

# Marhamchurch Parish Council

Tuesday 7 December 2021

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The meeting of Marhamchurch Parish Council was held on above date at 7:30pm, in Marhamchurch Sunday School Rooms.

## **Councillors Present:**

**21/263:** Chair Cllr J Walter, Vice Chair Cllr T Perry, Cllr T Edwards, Cllr L Kerr, Cllr T O'Sullivan, Cllr I Waterhouse.

**Also in attendance:** Clerk Elly Hawkins.

3 members of the public were present for the meeting.

*Cllr Walter opened the meeting and welcomed everyone. Due to increased confirmed cases in the village, requested that everyone adhere to social distancing guidelines and keep masks on for the duration of the meeting. Cllr Walter also reminded everyone to adhere to the 3minutes per item per person as per Standing Orders.*

## **Record and Approve Apologies.**

**21/264:** Cllr S Proudfoot sent her apologies due to family commitments. Cllr N Nield sent his apologies, due to isolation requirements following an overseas trip. Cllr R Bray sent his apologies due to family commitments. Cllr Butler sent her apologies due to illness. It was resolved to approve the apologies. Proposed Cllr Waterhouse. Seconded Cllr Kerr. Unanimous.

## **Declarations.**

### **21/265:**

- (i) Cllr Perry declared the longstanding interest in Agenda item 13: Cemetery.
- (ii) Cllr Perry declared interest in Agenda item 9c: Playpark.
- (iii) Cllr Kerr declared an interest in Planning Application Agenda Item 8b(iii) & (iv).

**A request was made to clarify criteria of Declaration requirements. Clerk to action.**

## **Dispensations.**

### **21/266:**

- a) To note approved dispensations relevant to items on the agenda.
  - (i) Dispensation was noted for Cllr Perry re Agenda Item 9c: Playpark.
  - (ii) Dispensations were noted for Cllr Perry re Agenda item 13: Cemetery.
  
- b) No new dispensation requests were submitted.

## **Public Open Session. (3 min reminder per item per person)**

### **21/267:**

Mr Grills updated that the cost of maintenance for the Hele Valley Trail is very expensive. They have received no funding since 2014 and the trail is being used by more and more people. He is hoping that the Parish Council can offer some financial support. This will be reviewed under the Grants section.

## **Confirm the Minutes of the previous Meeting.**

Signed: \_\_\_\_\_ Chairman. 18/01/2021

**21/268:** It was resolved to approve the minutes and ratify all decisions made at the meeting held on Tuesday 19 October 2021. Proposed Cllr Perry. Seconded Cllr Waterhouse. 4 in favour. 2 abstained, due to not being present at the previous meeting. The Chair, Cllr Walter signed them as a correct record.

### **Matters Arising**

#### **21/269:**

- (i) Titson Defibrillator Update – Cllr Waterhouse advised that they are unable to find a suitable location to place the defib. No further updates, and to be removed from agenda until more information can be provided.
- (ii) Weed Treatments – St Marwenne’s Close. This has been completed by Cllr Walter, Cllr Waterhouse, Wendy Hutson & Rob Waterhouse. Members of the public living in St Marwenne’s Close have offered to help in the future. Thanks to all involved.
- (iii) 30mph signs on Pinch Hill – replaced.
- (iv) Mobile Vehicle activated sign data had been circulated on 4 Nov to Cllrs. Provided interesting feedback. No further action.

### **Correspondence:**

**21/270** – all correspondence circulated via email.

- (i) The Dartmoor Line – open from 20<sup>th</sup> November 21
- (ii) Cornwall Transport Plan – consultation
- (iii) Positive Planning – training for local councils.
- (iv) Bude Community Network Highways Schemes Update – Oct 21
- (v) Policy & Intelligence Newsletter Cornwall Council
- (vi) Bude Needs Assessment link – Cornwall Council.
- (vii) Bude Community Network Panel Meeting Agenda (6/12/21)& Funeral Provision Briefing Note.
- (viii) Bude Climate Partnership Presentation
- (ix) 20mph Phase 1 Update from Community Link Officer
- (x) Personal Protection Training for Councillors – online 8/12/21

**\*\*With Cllrs approval it was agreed to move agenda item 10: Welcome New Councillors & Councillors Declarations forward.\*\***

### **Welcome New Councillors & Councillor Declarations**

#### **21/270(i)**

a: The Chairman welcomed the 2 new Councillors and sent her congratulations to Cllr O’Sullivan and to Cllr Neild in his absence.

b: Councillor Neild had signed an Acceptance Declaration, witnessed and signed by the Clerk at his premises earlier in the day. Clerk to meet with Cllr O’Sullivan the following day to witness signing of Acceptance Declaration.

c. Newly completed and signed Register of Interest Forms were received from each Councillor. The Clerk will forward copies to Cornwall Council Democratic Services for publication on their website.

### **Planning.**

#### **21/271**

##### **a) Decision Notices/Updates:**

- (i) PA21/08778 | Retrospective permission for Change of Use from Social Care Home to Single Domestic Dwelling House | Helebridge House Road From Hele Road To Barn

Signed: \_\_\_\_\_Chairman. 18/01/2021

Orchard Marhamchurch. APPROVED.

- (ii) PA21/08513 | Two-storey rear extension to dwelling. | East Helscott Farm House East Helscott Marhamchurch. REFUSED.

Cllr Walter reminded everyone that all Councillors are expected to review planning applications ahead of meetings, but to allow a streamline process Cllr Perry & Cllr Edwards, the Planning Portfolio holders, provide an update and overview of each planning application to the Council at meetings. This information is provided with an open-mind and Councillors are encouraged to give their thoughts and feedback. The Clerk circulates each planning application to all Cllrs when it received from Cornwall Council. This is for Cllrs to review ahead of meetings, and any thoughts or feedback must be provided at the full council meeting. No further discussions are to be had regarding Planning applications via email thread, only at Council meetings.

**b) Planning Applications/Appeals:**

*Any late planning applications received will be discussed but not decided under this section.*

- (i) PA21/09791 | Change of use and conversion of part of Public House to provide an attached 4 bedroom house. | Bullers Arms. The Village Marhamchurch Bude.

Following a review at Parish Council meeting, Marhamchurch Parish Council had no objections to the proposal. Proposed Cllr Perry. Seconded Cllr Edwards. 5 in favour, 1 objection by Cllr O'Sullivan, who wished his name to be noted for the minutes.

- (ii) PA21/10119 | Proposed extension and new porch | 1 Sharlands Road Marhamchurch Bude.

Concerns regarding proximity of sewer were raised, it was unanimously agreed that Marhamchurch Parish Council are unable to comment on the proposal until further clarification was provided by South West Water. Proposed Cllr Walter. Seconded Cllr Waterhouse. Unanimous.

**\*\*Cllr Kerr left the room\*\***

- (iii) PA21/11042 | New garden walls, steps, fence and arbour. | The Mill House Pinch Hill Marhamchurch.

- (iv) PA21/11043 | Listed Building Consent for new garden walls, steps, fence and arbour. | The Mill House Pinch Hill Marhamchurch.

It was agreed to comment on these both at the same time.

Marhamchurch Parish Council unanimously agreed there were no objections to the proposal. Proposed Cllr Walter. Seconded Cllr Edwards. Unanimous.

**\*\*Cllr Kerr returned to the meeting\*\***

- (v) PA21/11604 | Non-material amendment (NMA1) in relation to decision notice PA21/01360 dated 12.08.21 for amended plans | East Helscott Marhamchurch.

Signed: \_\_\_\_\_Chairman. 18/01/2021

Concerns were raised regarding whether this application was in fact a non-material amendment, and it was unanimously agreed that a new application needed to be submitted before MPC could comment on the proposed changes. Proposed Cllr Edwards. Seconded Cllr O’Sullivan. Unanimous.

- (vi) PA21/03203 | Redevelopment of site - Demolition of existing bungalow and erection of 2 dwellings | Long Close Helebridge Road Marhamchurch.

Marhamchurch Parish Council did not support this application. This was unanimously agreed at the ~~last~~ April parish council meeting.

Apart from height which had been reduced by 1 metre, there seemed little change from the previous application. Marhamchurch PC stand by their previous statement made on planning application, and in addition, raised concerns about lack of amenities space for 4bed houses, concerns around demolishing a functioning habitable building. It was not felt that these properties would be affordable for local buyers and that 2 4bed houses would be overdevelopment of the site.

Proposed Cllr O’Sullivan. Seconded Cllr Waterhouse. Unanimous.

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

**21/272**

- a) Chairman.

Thanks was expressed to all who attended and were involved with organising the Remembrance Sunday Service. Thanks to Cllr Kerr for laying the wreath o/b of Marhamchurch PC.

W.I Tree Planting Celebration was a success.

Christmas Tree Lights switch on was wonderfully supported, and the children loved the entertainment. Thanks to all involved.

An email from The Pearl Exchange was received highlighting the amazing service they provide for 18-30yr olds in the area. Cllr Walter to circulate to all and requested to be listed at next meeting for further discussion.

A reminder that there is defibrillator training on 20<sup>th</sup> December at The Weir. Contact The Weir for further information.

Bude Climate Partnership are looking for areas to develop for community growing spaces.

Another accident at Thorne Cross last Monday – Cllr Chopak was notified and has raised concerns with Oliver Jones, Highways.

This Christmas, the Mayor of Bude-Stratton Town Council & Bude Methodist Church are organising a special Christmas lunch for older residents who would otherwise be alone over the festive period. For further information please look at website or in Parish Noticeboard.

Bude Area Community Network Panel Meeting was held on 6<sup>th</sup> December. Many interesting matters were discussed in particular a request for future provisions for funeral/burial sites there will be more discussions regarding this in the new year. Meetings will remain virtual for now.

Signed: \_\_\_\_\_Chairman. 18/01/2021

b) Cornwall Councillor N Chopak.

Sent her apologies, she was unable to attend the meeting.

c) Playpark

A resolution was passed that Council are happy to source funds to finance replacement of dangerous fence in Playpark: Proposed Cllr O'Sullivan. Seconded Cllr Waterhouse. Unanimous.

Annual Playpark inspection due before 31 Mar 22 – expected cost £180. Proposal to accept this quote: Proposed Cllr Walter. Seconded Cllr O'Sullivan. Unanimous.

Community Chest Grant completed as much as possible, need to make decision on which quote then Clerk can action.

Fence quotes:

Quote 1 – £5000 circa

Quote 2 – £50m gapboard fencing with 6x3 posts and 6x1 boards. £2750 + VAT (£3330)

Quotes 3 & 4 – £4542 & £4944 Inclusive of VAT.

Requesting £1000 from CC Grant. Marhamchurch Village Shop: £1000. £670: Marhamchurch Food Fair. Precept: £1000 (budget).

It was unanimously resolved to proceed with Quote 2. Proposed Cllr Edwards. Seconded Cllr Kerr. Unanimous. Clerk to action Community Chest application form.

d) The Clerk.

Virtual Meetings Update: no updates at this stage but certainly something to monitor in light of ever changing Covid guidelines.

### **Welcome New Councillors & Councillor Declarations**

**21/273**

Please refer to item 21/273(i) at beginning of meeting.

### **Hele Valley Trail maintenance.**

**21/274**

8:30pm: with agreement of Council Standing Orders were lifted to allow Mr Grills to feedback into discussions re Hele Valley Trail.

Costs to maintain the Trail are approximately £3000 per year, which at present is covered by Mr Grills and his family as they have not had any grants since 2014.

As land falls predominately in Bude & Stratton Town Council (BSTC) boundaries it was agreed that Marhamchurch PC will approach BSTC to request that they consider supporting the financial upkeep of the trail, as it is used by many BSTC residents, along with many others from local parishes. Cllr Walter said she would make initial contact. 8:40 Standing Orders were resumed.

Signed: \_\_\_\_\_Chairman. 18/01/2021

**\*\*With Cllrs approval it was agreed to move agenda item 18: Parish Grant Application Review forward.\*\*** Proposed Cllr Edwards. Seconded Cllr Waterhouse. Unanimous.

### **Parish Grant Application Review.**

#### **21/281(i)**

Section 137(4)(a) 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.

£820 S137 grants budget. (£20 earmarked for wreath purchase)

4 applications have been received.

Christmas Tree Committee - £100 request

Pre-School – requested 2 wheelbarrows (£59.94 each) & Wooden blocks (£191.94) £251.88 / £311.82

Hele Valley Trail Maintenance - £200 request

Revel Field Trust - £250 request.

It was resolved to allocate the funds accordingly:

Christmas Tree Committee: £100

Pre-School: £250

Hele Valley Trail Maintenance: £200

Revel Field Trust: £250

Proposed Cllr Perry. Seconded Cllr Kerr. Unanimous. Clerk to action.

### **Kenborough Bungalow, Pinch Hill**

#### **21/275**

This was raised with County Councillor, following number of residents who raised concerns. It has been flagged with Cornwall Council Enforcement Team, but no further updates at this time.

### **Cemetery**

#### **21/276**

Cllr Perry updated that crosses are in the Cemetery.

No other updates.

### **Cornwall Council Code of Conduct Training.**

#### **21/277**

To note who has completed the training online. It was agreed to make sure all Councillors had completed this training by end of the financial year, 31 March 2022. Clerk to recirculate the link.

### **Neighbourhood Plan.**

#### **21/278**

Rescheduled consultation was held on Sat 27<sup>th</sup> November. Cllr Walter expressed huge thanks to all those involved in putting together the displays, and being at the event. 40 people attended, and 12 apologies were received. Feedback to be published online, including videos of the day and feedback from 2020 survey.

### **Bude to Holsworthy Cycleway Feasibility Study**

#### **21/279**

Clerk circulated email dated 12 Nov with latest updates from Holsworthy Town Council.

Request received to contribute towards feasibility study. It was resolved to contribute £250 towards this feasibility study. Proposed Cllr Waterhouse. Seconded Cllr Edwards. Unanimous. Clerk to action.

Signed: \_\_\_\_\_Chairman. 18/01/2021

### **Platinum Jubilee Celebrations.**

#### **21/280**

Email circulated to Cllrs regarding latest updates and lottery funding pot.

Cllr Waterhouse said she was happy to work alongside another Cllr to take lead on this, perhaps Cllr Proudfoot (to confirm as not present at meeting). To keep on agenda.

### **Parish Grant Applications Review**

#### **21/281**

Please see above ref: 21/281(i)

### **Portfolio Holder reallocation.**

#### **21/282**

Due to resignation of 2 Cllrs the following areas needs to be reallocated:

Playpark: Cllr Walter & Cllr Butler, along with Cllr Bray.

War Memorial: Cllr O'Sullivan

Neighbourhood Plan: pending.

### **Crematorium / Concept of National Burial Site in BACNP Area.**

#### **21/283**

It was resolved to support the request made at Bude Area Community Network Panel Meeting that a discussion group be set up in the new year for further discussions re funeral provisions in Bude Community Network Panel Area. Proposed Cllr O'Sullivan. Seconded Cllr Perry. 5 in favour. 1 abstained.

### **Cornwall Transport Plan.**

#### **21/284**

Survey to be completed by 24<sup>th</sup> December, Cllr Perry said he will review and complete. Cllr Walter to forward information to him.

### **Clerk Maternity Cover Update.**

#### **21/285**

- a) Clerk advised that following the Recruitment Panel's shortlisting and interviewing processes the position had been offered, pending reference checks, to Mrs E Walter. She has accepted the offer. Copies of report from the processes had been circulated to all councillors. The councillors approved the appointment.
- b) Benchmark recommendation of SCP 13 was agreed.
- c) The contract will be prepared and approved; the new clerk to be provided with a copy within 2 months after start date.
- d) Handover process under way. New clerk to work alongside current clerk w/c 4 Jan 2022. To commence 15hours per week on 18<sup>th</sup> January 2021. First pay check 15<sup>th</sup> Feb.

It was resolved to approve the appointment, benchmarking recommendation, along with handover proposals and commencement date. Proposed Cllr Edwards. Seconded Cllr Kerr. Unanimous.

Clerk advised that she will be spending the next few weeks setting up systems and preparing handover notes for new Clerk. There are many log-in details and accounts to be set up on, which will take up a large amount of Clerk's time.

Signed: \_\_\_\_\_Chairman. 18/01/2021

**Bude Area Community Network Panel Voting Representatives Request.**

**21/286**

To determine who will hold voting rights at BACNP meetings. It was proposed that Chair, Cllr Walter & Vice-Chair Cllr Perry hold voting rights at BACNP meeting. Proposed Cllr Waterhouse. Seconded Cllr O'Sullivan. Unanimous.

**Budget & Precept 22/23.**

**21/287**

Proposals circulated to Cllrs ahead of meeting. Prints outs given to each Cllr at meeting.

It was agreed to opt for Option 3 – requesting a Precept of £22,301 for the 2022/23 financial year.

Proposed Cllr Waterhouse. Seconded Cllr Edwards. Unanimous. Clerk to submit forms to Cornwall Council before deadline of 31 December 2021.

**Finance & Legislation.**

**21/288**

- a) Approval of payments totalling **£1278.68** as per October schedule and **£1086.48** as per November schedule AND consider payment of urgent accounts presented by the date of the meeting: **£27.73** for Neighbourhood Plan costs. It was resolved to approve payments. Proposed Cllr Perry. Seconded Cllr Kerr. Unanimous.
- b) Cllrs noted Income & Bank Balances as per the schedules.
- c) Cllrs noted Bank reconciliations.

**Parish Matters - Agree action and authorise associated expenditure.**

**21/289**

- a) Highway matters –

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

**21/290**

None.

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

**21/291**

**18 January 2021**

**Virtual Meetings. The Pearl Exchange. Community Growing Space – Ian Saltern request. Hele Valley Trail Fundraiser. Dawn Service Widemouth Viewing Carpark, Easter Sunday. CIL outstanding finances. Chair & Vice Chair Bude Area Community Network Panel talk.**

**Meeting closed at: 9:45pm.**

**PUBLIC BODIES (ADMISSION TO MEETINGS) Act 1960 S1(2) & S1(6)**

During the meeting it may arise that publicity would be prejudicial to the public interest by reason of the confidential or special nature of the business to be transacted and the press and public will be instructed to withdraw.

When this arises, the Chair will recommend to consider passing the following resolution: "to resolve that in view of the confidential or special nature of the business to be discussed, the public are excluded and instructed to withdraw."

Signed: \_\_\_\_\_ Chairman. 18/01/2021