

Marhamchurch Parish Council

Tuesday 24th July 2018

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

Councillors present.

18/167 Chair Cllr J Walter, Cllrs R Bray, S Butler, S Colwill, R Blewett, T Edwards, F Hunt, T O'Sullivan and T Perry.

Also in attendance: Clerk Mrs B Heathcote.

Six members of the public were present for the meeting.

Record and Approve Apologies.

18/168 It was resolved to approve Cllr Waterhouse's absence. Proposed Cllr Perry, seconded Cllr Colwill. Unanimous. Apologies also received from County Cllr Chopak PCSO Krolick and R Hockin.

Declarations of Interest.

18/169 Cllr Blewett 15 (Cemetery) RFI – Reserved Plots and Cemetery Maintenance Contractor.

Cllr S Butler 15 (Cemetery) RFI – Reserved Plots.

Cllr Blewett 13 a- c. Marhamchurch Shop NRI owns social shares.

Cllr Walter 13 a-c. Marhamchurch Shop NRI owns social shares

Dispensations.

18/170 It was resolved to approve Cllr Blewett's request to use his dispensation relating to the Cemetery. Proposed Cllr Colwill, seconded Cllr Butler. Unanimous.

It was resolved to approved Cllr Butler's request to use her dispensation relating to the Cemetery. Proposed Cllr Colwill, seconded Cllr Hunt. Unanimous.

It was resolved to approved Cllr Blewett's request to use his dispensation relating to MVSL. Proposed Cllr Hunt, seconded Cllr O'Sullivan. Unanimous.

It was resolved to approved Cllr Walter's request to use her dispensation relating to MVSL. Proposed Cllr Perry, seconded Cllr O'Sullivan. Unanimous.

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

18/171 It will be the 200th year Anniversary of Bude Canal on 23.07.19. Bude Canal & Harbour Society supported by Bude Stratton TC will be celebrating the event with an exhibition and other events. It was suggested that information is passed to Cllr Waterhouse as the parish council portfolio holder for Bude Canal.

Confirm the Minutes of the previous Meetings

18/172 It was resolved to approve the minutes of the meeting held on 19th June 2018. Proposed Cllr Perry, seconded Cllr Colwill. Unanimous. The Chairman signed them as a correct record.

Matters Arising.

18/173 a) **Para 18/148b Confirmation of Minutes.** The date at the top of the minutes of the extraordinary meeting in May were incorrect and should have read Wednesday (not Tuesday) 30th. The Clerk corrected the error which was initialled by the Chair.

b) Para 18/49c Path between Pinch Hill Estate and Old Canal Close. No work has started.

c) Para 18/153b County Cllr Chopak i) Temporary bridge at the Old Foundry. Cllr Waterhouse is liaising with Cllr Chopak to arrange a meeting with C Monks, CC Countryside Officer

Correspondence

18/174 a) The following items had been circulated and/or emailed previously (10.07.18)

1. Clerks & Councils Direct (July).
2. CC response to Land of West Haven, Hobbacott Lane. Pre-app.
3. CC response dd 07.02.18 to Kennacott Development Pre-app request.
4. SLCC Magazine July 2018.

5. BCN Notes 30.04.18
5. BCN Agenda 09.07.18.
6. BCN Notes AGM 10.07.17.
7. Wheal Buzzy project Officer Advert
8. BT price changes.
9. CALC News Round up 29.06.18
10. NC Coast Cluster Group re NDP, Affordable Housing and Cornwall Local Plan Housing.
11. War Memorial – notification of Designation Decision.
12. War Memorial News.

b) The Clerk read part of an email about vandalism on Bude Canal which has targeted the no cycling signs which have been removed and the no cycling notices which have recently been painted on the path have been painted over. G Cann CORMAC Snr Countryside Officer has been trying to find ways to resolve the matter which have included reporting to the Police. However, although it has a negative impact on resources, it is classed as a low impact crime and, so far, there has been no feedback from the Police. If anyone becomes aware of vandalism – it should be reported to the Police and Bude Canal Harbour Society who will liaise with CORMAC.

Planning.

18/175a) Decision Notices/Updates.

- i) PA17/02783 - Additional 24 Holiday Dwellings and Extension to Swimming Pool Building to provide Woodchip Biomass Boiler Room. Whalesborough Farm. 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. PENDING.
- iii) PA18/04066 Variation of condition no 2 (approved plans) in respect of decision PA15/05191 dated 27.08.15 for conversion of existing stable building into 2 holiday cottages to include guests stabling provided within part existing frame building and use of equestrian menage. New Meadow Barn. GRANTED
- iv) PA18/01427/PREAPP - Pre-application advice for residential development of up to 5/6 dwellings. Land West of Crest Haven Hobbacott Lane Marhamchurch. ADVICE GIVEN.
- v) PA18/04763 Change of use of garage to residential annexe, together with associated works. Village Farm. Marhamchurch. GRANTED.

b) Planning Applications/Appeals.

- i) PA18/05242 – Erection of a conservatory. Trebah, The Old Stables, Pinch Hill. Following examination of the plans and the short discussion, it was resolved to recommend approval. Proposed Cllr Perry, seconded Cllr Colwill. Unanimous
- ii) APPEAL D0840/W/18/3196273 (PA17/08131) Outline planning permission with some matters reserved: Erection of 4 dwellings, garages and access (access for consideration). Land south west of Elmsleigh, Pinch Hill. The Clerk read the parish council response which had been sent for PA17/08131 with a unanimous vote to recommend refusal. Following the discussion, it was resolved that the original recommendation stands. Proposed Cllr Colwill, seconded Cllr Blewett. Unanimous. The Clerk was directed to write and reiterate the council's previous reasons and to address some points raised by the applicant's agents of which the councillors do not concur.
- iii) PA18/04956 – Construction of an outbuilding for use in conjunction with the dwelling and the dwelling annexe. Salt House, Marine Drive, Widemouth Bay. The proposal had arrived

after the agenda was published. It was agreed to deal with the proposal as an urgent matter as a response by the date of the next planned meeting would be too late. Following examination of the plans and the long discussion, it was resolved to recommend refusal. Proposed Cllr Colwill, seconded Cllr Hunt. Unanimous. Some points to be included in the response will advise that the Parish Neighbourhood Development Plan has already suggested that no development on the seaward side of Marine Drive should be permitted; that any further development of the area around Salt House will have negative impact on Phillip's Point Nature Reserve which is nearby; further development of the area will detract from the character of the coastline; further development will detract from the public view of the coastline and beach and that further development will set a precedent which is to be avoided at all costs.

iv) PA18/06620 – Proposed extension and alterations together with re-roofing. Chynoweth, Underlane. The proposal had arrived after the agenda was published. It was agreed to deal with the proposal as an urgent matter as a response by the date of the next planned meeting would be too late. Following examination of the plans and the discussion, it was resolved to recommend there are no objections to the proposal but to ask that the level and situation of the Velux windows are checked to ensure they are not overlooking the neighbouring property. Proposed Cllr Colwill, seconded Cllr Perry. Unanimous.

c) Planning – Bude Green Five – Following the short discussion, a decision was made to support an initiative labelled the 'Bude Green Five' it was resolved that when considering planning applications, that the parish council request that the following environmental issues are considered and that if appropriate the following statement will be included in responses: the parish council request that the Bude Green Five (below) are incorporated:

- Rainwater harvesting and grey water recycling be incorporated,
- PV Generation and Diverter be incorporated,
- Local sustainable building materials be used where possible,
- Any hard standing to be of permeable materials,
- Renewable source of heating ie: ground source heat pump be used.

Proposed Cllr Edwards, seconded Cllr Colwill. Unanimous. There was also the suggestion that the Bude Green Five should be incorporated in the Parish Neighbourhood Development Plan. There was also a short discussion about adding that there should be no decrease in vegetation, hedges, trees or grass verges but it was agreed to defer including for the time-being.

To receive oral or written reports and authorise any action.

18/176 a) Chairman. Cllr Walter had attended the Emergency Plan steering group meeting in June. There is considerable work involved in preparing the plan (Grants are available) Cllr Butler offered to join her for the next meeting and to assist with the plan. Cllr Walter had attended the Bude Area Network meeting in July when Cllr Chopak was re-elected as Chair and P Labroy elected as Vice Chair. Concerns about the work involved in Emergency Plan and Neighbourhood Development Plans were discussed and a sub-group will meet in August to discuss. Community Network Highways Programme - O Jones (CORMAC Highways) has prepared a spreadsheet itemising the requests/suggestions made by town and parish councils. The next Bude Area Network meeting will be in October.

b) Cornwall Councillor N Chopak. No report.

c) PCSO C Krolick. No report.

d) Neighbourhood Plan. A meeting had been held. The group have signed up to use the Cornwall mapping website. The group is liaising with Poundstock and Mawnan Parish Councils respectively re their questionnaires. It is hoped to form a steering group with 4 members from the parish in

addition to the parish councillors to assist. Next meeting 01.08.18, Methodist Sunday School, 7.30pm.

e) Playpark – It was resolved to approve the minutes. 07.06.18. Proposed Cllr Blewett, seconded Cllr Bray. Unanimous. It was resolved to approve the minutes. 11.07.18. Proposed Cllr Bray, seconded Cllr O’Sullivan. Unanimous. The following repairs have taken place: bottom stays of both slides with new timbers concreted in; cut out broken steps and replace; reinforce fence post; dig out old gate post, enlarge holes, replace both posts and concrete in; remove old hardware, refit and rehang gate; remove small pedestrian gate and replace with new fence section.

f) The Clerk - The extra hours in the 5-week period up to 08.07.18 were 32 ½, are beginning to settle down with the hoped-for pattern, to most hours worked the week before and the meeting week with fewer in between, re-emerging. The Clerk has still not claimed payment for the extra hours worked since 08.04.18 and is hoping that the extra hours will decrease/cease and payment can be spread out during the remaining year. GDPR is still taking extra time as is Internal Auditor notes/guidance updates and policies. The Clerk confirmed that she had withdrawn her letter of resignation, dated 21.06.18 to allow more time but that it remains her intention to resign later in the year. The Clerk still has the ‘old’ computer tower and hard drive. If no one wants the tower, she will take it to the recycle site at Tiscott. Although the hard drive is defunct it needs to be sent away to be disposed of securely or broken up with a sledgehammer. It was agreed that the tower can be disposed of and the hard drive destroyed with a sledgehammer. The Clerk had delayed applying for a grant for the dogs on leads signs from Cllr Chopak as there had been a suggestion to apply for footpath/permissive path direction signs at the same time.

Bude Community Network Meeting report to include Community Network Highways progress update.

18/177 See 18/176 (a).

Discuss options for the land on Pinch Hill Estate (previously used as unofficial allotments).

18/178 Following the discussion it was agreed that a working party of councillors meet at the site in August.

Centenary Armistice Day.

18/179 A meeting in June had not taken place and a new date is being arranged. The working party have several ideas to discuss.

Marhamchurch Community Shop.

18/180 a) Action according to the resolution at the last meeting re the changes to the TP1 and TR1 had taken place and the documents were signed, witnessed and returned to the solicitor 28.06.18 by MVSL’s deadline. The transfers have occurred and letter 03.07.18 from the solicitors with the completion statement was received. MVSL had needed to agree a further extension, to 13.07.18, with AMLAG as the Cornwall Loan Agreement was not finalised in time. Everything is now finalised and on Friday 20.07.18, MVSL advised the Clerk that the builder was starting on Monday 23.07.18. MVSL have transferred the outstanding legal fee balance £362 to MPC by BACS.

b) The Chair advised that clarification was needed regarding who is responsible for the ‘new’ toilet and its operations – ie cleaning arrangements, providing materials, organising any ongoing repairs etc. It was confirmed that the parish council have resolved to fund the cost of running and maintaining them but this is a separate matter to responsibility for them. The Clerk confirmed that it had always been her understanding that the Community Shop team would own and operate the toilets. It was agreed that the shop working party will meet to discuss the matter. A suggestion was also made for a councillor to act as a liaison with MVSL. A letter of thanks from MVSL to the parish council for their support was read out and Cllr Walter thanked and congratulated MVSL committee for their hard work, perseverance and eventual success in getting the go ahead for the new shop.

General Data Protection Regulations GDPR.

18/181 a) The Clerk has been continuing to gather all the old documents to be destroyed, which is too much for her to burn in her domestic incinerator. A company based in Truro provide a confidential waste collection service and provide sacks @ £5 per sack but they will only collect if there is a minimum of 9 sacks. Filled sacks can be taken to the depot by arrangement with a refund for unused sacks. The offer from a councillor to burn the paperwork was accepted.

b) It is necessary for the parish council to have a Privacy Notice on their website with a reference to it included on all emails (and possibly letters) sent by the Clerk. A draft notice had been prepared and circulated – together with a suggestion for the disclaimer. It was agreed to defer adopting the policy until the next meeting.

It is also necessary for the council to have a Privacy Policy and a Retention/Disposal Policy. Some councillors still experience problems when accessing.gov.uk mails using iPhone and tablets and the Clerk will make further enquiries.

Marhamchurch Parish Cemetery

18/182 There was a discussion comparing the number of plots being used and/or reserved by non-parishioners and parishioners and it was also noted that as a rough estimate the space left will be adequate for approximately 20 years. In order to secure longevity of the cemetery for parishioners, it was resolved that plots should be allocated for use by parishioners only with the proviso that requests from non-parishioners may be considered and permission granted by discretion of the parish council. Proposed Cllr Edwards, seconded Cllr Colwill. Unanimous. The Clerk will update the terms and conditions accordingly and send the information to funeral directors as soon as possible. There was a suggestion that income in relation to the cemetery should be reserved towards the cost of future land for an extension and that it may be expedient to make enquiries about land. Deferred until the Annual Cemetery Review which is due in the Autumn.

Finance & Legislation.

18/183 a) Review Internal Audit – As a result of the Governance & Accountability Guidelines 2017, the clerk has updated the notes and guidelines for the internal auditor. Adoption of the new guidelines and notes was deferred to the next meeting.

b) Consider Internal Audit future arrangements. +The checks and inspections that are expected of the IA have increased and it was considered that it may be advisable for the internal auditing to be undertaken by a company/person who is more able to report during the year. The Clerk had contacted some providers. The Clerk was directed to make further enquiries and report back to the next meeting.

c) It was resolved to authorise payments totalling £1,484.84 as per schedule plus £470.00 (Cemetery maintenance, Playpark repairs, Internal Audit). Proposed Cllr Colwill seconded Cllr Edwards. Unanimous It was resolved to approve post-dated cheques and BACS payments to HMRC re the Clerk August salary. Proposed Cllr Hunt seconded Cllr Bray. Unanimous.

d) Income see schedule page 18/4

e) Bank Balances see the schedule page 18/. There are still some issues with TSB – the Clerk is unable to authorise transfers between accounts or authorise BACS payments on-line and has to either visit the bank or make a telephone call which takes more time. Letters of complaint have now been acknowledged but the complaint has not been dealt with. Statement to enable the 1st QTR to be reconciled have arrived but the latest statement is overdue.

f) The Apr – Jun Finance report, Bank Reconciliation and Finance check. (1st quarter) which had previously been emailed, have been checked and found to be correct by the Parish Finance Portfolio holder.

Parish Matters.

- 18/184 a) Benches. The Chairman thanked Cllr Edwards for the work on the three benches he has cleaned and treated.
- b)) Highway matters – i) The clerk has reported the defect in the road between Sharlands bridge and Trelay. ii) The clerk has sent a chaser to CORMAC re the overgrowth on the verges that hamper visibility when access the A39 from Helebridge Rd (looking right) and when accessing the A39 from Whalesborough (also when looking right). iii) it was noted that frequently there are still one or two vehicles parked on pavement outside Courtlands – forcing pushchairs and wheelchairs into the road. iv) The majority of the potholes on the road from Chrisney Cross to Harlake, previously reported, have been reported but there is still a large one near the lane to Stearts/Waterstone which the Clerk will report. v) the hedge from The Old Post Office is overhanging the pavement. vi) there appears to be a dead tree at the bottom of Pinch Hill.
- c) Planters - Thanks, were given to Cllr Perry for painting the wooden planters. Cllr Waterhouse had reported that the compost in the planters outside the Village Hall had become so dry they would not hold water and the plants will be replaced.
- d) Development of a Parish Emergency Plan. See 18/176 (a).
- a) Basketball Posts. – Cllrs Walter and Perry will attend as soon as possible
- b) Bus Shelter and Kiosk – Cllr Butler offered to check them and brush them out if needed.

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

18/185 The Clerk will contact Qila toward the end of August re the Community Benefit Grant

Annual Reviews

18/186 Review Standing Orders, Asset Register, Parish Policies and Protocols. Deferred.

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

18/187 It was agreed not to plan for an August meeting and the next meeting will be Tuesday September 18th.