

Marhamchurch Parish Council
Tuesday 17th April 2018

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

Councillors present.

18/89 Chair Cllr J Walter, Vice Chair Cllr T Perry, Councillors S Butler, S Colwill, R Blewett, T Edwards, F Hunt, T O'Sullivan & I Waterhouse.

Also in attendance: Clerk Mrs B Heathcote and for most of the meeting County Cllr N Chopak
Approximately 5 members of the public were present for the meeting.

Record and Approve Apologies.

18/90 Approval was given for Cllr T Perry's absence at the March meeting. Cllr R Bray had rung to advise he would be late. (he arrived at 7.40pm)

Declarations of Interest.

18/91 Cllr Blewett 20a (Cemetery) RFI – Reserved Plots and Cemetery Maintenance Contractor.
Cllr S Butler 20a (Cemetery) RFI – Reserved Plots.
Cllr Colwill No 8b(ii) & (vi) (Planning) RFI Joint owner of property
Cllr Colwill (No 8b(iii)) NRI - connection with architects.

Dispensations.

18/92 It was resolved to approved Cllr Colwill's request to use his dispensation relating to PA18//02209. Proposed Cllr O'Sullivan, seconded Cllr Hunt. Unanimous.
It was resolved to approved Cllr Blewett's request to use his dispensation relating to the Cemetery. Proposed Cllr Hunt, seconded Cllr Colwill. Unanimous.
It was resolved to approved Cllr Butler's request to use her dispensation relating to the Cemetery. Proposed Cllr Hunt, seconded Cllr Edwards. Unanimous.

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

18/93 No comments.

Confirm the Minutes of the previous Meetings

18/94 a) It was resolved to approve the minutes of the meeting held on 20th March 2018.
Proposed Cllr Colwill seconded Cllr Edwards. Unanimous. The Chairman signed them as a correct record.

Matters Arising.

18/95 a) **Para 18/70 Discuss and action how best to deal with dog mess problems.** CC Dog Warden has fixed posters on some areas in the village, the Clerk has requested more posters. As there are already several dog bins in the village, it is very unlikely to have another. Spot check visits to some of the dog mess problem areas in the village will occur. CC do not provide Dogs must be on Lead posters so the Clerk will progress with ordering 3 suitable notices.

Correspondence

18/96 a) The following items had been previously circulated and/or emailed previously:
i) Metrorod flyer
ii) Wickstead flyer
iii) Local Council Review
iv) Radar Speed Sign information.
v) Glasdon Leaflets
vi) The Clerk magazine – several pages re the Armistice Centenary + an article about a Parish Lengthman.
vii) Neighbourhood Planning March 2018 Update.
viii) Information about salt bins.
ix) CALC New Round up 29.03.18
x) CC Communities and /devolution Bulletin March 2018

Cllr R Bray arrived.

Planning.

18/97 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/ 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.
- iv) 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. Advice given. No information due to its sensitive nature.
- v) PA18/01894 – Change of use of agricultural land to domestic garden. Pinch bungalow, Marhamchurch. Mr Ford Mark Ford Builders Ltd. Pending.

b) Planning Applications/Appeals.

- i) PA18/02013 – Proposed replacement restaurant extension following structural damage to existing extension in high winds and new porch. Bay View Inn Widemouth Bay. Mr & Mrs L Soulsby. The plans were viewed and discussed. It was resolved to recommend approval. Proposed Cllr Blewitt, seconded Cllr Waterhouse. Unanimous.
- ii) PA18/01271 – Extensions and alterations. The White House, Hobbacott Lane. Mr Stuart and Mrs Sally Colwill. Cllr Colwill Left the room. The plans were viewed and discussed. It was resolved to recommend approval. Proposed Cllr Perry, seconded Cllr Blewett. Unanimous. The Clerk was directed to request that the extension is kept white in colour.

The Councillors agreed to look at PA18/01422 next while Cllr Colwill is still absent.

- iii) PA18/01422 – Extend and alter existing outhouse to provide useful ancillary accommodation. The White House Hobbacott Lane. Mr Stuart & Mrs Sally Colwill. The plans were viewed and discussed and due to some confusion about the plans, it was suggested and agreed to invite Cllr Colwill back to answer some questions about the plans. After Cllr left the meeting again it was resolved to make no comment at this time. Proposed Cllr O’Sullivan, seconded Cllr Butler. Unanimous.

Cllr Colwill returned to the room.

- iv) PA18/02209 - Proposed extension to dwelling. Springfield Meadows Sharlands Rd. Mr & Mrs K Heywood. The plans were viewed and the proposal was discussed.

Cllr Colwill left the room.

It was resolved to recommend approval. Proposed Cllr O’Sullivan, seconded Cllr Perry. Unanimous.

Cllr Colwill returned to the room.

18/98 To receive oral or written reports and authorise any action.

- a) Cllr Walter - There had been a fire risk at the Primary School and the children had to be evacuated. The school and the Clerk have been provided with an up-to-date list of keyholders and telephone contact numbers. The Clerk will ensure the keyholders do not mind having their details published and they will be on the parish noticeboard and website accordingly and the Parish Emergency Plan in due course.
- b) Cllr N Chopak - CC has pledged £3million for Phase 1 of Cornwall Stadium, the government will match with an additional £3million. There are 3 phases. The start date for changes to the rubbish/recyclable waste had been delayed. Cllr Chopak will follow up on progress with the footbridge at the Foundry. Cllr Chopak is liaising with St Gennys and Poundstock PCs and Chris Sims, CC BCN Link Officer about a Parish Emergency Plan and will keep Cllr Walter informed.
- c) PCSO C Krolick. Following the report about the damage to the toilet dispenser, PCSO Krolick emailed that he has concerns about a pay to use system as it could be a temptation for someone to force it off the wall.

- d) Neighbourhood Plan. No update
- e) Playpark – It was resolved to approve minutes . Proposed Cllr Edwards, seconded Cllr Blewett. Unanimous. CORMAC had confirmed the safety check will take place within 6 weeks.
- f) The Clerk had emailed details of the extra 41 hours up to 08.04.18. SLCC smaller councils’ meeting in Liskeard on 26.04.18 to deal with the audit changes and practical ways to set up systems for GDPR. No charge for the session but costs will include travel expenses. It was resolved that the Clerk can attend, proposed Cllr Colwill, seconded Cllr Edwards. Unanimous.

Parish Highway improvements.

18/99 The Clerk had emailed the suggestions as approved by the council which included thoughts about improving safety on the A39/Helebridge Rd/Whalesborough junction as well as areas in the village. Cllr Chopak advised that the safety concerns on the A39 would be a separate matter to the £50k per community network, per year for 3-years. There have been suggestions for some of the £50K for the current year to be used to purchase electronic speed monitor signs. If agreed, the BCN county councillors could liaise and then each parish could have a turn to have the signs which would act to hopefully slow down drivers and at the same time record speed and data for future reference.

Flooding at Widemouth Bay.

18/100 Cllr Chopak advised that this is an ongoing problem raised by Poundstock PC and residents and is still being investigated. It is thought the flooding is caused by several reasons: old and inadequate SWW drainage; excess water from Marine Drive; erosion of the sand dunes; a pedestrian gate access from the car park to the road; sand blowing onto the road and being washed into drains.

Centenary Armistice Day.

18/101 No feedback following the note in the parish newsletter. Copies of information about the World War I Armed Forces personnel who are commemorated on Marhamchurch Memorial have been provided. The working party for the project are Cllrs O’Sullivan, Perry and Butler.

Marhamchurch Community Shop.

- 18/102 a) CC has sent a Land Registry Transfer of part of Registered Title (TP1) and a letter confirming that they will transfer the land at Pinch Hill to Marhamchurch Parish Council for £1 subject to a covenant not to use the land other than as a community shop or public conveniences.
- b) The Parish Council Working party have an appointment with their solicitor on 18.04.18.
- c) No further matters for discussion at this stage.

Marhamchurch Food Fair 7th May 2018.

18/103 The Chairman relayed some information about the forthcoming event.

General Data Protection Regulations GDPR.

18/104 The Clerk has not had time to make any preparations. The date for training/information for councillors is awaited.

Clerk’s Annual Review.

- 18/105 a) CALC Benchmarking process guide had been supplied to the relevant portfolio holders who had met and discussed the benchmark appropriate for Marhamchurch Parish Council Clerk/RFO. The job profile for Marhamchurch indicates a medium parish category appropriate to scale LC2 between substantive range 30 – 35. It was resolved, to take into account the RFO role and the 20+ years’ experience that SCP35 is applied. Proposed Cllr Edwards, seconded Cllr Blewett. Unanimous. It was resolved SCP 35 to take effect from January 2018. Proposed Cllr Edwards, seconded Cllr Blewett. Unanimous.
- b) Room Rent. It was resolved to increase the room rent from £6.818 to £7.50 per week from April 2018. Proposed Cllr Edwards, seconded Cllr Colwill. Unanimous.

Whole Council Code of Conduct Training.

18/106 The Clerk will request S Mason, CALC to come on 22.05.18 in the Sunday School.

Annual Membership Subscriptions.

18/107 CALC annual renewal £267.13 + VAT. It was resolved to renew the subscription. Proposed Cllr Edwards, seconded Cllr Waterhouse. Unanimous.

Finance & Legislation.

18/108a) The Parish Finance Portfolio holder had checked and agreed the Balance Sheet and Bank Reconciliation from Sept 2017 – March 2018. Copies had been provided to all councillors. It was suggested to decrease the separate fund headings from Apr 2018.

b) Copies of the Parish Council & Playpark End of Year Receipts & Payments Reports and Bank Reconciliations had been circulated. It was resolved to approve the figures. Proposed Cllr Edwards, seconded Cllr Perry. Unanimous. The Chair and Clerk signed the Receipts and Payments Analysis Book accordingly.

c) (i) (ii) & (iii) Annual Audit. Copies of the Annual Governance Accounting Statement (AGAR) had been provided prior to the meeting. It is recommended that council should agree and complete Section 1 & 2 after the Internal Audit checks have been undertaken and the relevant section completed and signed. The Clerk confirmed that she has been forwarding copies of minutes, agendas, schedules and financial checks regularly as usual and had forwarded details of the new auditor notes and forms but had not received a response. The Clerk was directed to make enquiries about finding a new auditor.

iv) Copies of the Supporting Statement had been circulated. Assets: The Clerk advised that the drum on Dell printer bought (for the Parish Plan) in 2008 for £198 had worn out, repair costs was more than it was worth and it has been disposed of with no value. The laminating machine bought at the same time for £33 had malfunctioned and was not worth repairing and had been disposed of with no value. Additions to the assets are 2 items of play equipment, 2 slate planters and 2 wooden planters. It was resolved to approve the updated Asset Register and the Supporting Statement. Proposed Cllr Perry, seconded Cllr Colwill. Unanimous. 16/17 v 17/18 variances not yet prepared.

d) It was resolved to authorise payments totalling £1,638.06 as per schedule plus £643.50 re DD to BT for Sunday School broadband, Cemetery Plot markers, lights for toilets, CALC membership and cleaning product. Proposed Cllr Perry, seconded Cllr Colwill. Unanimous.

e) Income see schedule page 18/26

f) Bank Balances see the schedule page 18/26

Parish Cemetery.

18/109A request from a non-parishioner to reserve a double cremation plot at parishioner rate had been received; councillors had responded that the reasons given do not warrant parishioner rates. Subsequently the requester has requested a burial instead of a cremation plot. Additionally, another non-parishioner has requested to reserve a specific single cremation plot, the plot is the next in line and the request was approved.

Parish Matters

18/110 a) Saltbins. CC has clarified that the bin by the bus shelter is the only one in the parish. CC policy is for bins not be placed for the public to use salt at dangerous locations and they only site them at locations off the main precautionary salting routes, in villages or near schools where pedestrian safety will be significantly enhanced.

b) Benches. There was discussion re the pros and cons of power washing the benches versus using a fungicide treatment. One bench has been treated with fungicide solution and it was agreed to wait and see the outcome.

c) Untidy/dangerous state of the path between Pinch Hill Estate and Old Canal Close. A meeting on site took place with an officer from Cornwall Housing who are responsible for the trees but not the brambles and they cannot access the trees due to the overgrown brambles and vegetation. A tree

safety inspection has occurred with recommendations for some dead trees to be removed, removal of ivy and vegetation and the brash left last year; WPD need to reduce the height and radial spread to some trees. Work will take place outside of the bird nesting period. The Clerk has written to CC for a report of action following their visit in March.

d) Planters. Cllr Perry agreed get plants for the planters at Helebridge Rd and Pinch Hill and prepare the planter for Hobbacott Lane. It was resolved to get 2 more slate planters. Proposed Cllr Hunt, seconded Cllr Walter. Unanimous.

e) Development of a Parish Emergency Plan. See Item 18/98b.

f) Basketball Posts - ongoing

g) Discuss options for a sign showing parish footpaths. Suggestions for signs in the parish have been included in the letter to Cllr Chopak. Following a discussion about having a map of the parish in the village showing the parish Public Rights of Way and Permissive Paths some councillors agreed to have a look at the map on Week St Mary Parish Office/Unisex toilet and the Toilets at Widemouth Bay car park.

h) Update re Closed Bridge over Public Byway adjacent to Foundry Cottage. See item 18/98b.

i) Public Toilets – CC non-domestic rates £612 – qualify 100% small business rate relief. SWWA DD £10.09 due from the account in March had not been processed by SWW and has been included in this month's £27.41. EDF DD has increased from £9 to £12 per month from 16.03.18.

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

18/111 No matters raised

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

18/112 Parish Council AGM at 7.45 preceded by the Annual Parish Meeting at 7pm, Tuesday 15th May 2018
Internal Auditor, Parish Council Facebook page.