

MINUTES OF WEEK ST MARY PARISH COUNCIL MEETING

held on Thursday 12th November 2015 at 7.30pm in the Parish Hall.

PRESENT: Chair - Mrs M Smith, Messrs J Ward, R Harris, P Sachs, W Pearce, P Coulson, S Cluney, S May, Mrs C Slade, Mrs N Johns and the Clerk.

Also in attendance for most of the meeting C Cllr N Chopak.

No APOLOGIES –

8 members of the public were present.

CHAIRMAN’S WELCOME – The Chairman welcomed everyone to the meeting.

No DECLARATIONS OF INTEREST:

No COUNCILLOR DISPENSATIONS requests received

CONFIRMATION of the MINUTES of the MEETING held on October 8th 2015.

The minutes of the meetings were approved and signed.

With approval of the council it was agreed to deal with the Parish Hall item next, followed by Open Forum and Planning Matters.

WEEK ST MARY PARISH HALL

The Clerk read an interim report from the Parish Hall Chairman advising that it has been the decision of the Parish Hall committee to increase the facilities available to make it more appealing for more varied events such as wedding receptions and birthday and anniversary parties. Volunteers are assisting with repairs and decoration. Mr P Coulson advised he will prepare the accounts for the parish council as soon as possible and spoke of the reasons for the committee’s decision to apply for a full alcohol license. Mr P Coulson commented that he has been very upset due to rumours and speculation about the way the committee are managing Parish Hall matters. Parish Council members have been challenged by some parishioners about matters relating to the Parish Hall; Mr J Ward confirmed that the Parish Hall Constitution states that the Parish Hall is completely separate from the Parish Council. It was agreed that any questions relating to the Parish Hall should be directed to the Parish Hall Committee and not the Parish Council. It was noted that as the Parish Council donate funds to the parish hall they have an obligation to ensure that the donated funds are properly appropriated and to that effect it is recommended good practice for them to be given copies of the accounts and receive written reports from time to time. Messrs P Sachs and P Coulson advised that it is not the intention for the Parish Hall to be used as a social club and that Messrs J Roberts and M Caesar Gordon are of the same opinion. It was confirmed that the license would be used for events only. Mr P Coulson confirmed that no items in the Parish Hall had been donated from or lent by the owner of Treetops.

VENUE FOR PARISH COUNCIL MEETINGS

The Parish Hall committee have requested a full alcohol license which they hope will be granted very soon, and as parish councils are not allowed to hold their meetings in licensed premises (unless there are no other suitable premises available) another venue is sought. It was agreed to hold parish council meetings with effect from December 2015 in the Methodist Sunday School room. The Clerk will make the necessary arrangements.

OPEN FORUM AT THE DISCRETION OF COUNCILLORS

Parish Hall - Some questions were raised which included why the parish council were discussing matters about the Parish Hall, cost of Parish Hall insurance and security risks in light of alcohol on the premises.

Treetops - Following a question about enduring upkeep of communal areas should the proposal go ahead, Mr R Pearce advised that plans were in place to ensure that funds would always be available to ensure the areas will be maintained.

PLANNING – Applications

PA15/08783 - Demolition of existing buildings on the site (apart from the bungalow), including chalet bases.

Construction of 28 new dwelling units plus a public house, cafe and community room. Alteration of existing bungalow to form 2 bedroomed dwelling (from 3) plus conversion of part into a garage. Treetops The Square Week St Mary Mr Raymond Pearce. The plans had been on display for public viewing on 4th & 7th November and copies of written comments had been circulated. There was a long discussion and following a proposed and seconded recommendation that was approved by 7 votes in favour, 2 abstentions and 1 against, it was resolved to support the housing development in principle, however there are a number of fundamental caveats to that support as follows:

1. The only access road to the Treetops development for all traffic, both residential and heavy goods vehicles servicing the pub and houses, is via an unregistered, unadopted, 10' 7" wide road, with very poor visibility in one direction. The ownership of the road is indeterminate.
The traffic report by WBS Consultants which informed the application was considered partial and inadequate. Visibility on exit from the development is indicated as being available to the south west, which it is. The mitigation measure of creating a widened stopping and passing area within the development itself only addresses visibility in this direction. This solution is predicated on an assumption that "traffic leaving and arriving at the site will be expected to follow the informal gyratory arrangements" (Section 4.2.5). The Parish Council informs that this is a false assumption. Vehicles can and regularly do arrive and exit from the site in both directions and general traffic travels around the square in both directions. HGVs accessing Treetops will have to approach in an anti-clockwise direction; there is insufficient turn-in space from the south west. Added to which there is an existing development of 8 houses, Church Mews, immediately to the north west of the proposed Treetops access road. Each house has parking which generates regular traffic to and from the square in both directions. The visibility from the Treetops access is virtually non-existent and is unsatisfactory in relation to this traffic. Church Mews is not shown or referred to in the WBS report.
The Parish Council was also extremely concerned about access for pedestrians to the site. The tarmac path that currently runs adjacent to the proposed access road in front of 1 & 2 Oaklands, the two modern cottages, may appear to observers as being available to pedestrians. However, the pathway should be discounted from consideration of pedestrian access as this land is within the legal ownership and curtilage of the two cottages and they would be at liberty to fence it off should they choose.
The pedestrian route via the shared space on the south west side of the green and the path in front of Glanville House and Treetops Cottage is unsatisfactory for pedestrians as the shared space is used as a parking area, with regular reversing and parking of vehicles. The surfaces are also unsuitable for pedestrians.
There is much mention in the WBS report of the pedestrian footway to the east of the square. In practice, the Parish Council considers this will not be used by pedestrians to and from Treetops or the shop from the south. Pedestrians, in the absence of other arrangements, will continue to walk down the road in front of the green.
2. The Parish Council request that a Traffic Management Scheme is put in place before any construction work commences to ensure that the village is not completely overwhelmed by construction vehicles, deliveries etc.
3. The Parish Council also request, if the proposal is permitted, that a Traffic Management Scheme to ensure all safety aspects are considered and catered for once the development is complete
4. The parish council wish to raise their concerns about inaccuracies in the archaeological report.
5. There are concerns that bungalows in West Week Close will lose some of their privacy due to the proximity and height of the proposed house adjoining their boundary. There has also been a problem in the past with bicycles and children using the bungalow gardens as cut through from Treetops to the playing field and other areas of the village. This problem needs to be addressed.
6. The parish council question if there are sufficient on-site car parking spaces as part of the development and for visitors to the proposed public house. It is considered that shortage of adequate car parking in the Treetops development will have a serious adverse impact on the Village Square.
7. The Registered Parish Green in the Village Square is an integral part of the village scene and must be preserved from vehicular damage.
8. It was also confirmed that it is imperative that there are adequate, enduring arrangements in place to ensure that the green communal areas within the site are maintained. A condition should be applied that guarantees the financial, legal and practical maintenance of the green space in perpetuity in the event of the failure of the proposed management company being set up for the purpose.
9. The parish council are mindful that a development of this size will have a large impact on the village/parish and wish to request that the proposal is dealt with by the planning committee and that there is a site meeting beforehand to enable members of the planning committee to be fully aware of the foregoing matters.

PLANNING – Decision Notices

1. PA15/07031 - Replace garage lean to roof with pitched roof Proposed Domestic Shed to Rear (with solar pv panels) (all works domestic). Hillcrest Week St Mary. Mr P Bromell. APPROVED.
2. PA15/07311 - Extension and alterations. 5 Market Place Week St Mary. Mrs P Barriball. APPROVED.

PLANNING – Queries Other Planning Matters

1. Submission of details to discharge condition 10 in respect of Decision Notice PA12/00444 allowed on Appeal APP/D0840/A/12/2175973 dated 14th November 2012. Land Owned By Week Orchard Marhamchurch Bude Cornwall EX23 0HT. This is for information only and the parish council are not expected to comment.

2. It was clarified that a planning application in respect of the extension to the poultry building at Week Orchard had gone before Cornwall Council and been approved

PS RENEWABLES GRANT INFORMATION UPDATE

Cllr N Chopak has continued to liaise with Primrose Solar and the respective parish councils. She has been sent an Agreement Document which Chair and Clerks from each of the four parish councils are required to sign to enable the funds to be released. The Chairman thanked Cllr Chopak for all she has done and is doing in respect of the arrangements which have been very onerous.

COUNTY COUNCILLOR Mrs N CHOPAK

Cllr Chopak advised that in January 2016 all types of plastic can be recycled, also shredded paper is acceptable and it is hoped that foil will be accepted for re-cycling early in the New Year. In addition to the £196 million cuts already taken place, CC has to make further cuts of £154 million for 2016/17; this will be very hard and will impact adversely on adult social care and highways especially. Cllr Chopak mentioned that parish councils are encouraged to have Neighbourhood Plans. Cllr Chopak confirmed receipt of the grant application but advised that, due to other requests she would be unable to grant the full request of £1000.

With approval of the council it was agreed to deal with the Library Services next.

LIBRARY SERVICES

Mr P Coulson advised that there is a threat to the Mobile Library Service and that the Parish Hall committee have been trying to liaise with CC about having a library hub in the Parish Hall. Cllr Chopak advised that at present while Bude Library is open and the Mobile Library Van is in use, the visits to Week St Mary will continue. Following suggestions, Cllr Chopak will ask if the visit can return to the original time of 9.30am. Regarding Bude Library, Cllr Chopak advised that there have been no plans for Bude Library to be run by volunteers and as it is a One Stop Shop advice centre CC have not yet made a decision about its future.

Mr P Coulson left the meeting]

MATTERS ARISING

Superfast Broadband Cllr W Pearce raised the matter at the 'Open Doors' meeting hosted by CC Leader and Deputy Leader. It was noted that there are several people in the parish who now have superfast.

Adult Social Care in WSM - resulting from the copy letter sent to S Mann MP in September, about the cessation of home visits in the parish, S Mann's Caseworker, Mr A Harris has been in touch advising that he has contacted the Adult Social Care team at Cornwall Council. Mr Harris suggested it would be helpful to have more details about the number and types of care required in the parish. Mrs C Slade offered to take on responsibility for parish adult social care matters. Cllr N Chopak advised there had been some confusion as not all the residents having home care was provided by CC but through private arrangements.

CORRESPONDENCE

Correspondence circulated 03.11.15

1. CC Annual Report 2014/15
2. Clerks & Councils Direct
3. NHS Peninsula Community Health Annual Review 2014/15.
4. Town/Parish Council Code of Conduct Training Scenarios - provided by S Mansell CC Principal Legal Officer - Corporate Governance
5. Cornwall County Playing Field Association network and consultation event 25.11.15
6. CC Communities & Devolution Bulletin 30.10.15.
7. SLCC – NALC Auto – enrolment (Pensions)
8. CARE meeting notes 27.10.15.
9. CALC notes re issuing and publishing document electronically.
10. CALC – Chairmanship training.
11. Letters/emails from North Coast Cluster Group re Local Maintenance Partnership.

Correspondence circulated 07.11.15.

12. S Mann MP letter re Affordable Housing Policy - Rural Exemption.
13. CC re Precept and CTS
14. CC Communities & Devolution Bulletin 30.10.15.
15. For Cornwall November 2015.
16. CC Communities & Devolution Bulletin re Independent Remuneration Panel vacancies and Transparency Grant Fund.

17. Bude Community Network meeting agenda 30.11.15. Mr W Pearce offered to attend.
18. Paperless planning workshop at the Parkhouse Centre 1st February 2016, 6 – 8pm. It was agreed that as many councillors as possible will attend.

Correspondence dealt with at the meeting

19. CC – Open Free Community Emergency Planning workshop 16.11.15 Parkhouse Centre. Mrs N Johns offered to attend.
20. The Clerk tendered her resignation on 07.11.15. It was agreed that the position will be advertised in the Bude & Stratton Post and the Parish Magazine. The Clerk will forward the Job Description to the Chair.

PLAYING FIELD

Play Equipment: a) Skateboard apparatus. Mrs C Slade left the meeting
 A quotation from M J Slade has been received which has the same details and figures as the estimate. Mr J Ward will contact Mr M Slade and authorise the work.

Mrs C Slade returned to the meeting. .

- b) Safety ground cover – Mrs M Smith handed round some samples and advised that to cover the area (12 x 15m) to a depth of 4” plus a membrane the cost is £2684.70 + VAT – this includes 5% discount but may be a little more if the 5% discount is not included on the delivery charge. Following the discussion, Mr J Ward agreed investigate the safety cover used at Trethorne.
- c) Swings – The first set of chains that arrived were too short and have been returned. Replacement longer ones have arrived and been fitted by Mr P Sachs. The Clerk has requested a credit for the returned ones and a refund of one delivery charge.
- d) Grant application – The Clerk has forwarded the application to Cllr N Chopak requesting 75% cost towards the swings/chains and skateboard – to the maximum of £1000.
- e) Tennis Court – Mr S May has presented an invoice for the stockboard as previously agreed. The rushes are still coming though the tarmac
- f) Hedge cutting. - Mr Barriball was unable to cut the hedge and Mr J Retallick has started and will continue when possible.
- g) Fencing and posts – Noting to report.

WEED TREATMENT IN WEEK ST MARY PARISH

As a result of the delay before the work could be undertaken and information about the reduced effectiveness of weed treatment so late in the year, it was resolved not to have the work done but to have the weeds treated in the spring.

WEEK ST MARY TOILETS

Mr P Sachs has fitted the voluntary contribution box and 2 signs. Mrs M Smith will empty the box in due course.

PLEDGE TO CARE RE THE GOOD ENERGY APPEAL AND RULE 6

It was resolved to defer until January 2016.

FINANCE

1. Following corrections to the schedule, payments totalling £553.00 together with additional £130 – 3 cheque payments (J Sachs x 2 – footpaths and parish greens & M Smith safety netting) were approved
2. Income. CC re Paperless planning £700.00.
3. Bank Balances as at 08.11.15

Nat West Current Acc	£2,082.95
Nat West 30 day Liquidity Acc	£5,000.16
Monmouthshire B/Soc	£8,410.10.
4. Monmouthshire Building signature mandate. – The paperwork for the addition of Mrs M Smith was completed.
5. 2016/17 Precept – The letter from CC together with a second set of draft figures had been circulated. The cost of work already completed in the Playpark (£4273) this financial year and the cost of the skateboard apparatus £1385 and safety ground covering, circa £2700 is substantial. The figures for the previous precept had included £4,500 for parish projects and £2,600 for the Tennis court fence. The Clerk suggested the need to increase the precept for the planned work to the play area and to incorporate a figure for ongoing maintenance/hedge cutting/fencing etc. Deadline for form to arrive at CC is 01.01.16
6. Changes to Pension rules - deferred

POLICE STATION CLOSURES

Deferred

POLICIES AND PROTOCOLS

The Clerk has updated the Publication Scheme which will be circulated.

PARISH MATTERS & RECEIVE UPDATES

Christmas Greetings in the Parish Magazine – the clerk was directed to make arrangements for them to go in the December magazine.

Defibrillator – No news and it was suggested that more follow up is required re the one that was taken away for calibrating and seemingly lost to the parish.

Details of Emergency Contacts in the Parish –No news.

Annual Council Dinner – Mr J Ward will enquire about going to Trethorne on 23.01.16. The Clerk will pass the date to Cllr N Chopak.

Record book of Parish Councillors terms of office –The Clerk has looked again but not found anything. Apart from checking some spellings, Mrs C Slade has completed the details.

Memorials – Nothing to report

Bench repairs – Mr P Sachs has repaired the majority and the sum of £11.59.set aside has been utilised within his costs for wood treatment.

Public Toilets – Mr P Sachs will get a soap dispenser.

Highways – Concern was again raised about the danger and obstruction as a result of cars parked on the road by the Old School House.

Footpaths / Parish Greens / Parish Office / Community Policing / Transport – Nothing to report

RECEIVE REPORTS FROM VILLAGE ORGANISATIONS

See Parish Hall page 15/50 above

CLERK’S ANNUAL REVIEW

Due to the Clerk’s tendered resignation this is now not necessary.

ITEMS FOR NEXT AGENDA

Discuss having a Neighbourhood Plan

DATE FOR MEXT MEETING December 10th

Due to the Clerk’s holiday and being back too late to advertise the agenda within the 3 clear working days, the agenda will be prepared and advertised during the week ending 20.11.15.