

## NORTH HILL PARISH COUNCIL

**Chairman: Councillor Mary Budge**

### MINUTES OF THE COUNCIL MEETING HELD ON 4<sup>th</sup> September 2023

**Present:**

Councillor Mary Budge – Chairman  
Councillor Richard Randall – Vice Chairman  
Councillor David Daniells  
Councillor Ralph Hudson  
Councillor Adrian Parsons  
Councillor Brian Ruby  
Councillor Steven Sandercock  
Councillor Courtney Walters

**In attendance**

Mrs L Batten (Parish Clerk)  
Two members of the public were in attendance.

The Parish Council meeting held in the Village Hall with the Chairman welcoming all present.

**1. To receive apologies:** Councillor Hayley Budge, Councillor Mervyn Stephens, apologies received by all.

**2. Code of Conduct:**

- a) To receive declarations – None.
- b) To grant dispensations – None.

**3. Public Session Suspension of Standing Orders for Members of the Public to speak:** Two members of the public were in attendance in relation to planning application PA23/06822.

**4. To receive and approve the minutes of the 24<sup>th</sup> July 2023:** Proposed and agreed 1<sup>st</sup> Cllr R Randall, 2<sup>nd</sup> Cllr B Ruby. All Councillors were in favour of the Chairman to sign. Cllr Daniells entered the room and gave apologies for being late.

**5. Any matters arising from the past minutes not on the current agenda:** None. Cllr A Parsons entered the room and gave apologies for being late.

**6. To consider planning applications received from Cornwall Council by date of this meeting:**

6.1 PA23/06025 – Mill Lane Cottage, Bathpool – Change of use of ancillary annex into short term holiday let - Following a brief discussion it was agreed that North Hill Parish Council had no objection, proposed 1st Cllr R Hudson and 2nd by Cllr D Daniells with all Councillors in favour. Cllr B Ruby and Cllr A Parsons abstained.

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6.2 PA23/06822 – Land adj Landreyne Barn, Penhole Road, Coads Green – Construction of one dwelling including access – Two members of the public were in attendance to respond to any questions raised. Following several points of clarification regarding the application it was agreed that North Hill Parish Council had no objection, proposed 1<sup>st</sup> Cllr S Sandercock and 2<sup>nd</sup> by Cllr R Randall with all Councillors in favour. Cllr A Parsons, Cllr B Ruby and Cllr C Walters abstained.

## **7. To review correspondence and agree responses required:**

### 7.1 The tree on the playing field bank which is reported to be dying -

The Chairman reported that in the last week the tree had been removed as it was falling down. Two parishioner's offered to donate a Rowan tree, plant it and maintain it to replace the tree.

**Resolved That** the offer be accepted and Cllr M Budge would thank the individuals on behalf of North Hill Parish Council.

### 7.2 To note a response email from PCSO Sarah Ross confirming her attendance at the Sunday service at Congdon's shop on the 12<sup>th</sup> November 2023 –

It was confirmed that PCSO Sarah Ross will be attending and following the 6<sup>th</sup> September, Cllr M Budge would be in a position to confirm which Minister would be attending the event.

### 7.3 To discuss / resolve a donation for the Wreath for Remembrance day –

**Resolved That** Cllr M Budge would obtain the Wreath.

### 7.4 To note email received from Highways confirming modification to signage –

The email response received from Highways regarding the slight modification on the existing signage and the Highways Safety Inspector doing a site inspection at Bathpool was shared.

**Resolved That** a response was sent to thank Highways for the additional signage and update them that a safety inspector site visit would still be required due to the overhanging Sycamore tree.

### 7.5 Playground equipment –

It was confirmed that Kompan visited the play area and fixed the roundabout on Friday 1<sup>st</sup> September 2023. The basket swing was also raised in the report as in need of maintenance. Cllr R Randall confirmed that this swing had been fixed and Kompan would be sending an updated report to reflect this.

### 7.6 To receive correspondence from CALC regarding vacancies –

**Resolved That** no members of the Council were going to apply for the vacancies on the CALC executive board.

### 7.7 To consider the Coads Green Phone box use –

**Resolved That** all Councillors were in favour of the recycling group maintaining, replacing the broken glass and using the phone box. Cllr M Budge would respond to the recycling group.

### 7.8 To respond to inquiry from a member of the public regarding a collapsing wall –

**Resolved That** the clerk would respond to the inquiry to advise that they contact Cornwall Council who was responsible for the Church boundary wall.

### 7.9 Community Area Partnership – Representative Cllr R Hudson –

Cllr R Hudson confirmed he had attended the first meeting with the second due to take place Thursday 7<sup>th</sup> September 2023. His initial views were that the meeting was dynamic and enthusiastic about making positive changes. There were currently six County Councillors and twenty-five Parish Councillors attending. A lot of discussion had involved environmental issues, an integrated care system, school transport and road safety. Cllr R Hudson also detailed that there would suggestion of the community area partnership having subgroups, thus allowing individual Councillors to focus

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upon specific topics. The meeting thanked Cllr R Hudson for his feedback following his attendance at the meeting.

7.10 To consider registration of involvement in D-Day celebrations –

**Resolved That** clerk would obtain further information regarding different council activities taking place and list on the October 2023 agenda.

7.11 To discuss / resolve the Coads Green Evolis Speed sign fitting –

Following Cllr R Randall assessing the fitting of the Evolis Speed sign, there were three areas of clarification required prior to fitting and advice required regarding any potential health and safety issues during fitting.

**Resolved That** clerk would contact Highways to clarify the three current difficulties around the height, distance from the road and diameter of the pole and also request guidance regarding any health and safety issues when the sign was fitted.

7.12 To consider the training opportunities being provided by CALC –

**Resolved That** No Councillors were able to attend the training at this time.

7.13 To discuss the dog bins –

A discussion was held regarding the seven dog bins owned by the parish council, five in North Hill, one in Middlewood and one in Coads Green.

**Resolved That** there had been previous difficulties with BIFFA regarding the emptying of the dog bins. Clerk would 1) request updated maps from BIFFA detailing the locations of the bins. 2) Request from BIFFA that they would itemise their invoices to include the number of bins emptied. 3) Request from BIFFA the option of numbering / What three words the bins to avoid any future confusion.

**8. To review action and approve the clerks report:**

None.

**9. To receive August 2023 bank statement:**

9.1 Bank statement as of 28<sup>th</sup> August 2023 - £16,168.48.

**10. Authorisation of expenses including salary:**

10.1 £650.00 (salary August) - agreed.

10.2 £43.64 (room rent) - agreed.

10.3 £18.00 (G. Pollard, August) - agreed.

10.4 £8.00 (bank charges) - agreed.

10.5 £8.99 (ink) - agreed.

**Resolved That** all expenses were authorised proposed 1<sup>st</sup> Cllr R Randall, 2<sup>nd</sup> Cllr R Hudson with all Councillors in favour.

The clerk raised that the laptop required an upgrade and software for the purpose of remaining lawful. (not listed on the agenda as identified after the agenda was written). The costs were discussed with different options considered, a replacement hard drive with additional memory was £95.00 plus VAT and new registration with Microsoft including additional security was £190.00 plus VAT.

**Resolved That** the laptop upgrades would be approved, 1<sup>st</sup> Cllr R Randall, 2<sup>nd</sup> Cllr R Hudson with all Councillors in favour. The clerk would arrange to take the laptop in for the works to be completed. Clerk would clarify any potential annual payment.

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**11. To review monthly budget sheet reconciliations:**

11.1 Sent to Councillors for information. Proposed and seconded 1<sup>st</sup> Cllr R Randall, 2<sup>nd</sup> Cllr R Hudson all in favour that the budget sheet was an accurate account.

**12. To review monthly RAG:**

12.1 RAG sent to Councillors for information.

The Defibrillator at Bathpool was discussed. The clerk reported that multiple attempts had been made to contact the relevant parties regarding the purchase of the defibrillator without success.

**Resolved That** The clerk would contact the relevant parties on behalf of the Parish Council and request the option of keeping the funds to put towards the purchase of a defibrillator by the Council due to the time delay.

**Resolved That** the clerk would obtain three quotes for battery operated defibrillators and share at the next meeting.

**13. Report from Cornwall Council Ward Member Councillor A Parsons:**

Cllr A Parsons expressed his concern that South Petherwin to Launceston is one of the sixteen school bus routes being stopped and the impact this would have upon the safety of children travelling to and from school.

**14. To review the details for North Hill Parish Cemetery:**

14.1 A brief discussion took place following all Councillors having had the cemetery Policy and guidance forwarded.

**Resolved That** the clerk re distribute the cemetery policy and guidance to all, that this was a work in progress document and Councillors required time to read through it and make comments. Clerk would list on the October Agenda for further discussion.

**15. To note the signed contract of employment for the new parish clerk as from 1<sup>st</sup> July 2023:**

It was noted that the contract has been signed.

**16. Items for inclusion at the next meeting:**

**Resolved That** the hedge planting alongside the new graveyard would be added to the October agenda.

**17. Date and time of next meeting:**

2<sup>nd</sup> October 2023 at 7.30pm at North Hill Village Hall.

**18. Close of business:**

The meeting was closed at 9.25pm.

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