

**Marhamchurch Parish Council**  
**Tuesday 18<sup>th</sup> September 2018**

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

**Councillors present.**

18/188 Chair Cllr J Walter, Vice Chair Cllr T Perry, Cllrs R Bray, 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.  
5 members of the public were present for some of the meeting.

**Record and Approve Apologies.**

18/189 No apologies

**Declarations of Interest.**

18/190 Cllr Blewett 15 (Cemetery) RFI – Reserved Plots and Cemetery Maintenance Contractor.

Cllr Butler 15 (Cemetery) RFI – Reserved Plots.

Cllr Hunt 8b(i) PA18/06162 – NRI – Friends with owners of adjacent property.

Cllr Hunt 8b(i) PA18/07856 – NRI – Adjacent to own house.

**Dispensations.**

18/191 It was resolved to approve 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 Colwill, seconded Cllr Perry. Unanimous.

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

18/192 PCSO C Krolick was present and it was agreed to change the order of the agenda and he was invited to give a report. He gave details of Marhamchurch crime figures and details, which although had increased, are still significantly low and indicate that Marhamchurch is a very safe place. There has recently been a number of thefts from vehicles and premises (including from 2 vans with builders' tools in Marhamchurch). Emphasis was given for checking property is secure and items are not left in sight, also the need for any information or details to be passed to the Police so they can get a full picture. D&C Police send Alerts to the Clerk. A Police priority is safeguarding and if anyone has any concerns about anyone who may be vulnerable to alert them as they liaise with other services – he also mentioned child sex exploitation and urged people to contact the Police if they have any concerns. Parking on pavements was discussed, which although illegal, the Police generally only get involved if the parking is causing an obstruction. PCSO Krolick answered questions.

**Confirm the Minutes of the previous Meetings.**

18/193 It was resolved to approve the minutes of the meeting held on 24<sup>th</sup> July 2018. Proposed Cllr O'Sullivan, seconded Cllr Butler. 9 Votes. The Chairman signed them as a correct record.

**Matters Arising.**

18/194 a) **Para 18/173b Path between Pinch Hill Estate and Old Canal Close.** O Jones has advised the work is scheduled for 22/11/18 for 2 days, and the work will be brought forward if possible. Cllr Butler advised some work has been undertaken.

**b) Para 18/173c) Temporary bridge at the Old Foundry.** Cllrs Waterhouse and Walter had attended a meeting with CC Officer C Monks and Cllr Chopak. There are 300 other bridges that need repairs and many have a higher priority. C Monks suggested the time span for Foundry Bridge repairs is 5 years. However, he did agree that the temporary bridge will be widened to allow bicycles and pushchairs access and the signage will be changed as the wording at the moment is very misleading

- c) **Para 18/186 Annual Reviews** – Due to workload re GDPR and Recruitment – the Clerk had not had time to check documents and circulate. Deferred to the October meeting.
- d) **Para 18/171 Bude Canal**. Cllr Waterhouse has not yet received any information about the 200<sup>th</sup> Year Anniversary.

### Correspondence.

18/195a) The following items had been circulated and/or emailed in August and September

1. CC Localism Newsletter 03.08.18
2. CALC News Round up 31.07.18 + CC Planning Enforcement process flowchart.
3. Emails from NC Cluster Group of T & P councils re NDPs & Affordable Housing.
4. BCN Notes 09.07.18.
5. War Memorial News 07.08.18.
6. CC Planning Conference letter and invitation.
7. Neetside Community Centre Annual Report 2017/18 and Notes.
8. Police Crime Commissioner Newsletter 16.08.18.
9. Exeter University re Political Participation in My Community.
10. AONB Survey information and updates.
11. CC Consultation re CIL.
12. Clerks & Council Direct Sept 2018.
13. Copies of emails
14. Self-catering Waste information and copy of letter.
15. CALC News round up 30.08.18.
16. Emails between C Cllr Egerton and NCC Group Chair.
17. CALC letter re Police merger and the response from Police Commissioner.

b) CC Licensing Act Policy Consultation deadline 05.12.18.

### Planning.

18/196a) 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. **Granted.**
- iii) PA18/05242 – Erection of a conservatory. Trebah, The Old Stables Pinch Hill. **Granted.**
- iv) 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. **Pending.**
- v) PA18/04956 – Construction of an outbuilding for use in conjunction with the dwelling and the dwelling annexe. Salt House, Marine Drive, Widemouth Bay. **Refused**
- vi) PA18/06620 – Proposed extension and alterations together with re-roofing. Chynoweth, Underlane. **Granted.**

18/196b) Planning Applications/Appeals.

- i) PA18/06162 – New dwelling with detached garage. Land north of Westlands, Helebridge Rd Marhamchurch.  
Cllr Hunt left the room.

Following examination of the plans and the discussion – it was resolved to recommend refusal. Proposed Cllr Water, seconded Cllr Colwill. Unanimous. The Council remain of the opinion that the development represents backfill. The Clerk was directed to state the reasons given for the previous application in 2015 and to elaborate on the dangerous impact of more vehicular usage on the Byway which is the only off-road access to Helebridge, which in turn is a safe access to Bude Canal and the Multi Use trail and thereby a non-motorised access into Bude. It was also felt that the development compromises the vehicular access to the school grounds; and that there would be a risk to safety of pupils from Marhamchurch Primary School who use the Byway to access Forest School as also do Marhamchurch Pre School pupils. Also that all these dangers would be heightened during construction. The parish council, are of the opinion that the suggested changes on Helebridge Road will exacerbate rather than improve safety.

- ii) PA18/07856 – Single storey side extension. Salt Box Marhamchurch. Following examination of the plans and the discussion – it was resolved to recommend refusal. Proposed Cllr Colwill, seconded Cllr Blewett. Unanimous. The Clerk was directed to include the following in the response: as the dwelling is in the conservation area and is a prominent building that the proposed materials are not appropriate; off road parking spaces will be lost and the increase in dwelling size could lead to an increased number of vehicles using the dwelling which will have a double impact and increase the need for cars parking on the highway; there is concern that the roots of a holm oak tree in the adjoining property may be damaged.

Cllr Hunt returned to the room.

- iii) PA18/07855 – Conversion of barn into dwelling. Resubmission of application PA17/06040. Barn at Langford Barton Marhamchurch. Cllr Colwill declared an interest - connection with architects. It was resolved to approve his request to use his dispensation. Proposed Cllr O’Sullivan, seconded Cllr Butler. Unanimous. Following examination of the plans and the discussion – it was resolved to recommend approval. Proposed Cllr Butler, seconded Cllr O’Sullivan. Unanimous.

- 18/196c) Bude Green Five – in response to the letter sent to P Mason CC Director of Planning, a response from Economic Growth & Development department advised that they are in the process of updating their Local Validation List, a document that explains to prospective applicants what is expected of a good planning submission. They are currently seeking opinions on that draft version and it is an opportune time to see if we can add the five requirements into the Local Validation List. There was a short discussion and it was agreed to make enquiries about having the Bude’s “Green 5” planning aspirations included in planning comments whenever viable. Also if it is viable to incorporate them into the Neighbourhood Development Plan. Cllr Chopak offered to consult with other parishes in her ward.

**To receive oral or written reports and authorise any action.**

18/197a) Chairman. No report.

- b) Cornwall Councillor N Chopak advised that attendance at the meeting on 21.09.18 re the Highways Expression of Interest meeting and at Neighbourhood Planning meeting on 25.09.18 is important. The next Bude Area Network meeting is 08.10.18. There was a discussion about the Parish Council producing a leaflet showing footpaths and cycleways in the parish with details of areas of special interest. Cllr Chopak agreed she would support the project and would hope to be

able to offer some funds from her Ward Fund. It was agreed to place it on the next agenda. Cllr Blewett stated that it is his intention to resign as a councillor. Cllr Blewett stated that he will cease his role as Cemetery Contractor on 31.12.18.

c) PCSO C Krolick – see 18/192.

d) Neighbourhood Plan. Cllr Colwill gave a brief update. A meeting is scheduled for next week and Cllrs Colwill and Perry are planning to attend the meeting in Bude on 25.09.18.

e) Playpark – It was resolved to approve the minutes 13.09.18. Proposed Cllr Butler, seconded O’Sullivan. Unanimous. The Clerk advised that she has not received an invoice for the bark.

f) The Clerk confirmed she has submitted her letter (dd 11.09.18) of resignation. An email with details of extra hours worked 09.07.18 – 05.08.18 - 19hrs and 06.08.18 – 09.09.18 1.5 had been sent. The majority of the 13 hrs per week and all the extra hours were due to GDPR and the recruitment policy and protocol.

### **Bude Area Community Network meetings**

18/198a) Highways Fund - Expression of Interest Discussion - Friday 21st Sept, 1pm-3pm. Cllrs Waterhouse and Butler agreed to attend.

b) Neighbourhood Planning Session – Tuesday 25th September 2018, 6.30-8.30pm. Cllrs Colwill and Perry agreed to attend. There was a request that the top 2/3 questions/issues from each Parish is submitted beforehand to help with planning an agenda for the meeting.

### **Feedback from informal meeting relating to the land on Pinch Hill Estate (previously used as unofficial allotments).**

18/199 Cllr Perry gave a report on the meeting attended by Cllrs Walter, Butler, Blewett, O’Sullivan and Bray. Cllr Perry will speak to the adjacent landowner to ascertain if he is willing to enable an access. He suggested that there is space for 8 allotments altogether but to clear space for 2 in the first instance. A note will go in the newsletter to ascertain interest from potential allotments holders. The Clerk confirmed that parish council have the statutory powers to provide allotments but that CC own the land and that enquiries about ownership, boundaries and access are paramount in the first instance. It was resolved to commence enquiries. Proposed Cllr Perry, seconded Cllr Bray. Unanimous.

### **Centenary Armistice Day.**

18/200a) The working party has not met and a meeting is planned for 24.09.18. It was suggested having a display in the Church, refreshments in the Sunday School or Village Hall. Cllr Waterhouse offered to joining the working party. The Chairman mentioned that some parishes have large poppies on lamp/gateposts.

b) It was resolved to order the round open centre Poppy Wreath £17. Proposed Cllr Walter, seconded Cllr Butler. Unanimous. It was resolved that Cllr O’Sullivan will represent the parish council at the ceremony. Proposed Cllr Butler, seconded Cllr Walter. Unanimous.

### **Airfields of Britain Conservation Trust (ABCT) - Bude Airfield.**

18/201 Invitation for a commemorative granite plaque. (Airfield situated near Langford Hill). A member of the public whose family previously had connections with the area and owners of the estate was present and there was a discussion about the subject. It was felt that it would be good to pursue the matter.

### **General Data Protection Regulations GDPR. (Draft documents had been circulated)**

18/202a) It was resolved to approve the GDPR Policy, Information and Data Protection Policy. Proposed Cllr Waterhouse, seconded Cllr Perry. Unanimous.

b) It was resolved to approve the Data Asset Register and Handling Processes Notice. Proposed Cllr O’Sullivan, seconded Cllr Bray. Unanimous.

- c) It was resolved to adopt the General Privacy Notice, Email Contact Privacy Notice, Neighbourhood Development Plan Privacy Notice, Councillor Privacy Notice, Exclusive Right of Burial Privacy Notice, Cemetery Memorial Privacy Notice and the Disclaimer Note for emails and letters. Proposed Cllr Edwards seconded Cllr Walter. Unanimous.
- d) It was resolved to adopt the Consent Forms and Privacy Impact Assessment forms. Proposed Cllr O’Sullivan, seconded Cllr Walter. Unanimous.
- e) It was resolved to adopt the Retention & Disposal (with appendix) Policy. Proposed Cllr Edwards, seconded Cllr Walter. Unanimous.
- f) The Clerk is still checking ‘old’ documents as and when time permits. Documents with identifiable data will be burnt.
- g) The GDPR Policies and Privacy Notice will be installed on the website.
- h) A new link for councillors to access their .gov.uk emails has been sent which is hoped will resolve some of the problems experienced.

### **Marhamchurch Parish Cemetery.**

- 18/203a) It was resolved that the Clerk will keep a separate record of net cemetery income and this will be allocated as a specific reserve toward enabling a fund to build for an extension/new cemetery in the future. Proposed Cllr Colwill, seconded Cllr Blewett. Unanimous. As part of the calculations each burial will represent 2 hours and a memorial 1 hour of the Clerk’s hourly rate.
- b) Cllr Blewett has indicated that he wishes to terminate his Cemetery Maintenance contract on 31.12.18.

### **Parish Clerk/RFO Resignation.**

- 18/204a) Timeline – The Clerk’s resignation letter is dated 11.09.18. The contract states that 1 months’ notice is required but the Clerk has offered to give 2 months’ notice with an extra month if necessary depending on her successor and the exact end date is to be agreed. Hopefully this can include a handover and some training. The Clerk has been making notes and hopes to prepare a handbook.
- b) Clerk’s Gratuity entitlement. CALC has advised that the paragraph relating to gratuity in the clerks’ contract needs to be honoured. It was resolved that this will be dealt with by the Clerk’s Portfolio holders. Proposed Cllr Walter, seconded Edwards. Unanimous.

### **Clerk/RFO Vacancy**

- 18/205a) It was resolved to adopt the previously circulated Recruitment Policy. Proposed Cllr Walter, seconded Cllr Perry. Unanimous.
- b) It was resolved to delegate the shortlisting to the Clerk’s Portfolio holders. Proposed Cllr Waterhouse, seconded Cllr O’Sullivan. Unanimous. The Clerk will notify all the councillors of the shortlisted candidates in due course.
- c) It was resolved to delegate the interviewing to the Clerk’s Portfolio holders. Proposed Cllr Water, seconded Cllr O’Sullivan. Unanimous. The councillors will be notified of the recommended applicant for their approval at a normal or extraordinary meeting.
- d) It was resolved to advertise (£65.40 +VAT) in the Bude & Stratton Post for the week ending 28.09.18. Proposed Cllr Colwill, seconded Cllr Perry. Unanimous. It was agreed to place free of charge adverts in Marhamchurch Parish, CALC & Marhamchurch Primary School newsletters, and on the Parish Council NB and at Beach House Shop (Widemouth Bay). It was resolved to advertise on Parish newsletter/magazines/websites in the Bude Area Network and the Church magazine and if there is a charge to set the limit of £20 per edition. Proposed Cllr Colwill, seconded Cllr Edwards. Unanimous. Due to the cost it was resolved not to advertise with SLCC & CC.

e) Information about benchmarking, probation period and the Clerk's contract had been circulated. It was resolved that the Clerk's Portfolio holders will check and determine in due course. Proposed Cllr Hunt, seconded Cllr Waterhouse. Unanimous.

#### **Bullers Arms – Expiration of the Listing as an Asset of Community Value.**

18/206 The current listing expired on 09.09.18. It was resolved to apply for the Bullers Arms to be listed. Proposed Cllr Perry, seconded Cllr Butler. Unanimous.

#### **Finance & Legislation.**

18/207 a) It was resolved to approve and adopt the Internal Audit Notes and Guidelines. Proposed Cllr Waterhouse, seconded Cllr Hunt. Unanimous.

b) Information about possible Internal Auditors and their fees had been circulated. The Clerk was directed to contact L Cullen for the role.

c) It was resolved to authorise retrospective payments totalling £1,132.00 as per schedule. Proposed Cllr Hunt seconded Cllr Bray. Unanimous.

d) It was resolved to authorise payments totalling £1,081.57 as per schedule plus £349.23 (Methodist Room, Cemetery Grass, Petty Cash, Weed Treatment, NIC and (Playpark) wood. Proposed Cllr Bray seconded Cllr Hunt. Unanimous.

e & f) Income and Account Balances as per schedule page 18/54.

g) Conclusion of 2017/18 Annual Audit. Pending.

#### **Parish Matters.**

18/208 a) Benches – Thanks to Cllr Edwards for a good job cleaning and treating the 5 Millennium Benches.

b – e) Highway matters, Planters, Parish Emergency Plan, Basketball Posts – Nothing to report.

f) Qila Community Benefit Grant. Qila advise they are working to pull all the documents together. October/November is the target date for close.

g) Marhamchurch Community Shop. MVSL have credited the Parish Council for the outstanding Land Registry fee. There had been some emails circulating relating to utility invoices from 23.07.18 onwards. The Clerk confirmed that meter readings had been taken and provided to each provider on 23.07.18 (date the demolition began) and the final amounts had been applied as appropriate and the accounts cancelled.

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

18/209 No urgent matters

#### **Annual Reviews**

18/210 Review of Standing Orders, Asset Register, Parish Policies and Protocols and Risk Assessment. Deferred.

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

18/211 It was agreed to have the October meeting one week later than normal on 23.10.18 to enable the appointment of the new clerk to be approved. The Clerk advised that she will not be able to attend the meeting on November 20<sup>th</sup>.