

MINUTES OF WEEK ST MARY PARISH COUNCIL MEETING

held on Thursday 10th December 2015 at 7.30pm in MSR

PRESENT: Chair - Mrs M Smith, Messrs J Ward, R Harris, P Sachs, W Pearce, S Cluney, S May, Mrs C Slade, and the Clerk – Mrs B Heathcote

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

APOLOGIES – Mrs N Johns and Mr P Coulson,
1 member of the public were present.

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

No DECLARATIONS OF INTEREST

Mr J Ward mentioned a hypothetical example of an instance whereby he felt he needed clarification regarding if a declaration of interest needs to be declared and requested that he attend the next training that is available. Mrs M Smith concurred that she would like to attend more training too.

No COUNCILLOR DISPENSATIONS requests received.

CONFIRMATION of the MINUTES of the MEETING held on November 12th 2015.

The minutes of the meetings were approved.

MATTERS ARISING

Bude Community Network meeting on 30.11.15 – Mr W Pearce apologised that he had been unable to attend. Cllr N Chopak gave a short report in which she advised that a representative from NHS Out of Hours spoke about cross border cover and that between Saturday noon and Sunday 3pm there is a GP available at Stratton Hospital. PC S South gave an update on cutbacks to manpower, one of which will result in officers policing alone rather than in pairs and the relating issues this will have when a male police officer has to deal with female. The impact of the custody rooms in Launceston are already impacting on there being no cover in the area while offenders are being transported to Newquay. The Clerk will circulate the report when it is received.

CC Open Free Community Emergency Planning workshop 16.11.15. No information.

OPEN FORUM AT THE DISCRETION OF COUNCILLORS

No matters were raised

PLANNING- Decision Notices

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. The condition has been met and has been discharged.
2. Submission of details discharge condition 3(details of slate for the east facing roof slope) in respect of PA15/07031. Hillcrest Week St Mary. Mr P Bromell. Details submitted are acceptable and condition discharged.

PLANNING – Applications

Although not on the agenda an application has arrived that cannot be held until the January meeting and it was agreed to deal with it.

PA15/10590 - Proposed storage shed for farm implements. The Poultry Sheds Week Orchard Marhamchurch Mr Chris Congdon. Following examination of the plans and the short discussion it was resolved to make no comment.

PLANNING – Queries Other Planning Matters

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. Following the letter to the Planning Officer, an unofficial site meeting took place on 02.12.15. The report resulting from the meeting from the planning Officer had been circulated to all councillors. The report dealt with Highway matters, the impact of noise from a public house, the impact on properties in West Week Close, Street lighting and Archaeology. The

planning officer's responses were discussed fully by the parish council, these included matters of concern resulting, from the last parish council meeting, in the letter sent to the planning office and matters raised at the unofficial site meeting and the planning officer's report. Despite Highways comments which addressed concerns raised, councillors remain uneasy about the likely conflicts that may arise in relation to the access to the site. J Ward stated that he is sure that in the future there will be conflict in connection with the proposal – such as inconsiderate parking and obstructions and referred to other areas in the village where parked vehicles impair the traffic. Mr W Pearce stated that in his opinion, the best way to resolve the access issue is for a small part of the Green to be used. Having a one-way system was discussed and discounted at this stage with a suggestion it can be reviewed but it was agreed to request road markings so traffic must give way to vehicles accessing the site. It was resolved to respond that they parish council accept that their concerns have been mitigated as far as possible.

PS RENEWABLES GRANT INFORMATION UPDATE

All paperwork is now signed and with Primrose Renewables so the payment should be received before the end of the year.

COUNTY COUNCILLOR Mrs N CHOPAK

Cllr Chopak has been in Truro 3 days this week and confirmed the workload of county councillors is very high. She has resigned from CC Finance Committee. Cornwall will be taking more responsibility for Social Care and Adult and Social Care have been combined and there will be more meetings. CC will be setting a 2% rise in council tax to cover Adult Social Care this is in addition to the existing council tax which is set to be just under 2%, but despite this there will be cuts including Health Visitor cover and Childcare Centres. The tax for Devon and Cornwall is also set to rise. Cllr Chopak advised that CORCARE (part of CORMAC) is providing services to cover the shortfall in care in the community for patients who have been referred by CC assessment process but that this does not cover patients who have private arrangements for care. Whereas there were 64 companies providing healthcare, due to contracts not being renewed, this has reduced to 23. There was a wide range of reasons why the contracts were not renewed but it does not mean there are less carers as lot of staff have transferred to different providers. Mrs C Slade has been in touch with S Mann MP and is awaiting a response. The fate of Bude Library is one of 4 which remains unresolved, although it remains open at the moment as it serves as the One Stop Shop also. Launceston Town Council has taken on their Library (also a One Stop Shop) and the Education Centre has moved into Launceston Library site. Bude Stratton Town Council is unwilling to help fund Bude Library. The mobile library continues to visit Week St Mary. Cllr Chopak will enquire about how new book stocks are funded.

Cllr Chopak has authorised £400 to the parish council for work in the Playpark.

CORRESPONDENCE

Correspondence circulated 19.11.15

1. **Information about shortlisting and interviews.** The Chairman advised there has been 8 enquiries, 2 have already applied and the closing date is 20.12.15.
2. Cornwall CPRE AGM papers.

Correspondence circulated 10.12.15

3. CPRE Field Work Winter 2015
4. CPRE Countryside Voice
5. CC Communities and Devolution Bulletin dd 24.11.15
6. **Street Weed Treatment 2016 – Place on the next agenda.**
7. Copies of notes from CARE meeting 23.11.15
8. Copies of letters/emails between the North Coast Cluster Group and CC re Footpath Local Maintenance Partnership Scheme. (19.11.15, 02.12.15 & 09.12.15)
9. Cornwall AONB news & Trustee advertisement.
10. FLP Outdoor Play Solutions catalogue.

PLAYING FIELD

Play Equipment: a) Skateboard apparatus. Mr M Slade is waiting for some good weather.
 b) Safety ground cover – no update currently but Mr J Ward will make enquiries and email the information to the councillors before the next meeting.
 Tennis Court. – It was agreed to place the problem about the rushes growing in the tarmac on the February or March agenda.
 Hedge cutting – The poor weather has prevented Mr J Retallick completing the work.
 Fence.- Nothing to report, Mr J Ward will follow –up.
 Football Club - Although not on the agenda – an email had been received from Mr S Smith about tipping round the Football Field. The email had been circulated and the councillors agreed to deal with it.
 Mrs M Smith left the room and Mr J Ward took the Chair.
 Due to poor weather conditions and the slow-down of suitable materials the work had not progressed as well as hoped and the Football Club committee request an extension of time. They remain committed to complete the operation as soon as possible in 2016, including landscaping and the establishment of a walkway below the pitch for most of its length. It was resolved to extend the time limit for 6 months to the end of June 2016. It was noted that the Football Club wish to go ahead soon with installing more timber poles and netting at the eastern (Church) end of the pitch as previously discussed with the Parish Council.
 Mrs M Smith returned to the meeting

BT INVOICE PROBLEMS

When the contract had been renewed it was on the understanding that BT would allow £72 credit on the account which never happened. The Clerk has spent a considerable amount of her own time trying to resolve the error, including emails and waiting on the ‘phone for long periods and she requested compensation from BT for her wasted time. BT eventually agreed there was an error and offered compensation but the only way they could process this was by placing a credit on BT account which came to £30 + VAT £36. The Clerk has requested 3 hrs extra payment from the parish council which is £34.65. The request was given unanimous approval.

FINANCE

1. Payments totalling £1,855.59 as per schedule together with additional £53.30 (Chadds and RBL) were approved
2. Income.

Grant for Playpark from Cllr Chopak	£400.00
Reimbursement of Footpath re LMP	£127.00
3. Bank Balances as at 09.12.15

Nat West Current Acc	£1,781.35
Nat West 30 day Liquidity Acc	£5,000.33
Monmouthshire B/Soc	£8,410.10.

4. 2016/17 Precept.
 The forecast prepared by the Clerk was discussed. It was agreed that an increase by more than the desired 2% is necessary to take into account the expenses in the Playpark and other expenses as discussed at the November meeting. It had originally been estimated that the precept would need to be around £16,000 but taking into account the grant from Cllr Chopak and, if meetings are to take place in the MSR, the cost of implementing paperless planning should be less, the figure was revised. However, it is difficult to know at this stage if the ‘new’ clerk will require training and the costs involved and how much more CC will devolve to parish councils and the costs involved. Following the deliberations it was unanimously resolved to increase the annual precept by £731.55 which equates to 5%. If the funds from Primrose Solar are forthcoming, it may be possible to reduce the precept for the year 2017/18
5. Changes to Pension rules – not appropriate at this stage.

NEIGHBOURHOOD PLAN

Following a discussion it was agreed to place the matter on the January meeting to agree whether or not to register with CC that the parish is considering to prepare a Neighbourhood Plan

POLICE STATION CLOSURES

The Parish Councillors are unhappy about the cut-backs which seem inevitable. See report from Cllr N Chopak above.

LIBRARY SERVICES

Mr P Coulson is still making enquiries about having a library hub in the Parish Hall but at the moment CC has ceased all negotiations regarding this until the outcome of Bude Library is known. See Cllr Chopak's report above for more information.

POLICIES AND PROTOCOLS

The following four draft/updated policies had been circulated:

Freedom of Information; Publication Scheme; Grants Policy; Equal Opportunities. Deferred

PARISH MATTERS & RECEIVE UPDATES

Defibrillator – SW Ambulance Service has cancelled the order as their records indicate that the parish already has a machine. Mr P Coulson is still waiting for the BHF to return the application forms and to get more information about the equipment that was taken for calibrating and never returned so the records can be updated.

Details of Emergency Contacts in the Parish. The Chairman commented it is important that this is prepared.

Annual Council Dinner – Trethorne has been provisionally booked for 23.01.16 for 7.00 for 7.30pm followed by bowling. Mr W Pearce and Mrs N Johns are unable to attend. Councillors were requested to let the Chairman know as soon as possible if they can attend. Mr J Ward will enquire if there are any other available dates.

Record book of Parish Councillors - Mrs C Slade has completed the list of councillors' names and length of time in office. She has sourced a leather-bound good quality record book at £72 + VAT + postage. Following the discussion it was agreed that it would be better to have the details recorded in an album which can be available for anyone to look at and for the information to be on the website, which Mrs M Smith offered to arrange. Thanks were extended to Mrs C Slade for all her time in collating the information.

Memorials –plans are progressing with the memorial bench.

Footpaths – Mr S Cluney advised that a working party has been organised to sweep Back Lane. Following the report of a wobbly stile in August – there has been communication between CC, the Clerk and Mr P Dorren. CC has offered to provide an oak stile kit and if the footpath contractor can install it under LMP allowance, Mr P Dorren will organise and liaise with the landowner. There is still a balance left under this year's allocation. The Clerk will enquire about insurance in relation to the stile. The Clerk advised that CC have advised that landowners have a duty under Highways Act 1980 to maintain stiles and gates on a footpath or bridleway in good order. Where appropriate CC can provide stiles and gate kits as its contribution to the cost of repair.

Highways – There are several areas on roads which are in need of repair which include a 1 metre scar on the road near Haydah and a dangerous patch near Butlers Meadow. The hedges need trimming by Goscott Farm and the road from Butlers Meadow to Penhallam.

Parish Greens - Mr S Cluney queried who has responsibility for the maintenance of the communal areas in Ashbury Grove. Mr J Ward confirmed that Pearce's Construction have an obligation for maintenance.

Messrs J Ward and S Cluney will advise the Clerk in due course to contact Pearce's if it needs work done.

Community Policing – the new PCSO has made contact about speedwatch and it has been agreed to wait until the clocks go forward and try to get him and Mrs L Booker at a meeting.

Transport/Public Toilets/Parish Office nothing to report.

RECEIVE REPORTS FROM VILLAGE ORGANISATIONS

No reports received. The Clerk was directed to request a copy of the Financial Report for the Parish Hall in line with recommendations pertaining to grants given by the parish council.

CLERK'S VACANCY

Shortlisting & interview – shortlisting has been arranged for 04.01.16 in the MSR at 7.30pm and the date for interviewing to be arranged in due course.

Finishing Date - The Clerk is due to finish on 26.01.16 and will be unavailable from the beginning February.

Handover process – The Clerk is making notes for her successor and, depending on the experience of her replacement, will try to be available as much as possible to enable a smooth handover. Additionally, she will be available after 16.03.15 to assist if necessary.

ITEMS FOR NEXT AGENDA

- Street Weed Treatment
- Clerk's appointment
- Policies
- Neighbourhood Plan

DATES FOR MEETINGS IN 2016 - To be arranged.

DATE FOR NEXT MEETNG - 14th January 2016.