

Marhamchurch Parish Council

Tuesday 18 January 2022

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

Councillors Present:

22/01: Chair Cllr J Walter, Vice Chair Cllr T Perry, Cllr R Bray, Cllr S Butler Cllr T Edwards, Cllr Nigel Nield, Cllr T O'Sullivan, Cllr S Proudfoot, Cllr I Waterhouse.

Also in attendance: County Cllr Nicky Chopak, Clerk Elly Hawkins, New Clerk Ms Julie Gray.

5 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. Cllr Walter welcomed new Councillor Cllr Nield and new clerk J Gray.

Record and Approve Apologies.

22/02:

None

Cllr L Kerr was absent.

Declarations.

22/03:

- (i) Cllr Perry & Cllr Butler declared the longstanding interest in Agenda item 14: Cemetery.
- (ii) Cllr Perry declared longstanding interest in Agenda item 10c: Playpark.
- (iii) No other Declarations.

Dispensations.

22/04:

- a) To note approved dispensations relevant to items on the agenda.
 - (i) Dispensation was noted for Cllr Perry re Agenda Item 10c: Playpark.
 - (ii) Dispensations were noted for Cllr Perry & Cllr Butler re Agenda item 14: Cemetery.

- b) No new dispensation requests.

Bude Area Community Network Panel Presentation (15mins)

22/05

Alan Whittle was not at the meeting.

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

22/06:

A member of the public gave an update on the Dartmoor line of an increase in the service from May 2022 and closures in February and April for updates to the service. Mention was also made of weeds in the curbs at the corner of Cricket Park.

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Comments were made on PA21/00653 that there was a material change since it was last viewed in 2019.

Comments were made on PA21/08355 concerning amendments made after discussion of the original application by MPC.

Confirm the Minutes of the previous Meeting.

22/07: An amendment was made: ref 21/271B (VI) the wording was changed – the word last was removed and April substituted. It was resolved to approve the minutes and ratify all decisions made at the meeting held on Tuesday 7 December 2021. Proposed Cllr O’Sullivan. Seconded Cllr Waterhouse. 5 in favour. 4 abstained, due to not being present at the previous meeting. The Chair, Cllr Walter signed them as a correct record.

Matters Arising

22/08:

- (i) Declaring an Interest: feedback.

Email was sent to all Cllrs on 14th December following feedback from SLCC stating:

The Clerk does not need to comment on whether a Councillor has a declaration as the individual Councillor needs to make their mind up themselves.

As a Clerk, you cannot advise on this matter and whilst an example has been provided of a case about a need to declare an interest, each interest need is different and it is likely that there are other circumstances of which are not written down.

Advice Note from SLCC re Declaring an Interest was attached in the email. Also, as stated in our Standing Orders - submission of a Dispensation Request Form (providing its approval at the meeting) would remove the need to leave room.

It is down to each individual Cllr should they wish to declare an interest in a matter, being mindful that failure to do so could be in breach of Code of Conduct.

- (ii) Letter of thanks from Marhamchurch Revel Field Committee.
- (iii) Letter of thanks from M Grill for donation toward Hele Valley Trail maintenance.

Correspondence:

22/09 – all correspondence circulated via email.

- (i) Action notes from Bude Area Community Network Panel Meeting – 6 Dec 21
- (ii) Household Support Fund Information from Community Link Officer (CLO)
- (iii) Covid Plan B guidelines from CALC
- (iv) Covid Advisor Rota from CLO
- (v) CALC Training Calendar
- (vi) Duchy Defib Annual Review and increase in fees
- (vii) Election Recharges
- (viii) Dartmoor Trainline Timetable to May 22.
- (ix) SLCC 7 Jan News Bulletin

Planning.

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22/10

a) Decision Notices/Updates:

- (i) PA21/11042 | New garden walls, steps, fence and arbour. | The Mill House Pinch Hill Marhamchurch. APPROVED
- (ii) PA21/11043 | Listed Building Consent for new garden walls, steps, fence and arbour. | The Mill House Pinch Hill Marhamchurch. APPROVED
- (iii) PA21/00653 | Outline application for the erection of an agricultural dwelling for a stockman / farm manager, together with use of the existing access to serve the development with some matters reserved | Beeston Farm Marhamchurch.

Upon discussion, it was unanimously resolved at the Parish Council meeting to request that PA21/00653 be determined by the Planning Committee. Proposed by Cllr O'Sullivan. Seconded by Cllr Perry. Unanimous in favour. Cllr O'Sullivan will email the clerk with reasons as to referral and the clerk will forward to the Planning Office.

b) Planning Applications/Appeals:

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

- (i) PA21/12019 | Application for Outline Planning Permission with some matters reserved for the construction of one residential property namely access only | Land South Of Little Elm Hobbacott Lane Marhamchurch.

MPC unanimously agreed to not support the proposal due to concerns around poor access, drainage / flood issues and concerns regarding over development of a small plot. Proposed Cllr Edwards. Seconded Cllr Perry. Unanimous.

- (ii) PA21/12293 | Replacement of existing timber windows and external doors with new aluminium windows and doors. | Marhamchurch Primary School Helebridge Road Marhamchurch.

MPC unanimously supported the application. Proposed Cllr Perry. Seconded Cllr Butler.

- (iii) PA21/12804 | Installation of solar panels to roof of garden outbuilding. | Milton Cottage Tackbear Road Titson.

MPC unanimously supported the application. Proposed Cllr Bray. Seconded Cllr Butler. Unanimous.

- (iv) PA21/08355 | Erection of extension, together with associated works. | Meadow Bank Pinch Hill Marhamchurch Bude.

With Councillors agreement Standing Orders were lifted at 8.17pm to clarify a query. Standing Orders were then resumed at 8.19pm. Following an in-depth discussion MPC recommended refusal of the proposal due to concerns that it was out of keeping with the property, the

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increased footprint and visual impact. Concerns were also flagged about the use of the word 'extension' as it appears to be an independent building. Proposed Cllr Perry. Seconded Cllr Butler. 8 in favour, 1 abstention.

To receive oral or written reports and authorise any action.

22/11

a) Chairman.

Cllr Walter updated that she had attended Defib Training at The Weir, which was useful.

Cllr Walter thanked Elly for her hard work and wished her well on her Maternity Leave.

Cllr Walter warned councillors to be wary of spam email professing to be from her requesting people purchase items. It was recommended hovering over the email address as this will not have Cllr Walter's correct email address if spam.

b) Cornwall Councillor N Chopak.

Cllr Chopak updated MPC that she had attended a full council meeting. She discussed budget issues; Trail Hunting – this has been referred to Cabinet; Crisis in Adult Social Care; Booster number are dropping; There are 6/13 officers under threat of redundancy at CC and one of them is The Community Link Officer; Refuse collection may be moved to fortnightly; Parishes will be given a tree to plant for the Jubilee celebrations; A 2nd enforcement planning officer has been appointed.

c) Playpark

Community Chest Grant submission has been approved. CC have awarded £850 to MPC.

Clerk advised of amended quote to keep existing layout from Grigg Fencing will be an additional £300.00. Total cost: £3050 +VAT (£610) = £3660.

It was resolved to approve the amended quote. Proposed by Cllr Bray. Seconded by Cllr Butler. Unanimous.

Maintenance of the play park was flagged. Cllr Perry discussed his difficulty in finding wood that was long enough for the swings – requirement is 3m and 100ml sq. Locally the largest available length is 2.5m. Cllr Perry will investigate companies outside of the local area.

Cllr Perry will undertake an inspection of the site next week. There is a H&S visit imminent; before the end of the financial year.

d) The Clerk.

The first payment of Statutory Maternity Payment has been received.

The next payment is due to be paid beginning of April 2022.

It was flagged that the Councillor's details on the website need updating. The Councillors will email updates to the clerk.

It was requested that all Councillors sign an updated 'Registration of Approval to Receive Meeting Papers and Other Documents by Email'.

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New Clerk Appointment.

22/12

- a) Welcome to Julie Gray. Newly appointed Clerk to cover the maternity vacancy. Many thanks for stepping into the role at such short notice.
- b) Benchmark recommendation of SCP 13.
- c) Room Rent to remain same as currently claimed by E Hawkins.
- d) Contract provided to Julie, signed by Cllr Walter and Julie Gray.
- e) Handover process underway. Official start date 18/01/22, first full pay 15/02/2022.
- f) Julie has requested to join the Cornwall Pension Fund Scheme. She will action this.
- g) Access to online banking is pending, the forms have been received and are to be completed and taken to the bank. If access is not active by February, then Clerk will have to issue cheques at meetings, until such access is granted.
- h) Julie is set up on Basic PAYE Tools database, and has been shown how to log payments to HMRC.

It was resolved to approve the appointment, benchmarking recommendation, handover proposals, start date, request to join Pension Scheme along with access to online banking. Proposed Cllr Walter. Seconded Cllr Bray. Unanimous

Easter Sunday 2022 Dawn Service.

22/13

A request has been submitted from Mr Peter Green for there to be a church service in the top car park at Widemouth on Easter Sunday (17th April) at dawn and for approximately 1 hour. More details next month.

Thorne Cross Junction A39.

22/14

Cllr Chopak gave an update that the vegetation has been strimmed, white lines have been relined and the sign has been raised to give clearer visibility. At the consultation meeting re reducing the speed limit Cllr Chopak put forward the proposal that the reduction in speed should be from the Marhamchurch turning. Due to this change the proposal has been sent back out for consultation. Recommendation has been made for the A39 road to the junction be painted red to alert drivers they are approaching a junction. This is a work in progress.

It is hoped there will now be improved communication between Police and Cornwall Council regarding any further collisions.

Cemetery

22/15

- (i) Request to reserve 2 double depth burial plots – non-parishioner.

The request to reserve 2 burial plots was refused due to there being no evidence of strong links to the Parish. Proposed Cllr Walter. Seconded Cllr Waterhouse. 5 in favour. 4 abstained. Clerk to advise applicants.

- (ii) Retrospective approval for parishioner rates – Jones.
Due to short timeframes, this application was approved in principle in consultation with Councillors. Retrospective approval was given. It was resolved to approve parishioner rates for Jones. Proposed Cllr O’Sullivan. Seconded Cllr Walter. 5 in favour. 1 against. 3 abstained.

- (iii) Mr D Patrick will be buried on 2nd February 2022 at 12.30. All paperwork and payments made at time of application.

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a) Future purchase of land will be added to the next agenda and discussed if there is time.

Cornwall Council Code of Conduct Training.

22/16

Cllr Walter, Cllr Edwards and Cllr Proudfoot have completed the training online. Cllr O'Sullivan has completed much research on the Code of Conduct.

Neighbourhood Plan.

22/17

Website has been updated after the consultation session in November. Next stage is to make contact with Cornwall Council. Cllr Walter will update at the next meeting.

Emergency Plan.

22/18

This was last reviewed 12 months ago. It is currently being updated and on completion a new copy will be placed on the website and the PC noticeboard. Cllr Butler volunteered to have her name added to the group as two volunteer residents had recently moved out of the Parish.

Allotments.

22/19

An email was sent to Helen Fincham for an update but there has been no reply to date.

Cllr Chopak will enquire as to progress.

Safe footpath around The Bullers.

22/20

The developer is aware of the requirement for a footpath but no action can be taken until the drainage issues at The Bullers have been resolved. This is a work in progress.

Platinum Jubilee Celebrations.

22/21

Cllr Waterhouse gave an update following her review of emails which were forwarded by the Clerk. Cllr Butler, Cllr Walter and Cllr Proudfoot volunteered to work alongside Cllr Waterhouse. They will look into the validity of a beacon, obtaining a choir and consideration of a street lunch. Cllr Waterhouse has sent for a street lunch pack. Cllr Walter updated that she has spoken with Roger Blewett about the possibility of using his land as a potential site to light the beacon.

Pearl Exchange.

22/22

Flyers will be published and sent out in the Spring.

Community Growing Space.

22/23

Bude Coastal Community Team have been commissioned by the Bude Climate Partnership to undertake a feasibility study. The study will investigate the setting-up of a community 'hub' to provide advice to people about reducing their carbon footprint. The hub will also form part of a local food strategy, which aims to encourage people across the Community Network Area to grow more of their own food.

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They contacted to ask:

1. If there are horticultural societies in your parish whose members might wish to share their skills with the community. NEETFELD
2. If there are any local food growers or allotment users in your parish that would wish to contribute to a local food strategy. NONE AT PRESENT
3. If your Council owns, or knows of, any land that could be used as community growing space. NONE

Clerk will advise Bude Coastal Team of Neetfield Market Garden

Virtual Meetings.

22/24

No changes or updates at this time.

Hele Valley Trail Fundraiser / Grants.

22/25

Clerk updated that she had emailed BSTC but had not received a response. Follow up email to be sent. Clerk to action.

Cllr O'Sullivan suggested a review of the Grant policy.

Quarterly Budget Report.

22/26

Circulated to Cllrs and noted.

Quarterly Finance Check.

22/27

Completed by Cllr Edwards. No concerns. Noted by Cllrs.

Finance & Legislation.

22/28

- a) Approval of payments totalling £1,473.67 as per December schedule AND payment of May election costs of £1,918.88. It was resolved to approve payments. Proposed Cllr Perry. Seconded Cllr Waterhouse. Unanimous.
- b) Cllrs noted Income & Bank Balances as per the schedules.
- c) Cllrs noted Bank reconciliations.

Parish Matters - Agree action and authorise associated expenditure.

22/29

- a) Highway matters – there were none at this time.

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

22/30

- (i) PA21/10119 | Proposed extension and new porch | 1 Sharlands Road Marhamchurch Bude EX23 0HW

Clerk circulated information via email prior to the meeting. MPC flagged concerns at the last meeting regarding proximity of sewer and it was unanimously agreed that MPC were unable to comment on the proposal until further clarification was provided by South West Water.

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An email from South West Water was attached from the Planning Officer, advising it is acceptable, subject to an application form being completed.

The Planning Officer advised she is minded to approve the application and respectfully requested that MPC consider the following options as set out within the Protocol For Local Councils:

1. Agree with my recommendation.
2. Agree to disagree.
3. Having made strong planning reasons maintain your support for the proposal against my recommendation and request that the application is determined by the Planning Committee. In this circumstance it will be important for a representative from your Council to attend and speak at the Planning Committee meeting to enable the Members to fully understand your Council's strong planning reasons for proposing a decision that is contrary to that of the case officer.

It was unanimously resolved to elect Option 1: Agree with the recommendation. Proposed Cllr Edwards. Seconded Cllr Walter.

Concerns were raised regarding surface water on the road at the Underlane/Sharlands Rd junction – this is causing puddles and damage to the road. Clerk to raise concern with South West Water.

A resident had raised a concern that day that the corner above the SWW pumping station access on Helebridge Rd was very muddy and a near accident had almost occurred there. Cllr Walter had looked at the area and reported a little mud on the side of the road, Cllr Walter will monitor the situation and report it should it become an issue.

It was flagged that there is no clear warning sign of the approach to the A39 from Helebridge Rd, the white lines are very faint, mud on the road from the sewage works is also a concern as it is masking the faint lines. Cllr Chopak noted these.

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

22/31

15 Feb 2022

Review of Policies

Meeting closed at 9.47pm

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. 15/2/2021