

Marhamchurch Parish Council
Tuesday 16th January 2018

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

Councillors present.

18/01 Councillors S Colwill, R Blewett, T Edwards, T O’Sullivan, T Perry, F Hunt, J Walter, S Butler and I Waterhouse.

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

Approximately 9 members of the public were present for the meeting.

In the absence of a Chairman and Vice Chairman – Cllr Colwill’s offer to take the chair was unanimously approved. Cllr Colwill welcomed the parishioners and public to the first Parish Council meeting of 2018 and wished everyone a Happy New Year.

Election of Chairman.

18/02 Cllr Perry proposed Cllr Edwards. Cllr Edwards declined. Cllr Perry proposed Cllr Walters, seconded by Cllr Blewett. Unanimous.

Chairman’s Declaration.

18/03 The Declaration was signed and witnessed and the Chairman took the Chair.

Election of Vice Chairman.

18/04 Cllr Waterhouse proposed Cllr Perry, seconded by Cllr Blewett. Unanimous.

Receive and Approve Apologies.

18/05 No apologies.

Declarations of Interest.

18/06 The Clerk gave an update following information she had received from CALC relating to Cemeteries and Register of Interests.

Cllrs Blewett and Butler each declared an interest re the Cemetery.

Dispensations.

18/07 The Clerk gave an update following information she had received from CALC in respect of Dispensations.

Cllr Colwill’s request to use his dispensation relating to PA17/03218/PREAPP was accepted.

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

18/08 No comments.

Confirmation of the Minutes of the Meetings’ of the Parish Council held on November 21st and December 12th 2017.

18/09 It was resolved to approve the minutes of the November meeting. Proposed Cllr Butler seconded Cllr Walter. 8 – 0 (1 abstention). The Chairman signed them as a correct record

It was resolved to approve the minutes of the December meeting. Proposed Cllr Hunt seconded Cllr Butler. 8 – 0 (1 abstention). The Chairman signed them as a correct record.

Matters Arising.

18/10 **Para 17/269a Parish council email accounts.** It was noted that emails are going to the councillors’ private email addresses as well as the .gov.uk address and the Clerk has enquired if an alert only, that an email has gone to the gov.uk email, can be arranged on councillors’ private email addresses.

Para 17/273(i) Localism Summit. Cllr Walter had attended the Summit (morning) on 19.12.17 and reported that C Cllr Hannaford had stressed the importance of parish council representation at Localism Summits. A report of the meeting is awaited.

Para 17/273 (iii) The Clerk’s training session planned for November had been cancelled and re-scheduled for 07.02.18.

Para 17/284a Urgent Matters. There was a discussion about whether or not it is a requirement for reports from working/advisory groups to be provided and the Clerk was directed to get clarification.

Para 17/300c Clerks’ Meeting had taken place and been attended by 6 clerks from 8 parish councils

and the Clerk for Carlyon, Pentewan Valley and St Austell Bay Parish Councils who is the SLCC smaller councils representative. S Mason CALC provided information and updates on CC Boundary Review, Community Governance Review, GDPR, Audit, Transparency requirements, Code of Conduct, Planning partnership forthcoming changes, New Model STO. Training for GDPR is being planned by CALC/CC and the 'new' auditors will run a webinar session later this month on audit.

Correspondence.

- 18/11 a The following items were placed for circulation
- i) Clerks & Councils Direct – Jan 2018.
 - ii) LCR – Winter 2017.
 - iii) Letter from M Grills.
 - iv) Camelford Community Network Panel Notes.
 - v) CC Strengthening Community Network Panels presentation.
 - vi) CC Business plan and budget challenge 2018/22 presentation.
 - vii) CALC December newsletter.
 - viii) NALC PR17-17 Disqualification criteria for councillors and mayors.
 - ix) Clerks & Councils Direct 2018 Yearbook.
- b) CC – Code of Conduct Assessment Decision against Cllr O’Sullivan. A breach of the Code has been found. The Subject Member has already provided a written apology, and no further action is required to remedy the breach.

Planning.

- 18/12 a) Decision Notices/Updates.
- i) PA17/02783 - Additional 24 Holiday Dwellings and Extension to Swimming Pool Building to provide Woodchip Biomass Boiler Room. Whalesborough Farm. J & F Proudfoot. Pending.
 - ii) PA17/09513 – Application for variation of condition 5 in respect of Decision Notice PA11/08127 for amended design of the amenity building. Whalesborough Farm. J Proudfoot. Approved with conditions.
 - iii) PA17/08117 – Outline Consent for the proposed construction of up to 5 dwellings, garages and new access (all matters reserved except for access). Land adjacent to Melrose Helebridge Rod. E Trewin & Sons (Farms) Ltd. Pending.
 - iv) PA17/09740 – Proposed demolition of part of the function suite and hotel bedrooms, conversion of the old hayloft into a two bedroom cottage, the original part of the function suite into a four bedroom house and alterations to the internal layout to form a new pub kitchen. Bullers Arms. Ms Nikki Unger. Pending.
- b) Applications/Appeals.
- i) PA17/03218/PREAPP - Pre application advice for proposed alterations to existing barn conversions. The Barn Beeston Farm. Ms J Barraclough. The enquiry relates to change of uses over time and the planning officer’s recommendation is for a full planning application. It was felt appropriate to await the planning application before making comment.
 - ii) PA17/03405/PREAPP - Pre-application advice for residential development. Land South Of Little Elm Hobbacott Lane Marhamchurch. Stevens Homes. Letter refers to land at Hilton Road. Following a discussion, the Clerk was directed to write to CC that they have concerns about flooding, access and highway safety and that the proposed site is adjacent to a livestock building. Further that it is a green field site and does not represent rounding off or infill but is sporadic development.
 - iii) PA17/12174 - Submission of details to discharge conditions 3, 5, 6, 7, 9, 10 and 11 in respect of decision notice PA15/09444. Land South Of Little Elm Hobbacott Lane Marhamchurch. Mr Michael Bailey. Following a discussion, the Clerk was directed to write to CC and ask a) why the pavement to the east of the entrance appears to have been much reduced from the approved drawings. b) Confirmation that the culvert survey has been carried out as per the Sustainable Drainage Lead Officer’s requirements (Jackie Smith e-mail 16/02/2016) and

what the findings were. c) clarification about the total site discharge limit of 5 litres a second as shown on the drawing exiting the site via the flow control chamber, as there seems to be additional surface water run.

- iv) PA17/ PA17/03404/PREAPP - PPA to expand and upgrade existing holiday complex. To add a new centre-piece leisure building incorporating restaurant, bar, Spa, 30 double-bedroom suites and 80 new block built holiday letting homes. Kennacott Court (Nr Boxes Shop). Select Villages Ltd. Concerns were expressed about the size of the development on the site which will be visible from Marhamchurch and the coast at Widemouth Bay. The Clerk was directed to request that Marhamchurch are included as consultees.

To receive Cornwall Councillor's report to the Council.

18/13 Cllr Chopak reported on CC matters relating to Marhamchurch which included the Bude Area Network allocation of a £200K highways budget. CC will start a designated pothole reporting system on their website with effect from 01.04.18. Cllr Chopak reminded the meeting about the Councillor/Boundary/Parish reviews that are taking place.

BAH Former Car Park.

- 18/4 a) To receive a report from the meeting with S Mason (CALC) regarding a PWL and the process involved. Cllr Waterhouse gave a report on the meeting which had been attended by Cllrs Waterhouse, O'Sullivan, Butler, Perry, Walter, the Clerk and C Cllr Chopak and outlined the points raised by S Mason and the matters discussed.
- b) To receive a report from the Working Party as appropriate. No report.
- c) Update re the valuation request process. The Clerk had obtained 3 quotes and proceeded with a request for a valuation which had been circulated to councillors before the meeting. It was resolved under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed. Cllr Butler proposed the matter is dealt with at the end of the meeting and the public are excluded, seconded Cllr Perry. Unanimous.
- d) Discuss and resolve referendum process. S Mason had advised that, although proof of public support is part of the loan application process, it need not be a referendum.
- e) Discuss and resolve any matters resulting from the information received. It was resolved under the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed. Cllr Perry proposed the matter is dealt with at the end of the meeting and the public are excluded, seconded Cllr Blewett. Unanimous.

Marhamchurch Community Shop (Marhamchurch Village Shop Ltd (MVSL)).

- 18/15 a) To receive update re grant application and information received from The Atlantic and Moor LEADER Local Action Group (AMLAG). A grant from LEADER for the Shop has been agreed in principle but there were some conditions in relation to the draft lease which prevented them releasing the funds.
- b) To receive report from Shop Working Party. The Working Party comprises Cllrs O'Sullivan, F Hunt, Walter and Perry. The Shop Committee had confirmed (by email) that, as previously agreed, they will cover the parish council's legal costs. Cllrs O'Sullivan, R Hockin (founder member of the parish council working party) and the Clerk had met and discussed the lease with A Teague, Solicitor from Messrs Peter Peter & Wright. The Clerk had circulated her report from the meeting plus a report from the Solicitor prior to the parish council meeting. (Copies of both reports are attached to the minutes.
- c) To resolve on the request from MVSL regarding the draft lease. The option suggested by the Solicitor that the Parish Council sell/transfer the entirety of the plot to the community shop company according to the conditions numbered (i) – (vi) as per the solicitors report was discussed. It was resolved, providing the conditions are adhered to, in principle to transfer/sell the land to MVSL. Proposed Cllr Edwards, seconded Cllr O'Sullivan. Unanimous. The Clerk will write to the MVSL committee accordingly.
- d) To discuss the maintenance costs of the Unisex Toilet. The councillors advised they wished to defer this discussion and decision.

Neighbourhood Development Plan update.

18/16 Mr R Hockin had attended a meeting at which the basis of Marhamchurch’s Neighbourhood Development Plan (NDP) questionnaire had been discussed; he advised that the questionnaire is not at a stage where it can be distributed and the advice he had been given was that the group need to allow more time. A note will go in the next newsletter advising that the questionnaire will not be available as early as anticipated and to ask for volunteers to join the NDP group. Mr R Hockin commented that as the original lead person on the NDP steering group is no longer involved, if the Parish Council wish to continue with the NDP. It was resolved to continue with the NDP. Proposed Cllr Colwill, seconded Cllr Waterhouse. Unanimous. Cllr Edwards agreed to join the NDP group. Following a short discussion it was agreed to have a joint meeting with Poundstock NDP group.

2018/19 Precept.

18/17 Following the resolutions made at the December meeting – the Clerk suggested re-visiting the figures approved in November. Revised figures had been circulated. It was agreed that the figures are dependent on the result of a decision about the BAH former car park. The meeting approved the Chairman’s request that the Precept is dealt with at the end of the meeting.

Playpark – Approve minutes.

18/18 It was resolved to approve the minutes 10.01.18 Proposed Cllr Butler, seconded Cllr Colwill. Unanimous.

Clerk’s extra hours.

18/19 The Clerk had emailed details of the extra 23.5 hours worked in 3 weeks between 12.12.17 – 09.01.18. ie £317.24. The Clerk had taken 5 days holiday plus the 3 Festive Bank Holidays.

Annual Review of Public Conveniences, Bus Shelter and Kiosk – to include cleaning arrangements.

18/20 Deferred.

Qila Anaerobic Digester Development - Community Benefit.

18/21 The project company have offered £6,500 which can be paid direct to the Parish Council at the commencement of the development. It was unanimously resolved to accept the offer. Proposed Cllr Colwill, seconded Cllr Waterhouse. Unanimous. The Clerk was directed to write to thank Qila Energy.

Defibrillator Annual Maintenance Contract & Training.

18/22 a)According to Mr N Trebilcock if the contract is changed to Duchy Defibrillators, the cost of the switch over, which included a replacement door, digital lock access and replacement internal internet working, is less than the annual fee to AED (£315+VAT in 2017); the annual fee thereafter is £160 +VAT. It was resolved to change to Duchy Defibrillators. Proposed Cllr Edwards, seconded Cllr Blewett. Unanimous.

b) 27.02.18 was the date suggested for a training session in the Methodist Sunday School room. Representatives from the YFC, as funders of the defibrillator, will be invited for a press photograph

Freedom of Information.

18/23 a) On 02.01.18 the Clerk received a request under FOI for copies of emails. In accordance with the Parish FOI policy, the Clerk acknowledged the request within 20 days and is investigating if the request meets the correct FOI criteria and if the information requested can be released within the scope of FOI.

b) Review Policy. It was resolved to correct a typing error in the current FOI policy and include a separate paragraph: “The Clerk works part time and consequently may not be able to respond on a daily basis.” Proposed Cllr Colwill, seconded Cllr Waterhouse. Unanimous.

Appoint a Councillor to verify Bank Reconciliation as per the Financial Regulations.

18/24 a) Financial Regulation (adopted 19.09.17) states that “on a regular basis, preferably quarterly, and at each financial year end, a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations as evidence of verification. This

activity shall on conclusion be reported, including any exceptions, to and noted by the council.” The previous Chairman had checked and agreed the second quarter accounts and undertaken a Bank Reconciliation (minuted 17/282d) but had resigned prior to signing the Bank Reconciliation. It was agreed that the minuted details is acceptable in this instance.

b) It was resolved to accept Cllr Edwards offer to be the council’s finance portfolio holder. Proposer Cllr Colwill, seconded Cllr Waterhouse. Unanimous.

Finance.

18/25 a) It was resolved to authorise payments £797.70 as per schedule. Proposed Cllr Colwill, seconded Cllr Waterhouse. Unanimous.

b) Income	Cemetery (Kay) Plot Reservation	£500.00
	Cemetery (Coles) Interment	£100.00
	Cemetery (Whitfield) Interment	£ 60.00
	Admin IT Marhamchurch Prim Sch contribution	£ 50.00

c) Bank Balances.as at 09.01.18	Monmouthshire B/Soc	£9,022.10
	TSB Int Acc	£8,953.26
	TSB Current Acc	£3,686.42
	Playpark TSB Int Acc	£1,001.11
	TSB Current Acc	£2,955.87

d) The Clerk has prepared and circulated (3rd QTR) Apr – Dec Balance Sheet & Bank Reconciliation.

Other Parish Matters.

18/26 a **Cemetery** – Cllrs Blewett and Butler left the meeting.

i) Email from a parishioner that he is considering cancelling his reserved cremation plot. If the parishioner decides to proceed with the request, there will be administration involved and a refund of the cost of the reserved plot will be due. It was resolved to accept the request.

Proposed Cllr Colwill, seconded I Waterhouse. Unanimous. It was suggested reviewing the Cemetery Fees and Conditions to cover future similar requests and update/amend accordingly.

ii) A non-parishioner has requested to reserve a double burial plot nearest the path. It was resolved to offer Plot No 96. Proposed Cllr Colwill, seconded Cllr Walter. Unanimous.

Cllrs Blewett and Butler returned to the meeting

b) Highways – potholes in 3 places were reported which Cllr Chopak offered to report.

c) Village Road Safety. d) Footpaths. Nothing to report.

Councillor Co-option.

18/27 Letters from two applicants together with the co-option process had been forwarded to councillors before the meeting. Both candidates were in attendance at the meeting and the Chairman invited them to introduce themselves. One candidate withdrew his application and Mr Robert Bray introduced himself giving reasons why he wished to join the parish council. It was resolved to co-opt Mr Bray. Proposed Cllr Butler, seconded Cllr Colwill. Unanimous. Cllr Bray’s declaration was signed and witnessed.

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

18/248 Cllr Waterhouse will be on holiday and submitted her apologies for February and March parish council meetings. It was resolved to accept and approve the apologies. Proposed Cllr Colwill, seconded Cllr Blewett. Unanimous.

Some or all of the following matters will be discussed if time allows:

18/29 a) War Memorial. b) Development of a Parish Emergency Plan. c) Consider having a Parish Council Facebook page. d) Basketball Posts. e) Consider a Citizen of the Parish Award. All deferred.

In accordance with the 1960 Public Bodies (Admission to Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed, the Chairman requested the public to leave the

meeting while matters relating to the BAH former car park were discussed. The Chairman advised they can return when deferred item 18/14 is discussed.

Bullers Arms former car park.

18/30 It was resolved that C Cllr Chopak stay for the discussion. Proposed Cllr Walter, seconded Cllr Colwill. Resolved 8 – 1.

Para 18/14c) Update re the valuation request process. The valuation was noted and it was resolved to use it as a guide if the parish council resolved to proceed with making a purchase offer. Proposed Cllr Perry, seconded Cllr Colwill. Unanimous.

Para 18/14e) Discuss and resolve any matters resulting from the information received. During the long discussion the following points were covered: advantages and disadvantages if the parish council could enter into an agreement to lease the land for 12 months. The impact of increasing the precept for 2018/19 to cover the lease payments and legal costs. The impact of increasing the precept by 80 – 85% for 50 years in order to borrow the amount needed to purchase and sustain the former car park. Constantly in mind during the discussion was the pressure of the timing involved due to the deadline (26.01.18) for the Precept figures to be submitted to CC. Following a long and detailed discussion it was resolved to make an offer making it clear that the offer is dependent on the council acquiring the funding. Proposer Cllr Colwill, seconded Cllr O’Sullivan. Unanimous. The starting and maximum offer was resolved. Proposed Cllr Waterhouse, seconded Cllr Perry. Unanimous. The Clerk was directed to contact the agents and to commence the negotiation process on 17.01.18 – to start at the lowest offer and proceed in stages up to the maximum as appropriate.

The public were invited to return. There were no members of the public present.

2018/19 Precept.

18/31 Para 18/17. The Clerk had prepared 3 more sets of precept figures since the ones presented at the November meeting. They took into account cost implications resulting from the resolutions made in December 2017 in relation to the BAH former car park. The councillors were unable to finalise the precept until the matters resolved in Para 18/30 are concluded. It was resolved to have Plan A - if the offer to purchase the BAH former car park is accepted the Precept will be increased by approximately 85% to include the equivalent of a Public Works Loan Board annual interest per annum and other resulting costs. Proposed Cllr Colwill, seconded Cllr Perry. Unanimous. It was resolved to have Plan B - if the offer to purchase the BAH former car park fails the Precept will not include expenditure related to the purchase and sustainability of the BAH former car park. The Chairman confirmed there will be an Extraordinary meeting on 23.01.18 to approve the Precept.

Date and Items for next Agenda.

18/32 Extraordinary meeting 23rd January – BAH former car park. Precept.
Monthly Regular meeting February 20th - Deferred items.