

## Morwenstow Parish Council

Minutes of the **Annual Meeting of the Parish Council** held on Wednesday 19 May 2021 at 7.30pm in the Community Centre, Shop, Morwenstow

**Present:** Councillors J Hobbs (Chairman), J Phipps (Vice-Chair) K Boundy, R Savage and S Tilbey

**In Attendance:** S Daly (Clerk) and S Joyner

- 2021/AM/1**      **Election of Chair of the Council: RESOLVED** that Councillor J Hobbs be re-elected Chairman of the Council for 2021/22 and he signed his Declaration of Acceptance of Office.
- 2021/AM/2**      **Election of Vice-Chair of the Council: RESOLVED** that Councillor J Phipps be elected Vice-Chair of the Council for 2021/22.
- 2021/AM/3**      **Apologies for absence:** None
- 2021/AM/4**      **Declarations of interest:** None
- 2021/AM/5**      **Dispensations:** None
- 2021/AM/6**      **Minutes Annual Council Meeting 15 May 2019: RESOLVED** that the minutes of the Annual Council Meeting held on Wednesday 15 May 2019 be signed as a true record.
- 2021/AM/7**      **Minutes Parish Meeting 21 April 2021: RESOLVED** that the minutes of the Parish meeting held remotely on Wednesday 21 April 2021 be signed as a true record.
- 2021/AM/8**      **Minutes Planning Meeting 21 April 2021: RESOLVED** that the minutes of the Planning meeting held remotely on Wednesday 21 April 2021 be signed as a true record.
- 2021/AM/9**      **Election of Council Representatives: RESOLVED** to elect the following Council representatives:  
a) Cornwall Association of Local Councils (CALC) - Councillor J Phipps  
b) Bude Area Community Network Panel - Chairman (Councillor J Hobbs) and in his absence Vice-Chair (Councillor J Phipps)
- 2021/AM/10**      **Election of Officers: RESOLVED** to elect members to internal Council roles as follows:  
a) Tree Warden – Councillor J Hobbs;  
b) Public Ways Co-ordinator – Councillor K Boundy;  
c) Playpark Equipment Supervisor and Playpark Supervisor be amalgamated to “Playpark” and Councillor R Savage be appointed to undertake safety checks;  
d) Transport – Councillor J Phipps  
e) Hamlets Editor – Councillor J Phipps  
f) Flag Master – Councillor S Tilbey. It was noted that Councillor Tilbey will arrange handover of the flag and obtain the list of key dates from former Councillor Richards.  
g) Police Liaison Officer – Councillor R Savage  
h) Building Regulation Advisor – Councillor S Tilbey

**2021/AM/11 Appointment of Committees:** It was noted that due to the current level of Council business, it was not necessary to appoint any standing committees but that Council could revisit this should a need arise.

**2021/AM/12 Scheme of Delegation:** Members gave consideration to amending Council's current Scheme of Delegation in line with recommendations from the Cornwall Association of Local Councils (CALC) and as circulated with the agenda papers. It was noted that the revised wording, as suggested by CALC, **essentially removed the delegations restriction to the period of the pandemic coronavirus but would allow for continuity of business should the Coronavirus situation change. CALC further recommend that the delegation be reviewed no later than September 2021.**

**RESOLVED to amend Council's Scheme of delegation as per the agenda papers by removing paragraph 5.1 and amending 2.1 to read "Morwenstow Parish 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." To be reviewed no later than September 2021.**

**2021/AM/13 Dates of Council Meetings:** Future meeting dates and times were noted.

Meeting closed 7.42 pm

## Morwenstow Parish Council

Minutes of the **Parish Council meeting** held on Wednesday 19 May 2021 at 7.42 pm  
in the Community Centre, Shop, Morwenstow

**Present:** Councillors J Hobbs (Chairman), J Phipps (Vice-Chair) K Boundy, R Savage and S Tilbey

**In Attendance:** S Daly (Clerk) and S Joyner

**2021/05/1**      **Apologies of absence:** There were no apologies for absence. The Chairman noted that due to vacancies the Council was close to its quorum of 4 and reminded Members to be proactive in notifying the Clerk of any absence as absences and member interests could leave the Council inquorate for whole meetings and/or some items.

**2021/05/2**      **Declarations of interest:** There were no declarations of interest.

**2021/05/3**      **Dispensations:** There were no dispensations.

**2021/05/4**      **Public Participation:**  
i) There was no public participation. It was noted that Council's standing orders provided for a public participation section allowing members of the public to address Council but only regarding items on the agenda. No prior notice was required but standing orders state that members of the public shall not speak for more than 5 minutes.  
  
ii) Cornwall Councillors report: Cornwall Councillor Tilbey addressed the meeting comments included:

- Expressed thanks to those who had supported him during the election, he had now been in post for 14 days;
- Had received a number of emails from the extended ward of Flexbury and Crooklets to date, namely regarding parking and caravans.

The Chairman fed back some concerns from Morwenstow Parish Council, comments included:

- Members were disappointed with the parish and town council election process. It was felt it would have been more efficient for CC to send an Officer to Bude to receive in person applications for towns and parishes in the surrounding area. This would have reduced the huge number of candidates travelling to Bodmin.
- Concern was expressed that the travel to Bodmin may have put off a number of potential candidates, potentially contributing to Councillor vacancies in some parishes.
- Mention was made that the trees at Chapel level had twice been reported to and assessed by Highways. On both occasions they were found to be ok. Members were concerned that the trees remain a potential danger and that the issue should be addressed through CC, preferably through engagement with the land owner or, failing that, actioned by Highways.

**2021/05/5**      **Matters Arising From the Minutes:** The following updates were noted:  
AGAR: The Clerk had prepared the publication of electors rights and would be progressing the return to the external auditor.

Duckpool: No further update from the National Trust. The Clerk had contacted PHS and put a stop on the account and service. PHS would review the situation in 2 months (unless the toilets are opened before), idea being any credits will be raised in one go at the recommencement of the contract.

Contracts: Signed forms, risk assessment and PLI until 6 June 2021 had been received from PSJ Garden Services. Clerk still to write to confirm acceptance of community centre toilet tender.

Playpark Yoga: The request to use the playpark green for yoga sessions was withdrawn.

**2021/05/6**

**Council Vacancies:** Members gave consideration to filling the 5 Parish Council vacancies by co-option. Members agreed that the vacancies be advertised in Hamlets and on the Council's website and noticeboard and that the application papers detailed in agenda pages 2-8 be adapted for use by Morwenstow Parish Council with a deadline for return of 15 June 2021.

**2021/05/7**

**Bude Coastal Communities Team Bude-Stratton Social Action Fund Grant Request:** Members gave consideration to the agenda report and the advice of the internal auditor in respect of ensuring any donations are compliant with Council's own grant policy. Generally members felt that regrettably Council could not be certain that any grant money awarded would be used for the direct benefit of Morwenstow parish residents.

**RESOLVED** not to award a Morwenstow Parish Council grant to Bude Coastal Communities Team Bude-Stratton Social Action Fund.

**2021/05/8**

**Annual Parish Meeting:** It was noted that the annual parish meeting would be held on Wednesday 26 May 2021 at 7.30pm in person. Due to ongoing COVID restrictions it was felt that the agenda should be brief with no guest speakers. It was agreed to limit the agenda to the Chairman's update, a report from the local Cornwall Councillor, updates from community groups, to be received as reports and read by a member of the Council, and an open forum.

**2021/05/9**

**Correspondence:**

**a) CFI:** Correspondence for information as itemised in the agenda papers was noted. There were no requests for copies.

**b) Hamlets Publication Enquiry:** It was noted that a member of the public had enquired as to Council's plans for the distribution of Hamlets to parishioners who do not have access to, or do not wish to access the publication electronically. There was much discussion on this item, comments included:

- The previous system of distribution by volunteers was no longer sustainable. Many of the volunteers were of an older age and wished to retire from volunteering;
- It was felt a distribution list should be avoided due to GDPR implications;
- Felt that Council should lead the way in a more sustainable online publication that could be printed by friends and neighbours for those without online access;
- Mention was made that a limited number in hard copy could be made available at the shop, however concern was expressed that these may be picked up by those with online access out of ease and therefore still not be available for those with a hard copy need.
- It was noted that parishes that had continued to print and distribute hard copy publications throughout the pandemic had not been funded by their area's parish council.
- It was noted that there was no provision in the 2021-22 budget for the printing of Hamlets.

Generally it was felt that the pandemic had provided a good opportunity to trial the publication in a sustainable online format which should continue with a view to considering it's success in 6 months time and that a response be sent to this effect.

**c) Request from Bude Hockey Club:** Members gave consideration to the request from Bude Hockey Club to use the outdoor space next to the play equipment at the Community Centre for fitness classes over the summer. It was noted that a risk assessment and PLI had been submitted. The Clerk suggested that should Council be minded to support the application, consideration should be given to requesting that access to and from the playpark be maintained.

**RESOLVED** to approve the request from Bude Hockey Club to use the outdoor space next to the play equipment at the Community Centre for the purpose of fitness classes, in accordance with their submitted risk assessment and on the basis that access to and from the playpark be maintained and that classes take place from 7.30 pm – 8.30 pm on the following dates June 7/14/21/28, July 5/12/19/26 and August 2/9/16/23.

**d) Bude Area Community Network Panel Nomination Of Chair/Vice Chair:** It was noted that the previous Chair and Vice-Chair of the panel would not be putting themselves forward for the positions.

**RESOLVED** to nominate, Simon Beesley Chair at North Tamerton and Alan Whittle Chair at Launcells as Chair and Vice Chair respectively of the Bude Area Community Network Panel.

**e) Community Network Highways Schemes Update:** The update was noted as per the agenda papers.

**f) Code of Conduct Training:** Members were referred to the free virtual Code of Conduct training available from Cornwall Council and reminded of their requirement under Standing Orders to undertake the training. It was noted that the Clerk would send meeting links for the training to all except Cllr Savage who, against advice, did not wish to undertake the training. It was noted that CALC were offering training dates in July, at cost, which could be taken up by co-opted members.

**2021/05/10**

**Finance:**

**i)** The statement of accounts as at 30 April 2021 was noted having been previously circulated and taken as read and it was **RESOLVED** to approve the payments for May being i) N W Adams, Annual Play Inspection cheque of £121.38; and ii) Aquiss, CC Broadband DD of £30.00.

**ii)** There was no addendum to the accounts.

**2021/05/11**

**Internal Audit Report:** Members noted the internal audit report and in particular the auditors comments in respect of awarding grants, namely that all grants must be in line with Council's grant policy. It was noted that the policy currently states that the grants application process does not apply to the Cornwall Air Ambulance grant, the cemetery maintenance grants for Morwenstow P C C, Morwenstow Methodist Church or Woodford Chapel but that this should be reviewed within the policy and brought back to a future meeting.

**2021/05/12**

**Planning:**

**RESOLVED** to make the following planning application responses to

**the planning authority (Cornwall Council)**

a) [PA21/03378](#) - **Proposal Demolition of existing single storey outhouse, erection of two storey residential extension and conversion of existing roof space - Location 12 Cleave** Crescent Woodford Bude EX23 9JH

**SUPPORTED; provided planning officer and building regulations are satisfied.**

b) [PA21/03597](#) – **Proposal** Proposed replacement dwelling and associated landscaping with variation of condition 2 of decision notice PA18/00123 dated 29/03/2018 – **Location** White Oak Farm Morwenstow Bude Cornwall

**SUPPORTED**

**2021/05/13**

**Date of Next Meeting:** Wednesday 26 May 2021 (Annual Parish Meeting) at 7.30pm and Wednesday 16 June 2021 at 7.30pm (Parish Council) were noted.

**2021/05/14**

**It was RESOLVED to exclude the press and public due to the confidential nature of the business about to be transacted.**

**2021/05/15**

**Bank Details and Signatories: RESOLVED** to approve changes to the bank details and to agree and approve the new bank signatories.

Meeting closed at 8.40 pm