

Marhamchurch Parish Council
Tuesday 20th June 2017

A meeting of the Parish Council was held in the Methodist Sunday School on the above date at 7.30pm.

Councillors present: Chairman Mr J Petherick, Messrs R Blewett, S Colwill, T Perry, T Edwards, T O’Sullivan, Mrs F Hunt, Mrs J Walter and Mrs S Butler.

Also in attendance Clerk Mrs B Heathcote and for some of the meeting Cllr N Chopak.
Approximately 18 members of the public were present.
Apologies from Mrs I Waterhouse were approved.

Declarations of Interest.

17/132 Mr J Petherick declared a non-registered interest re Planning Application PA17/02783.
Mrs S Butler declared a non-registered interest re Agenda Item 13 BAH car park space

Dispensations.

17/133 Mr S Colwill’s request to use his dispensation re PA17/02783 & PA17/04810 was approved.

The Chairman advised that Cllr N Chopak will arrive later and his request to delay Planning Application PA17/02339 until her arrival was approved.

The Chairman introduced PCSO C Krolik and his request to let PCSO Krolik give a report was approved. It was also suggested bringing forward Agenda Item 12 to enable PCSO Krolick to respond.

PCSO Report.

17/134 PCSO Krolick introduced himself advising that he had previously covered Camelford area but following a temporary move here around Christmas, he has since been transferred to Bude. He gave some crime report numbers and confirmed that Marhamchurch is a very safe area – for comparison he advised that there are between 20 – 40 reports of crime in Bude per month and Marhamchurch has only had 10 last year, similarly there are between 50 – 100 log numbers allocated per month in Bude and there were 39 last year for Marhamchurch. He apologised for the length of time it still takes for 101 calls to be answered and suggested making contact via the website and email is their preferred method. He also said that if there is any doubt and/or it takes too long for an answer on 101 to ring 999. He left posters with information about the two-way community messaging system called Alert operated by Devon & Cornwall Police. The Clerk had copied PCSO Krolick into letters sent to CC Highway about some safety concerns in the village and advised that following a note in the parish newsletter she had received information about some near misses, collisions and dangers due to parked cars. PCSO Krolick advised that he will try to do as much as he can but he commented that parking is always a problem and is not an easy issue to resolve. He also commented that some of the matters raised are CC Highways related. He suggested that the Clerk forward him the emails and he would look into the matter. See Minute Ref 17/143 for details of incidents/concerns notifications. He answered some question from the public and councillors and then left the meeting.

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

17/135 No questions asked.

Confirmation of the Minutes of the Meeting of the Parish Council held on May 16th 2017.

17/136 It was unanimously resolved to approve the minutes which were signed by the Chairman.

Matters Arising.

17/137 Mr S Colwill mentioned there had been reference made at the last meeting about the parked lorry in the field in Hobbacott and the chicken manure that was beside the hedge. The Clerk apologised for missing the information off the minutes and advised she had written to CC Enforcement and an update will come under the Planning section.

Correspondence.

- 17/138 a) The following items were placed for circulation on 03.06.17.
- i) Seafarers – Red Ensign for Merchant Navy Day.
 - ii) CALC Weekly News 19.05.17, 26.05.17, 02.06.17.
 - iii) NALC LTN 39 – Copyright.
 - iv) Neighbourhood Planning May Update.
 - v) Reply from P Steen Highways Development Manager (arrived after the May meeting). About the report of a near miss in Sharlands Rd – as per April mtg.
 - vi) Update from Cllr D Potter re Cornwall hosting a stage of the Tour of Britain Cycling Race in 2020.
 - vii) Cornwall Legal Town & Parish Council Summer Event.
- b) The following items were placed for circulation on 20.06.17.
- i) Local Council Review.
 - ii) CALC Weekly News 09.06.17.
 - iii) CC Communities and Devolution Newsletter May 2017.
 - iv) Plunkett Foundation – Call to Action.
 - v) CC Consultations for Planning Policy and Guidance documents.
 - vi) Copies from some features in the Clerk Magazine: a) Planning related site visits, b) Burial Matters, c) Cemetery insurance.
 - vii) CRUSE Bereavement AGM
 - viii) Fields in Trust.
- c) The following items were dealt with at the meeting.
- i) NALC has published a 2017 update to the Good Councillor Guide. It can be downloaded (70 + pages) or bought from CALC @ £3.50 per copy + p&p. They also have copies of the 2016 edition copies @ £2.00 + p&p. It was resolved to order 3 x 2017 editions.
 - ii) The weekly CALC newsletter has ceased, to be replaced by a monthly one. CALC website will continue to be updated and an email will be sent to the Clerk if urgent matters arise between the monthly newsletters.
 - iii) Email from B Heathcote re Sharlands – E Helscott footpath which ends in E Helscott Farm lane on the boundary with Poundstock parish. Mrs B Heathcote suggested that it may be worth investigating if a path can be formed from an existing stile on the footpath on E Helscott land along the old railway line so it can link up with the path that goes in from the bottom of Helebridge Road. This would make circular route from the village which would be, for the majority of the route, off-road. It was agreed to put it on a future agenda for further discussion.

Planning.

17/139a Decision Notices/Updates.

- i) PA17/00979 – Erection of general purpose agricultural building. Land off Hilton Road Marhamchurch. Mr Benjamin Marsh. The Parish Council had recommended refusal and the proposal was determined at the East Area Sub Committee meeting on 19th June 2017 at which the Chair attended and spoke on behalf of the Parish Council. The Committee voted to approve the application - 10 v 2.
- ii) PA17/02870 - Erection of a timber frame extension to form a new kitchen. Dan Eglos, Underlane, Marhamchurch. Mr & Mrs Martin Russell. Approved.
- iii) PA17/03395 - Conversion of existing disused out building and garage into an annexe. Budds Cottage Titson Marhamchurch - Mr John Hackwell. Pending

17/139b Applications/Appeals.

- i) PA17/02783 - Additional 24 Holiday Dwellings and Extension to Swimming Pool Building to provide Woodchip Biomass Boiler Room. Whalesborough Farm. J & F Proudfoot. The Chair had declared an interest, the Vice Chair cannot vote so therefore cannot chair the meeting. Mr T Perry took the Chair. Mr J Petherick left the room

Mr J Proudfoot had provided 10 x A3 copies of some of plans showing details of the proposed design/perspective which had been circulated to the councillors.

Cllr Chopak arrived during the discussion.

The plans were viewed and, during the discussion, Messrs J & F Proudfoot responded to questions. Some of the concerns raised were the already busy junction on the A39 and concerns about increased traffic; the need for expansion and viability of extending the business; update re the previously approved Ecohotel; light pollution and timescale for the 24 holiday dwelling addition. Following the discussion the vote to recommend approval was 6 in favour, 1 against (Mr T O'Sullivan) and 1 abstention (Mr S Colwill).

Mr J Petherick returned to the meeting.

- ii) PA17/02339 - Installation of an agricultural anaerobic digestion facility and associated plant and equipment including underground pipework, digestate lagoon, site access road and landscaping. East Helscott Farm Marhamchurch. Mr Imran Sheikh East Helscott Renewable Energy Limited. Qila held a public meeting in the Sunday School on Wednesday evening June 14th. Mr J Petherick reported on some the concerns brought to his attention by parishioners; these included increased traffic through the village and on the A39, odours, light pollution and concerns about the site being lit up throughout the night. Some councillors asked for more detail concerning the numbers of trips to and from the site and the hours and frequency of the traffic movement; for clarification about the carbon footprint offset; adequacy of clear signage on the A39 and whether foodwaste would be processed. Members of the Bray family and representatives from Qila responded to questions. Following the discussion, provided there are conditions in place, the vote was to recommend approval with 8 votes in favour and 1 abstention (Mr T Edwards). The Clerk was directed to include the following conditions: a) no AD Digester HGV traffic, during construction or when the plant is operational, to travel through the village; the HGV movement, as portrayed in the worst case scenario, are not exceeded; the hours and periods of movement are not exceeded; no domestic or commercial foodwaste is used for the AD plant during its operational life. Other comments which will be included in the response are that the visibility splay is in place, maintained and trimmed; that adequate signage is in place and that if unforeseen problems arise that these can be investigated and addressed.

- iii) PA17/04810 - Proposed alterations to existing barn conversion. Beeston Farm. Ms J Barraclough. The plans were inspected and following the discussion, during which it was noted that the plans were not clear, it was unanimously voted with 1 abstention (Mr S Colwill) to recommend for approval with the provision that the footpath is not interfered with during or after the alterations.

17/139c

Enforcement

EN16/02173 - Untidy condition of land/buildings. Alleged dumping of waste/materials on the land causing an untidy site and the stationing of a large articulated lorry trailer with inappropriate wording. Land East of April Cottage Hobbacott Lane. The Clerk had made enquiries about progress and advised that chicken manure is being dumped in the field which is adjacent to one of the Parish Millennium benches which is on the road side of the hedge. The response from the Enforcement Officer on 08.06.17 was that the case is still under investigation and information from the owner is awaited.

Cllr N Chopak.

17/140 Cllr Chopak advised that the Liberal Democrats and Independents have joined for administration purposes and the various CC committees have recently been formed. Cllr Chopak is on the Adult Health and Social Care committee and as she is the only councillor from this area on the committee she will be covering matters relating to Launceston, Holsworthy, Barnstaple as well as Stratton so she will need support from the community. CC has not produced any new policies but has scrapped the Cultural Bid, thereby saving £1/2million but those funds are ring-fenced for economic and development issues. She advised there is a meeting in Poundstock Village Hall on 28.06.17 at 11am

with Highways to discuss some A39 issues. Mrs J Walter asked why Marhamchurch Primary School does not have a 20mph speed limit like other schools. Cllr Chopak advised that although Marhamchurch was on the list 4 years ago, Government cut the funding. Cllr Chopak advised that she has suggested to some of her other councils that if they have traffic issues to have a serious look at all the issues in the village with a view to having a plan with all highway concerns identified as this may be a way of getting CC to investigate fully. There was a short discussion about vehicles parking on a private pull-in outside a bungalow in Helebridge Road and Cllr Chopak commented there is little the parish council can do as it is a civil matter. Mr T Edwards asked if the signage on the new roundabout at the top of Stratton Rd can be lowered; Mrs F Hunt asked for the white lines on the roundabout to be removed as there is not room for 2 vehicles to safely stay within the lines. Cllr Chopak noted the comments. The Clerk mentioned some of the reports of collisions, parking problems and near misses which are CC related – see 17/143 for details.

Neighbourhood Plan update.

17/141 It had not been possible to organise a meeting in May/June, Mr J Petherick will arrange a date very soon and he thanked Mr S Colwill for the work he has done on the project.

Update re Bridge closure (adjacent to Foundry Cottage).

17/142 The Clerk has not had a reply from CC to the letter she emailed on 02.06.17. Cllr Chopak advised that the Structural Engineer visited yesterday and his report will follow. The Chairman requested a copy of the report. Cllr Chopak advised that CC has not provided a definite response about the ownership of the bridge, but thought that if required, CC would effect the repairs to the bridge (if the owner refused to do so) and would then pursue a claim for the expense; adding that, at this stage, assessing what needs to be done is of higher importance than checking who owns the bridge. Cllr Chopak also commented that she felt it unlikely the issue would be resolved until the autumn.

Road safety in the village – near misses, accidents and problems caused by parked cars.

17/143 A reply from CC Highways (dated 17.05.17) responding to the first letter from the Clerk was received and had been circulated. A response to the subsequent letter to Highways (which was also copied to the Head of Planning) had also been circulated. P Steen, Highways Snr Development Officer did not offer any solution or admit that any development was responsible for the near misses. He also responded on behalf of Mr P Mason, CC Head of Planning & Enterprise who he states has no resources for traffic management issues. Following a suggestion and approval from a majority of councillors, a note had gone into the newsletter requesting reports of near misses to be advised to the Clerk. Some reports received were problems caused by parked cars in Helebridge Road and at the junction to St Marwenne Close. Also from a resident in Hobbacott Lane whose car was hit by a taxi and nearly hit again by a tractor pulling farm machinery. Problems caused by a car parked outside Corner Cottage, on the pavement, causes visibility problems for drivers at the junction and forces pedestrians to walk in the centre of the road. Collision in Pinch Hill - wing mirror damaged. Dangers in Hele Road – better signage required so cyclists take more care and signs for motorists to be made aware of the cycle route, cars parked both sides of the road and close to the junction. Visibility is obscured when looking right to turn onto the A39 due to dense trees and long grass. Exit visibility problems from Cricket Park onto Pinch Hill due to parked vehicles. PCSO C Krolick and Cllr N Chopak will be given copies of the relevant information and the Clerk was directed to keep the data for reference.

Explore avenues that may be available to keep the Bullers Arms car park space free from development.

17/144 Mrs S Butler left the meeting.

An email from Mr T O’Sullivan with a copy of a valuation from Independent Surveys (South West) dated 14.04.16 (requested by MCG and N Unger) had been circulated. The car park is currently advertised by Rightmove for £500,000. Mr T O’Sullivan stated that he felt, bearing in mind the issues caused by lack of parking in the village adding that parking in Underlane is problematic, it is

worth investigating all options because having a carpark is better than the addition of 6 houses. During the short discussion there was mention of a Public Works Loan, crowdfunding and finding out local opinion. It was resolved that the councillors give it some thought and options will be considered at the next meeting. The Clerk will enquire if the parish council can be involved in a crowdfunding project. Mr T O'Sullivan advised that the BAH car park is shown as being under consideration for registration as an Asset of Community Value and the Clerk was directed to request that CC update their information. Mrs S Butler returned to the meeting

Councillors' Training.

- 17/145 a) **Code of Conduct Training** run by CC Corporate Governance Service - Monday 25.09.17. 2 – 4pm. The session is free of charge. Mrs J Walter, Mrs I Waterhouse, Mrs S Butler, Mr S Colwill, Mr T O'Sullivan and the Clerk are booked to attend.
- b) **Chairmanship Training** run by CALC in Launceston on Tuesday 11.07.17. 7-9pm. £30 +VAT. Mr S Colwill requested and has been booked to attend.
- c) **Good Councillor Training** in Truro, Saturday 15.07.17. 10am–4pm. £65 +VAT, to include lunch and refreshments. Mrs J Walter requested and has been booked to attend.
- d) CALC is providing an additional Good Councillor Training session in Bude Town Council on Saturday 02.09.17, 10am–4pm. £65 + VAT per delegate with 10% discount for 3 or more. Mr T O'Sullivan, Mr S Colwill and Mrs S Butler requested to attend and the Clerk will organise their bookings.

Community Benefit Fund.

- 17/146 a) Planters and flowers in the village. Mr T Perry acquired some donated plants from Morrisons which he has put in the planter at the bottom of Helebridge Rd. The Clerk will write and thank Morrisons. Mr T Perry advised the planter for Hobbacott Lane is in hand.
- b) Request from Marhamchurch Village Hall Trust for £3K towards replacing the carved stone pediment. The Clerk gave details of how the fund has been spent and/or allocated to date. The balance left in the fund is currently £3,782.00. Following the discussion it was unanimously resolved to approve the request.
- c) Deal with other CBF matters received by the date of the meeting. No other matters.

Playpark.

- 17/147 a) It was unanimously resolved to approve the minutes dated 14.06.17.
- b) Mrs F Hunt advised that the fence which the Revel Trustees are organising has not yet been erected.

Weed Treatment in the Village.

- 17/148 BSTC are unable to confirm the areas, if any, that were weed treated last year apart from those covered within their Service Level Agreement with Cornwall Housing. Due to staffing problems and delays with SLAs, BSTC is unable to advise, until September, if they are able to provide weed treatment for Marhamchurch. Consequently, the Clerk has contacted CORMAC who have confirmed they can provide 2 treatments covering the areas on Map C for £398. It was unanimously resolved to proceed with an agreement with CORMAC.

Policies.

- 17/149 a) Press Policy - it was unanimously resolved to adopt the draft policy which had been circulated.
- b) Social Medial Policy - it was unanimously resolved to adopt the draft policy which had been circulated

Update re broadband connection in the Sunday School.

- 17/150 Connection eventually occurred on 22nd or 23rd May (nearly 2 weeks after the agreed connection date). As compensation BT have agreed to credit the account with £30.00 and a credit of £7.48 will also be applied under their Customer Service Guarantee Scheme.

Parish Council telephone and broadband contract renewal with BT.

17/151 The date of the existing contract expired on 06.06.17. After once again experiencing some problems with renewing the contract, the Clerk was offered and accepted a special discounted £23.99 per month – saving £10.50 per month (£252 over 24months). The Clerk subsequently had to contact BT as there appeared to be an error on the previous 2 invoices. It would appear that the increase charges started prior to the end of the existing contract. The Clerk accepted an offer of a credit of £23.99 for the overcharge. The Clerk also accepted a further reduction to the contract - the one that started on 06.06.17 will cease on 09.06.17 and one for £18.49 per month to start on 09.06.17 (saving £16.00) which will save £288 over 18 months.

Review Clerk’s Salary.

17/152 As per the National Joint council for Local Government Services agreement last year. (2016 – 2018 National Salary Awards). The hourly rate for SCP27 with effect from 01.04.17 is £12.564 (an increase of 0.12p per hour), £8493.26pa. Using the previously agreed calculation formula, the quarterly payments will be £1633.32 (10hrs), £490 as room rent (3 hrs) + £88.64 room rent @ £6.818 per week. The information had been previously circulated to the councillors and it was unanimously resolved to approve the increase.

Review new Financial Regulations.

17/153 Copies of the model and a draft prepared by the Clerk had been circulated. It was agreed to defer until the next meeting

Update re security of Cemetery Records’ storage.

17/154 The Clerk has not had time to progress.

Annual subscription Renewals.

17/155 a) Data Protection – Registration is compulsory the annual fee is £35.
b) Society of Local Council Clerks – the annual subscription fee, which varies depending on the Clerk’s salary, is £108. Subscription to SLCC used to include union cover. It appeared this had caused a conflict so the Association of Local Councils, the only trade union dedicated to supporting people working in the local council sector has separated from SLCC. Membership for ALCC members is £10 pa and so the subscription to SLCC has been reduced by £10 pa. It was unanimously resolved the parish council will pay the SLCC subscription.

Finance.

17/156 a) It was resolved to authorise payments totalling £2,682.14 as per the schedule plus £72.46 (Cemetery grass cutting and reimbursement of floral display costs).

The due date for payment for annual insurance cover to Came & Co which was agreed at the last meeting was before the June meeting and a cheque had been signed and sent on 14.06.17.

b) Income:	Cemetery Interment (Vines)	£100.00
	Cemetery Cremation Plot Reservation (Vines)	£100.00
	Cemetery Memorial Cann	£ 60.00

c) Bank Balances.as at 15.06.17:	Monmouthshire B/Soc	£12,592.10
	TSB Int Acc	£10,950.12
	TSB Current Acc	£ 2,312.02
	Playpark TSB Int Acc	£ 1,000.82
	TSB Current Acc	£ 6,008.62

d) TSB Cheque Signatory Authorisation: The paperwork was completed. The Clerk will check to see if change of signatory forms need to be actioned for Monmouthshire Building Society account.

Other Parish Matters.

17/157 a) **Defibrillator training:** It was resolved to ask Mr N Trebilcock from FLEET for some dates in October for a session in Marhamchurch Sunday School room.

- b) Cemetery:** i) It was resolved that if there is a request for someone to have parishioner fees and they are not on the Electoral Register that the request is in writing giving dates and information to back up the request.
 ii) There has been a request from a resident in Bude to reserve a plot and parishioner rates have been requested. Following the short discussion it was unanimously resolved that the person making the request does not qualify for parishioner rates as they had not resided in the parish for a long enough period or recently enough.
- c) Footpaths:** i) The bridge at Sharlands has not been repaired and a stile on the path needs repairing.
 ii) The Clerk has sent off the LMP Agreement to CC and the requisite paperwork to Mr S Jose for the Footpath Maintenance contract. Mr Jose has not yet returned the signed paperwork.
- d) Community Shop:** i) Mr P Hillenbrand had given his apologies for not attending the meeting and advised that their grant application is being considered.
 ii) Mr T O’Sullivan has requested information about a letter sent from Messrs Peter, Peter & Wright, Solicitors in March 2016 which was referred to in a letter sent to the Chair in May 2017. The Clerk has not been able to find a copy of the letter and was directed to contact Mr R Hockin to see if he has a copy and if not to ask Messrs Peter, Peter & Wright for a copy.
- e) Marhamchurch Sign in Hilton Road:** The Clerk will write to thank Mr and Mrs Hide for replacing the uprights on the sign and for the planter and flowers they have placed there.
- f) Marhamchurch C of E VC Primary School:** Mr S Colwill advised that the Head, Mrs L Mead has been off sick and has recently tendered her resignation and will leave at the end of August. Mr D Hoare, a teacher from the Saints Way Multi Academy Trust, who has recently been covering as the Acting Head, will take on the role of Head in September 2017.
- g) War Memorial:** i) Mr T O’Sullivan is following up enquiries into acquiring some dedicated planters to enhance the immediate area. (from the planters fund). The councillors thought this was a good idea.
 ii) Mr T O’Sullivan suggested that, as it is the Armistice Centenary next year, it would be more appropriate if information is found out about the people on the War Memorial, rather than just their names. Mr T Perry mentioned that he has been making some enquiries already.

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

17/158 No urgent matters raised

If time allows: Annual Review of Governance and Finance. Review of Internal Audit. Review Risk Assessment and Update re Transparency Code Grant.

17/159 The Clerk had not had time to prepare the relevant documents - item deferred.

Date and Items for next Agenda.

17/160 a) Tuesday 18th July 2017.

- b) Items from agenda No 28, Finance Regulations, BAH car park, Footpaths and War Memorial.