

Marhamchurch Parish Council
Tuesday 4th December 2018

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

Councillors present.

18/236 Vice Chair Cllr T Perry, S Butler, S Colwill, T Edwards, F Hunt, T O'Sullivan.

Also in attendance: Clerk Mrs E Hawkins and retiring Clerk B Heathcote and for most of the meeting, County Cllr N Chopak.

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

Record and Approve Apologies.

18/237 It was resolved to approve the absence of Chair Cllr Walter. Proposed Cllr O'Sullivan, Seconded Cllr Edwards. Unanimous.

It was resolved to approved the absence of Cllr Waterhouse. Cllr O'Sullivan, Seconded Cllr Edwards. Unanimous.

County Cllr Chopak sent apologies that she would be arriving late due to another Parish Council Meeting. Cllr Bray was not present.

Declarations.

18/238 Cllr Butler RFI No 16 (Parish Cemetery) – Reserved Plots.

Dispensations.

Cllr Butler arrived (19:35) and declared RFI 16 (Parish Cemetery) – Reserved Plots.

18/239 It was resolved to approved Cllr Butler's request to use her dispensation. Proposed Cllr Colwill, seconded Cllr O'Sullivan. Unanimous

Public Open Session.

18/240

Information was provided regarding safety issue near Court Farm. School sign with large rusted metal pole. Clerk to advise Cornwall Council.

A question was raised about monitoring of rubbish / leaves in Bus shelter. Cllr Butler monitoring this, alongside another member of local community.

Confirm the Minutes of the previous Meeting.

18/241 It was resolved to approve the minutes of the meeting held on 25th October 2018. Proposed Cllr O'Sullivan seconded Cllr Edwards. Unanimous. The Vice Chair signed them as a correct record.

Matters Arising

18/241a) **Para 18/218a Path between Pinch Hill Estate and Marhamchurch Parish Council.**

Cllr Perry & Cllr Butler advised that trees had been cleared today (4th Dec) right the way along the path and it looks much tidier. Felled trees still left in allotment. Response from CC/CORMAC awaited.

b) **Para 18/218b Bullers Arms – Expiration of the Listing as an Asset of Community Value.** The application form was sent to CC. The Clerk has responded to a query CC raised about some detail on the map. Outcome of application is awaited.

Correspondence –

18/242a) The following items had been circulated and/or emailed in October & November.

1. Appeal Decision (Winks land off Pinch Hill).
 2. Officer report Prior Approval – Class Q permission not required.
 3. PA18/07855 Grant of permission with conditions. Mr & Mrs Marsh Barn at Langford Barton
 4. PA17/02783 Grant of permission with conditions. Whalesborough 24 extra holiday dwelling and extension to swimming pool.
 5. CC Housing Supplementary consultation draft planning document.
 6. Clerks & Councils Direct.
 7. TSB DD re SWW update.
 8. University of Plymouth.
 9. CALC News Roundup 31.10.18.
 10. Bude Community Network 08.10.18 Notes.
 11. Latest news from Cornwall AONB.
 12. GUR Build UK British innovation for affordable housing.
 13. NALC Chief Executive's Bulletin.
 14. NCCG – letter to Cllr Egerton.
 15. Letter from Marhamchurch RBL.
- b) Christmas Dinner in a Box Appeal details. Noted.

Councillor Vacancy.

18/243CC confirmed by email on 19th November that no requests for an election be held. The Clerk has prepared a notice for the noticeboards and website to co-opt with a closing date of January 9th 2019.

Appointment of New Clerk.

18/244a) It was resolved to approve the date of appointment as Monday 19th November. Proposed Cllr Edwards. Seconded Cllr Butler. Unanimous.

b) Regular (generally weekly) handover meetings are taking place.

c) The Clerk had emailed costings details of the following:

Filing cabinet and folders – it was resolved to approve the one for £79.17. Proposed Cllr Edwards, seconded Cllr O'Sullivan. Unanimous.

Broadband it was resolved to approve the calculations for £10.53 pcm. Proposed Cllr Colwill, seconded Cllr Hunt. Unanimous.

Mobile Phone: it was resolved to approve the one for £37.00 Proposed Cllr O'Sullivan, seconded Cllr Butler. Unanimous.

Printer/Inkjets: It was resolved that the Clerk will use her own printer and the parish council will cover the costs of the inkjets. Proposed Cllr Colwill, seconded Cllr Hunt. Unanimous.

Reimbursement for homeworking costs. it was resolved to approve £390.00 pa. Proposed Cllr O'Sullivan, seconded Cllr Colwill. Unanimous.

d) It was resolved to approved the cost of training/handover and attendance to 2 CALC trainings sessions prior to start date. Proposed Cllr Colwill, seconded Cllr Butler. Unanimous.

e) The Clerk is entitled to and requested to join a pension scheme and had emailed information about her preference to join Cornwall Pension Fund. The required information from Cornwall Pension Fund had not arrived and the matter was deferred to the next meeting.

Planning.

18/245a Decision Notices/Updates.

- i) PA18/06162 – New dwelling with detached garage. Land north of Westlands, Helebridge Rd Marhamchurch. M Ford. **REFUSED**
 - ii) PA18/09289 Non-material amendment (No. 1) in respect of (PA17/02339) Installation of an agricultural anaerobic digestion facility and associated plant and equipment including underground pipework, digestate lagoon, site access road and landscaping. E Helscott Farm, Marhamchurch. Mr Devani. Qila Biogas Ltd. **GRANTED**
 - iii) PA18/08410 – Outline Planning with all matters reserved for the construction of an agricultural Tied Dwelling. Land south of Hobbacott Lane Marhamchurch. Mr Gardener.
PENDING
 - iv) PA18/10441 Non Material amendment to PA17/01397 dated 31st March 2017 for the Demolition of Public Conveniences to be replaced by Village shop with Accessible Public WC with first floor store and office for amendments to the roof lights, roof slate type and front window height and position. Pubic Conveniences, Marhamchurch. Mr W Walker MVSL.
GRANTED
- a) Planning Applications/Appeals
- i) PA18/09808 – Erection of agricultural building for storage of fertilizer, hay and straw. Hobbacott Lane, Marhamchurch. Mr D Prouse.
Planning Officer had suggested that visual impact will be a consideration.

Cllrs raised concerns around visual impact of agricultural building.

It was agreed that if the proposal is approved, Cllrs wish the following conditions be met:

- The ground should be excavated to enable the roofline of the building to be lowered.
- An embankment and vegetation screening is included to reduce the negative visual impact.
- The lorry trailer is removed.
- The agricultural building is not to be used for livestock.

Proposed Cllr Colwill, seconded Cllr Butler. Unanimous. Clerk to submit proposal to Cornwall Council.

- ii) PA18/10441 Non Material amendment to PA17/01397 dated 31st March 2017. See above 10a(iv). Pubic Conveniences, Marhamchurch. Mr W Walker MVSL.

To receive oral or written reports and authorise any action.

18/246a) Vice Chairman.

Cllr Perry thanked the Cllrs involved with the successful centennial celebrations in Marhamchurch. This was very well attended and everyone involved did a wonderful job.

Cllr Perry thanked retiring Clerk for all her hard work and dedication and continued work supporting the new Clerk transition into role.

Cllr Perry thanked Cllr O'Sullivan for all his work with Airfields of Britain Conservation Trust (ABCT).

b) Cornwall Councillor N Chopak.

Cllr Chopak updated that she had been in Council Chambers all of the day discussing a number of issues, including Brexit, Stadium Funding, Planning enforcement issues and the changing process for this, 2nd homes / holiday homes, and how Cornwall Council struggle to identify these.

Health & Social Care Update – she advised that the opening hours at Stratton MIU are being reduced as no available staff. While Cllr Chopak was updating she received an email stating that Stratton MIU would be temporarily closed overnight until late February.

MPC to lodge a letter of concern regarding this decision to Cornwall Foundation Trust. Clerk to draft.

c)PCSO C Krolick. – no report.

d)Neighbourhood Plan. **(NP)**

Cllr Colwill gave update. Meeting was held with Chris Sims from Cornwall Council, along with 2 members of N.P Team on 6 Nov 2018 with a number of members from other local parishes.

There is an overwhelming amount of information to process and understand. Plan to set up Steering Group along with monthly meetings ideally prior to Parish Council meeting. Funding available.

e) Playpark – Approve minutes.

Cllr Hunt updated. Ongoing issues with the fence. To be followed up.

f) The Clerk

Following one of the Clerk's complaint to TSB in June, regarding not being able to get statements for 3 months due to their serious IT malfunctions, the complaint has just been dealt with. TSB are looking into providing compensation £50 and to reimburse the cost for extra time incurred by the Clerk; but not to cover for the stress and inconvenience. The Clerk had also written a letter of complaint (November) about the time taken chasing the lack of action to the change of signatory forms (taken into the branch in March/April and by November had still not actioned) £50 credited to the account to cover expenses and £50 credited to the account for distress and inconvenience. The Clerk is continuing to remove and destroy old files/paperwork as per GDPR and assisting the new Clerk.

Marhamchurch Village Shop Ltd.

18/247a) Cllrs Hunt and Sullivan had met, with Mrs Heathcote in attendance, to discuss the questions raised by MVSL Committee. A report from the meeting had been circulated to all councillors and included with the minutes.

b) Project progress update.

Cllrs Hunt and Cllr O'Sullivan met with the MVSL committee on Thursday 29th November in the Methodist Sunday School room. The Clerk will enquire about the cost for the room.

Cllr O'Sullivan updated that MVSL looked into cost of installing slot access for toilets. Cost approximately £1950 – which is not a viable option. Suggestion regarding honesty box was made, currently in place in Crackington Haven, and Week St Mary.

c) Agree any action.

There will be a separate meter for water in the unisex public toilet but one electricity meter for the toilet and shop and MVSL will calculate the unisex toilet electricity costs. MVSL will be responsible for insurance. Recommendations made by CALC regarding the involvement that MPC has with the MVSL owned unisex facility were discussed, this included a suggestion that a legal contract is drawn up and agreed detailing how the cost for running the facility will be dealt with ongoing. There was a reluctance to incur more legal expenses and it was suggested that the Clerk will liaise with CALC. It was clarified that MPC will fund the cost of running the unisex public toilet and that this does not include managing/running the facility.

There was a suggestion that an annual grant from MC to MVSL for running costs will be better than monthly/individual reimbursement arrangements for expenses. At this time without knowing the actual costings it is not possible to calculate a figure and further discussion is needed when the facilities are operating.

It was resolved to approved the request from MVSL to pay for the cost of baby changing unit. £250 +VAT. Proposed Cllr Hunt, seconded Cllr O'Sullivan. Unanimous.

Report on progress relating to using the land on Pinch Hill Estate for allotments.

18/248 a) The Clerk had emailed BCN Linkperson on 15.11.18 with an extract of the minutes. No reply.

Cllr Chopak updated that contact person will be moving on from his post but has pushed this issue through to legal.

WW1 Centenary.

18/249a) Report from Event.

Cllr Butler updated that she had sent letter of thanks to Marhamchurch School for the part they played in the event. It was agreed that letter to Women's Institute & another to Marhamchurch School be sent out. Clerk to action.

Special mention made to Cllr Butler as she had 4 generations attend the event.

The village hall committee offered to waive the hall for fee for the event on 11.11.18.

Cllr Chopak approved the grant request for £744 from the Community Chest to cover 75% of the expenses for the event in the Village Hall and the Commemoration Bench.

Request from Cornwall Council for a representative from the parish council to attend Bude CNP mtg on 07.01.19 to demonstrate to the panel the benefits of the grant. Cllr Butler & Cllr Perry to attend.

b) Approve WW1 Centenary Bench style and siting arrangements.

It was agreed to wait until Cllr Waterhouse returns.

Airfields of Britain Conservation Trust (ABCT) – Airfield in Marhamchurch Parish.

18/250 The plaque arrived and was on display at the WW1 Commemoration Event. No reply from the Diocese.

Siting of Commemoration Plaque was discussed. The Bray was the most popular location, as this is a Grade II listed building planning permission may be required. Cllr O’Sullivan to contact Bude Historical Society for further information.

It was suggested that perhaps the unveiling of the plaque could be combined with the official opening of the Shop. Perhaps late January / early February. Mayor of Bude to be invited, along with Chair of Week St Mary Parish Council.

With approval of the councillors Standing Orders (STO) were temporarily lifted.

Cllr Bob Willingham (Mayor of Bude & Stratton) introduced himself and another member of public at the meeting, teacher at Budehaven School, Mr Harry Pearce. He updated that they had a group of school children who would be available to perform at the upcoming event. End of January would be possible for the children.

STOs were resumed.

Marhamchurch Parish Cemetery.

18/251 a) The Tender details had been circulated, approved and were included in the December newsletter. Closing date 31.12.18.

b) Cemetery Portfolio holder. This to be reviewed at a later date.

Leaving date & arrangements for retiring Parish Clerk/RFO.

18/252 a) Following discussions with CALC, SLCC and the Parish Council Clerk’s Portfolio holders, the Clerk had circulated the details with the suggested method of paying the entitlement due – ie as a retainer for a 6-month period while support and training is being provide to the new clerk during the probation period. Dec 2018 – May 2019 inclusive. Payment arrangements resolved, proposed Cllr Edwards, seconded O’Sullivan. Unanimous.

The new Clerk only needs the Parish Laptop which has been passed to her. The remaining monitor, filing cabinet and printer are between 3 -13 years’ old. The computer, keyboard and mouse are 12 months old. It was resolved that the retiring Clerk will continue to use the existing office equipment for 6 months after which time it will be written off. The Retiring Clerk will ensure that all parish council data is removed from the hard drive. Proposed Cllr O’Sullivan, seconded Cllr Butler. Unanimous.

- b) Payment for the extra hours worked from April to November are currently outstanding. The recommendation is for payment to be made in the next financial year. It was resolved to make the payment in July 2019, Proposed Cllr Hunt, seconded Cllr O'Sullivan. Unanimous.

Parish Footpath and Cycleway Leaflet.

18/253 Update progress. Agree action and any expenditure. – no updates.

Finance & Legislation.

18/254a) Update from Internal Auditor – still awaited.

- b) It was resolved to authorise payments totalling £1,815.02 as per schedule plus £16.76 petty cash, £8592.00 MVSL, £151.83 new clerk office expenses.
Proposed Cllr Butler, seconded Cllr O'Sullivan. Unanimous.

c & d) Income and Account Balances as per previously circulated schedule page. +£180 to Playpark from Revel Committee. The Clerk confirmed that as the balance with Monmouthshire B Society is now below the minimum requirement of £5K it has been closed and all funds will be transferred to the TSB account.

e) PKF Littlejohns have responded advising they have limited information available to them when doing their reviews and they confirmed the correction can be made to Box 6 and not Box 4 as they has previously indicated. The Audit Conclusion dated 16.10.18 has been appropriately advertised.

f) The draft precept figures had been circulated. It was noted that there had been much increased expenditure during 18/19 than anticipated some of this was due to the extra Clerk's hours, new clerk recruitment expenses, changes to office expenses and that the increase in administration expenses will continue into 2019/20. The draft figures showed an increase of 15%. The Community Benefit Fund, which had in effect been allocated as reserves, is depleted so the the reserves are negligible. The councillors were reluctant to agree the increase but felt there was no choice. The Clerk advised that the 15% increase equates to £2445 pa which represents an average increase of 0.126p per week for a Band D property. Resolved to approve Precept £18745. Proposed Cllr Colwill, seconded Cllr O'Sullivan. Unanimous.

f) Annual Grants (including Section 137)

Section 137 of the Local Government Act 1972 states funds should only be granted for any purpose which in the Council's opinion is in the interests of or will directly benefit the area or its inhabitants. Maximum allowed is £7.86 per electorate which currently is 672 - maximum of £5281.92 can be allocated. There are other Local Government Statutory Acts which cover parish council grants and Section 137 must not be used as the statutory power to expend grants if there is another statute that covers. In November 2017 the budget had allowed a total of £1,000 for 2018/19 Annual Grants. Section 137 to date this year £17.00 for the RBL Poppy Wreath; WW1 Event £57.36; Defibrillator maintenance fee is estimated to be £350-£400. Leaving an overall grant allowance of approximately £500. Costs for installing the airfield Plaque fall within S137.

Information had previously been circulated to councillors. Letters and/or grant requests received (with required documents) from Marhamchurch Village Hall (£775), Marhamchurch Christmas Tree Appeal (£100) and Marhamchurch Playpark (£100). Letters/emails received from CRUSE Bereavement; Cornwall Air Ambulance and Cornwall Hospice Care. An email requesting them to submit a grant request form and return the required paperwork was sent to each respectively. Forms were received from Cornwall Air Ambulance (£300) & Cornwall Hospice Care (£500) but with **no** financial account details. There was no response from CRUSE Bereavement. The Clerk had circulated the balance sheet showing how the CBF grants (total £30K) had been allocated.

After a discussion it was resolved to make the following grants:

Section 137

RBL Poppy Appeal (already approved)	£17
WW1 Centenary Event	£53
Marhamchurch Christmas Tree Appeal	£60
Cost to fix Bude Airfield Plaque	tba
Marhamchurch Village Hall	£400
Defibrillator Maintenance	£400

LGA S164

Marhamchurch Playpark	£60
TOTAL	£990

Proposed Cllr Edwards, seconded Cllr O’Sullivan. Unanimous.

The Clerk will ensure the requisite forms, paperwork and financial documents are complete and in order.

Parish Matters - Agree action and authorise associated expenditure.

18/255a) Highway matters - including safety, potholes, streetlights.

Pothole on the hill going to Trelay, although is regularly repaired but keeps returning.

b) Qila Community Benefit Grant. – Qila advised there is nothing further to update, they are making progress but everything is slow. Still waiting for update.

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

18/256 - None.

If time allows discuss Risk Assessment.

18/257 Deferred.

Decide if a December meeting is necessary.

18/258 It was agreed not to plan for a December meeting. Arrangements will be made for December payment cheques to be signed by December 18th.

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

18/259 Tuesday Jan 15th. Risk Assessment, Councillor Co-option, Cemetery Maintenance . Asset Review.

11076 – planning application received at 17:34 Tues 4th December. Response date after January meeting.