and authorise any action.**

18/223a) Chairman – confirmed she attended the Bude Community Network meeting on 08.10.18 and gave a short report.

b) Cornwall Councillor N Chopak advised that residents and parish councils are being asked to comment on the proposed CC budget and whether or not there is an appetite for an increase in tax to go towards things like the Air Ambulance and identified services. There will be 2% tax to cover Adult Social Services. CC has to make £35million savings this year. Cllr Chopak advised that Kernow Urgent Care Centres where doctors, nurses, X ray and MRI scanners are available 24 hours will be at Treliske, Penzance and Bodmin. The next nearest ones to N Cornwall are Okehampton and Tavistock. Stratton is earmarked as option 4 but currently there are no funds to include Stratton. Stratton still provides a MIU for Minor illnesses and Minor Injuries but the cover for illnesses may cease due to lack of available GP cover. Bude Stratton TC is due to take over Bude Library in March 2019 and parishes are to expect a request from BSTC for contributions from parishes to help cover the costs of running the service. There was a short discussion about the mobile library and Cllr Chopak will make enquiries.

c) PCSO C Krolick – No report

d) Neighbourhood Plan. Cllr Colwill advised that he and some of the team will attend the meeting on 06.11.18 and that they have submitted their questions in advance.

e) Playpark – The wooden fence has been seriously damaged. It is thought to have occurred over the weekend of Storm Callum. Temporary safety measures have been undertaken and checks on how best to repair/replace will be undertaken.

f) The Clerk - details of the extra hrs had been circulated and the Clerk advised they are due to setting up a filing system for GDPR processes and the consent forms and other GDPR matters; updating the website with GDPR information; checking policies; recruitment process administration (shortlisting and interviewing processes) and preparing handover notes and an induction pack.

#### **Bude Area Community Network meetings**

18/224 a) Report from quarterly meeting on 08.10.18 – see Para 18/223(b)

b) Report from Highways Fund - Expression of Interest Discussion - Friday 21st Sept, 1pm-3pm. No report. A meeting with O Jones in Marhamchurch will be arranged for 31.10.18. Cllrs Butler Waterhouse, O’Sullivan and Perry will attend.

c) New date for Neighbourhood Planning Session – Tuesday 6<sup>th</sup> November 2018 6.30pm – 8.30pm.

#### **Report on progress relating to using the land on Pinch Hill Estate for allotments.**

18/225 C Sims Bude Area Linkperson, has emailed advising that he can draft an initial proposal for devolution but needs more information from the parish council. It was resolved to pursue the matter with the aim of providing allotments and a community garden/area. Proposed Cllr Perry, seconded Cllr Waterhouse. Part of the information required by C Sims was confirmation that the parish will cover its own fees and it was resolved that, at this stage, the parish council are unable to make such an assurance without knowledge of the costs. Proposed Cllr Perry, Seconded Cllr Waterhouse.

#### **WW1 Centenary.**

18/226 a) Report from the meetings had been circulated. Following a discussion about the items required for the event, it was resolved to cover costs up to £125. Proposed Cllr Walter, seconded Cllr Hunt. Unanimous.

b) A further discussion took place following a suggestion for having a WW1 Commemoration bench in the parish. It was resolved that if a decision is made to purchase a bench that the Clerk will apply for a grant from Cllr Chopak’s 18/19 Community Chest fund. Proposed Cllr Waterhouse, seconded Cllr Perry. Unanimous. It was noted that receipt of a grant or the amount received is not guaranteed. It was resolved to make enquiries and a limit of £500 + installation costs were suggested. Proposed Cllr Bray, seconded Cllr Hunt. Unanimous. Cllr Waterhouse offered to make enquiries.

#### **Airfields of Britain Conservation Trust (ABCT) – Airfield in Marhamchurch Parish.**

18/227 Following a long discussion with ABCT and liaising with the Councillors, the Clerk has accepted the offer of a donation of a plaque from the Charity. The decision was given unanimous approval. The Airfield is identified as Bude Airfield, ABCT has made an exception and the wording will include ‘situated (mainly) In Marhamchurch Parish’. The plaque will be delivered hopefully by Armistice Day and it was agreed to have it on display as part of the WW1 Centenary Event. Plaque details: Indian granite, weight 35kg (77lbs) square 0.6 x 0.6 metres, depth 30mm; each corner has a screw hole. Made by Phoenix Marble and Granite Ltd Bournemouth. ABCT advise the need for a builder to affix the plaque, stainless steel screws required for fixing. ABCT will cover all costs including fixing but, as a charity, are grateful if some or all of fixing costs can be covered. ABCT do not dictate the siting of the plaque but they do ask to be sent details of the commemoration ceremony or installation event with photos. The siting of the plaque is not confirmed but the Clerk was directed to contact the Diocese to ask if it can be placed on the Bray C of E Institute (Village Hall).

#### **Marhamchurch Parish Cemetery.**

18/228 a) It was agreed to place a note in the next newsletter for a Cemetery Maintenance person and to contact the Footpath Maintenance person.

b) A Parish Cemetery balance sheet of receipts and payment backdated to 2016/17 had been circulated. As part of the calculations it was resolved that when a plot reservation is dealt with, for balance sheet purposes, it is allocated the same time as an interment – ie 2 x Clerk's hours. Proposed Cllr Waterhouse, seconded Cllr O' Sullivan, Unanimous. It was agreed to review Cemetery fees and conditions to consider introducing a charge for plot reservations.

### **Annual Reviews**

18/229a) Standing Orders. A new model had been expected in 2017 but it has been delayed. It was resolved to continue to use the current 2015 version. Proposed Cllr O'Sullivan, seconded Cllr Perry. Unanimous.

b) Finance Regulations. The current version, adopted in 2017 had been updated in June 2018. It was resolved to continue to use the current version. Proposed Cllr Butler. seconded Cllr Bray. Unanimous.

c) Risk Assessment Policy. Deferred to the next meeting as it needs updating with GDPR implications.

### **Leaving date & arrangements for outgoing Parish Clerk/RFO Resignation.**

18/230a) Discuss timeline – see Item 18/220(d)

b) More clarification is awaited from SLCC and will be provided to the Clerk's Portfolio holders in due course.

### **Parish Footpath and Cycleway Leaflet.**

18/231 Cllr Colwill advised that he has contacted a graphic designer and requested a fee proposal. It was agreed to defer the request for a grant from Cllr Chopak to 2019/20.

### **Finance & Legislation.**

18/232a) The Clerk has contacted the preferred choice who has confirmed her hourly rate and advised that as a guideline, 4 hours per annum is sufficient but she adjusts her fees up or down as necessary. It was resolved to appoint L Cullen as the Internal Auditor. Proposed Cllr Waterhouse, seconded Cllr Hunt. Unanimous. The Clerk advised that the appointment can be reviewed on a yearly basis.

b) It was resolved to authorise payments totalling £1,399.07 as per schedule plus £120 for 2 x cemetery grass cuts. Proposed Cllr Walter, seconded Cllr Perry. Unanimous.

c & d) Income and Account Balances as per previously circulated schedule page 18/60.

e) Conclusion of 2017/18 Annual Audit. The Clerk is obliged to publish the End of Audit report on the NB and website by 30.09.18. The External Auditors sent an email on 29.09.18 advising that Section 3 (External Auditor Report): We have not yet completed on the AGAR and supporting documentation. A final report detailing any qualification and 'other matters will be provided following finalisation of the review'. The report was published accordingly.

On 16.10.18 a further Section 3 (External Auditor Report) was emailed. It confirmed the the figures on Section 2. Payments to HMRC had been included twice– ie in the Clerks lines and also all other payments. The Clerk had been in contact with the EA when she realised the error, however, the information received from the EA seems to conflict with the instructions on the AGAR so the Clerk will get clarification from the EA.

f) Half year Receipts and Payments Balance Report. Interim balance forward of £23,637,74. It was noted that it compares to £25,262.00 at the same time last year.

g) ½ year Finance Report, Bank Reconciliation and Finance Check. These have been checked and agreed by the Finance Portfolio holder.

h) Comparison Report at 31.03.18 to estimated end of year position Nov 2016 Precept. No action.

i) Precept – draft figures had been emailed. The Clerk advised there are budget pressures and that

in all probability the precept would need to be increased. The Clerk reminded the councillors to consider any projects and costings which will impact on expenditure up to 31.03.20. The Clerk will prepare a 2<sup>nd</sup> draft set of figures, considering some of the resolutions recently passed.

### Parish Matters

18/233a) Highway matters - Pavement has become uneven on the entrance of Pinch Hill Estate (on the lower side). There is a large pothole on the road from Box's Shop to Woolstone. The Clerk will complete an on-line notification.

- b) Development of a Parish Emergency Plan – This will be put on hold until Feb/March.
- c) Basketball Posts - This will be put on hold until Feb/March
- d) Qila Community Benefit Grant – no update.
- e) General Data Protection Regulations GDPR update – see 18/223(f)
- l) Marhamchurch Village Shop Ltd – see 18/216.

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

18/234 None raised

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

18/235 The next meeting will be on Tuesday 4<sup>th</sup> December 2018 7.30pm.

October	Payments			
1	B Heathcote	Salary (net)	568	706.58
2	B Heathcote	Room Rent	569	244.66
3	BT	Sunday School (28.09.18)	DD	13.82
4	BT	Parish Council (30.09.18)	DD	31.19
5	Cornish & Devon Post Ltd	Vacancy Advert	566	114.48
6	One Voice	Vacancy Advert	571	10.00
6	RBL Poppy Wreath	Wreath	565	17.00
7	PKF Littlejohn LLP	External Audit	567	240.00
8	HMRC	Employer's NIC	BACS	0.72
9	HMRC	Employee's NIC	BACS	0.62
10	M'church Methodist Room	October mtg	570	20.00
11	R G Bewett	Cemetery Grass	564	60.00
12	R G Bewett	Cemetery Grass	572	60.00
	<b>TOTAL</b>			<b>1519.07</b>

Income				
1	<u>B Heathcote</u>	Reimburse re Sport Lite (BT)		10.50

<b>Bank Balances as at 15.10.18</b>			
		Monmouthshire B/Soc	£8,979.66
		TSB Interest Acc	£11,858.08
		TSB Chq Account	£1,206.02
		TSB Interest Acc Playpark	£1,001.63
		TSB Chq Account Playpark	£1,206.02