



Morwenstow Parish Council

Draft Minutes of the Monthly Parish Council Meeting

Held on
Wednesday 19th April 2023 at the Community Centre at 7:30pm.

1.	Attended by: Cllrs. J Hobbs (Chair), J Phipps, N Steer, J Payne, C Myers, K Boundy, K Jones, G Worden, S Rosser (Clerk) and one member of the public.
2.	Apologies for absence were received and accepted from: Cllrs S Tilbey & R Savage.
3.	The previously circulated minutes of the Monthly Parish Council meeting held on 15 th March 2023 were approved and signed.
4.	Matters arising from the minutes and updates: <i>None</i> .
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. <i>None were received.</i>
6.	Dispensations: To consider requests from Members for dispensations. <i>None were received.</i>
7.	Public Participation: One member of the public was in attendance reference item 11, and was invited to ask questions at that point – should their questions not be covered.
8.	To receive a report from our Cornwall Councillor: Shorne Tilbey. <i>C.Cllr Tilbey was attending the Community Housing meeting at Heartlands, Redruth on behalf of both the Parish and County Councils. In hope that we may be able to help our local community with much needed affordable housing. With this in mind – no report was received.</i>
9.	<p>Parish Maintenance and Matters for discussion:</p> <ul style="list-style-type: none"> a) Parish matters; <i>The Chair reported that we are where we are with this. We have to just keep asking every month to follow this up. As we already know – we are now out of the timeframe for hedge trimming. We cannot do any more at present.</i> b) To note completed tree log; <i>checked and signed by the Clerk – no findings reported.</i> c) To note completed playpark log; <i>Cllr. Savage not in attendance – to be checked at the next meeting.</i> d) To note completed overall grounds log; <i>checked and signed by the Clerk – one finding reported, slight wobble on fence post. Cllr. Payne was asked to firm this up, he agreed to do so.</i> e) Maps – any further action required; <i>Cllr. Worden to speak to Alan Rowland. Cllr. Hobbs to also speak to AR re joint use of office.</i> f) King Charles III Coronation – Saturday 6th May 2023. Outline of plans in progress. Commemorative items: <i>The mugs are here – 50 in total. A sample was received of the initial lapel pin. This was a poor sample; another sample was sought by the Clerk and the order placed. These were slightly more expensive (5p per pin). Discussion took place around how to distribute these. Councillors volunteered to take different areas each. Packs of 100 pins were taken by the 8 Councillors present to commence distribution. Aim to have these delivered before the Coronation Celebrations. A notice to be advertised about this in the Hamlets/Website/Facebook.</i> <i>42 Jubilee mugs were sold, this has generated £147 to give to charity. Decision on charity to receive money, will take place at the November meeting. Cllr. Phipps gave the cash to the Clerk for banking.</i> <i>Celebrations wise – there will be a Red, White & Blue fancy dress competition, along with an artwork competition. Details will be in the Hamlets/Website/Facebook. See posters for full details.</i> <i>It was also noted that the Jubilee Oaks need attention and to ensure that appropriate staking has taken place. Some are in very windy spots that may require extra support.</i> g) Flag Flying Dates. <i>Noted that these dates are different each year, a new list was given to Cllr. Jones. Cllr. Phipps reported that Cllr. Savage is due to finish the repair to the flag pole this week.</i>
10.	Emergency Plan update: <i>Good progress has been made. Meeting places have been identified. Volunteers are required. Cllr. Steer to email all details to Cllrs. & Clerk. It was noted that there used to be a siren; years prior and this should be located. Thanks were expressed to Cllrs. Phipps & Steer for their efforts.</i>
11.	<p>Health & Wellbeing project:</p> <ul style="list-style-type: none"> • General Update from the Chair: - <i>We have learnt that we were unsuccessful in our CLUP bid. This was only due to lack of planning, this has been out of our hands. Cornwall Council reported that our bid was excellent overall. We have been advised to resubmit for round 2 when it opens. Update on Lottery application for the pump track – the lottery are incredibly busy; the application will not be looked at until beginning of May. The Clerk and the funder have been in contact; more info on the overall project has been requested to help our bid. We may be invited to complete a further stage 2 applicaton to get through to being awarded the money. The Clerk has also been put in contact with Camelford Council who have undertaken a very similar project. Bid to the Cornwall Community Foundation (CCF) for the gym equipment via Morwenstow Football Club was unsuccessful; but only as there was not enough money to go</i>

	<p>around. CCF recommended resubmission to the East Langford Solar Farm Fund, they have done this. Outcome awaited. A recent steering group meeting had highlighted a worry that the existing facility that allows children to freely have a 'kick about' after school – this may not be easy to achieve. This is understood and will be addressed in a practical manner. The member of the public attending the meeting had this worry, and was pleased to hear that this was being taken care of.</p> <p>i) Planning update inc. associated required expenditure; the planning application was deemed invalid. It took longer than it should have for the application to get from the Planning portal to Cornwall Council(CC) and it took longer than it should have for the application to go through the validation process. It was submitted on 11th Feb and took until 29th March for CC to tell us this. Items 1-3 have been addressed to the best of our capability and submitted. This had to be done by the end of 19th April. Item 4 is more difficult, it requires further expenditure from MPC. Two quotes have been sought for an acoustic noise assessment. The first quote was for £1450 + VAT and the second for £1950 + VAT. Resolved to approve the quote of £1450+VAT. There is also a chance that the planning fee paid was not enough. The resubmission of the new map 'should' clarify that it is not necessary to pay a further £780.</p> <p>ii) Procurement update; The tender process has finished. We were due to appoint a contractor this week but this cannot be done as the funding has not come through. No one tendered for the pump track element. The MUGA quotes ranged from £205k - £348k. There is the potential to lower the cheapest quotation by using a different contractor to provide solar lighting.</p> <p>iii) Next steps in the process: To conclude the planning process and be ready to apply to round two.</p>
12.	<p>Defibrillator at MCC – future plans. Request received from the Football Club as noted at the March meeting. This email was read and further discussion took place. It may be better for the Parish Council to support another Parish group; in the continuation of a defibrillator in this location - rather than take ownership, for many reasons. This will remain on the agenda in the coming months; and be discussed at the upcoming Annual Parish Meeting on 24th May. It is hoped that some of the many questions will be answered there and a way forward can be found.</p> <p>Cllr. Worden said he was happy to head up the installation of a defib at Woodford Chapel. This did not take place previously as hoped. Cllr. Worden to speak to David Savage at United Charities.</p> <p>The Football Club Fun Day on Saturday 13th May was also noted.</p>
13.	<p>Training available to Councillors: Requests to be received and actioned. The Clerk attended a social media course on Thursday last week – notes to be forwarded to all. No other requests received.</p>
14.	<p>Review of policies and various documents for GDPR & year end: All documents had been received prior by Cllrs. they were then run through on the projector. It was highlighted that the register of assets was missing the new arbour. Clerk to update with a value of £500. All present were happy with the documents and their content.</p> <ul style="list-style-type: none"> • Standing orders • Review of the Risk Register for the Internal Audit • Review of Register of Assets for insurance purposes • Review of Data Asset Register and Retention Policy • Review of the effectiveness of internal controls • Review of Risk assessments.
15.	<p>Correspondence:</p> <p>* Cornwall Council: East Area Sub Committee updates; Good Growth Newsletter; Streetworks x 3; Town & Parish Council Bulletin; Planning system downtime 21st – 24th April; Planning officers re Health & Well-Being Project application; Supplier Remittance re Precept; Levelling up letter; Weekly planning lists; Consultation letters x2; Car park consultation reminder; CIL Report request; BACNP CAP year 1 framework; CAPS summary; Strategic planning agenda; Public Space protection order.</p> <p>* Cornwall ALC: Easter Days clarification; AGAR forms; EV charging info request JPAG Practitioners Guide; Locum clerk requests; subscription invoice; Training Bulletin; Community Housing Conversations – Heartlands, Pool – 19th April 4-8pm & Smaller councils meeting 24th April.</p> <p>* ICO Guidance and news</p> <p>* NALC – Events x5; Newsletters x2; CEO Bulletin x3 & Utility Aid.</p> <p>* Volunteer Cornwall Newsletter.</p> <p>* Various correspondence re the procurement opportunities including tenders</p> <p>* Rural Service Network x 4 & Funding Digests.</p> <p>* Parishioner Emails re fly tipping research and the Shop oak tree.</p> <p>* Torridge District Council Pre application fees for 2023.</p> <p>* Mark Owen – Tamara Project - Update</p> <p>* HMRC newsletters and updates.</p> <p>* Various emails re Coronation memorabilia & order acknowledgement of mugs and lapel pins.</p> <p>* The National Trust, re Duckpool toilets and the Annual Parish Meeting.</p> <p>* BDO Council Audits – AGAR documentation & notification of an intermediate audit as the 5% selection</p> <p>* Grantscape re East Youlstone Fund – Tommy Tractor application being taken forward for discussion at end of May.</p> <p>* South West Coast Path Newsletter – April.</p> <p>* Noise Impact Assessment Quotations – Clear Acoustic Design & InAcoustic Ltd.</p>

	<p>* Robert Larter – Internal Auditor – documentation request. * Wailim Wong – Citizens Advice – Parish Statistics * Community Payback Support re King’s Coronation. * North Kernow Housing. * Parishioner email – re EV charging. * Thank you letter from Holsworthy Rural Transport – Chair read out the letter.</p>
16.	<p>Finances & Admin:</p> <ul style="list-style-type: none"> The accounts spreadsheets with bank statements for end of year were confirmed and payments due were agreed. Payments were as follows: <i>Aquiss – broadband for April: £30.00; Chadds – green paper towels: £15.59; Made by Cooper – Coronation Lapel Pins: £744.00; Cornwall ALC Ltd – 2023/24 Membership: £411.74; Redsmart – Coronation Mugs: £240.00; Parish Magazine Printing – November (overlooked) & March edition: £100.13. Invoices were checked and signed by Cllr. Hobbs; cheques were signed and initialled by Cllrs. Boundy & Phipps; the accounts and statements were checked and signed by Cllrs. Worden & Jones.</i> CIL report – <i>Shown on screen. Accepted by Cornwall Council.</i>
17.	<p>Planning Applications received for consultation by members to agree a consultee response to be submitted to Cornwall Council:</p> <p>P1 PA23/01289 Variation of Condition 2 (approved plans) of Application No. PA22/04819 dated 20th October 2022 (Proposed new build residential unit on site of existing outbuilding) Chapel Barn Shop Morwenstow Bude Cornwall EX23 9SQ MPC Comment: Morwenstow Parish Council have no objections to this proposal.</p> <p>P2 PA23/01324 Two-storey extension to rear (Western elevation) of existing house Valley View Woolley Morwenstow Bude Cornwall EX23 9PW MPC Comment: Morwenstow Parish Council have no objections to this proposal.</p> <p>P3 PA23/02791 Replacement of existing garage with proposed garage and office above. Dits Barn, West Gooseham Farm Morwenstow Bude MPC Comment: Morwenstow Parish Council see no reason to object to the proposal. However, would request to see a condition to restrict the use - as per the proposal description.</p> <p>P4 Any planning application received from Cornwall Council prior to the meeting. No further applications were received.</p> <p>For information only: Cornwall Council Decision Approved/Withdrawn/Refused: PA23/01175 Submission of details to discharge condition nos. 3 and 4 in respect of decision notice no. PA22/04864 dated 14/09/2022. Land West Of Killarney Farm Morwenstow Bude Cornwall - Discharged PA23/00249 Application to determine if prior approval is required to fit 7kw solar panels to stable roof Stable Block In Field Rear Of Crosslands Shop Morwenstow Bude Cornwall EX23 9PE – Prior approval not required.</p>
18.	<p>Date of next monthly meeting – Wednesday 17th May 2023.</p>

The Chairman closed the meeting at 2140 hours with there being no further business.