

Mr R Hockin welcomed the Directors from Westcountry Land, Messrs John Schuttkacker and Justin Dodge to the meeting. Mr R Hockin advised the meeting that the parish council have no pre-determination about any proposal that may be put forward and that the meetings with Westcountry Land is purely to enable the directors to advise the parish council of their proposals and give an update in relation to affordable housing on land at Hobbacott Lane.

Notes from the presentation are at the end of the minutes.

Marhamchurch Parish Council

Tuesday 16th June 2015

A meeting of the Parish Council was held in the Methodist Room on the above date at 7.50pm.

Councillors present: Chairman Mr R Hockin, Messrs M Grills, R Blewett, S Colwill, T O'Sullivan, T Perry, J Petherick, Mrs F Hunt and Mrs I Waterhouse.

Also in attendance: C Cllr N Chopak for most of the meeting.

Approximately 14 members of the public were present

Apologies Mr T Edwards.

The Chairman welcomed Mr Jason Petherick to his first meeting as a councillor. Mr Petherick's Acceptance form was completed, signed and witnessed.

15/119 **Declarations of Interest** – No declarations

15/120 **Dispensations** - No requests were received

15/121 **Councillors' Registers' of Interest** – Councillors were reminded to advise the Clerk at any time of any changes.

Public Open Session

15/122 Mr D Rouse asked if anything is being done about the trees at the bottom end of the Revel Field. He advised that some are dead and generally they have become too big and are dangerous; also children are climbing them. The Chairman confirmed that the Revel Trustees are aware of the matter. Mr P Jones advised that the Revel Field Trustees are in contact with a tree surgeon.

Minutes

15/123 The minutes of the meeting of 19th May 2015 were unanimously approved and signed.

Matters Arising.

15/124a Para 15/105a(6) – CC have advised there are not any more Code of Conduct training sessions arranged. The Clerk has asked if Bude & Stratton Town Council is having any training.

15/124b Para 15/105a(7) The Chairman and Mr T O'Sullivan had attended the Case for Cornwall meeting in Bude.

Correspondence.

15/125a The following was circulated on 23.05.15

- i) 18 reports from the Annual Parish meeting.
- ii) Grant Thornton – Limited Assurance Newsletter Spring 2015.
- iii) Marhamchurch Playpark minutes 13.05.15
- iv) Update: CPRE Cornwall challenges housing numbers in the Local Plan.
- v) Leaflets & flyers from HAGS & SMP, Glasdon and Realise Futures.

15/125b The following items were placed for circulation:

- vi) The Case for Cornwall.
- vii) CC Annual Report 2014/15.
- viii) Statement from link on SLCC website: Communities will get power to block Wind Farms.
- ix) CC Communities and Devolution Bulletin May 2015.
- x) Vital Venues Newsletter May.
- xi) Cornwall 4 Change.

- xii) **Legal Topic Note (LTN) 79 Staff Pensions.**
- xiii) LTN 16 Control of Litter.
- xiv) LTN 45 Legal Proceedings.
- xv) NALC Legal Briefing LO3 – 15 Religious etc Observances) Act 2015.
- xvi) CC Communities & Devolution Bulletin dd 04.06.15.
- xvii) Local Association Information Service 1381 re Fly-grazing.
- 15/125c xviii) Cornwall Rural Housing Association advert for a vacancy at Longwool Meadow for a 3 bedroom property. There were 69 bids for the property, 20 applicants qualified for a 3 bedroom property but none of them had a local connection. A family from Bude with 3 sons (the youngest attends Marhamchurch Pre- School) have been shortlisted and will be interviewed by CRHA Officer this week.
- 15/125d Mr D Richardson has advised that some archives which have come to light have been placed on CD, he and Mr and Mrs Crane have a copy. The original documents will be donated to the County Records Office.
- 15/125e The date of the Bude Community Network Meeting has been changed from 13th to 20th July. Topics to be discussed are affordable housing and Mr P Mason, Head of Planning and Edwina Hannaford chair of the planning committee will be attending. Mr R Hockin is unable to attend and urged other councillors to attend.
- 15/125f Marhamchurch Methodist Church advice of rent increase with effect form 01.09.15 to £20.

Planning

- 15/126a Decision Notices:
 - i) APPEAL - DCLG Ref: APP/D0840/A/14/2228217. (PA14/07510) Construction of three 2-bedroom & four 3-bedroom houses with provision of associated parking and amenity areas. Demolish last addition to main area of function suite, first floor bedrooms over & car park stores. Bullers Arms. Mr S Rudman. DISMISSED
 - ii) PA15/02982- Construction of a dwelling Village Farm Marhamchurch. Mr S Rudman. REFUSED.
- 15/126b Applications:
 - i) PA15/04325 Application for Modification of Planning Obligations of a Section 106 relating to the erection of a local needs dwelling (affordable) - E1/2005/02684 dated 26th April 2006. Little Elm Hobbacott Lane Marhamchurch. Mr & Mrs Adams. Following the discussion Mr R Hockin proposed recommending refusal, seconded by Mr M Grills, the vote was unanimous to recommend refusal of the proposal.
 - ii) PA15/04722 - Construction of dwelling. Land North of Lane End Sharlands Road Marhamchurch. Mr and Mrs R Heywood. The councillors examined the plans and the Clerk read letters of objection to the proposal from Mr & Mrs Jenkins, Mr and Mrs Burdett and Dr T Edwards. The development is classed as back-land not infill, the Chairman referred to NCDC Local Plan DVS3 and it was agreed the proposal is contrary to the guidelines in para 8.23. The site is very small and there were concerns about loss of amenity, inadequate car parking space and loss or damage to trees and hedges. It was considered to be overdevelopment and not in keeping with other properties in the area and there is a risk of overlooking neighbouring properties. The councillors unanimously agreed that the proposal should be refused

Cllr N Chopak.

- 15/127 Cllr Chopak advised that there is mixed feelings about the proposals for Cornwall Council having devolved powers, and the rationale when taken in contrast with CC having to make a huge savings of £196 million, closing toilets and axing services. She advised that the trial period for the Minor Illness service running along the Minor Injuries Unit is coming to an end but that there has been criticism that it has not been sufficiently advertised – she said it is important to use the facility when necessary. The Library consultation has ended and CC are assessing some suggestions including the buildings being multi use hubs -ie sharing with the Police. Good Energy have lodged an Appeal against the refusal by

CC for the 11 Wind Turbines at Week St Mary an Enquiry or Hearing which will last for 6 – 10 days is planned for October 2015. Campaign Against Rural Exploitation (CARE) is raising funds to pay for legal advice. The solar farm planning application at North Tamerton was refused by the planning committee, however this means there is spare capacity on the grid and may lead to other proposals. The electric substation installation at Whitstone is 2 metres too high and is a Planning Enforcement issue. Discussions re the public toilets at Widemouth Bay Car Park are ongoing; there is a strong feeling that as CC collects huge revenue from the car park that some funds should go towards the toilet facilities. Some Poundstock Parish councillors have formed a sub-group with Bude Town Councillors as they have a similar situation in the carpark/toilets at Summerleaze and Crooklets.

21 nm

Bullers Arms Car Park.

15/128 The Clerk will make enquiries whether or not the car park is eligible for listing as a Community Asset.

Good Energy Community Benefit re Creathorne Solar Farm.

15/129 A signed letter dated 01.06.15 from Good Energy confirming they will make a community benefit payment of £30K each to Poundstock and Marhamchurch with no conditions, so there is no need for an agreement was received. £30,000 from GE Hazel Community was paid into the Parish Council Bank account Monday 15th June. There was a short discussion about the best way to get a consensus from the parishioners on how to best benefit the community. The Clerk has made some preliminary enquiries about a better interest account but TSB have confirmed that each customer can only have one 30day notice account and the rate is 0.05%. There are very few banks or building societies who offer parish council interest earning accounts. The Monmouthshire Building Society currently pay 1.15% but there is currently a geographical restriction for new accounts. Nat West pay 0.05%. Mr R Hockin suggested trying Virgin Money.

Parish Council website.

15/130 Mr A Morgan has visited the Clerk and spent some time discussing requirements and ideas for the website. Mr Morgan has set up a mock website as an example which the Clerk has forwarded to the councillors for comments together with the various hosting costings. The cost of a .gov.uk hosting is £89 + VAT per annum and a registration cost of £178 + VAT. The registration costs may be reduced as Mr Morgan is currently negotiating with 2 other councils. It was unanimously agreed to have a.gov.uk. The Clerk has contacted CALC about grant funding which may be available. The Clerk advised she would keep a log of the amount of time taken dealing with the website, meetings, training etc.

Information Commissioner Data Protection Renewal - £35

15/131 This is a legal requirement.

Society of Local Council Clerks (SLCC) Annual Renewal subscription

15/132 Total £149.00 – shared between 2 parish councils. It was unanimously agreed to pay half – £74.50

Annual Reviews

15/133a **Governance & Finance** - The Clerk is mindful of Statutory Regulations and Local Government Acts which are taken into account. The parish council subscribe to CALC whose newsletters and correspondence are circulated. Appropriate training when required is considered. The parish council contribute to the Clerk's membership of SLCC who also provide advice. The Clerk liaises with CALC & SLCC when necessary. Comprehensive figures are provided in good time to enable the councillors to give full consideration when setting the Precept. Approved

15/133b **Financial Regulations** - Each councillor has a 2014 updated copy. Approved.

15/133c **Internal Audit** - The Clerk forwards copies of all agendas, minutes and payments to the Internal Auditor (IA) monthly. The IA and Clerk liaise as and when necessary. The IA undertakes spot checks prior to completing the annual return. All invoices are provided at each meeting when payments are approved and cheques signed. All finance documents are given quarterly to the Chairman who has responsibility for finance. Quarterly balance sheets and bank reconciliations are circulated.

Arrangements are in place to comply with the new Transparency Code. The councillors are of the opinion that the IA is adequately qualified for her role. The Councillors are of the opinion that the further checks undertaken quarterly by the Chairman are adequate. Appropriate notices and information are advertised as required. Approved

15/133d **Risk Assessment** – Each councillor has been given a copy of the updated Risk Assessment. Additions included a section relating to the Public Conveniences regarding safety checks. It was agreed to defer the Risk Assessment review to the next meeting.

15/133e **Admin charges with Week St Mary Parish Council** - The basic quarterly rent for use of equipment was increased to £33 last year. Printing and copying remains 10p per copy. Approved

15/133f **Parish Council Policies** - The Clerk is compiling a file of policies, protocols, regulations and codes which will be reviewed annually and as necessary. Approved

Finance

- 15/134 a) Payments totalling £2,757.83 as per schedule plus £134.50(2 cheques: SLCC and R Blewett) were unanimously approved
b) The Clerk has negotiated a new 12 month contract with BT for broadband and calls for £24.50 (a reduction of £2.91) per month.
b) Income. Good Energy Hazel Fund £30,000.00
c) Bank Balances. Bank Bal as at 16.06.15 Int Acc £40,417.03 Current Acc £3,558.18
Playpark Int Acc £1,201.70 Current Acc £1,572.48

Public Conveniences

- 15/135 a) Repairs – Mr T Perry has repaired the back rest in the ‘gents’. He will check to see if other parts of the disabled furnishings need replacing.
b) Risk Assessment Safety Check. The Clerk has been in contact with the insurers and Health & Safety to check the legal requirements and or recommendations. It is recommended to have the mains electric tested every 5 years, to periodically visually inspect any wiring for defects. Wallgate unit manufacturer guidance is for units to be tested and inspected twice a year. The Clerk was directed to contact Mr F Hodges to check the mains electric now and diarise for 5 years’ time; for him to check the Wallgate Unit now and annually and to check to see if any other electrical equipment needs checking from a safety aspect. It was agreed that Legionella testing is unnecessary as all the systems are used and flushed regularly. Mr Amos-Yeo attends normally daily and does a visual check of any dangers/damage.

Parish Cemetery

- 15/136a Messrs R Hockin and R Blewett are planning to visit the cemetery to check the wall.
15/136b Rubbish Bin has not yet been ordered
15/136c Mr R Blewett is making arrangements to remove the grass/compost.

Devon & Cornwall Police Consultation.

- 15/137 The survey was circulated and the Clerk will respond and send it off.

Parish Matters

- 15/138 **Highways** – Mr D Rouse advised that in his opinion the village is in a terrible mess due to weeds not being cleared. The Chairman confirmed that CC is no longer funding street weed spraying for 2015/16. The Clerk will make enquiries if Bude & Stratton have contractors who treat weeds and if Mr S Jose, the footpath co-ordinator has the necessary licenses and it will be placed on the agenda for July.
Playpark – CORMAC have been booked to attend to the annual safety check. Mrs F Hunt is planning to speak to the inspector and she will ask about the trees and the fence. The Clerk suggested that all fund raising monies should be banked and money is withdrawn by cheque and a petty cash float is maintained. The details in the Playpark terms need to be updated.
Community Shop – Messrs P Hillenbrand and D Fensom finished the 2 Moors Walk and raised £450. The grant application is in progress.

Footpaths – CC have sent agreement to the 2015.16 partnership. The contractor has not yet responded re-signing the agreement and providing his insurance details.

War Memorial – Messrs Short & Son have re-painted the lettering.

BT Kiosk – The telephone box has been decommissioned.

Consider upgrading parish council printer.

15/139 The printer is slow, noisy and at times temperamental. The inkjets for the current printer are expensive and average only 500 black pages. The inkjets for newer printers average 2000 black pages, printers are quicker and quieter. The Clerk will get some prices for comparison for the next meeting.

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

15/140 **Transparency Code** A copy of the code and guidance which took effect from 01.04.15 had been circulated. Smaller councils with a turnover of less than £25K must place a copy of the full draft minutes on a freely accessible website within 28 days of the meeting. All agendas must be on a website 3 statutory days before the meeting. Other information to be published annually with effect 01.07.15 thereafter not less than annually and not later than 1st July in the year immediately following the accounting year to which it relates. This includes all items of expenditure above £100 net, end of year accounts, signed bank reconciliations, explanation of significant variances, (more than 10-15%), signed governance statement, signed internal audit report, list of councillors responsibilities, details of public land and building assets. The code for councils with a turnover exceeding £200,000 has another set of regulations. There is no transparency code for councils with an annual turnover exceeding £25K but less than £200,000K. Figures for 2014/15 are within the first threshold banding.

Items for next agenda

15/141 Policies and Protocols, Risk Assessment, BT Kiosk, Defibrillator, Bullers Arms Car Park, Community Fund, Staff Pensions, Weed Clearance.

Date of next meeting

15/142 Tuesday 21.07.15 at 7.30pm