

# Marhamchurch Parish Council

Tuesday 16 June 2020

---

An online meeting of the Parish Council was held via ZOOM video conferencing on above date at 7:30pm.

## **Councillors Present:**

20/87: Chair Cllr J Walter, Vice Chair Cllr T Perry, Cllr F Hunt, Cllr T Edwards, Cllr S Butler, Cllr L Kerr, Cllr I Waterhouse.

**Also in attendance:** Cornwall County Cllr N Chopak & Clerk Mrs E Hawkins.

2 member of the public were present for the meeting.

*Cllr Walter opened the meeting and welcomed everyone. She advised that if excessive background noise, Cllrs may be requested to 'mute' themselves. Cllr Walter also advised that the Clerk was filming the meeting for reference purposes and recording will be deleted once the minutes had been drafted. A show of hands will be needed for voting and oral responses from the 2 councillors without visual connection.*

## **Record and Approve Apologies.**

20/88 Cllr R Bray sent his apologies due to work commitments. Cllr P Crum sent his apologies due to computer / internet issues. The apologies were approved.

## **Declarations.**

20/:89 Cllr Kerr declared an interest in Agenda item 8b(i). His property adjoins the involved property.

## **Dispensations.**

20/90:

- (a) The following approved dispensations were noted by Cllrs:
  - Cllr Butler re Cemetery – Agenda item No. 20
  - Cllr Perry re Cemetery – Agenda item No. 20
- (b) No new dispensation requests were received.

## **Public Open Session.**

20/91:

A member of public asked whether there would be a VE Day commemorative celebration in November, as the celebration to mark the 75<sup>th</sup> year, was not able to go ahead as planned due to the pandemic. Cllr Walter thanked the member of public and said it would be placed as an agenda item for the next meeting.

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

20/92: It was resolved to approve the minutes and ratify all decisions made at the online meeting held on 19 May 2020. Proposed Cllr Waterhouse. Seconded Cllr Hunt. Unanimous. The Chair, Cllr Walter signed them as a correct record.

## **Matters Arising**

20/93

- (i) Hobbacott Rise issues. A concern was raised regarding second site grounds work commencing at the Hobbacott Rise site, along with uncomplete landscaping concerns and risks of rocks being

Signed: \_\_\_\_\_ 21/7/2020

exposed. With unanimous approval, Cllr Walter asked Cllr Chopak to provide an update, she reported that the issues are being monitored, landscaping which had been delayed should be addressed in the close future. Concerns regarding the quality of build on some of the properties has been flagged.

### **Correspondence**

20/94 – all information circulated to Cllrs via email. No actions required.

### **Planning.**

20/95

#### **a) Decision Notices/Updates:**

- (i) **19/00257/REF | PA19/03879** | Appeal against Cornwall Council refusal decision for agricultural tied dwelling. Land South of Penlease. DISMISSED.

#### **b) Planning Applications/Appeals:**

***Any late planning applications received will be discussed but not decided under this section.***

- (i) PA20/01732 | Application for Listed Building Consent to replace sixteen windows and replace damaged fascia boards | The Old Rectory Pinch Hill Marhamchurch.

Cllr Kerr was placed in waiting room from the meeting.

Following a review of application, it was agreed that Marhamchurch Parish Council have no concerns regarding the planning application. Proposed Cllr Butler. Seconded Cllr Edwards. Unanimous.

Cllr Kerr re-joined the meeting.

- (ii) PA20/04352 | Proposed agricultural shed to house sheep. | Penlease Hobbacott Lane Marhamchurch Bude.
- (iii) PA20/04378 | Proposed agricultural shed for storage of feed and implements. | Penlease Hobbacott Lane Marhamchurch

It was agreed to review these two applications together. Concerns were raised regarding height of buildings, along with visual impact and highway safety. It was proposed to reject the application based on above reasons. Proposed Cllr Edwards. Seconded Cllr Waterhouse. Unanimous.

### **Awaiting Decisions: No update required.**

**PA20/02034** | Reserved matters application for the construction of four dwellings (appearance, landscaping, layout and scale) following outline approval dated 18/02/2019 | Land West Of Crest Haven Hobbacott Lane Marhamchurch Bude EX23 0ES.

**PA19/09412** | Proposal Erection of 20 dwellings (including 30% affordable housing), public open space, access and associated works. Location Land At Hilton Road Marhamchurch Cornwall.

Signed: \_\_\_\_\_ 21/7/2020

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

20/96

a) Chairman.

Cllr Walter updated that as far as she was aware there were no concerns regarding the health and well being of parishioners.

She intended to attend an online Community Network meeting the following day and would report back via email and at the next meeting.

b) Cornwall Councillor N Chopak.

Cllr Chopak updated she is working on a number of Covid-19 issues, none which directly impact Marhamchurch.

Hobbacott Lane issues, are ongoing and being monitored.

There is a GoCornwall double decker bus which has commenced operation through the village – which is a far more reaching service. Timetable available online, no advertising of new service due to lockdown.

RNLI Lifeguard cover has been placed on Widemouth & Summerleaze and from the weekend at Crooklets.

There has been a huge area of sand removed at Widemouth (near the Beachhouse). Cornwall Council fully aware of this, and under investigation.

c) Playpark

Cllr Perry has taken slides to Heywoods to be welded. Side of steps are under construction. Maintenance meeting planned soon.

Grass cutting has continued to be, very kindly, completed by Cllr Kerr & Phil from Village Shop. Thanks, was extended to them both.

Playpark remains closed under current Government Guidelines.

d) The Clerk.

No updates.

**Social Distancing Toolkit.**

**20/97:**

Clerk circulated information received from Cornwall Council re preparing Village for restrictions being eased. Do we want to do anything in Marhamchurch Village, ie tape markings on ground at benches, around bus shelter etc. It was agreed that there was no need to make any immediate changes but possibly some social distancing reminder notices might be useful.

**Portfolio Holders Review.**

**20/98**

<b>COUNCILLOR PORTFOLIO</b>	<b>NAME OF COUNCILLOR</b>
Bude Canal	Isobel Waterhouse
Bude Area Community Network	The Chairman and/or Councillor/s with particular interest on agenda items - to be decided when each agenda published

Signed: \_\_\_\_\_ 21/7/2020

Bus Shelter	Susie Butler
Clerk Support / Contract / Review	Jackie Walter, Tim Edwards, Rob Bray
Community Shop	All Councillors
Defibrillator	Laurence Kerr
Emergency Planning	Jackie Walter, Susie Butler
Finance	Tim Edwards
GDPR	Jackie Walter, Tony Perry
Marhamchurch Primary School	Susie Butler, Jackie Walter
Memorial Garden	Isobel Waterhouse, Tony Perry
Neighbourhood Development Plan	Jackie Walter, Tim Edwards
Parish Cemetery	Tony Perry
Parish Council website / website Accessibility	Laurence Kerr
Planning	All Councillors
Playpark	Fran Hunt, Susie Butler
Public Footpaths	Isobel Waterhouse
Transport (potholes/highways/lighting etc)	All Councillors
Tree Warden	Isobel Waterhouse, Fran Hunt
Village Planters	Jackie Walter
War Memorial	Paul Crum.

Thanks was extended to Mrs Kirby (linked with Marhamchurch Primary School) for her help with Village Planters. Thanks was extended to Tom O’Sullivan and Sian for watering the War memorial planters.

**Community Infrastructure Levy.**

**20/99**

Deferred to next meeting.

**Community Emergency Plan.**

**20/100**

Cllr Walter gave a brief update – thanking everyone for their ongoing support. A June update to be posted in the village shop, noticeboard etc and emailed to Councillors in next few days.

**Insurance Quote.**

**20/101**

MPC insurance expired on 1 June 2020. Following discussions at last meeting it was not resolved to approve the insurance payment, due to a few queries being raised. Clerk advised that the queries had been addressed, and following agreement with Chair & Vice-Chair and in line with the broad delegation, which was adopted at last month’s meeting, the payment of £342.72 was made to Community Action Suffolk on 1 June 2020. It was resolved to ratify this payment. Proposed Cllr Walter. Seconded Cllr Perry. Unanimous.

**Broadband Providers for Hall.**

**20/102**

A discussion was had around the expense of the BT broadband for meeting room £32.90 per month. Cllr Perry had looked into alternative quotes Vodaphone is £22.95 or TalkTalk £25.95. Clerk to ensure parish council meet the terms and conditions of the original grant set out by Cornwall Council. To discuss further at next meeting.

Signed: \_\_\_\_\_ 21/7/2020

## **Public Space Protection Order from Cornwall Council.**

### **20/103**

Cornwall Council are seeking views on existing dog control orders which expire in Oct 2020. Due to the Covid-19 pandemic, Cornwall Council are proposing to renew the existing PSPO's, with current conditions, for another 12 months and then to fully consult on their 3 year renewal in 2021. Cornwall Council want to know if there are any objections to this, and if so, why and what alternatives are suggested.

The Cllrs had no comments to make. Proposed Cllr Edwards. Seconded Cllr Waterhouse. Unanimous.

## **Marhamchurch Village Shop Public Toilet.**

### **20/104**

Toilet is still closed to public. Cllr Walter forwarded Bude & Stratton Town Council information regarding Risk Assessments & PPE suppliers to Marhamchurch Village Shop Committee. Marhamchurch Village Shop Committee are due to discuss this at their next meeting.

## **Easy PC Access.**

### **20/105**

Clerk requested permission to give access to Cllrs for ease when completing quarterly checks, Audits & Precept planning. Clerk requested access for Cllr Edwards and Cllr Kerr. It was resolved to approve this request. Proposed Cllr Waterhouse. Seconded Cllr Butler. Unanimous.

## **Website Accessibility Requirements.**

### **20/106**

Clerk updated that further information has come through from National Association of Local Councils, a copy of which has been circulated to all Cllrs.

The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector bodies, which includes local councils, to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities. These include:

- Impaired vision
- Motor difficulties
- Cognitive impairments or learning disabilities
- Deafness or impaired hearing.

From 23 September 2020 all local council websites will have to comply with these regulations.

Concerns that this is going to be a big job and take up a lot of Clerk's time. It was suggested to ask BSTC and to request it as a future agenda item for the Bude Area Community Network Panel meeting to see how other councils are preparing for it.

## **Cemetery**

### **20/107**

#### **(i) Memorial Applications –**

RIVERS: New application received by owner of EROB for this plot. There was confusion around the original application due to a different name being listed on application form.

Application request to install Black granite upright memorial, with an Ogee top to include 2 photographs (1 photograph of 15cmx10cm was approved by Council on 15 Oct 2019 ref 19/239). Inscription request for front and rear.

It was agreed to approve the request for a **front only** inscription with 1 photo on front. No inscription or photograph to be placed on back of memorial. Proposed Cllr Hunt. Seconded Cllr

Kerr. 5 voted in favour. 2 abstained.

BAKER: Applicant does not hold the Exclusive Right of Burial (the deceased owns it). Clerk advised she has contacted CALC to request some guidance. Awaiting feedback.

- (ii) AOB – Request for Non-Parishioner burial – Mr Artiguas. (This request was received after the agenda had been published).  
Clerk had circulated information received re this request. The late Mr Artiguas lived in the Poundstock Parish and a request was made for a Non-Parishioner burial. This was discussed at length and was a very difficult decision for the Councillors to make, as although Cllrs wanted to support the request, there was no evidence to suggest any connection/link to Marhamchurch Parish. Marhamchurch Parish Cemetery is a very small cemetery with limited plots available. The Councillors were not unanimous in their decision, but it was resolved not to approve the request. Proposed Cllr Kerr. Seconded Cllr Waterhouse. 4 voted in favour. 1 against. 2 abstained. Clerk to notify Funeral Director as a priority.

### **Councillor Vacancy.**

#### **20/108**

No formal applications had been received, but a member of the public had expressed an interest in the vacancy to the Chairman.

### **Annual Reviews – Standing Orders.**

#### **20/109**

Clerk updated that new Standing Orders were complete, and had been circulated for Cllrs to review. The Council must agree the final text of the new version of standing orders.

Point 9: It was resolved to include point b as per CALC guidance. Proposed Cllr Hunt. Seconded Cllr Perry. Unanimous.

Point 14: It was resolved to replace Standing Orders 14 and replace it with CALC recommendations to ensure it complies with the Cornwall Code. Proposed Cllr Edwards. Seconded Cllr Kerr. Unanimous.

Point 15: It was resolved to amend Standing Order 15 as per CALC recommendations. Proposed Cllr Edwards. Seconded Cllr Perry. Unanimous.

Point 19: It was resolved to move the financial content into Financial Regulations to avoid any inconsistency between the two documents and to insert recommended working from CALC a & b. Proposed Cllr Hunt. Seconded Cllr Edwards. Unanimous.

As per advice from CALC the Draft Standing Orders must be left for 1 month. Clerk will post a copy on website. The new version will be adopted at the following meeting of the council, giving the public time to read the draft and raise any questions or comments.

### **Finance & Legislation.**

#### **20/110**

- a) Internal Audit Update: Clerk was unable to contact previous Internal Auditor. As per agreement via emails with Cllrs, Clerk made contact with Antony Sachs, who has completed the Internal Audit. Invoice received for £40.
- b) External Audit:

Signed: \_\_\_\_\_ 21/7/2020

- (i) Section 1 - Approve 2019/2020 Annual Governance Statement. Each Cllr had been given a copy of Section 1. Clerk read out each statement and following discussions it was resolved that responses to numbers 1-8 are affirmative and number 9 not applicable. Proposed Cllr Perry. Seconded Cllr Waterhouse. Unanimous.  
Section 1 was completed by the Clerk, and will be forwarded to Chair for signing at earliest convenience.
  - (ii) Section 2 - Approve 2019/2020 Accounting Statement. Copies of completed Section 2 had been circulated. It was resolved to approve the figures. Proposed Cllr Perry. Seconded Cllr Walter. Unanimous.  
Section 2 was completed by the Clerk and will be forwarded to Chair for signing as earliest convenience.
  - (iii) Explanations of Variances of 15% and above was circulated to Cllrs for their review. It was resolved to approve the variances. Proposed Cllr Edwards. Seconded Cllr Perry. Unanimous.
- c) Approval of payments totalling **£1381.68** as per May schedule below and consider payment of urgent accounts presented by the date of the meeting. Internal Audit Invoice: £40. Proposed Cllr Walter. Seconded Cllr Edwards. Unanimous.
  - d) Cllrs noted Income & Bank Balances as per the schedule.
  - e) Cllrs noted Bank reconciliations.

**Parish Matters** - Agree action and authorise associated expenditure.

**20/111**

- a) Highway matters – None raised.

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

**20/112**– Query raised re paying for a Zoom account for next month’s meeting - £11.99. Cllrs felt this was not necessary for the immediate future.

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

**20/113 21 July 2020.**

Commemorative VE Day celebration November.

**Meeting closed:** 9:30pm

**PUBLIC BODIES (ADMISSION TO MEETINGS) Act 1960 S1(2) & S1(6)**

During the meeting it may arise that publicity would be prejudicial to the public interest by reason of the confidential or special nature of the business to be transacted and the press and public will be instructed to withdraw.

When this arises, the Chair will recommend to consider passing the following resolution: “to resolve that in view of the confidential or special nature of the business to be discussed, the public are excluded and instructed to withdraw.”

Signed: \_\_\_\_\_ 21/7/2020