

Marhamchurch Parish Council

Tuesday 16 April 2019

A meeting of the Parish Council was held in the Methodist Sunday School on the above date at 7:30pm.

Councillors Present:

19/91: Chair Cllr J Walter, Vice Chair Cllr T Perry, Cllr R Bray, Cllr S Colwill, Cllr T Edwards, Cllr F Hunt, Cllr T O'Sullivan.

Also in attendance: Clerk Mrs E Hawkins and County Cllr Chopak.

2 members of the public were present for the meeting.

Record and Approve Apologies.

19/92: Cllr Butler sent her apologies. It was resolved to approve Cllr Butler's apologies. Proposed Cllr Colwill. Seconded Cllr O'Sullivan. Unanimous.
Cllr Waterhouse was absent.

7:34pm. Cllr Bray arrived.

Declarations.

19/93:

- Cllr Colwill RFI No 17 – Sheds North of Hobbacott Lane.
- Cllr O'Sullivan RFI No 17 – Sheds North of Hobbacott Lane.
- Cllr Bray RFI No 9a (i) (ii) – East Helscott Renewable Energy Planning
- Cllr Walter RFI No 11 – Marhamchurch Village Shop Ltd.

Dispensations.

19/94

- a) It was resolved to approve Cllr Colwill's dispensation request. Proposed Cllr Edwards. Seconded Cllr Hunt. Unanimous.
- b) It was resolved to approve Cllr Walter's dispensation request. Proposed Cllr Colwill. Seconded Cllr Perry. Unanimous.

Public Open Session.

19/95

There were no Q&A's from the public on an agenda item.

Confirm the Minutes of the previous Meeting.

19/96: It was resolved to approve the minutes of the meeting held on 19 March 2019. Proposed Cllr Perry. Seconded Cllr O'Sullivan. Unanimous. The Chair Cllr Walter signed them as a correct record.

Matters Arising

19/97

- a) Re brambles issue on path at Pinch Hill Estate. Clerk contacted Alastair Spencer for an update, was

waiting to hear whether Cormac sub-contractors were going to cut back overgrown brambles. Response pending. Cllr Chopak said she would flag with relevant people.

- b) Concerns raised regarding the building block in Bullers Car Park. Clerk circulated an email from Cllr Chopak confirming that Cornwall Council are not the Building Control in this instance and any concerns should be addressed to: Stroma Building Control, West Yorks truro@stroma.com.
- c) Re lorry trailer left on Hobbacott Lane entrance to Marhamchurch – Clerk sent a letter to owner, who has since removed the trailer.

Correspondence

19/98

List circulated to Cllrs for information only. No action required.

Councillor Vacancy.

19/99

Clerk has received no applications but will place an advert in the next school newsletter.

Planning.

19/80

a) Decision Notices/Updates:

- (i) PA18/11403 - Installation of an agricultural anaerobic digestion facility and associated plant and equipment including underground pipework, digestate lagoon, site access road and landscaping with variation of conditions 2 (approved plans), 5 and 11 of application no. PA17/02339 dated 23/08/17 to update the plans recently altered under a Non-Material Amendment No. PA18/09289; to reflect the amendments to traffic movements in the Transport Statement and alter implementation of planting scheme to once development has commenced. East Helscott Marhamchurch Bude Cornwall EX23 ONE. Awaiting Decision. Determination Deadline 19 March, extended until 20th. Awaiting decision. Clerk has contacted Officer for an update but no response as yet. (Dean Mutton). Clerk also requested email from Ms Stewart re change of name. Pending.
- (ii) PA19/00550 - Modification to the digestate lagoon approved by planning permission PA17/02339 - East Helscott Farm Marhamchurch Bude EX23 ONE. DD 20th March. Awaiting decision.
- (iii) PA19/01412 - Application for Non-Material Amendment to PA15/09444 dated 18/07/2016 [Proposed Residential Development (Cross Subsidy Scheme) for 20 New Dwellings (10 affordable and 10 open market) associated landscaping, access road and services] namely to make minor changes to several of the approved house types to enable first floor egress windows to be provided | Land South Of Little Elm Hobbacott Lane Marhamchurch Bude Cornwall. **Approved unconditional.**

b) Planning Applications/Appeals:

- (i) PA19/00664/PREAPP | Pre-application advice for construction of 5 dwellings and one new commercial unit (A1 and A2 uses), demolition of car park stores and rear corner lobby area. | Land South Of Bullers Arms The Village Marhamchurch Bude Cornwall.

There was confusion as to the reason behind this Preapp, as work has already commenced onsite. Clerk was directed to lodge a query with Planning Officer to find out more information.

To receive oral or written reports and authorise any action.

19/81

a) Chairman.

Cllr Walter thanked Cllr Chopak for the funding for the Centenary WW1 remembrance bench, which has now been installed.

A thank you card from Bobbie Heathcote was circulated to the Cllrs.

Query re trees in the water at Helebridge Trail – Cllr Chopak encouraged Cllr Walter to talk to landowner and remind him that it is landowners' responsibility to remove trees from river. If Environmental Agency were to become involved there would be large costs for landowner.

b) Cornwall Councillor N Chopak.

Cllr Chopak apologised for missing last meeting.

Cllr Chopak updated that she had been in Truro Council Meeting most of the day. Discussions were held around dental health issues. Cornwall Council want to know if any children and young people are having difficulty accessing NHS dental care. If so, to email her directly with details. Clerk to email Marhamchurch School secretary to put a notice in newsletter to that effect.

Stratton MIU – flagged concerns around an online petition which implies whole hospital may close, but it is only the MIU overnight which is closed temporarily. It will not reopen overnight until October due to staffing shortages. Any concerns please email Nicky directly.

Cllr Chopak advised she is meeting with Oliver Jones – Highways. Will raise the request for white line to be painted around the Remembrance Bench with him, perhaps even discuss the option of a raised pavement.

Cllr Chopak updated that the proposed speed calming planned for Widemouth Bay unfortunately won't be implemented now until at least next Easter.

c) PCSO C Krolick – no update.

d) Neighbourhood Plan.

2 responses following newsletter distribution – Mrs Proudfoot & Mr Wood. Clerk emailed thanks to both and advised that would be in touch following our meeting. Meeting to be scheduled with everyone to start the process.

e) Playpark – Approve minutes dated 10 April 2019.

Clerk read out at meeting and was noted by all Cllrs. Cllr Hunt updated that they had been given another quote from Bude Fencing for £1400. Sourcing 1 more quote.

f) The Clerk.

- (i) Sunday School broadband ongoing issues. Can't change over name to new clerk but have authority to enquire and make changes. The last bill was £30.18 which was an error made by BT – Clerk has been advised this will be amended and any refund put onto next bill.
- (ii) External Auditor – we are part of a 5% who have been selected for an intermediate review instead of basic review – this will demand more of Clerk's time to compile documents. As well as working with a new internal auditor. Clerk to keep a track of hours worked.
- (iii) Website – Seiretto - renewal of web domain (Marhamchurch-pc.gov.uk) due in 90 days. (£213.60 for 2 yrs) Small Business hosting (£106.80 annually). Clerk looked on Fasthosts.co.uk £3.99 annually but this is for Marhamchurch-pc.co.uk NOT GOV. Clerk received advice from local web designer who didn't think we should be paying more than £80 for both annually. Clerk has to give 30 days notice to cancel with Seiretto. Spoke with Bude Computers who hold different opinion. Questioned whether we need to have a .gov.uk website? Larger town councils have them, but parish councils do not. Clerk to email Sarah Mason for some advice.
- (iv) GiffGaff mobile charges are increasing – an email was circulated to Cllrs. £6 per month to give double amount of calling minutes. Proposed Cllr Hunt. Seconded Cllr Colwill. Unanimous.
- (v) Printer issues. Have been given quotes from Bude Computers:

HP M28 - £99.99. Genuine Toner - £55.00 (rated to 1000 pages). Third party toners not available.

Brother MFC-L2710DN - £169.99. Genuine Toner - £69.99 (rated to 3000 pages). Third-Party Toner - £35.00 (rated to 3000 pages)

Martins Computer: HP OfficeJet Pro 8720 Multifunction with inks. £159.99 (£40 cashback from HP) £30 approx ink.

Amazon online Brother MFC-L2710DN - £115.00

Cllrs resolved to approve purchase of Brother laser printer £115. Proposed Cllr Colwill. Seconded Cllr Walter. Unanimous.
- (vi) Lodged application to Zoe Bernard-John for the CNA SOS requesting assistance with PlayPark maintenance.
- (vii) Precept 2019 first payment was made 8th April 2019.
- (viii) Email from previous Clerk advising of ongoing issues with TSB. Mrs Heathcote is requesting £325 be refunded to her (the amount which has been refunded into Marhamchurch Parish Council account since November 2018) in recognition of time spent dealing with TSB and overseeing Parish accounts, due to errors made by TSB in processing documents submitted to them to change administrator details to new Clerk, as well as signatory issues.

Resolved to approve the payment to B.Heathcote, pending confirmation on bank statements. Proposed Cllr Colwill. Seconded Cllr Perry. Unanimous.

- (ix) Clerk advised still do not have access to bank accounts. This should be resolved soon – form to be signed today by Chair and Vice Chair. This has proved to be very challenging as no access online to bank details. Time consuming now to have to go into the bank every time Clerk has a query.

Marhamchurch Village Shop Ltd.

19/82

Grant request form to be submitted each quarter for £300. Cllr Walter updated that the shop started trading yesterday (15th April 2019). Cllr Walter to pass on form for Peter Hillenbrand to sign and return.

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

19/83

Working party still need to meet to start discussions. Cllr Perry updated that Cllr Butler had advised that Stratton charge £48 per year for an allotment. Things to consider: Water access. Insurances.

Expression of Interest to be drafted and placed in next newsletter to see if there is interest from local residents.

Proposed a site meeting in July with local residents.

Parish Footpath and Cycleway Leaflet.

19/84

Cllr Colwill advised he is still waiting for a fee proposal from a local graphic designer. Cllr Colwill to email information over to Clerk – to pass onto husband who may be interested in submitting a tender.

Cllr Chopak confirmed it would be something she could support under Community Chest Funding but that a timely submission would be advisable.

WW1 Centenary.

19/85

Cllr Walter proposed a photograph to be taken of the bench with Cllrs from the working party, along with Cllr Chopak & member of British Legion. Cllr Walter to send email to arrange this.

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

19/86

Siting of Commemoration Plaque – Clerk has emailed details through to Diocese of Truro. Waiting to hear back. Clerk to follow this up.

It was agreed that it won't be possible to link up with the opening of the shop so perhaps to save unveiling until Remembrance Sunday?

Marhamchurch Parish Cemetery.

19/87

No updates.

Sheds North of Hobbacott Lane.

19/88

Cllr O’Sullivan left the meeting room. Cllr Colwill requested to use his dispensation. This was agreed.

The Clerk read the email which was circulated (1 April 2019) from Cornwall Council regarding most recent response. CC will not look into enforcing an article 4 notice to Park Farm.

Clerk was directed to update CC that as at today’s date there are still livestock in the sheds. Clerk to action. Cllr O’Sullivan returned.

**Abusive, Vexatious & Persistent Complaints Policy
19/89**

This was based on Camelford policy. Some objections were raised regarding this policy. Cllr O’Sullivan to circulate some information for review before next meeting. Postponed until next meeting.

Cllr Chopak left the meeting.

**Travel Allowance Policy.
19/90**

As per resolution made on 19 February 2019 (ref 19/40 f (iv)) amendments have been made to current travel allowance policy to meet guidelines from HMRC. Reduced from 52.2p per mile to 45p per mile. New policy approved and adopted. Proposed Cllr Edwards. Seconded Cllr Perry. Unanimous.

**Community Governance Review – additional request.
19/91**

Email received from Cornwall Council inviting Parish Council to provide a submission by July 2019 for any changes they want to make to the current governance arrangements. This can include parish boundaries, number of seats and warding arrangements for local councils. It provides an opportunity for all local councils, communities and individuals to review and propose changes to these arrangements at parish level to ensure they are reflective of the identity and interest of your local community.

MPC are requested to submit a response in writing, even if only to confirm that no change is required, and why. Clerk was directed to reply to say MPC does not require any changes to current arrangements as no concerns have been identified. Proposed Cllr Bray. Seconded Cllr Hunt. Unanimous.

**Business Internet Banking Delegate Application Form
19/92**

It was agreed that Clerk should have full access to all accounts. Proposed Cllr Edwards. Seconded Cllr Hunt. Unanimous.

**Invoice from CALC Code of Conduct Training May 2018.
19/93**

Invoice is for £265.08. Training £210.00. Mileage £55.08.

Clerk queried the invoice and had spoke with Kitty from CALC who was adamant that this would never have been offered as a free training course. She forwarded email thread between CALC and previous Clerk. There is no mention of free training, there is also no mention of the cost of the course.

Discussions were had over the cost of training, and why it has taken nearly 12 months to get this invoice. It was noted that Cornwall Council run free training services for Code of Conduct so questions raised over why MPC would have chosen this option if it wasn’t offered as a free session. There is no record of the

quote in minutes. No email record of quote and no allocated funds for this. Clerk was directed to go back to CALC and say above, and to offer cost of mileage so as Sarah not out of pocket as a good will gesture.

CALC Membership Renewal.

19/94

Membership fee for 12 months is £330.95. This includes membership to CALC (£190.56) NALC (£53.44) and CALC Office charge (£86.95). It was £300 last year. It was approved to pay this membership renewal. Proposed Cllr Colwill. Seconded Cllr Hunt. Unanimous.

Citizen of The Year Nominations

19/95

5 nominations have been received and circulated to Cllrs. This will be reviewed after the meeting, and winner decided.

Annual Parish Meeting and Annual Parish Council Meeting.

19/96

Invited to be sent out to the Marhamchurch School council. Clerk to look through details of last meeting and invite guests, and request reports from local groups.

To be on Tuesday 21 May 2019. Clerk and Chair to discuss further.

Annual Reviews.

19/97

- a) Risk Assessment – pending.

Finance & Legislation.

19/98

- a) Update from Internal Auditor – Clerk to contact new Internal Auditor as not heard from her.
- b) It was resolved to approve payments totalling £ **1753.18** plus consider payment of urgent accounts presented by the date of the meeting. Proposed Cllr O’Sullivan. Seconded Cllr Bray. Unanimous.
- c) To note income and bank balances as per the schedule.

Parish Matters - Agree action and authorise associated expenditure.

19/99

- a) Highway matters - including safety, potholes, streetlights –

Clerk to follow up with Western Power re the BT pole outside The Bray.
- b) Qila Community Benefit Grant. – Clerk to amend name of this now as no longer in operation. Email requested from Jane Stewart to this effect. Pending.

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

19/100

None.

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

19/101

7pm 21 May 2019. Annual Parish Meeting before Annual Parish Council Meeting.

Planters. Community Emergency Plan.

Meeting closed at 9:40pm.

Correspondence – circulated from 14 Mar to 10 April.

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.”