

# Morwenstow Parish Council

Minutes of the monthly Parish Council Meeting held on  
Wednesday 21<sup>st</sup> April 2021 at 7.30pm via a virtual meeting platform

**The Councillors and Clerk extended their sympathies to H M the Queen and members of the Royal Family following the sad news of the death of HRH Prince Philip, The Duke of Edinburgh**

## Actions

### 1.21/04 Attendance:

Cllr. J Hobbs (Chair)  
Cllr. S Braund  
Cllr. J Colwill  
Cllr. R Francis  
Cllr. J Phipps  
Cllr. B Richards  
Susan Joyner (Clerk)  
Samantha Daly

### 2.21/04 Apologies were received from:

Cllr. K Boundy  
Cllr. H Rogers  
Cllr. R Savage

**3.21/04** The minutes of the meeting held on 17<sup>th</sup> March 2021 were agreed and will be signed as a true record of the meeting.

### 4.21/04 Matters Arising from the Minutes and updates– for information only:

- Chairman confirmed that the front page of our website was configured in line with protocol for the 8 day mourning period.
- The April edition of Hamlets is now on the website. It is quite sparse at present but hopefully will soon be full of upcoming events and news. Cllr. Phipps to chase contributors and a regular date to be set for it to be put on the website. People will be able to download and print copies directly from the website and via a link on the Morwenstow Facebook page. **JP**
- Confirmed that there have been more complaints about the overhanging trees and the hedges along the road by Chapel Levels. As recorded last month this issue has been reported to C C. Their response is that they do not consider the matter to be a problem at present; and they are monitoring the situation. We get these complaints every year and it eventually falls on the C C to do some trimming. The expense is then passed on to us council tax payers when it should be down to the owners of the land. It should be possible for C C to be able to find out the owners of the plots of land through the Land Registry. It was suggested that this is a matter for our County Councillor to take on board, once appointed. To be put on as an agenda item next month. **Clerk**
- The work on phase 2 of the playpark refurbishment, the Infant Assault Course, is due to start in May. The Chairman and Clerk erected 4 new signs in the playpark reminding users of the covid safety regulations.
- We are still waiting for the Royal Mail to be in touch with regard to the re-locating of the post box in shop.
- We previously talked about the Annual Parish Meeting and the form it would take. We will have to hold one this year but it will not be in the usual format. At present it is expected to be a physical meeting but with social distancing rules still in place we are restricted. Advertise the date, 26<sup>th</sup> May, in usual places. For review at May Council meeting. **Clerk**

### 5.21/04 Dispensations/Disclosures for items on the agenda:

Cllr. Francis declared an interest in item 10.

### 6.21/04 To review and approve the (a) Effectiveness of Internal Controls and the (b) Risk Register:

(a) The effectiveness of internal controls register and the budget comparison spreadsheet showing the predicted and actual expenditure were gone through by all. Overall we ended the financial year well within budget. There were no queries. It was proposed, seconded and resolved to approve all.

(b) The risk register was seen and the figures gone through by all. There were no queries. It was proposed, seconded and resolved to approve.

### 7.21/04 To review the Internal Audit report:

The report has been received and we are grateful to the Internal Auditor for completing the AGAR Part 3 for our meeting tonight. His accompanying report will be looked at in detail and discussed next meeting. **Clerk**

### 8.21/04 To review and approve Annual Governance Statement Section 1:

All the questions on Section 1, the Annual Governance Statement 2020/21 were read out. It was confirmed with each councillor that all answers were yes apart from question 9 that was N/A. It was proposed, seconded and resolved to approve under Minute reference 2021.8.21/04. Form to be signed by Chairman and Clerk following the meeting. **JH SJ**

**9.21/04** To consider and approve Annual Governance Statement Section 2:

The figures on Section 2, The Accounting Statements 2020/21 were gone through. It was confirmed with each councillor that the figures were correct and that the answer to question 11 was No. It was proposed, seconded and resolved to approve under Minute reference 2021.9.21/04. Form signed by RFO on 08/04/21, before presenting to the meeting. Form to be signed by Chairman following the meeting.

JH

**10.21/04** To discuss tenders received for this year: toilets; SWCP cutting; LMP footpath cutting; playpark, playpark hedge; Aunt Amy's garden:

Public toilets outside the Community Centre: Cllr. Francis took no part in the discussion of this item. 1 quote was accepted for the cleaning of the public toilets outside the Community Centre. The quote was for the same amount as was quoted for in 2020, to take effect from when the toilets are re-opened. Further risk assessment to be carried out in May.

JH Clerk

Duckpool toilets: No tenders for the cleaning of these toilets have been received. They are owned by the National Trust and their current criteria of having the toilets cleaned a minimum of twice a day cannot be met. Lack of cleaner and current situation to be discussed when update received from N. T. Clerk to contact PHS again regarding delaying the bill for the hygiene bins.

Clerk

1 quote was received for the SWCP cutting from PSJ Garden Services that was £6.40 more than was paid in 2020.

1 quote for each of the two public footpath cutting contracts. They were from K W Sluggett and PSJ Garden Services. Both quotes were for the same amount as was paid in 2020.

1 quote was received for the playpark maintenance from PSJ Garden Services for £12 more than was paid in 2020.

1 quote was received for the cutting of the playpark hedge from K W Sluggett which was £21 lower than the price paid in September 2019 to a different contractor.

1 quote was received for the maintenance of Aunt Amy's garden for £20 more than the price paid in 2020.

Proposed, seconded and resolved to accept all the above quotes. To be confirmed to contractors.

JH KB Clerk

**11.21/04** To discuss insurance renewal quotes:

The Clerk had obtained quotes from the existing insurer's and a competitor. After negotiation the existing insurers offered to discount the premium and the renewal costs quoted was cheaper than the competitors by quite a margin and over £100 cheaper than their original quote. It was proposed, seconded and resolved to accept a Long Term Agreement with the existing insurers for 5 years for a premium of £476.54.

**12.21/04** To discuss Bude Coastal Communities Team Bude-Stratton Social Action Fund:

After discussion it was proposed, seconded and resolved that the sum of £100 could be given to the fund, dependent on the conditions of the Grants Policy. Clerk to contact Internal Auditor for confirmation.

Clerk

**13.21/04** To discuss parish maintenance and request to use (temporarily) playpark green for yoga classes:

In the last 2 weeks the hand sanitiser unit at the playpark has been broken twice, by youngsters playing football against the side of the shelter. This is unacceptable. Firstly, it is damaging the shelter and secondly, if we can't provide hand sanitiser the playpark will have to be closed. The actions of a few will spoil it for the many. The issue has been reported on the Morwenstow Facebook page and several comments have been posted, mainly by parents commenting that these young boys kick the ball all around the playpark area where there are toddlers liable to get hurt. It was also raised that often the balls are kicked into the road and that perhaps a sign should be erected banning football in the playpark. It is hoped that the boys in question will be made aware of the issues and use the mini pitch in future. It was suggested that we keep our eye on this and discuss again next meeting.

Clerk

Cllr. Colwill mentioned that there might be some items in the playpark that needed attention. The playpark inspection had been carried out on the 14<sup>th</sup> April by the Registered Inspector and it was agreed that it made sense to see what, if any, issues the report raised and discuss his report and any work needed at a future meeting.

Clerk

We have been approached by a local yoga teacher asking if she could temporarily hold classes on the green at the front of the playpark until regulations permit that classes can be held inside. She has provided sight of her public liability insurance and risk assessment. It was proposed, seconded and resolved that provided the MPC risk assessment was complied with classes could be held on the green at the playpark until they could be resumed indoors. Currently this will be after 17<sup>th</sup> May.

**14.21/04** Update on Clerk/RFO vacancy:

Interviews took place. The panel have agreed, subject to approval, to appoint Samantha Daly to start on the 26<sup>th</sup> April. Our current Clerk has agreed to remain, and will be paid, until the end of June to assist the new clerk in the induction period. All agreed. Proposed, seconded and resolved.

**15.21/04** To agree change of procedures for agendas, minutes and bookwork:

With all the changes taking place around this time, it seemed the right time streamline some of the council routines. Instead of having a meeting agenda and a separate planning agenda for the monthly meetings, it makes sense to have just one agenda with planning as an item on that agenda. A Councillor asked if planning could be one of the first items on the agenda but it was felt that the public were familiar with the planning being at the end and to keep it near the end for now. We also ask the Clerk to write up the minutes of every meeting in a ledger. This is a very laborious and time consuming exercise and now that all the minutes are on the website we could just print them off and file them, after signing, in a folder which we currently do for the planning minutes. Proposed, seconded and resolved to accept the amendments.

## **16.21/04 Correspondence**

- |                            |   |
|----------------------------|---|
| 1. CALC                    | Various briefings/ updates  |
| 2. Cornwall Council        | Various briefings/updates/ European Sites Mitigation S P D consultation |
| 3. Community Network Panel | Various briefings/ updates  |
| 4. Resident                | BT adopt a phone box enquiry  |
| 5. Resident                | Erection of decking enquiry   |
| 6. Residents               | Overgrown roadside verges and trees                                     |
| 7. Cornwall Streetworks    | Temporary road closures   |
| 8. Various                 | Regular newsletters   |

All the above were noted. Item 4 – the Clerk had responded advising that there was not a telephone box in the vicinity. Item 5 – the Clerk had responded advising contact details for planning enquiries at Cornwall Council. Item 6 – See Matters Arising.

## **17.21/04 Finances: To confirm Accounts spreadsheet with bank statements and agree payments due:**

A copy of the bank statements up to 31<sup>st</sup> March 2021, accounts to date and spreadsheet showing the cheques and direct debit due for payment was seen by all. Proposed, seconded and resolved to approve all.

Payments authorised:

D/D	Aquiss	Community Centre Broadband	£30.00
001910	Cornwall ALC	Annual Membership Subscription	£390.00
001911	R Larter	Internal Audit	£100.00
001912	Zurich Insurance	Annual Renewal	£476.54

## **18.21/04 Any Other Business the Chairman considers urgent: None**

**There being no further business the Chairman closed the meeting at 8.25pm**

# Morwenstow Parish Council

Minutes of the Planning Meeting held on Wednesday 21<sup>st</sup> April 2021 following the Parish Council Meeting

## **1.21/04** Attendance:

Cllr. J Hobbs (Chair)  
Cllr. S Braund  
Cllr. J Colwill  
Cllr. R Francis  
Cllr. J Phipps  
Cllr. B Richards  
Susan Joyner (Clerk)  
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**3.21/04** The minutes of the meeting held on 17<sup>th</sup> March 2021 were agreed and will be signed as a true record of the meeting.

**4. 21/04** Matters arising from the Minutes: None

**5. 21/04** Dispensations/Disclosures: None

**6. 21/04** Applications made to Cornwall Council for statutory consultee discussion:

### **6.1 21/04 PA21/02142**

**Proposal:** Proposed annexe

**Location:** Trevonna Morwenstow

**Applicant:** Mr & Mrs M Hodgson

**Morwenstow Parish Council response:** Morwenstow Parish Council support this application

### **6.2 21/04 PA21/02536**

**Proposal:** Certificate of Lawfulness for existing building works undertaken in respect of panning permission PA18/00123 dated 29.03.18 for replacement dwelling

**Location:** White Oak Farm Morwenstow EX23 9JL

**Applicant:** Mr & Mrs J Croft

**Morwenstow Parish Council response:** Morwenstow Parish Council support this application

## **The following is for information only:**

**7. 21/04** Applications made to Cornwall Council for statutory consultee discussion – Decisions taken under protocol:  
None

**8. 21/04** Decisions given by Cornwall Council:

### **8.1 21/04 PA21/01524 APPROVED**

**Proposal:** Single storey flat extensions to rear and side. First floor loft conversion with dormer extension to rear and access over single storey extension as roof terrace with variation of condition 2 in respect of PA20/07726 dated 03/11/2020. Condition 2; Removal. Make minor material amendments to the design and therefore the drawings submitted with the application.

**Location:** Hennacliff Cottage Morwenstow EX23 9SU

**Applicant:** Mrs Edwina Tape

### **8.2 21/04 PA21/00740 APPROVED**

**Proposal:** Erection of a detached oak framed double garage, supported by a reinforced concrete base

**Location:** Lower Barn Road from Eastcott Cross to Rule Cross Gooseham Morwenstow

**Applicant:** Mr Dave Baxx

**9. 21/04** Notifications from Cornwall Council:

None

**10. 21/04** Any Other Business the Chairman considers urgent:

None

The Chairman thanked the Councillors and Clerk for their support throughout the past year. He then thanked those Councillors that

were not standing for re-election, some of whom had been Morwenstow Parish Councillors for many years, and the Clerk for all their hard work, support and dedication to the Parish. He welcomed the new Clerk/RFO to the role.

**There being no further business the Chairman closed the meeting at 8.35pm**