

## Marhamchurch Parish Council

Tuesday 17<sup>th</sup> May 2016

The Annual Parish Council meeting was held in the Methodist Sunday School on the above date at 7.55pm.

**Councillors present:** Chairman Mr R Hockin, Messrs R Blewett, S Colwill, J Petherick, T Edwards, T Perry, Mrs F Hunt, Mrs I Waterhouse and Mrs J Walter. Mr M Grills arrived at 8.05.

Also in attendance C Cllr N Chopak and the Clerk, Mrs B Heathcote.

Approximately 11 members of the public were present.

**Apologies** – Mr M Grills – will be late.

### **Election of Chairman.**

16/78a Mr T Perry nominated Mr J Petherick, but Mr J Petherick advised he felt he needed more experience.

Mrs F Hunt nominated Mr R Hockin, seconded by Mr R Blewett with unanimous approval. Mr R Hockin accepted the nomination but confirmed it would be his last year as Chairman. On behalf of the councillors, the Clerk thanked Mr Hockin for all his hard work, excellent chairmanship and also for the support he gave to the Clerk

### **Chairman's Declaration.**

16/78b The paperwork was completed, signed and witnessed.

### **Election of Vice Chairman.**

16/79 Mr R Hockin nominated Mr J Petherick, seconded by Mr T Perry with unanimous approval.

### **Declarations of Interest**

16/80 Mr S Colwill declared an interest in Planning Application No PA16/03319.

### **Dispensations.**

16/81 Mr S Colwill's previously agreed dispensation is still valid.

### **Public Open Session - To receive questions and answers from the public on an agenda item.**

16/82 No questions

### **Confirmation of the Minutes of the Meeting of the Parish Council held on April 19<sup>th</sup> 2016**

16/83 The minutes were approved and signed by the Chairman.

### **Matters Arising.**

16/84a **Para 16/57c Employer's Pension Scheme** – No update.

16/84b **Para 16/57d & e Matters Arising.** See Highways below.

16/84c **Para 16/58i a,b&c Correspondence Items. Extracts from SLCC The Clerk Magazine.** The Clerk has made a note for the information to be referred to at the appropriate stages – Grants, Risk Assessment Review and Clerk's holiday.

16/84d **Para 16/58 iv Correspondence. Letter and enclosures from Mr B Wallace re the Mules family.** The Clerk had been unable to find any information relating to evacuees. Mr J Petherick advised that a Wilcox family had once lived at Helscott and the Clerk will advise Mr Wallace.

### **Councillors' preferences for identified Councillor Business.**

16/85 The following were agreed

Public Footpaths	I Waterhouse
Tree Warden	I Waterhouse
Public Conveniences	R Hockin
Parish Cemetery	R Blewett
Bude Canal	M Grills
Community Shop	all councillors
Playpark	F Hunt
Planning	all councillors
Finance	R Hockin
Bude Community Network	To be decided when each agenda is published.
Marhamchurch Primary School	S Colwill

Clerk's Contract/Review  
BT Kiosk  
Parish Council Website  
Neighbourhood Planning

T Edwards  
S Colwill  
T Perry  
J Petherick

Topics not allocated: Public Transport, Highways & Street lighting, Police Liaison, Health Matters, and Defibrillator.

### **Correspondence.**

16/86a The following items were placed for circulation on 10<sup>th</sup> May 2016.

- i) Copy of email provided by Mr & Mrs Gilhespy re Young People of Cornwall - Youth Project.
- ii) Info from TSB re Financial Services Compensation Scheme.
- iii) Clerks & Councils Direct – Interesting article re acquisition and appropriation of land by local councils. See Legal Matters pages 10, 11 & 12.
- iv) Copy of an article from the latest Society of Local Council Clerks' magazine re the cost of repairing a wall.
- v) Copy of an email that PC S South listing changes to the PCSOs and formation of Police Liaison Group.
- vi) Communities & Devolution Update on devolution of public toilets 12.04.16.
- vii) Communities & Devolution Update on Libraries and One Stop Shops 20.04.16.
- viii) CC email re Gypsy and Travelling Communities Site Allocation Development Plan Document Scoping Report Consultation – Deadline 06.06.16.
- ix) N Coast Cluster Group re Public Footpath – Local Maintenance Partnership.
- x) *for* Cornwall newsletter April 2016.
- xi) Bude Community Network Panel Notes 11.04.16.
- xii) CC Communities Policy Advisory Committee 27.04.16
- xiii) CC Communities and Devolution Newsletter dd 10.05.16.
- xiv) Copy of the draft planning committee report re BAH car park.
- xv) Cornwall 4 Change – Call to Action re Cornwall Local Plan.

16/86b Correspondence dealt with at the meeting

The Clerk referred to an email from Help to Buy South West with information about a property in Stratton. Help to Buy South West are the Government appointed agent delivering a one stop shop for Government backed affordable home ownership products in the South West. They are working with Cornwall Council to deliver a comprehensive service for households seeking all types of affordable home ownership in Cornwall, including affordable homes delivered by private developers through the Council's affordable housing planning policy.

### **Planning.**

16/87a Decision Notices/Updates:

- i) PA16/02725 - Removal and subsequent replanting of hedgerow to enable essential repairs to retaining wall. Willow End Hobbacott Lane Marhamchurch. Mr R White. No objections (OHL/OHE/HG apps).

16/87b Applications:

- i) PA16/03319 - Proposed Extensions and Alterations to Existing Dwelling - White Lodge Marhamchurch. Mr Christopher Smart. The Clerk read the Planning Officer's comments. Following viewing the plans and the short discussion Mr S Colwill left the meeting. It was unanimously resolved to recommend approval. Mr S Colwill returned to the meeting.

16/87c Deal with any Planning matters received by the date of the meeting.

- i) Outcome of CC Planning Committee meeting re PA16/00853. The Chairman advised that the planning committee had deferred their decision pending more information about how the loss of the car park will impact on the future sustainability of the Bullers Arms Hotel. A meeting has been arranged by Cllr Long, planning committee chairman and the following have been invited: Cllr N Chopak, a representative from the Parish Council, a representative from Marhamchurch Conservation Group, Planning Officer, John Rudge, Mr Rudman and his agent. The meeting is not public. It was unanimously agreed that Mr R Hockin will

represent the parish council. The application will be an agenda item on the planning committee meeting on 20.06.16.

- ii) Update re APPEAL APP/00840/W/15/3014917 PA14/02107 - The Big Field Wind Farm. The Hearing took place in Launceston 26.04.16 – 10.05.16. Mr R Hockin and the Clerk had attended on the Appeal Hearing first day in the morning and at the evening meeting on the penultimate day when the public were invited to speak. The Appeal Inspector makes a report and recommendation to the Secretary of State. A decision is not expected until November 2016.

#### **Cllr N Chopak.**

16/88 County Councillors have voted to raise allowances. CC Chief Executive, Kate Kenally is keen to promote Localism, be less Trurocentric and visit other parts of Cornwall. Plans are being made to remove business rates on public conveniences. Cllr Chopak is on the Health and Adult Care committee, but had not been for-warned that operations/clinics at Barnstaple Hospital are under review. She is trying to find out more and wishes to know if anyone has any procedures that are transferred elsewhere having been planned to take place at Barnstaple. CC has a 12 month plan for road maintenance including potholes. Members of the public asked Cllr Chopak about some points debated by County Councillors in the planning committee discussion re PA16/00853. Cllr Chopak was unable to clarify the points raised and it was suggested that possibly the answers to the queries are contained in the minutes of the meeting.

#### **Application for a CC Grant from the Local Devolution Fund.**

16/89 The Clerk has received a quote from BT as follows: Installation £120, delivery of router £8, Line rental £21.20 per month, unlimited broadband £20.00 per month. This does not include a telephone line and the monthly costs are for a 24 month period. The total cost for the 1<sup>st</sup> year will be £622.40 + VAT. Thereafter £494.40 for the following and each subsequent year dependant on tariff increases. Following the short discussion, the Clerk was directed to proceed with the Grant Application.

#### **Neighbourhood Plan.**

16/90 It was agreed that the talk given by Mr C Sims, CC Link person for Bude & Launceston at the Annual Parish meeting had been very interesting. Following a short discussion, it was agreed to place on the agenda for the next meeting with the intention to decide whether or not to progress with a Parish Neighbourhood Plan.

#### **Annual Insurance Premium Renewal.**

16/91 The 3 year long-term agreement is active until 31.05.17. Property has been uplifted by the appropriate index linking percentages. All parish council property including the play equipment is covered for public liability. Last year the premium was not increased to include the 2 playpark picnic benches for material risk. The quote for 2016/17 is £602.81. Items covered for material risk are public toilets, (excess between £100 - £250), bus shelter, 5 Millennium benches, 2 seats, 3 noticeboards, rubbish bins, grave markers, football goalposts, lawnmower, war memorial, IT equipment, 2 playpark benches (all excess £100). To include the laptop, projector, screen and additional grave-markers this year for material damage there is no extra cost but there may be an increase next year. The 4 x way springer, the kiosk and the defibrillator have not been added. The insurance company need a valuation for the kiosk before they can quote. It was unanimously agreed to pay the £602.81 now and the Clerk will continue to find a valuation for the kiosk and will contact FLEET about the insurance cover for the defibrillator and advise Zurich accordingly.

#### **Discuss venue for Parish Council meetings.**

16/92 The Village Hall is currently available at 7.45 on a Tuesday or 7.30 on Friday evenings. It was resolved to continue using the Methodist Sunday Schoolroom for meetings.

#### **Community Benefit Fund – Update re Village Hall, Playpark and Revel Field.**

16/93 a) Mr M Grills advised that he had attended a meeting in the Revel Field and in addition to the work

involved with the wooden fence to be erected, there is clearing/preparation work required and quotes are being sought.

b) The Chairman asked the Clerk to review the suggestions provided by parishioners to see if there are any other projects that can benefit from the Fund.

### Consider requests from Marhamchurch Village Shop

16/94 a) to erect a banner. The Shop Committee have written requesting permission to erect a banner on the site of the proposed shop. Following the short discussion, the Clerk was directed to write and confirm that in principle, the parish council have no objections to a banner being erected on the ground in front of the public conveniences but that they would like to have more information about the size and materials to be used and whether it is temporary or permanent. The parish council also request that the Shop Committee enquire if planning permission is required.

b) funding for the public toilets included in the proposed new build. The Shop Committee have advised that the total area of the shop and the new unisex public convenience with access for disabled users is 108m<sup>2</sup> and the estimated total building costs are £118,499. The unisex public convenience building cost estimate is £7,810. The Shop Committee request that the Parish Council fund the building of the public convenience. The Clerk confirmed that the parish council have the power to provide public conveniences. During the discussion, it was noted that there is no indication of when the funds will be required and that if funds are pledged, the parish council may need to set a time limit for how funds are ring fenced. Mrs J Walter proposed that the Parish Council earmark funds for the cost of the toilets as requested. Mrs F Hunt added that, as there were already public conveniences in existence, she felt it was not right to use parish council funds or to precept to cover the cost. Mrs F Hunt proposed using some of the Community Benefit Fund to cover the cost as requested by the Shop Committee which was given unanimous approval.

### Policies and Protocols

16/95 The Equal Opportunities draft policy had been circulated and was unanimously approved and adopted.

### Weed Treatment.

16/96 Mr J Sachs has not provided a quote; CORMAC has quoted for 2 visits per annum and verbally advised that they do not want to consider 1 treatment per annum. Bude Stratton TC has quoted for 2 and 1 treatment per annum respectively. The Clerk had circulated 3 maps showing different potential treatment areas. The Chairman proposed weed treatment cover as shown on map C which includes the area originally covered by CC plus Underlane, Boundary Drive, Old Orchard Close and extends further along each road coming into the village. It was resolved to accept the quote from Bude Stratton Town Council if they can agree to do the work for the same price for 3 years.

### Annual Audit – Internal Audit certification.

16/97 The Clerk has met with Mrs L Mason who has approved the Internal Audit section of the Annual Audit. The paperwork has been posted to the External Auditor.

### Finance

16/98: a) It was resolved to authorise payments totalling £3,171.23 as per schedule.

b) Income. Playpark Quiz Fundraiser in April £263.00

c) Bank Balances.as at 15.05.16	Monmouthshire B/Soc		£21,000.79
	TSB	Int Acc	£ 7,943.24
	TSB	Current Acc	£ 4,617.11
Playpark	TSB	Int Acc	£ 1,000.30
	TSB	Current Acc	£ 4,542.22.

### Other Parish Matters

16/99a **Highways** – updates and new information as follows:

i) CC email dated 26.04.16 advised that Mr G Haydon has been asked to investigate the water coming through the tarmac in Hobbacott Lane.

ii) CC email dated 12.05.16 advised that the damage to grass area by Elm Cottage is currently being investigated and if the area is deemed defective, following a formal inspection, remedial measures will be arranged.

iii) The Clerk had contacted CC because the grass areas in the village have not been cut. Bude Stratton Town Council has the contract for undertaking the work and they have subsequently advised that they received confirmation of the Service Level Agreements from CC on 20<sup>th</sup> and 27<sup>th</sup> April and are therefore considerably behind on their grass cutting schedule. They are also 2 members of staff down in the Facilities Team at present.

iv) Potholes on the road from Chrisney Cross to Hilton Road - No update.

v) The Clerk has emailed Cllr Chopak about the footpath outside Courtlands which does not appear to be finished (the kerb is higher than the tarmac and is a trip hazard) to enquire if it is a planning or highways matter. Update awaited.

vi) The Clerk has forwarded an email received from Mr S Colwill to Cllr N Chopak re a drain in Hobbacott Lane (outside Cresthaven) which appears to be installed slightly higher than the surrounding road surface and most of the surface water running down the side of the lane flows straight past it. There are also potholes that are leaking water further up Hobbacott Lane which is most likely caused by a blocked drain.

16/99b **Public Toilets** – SWW have issued a bill for £234.51 and when the Clerk made enquiries it transpired there was a query with the meter reading provided on-line and the bill should not have been issued. SWW have since accepted a meter reading over the telephone and will initiate a replacement bill.

16/99c **Parish Cemetery** – Following a request for parishioner rates for the late Mr T Gliddon, the Clerk had received approval from councillors

16/99d **Playpark** - Outdoor Playpeople are unable to supply the Jeep as soon as planned due to a problem with the supply of the paint colour requested. The Jeep had originally been scheduled for delivery, at a reduced price, after being used as a display model the Royal Cornwall Show. Outdoor Playpeople will honour their discount price even though the one that will be supplied a bit later will be brand new.

16/99e **Defibrillator** – following an emergency, the defibrillator had been accessed/used. It was taken away by the paramedics and duly returned and installed by Mr Trebilcock.

16/99f **BT Broadband/Telephone** – In March, when the line rental was paid, caller recognition display was offered free of charge 12 months and accepted. The contract for broadband and calls is due for renewal in June. On the latest BT bill the tariff has increased. It transpires that a new tariff had been instigated to start from Apr 16 – May 17 at the time the line rental agreement was made. BT has said they will adjust the charge on the next invoice.

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

16/100 Cllr N Chopak is following up an email from Mr S Colwill to check that the planning officer dealing with the Westcountry Land proposal is aware of the substantial civil engineering work being undertaken beside Willow End.

#### **Date and time of next meeting.**

16/101 June 21<sup>st</sup> 7.30pm

#### **Items for next Agenda.**

16/102 Playpark Terms of Reference, Constitution and Minutes' approval. Cemetery Matters. Employer's Pension Scheme, Risk Assessment and other annual reviews.