

Marhamchurch Parish Council

Tuesday 18 May 2021

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

Councillors Present:

21/110: Chair Cllr J Walter, Vice Chair Cllr T Perry, Cllr R Bray, Cllr S Butler, Cllr P Crum, Cllr T Edwards, Cllr F Hunt, Cllr L Kerr, Cllr S Proudfoot, 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 to the first physical meeting in over 12 months.

She reminded all members to remain seated at all times, and to wear their masks unless speaking.

Members of public are requested to wear their masks for the duration of the meeting, unless speaking or exempt.

Cllr Walter reminded everyone to use the Entry and Exit doors, and to ensure social distancing is maintained.

Election of Chairman & Chairman's Declaration.

21/111 a&b: Mrs I Waterhouse nominated Mrs J Walter for Chairman, seconded by Mrs S Proudfoot with unanimous approval. Mrs J Walter accepted and the Chairman's Declaration was signed and witnessed.

Election of Vice Chairman.

21/112: Mrs S Butler nominated Mr G Perry for Vice Chairman, seconded by Mrs F Hunt with unanimous approval. Mr G Perry accepted the position.

Record and Approve Apologies.

21/113: Cllr Chopak sent her apologies as she was attending Poundstock Parish Meeting.

Welcome Parish Councillors & Councillor's Declarations.

21/114

a: The Chairman welcomed all the returning Councillors and sent her congratulations to everyone.

b: Each Councillor signed an Acceptance Declaration, witnessed and signed by the Clerk.

Register of Interest Forms.

21/115a 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.

Dispensation Forms.

21/116b. All existing dispensation forms are now invalid.

Declarations.

21/117: Cllr Perry & Cllr Butler declared the longstanding interest in Agenda item 17: Cemetery. This was noted by Cllrs.

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Dispensations.

21/118: Requests for a dispensation were received as follows:

Mrs J Walter – Marhamchurch Village Shop Ltd. Details of interest: Shareholder and volunteer. Dispensation approved to participate in discussions, but not to vote. It was unanimously resolved to approve the request for 4 years until May 2025 or the next council term.

Mr G Perry – Marhamchurch Cemetery. Details of interest: Cemetery Maintenance Contractor. Dispensation approved to participate in discussions, but not to vote. It was unanimously resolved to approve the request for 4 years until May 2025 or the next council term.

Mr G Perry – Marhamchurch Playpark. Details of interest: Playpark Maintenance & Grass cutting Contractor. Dispensation approved to participate in discussions, but not to vote. It was unanimously resolved to approve the request for 4 years until May 2025 or the next council term.

Mrs I Waterhouse – Marhamchurch Village Shop Ltd. Details of interest: Shareholder and committee member. Dispensation approved to participate in discussions, but not to vote. It was resolved to approve the request for 4 years until May 2025 or the next council term.

Mrs S Butler – Marhamchurch Cemetery. Details of interest: Purchased plots. Dispensation approved to participate in discussions, but not to vote. It was unanimously resolved to approve the request for 4 years until May 2025 or the next council term.

Mrs S Butler - Marhamchurch Village Shop Ltd. Details of interest: Employee. Dispensation approved to participate in discussions, but not to vote. It was unanimously resolved to approve the request for 4 years until May 2025 or the next council term.

Public Open Session.

21/119:

Query was raised regarding Open Reach box taking up parking spaces in village.

Confirm the Minutes of the previous Meeting.

21/120: It was resolved to approve the minutes and ratify all decisions made at the online meeting held on 27 April 2021. Proposed Cllr Bray. Seconded Cllr Hunt. Unanimous. The Chair, Cllr Walter signed them as a correct record.

It was unanimously resolved to move agenda items 22: Insurance Renewal & Agenda Item 24: Highways Expression of Interest for immediate discussion.

Please see Insurance Renewal ref 21/132 for further information and resolutions passed.

Please see Highways Expression of Interest ref 21/134 for further information and resolutions passed.

Matters Arising

21/121:

- (i) Stevens Homes Update. Clerk updated that she can contacted Stevens Homes, who advised (on 6th May) they are arranging to remove surplus spoil from the field and grade over the excavated areas as soon as our contractor is available, hopefully in the next week or two. The field is actually

Signed: _____ Chairman. 15/6/2021

owned by Joe Grigg and all the materials there are owned by him.

(ii) Foundry Lane Hedge Concerns: Update pending from Cllr Chopak. It was noted that a new hedge row had been planted recently.

(iii) Any Other Matters: None.

**Councillors Portfolio Review:
21/121(i)**

Cllr Portfolio	Cllr
Bude Canal	Cllr Waterhouse & Cllr Hunt
Bude Community Network	The Chairman and/or Cllrs with particular interest on agenda item. To be decided when each agenda is published
Bus Shelter	Cllr Butler oversee but currently monitored by local volunteer.
Clerk Support / Contract review	Cllr Walter, Cllr Bray & Cllr Edwards
MVSL	All Cllrs
Defib	Cllr Kerr
Emergency Planning	Cllr Walter & Cllr Butler
Finance	Cllr Edwards & Cllr Kerr
GDPR	Cllr Walter & Cllr Perry
Primary School	Cllr Walter & Cllr Butler
Memorial Garden	Cllr Waterhouse & Cllr Perry
NDP	Cllr Walter & Cllr Edwards
Cemetery	Cllr Perry, Cllr Proudfoot, Cllr Waterhouse, Cllr Crum
Website	Cllr Kerr
Footpaths	Cllr Waterhouse, Cllr Butler
Transport (potholes etc)	All Cllrs
Tree Warden	Cllr Waterhouse & Cllr Hunt
Planters	Cllr Walter
War Memorial	Cllr Crum
Playpark	Cllr Hunt & Cllr Bray
Planning	Cllr Perry & Cllr Edwards.

Correspondence

21/122 – all information circulated to Cllrs via email.

- (i) Online Flood Resilience Workshop – 6 July 21 10am – 11:30am.
- (ii) Bude Area Community Network Panel Meeting – 7 June 21 7-9pm (via Teams) – Cllr Walter to attend.
- (iii) Cornwall Council Code of Conduct Training (via Teams) 10am – 12pm 17th May, 21st May & 25th May 2021. – Request recorded sessions for those who are unable to attend due to time constraints.

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- (iv) Covid-19 Updates from Cornwall Council
- (v) CALC guidance on return to physical meetings.

**Planning.
21/123**

a) Decision Notices/Updates:

- (i) PA20/10238 | Submission of details to discharge conditions 3, 4, 5, 7, 8, 9, 10, 11 and 13 in respect of decision PA19/04184. | Whalesborough Farm Marhamchurch. DISCHARGED.

b) Planning Applications/Appeals:

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

- (i) PA21/03506 | Application for Lawful Development Certificate relating to commencement of planning permission PA18/01271 dated 1st May 2018 (Extensions and alterations) | The White House Hobbacott Lane Marhamchurch.
- (ii) PA21/03507 | Application for Lawful Development Certificate relating to commencement of planning permission PA18/01422 dated 1st May 2018 (Extend and alter existing outhouse to provide useful ancillary accommodation) | The White House Hobbacott Lane Marhamchurch

The council unanimously agreed there were no objections to the applications. Proposed Cllr Edwards, Seconded Cllr Crum. Unanimous.

To receive oral or written reports and authorise any action.

21/124

a) Chairman.

- Cllr Walter congratulated everyone on their successful re-election and said how thrilled she was to be working with everyone again.
- A discussion was had regarding the Cllr information on parish website – Clerk will update with photos at the earliest possibility.
- Planters should be starting to bloom soon.
- Flag is not up until the forecasted bad winds have ceased. Hopefully new flag and rope should be up next week.
- Litter picking project is underway. Children in school have made some posters to remind people to keep the village free from litter and dog mess. These will be placed around the village and in the shop window. Cllr Crum kindly offered to donate some circular hoops with bags to make litter picking easier.

b) Cornwall Councillor N Chopak.

20:43 – Cllr Bray had to leave the meeting due to work emergency.

c) Playpark

- Repairs to bridge – 8 slats have been replaced.
- Still trying to source correct size of wood for the swing frame.
- Children climbing trees – concerns were expressed about safety.

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d) The Clerk.

- Online banking – still ongoing.
- Laptop – has been upgraded and new Windows package installed, at a cost of £305 instead of new laptop. Much faster.
- SLCC membership – pending.
- Cancelled Zoom contract.
- @marhamchurch-pc.gov.uk email accounts will expire in July. Reminder that if there are any important emails to forward them to the gmail accounts.
- Reminder to return Claims forms to Electoral Services even if claim is NIL.
- Planning portal issues – updated website and clerk unable to log in – as security questions were answered by previous Clerk. Hopefully resolved now.

Community Emergency Plan.

21/125

Continue to monitor and amend as required.

8:55 – Cllr Kerr left meeting due to ongoing back pain.

Allotments.

21/126

Meeting had to be postponed, to be rescheduled as soon as possible.

Cemetery

21/127

- (i) Request to instal memorial headstone - Pragnell. It was resolved to approve the request. Proposed Cllr Crum. Seconded Cllr Proudfoot. 6 in favour. 2 abstained.
- (ii) Review Cemetery Fees for additional inscription to pre-existing tablet/headstone. It was resolved to reduce non-parishioner fees from £120 to £60. Proposed Cllr Edwards. Seconded Cllr Crum. 6 in favour. 2 abstained.
- (iii) Update: Request to add additional inscription to memorial headstone. Transfer of EROB required before approval can be given. Gliddon.
- (iv) AOB: Parishioner request to reserve cremation plot – Hillenbrand. It was resolved to approve the request. Proposed Cllr Proudfoot. Seconded Cllr Hunt. 6 in favour. 2 abstained.

Footpaths

21/128

Concern about a bridge on footpath from Hilton Farm was raised with a Cllr.

Cllr Walter, Cllr Proudfoot & Cllr Waterhouse to look into and report back at next meeting.

Local Maintenance Partnership 21/22.

21/129

Ad placed on Newsletter Facebook page, and Mole Valley & Bridgemanns. 2 enquiries so far but no applications. Clerk to follow up.

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Neighbourhood Development Plan.

21/130

Meeting to be arranged as soon as possible.

Asset Register.

21/131

Clerk circulated Asset Register. It was agreed that the Register was accurate.

Insurance Renewal.

21/132

Cllr Kerr updated the council. He looked into both quotes obtained.

- (i) Community Action Suffolk – 3yr £365.94 pa - current insurance have changed their broker, now backed by Military Mutual. Claims are handled in line with the Mutual's rules and whilst one would expect valid claims to be paid, the board has the final decision.

- (ii) BHIB Insurance - 3yr £419.29 pa - Policy Underwritten by AVIVA Insurance Limited. A specialist insurance for Local Councils.

It was decided to transfer insurance over to BHIB Insurance for a period of three years, with the backing of well-known AVIVA Insurance. Proposed Cllr Edwards. Seconded Cllr Proudfoot. Unanimous. Clerk to action.

Emergency Scheme of Delegation.

21/133

CALC suggested amended wording to read the following:

That the Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than September 2021.

It was resolved to approve the amended wording. Proposed Cllr Waterhouse. Seconded Cllr Crum. Unanimous.

Clerk advised that a payment had been made under the Scheme of Delegation – to pay for the laptop on 11th May 2021. This will be updated on the website, as per guidelines.

Highways Expression of Interest.

21/134

Clerk was copied into email thread to Community Link Officer from a resident on Hobbacott Lane. Request has been submitted to change the highway grass verge opposite 10 Hobbacott Lane and Park Farm into formal parking for residents. MPC advised they need to provide their comments before the application can be assessed.

****It was resolved to suspend Standing Orders to allow a Hobbacott Lane resident to make comments****

Council had been made aware of issues regarding this matter prior to the meeting, and it was agreed that due to the issue about title of land ownership that the Council were unable to make any comments until the issues have been resolved. A suggestion was made that perhaps all residents along Hobbacott Lane

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should be involved in the consultation. Proposed Cllr Edwards. Seconded Cllr Perry. 9 in favour. 1 abstained. Clerk to contact Community Link Officer of MPC position.

****Standing Orders Resumed****

Civil Enforcement Training.

21/135

Cllr Crum expressed an interest in this when it was discussed a few months ago. Parish Council were in favour of Cllr Crum attending. Proposed Cllr Walter. Seconded Cllr Butler. 7 in favour. 1 abstained.

Nominations for Chair / Vice Chair for Bude Area Community Network Panel.

21/136

The PC were asked if would like to nominate anyone. It was agreed that MPC do not at this point.

Quarterly Internal Finance Check up to 31 March 2021.

21/137

This was completed by Cllr Edwards and noted by Cllrs.

Petty Cash Request.

21/138

Clerk updated that she is using her personal account to buy things for MPC business and wondered if there is an alternative way. A post office top up card was suggested. Clerk to look into.

21:10 Cllr Bray returned to meeting.

Finance & Legislation.

21/139

- a) **Internal Audit Update:** Clerk updated that Internal Audit has been completed. Invoice received for £40.
- b) **Certificate of Exemption – AGAR 2020/21 Part 2.** Chairman and Clerk signed the form, confirming that MPC wish to certify themselves exempt and confirms that the authority's total gross income for the year or total gross annual expenditure did not exceed £25,000.
- c) **Section 1 – Approve 2020/2021 Annual Governance Statement.** Clerk read out each statement and following discussions it was resolved that responses to number 1-8 are affirmative and number 9 not applicable. Proposed Cllr Edwards. Seconded Cllr Crum. Unanimous.
- d) **Section 2 – Approve 2020/2021 Accounting Statement.** Copies of completed Section 2 had been circulated. It was resolved to approve the figures. Proposed Cllr Proudfoot. Seconded Cllr Butler. Unanimous.
- e) Approval of payments totalling **£1745.72** as per April schedule and consider payment of urgent accounts presented by the date of the meeting. It was resolved to approve payments. Proposed Cllr Crum. Seconded Cllr Walter. Unanimous.
- f) Cllrs noted Income & Bank Balances as per the schedule.
- g) Cllrs noted Bank reconciliations.

Reviews – Code of Conduct

21/140

Deferred to next meeting.

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Parish Matters - Agree action and authorise associated expenditure.

21/141

a) Highway matters –

Telephone box to be repainted. – update at next meeting.

Pothole near Rattenbury (?) – Cllr Walter to lodge online.

Sign post outside Harlake Farm has fallen down.

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

21/142

Cllrs agreed that they are happy to meet monthly – rather than bi-monthly.

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

21/143 15 June 2021

Meeting closed at 9:20pm.

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. 15/6/2021