Clerk: Sheridon Rosser – 07775 726 907

**Morwenstow Parish Council**

***Draft* Minutes of the Monthly Parish Council Meeting**

held on

Wednesday 15th June 2022 at the Community Centre at 7:30pm.

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| 1. | Attended by: Cllrs. J Hobbs (Chair), J Phipps (Vice-Chair), N Steer, K Boundy, G Worden, R Savage, J Payne, S. Tilbey, 1 member of the public and the Clerk – S Rosser. |
| 2. | To receive apologies for absence. Apologies were received from Cllrs. Jones & Myers. |
| 3. | The previously circulated minutes of the Annual & Monthly Parish Council meetings held on 18th May 2022 were **approved and signed by the Chairman.** |
| 4. | Matters arising from the minutes and updates, *all addressed in the items below*. – **for information only.** |
| 5. | Disclosures: To receive declarations of interests from Members relating to items on the agenda in accordance with Morwenstow Parish Council's Code of Conduct. Interests were declared on two different planning application:  PA22/04819 - Cllr. Tilbey is a neighbour. PA22/05313 – Cllr. Boundy has family buried at the graveyard. |
| 6. | Dispensations: To consider requests from Members for dispensations – *must be received before hand.* **None received.** |
| 7. | Public Participation:  To receive questions from members of the public relating to items on the agenda, in accordance with Council’s Code of Conduct and Standing Orders. **No public speaking took place.** |
| 8. | Report received from our Cornwall Councillor**:** Shorne Tilbey.  Most items were said to be covered further in the meeting agenda. There is a change of leadership within the Bude Area Community Network Panel – addressed later. The 'Meet the Leader' event in Bude on Wednesday 22nd June is really important for people to attend. Anyone interested in knowing what is going on in North Cornwall is urged to attend. **Cllrs. Tilbey and Steer will be attending. If anyone wishes to submit any questions for the evening – these can be addressed to C.Cllr. Tilbey in advance.**  A query was raised with C.Cllr. Tilbey as the parish council were only aware of a cross-border health meeting as it came up at another meeting. **The Clerk was asked to email C.Cllr. Tilbey/Chris Sims to rectify the issue.** Cllr. Boundy expressed disappointment to see the minimum of work taking place in the parish in regards to hedge/verge trimming, that only on junctions. C.Cllr. Tilbey requested to have the trimming highlighted on a map. Cormac are reported to have not any trimming yet on the bye roads, nor did they last year – this was deemed inefficient. The Chairman asked C.Cllr. Tilbey to liaise with Oliver Jones to ascertain what work is being carried out. If the answer is nothing – what is proposed? The specification of works is queried and the Parish Council would like to see it. The extinction of 'water tabling' has encouraged the growth out into the roads, having a narrowing knock-on effect. |
| 9. | Parish Maintenance and Matters for discussion:   1. Parish hedges – owner maintenance – this was addressed above. The question was asked again as to whether owners know their responsibilities. The PROW report omitted from the Annual Parish Meeting was read by Cllr. Steer. **Please see attached notes for the report.** 2. To note completed tree log - **no issues reported – to be reviewed and signed at the next meeting.** 3. To note completed playpark log + additional new checklist for Cllr. Payne **The playpark log was checked and signed by the Clerk – no issues. Cllr. Payne was presented with the new checklist and foresaw no issues with completing it monthly.** 4. Signage quotations received – locations and size/wording. A quotation had been received from Sign o' Times as per the previous meeting. 1) Replacement of broken opening sign – 600mm x 425mm x 5mm gold @£80.00 + VAT. 2) Playing Fields Information/Jonah Barrington – 600mm x 425mm x 5mm gold @ £80.00 + VAT. 3) 6 x A4 signs in brass for the Jubilee Trees @ £40+VAT each.  **Total costs = £400.00 + VAT**. The budget was consulted to ensure sufficient funds were available to go forward. **All in favour**. Location to be on the entrance fence for sign 2. 5. To update on toilets – (Duckpool) Prices for the hygiene contract (sanitary bins x 3) started at £559.86 then came down to £420, then £336 for 14 services. The previously paid amount for 17 services from the 2014 contract was £53.04. This was only available on a 3 year contract. New price offered for 3 year contract of 14 services for this year is £58.80.   The National Trust reported to use a company called Citron (Cannon Hygiene) and may be able to extend the contract over from Sandymouth. Rowen Mackenzie should be the emergency contact; she is also going to provide her General Managers details. There is quite a lot of toilet roll in the store and a reasonable amount of cleaning products. The NT can provide more cleaning products. The concession has not yet confirmed their role in the cleaning of the toilets, but this is imminent. MPC resolved to continue to get the toilets open for 27th June; for two cleans per week, and see how it goes, as the concession isn't due to start until mid-July. This will be altered in due course as required up to a maximum of 40 cleans over the 14 week period as agreed. A spring clean is required and will be organised amongst Councillors. Public Liability insurance is thought to be in hand, but has not been seen yet for the cleaner.  **The overnight caravans are noted to have gone from Duckpool since a change in the law.**   1. To discuss ideas for waterproofing noticeboards, quotes obtained for boarding. Price for stok boarding from Bridgmans as follows: 8x4 sheet: 6mm - £36.15, 9mm - £48.80, 12mm – 65.00 all + VAT. Additional cork needed to pin things on to. Secondary suggestion of metal back and magnets **– further prices to be sought for this to come back to the July meeting. Formal tender process to be followed.** 2. To discuss Arbour for Crosstown. It has been unobtainable to get a price as previously discussed. A Parishioner has since sought a suitable style arbour to purchase online. Parishioner suggested the purchase to be made from 'Primrose' £474.99 + Delivery £7.99 (£482.98) The Clerk found the identical item from 'Robert Dyas' £419.99 Free delivery. A photo was shown on the projector. £1000 had already been put aside for this project so it will now come in under budget.  **6 in favour – 1 against. Resolved to purchase the bench from Robert Dyas – *Clerk to request pro-forma invoice for the July meeting*.** |
| 10. | Jubilee Celebrations: Review of events. The Parish put on a fantastic series of events. The Beacon was very successful – a **letter of thanks to go to Mr Evans.** The Community Centre event was a huge success – **a letter of thanks to go to the hall committee**. Cllr. Tilbey noted that although he was away at the time himself – he has heard nothing but praise for the efforts shown. **Letter of thanks for Bude Metric Brass band to be sent with the donation**. Not all mugs have been collected as yet. **Clerk to liaise with St. Marks School secretary** to request a reminder to go in the newsletter. Approximately 50 mugs are left for sale. These are priced at £3.50 per mug. Funds raised so far from mug sales is approximately £125. Discussions took place around charitable distribution of the final monies once complete. A list of charities that the Queen is Patron of had been scrutinised by the Chairman – for charities that benefit our Parish. **Suggestions for Cornwall Citizens Advice Bureau & Age Concern were considered and agreed upon.**  Thanks were expressed to all involved by the Chair and especially to Vice-Chair Cllr. Julie Phipps. |
| 11. | To receive a report on the Bude Area Community Network meeting held on 6th June 2022.  The highlight of the evening was to see the good use that has been made of the 'Community Chest Funding' in the past year. C. Cllr. Tilbey had supported: The Judo Club who are using the money to train coaches, Born to be Wild where the funding is helping to build a new animal care centre & Stratton Primary School who have created a 'school farm' with chickens so far, this is open all year round; and to the public.   * Waste & Recycling – electricity is being generated at St. Dennis. Cornwall Council are looking at providing a commercial waste service as well as domestic. All recycled materials are kept in the UK. Bin collections will switch to monthly in time and black wheelie bins provided to homes. Assisted collections are available. * [Village Works](https://inclusioncornwall.co.uk/village-works/) – Very interesting project, opportunity to meet on a Monday at 1045am at Bude Library for a wellbeing walk with a trained counsellor. * [Wheels to Work](https://www.wheels2worksouthwest.org/) – this project is inundated with people wanting the service. The are currently running an electric bike scheme too. 107 bikes on the go at the moment. £10 per week to hire one. Concerns were raised by Cllrs. about road safety – a safety package of training and high-viz clothing is included. * Child Poverty - Not many details are forth-coming so far on this but it is at the forefront of peoples minds. Poverty knows no borders, with the EX23 postcode being the third highest level in Cornwall. * Cross-border health meeting - the notion is that Stratton MIU is not broken so it doesn't need fixing. There are issues with collecting data 'cross border' and the representation of the group on the Devon side is currently lacking due to retirement/change of posts etc. If any changes are to be made to the service – a public consultation process will be followed.   The AGM of the BACNP took place, a vote was held for the positions of Chair and Vice-Chair. Elected Members were Launcells Councillor Alan Whittle as Chair; and County Councillor Nicky Chopak as Vice-Chair. |
| 12. | To discuss purchase of a replacement Union Flag and preservation of existing Union Flag. It was noted that the next government set flag flying date is not until November. The existing flag will however fly one last time for the Morwenstow Patronal Festival. **It was agreed that the flag really does need replacement**. Flag costs range between £122.95 + Vat - £150 ish. Prices and material thickness/delivery charges seem to be varying all the time. A**greed for the Clerk clerk find the best value and obtain a proforma invoice for the July meeting.**  Cllr. Boundy noted that the original Morwenstow Flag along with the history of it – such as the purchase receipts including relating to the flagpole purchase were not passed to Cllr. Tilbey. **Chair to contact Benjamin Richards** to see if he has these items still from his time as Flag Master. It was highlighted to be important that parish history is not lost. |
| 13. | Hamlets: Costs and distribution. Already agreed to move forward in last meeting with quote as per costs – editor to revert to old format. Costs received were £41.28 for 80 copies in A4 format. Cost over year £412.80. As previously agreed Cllr. Boundy agreed to distribute the Hamlets to each noticeboard. **Clerk to obtain A4 plastic folders** to prevent the Hamlets getting damp in the noticeboard and **ascertain if the Hamlets can be delivered straight to Cllr. Boundy**. A question was asked of the editor as to what would happen if outside of parish charities were to ask to place an item in the Hamlets. It was noted that the content of the Hamlets is limited to stay within guidelines. GDPR was reiterated as a must with checks being made. |
| 14. | To discuss [CIL fund application prospects](https://www.cornwall.gov.uk/planning-and-building-control/developer-contributions/cil-fund/). Information gathering: potential questionnaire options and working party.  It has not been possible to submit an application to the first round of CIL funding as the council are not far enough along the process. In order to be in a position to apply next year; or to another fund that may present itself – an amount of research and development is required. Cllr. Payne is to head up the project. A 'survey monkey questionnaire' will be undertaken to collate data. All Councillors will be part of the working party. A survey can consist of up to 10 questions on the 'free version' of Survey Monkey. All Councillors to consider a question – Clerk to collate. Cllr. Payne and the Clerk to create a survey. Identified locations for collation of survey responses were: Survey Monkey, Hamlets, Noticeboards, School Newsletter & Facebook. **Survey to be created before the July meeting.** |
| 15. | Correspondence:  1. Parishioner Email – re broken turbine/planning application – been out of action for 4 months; MPC to speak to Crimp Wind Energy to ascertain the position.  **Cllr. Hobbs will deal with the matter.**  2. Lanteglos by Fowey Parish Council – joined forces request – no further action  3. Parishioner email – defibrillator requests x 4 - **investigating this further for maintenance & associated costs – various enquiries have been made. This will be required as an agenda item at a future meeting.**  4. CALC: Star Council Awards; Legal Update; Protect Duty Implications, Event Safety and Emergency Management - **Thursday 23th June at 11.30am** ONLINE;Levelling Up briefing meeting – **Thursday 30th June 1-2pm ONLINE**  5. NALC: Star council awards; events notification & CEO Bulletin x 2  6. Cornwall Council:  a) [Committee Updates and Minutes](https://democracy.cornwall.gov.uk/mgCommitteeDetails.aspx?ID=593) – East Area sub committee, nothing relating to MPC  b) [Bude Area Community Network Panel](https://www.cornwall.gov.uk/people-and-communities/community-networks/bude/) Chair nomination request/meeting agenda/previous meeting minutes  c)  [Meet the Leader](https://ehq-production-europe.s3.eu-west-1.amazonaws.com/101478b95e1ad89f2b53caadbbaecca816bd2951/original/1652885704/b71dc19d101bd341614aa78c07cb7517_A4_Poster_Bude.pdf?X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=AKIAIBJCUKKD4ZO4WUUA/20220608/eu-west-1/s3/aws4_request&X-Amz-Date=20220608T183943Z&X-Amz-Expires=300&X-Amz-SignedHeaders=host&X-Amz-Signature=24b07bc7d9cba9c7a5d00bc877858da7939178815eb8554d870c5fd41a9dddd7) – **22nd June at the Parkhouse Centre, Bude**  d) E-bulk update (DBS)  e) Buildings at Risk – Summer update  f) Town and Parish Council Update  7. Grant application request from Morwenstow Church – *to be considered in November*  8. Internal Auditor – audit report and forms *addressed below item 16b*  9. Cornwall Citizens Advice Bureau – Stats from Annual meeting – *were shown on the projector and to be emailed*  10. Julie Tucker – Hamlet re-quote – *covered above item 13*  11. [South West Coast Path](https://mailchi.mp/southwestcoastpath/apr22-758150?e=7451711320) – June on the Coast  12. Volunteer Cornwall Newsletter  13. [Cornwall AONB Management Plan 2022-2027](https://www.cornwall-aonb.gov.uk/)  14. [Rural Services Network](https://www.rsnonline.org.uk/) Bulletin x 3  15. Age Concern Bude – Help request via Parish Publications. **Will go in Hamlets, copy also to go to Alan Rowland for Facebook & a copy to go in the noticeboard**  16. Cross- border health raised from BACNP- *covered above in item 11*  17. Parishioner email – request for funds for the Community Garden – *redirected elsewhere*  18. Institute of Cornish Studies – Research request. *The email was read out and answers to the questions noted.* ***Clerk to return a response.*** |
| 16. | Finances**:**  a) To confirm accounts spreadsheet with bank statements and agree payments due. Account details were sent to Cllrs. prior to the meeting. The statement of accounts were displayed on the projector, with the invoices agreed by Cllrs. Cllrs. Tilbey & Worden checked the balances; then signed the statement of accounts prepared by the Clerk, along with the bank statement dated 31.05.2022. Invoices were checked, signed and dated by Cllr. Hobbs. Cllrs. Phipps & Boundy signed the cheques, including initialing the reverse of each cheque stub. **Payments agreed were as follows: Aquiss – Broadband for June – £30.00, Robert Larter – Internal Audit - £100.00, S. Rosser – Salary April to June - £1,428.57, Bude Metric Brass – Platinum Jubilee Performance - £200.00, & Morwenstow Community Centre – Hall Hire & Storage – April to June - £102.00.**  b) Review of Internal Auditcompleted on 26th May 2022.  *The Auditor would like to see more internal control checks 'mini audits' Chair and Vice-Chair are to look at the Clerks work regularly. Also requests that the Clerks salary is minuted and included on the transactions over £100 – this was previously omitted due to the Freedom of Information Act and GDPR*. The Chairman requested it be minuted that he is very mindful that the Clerks' workload is over the set hours of 9 hours per week. Concerns were raised on the possibility of falling below minimum wage. Cllrs. agreed to pay the Clerk an extra half an hour per week (2 hours per month) until November, when one full year will have been completed. This will then be reviewed. The Clerk expressed thanks to the Cllrs.  c) Agree and sign AGAR statement. The AGAR had been sent to Cllrs. prior – the completion checklist was checked; this was signed with the internal audit now being complete. **Inspection period for exercise of public rights: 20th June – 29th July 2022 to be publicised on 16th June. Certificate of Exemption will now be submitted.** |
| 17. | Planning**:**  ***Applications received for consultation by members to agree a consultee response to be submitted to Cornwall Council:***  **P1** [**PA22/04819**](https://planning.cornwall.gov.uk/online-applications/simpleSearchResults.do?action=firstPage) *Cllr. Tilbey left the room for the duration of the discussion.*  **Proposal:**  Proposed new build residential unit on site of existing outbuilding  **Location:**  Chapel Barn Road From Rule Cross To Junction East Of Shop Shop Morwenstow Cornwall EX23 9SQ  **MPC Response:** Morwenstow Parish Council find the application to be sympathetic to the surroundings and would like to support it. However, the existing entrance/exit to the highway would benefit from being splayed for walkers and road users.  **P2** [**PA22/05313**](https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RD5NFRFG1UR00) *Cllr. Boundy left the room for the duration of the discussion.*  **Proposal:** Works to trees subject to a Tree Preservation Order (TPO), works include felling of various trees on the hedgerow next to the cemetery  **Location:** Morwenstow Methodist Church Shop Morwenstow Bude Cornwall EX23 9SL  **MPC Response:** Morwenstow Parish Council support this application.  **P3** [**PA22/05285**](https://planning.cornwall.gov.uk/online-applications/simpleSearchResults.do?action=firstPage)  **Proposal:**  Proposed Slurry Store  **Location:**  Stursdon Farm Coombe Valley Bude  **MPC Response:** Morwenstow Parish Council support this application, but would also like to request that adequate safety fencing is a priority.  **No further planning applications were considered.**  For information only:  ***Cornwall Council Decision Approved/Withdrawn:***  **PA21/09331 -** *APPROVED WITH CONDITIONS*  Outline application for re-development of stable block, sand surfaced area and other land, for up to five dwellings with all matters reserved except access. Land South Of Chapel Park Shop Morwenstow Cornwall EX23 9SQ  PA21/06671 – *APPROVED WITH CONDITIONS*  Erection of annexe ancillary to 3 Jaques Cottages. Land North Of 3 Jacques Cottages Morwenna Road Shop Morwenstow Cornwall EX23 9SW |
| 18. | Date of next monthly meeting – Wednesday 20th July 2022. |

The Chairman closed the meeting at 9:30pm with there being no further business.