

Marhamchurch Parish Council
Tuesday 20th March 2018

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

Councillors present.

18/64 Chair Cllr J Walter, Cllrs S Colwill, R Blewett, T Edwards, T O'Sullivan, F Hunt, S Butler, R Bray.

Also in attendance: Clerk Mrs B Heathcote. County Cllr N Chopak for some of the meeting.

5 members of the public were present for some of the meeting.

Record and Approve Apologies.

18/65 Cllr Waterhouse's apologies were approved. Cllr T Perry absent – no apologies.

Declarations of Interest.

18/66 Cllr Blewett 21a &b. (Cemetery) RFI – Reserved Plots and Cemetery Maintenance Contractor.
Cllr S Butler 21 a & b). (Cemetery)RFI – Reserved Plots.

Dispensations.

18/67 It was resolved to approve Cllr Blewett's request to use his dispensation relating to 21a & b.
Proposed Cllr Hunt, Seconded Cllr Colwill, Unanimous.

It was resolved to approve Cllr Butler's request to use her dispensation relating to 21a & b.
Proposed Cllr Colwill, seconded Cllr Hunt. Unanimous.

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

18/68 No comments or questions.

Confirm the Minutes of the previous Meeting.

18/69 It was resolved to approve the minutes of the meeting held on 20th February 2018.

Proposed Cllr O'Sullivan, seconded Cllr Butler. Unanimous. The Chairman signed them as a correct record.

Matters Arising – for report only.

18/70 a) **Para 18/57 Discuss and action how best to deal with dog mess problems.** Cllr Chopak had provided some information but is going to make further enquiries. It was resolved to apply for Community Chest funds to cover the cost of notices. 3 x A5 notices 'Dogs Must be on a Lead' for the 2 church gates and the entrance to the cemetery respectively and general notices about cleaning up dog mess for many areas around the village – including the entrance to the footpath between Pinch Hill Estate and Old Canal Close and along the Foundry Lane. The Clerk was directed to request a dog litter bin in Helebridge Road at the entrance to Foundry Lane.

b) **Para 18/59 Finance & Legislation** (a) Bank Account signatory authority. Information relating to the types of identity for the new signatory were required and has now been supplied.

Correspondence

18/71 The following items had been circulated on 15.02.18 and/or emailed previously.

- i) Clerks & Councils Direct.
- ii) ACAS conference.
- iii) CRHA letter + 2017 Annual Report.
- iv) HAGS Playground leaflet.
- v) CC Planning Advice notes re PA17/03405/PREAPP - Pre-application advice for residential development. Land South Of Little Elm Hobbacott Lane Marhamchurch. Stevens Homes.
- vi) Letter from Christmas Tree Appeal committee.
- vii) CC Neighbourhood Planning Feb 2018 Update.
- viii) CC Event Planning Advice

Planning.

18/72 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) PA17/12174 - 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. **Pending**
 - iii) PA17/03405/PREAPP - Pre-application advice for residential development. Land South Of Little Elm Hobbacott Lane Marhamchurch. Stevens Homes. **Advice provided.**
 - iv) PA17/03404/PREAPP - 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. **Pending**
 - v) PA18/00550 – Proposed conversion of barn into dwelling. Beeston Farm Marhamchurch Ms J Barraclough. **Approved.**
 - vi) PA18/00611 New front porch and replacement extension. Croft Cottage Hobbacott Lane Marhamchurch. Mr & Mrs Wood. **Approved.**
 - vii) PA18/00476 – Proposed first floor extension and creation of off-street parking space Hele Grove, Helebridge Rd, Marhamchurch. Mr & Mrs Colwill. **Approved.**
 - viii) PA18/00214/PREAPP - Pre application advice for residential development of up to 9 dwellings in place of agricultural buildings - Park Farm Hobbacott Lane Marhamchurch. Mr & Mrs J Grigg. **Pending**
- b) Planning Applications/Appeals.
- i) PA18/01894 – Change of use of agricultural land to domestic garden. Pinch Bungalow, Marhamchurch. Mr Ford Mark Ford Builders Ltd. Following examination of the plans and the discussion, it was resolved to recommend approval. Proposed Cllr Blewett, Seconded Cllr Hunt. Unanimous.

To receive oral or written reports and authorise any action.

- 18/73 a) Chairman. – No report.
- a) Cornwall Councillor N Chopak. Adult Social Care is under the spotlight and the survey deadline has been extended to 11.04.18. The start date for the planned fortnightly waste collections has been postponed. Cllr Chopak enquired about the accident that had occurred on the A39 at the junction of Helebridge Rd and The Weir. Cllr Chopak reminded the council to put forward their ideas for improved safety in the village. There was a discussion about road safety at the junction – suggestions were made. There was also a discussion about road safety in the village and suggestions were made. The Clerk was directed to write to Cllr Chopak listing the suggestions/requests for improvement.
 - b) PCSO C Krolick. – No report.
 - c) Neighbourhood Plan. Cllr Colwill had met with St Gennys NDP team and gave a brief report from the meeting. Marhamchurch NDP group will organise their next meeting soon.
 - d) Playpark – Approve minutes. It was resolved to approve the minutes of the meeting 14.03.18. Proposed Cllr Colwill, seconded Cllr O’Sullivan. Unanimous. Outdoor Playpeople will be asked to quote to repair the slide. No update from CC about the annual safety check.
 - e) The Clerk - The Clerk had emailed details of the extra 39.25 hours worked in 4 weeks between 11.02.18 – 11.03.18. Payment for the extra hours together with the quarterly salary had triggered NIC contributions. Employee income tax of £425.40 was also triggered when the details were entered on the HMRC PAYE system. HMRC have since agreed the tax code sent was incorrect but they cannot refund the tax until the end of the tax year. Camelford Clerk provided transport to the GDPR training in Truro therefore mileage claim relates to Otterham. Due to the workload, attendance to the SLCC Regional Training Seminar in Falmouth on 18.04.18 has not been booked.

Appoint Councillor to fill vacancies for Councillors' Portfolios for identified Councillor Business.

- 18/74 a) Clerk's Support/Contract/Review. Cllr Blewett proposed accepting Cllr Bray's offer to join the 3 member team. Seconded Cllr Butler. Unanimous.
b) Neighbourhood Planning. Cllr Blewett proposed accepting Cllr Colwill's offer to be the portfolio holder, seconded Cllr Hunt. Unanimous.

Parish Highway improvements.

- 18/75 A note had been included in the Primary School newsletter – no feedback received.
A suggestion to remove the grass area on Helebridge Rd by St Marwenne Close had been received. See Minute No 18/73b.

Centenary Armistice Day.

- 18/76 .Marhamchurch School Headteacher advised they will probably do an assembly in school to celebrate the Armistice Centenary and will check whether the School Council would like to be involved with a Parish event. Subsequently, the Class 5 teacher has confirmed that they have offered to do the Sunday service and the class might also be able to look at doing other work related to the Armistice Centenary.
Information from Clerks and Council Direct including websites had been circulated.
The Chairman confirmed she will make enquiries about Marhamchurch British Legion plans. It was agreed to accept Cllr O'Sullivan offered to act as the co-ordinator and main contact for the parish council regarding the parish council's plans for Armistice Day.

Marhamchurch Community Shop.

- 18/77 a) A report of the meeting (attached to these minutes) had been circulated.
b)The Clerk has sent 3 emails and telephoned CC re the land transfer but there has been no response. CC N Chopak and Bude Area Network Linkperson C Sims are endeavouring to expedite the matter.
c)MVSL has advised that the grant funders have extended the deadline for accepting the grant terms.
d)A question was raised about parish councillors who are shop shareholders having an interest. It was noted that shareholders do not receive dividends. Cllrs Walter and Blewett left the meeting in case it transpired that, as shareholders, they have an interest. In the absence of the Chair and Vice Chair, It was unanimously agreed to accept Cllr Colwill's offer to take the chair.
e (i)Following the long discussion it was resolved to accept the feedback from the working party, that the conditions as set out have been met and to proceed on that basis. Proposed Cllr Butler, seconded Cllr Edwards. Unanimous.
e(ii)The problem of how to proceed with the solicitor before CC has confirmed their agreement to the revised terms about their land sale/transfer was discussed. It was agreed that due to the time pressure, it is not acceptable to delay until the April meeting. After a long discussion it was resolved to proceed with the sale/transfer of the land and engage the solicitor to prepare a draft deed of transfer with 2 conditions 1) CC confirm they are happy to proceed. 2) Ensure that the parish council's solicitor/legal representative can safeguard that there is no future financial burden placed on the parish council. Proposed Cllr O'Sullivan, seconded Cllr Edwards. Unanimous.
Cllrs Walter and Blewett returned to the meeting.
f)A discussion took place regarding arrangements for a public toilet during demolition and construction. Following the discussion it was suggested that, during the current temporary shop opening hours, the public can use the toilet at the back of the shop using the outside access door. Outside of shop opening hours, there will be no facility and a suitable notice will advise of the location of the nearest facility.

Annual Parish Meeting.

18/78 It was agreed to hold the meeting on the same evening as the Parish Council AGM in May (May 15th). Start time 7pm and to invite Cllr N Chopak and PCSO Krolick and request reports from Parish groups which will be displayed.

General Data Protection Regulations GDPR.

18/79 The Clerk had attended the day's training provided by CC. There are many tasks that need to be undertaken prior to the onset of GDPR in May, these include getting rid of anything that is not listed as a requirement to be kept which means going over many years' worth of documents. The Clerk is investigating a confidential waste contract. There are several processes and documents that need to be introduced such as a Privacy Impact Assessment for each asset/project ie one for the cemetery, one for employees, one for how emails are dealt with, one for how post is dealt with etc; a flowchart for each activity; setting up an Information Asset Register; risk assessment a GDPR policy; checking that all IT providers including cloud based are not outside the EU.

Clerk's Annual Review.

18/80 a) The Clerk advised that it is a requirement that all employee jobs are benchmarked. The Chairman requested that the Clerk advise the portfolio holders accordingly. -
b) The Clerk requested that the annual salary is paid monthly rather than quarterly with effect from 2018/19. It was resolved that the annual salary will be equally divided by 12 and the salary will be paid monthly on the 3rd Tuesday or to coincide with the date of each parish council meeting. Proposed Cllr Colwill, seconded Cllr Bray. Unanimous

Code of Conduct Training.

18/81 The Chairman advised that Sarah Mason from CALC can provide practical training for the whole council. It was resolved to invite S Mason to come to Marhamchurch and provide training. Proposed Cllr Bray, seconded Cllr Colwill. Unanimous.

Defibrillator.

18/82 a) Duchy Defibrillators has taken over the maintenance contract.
b) The training took place as planned. The Clerk was directed to organise training annually.

Parish Council IT system.

18/83 Following the discussion, in which it was noted that funds for updating the system have been budgeted for Cllr Hunt proposed that the Clerk order a new PC from the current IT support provider on the condition that the cost is less than £500, seconded Cllr Blewett. Unanimous. The Clerk advised that she currently has Office 2010 and it was agreed that it is necessary to have the latest version. The Clerk advised that the virus checker is due for renewal soon.

Finance & Legislation.

18/84 a) Councillor Verification of Balance Sheet Sept - Dec & Bank Reconciliation checks. Pending.
b(i) Parish Council Broadband & Telephone Line Rental is due for renewal 21.03.18. It was resolved to continue having the line rental with BT £208.80 per annum including no fee for caller display (a saving of £19.08 against monthly DD). Proposed Cllr Colwill. Seconded Cllr Blewett. Unanimous.
b(ii) The package had previously included BT Sport 1 free of charge but from January 2018 this ceased and was replaced by BT Sport Lite at a fee of £3.50 per month including VAT. The Clerk will reimburse the parish council with £7 for January and February. It was resolved to continue with BT Sport Lite and the Clerk will reimburse accordingly. Proposed Cllr Walter, Seconded Cllr Hunt. Unanimous.
c(i) Sunday School Broadband – Contract and Line Rental. The Clerk had checked with BT about the £2 increase from January 2018. BT advised it is an automatic increase but they have agreed to

reduce the increase and continue with the £11 per month special rate discount for 12 months (£29.99 per month). There is a very strong likelihood that when the contract is due for renewal in May these terms will not be available. It was resolved to renew the contract to obtain the benefits. Proposed Cllr Blewett, seconded Cllr Butler. Unanimous.

- c(ii) When the contract was set up in 2017, paying the line rental in advance had not been an option. BT has offered to accept the line rental of £208.80 in advance – a saving of £19.08 per annum. It was resolved to pay the line rental in advance. Proposed Cllr Blewett, Seconded Cllr Butler. Unanimous.
- d) It was resolved to authorise payments £3131.48 as per schedule plus £208.80 361458 Line rental, £208.80 Sunday school line rental, £49.80 salt/grit, £10 plants/bulbs. Proposed Cllr Hunt, Seconded, Cllr Butler. Unanimous.
- e) Income – see schedule on page 18/21.
- f) Bank Balances – see schedule on page 18/21.

Parish Cemetery - .

- 18/85 a) The Clerk confirmed that correspondence relating to the access installed in the Cemetery in 2016 had been sent to the owner of the adjacent field.
- b) It was noted that the ground in the Cemetery is very wet and it was agreed to monitor it.
- c) Cllr Blewett confirmed that he has new markers as per the order.

Parish Matters - Agree action and authorise associated expenditure.

18/86 a) **Salt** CC only fill existing salt bins in parishes and schools once a year in September as part of their Winter Maintenance. As a result of the heavy snow fall 1st weekend in March – all the salt in the bin by the bus shelter was used. The Clerk had enquired about cost for more salt from CC – £8.48 to fill salt bin 0.17 m³; £14.14 to fill salt bin 0.28 m³; delivery £89.68. Following local enquiries Cllr Blewett purchased 10 x 25kg bags total £41.50 + VAT from Travis Perkins. The councillors approved the purchase. Cllr Blewett has placed some salt in the bin and is storing the remainder.

b) **Saltbins** There has been a request for a bin to be placed in Pinch Hill and a request to know where the saltbins in the parish are located. So far CC are unable to advise the location of the saltbins in the parish and state *siting of new salt bins within highway limits must be agreed by Cormac Solutions Ltd so as to ensure the proposed location does not have a negative impact on general road safety.*

c) Footpaths – Local Maintenance Partnership 2018/19.

i) The details of the terms have been received. The funding is specifically for the cutting of vegetation that grows along the surface of PROWs including Gold paths and Silver paths including specific isolated gates or stiles. There is no funding for Bronze paths. It was unanimously resolved to continue with the partnership. Proposed Cllr Blewett, seconded Cllr Edwards. Unanimous.

ii) It was resolved to continue with Mr S Jose as the Footpath Maintenance Contractor. Proposed Cllr Hunt, seconded Cllr Butler. Unanimous.

d)South West Coast Paths A similar scheme to the PROW LMP has been offered to local councils to trim the Coast Path. The SWCP in Marhamchurch parish is 1800m from near Upton to Beach House Hotel and requires one cut per year. Following the short discussion it was resolved not to join then SWCP LMP. Proposed Cllr Edwards, seconded Cllr Hunt. Unanimous.

e)Weed Treatment. -The terms of the agreement from CORMAC - £398.10 per annum, for 2 treatments (Summer and Autumn) invoiced in 2 equal parts. It was unanimously resolved to appoint CORMAC for the work. Proposed Cllr Hunt, seconded Cllr Edwards.

f)Planters. Bulbs/flowers have been purchased and the planters are being planted up. The Clerk will transfer funds from the Community Benefit Fund accordingly.

g)Benches. It was agreed the Millennium Benches need cleaning and treating.

h)Highways Streetlights CC has confirmed they have adjusted the streetlight on the path from Helebridge Rd to St Marwenne Close. There is still some concern that it does not illuminate the path adequately.

Potholes The new system whereby interactive information is available has started. It was noted that potholes can be reported on-line on CC website by anyone.

i) **Overgrown Vegetation** Following a report of fallen trees and overgrown vegetation in the vicinity of the path between Pinch Hill Estate and Old Canal Close, B Skern from CORMAC met with Cllrs Edwards, Butler and Walter on the site on 17.03.18. B Skerne confirmed that action will be taken to improve the area including removing dead trees and the overgrown vegetation including removal of the vegetation that have been previously cut; salting the ground to remove the moss; repairing fences and installing new ones as required. It was noted that there was a lot of dog mess on the path.

j)**Citizen of the Parish Award** Cllr Blewett proposed increasing to £60, seconded by Cllr Colwill. Unanimous. The suggestion for the recipient was approved and it was agreed to make the presentation at the Annual Parish meeting. It was further suggested having the award as an annual event at the Annual Parish meeting.

k)**Development of a Parish Emergency Plan** St Gennys Parish Council is having a meeting specifically to develop a plan which the Chairman will attend.

Consider having a Parish Council Facebook page It was noted there are already several Marhamchurch interest Facebook pages and the parish council has a website. It was agreed to ask S Mason (CALC) for her opinion when she gives her Code of Conduct Training

l)**Basketball Posts** The Chairman is pursuing the matter.

m)**Toilets/Bus shelter/Kiosk** There was a short discussion about the role of the cleaner if the toilets are demolished and before the new unisex facility is available. It was suggested that if the current Shop toilet is used by the public that the cleaner can continue cleaning there.

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

18/87 The Clerk will contact WPD about a pole in Pinch Hill by the Rectory that is leaning into the road.

Date of next meeting and note items from Councillors for the Agenda.

18/88 Tuesday 17th April 2018.

March				
	Payments			
1	Marhamchurch Methodist	March mtg & Defibrillator training	504	40.00
2	P Amos-Yeo	Toilet/Bus shelter cleaning	505	80.00
3	CALC	Minutes & Agenda Training	506	60.00
4	*EDF	Toilets electricity	DD	9.00
5	BT	Sunday School 20.01.18	DD	31.99
6	BT	Parish Council 22.01.18	DD	27.86
7	SWW	Toilet Water	DD	10.09
8	B Heathcote	Room Rent	507	578.64
9	B Heathcote	Salary 4th QTR + extra hours (net)	507	1564.54
10	HMRC	Employee National Insurance Contributions	BACS	136.52
11	HMRC	Employer National Insurance Contributions	BACS	157.00
12	* HMRC	Income Tax	BACS	425.40
13	B Heathcote	Travel (part way Otterham) re GDPR in Truro	508	10.44
	SUB TOTAL			3131.48
14	Travis Perkins	Rock salt (RG Blewett)	509	49.80
15	BT	361458 Line Rental (B Heathcote)	510	208.80
16	J Ward	Flowers/Bulbs (J Walter)	511	10.00
17	BT	Sunday School Line Rental (B Heathcote)	512	208.80
	TOTAL			3608.88
	Income			
	HMRC	VAT reimbursement		1787.57
	B Heathcote	BR Sport Lite Jan & Feb		7.00
	Bank Balances as at 14.02.18			
		Monmouthshire B/Soc		£9,022.10
		TSB Interest Acc		£8,953.98
		TSB Chq Account		£3,252.73
		TSB Interest Acc Playpark		£1,001.19
		TSB Chq Acc Playpark		£1,645.02