

# Marhamchurch Parish Council

Tuesday 3<sup>rd</sup> September 2019

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

## **Councillors Present:**

19/182: Chair Cllr J Walter, Vice Chair Cllr T Perry, Cllr F Hunt, Cllr T O'Sullivan, Cllr I Waterhouse.

**Also in attendance:** Clerk Mrs E Hawkins.

4 members of the public were present for the meeting.

## **Record and Approve Apologies.**

19/183: Cllr Butler sent her apologies due to personal commitments. Cllr Edwards sent apologies due to family commitments. Cllr Bray sent his apologies due to work commitments but hoped to attend later. It was resolved to approve the apologies. Proposed Cllr O'Sullivan. Seconded Cllr Hunt. Unanimous.

Cllr Chopak sent her apologies due to multiple Parish Council meetings on the same evening. She hopes to join later.

A query was raised whether reasons for absence needed to be provided. Clerk to double check and feedback at next meeting.

## **Declarations.**

19/184: None received.

## **Dispensations.**

19/185: None received.

## **Public Open Session.**

19/186: No comments.

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

19/187: It was resolved to approve the minutes and ratify all decisions made at the meeting held on 16 July 2019. Proposed Cllr O'Sullivan. Seconded Cllr Perry. Unanimous. The Chair Cllr Walter signed them as a correct record.

## **Matters Arising**

19/188: None.

## **Correspondence**

19/189

List circulated to Cllrs for information only – no action required.

## **Councillor Vacancy.**

19/190

Two members of the public attended and put themselves forward for the 2 vacancies.

Paul Crum introduced himself, has lived in the village for the last 5 years and has a strong focus on environmental activities for the community.

Laurence Kerr introduced himself, has lived in the village for over 20 years, has helped with village events and has previously been actively involved on the Board of Governors and Marhamchurch School.

It was agreed to discuss this further at the end of the meeting, as per guidelines provided by CALC.

## Planning.

19/191

### a) Decision Notices/Updates:

- (i) **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. **Refused.**
- (ii) **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. **Approved with conditions.**
- (iii) **PA19/05045** - Proposal Proposed new dwelling with detached garage. Land North Of Westlands Helebridge Road Marhamchurch Bude. **Refused.**
- (iv) **PA19/04135** Proposal Change of use of existing ancillary building into a residential unit (for personal use). Sunny Corner Hilton Road Marhamchurch Bude. **Approved with conditions.**
- (v) **PA19/01775/PREAPP** | Pre-application advice for residential development | Land South Of Little Elm Hobbacott Lane Marhamchurch Bude Cornwall. **Decided. Closed - Advice given.**
- (vi) **PA19/01768/PREAPP** | Pre application advice for proposed replacement dwelling. | Langford Barton Marhamchurch Bude. **Decided. Closed – advice given.**
- (vii) **PA19/04755** - Proposed residential 4-bed dwelling. Location Land South of Bullers Arms The Village Marhamchurch Bude. Applicant: Mashram LANDMARK ESTATES MARHAMCHURCH. **Approved with conditions.**

### b) Planning Applications/Appeals:

- (i) **PA19/05928** | Proposed additional storey extension over previously approved extension. Proposed single storey flat roof rear and side extension and proposed new play area. Bay View Inn Marine Drive Widemouth Bay Bude.

*Following a review of the proposed plans, and discussion Clerk was directed to comment that MPC have no objections to the proposal.*

### c) Awaiting Decisions: No update required.

**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.

**PA19/04184** Additional 24 Holiday Dwellings and Extension to Swimming Pool Building to Provide Woodchip Biomass Boiler Room with variation to conditions 2 of application no. PA17/02783 dated 09/09/18.

**PA19/05473** | Certificate of lawfulness existing use: Use of land for the siting of residential caravan | Land North Of Beeston Farm Marhamchurch Bude

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

19/192

a) Chairman.

Cllr Walter updated that the Seafarers Flag will be raised on the evening of 3<sup>rd</sup>, and not morning. This is due to a funeral in the village. It will fly for the 10 days.

b) Cornwall Councillor N Chopak.

Cllr Chopak discussed the concerns around school transport / bus service issues. WSM bus contract was not taken up which, although not directly affecting Marhamchurch, it is an issue which will require further discussions.

Planning has been fairly quiet over the summer but to be aware of any infill planning applications, which may be problematic. Cllr Chopak talked of the need for MPC to have a lead on Planning applications.

Allotments: Since MPC submitted a formal request to start proceedings to buy the land from Cornwall Housing, it has come to light that Cornwall Housing are now looking at the possibility of developing the land. This will mean that any progress will be hindered. Any updates to be circulated as and when.

c) PCSO C Krolick – no updates.

d) Playpark –

Cllr Hunt advised that there were no minutes to circulate, and also advised that the current committee volunteers would like to step down. They no longer have children who use the Playpark and would like to focus their time on other matters. Discussions were had around the possibility of recruitment of a new committee. Clerk to put something together for the school newsletter and to liaise with Cllr Hunt re requirements. Or is unsuccessful perhaps look into alternative options ie paying someone to make monthly checks. Need to have contact details at Park for anyone to flag health and safety concerns – should be Clerks email. Clerk to try and research how other parishes with playparks manage this and feedback at next meeting.

e) The Clerk.

There have been some amendments to the outstanding payments to B.Heathcote due to tax code changes. Relevant changes have been made, and necessary tax has been paid to HMRC.

8:10pm – Cllr Bray joined the meeting.

**Community Governance Review.**

**19/193**

**\*\*Standing Orders were lifted to allow members of public to contribute to the discussion\*\***

Cllr Walter gave an overview of information MPC had received highlighting the details of Bude-Stratton Town Council's proposals. Option 1 includes a complete take over of Marhamchurch Parish Council, along with surrounding parishes of Launcells, the coast of Poundstock Parish and Ivyleaf area of Kilhampton Parish. Option 2 taking in the coastal part of Marhamchurch Parish only. A public engagement meeting is planned for Weds 11<sup>th</sup> September at 7pm in Ivor Potter Hall, Parkhouse Centre and it was agreed that a strong representation is important to highlight Marhamchurch's vehement opposition of this proposal. It was unanimously agreed by Cllrs and parishioners alike, that either of the proposals were not acceptable and that firm representation at the upcoming public engagement meeting is imperative.

Cllr Walter circulated fliers along with posters, highlighting the upcoming public engagement meeting, and requested that all Cllrs and parishioners raise this with neighbours, and residents to make them aware of the proposal by BSTC. Information is already on the website, and will be in the Noticeboard by Thursday.

Cllr Walter advised she has received communication from the Chairs of the other affected parishes, and has another meeting planned to discuss a collaborative response to the proposals made by BSTC at the upcoming meeting. Cllr O'Sullivan to join this meeting, along with a local resident and feedback.

Cllr Walter & Cllr Perry will go out to Widemouth to talk with residents there, as well as putting information up in the local shop.

Dr Peter Hillenbrand will circulate information at the regular coffee morning, as well as advertise on Marhamchurch Village Shop.

Cllr Hunt will request this information to be included in the next Parish Newsletter, and Clerk to raise this with parents at the school.

It was unanimously agreed that Marhamchurch Parish Council should reaffirm their vehement opposition to BSTC proposals. Proposed: Cllr O'Sullivan. Seconded: Cllr Hunt. Unanimous.

Cllr Walter thanked everyone for their comments, and advised that Standing Orders had now resumed.

### **Allotments**

#### **19/194**

No updates from Community Link Officer, but please see information from Cllr Chopak in report 19/92b.

### **Community Emergency Plan**

#### **19/195**

Cllr Walter and Cllr Butler have reviewed templates and once school returns, they plan to begin planned Community Engagement.

### **Cemetery**

#### **19/196**

Over the summer it has been busy. Clerk has received a number of plot reservations, 3 interments and 2 memorial stone applications. Thanks to Tony for doing a great job ensuring the Cemetery is in excellent condition prior to any interment, as well as ensuring all plot markers are clearly visible.

Cllr Perry advised that a new granite post was to be installed in the Cemetery.

### **WWI Centenary**

#### **19/197**

Item to be removed for next agenda.

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

**19/198**

Cllr O’Sullivan to provide update of plans at next meeting.

8:45pm – Cllr Chopak arrived at meeting, and sent apologies as was delayed at another Parish Council meeting. Cllr Chopak gave her report – please refer to item 19/192b.

**Bullers ACV Listing**

**19/199**

Clerk updated that she had not had the opportunity to circulate information re processes and criteria for Cllrs to review before this meeting. It was agreed to defer this to the next meeting, due to the importance of the Community Governance Review.

**Quarterly finance review**

**19/200**

This was checked and agreed in July 2019 by Finance Portfolio Holder.

**Clerk Employment Review.**

**19/201**

A review meeting was held on 22 July 2019.

1. Committee congratulated Clerk on a successful 8 months in post and it was agreed that Clerk had completed probationary period, successfully.
2. It was agreed that in line with the 2018-2019 National Salary Award Briefing that the Clerks salary should be amended. From April 2019 Clerks Spinal Column Point has moved from SCP24 to the new SCP 15. This means annual salary for F/T employment has increased from £22,401 to £22,911. Clerks hourly rate has increased from £11.643 to £11.908. It was agreed that the Clerks new rate of pay will be implemented for September’s meeting. Proposed Cllr Bray. Seconded Cllr Perry. Unanimous.
3. Contract Review – it was agreed by all parties at the review meeting to amend the contract, Item 9.2 and remove the 2nd paragraph starting ‘Subject to satisfactory performance...’ and to review the single salary point at annual anniversary of Clerks employment (19 Nov 2019). Clerk to action. This is still pending; Clerk will bring to next meeting.
4. Annual Review to be on or around 19th November. Clerk to liaise with Committee and arrange meeting nearer the time.
5. Clerk advised that Pension payments have been amended to reflect new pay scale, and agreed by Pension Provider. Clerks contribution has changed from £36.07 to £36.89 & MPC contribution has changed from £122.65 to £125.44.

**Poppy Wreath**

**19/202**

It was agreed that Cllr Bray will lay the wreath on behalf of MPC. Clerk to order wreath as a priority usually from Burn View British Legion.

**BT Kiosk.**

**19/203**

There is a formal consultation process in place regarding public payphone removals. 1 phone box in Titson which may be removed. This item was discussed, but it was agreed that MPC have no comments to make regarding this to Cornwall Council, nor have any wish to purchase the telephone box from BT. Clerk to respond Cornwall Council.

**Community Network Panel Workshop on Wednesday 2 October.**

**19/204**

A Community Network Panel (CNP) Workshop will be held at 12noon-3pm on Wednesday 2nd October 2019 in Marhamchurch. Venue: Marhamchurch Methodist Sunday School Rooms, Pinch Hill, Marhamchurch, EX23 OER.

The workshop will be focused on the following three aspects with the resulting recommendations being made to the CNP Meeting, on the following Monday (7th Oct).

1. Community Network Panel Terms of Reference
2. Community Network Priorities – including the frequency of meetings and use of workshops
3. Community Network Engagement Plan

Cllr Walter and Cllr Perry said they were able to attend. Clerk will be attending, to provide access to building. Clerk will liaise with organisers to see if refreshments are required.

**Draft Homelessness & Rough Sleeping Strategy for Cornwall**

**19/205**

Cornwall Council are working to develop the new homelessness and rough sleeping strategy for Cornwall. The comments received from the recent consultation have influenced the preparation of a draft strategy and this draft strategy is available for initial comment, closing date Thursday 12th September 2019. Clerk circulated documents to Cllrs for their review and any feedback. No feedback noted.

**CNA SOS Policy Document requirements.**

**19/206**

Clerk has emailed Cornwall Rural Community Charity, and sent a follow up email. All paperwork has been completed for the proposed maintenance day at Marhamchurch Playpark, and online survey completed. Policy documents are ready to be submitted, but MPC does not hold a written copy of the Health & Safety Policy (and are not required to do so, as Clerk is the only employee). Clerk is waiting to hear back from them whether not being able to submit this, would risk our eligibility.

**Annual Reviews**

**19/207**

- a) **Standing Orders – deferred.**

## **Finance & Legislation.**

**19/208**

- a) Update from Auditor –External Auditor emailed with a query – which was addressed. The necessary document was submitted with the original application but was overlooked by the Auditor. No further communication has been received.
- b) It was resolved to approve payments totalling £1704.18 plus consider payment of urgent accounts presented by the date of the meeting. Invoice received from Cllr Hunt re Playpark bark of £120.00 to E. McDonald. Proposed Cllr Waterhouse. Seconded Cllr Hunt. Unanimous.
- c) To note income and bank balances as per the schedule.
- d) Bank Reconciliations – circulated and noted by Cllrs.

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

**19/209**

- a) Highway matters – Clerk to lodge repair request to Western Power for damaged pole outside Sunday School meeting room & Contact BT re wires in trees in top Cemetery.
- b) No update from East Helscott Renewable Energy Community Benefit Grant.

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

**19/210**

- i) New property address request received from Gregory, Site Manager for The Bullers CarPark development. Name proposal is 1, 2, 3, 4, 5 & 6 Perran Close. Cllrs were happy with this name proposal. Proposed Cllr Bray. Seconded Cllr O’Sullivan. Unanimous. Clerk will notify Gregory.
- ii) It was agreed unanimously to welcome Mr Laurence Kerr and Mr Paul Crum onto Marhamchurch Parish Council. Clerk requested that they stay after close of meeting to sign necessary paperwork. Clerk to notify relevant department at Cornwall Council.

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

**19/211**

15 October 2019.

## **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.”