

Marhamchurch Parish Council

Tuesday 18th June 2019

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

Councillors Present:

19/130: Chair Cllr J Walter, Vice Chair Cllr T Perry, Cllr R Bray, Cllr S Butler, Cllr T Edwards, Cllr F Hunt, Cllr T O'Sullivan.

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

3 members of the public were present for the meeting.

Record and Approve Apologies.

19/131: Cllr Waterhouse sent her apologies, due to attending an event in London. It was resolved to approve Cllr Waterhouse's apologies. Proposed Cllr Edwards. Seconded Cllr Bray. Unanimous.

Declarations.

19/132:

Cllr Bray RFI No 9a (i) (ii) – East Helscott Renewable Energy Planning.

Cllr Hunt RFI No 9b (iv) - Planning application (PA19/04449).

Dispensations.

19/133: None.

Public Open Session.

19/134:

- a) Welcome to Dr Julia Foster, from Holsworthy Community Rural Transport. Dr Julia Foster updated that she works with a small charity operating out of Holsworthy which provides transport for those who may not be able to use public transport for a variety of different reasons. They have received some enquiries from Marhamchurch area and wondering if it might be something the Village could benefit from. She provided some fliers which will be placed in Marhamchurch Notice Board as well as dropped into the Weds Coffee Morning at The Bray.

7:35pm – Cllr Butler arrived at the meeting.

Confirm the Minutes of the previous Meeting.

19/135: It was resolved to approve the minutes and ratify all decisions made at the meeting held on 31 May 2019. Proposed Cllr Perry. Seconded Cllr O'Sullivan. Unanimous. The Chair Cllr Walter signed them as a correct record.

Matters Arising

19/134

- a) Re brambles issue on path at Pinch Hill Estate. – still pending following email which was circulated to Cllrs from Zoe Bernard-John. Cllr Chopak to discuss with Highways the potential of funding

Signed

16/7/19

towards maintenance by a local contractor.

b) Broken wall opposite Sunday School Rooms – lodged online.

Correspondence

19/135

List circulated to Cllrs for information only. CNP meeting on 8th July 2019 – Cllr Walter to attend.

Councillor Vacancy.

19/136

Clerk has received no applications.

Planning.

19/137

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 0NE. **Approved with conditions.**
- (ii) **PA19/00550** - Modification to the digestate lagoon approved by planning permission PA17/02339 - East Helscott Farm Marhamchurch Bude EX23 0NE. **Approved with conditions.**
- (iii) **PA19/01285** | Construction of an annexe in rear garden | Beeston Farm, The Barn Marhamchurch Bude EX23 0ET. **Withdrawn.**
- (iv) **PA19/02043** | Listed Building Consent for the installation of a stairlift | Barn Orchard Cottage Marhamchurch Bude Cornwall EX23 0JA. **Decided, approved.**
- (v) **PA19/03537** | Demolition of the 1970's extension to the rear of the public house comprising the redundant function suite and hotel bedrooms. **Awaiting decision.**
- (vi) **PA19/03879** | Proposal Outline planning permission for agricultural tied dwelling (re-submission of Application No. PA18/08410). Land South Of Penleaze Hobbacott Lane Marhamchurch Bude. **Awaiting decision.**

b) Planning Applications/Appeals:

- (i) **PA19/04188** - Listed building consent for renovation works to the house including replacement stairs and restoration of doors and windows. Development of adjacent shed into studio. The Old Post Office Helebridge Road Marhamchurch Bude. Clerk read out feedback from Planning Officer and following discussion Clerk was directed to reply that MPC have no objections to the application. Proposed Cllr Edwards. Seconded Cllr Perry. Unanimous.
- (ii) **PA19/04187** - Renovation works to the house including replacement stairs and restoration of doors and windows. Development of adjacent shed into studio. The Old Post Office Helebridge Road Marhamchurch Bude. Clerk read out feedback from Planning Officer and following

discussion Clerk was directed to reply that MPC have no objections to the application. Proposed Cllr Edwards. Seconded Cllr Perry. Unanimous.

(iii) PA19/04628 - Proposal Application to discharge a Section 52 Agreement relating to application 6/88/3619/OOP dated 30th August 1989. Helebridge House Marhamchurch Bude Cornwall. Clerk was advised to reply MPC have no objections to the proposal to discharge a Section 52 Agreement. Proposed Cllr Perry. Seconded Cllr Edwards. Unanimous.

(iv) PA19/04449 - Proposal Variation of condition 3 of planning application PA18/01422 (extend and alter existing outhouse to provide useful ancillary accommodation.) to allow for ancillary accommodation and holiday use. The White House Hobbacott Lane Marhamchurch Bude. Following discussions Clerk was directed to reply that MPC have no objections to the variation of condition 3 of planning application. Proposed Cllr Bray. Seconded Cllr Edwards. Unanimous.

8:20pm – Cllr Hunt arrived. Cllr Hunt declared an interest in the Planning application (PA19/04449) and left the meeting.

(v) PA19/05045 - Proposed new dwelling with detached garage | Land North Of Westlands Helebridge Road Marhamchurch Bude EX23 0HZ. Following discussions, Clerk was directed to reply:

Marhamchurch Parish Council (MPC) voted unanimously to recommend refusal of this application.

In addition to the previous concerns stated in comments on PA18/06162 MPC also have particular concerns regarding this application:

MPC would like to see the Road Safety Audit (RSA1) carried out in April 2019 as this is not provided and it may contain information pertinent to our response.

The road width is a minimum of 3.8m which will potentially pose problems for two vehicles, especially two HGVs, to pass each other.

The restricted road width could increase the likelihood of vehicles mounting the footway in order to pass each other giving rise to safety concerns for pedestrians on the footway.

The restricted road width could give rise to passing vehicles using adjacent private accesses in order to pass one another.

It could also give rise to vehicles 'racing' to get through the restriction before an opposing vehicle reaches the restriction which is especially concerning outside a school entrance.

The footway is proposed at 1.2m which is an improvement on the existing provision but below the recommended width of 1.8m. This may prevent two parents with buggies to pass each other safely without one having to step into the live carriageway.

The visibility requirements to the east rely on the hedge being regularly maintained and as far as can be ascertained, this is outside the applicants control.

In addition to the concerns above MPC suggest that the Council:

request a site meeting with the appropriate Highway Development Officer in order that he/she can advise us further on the safety of this proposal.

Pending the outcome of the above MPC also request:

A Construction phase Traffic Management Plan that:

restricts parking on Helebridge road during construction.

all works on the footway and highway be completed prior to commencement of the property build due to the increased traffic to and from the site during construction.

That the 'Bude Green 5' and other renewables, as a minimum, are incorporated into the build.

Proposed Cllr Edwards. Seconded Cllr Butler. Unanimous.

Cllr Hunt returned to the meeting.

To receive oral or written reports and authorise any action.

19/138

a) Chairman.

Cllr Walter updated that she had received a letter of resignation from Cllr Colwill, effective immediately. Cllr Walter read out Cllr Colwill's resignation, and her follow up letter, in which she thanked him for his service to MPC. Clerk to advise Cornwall Council re vacancy.

Cllr Walter had received an email from Cllr Butler re a concerned resident. Following discussions, it transpired that the area in discussion falls into Bude & Stratton Town Council. Cllr Butler to reply to resident advising him of this.

b) Cornwall Councillor N Chopak.

Cllr Chopak talked about the Community Governance Review which is in its second phase.

Bude Area Network Meeting AGM is on 8th July – Cllr Chopak encouraged Cllrs to attend. She also reminded everyone that nominations for Chair and Vice Chair have been circulated.

Parking by war memorial is still pending.

Highways Update: there will be speed restrictions in force by April. Bangors Estate to be reduced to 50mph.

No parking zone will be implemented in Widemouth Bay area – and monitored daily.

c) PCSO C Krolick – no updates.

d) Neighbourhood Plan – deferred to next meeting due to resignation of Cllr Colwill.

e) Playpark – Minutes had been circulated by Clerk. Minutes were noted by Cllrs.

f) The Clerk.

- (i) Website issues – Clerk has had trouble transferring the .gov.uk domain and sought advice from web designer who suggested renewing the domain for another 2 years with current provider and a view to moving away from provider before next renewal. Fasthosts quote to transfer domain, along with 12 email accounts, was £200+VAT which is comparable to current provider.

It was agreed to resolve to renew Domain fee with Seiretto £213.60 for 2 years.

Signed

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Proposed Cllr Edwards. Seconded Cllr Bray. Unanimous.

Hosting fee – move over to Weebly, as web designer has developed new user friendly website free of charge. Resolve to approve payment for this move £89+ VAT approx...

Proposed Cllr Edwards. Seconded Cllr Perry. Unanimous.

- (ii) Register of Interest Form – Clerk reminded Cllrs to check their forms are up to date. Folder was available at the meeting for review.
- (iii) Salary review as per NALC recommendations – deferred to next meeting following discussions with Clerk Support working party.
- (iv) Finances and balance sheets approved – End of Financial Year 31 Mar 2019. Cllr Edwards confirmed that his 3 monthly check had been completed.
- (v) EasyPC Accounts package on a 3 month trial – Clerk advised that following significant research she had found an accounts package that hopefully will assist Clerk in the financial side of the role. It's a 3 month free trial and after that it's £5 per month fee.
- (vi) CALC invoice is still pending. Clerk to email Sarah Mason.

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

19/139

Site meeting on 13 July with local residents. Ad in Noticeboard.

Meeting with Stevens Home representative.

19/140

Clerk, Cllr Perry & Cllr Edwards met informally with Catherine Knee from Stevens Homes, a brief discussion was had which included a play area and the Bude Green Five criteria. It was agreed that any further requests for a meeting, should held at a Parish Council meeting. A follow up email was received, Clerk to reply: Thank you for your email. We look forward to your formal PREAPP - where we will be able to give you any formal feedback, following a parish council meeting.

Stevens Homes name proposal for development – Hobbacott Rise.

19/141

Stevens Homes Ltd are currently building properties in Hobbacott Lane. They have an intended completion date of late 2019 and will be required to register new addresses for these properties with Cornwall County Council before then. They have a working title for this development of Hobbacott Rise, but would like the matter of the name to be raised at the next appropriate meeting of the Parish Council and would welcome any other suggestions. When agreement has been reached, they require written evidence of MPC response to include with the submission to CCC.

Following discussions, Cllrs agreed that they were happy to accept the name. Clerk to email to that effect.

Holsworthy Community Rural Transport.

19/142

Please refer to point 19/134a.

Portfolio Holders

Signed

16/7/19

19/143

The following was agreed:

Public Footpaths	Cllr I Waterhouse
Tree Warden	Cllr I Waterhouse
Bude Canal	Cllr I Waterhouse
Memorial Garden	Cllr I Waterhouse
Parish Cemetery	Cllr T Perry
GDPR	Cllr T Perry & Cllr J Walter
Website	Cllr T Perry
PlayPark	Cllr S Butler & Cllr F Hunt
Planning	All Councillors
Finance	Cllr T Edwards
Bude Community Network	To be decided when each agenda is published
Marhamchurch Primary School	Cllr S Butler
Clerk's Support/Contract/Review	Cllr T Edwards, Cllr J Walter & Cllr R Bray
BT Kiosk & Defibrillator	Cllr T Perry
Village Planters	Cllr J Walter
War Memorial	Cllr T O'Sullivan
Neighbourhood Plan	Cllr J Walter
Emergency Planning	Cllr J Walter & Cllr S Butler
Transport (potholes/highways)	All Councillors
Bus Shelter	Cllr S Butler

Planters.**19/144**

Thank you to Cllr Perry for building and placing the new planter at Crisney Cross and to Cllr Waterhouse and the villagers who kindly donated and planted it. To keep monitoring.

Community Emergency Plan**19/145**

Pending.

Parish Footpath and Cycleway Leaflet.**19/146**

Deferred to next meeting, to request any updates from Cllr Colwill.

WW1 Centenary.**19/147**

Photograph was taken and sent through to Bude & Stratton Post. Clerk followed up and they had not received original email.

Airfields of Britain Conservation Trust (ABCT) – Airfield in Marhamchurch Parish.**19/148**

Siting of Commemoration Plaque – Clerk has received letter from St Marwenne's PCC confirming that it can be installed on the outside of The Bray. It will be the responsibility of Marhamchurch Parish Council to maintain the plaque and cover any costs with regards to maintenance.

Signed

16/7/19

Cllr Bray with liaise with Cllr O’Sullivan re installation of plaque. Date for unveiling of the plaque to be discussed at next meeting as an agenda item.

Annual Reviews

19/149

- a) **Risk Assessment** - this was circulated via email for Cllrs to review. It was resolved to adopt this Risk Assessment policy. Proposed Cllr Perry, Seconded Cllr Butler. Unanimous.
- b) **Financial Regulations** – this was circulated via email for Cllrs to review. Clerk highlighted amendments made to dates in points 6.9, 6.14, 13, & 16. The date has been amended from Sept 2017 to June 2019. It was resolved to accept the changes. Proposed Cllr O’Sullivan, Seconded Cllr Bray. Unanimous.
- c) **Standing Orders – deferred.** Clerk had not had a chance to review this prior to the meeting.
- d) **Asset Register** – Cllr Hunt had provided some feedback and amendments after last month’s meeting. To include Monkey Bars at Playpark (£700). Clerk made amendments and it was resolved to approve the Asset Register as a correct record. Proposed Cllr Perry. Seconded Cllr Bray. Unanimous.

Finance & Legislation.

19/150

- a) Update from Internal Auditor – report circulated. Need to provide monthly bank reconciliation which is in process once set up on trial system.
- b) Annual Audit:
 - (i) Section 1 – Approve 2018/2019 Annual Governance Statement. Each Councillor had been given a copy of Section 1. Clerk read out each statements and following discussions it was resolved responses to number 1-8 are affirmative and number 9 not applicable. Proposed Cllr Bray. Seconded Cllr Butler. Unanimous. Section 1 was completed and signed by the Chair and Clerk.
 - (ii) Section 2 – Approve 2018/2019 Accounting Statement. Copies of completed Section 2 had been circulated. It was resolved to approve the figures. Proposed Cllr Edwards. Seconded Cllr Perry. Unanimous. Section 2 was completed and signed by the Chair and Clerk.
 - (iii) Clerk advised she had not had chance to review the Variations of 15% and above, as per requirement for External Audit, in time for this meeting (Box 2 & box 4) between 17/18 & 18/19 but will circulate documents when completed for their review.
- c) It was not possible to resolve to approve payments as Clerk had made an error in calculations. Clerk to circulate correct figure post the meeting and to be resolved at next meeting.
- d) To note income and bank balances as per the schedule.

Parish Matters - Agree action and authorise associated expenditure.

19/151

- a) Highway matters – Clerk had lodged repair requests for broken wall opposite the Sunday School Room (ref: W1924871), & concerns re pavement outside the Primary School (ref: W1924869)
- b) East Helscott Renewable Energy Community Benefit Grant – no updates.

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

19/152

None raised.

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

19/153

Tues 16 July at 7:30pm. Community Governance Review – Bude & Stratton Town Council. Bullers ACV Listing.

Correspondence – circulated via email.

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.”