

Marhamchurch Parish Council

Tuesday 18th April 2017

A meeting of the Parish Council was held in the Methodist Sunday School on the above date at 7.35pm.

Councillors present: Chairman Mr R Hockin, Messrs J Petherick, R Blewett, S Colwill, T Perry, T Edwards & Mrs J Walter.

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

Approximately 12 members of the public were present.

Apologies Mr M Grills, Mrs I Waterhouse and Mrs F Hunt.

Declarations of Interest

17/78 Mr R Blewett declared an interest re Planning Application PA17/02870.

Dispensations.

17/79 No dispensation requests

Public Open Session to receive questions and answers from the public on an agenda item.

17/80 A question was asked about the bridge closure at The Old Foundry. Cllr N Chopak advised that it was inspected and found to be hazardous for pedestrians and was closed on 05.04.17 until 25.10.17. Cllr Chopak advised that CC Countryside Officer is in debate with the bridge owner Mr Blake. Foundry Lane which is a Byway leading to the bridge in is Marhamchurch Parish and the other side of the bridge which is in Bude Stratton Council area is a Public Right of Way footpath. There was a short discussion about the importance of it being kept open. It was confirmed that the bridge had historically been used for vehicles and it was suggested that it ceased to accommodate vehicles in the mid-1980s. It was pointed out that there are several families living in accommodation Marhamchurch side of the bridge and that all deliveries, including post will now need to be via Foundry Lane.

Confirmation of the Minutes of the Meeting of the Parish Council held on March 21st 2017.

17/81 It was unanimously resolved to approve the minutes which were signed by the Chairman.

Matters Arising.

17/82 **Para 17/56 Defibrillator Training** had taken place as planned and was very well attended,

Correspondence.

17/83a The following items (most of which had been emailed) were placed for circulation on 11.04.17.

- i) LCR.
- ii) CC Communities and Devolution Special Bulletin – Update on the Town Parking Review.
- iii) CC Communities and Devolution Special Bulletin – Countryside Access Forum.
- iv) CALC Weekly News – 24.03.17; 31.03.17, 07.04.17.
- v) NALC Employment Briefing E09-17.
- vi) Glasdon publication – ideas for village entry/speed reminders.
- vii) Neighbourhood Planning E-bulletin March 2017.
- viii) Pensions Regulator information. Staging date (01.04.17) duties complied with and Declaration of Compliance (date 31.08.17) complied with.

17/83b i) Women's Rape and Sexual Abuse centre (Cornwall) requesting funds. The letter will be placed on file for the November meeting.

Planning

17/84a Decision Notices/Updates.

- i) PA17/00979 – Erection of general purpose agricultural building. Land off Hilton Road Marhamchurch. Mr Benjamin Marsh. In contrast to the parish council recommendations, the planning officer has advised the proposal is likely to be recommended for approval as it is considered that the landscape impact is not harmful in this undesignated landscape and considering the larger farm building on higher ground to the south. The applicant has

provisionally agreed to reduce the height of the building and cut it into the site levels (although details of these amendments have yet to be received). Equally, following no objection from the Environmental Protection Officer, the proposal is not considered to result in any harmful impact upon neighbouring amenity. In accordance with the Protocol for Local Councils, the Parish Council have three options:

1. Agree with CC planning officer recommendation.
2. Agree to disagree.
3. Maintain objection against the recommendation and request committee consideration by the planning committee and the planning officer will contact the CC Ward member.

The protocol for No 3 explains the importance of a representative from the council attending and speaking at the planning committee meeting so the committee can fully understand council's reasons for proposing a decision which is contrary to that of the case officer. A response had to be made within 5 working days from the date of the planning officer's email. The Clerk had emailed the councillors and received 7 maintain objection, 2 agree to disagree, 1 no comment. Further comments received from the councillors were forwarded to the Planning Officer; these included asking the Environmental Health Planning Liaison for clarification on specific points so the Parish Council can demonstrate they acted with reasonable diligence in highlighting these matters and representing the concerns of parishioners. The Clerk has not had confirmation but it is likely the application will be on the sub area planning committee meeting in June.

- ii) PA17/01140 - Two storey extension to existing holiday cottage. Hilton Farmhouse Holiday Cottages Marhamchurch. Mr & Mrs B Emery. Pending.
- iii) PA17/01397 - Demolition of Public Conveniences to be replaced by Village shop with Accessible Public WC with first floor store and office. Public Conveniences The Village. Dr Peter Hillenbrand Marhamchurch Village Shop. Approved.
- iv) PA17/01852 - Two storey extension to existing barn conversion (annexe). East Helscott View Marhamchurch. Mr & Mrs F Bray. Approved.
- v) PA17/02218 - Demolition and Replacement of Existing Two-Storey Dwelling with a New Two-Storey Dwelling. Cyder Cottage Hilton Road Marhamchurch. Mr & Mrs Hide. Pending.
- vi) APP/D0840/W/16/3154072 – Appeal – Former Car Park. Appeal allowed.

17/84b Applications/Appeals.

- i) PA17/02870 - Erection of a timber frame extension to form a new kitchen. Dan Eglos, Underlane, Marhamchurch. Mr & Mrs Martin Russell. Mr R Blewett left the room. Following examination of the plans and the short discussion it was unanimously resolved to recommend approval. Mr R Blewett returned to the meeting.

Cllr N Chopak.

17/85 Cllr Chopak explained that due to pending county council elections she is in the purdah period and could only speak on updating matters. She confirmed that she has spoken to CC Countryside Ranger G Cann re the blockage in River Neet who has confirmed that the Environment Agency have advised that they have been liaising with Mr M Grills about the matter but that it is not flagged as a priority.

Update re Community Asset Listing application of Bullers Arms car park.

17/86 CC enquired, as the Appeal has been allowed and planning permission being granted, if the parish council wish to proceed with the application. Following the short discussion, it was unanimously resolved to withdraw the application.

Neighbourhood Plan update.

17/87 Information about the NP was circulated in the last parish newsletter and it is planned to inform parishioners further by delivering an update in due course. Another working group meeting will be arranged soon. Mr J Petherick confirmed that the CC led meeting on 31st March attended by other

parish councils in the Poundstock ward had been very useful, with funding being one of the key points from the meeting. It was agreed to have an individual plan for Marhamchurch and not to join with other parishes for a cluster NP. The room hire was £20 and it was resolved Marhamchurch will cover the cost.

Community Benefit Fund

- 17/88 a) Planters and flowers in the village. Some parishioners in Hilton Road have kindly donated a planter and plants/flowers by the Marhamchurch sign in Hilton Road. Mr T Perry has made a planter with earth for Pinch Hill which J Walter has planted. £20 plants were donated from B&M. Mrs J Ward will provide some bulbs and flowers in a few weeks. Thanks were expressed to Tony and Jackie. Following a short discussion it was resolved to allocate £500 from the CBF for planters and plants.
- b) Request from Marhamchurch Playpark for £5,500. The engine and log truck in the playpark need to be replaced as soon as possible as a priority and the slide will also soon need replacing. The playpark have received quotes for an 'Eddie the Engine and Wagonette' for £4986 + VAT + delivery and installation. Following the short discussion, it was resolved 6 v 1 to approve the request.
- c) Deal with other CBF matters received by the date of the meeting. A current balance sheet was circulated.

Playpark - approve minutes

17/89 No minutes received in April.

Update re Local Devolution Fund Community Broadband project.

17/90 Letter of confirmation to go ahead with the installation received from Marhamchurch Methodist Trustees. The Clerk will place the order with BT as soon as possible.

Closed bridge over Public Byway adjacent to Foundry Cottage.

17/91 See above Minute Ref 17/80

Weed Treatment.

17/92 No response from BSTC about how often they treat the areas as per their contract with CC. Mr R Hockin has seen staff from BSTC and they had confirmed they are planning to treat the weeds this year.

Parish Council PC and Laptop functionality check and virus checker update/upgrade.

17/93 The Clerk was directed to have the IT devices serviced and Bullguard renewed on the laptop and PC.

Annual Insurance Renewal.

17/94 The 3 year long-term agreement expires 31.05.17.

Annual Membership Subscriptions

17/95 CALC £258.10 + VAT. It was unanimously resolved to renew the subscription. Seiretto – due to be renewed before June: Small business hosting annual 106.80, Domain registration 2 yearly renewal £213.60 (total net £267). £200 was allocated in the Precept for this year together with an expected reimbursement of £200 as part of the agreement when the Transparency Code was introduced. The grant payment is not a guarantee and the agreement terms may be reduced and it has been suggested that the grant will cease after this year. It was unanimously resolved to renew both subscriptions.

Review security of Cemetery Records' storage.

17/96 Mr S Colwill has provided the Clerk with links to document scanning service companies. The Clerk suggested photographing the record books may be an option, or alternatively see how long it takes to compile the information from the records books, from January 2017, onto a spreadsheet and depending on how long it takes could be an indication of how much it would cost to record all the details onto a spreadsheet.

End of Year Balances, Receipt & Payments and Income & Expenditure Accounts.

17/97 Balance sheets had been circulated showing a (Parish Council) carry forward of £24,728.28 (inc £17,172.10 CBF) and (Playpark) £3,135.32. It was unanimously resolved to approve the accounts and the Receipts and Payments book was signed by the Chair and Clerk.

Annual External Audit.

- 17/98 a) Section 1 - Approve 2016/17 Annual Governance Statement. Copies of the above documents had been circulated. The councillors went through the categories and it was unanimously resolved to approve Section 1, duly signed by the Chair and Clerk.
- b) Section 2 - Approve 2016/17 Accounting Statement. Copies of completed Section 2 had been circulated. It was unanimously resolved to approve Section 2, duly signed by the Chair and Clerk.
- c) Bank Reconciliation. It was unanimously resolved to approve the Bank Reconciliation which was signed by the Clerk and Chairman.
- d) The Variation explanations of 15% and above or £250 or above between 2015/16 and 2016/17 were approved.
- e) It was unanimously resolved to approve the Supporting Notes which included the list of assets
- f) It was unanimously resolved to approve the Earmarked Funds.
- g) The Clerk had met with the Internal Auditor, Mrs L Mason earlier in the day. The Clerk emails Mrs Mason each month with copies of minutes and payment schedules and Mrs Mason confirmed that she has been checking everything throughout the year. The Clerk provided copies of HMRC, Pension and VAT documents and the updated policies and protocols including risk assessment procedures were discussed and agreed. Mrs Mason completed her final checks and completed and signed the Internal Audit requirements on the Return.
- h) The Clerk confirmed that the relevant information will be added to the website and placed on the noticeboard and the 3 x notices in relation to public exercising their rights to inspect the documents will be displayed on the noticeboard and on the website.

Finance:

- 17/99 a) It was resolved to authorise payments totalling £197.03 as per the schedule plus £444.76 (R Blewett Cemetery grass, Pecks Trading Toilet consumables, CALC annual subscriptions & L Mason)
- b) Income

CC Precept 1 st half	£7,762.50
CC CTS Grant 1 st half	£ 243.78
Monmouthshire B/Society Acc Interest	£ 161.31
- c) Bank Balances.as at 15.04.17

Monmouthshire B/Soc	£17,172.10
TSB Int Acc	£12,949.23
TSB Current Acc	£ 2,763.49
Playpark TSB Int Acc	£ 1,000.74
TSB Current Acc	£ 2,134.62
- d) The Chair has undertaken his periodic check of the finance documents. The end of year balance sheet, income and expenditure was circulated.

Update re the meeting between the Chair and Clerk and representatives from the Community Shop.

17/100 At the request of Mr P Hillenbrand and Mrs H Foster, the Clerk and Chair had met with them to go over the draft agreement of lease and the draft lease prepared by Messrs Peter Peter & Wright, Solicitors in 2011/12. Also as part of the grant application to Atlantic and Moor Local Action Group the group needed information relating to the agreement between CC and the Parish Council in relation to the land behind the conveniences and information relating to the agreement between the Parish Council and the Shop Committee and costings for running the conveniences. The Clerk was able to provide copies of relevant parish council minutes and letters.

Results of Parish Councillors' nominations.

17/101 There was 10 nominations for 10 parish council vacancies and the following were elected to start with effect from the May parish council meeting: R Blewett, S Butler, S Colwill, T Edwards, F

Hunt, T O’Sullivan, T Perry, J Petherick, J Walter, I Waterhouse.

Other Parish Matters:

- 17/102 a) **Pensions:** The Clerk has completed the legal requirements in connection with the changes to the pension scheme.
- bi) **Highways:** BSTC contractors have been cutting the grass as part of their contract with CC. Mr R Hockin has reminded them to do the verge around Village Farm Close in Sharlands Road.
- bii) **Highways** Mr R Blewett advised that he had a near miss recently when driving into the village due to a vehicle approaching him on the wrong side of the road in order to negotiate accessing the entrance to the building plot by Village Farm. The Clerk was directed to write to CC Highways and advise them accordingly.
- biii) **Highways** Mr T Edwards commented that there appears to be an increase in the congestion, on car boot sales days, since the new roundabout at Hillhead has been in use. It was thought that the roundabout should not make the congestion worse and it was agreed to keep an eye on it.
- c) **Defibrillator:** Mr R Blewett advised that there still no plaque in the kiosk to show the defibrillator had been funded by Stratton YFC.
- d) **Administration:** The Clerk needs to place a larger than normal stationery order – especially for copier paper and envelopes and some other sundry items. Also more inkjets due to a large amount of printing: R of Is for all councillors, Induction packs, new finance governance procedures over 60 pages, revised Financial Regulations and possible revised Standing Orders and Code of Conduct.

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

17/103 No urgent matters.

Date and Items for next Agenda

17/104 Parish Council AGM Tuesday 16th May. Register of Interest, Dispensations, Councillors portfolios, new Councillor Induction packs.

The following was not covered in the Parish Council meeting but was covered, earlier in the evening during the Annual Parish Meeting.

Mr M Grills has decided not to stand as a councillor in the forthcoming Elections. Parish Council Chairman Mr R Hockin stated on behalf of all of us, that he wished to record our thanks for his role both as a councillor and Chairman over the last 37 years. His knowledge of village history has been invaluable on many occasions and he will be greatly missed.

Mr R Hockin, after serving for approximately 12 years, has decided not to stand as a counillor in the forthcoming Elections. Parish Council Vice Chairman, Mr J Petherick thanked Mr R Hockin for all his hard work and dedication as a councillor and commended him especially for his commitment during the years he was the Parish Council Chairman.

Apr-17

	Marhamchurch			
i	Methodist	Room rent 31.03.17 & 18.04.17	425	40.00
ii	P Amos-Yeo	Toilet/Bus shelter cleaning	423	80.00
iii	BT	broadband & calls 30.03.17	D/D	12.81
iv	EDF	electricity	D/D	9.00
v	SWW	Toilet water/sewage 10.12.16-09.03.17	D/D	55.22
vi	R G Blewett	Cemetery grass	422	90.00
vii	Pecks Trading	Toilet paper & soap	424	19.26
viii	CALC	Annual membership subs	426	285.50
ix	L Mason	Internal Audit	427	50.00
	TOTAL			641.79