

Marhamchurch Parish Council

Tuesday 19 May 2020

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

Councillors Present:

20/58: Chair Cllr J Walter, Vice Chair Cllr T Perry, Cllr F Hunt, Cllr T Edwards, Cllr R Bray, Cllr P Crum, Cllr S Butler, Cllr L Kerr, Cllr I Waterhouse.

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

1 member of the public was 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.

20/59: None.

Declarations.

20/60: None.

Dispensations.

20/61:

- a) The following approved dispensations were noted by Cllrs:
 - Cllr Butler re Cemetery – Agenda item No. 19
 - Cllr Perry re Cemetery Maintenance & Cemetery – Agenda item No. 18 & 19.
- (a) No new dispensation requests were received.

Public Open Session.

20/62: No comments.

Confirm the Minutes of the previous Meeting.

20/63: It was resolved to approve the minutes and ratify all decisions made at the meeting held on 18 February 2020. Proposed Cllr Waterhouse. Seconded Cllr Kerr. 5 voted in favour. 4 abstained due to not being at the meeting. The Chair, Cllr Walter signed them as a correct record.

It was noted that no meetings were held in March 2020 or April 2020 due to the CoronaVirus pandemic.

Matters Arising

20/64:

- (i) Breach of planning conditions at Courtlands (PA14/11524). Clerk updated that she had received communications from Enforcement Officer re Breach of Planning concerns at Courtlands, Marhamchurch (mins ref: 20/34(i) 18 February 2020). Photographs have been provided to Enforcement Officer as due to Coronavirus lockdown restrictions, the Officer is not able to attend,

thanks extended to Cllr Perry for assisting.

Correspondence

20/65 – all information circulated to Cllrs via email. No actions required.

Planning.

20/66

a) Decision Notices/Updates:

- (i) **PA19/10066** | Proposed construction of dwelling to replace proposed dwelling permitted under Class Q (application PA18/07904) | Langford Orchard Marhamchurch Bude. **Approved.**
- (ii) **PA20/00313** | Non material amendment in respect of application PA15/09444 dated 18/07/2016 | Land off Hobbacott Lane Marhamchurch. **Approved.**

b) Planning Applications/Appeals:

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

- (i) **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

Cllrs reviewed the planning information and directed the Clerk to respond as follows:

The Application Site covers an area of 0.27 ha (0.67 acre) and is located on the eastern side of Marhamchurch, accessed from Hobbacott Lane.

Section 3.3 of the Planning Statement PA18/12083 The proposed development could contain a mix of dwelling sizes, albeit further details would be provided at the reserved matters stage.

MPC consider the mix of four by four bed houses to be over development of the site and would prefer to see a mix of houses that are more suited to the size of the site. Concerns were also raised regarding overlooking issues, and increased traffic.

Proposed Cllr Perry. Seconded Cllr Butler. Unanimous.

c) Ratify Planning Decisions made whilst unable to hold face-to-face meetings:

- (ii) **PA20/00877** | Construction of a single dwelling | Land Opposite The White House Hobbacott Lane Marhamchurch Bude. Clerk updated that she had received notice from Planning Officer that this application had been withdrawn.

Following review of the application, Marhamchurch Parish Council recommends refusal based on the following points:

The size of the plot is very small and the building is not of a suitable scale.

The building is only a metre from the road side and is also not in keeping with the rest of the properties on this side of the road which are all bungalows and which are set well back from the road.

The property would also create a "Pinch" effect in the road where the road visibility needs to be kept at a maximum.

Other properties nearby would be affected by loss of light.

It was proposed to approve the recommendation of Refusal. Proposed Cllr Hunt. Seconded Cllr Kerr. Unanimous.

- (iii) **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.

Following a review of amended application, Marhamchurch Parish Council recommends refusal for the following reasons:

The addition of 20 dwellings in Marhamchurch will represent an increase of approximately 5% which is excessive.

LP Policy 3 states that outside of the main towns, housing and employment growth will be delivered through Neighbourhood Plans, rounding off and infill sites and rural exception sites. Rounding off sites can be on sites that immediately adjoin the settlement. Development should be of a scale appropriate to its size and role.

MPC don't consider a 5% increase to be of a scale appropriate to its size and scale.

The pre-application advice recommended that the site is pursued as a rural exception and we agree with this recommendation.

The Local Plan definition of 'rounding off' is 'development on land that is substantially enclosed but outside of the urban form of a settlement and where its edge is clearly defined by a physical feature that also acts as a barrier to further growth (such as a road).

It should not visually extend building into the open countryside' and The Chief Planning Officer's Advice Note (CPOAN): Infill/Rounding Off dated December 2017 states that proposals which comprise 'rounding off' should be adjacent to existing development and be contained within long standing and enclosing boundary features i.e. a road, Cornish hedge or a stream. It states that suitable sites are likely to be surrounded on at least two sides by existing built development.

The proposed application is only surrounded on the two smaller sides of site and the edge is not clearly defined and therefore visibly extends into open countryside so does not meet the criteria for 'rounding off'.

The affordable housing need in Marhamchurch was 13 applicants at the last survey (Cornwall Home Choice). As 10 of these have been met by PA15/09444 then the requirement for additional units is very low.

LP Policy 14 Renewable and low carbon energy seeks to increase use and production of renewable and low carbon energy generation and supports developments which maximise the use of the available resources, make use of waste heat and do not have an overshadowing or overbearing effect on nearby habitations. MPC can see no mention of this in the application.

Schools and Health Services in the area are already at capacity so this application puts an additional burden on those resources.

It was proposed to approve the recommendation for Refusal. Proposed Cllr Bray. Seconded Cllr Butler. Unanimous.

Awaiting Decisions: No update required.

PA20/00433 | Proposed development of existing barns into 3 holiday units include associated treatment plant and landscaping | Land West Of Harlake House Marhamchurch.

19/00257/REF | PA19/03879 | Appeal against Cornwall Council refusal decision for agricultural tied dwelling. Land South of Penleaze. Appeal in progress.

To receive oral or written reports and authorise any action.

20/67

a) Chairman.

Cllr Walter talked about how well the Emergency Plan has been implemented. It has really shown a strong sense of community, all the Cllrs and residents have been absolutely amazing. The Village Shop has been a great hub for residents, helping to reduce isolation, offering deliveries. The Bullers pub, Weir Café and Beach House Shop at Widemouth have all offered their support with take away food and food deliveries. A huge thank you sent out to everyone.

b) Cornwall Councillor N Chopak.

Cllr Chopak congratulated everyone on the Emergency Plan and its effective implementation, within 24 hours. It has been used as an example elsewhere on how an Emergency Plan can work. Well done to all.

It has been a very busy time – particularly around Coronavirus Adult Social Care, lack of PPE and to ensure all staff are well looked after. Cornwall has really pulled together.

As lockdown restrictions are being eased, want to make sure all people are accessing services. Cornwall Council are encouraging neighbours to continue to check in with vulnerable neighbours.

Recycling Centres have re-opened in Bude and Launceston, alternate days access based on number plates – odds and evens.

Highways issues – a lot of Cormac Team were furloughed. Everyday maintenance has not been happening but general maintenance has been done. Highways improvements have not been done, but will be done eventually.

Planning – no site visits / enforcement visits at present, working days are very different for the foreseeable. Planning applications have still been coming through.

Reiterated if there's any concerns especially around Adult Social Care – Cllr Chopak is available to offer support where she can.

c) Playpark

Thanks, was extended to Cllr Kerr & Phil from Village Shop who have been cutting grass and weeding. They've done a super job.

Covid-19 & PlayPark – the Playpark remains closed and regular checks are continuing to be made during the closure. Government guidelines will continue to be followed and the Playpark will remain closed until it is advised otherwise.

Cllr Perry and Neil Hobbs talking about getting together to do some repairs – update from Cllr Perry...taken slides off but can't move them alone to get re-welded. Cllr Kerr offered to help lift them onto a trailer. Cllr Bray suggested contacting Heywoods yard to help with welding.

Following a lengthy discussion regarding repairs and quotes – all quotes obtained by Clerk were very high, the cheapest £3924 inc VAT (see below). Concerns were flagged regarding safety aspect if it's fixed 'in-house'. It was agreed to ask Neil Hobbs with Cllr Perry's assistance to replace and repair unsafe items, due to concerns about timeframes, Cllrs thought it sensible to make progress and try and repair asap before Govt guidelines state that Playparks can be used again. Cllr Perry and Neil Hobbs to replace and repair as per recommendation from inspection. Proposed Cllr Butler. Seconded Cllr Bray. 8 in favour. Cllr Crum abstained.

Following Cormac Safety Inspection which deemed the tower play area unsafe for use. Clerk made contact with following providers to obtain quotes for repairs/replacements:

Pentagon Play – sent through a 100 page brochure but didn't provide a specific quote.

Outdoor Play People

Replace existing Tower Frame into a pre cleared site **£7070 + VAT**

Clear site and Replace existing Tower Frame **£9116 + VAT**

Kilkhampton Fencing:

Price to remove and dispose of old, keeping the slides and pole to reuse. Supply and erect new play area of similar design with a couple of changes to make it safer. All timber treated and graded. Price £3270.00 plus vat £654 **Total price £3924 all inclusive.**

Clerk updated that she had received confirmation from Cornwall Council that CIL allowance can be spent on Playparks, it was agreed to put CIL as agenda item for next meeting.

d) The Clerk.

ABCT cheque was returned to Clerk due to unknown address (Glasgow). Clerk has resent to London Offices.

BT increase £32.49 - £33.17. Clerk called BT to seek clarification as to why and was advised price increase due to inflation. Was advised an email would be sent but not received. BT Broadband is due for renewal in September but will look into alternative quotes.

Clerk extended a huge thank you to Cllr Walter for all her hard work and support especially over the last few months.

To agree to adopt a broad delegation for the period up to March 2021, due to the Coronavirus Pandemic 20/68:

'The Council delegates authority to the Clerk in consultation with the Chairman/Vice Chairman to take any actions necessary to protect the interests of the community and ensure council business continuity'

It was agreed to adopt the broad delegation. Proposed Cllr Waterhouse. Seconded Cllr Kerr. Unanimous.

To resolve to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier.
20/69

It was agreed to adopt the supplementary Standing Orders to meeting the statutory requirements for the holding of remote meetings. Proposed Cllr Perry. Seconded Cllr Crum. Unanimous.

Community Emergency Plan

20/70

Cllr Walter updated that a week before initial lockdown, she had completed filing paperwork. Within 24hours of lockdown, Emergency Plan was effectively implemented. There were key contacts for 5 different areas of Marhamchurch Parish. It all fell into place really well and the pre-planning really paid off. Cllr Walter has had additional offers of help throughout the lockdown. Thanks was extended to all for their support. Cllr Walter encouraged Cllrs to keep ear to the ground, keep checking in with vulnerable neighbours.

CALC Membership Invoice

20/71

Clerk received 20/21 membership invoice of £357.94. Which includes CALC subscription £208.90 (VAT inc) NALC subscription £55.04 (0 VAT) & CALC office charge £94 (0 VAT). Previous membership was £330.95. It was resolved to approve membership renewal. Proposed Cllr Walter. Seconded Cllr Hunt. Unanimous.

Email Account Renewal with Sieretto

20/72

Renewal for .gov.uk email accounts are due, fee of £58.80 (inc VAT). It was agreed to renew for another 12 months to co-incide with domain renewal. Clerk to continue with set up of gmail accounts for Parish Councillors along with Clerk, and Clerk to change all log-in details with a variety of services. It was resolved to approve renewal for another 12 months. Proposed Cllr Perry. Cllr Butler. Unanimous.

Laptop Service / Internet Security Update

20/73

Clerk advised that Internet Security is due for renewal (£49.99 direct), but this is something which is included in a laptop service with Bude Computers. Clerk has contacted Bude Computers and they are still offering this service, for £45.00. It was resolved to use Bude Computers.. Proposed Cllr Edwards. Seconded Cllr Kerr. Unanimous.

Duchy Defibrillator Ltd.

20/74

Clerk had circulated information received from Duchy Defib confirming that transfer is in progress. Invoice for Transfer and Annual Monitoring fee received of £342.00. It was resolved to approve payment. Proposed Cllr Crum. Seconded Cllr Waterhouse. Unanimous.

Insurance Quotes

20/75

Historically MPC has used Came & Co as the Insurance Provider. Clerk obtained an alternative quote for comparison.

Community Action Suffolk: £342.72p.a / £325.58p.a 3yr Long Term Undertaking. No admin fee.

Came & Co:

2020

Pen Underwriting Ltd -	£517.69 + £50 Came & Co admin fee
Hiscox	£517.69 + £50 Came & Co admin fee / £541.81 LTU + £50pa admin fee
Ecclesiastical	£920.23 + £50 Came & Co admin fee

Clerk circulated quote from Community Action Suffolk. Cllrs wanted to ensure that this insurance gave the Council suitable cover, including clarification re Playpark cover, War Memorial cover, Defibrillator cover and whether a single limit applies. Clerk was directed to contact to confirm, and Cllr Kerr offered his assistance in reviewing the current policy and new policy. Cllrs were happy to proceed with the quote, providing consultation was made with Chair, Vice Chair. Clerk to action as priority.

Cemetery Maintenance Contract

20/76

Cllr Perry declared an interest and was placed in the online waiting room by Clerk.

It was resolved to approve to continue with Mr G Perry as Cemetery Maintenance Contractor for another 12 months. Clerk to action relevant paperwork, when lockdown restrictions are lifted and it is considered safe to do so. Proposed Cllr Bray. Seconded Cllr Waterhouse. 8 voted in favour. 1 Cllr abstained.

Cllr Perry re-joined the meeting.

Cemetery

20/77

- (i) Darracott memorial request – to confirm retrospective approval for Cathay Light grey granite upright memorial, with an Ogee top, polished with a central flower vase.
Proposed Cllr Perry. Seconded Cllr Hunt. 8 in favour. 1 abstained.
- (ii) Hockin memorial request to confirm retrospective approval for desk tablet memorial, 1'6" back to front x 1'3" wide, sloping 4" to 2" with 6" flat and a right-hand side container hole.
Proposed Cllr Kerr. Seconded Cllr Crum. 8 in favour. 1 abstained.
- (iii) EROB issue Memorial Applications – BAKER & RIVERS. Clerk had notified Cllrs via email regarding challenges faced with Memorial applications where the applicant does not hold the Exclusive Right of Burial (the deceased owns it). It was agreed to defer this for further discussion when the parish council were able to resume meetings. The Clerk advised she has not had an opportunity to further investigate this in time for this meeting and it was agreed to defer for future discussions. Funeral Director advised that they were not able to install memorials due to the current lockdown restrictions as a result of the Coronavirus pandemic.
- (iv) Cheques received re Cemetery – Clerk updated that due to CoronaVirus Lockdown she had not been able to deposit bank cheques received. She will do so when it is considered safe.

Council Vacancy.

20/78

Cllr Walter formally notified Councillors that Cllr O'Sullivan had resigned from the Council. Clerk updated that she had notified Cornwall Council of the vacancy and a Notice of Vacancy had been placed on the Parish Council Website. Clerk had circulated notice from Cornwall Council to confirm that no requests were received asking that an election be held. Accordingly, it will therefore be necessary for Marhamchurch

Parish Council to fill the vacancy as soon as practicable, by co-option, as provided for by Rule 8 of the Local Elections (Parishes and Communities) Rules 1986.

Regarding the arrangements for the filling of any vacancy where co-option applies, I confirm that a Parish Council may co-opt as a member any person who is legally qualified to hold such office, and who is willing to serve, provided he or she satisfies at least one of the following qualification categories:-

- (a) is registered as a local government elector for the parish;
- (b) has during the whole of the preceding twelve months occupied as owner or tenant, any land or premises in the parish;
- (c) his/her principal or only place of work during the preceding twelve months has been in the parish;
- (d) had during the whole of the preceding twelve months resided in the parish or within 4.8 km thereof.

There is no defined procedure to which Parish Councils must adhere in arranging the co-option of a member, although most councils arrange to publicise any vacancy locally and invite persons wishing to be considered for co-option to make application to the Parish Clerk by a prescribed date.

Clerk to publish Notice of Vacancy on website with a deadline of end of August, and if possible, to put in the Noticeboard, being mindful of current Govt advice regarding the Coronavirus Pandemic. Proposed Cllr Butler. Seconded Cllr Waterhouse. Unanimous. Clerk to action.

Quarterly Finance Check

20/79

Quarterly Finance Check was completed by Cllr Edwards. Noted by Cllrs.

Appointment of Internal Auditor

20/80

Clerk advised that Internal Audit needs to be completed as part of the External Audit requirements. Clerk directed to contact Mr B Jordan who conducted the external check last year. Proposed Cllr Waterhouse. Seconded Cllr Perry. Unanimous.

Draft Annual Accounts

20/81

Clerk provided Annual Accounts for year ending 31.3.2020. An Account Statement and a detailed Account Statement. These were noted by the Cllrs.

Annual Reviews – Standing Orders.

20/82

Clerk updated that new Standing Orders were nearly complete, but due to other pressing work commitments she had not been able to complete and circulate before the meeting.

Finance & Legislation.

20/83

- a) External Audit Update – Clerk advised she had received instructions from PFK Littlejohn, the deadline for completion has been extended but the AGAR form MUST be approved at a Parish Council Meeting before 31 July 2020. Clerk will be addressing this over the next month.
- b) Retrospective Approval of payments totalling **£2013.64** per February schedule & **£893.96** as per March schedule below. **Proposed Cllr Edwards. Seconded Cllr Hunt. Unanimous.**
- c) Approval of payments totalling **£1,883.84** as per April schedule below and consider payment of urgent accounts presented by the date of the meeting – **Insurance Quote: Not decided at this meeting. Proposed Cllr Edwards. Seconded Cllr Hunt. Unanimous.**
- d) To note Income & Bank Balances as per the schedule.

e) To note Bank reconciliations.

f) To note interest rate deduction from .75% - .10% for interest accounts.

Parish Matters - Agree action and authorise associated expenditure.

20/84

a) Highway matters –

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

20/85 –

Discussion was held regarding Marhamchurch Village Shop Toilet and whether it should be re-opened. Cllr Chopak advised to review Risk Assessment (contact Bude Stratton Town Council to review their Risk Assessment). Need to ensure meeting relevant guidance in terms of frequency of cleaning / providing necessary PPE etc. It was noted that it is not the decision for Marhamchurch Parish Council whether to open or not, the decision is down to Marhamchurch Village Shop, as they own the toilet. Cllr Walter agreed to liaise with MVS and forward Risk Assessment from BSTC.

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 exposed. Cllr Chopak advised she had spoken with Planning Officer and has put an urgent call into agent – Catherine Knee, she is hoping to speak with her tomorrow. Cllr Walter had taken some photos and will forward to Cllr Chopak. Cllr Chopak to update when possible.

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

20/86 16 June 2020.

Community Infrastructure Levy. Defibrillator. Portfolio Holders.

Meeting closed: 10.00pm

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."