

# NORTH HILL PARISH COUNCIL

**Chairman: Mary Budge**

## MINUTES OF THE COUNCIL MEETING HELD ON THE 4<sup>TH</sup> DECEMBER 2023

**Present:**

Councillor Mary Budge – Chairman  
Councillor Richard Randall – Vice Chairman  
Councillor Hayley Budge  
Councillor David Daniells  
Councillor Adrian Parsons  
Councillor Brian Ruby  
Councillor Steven Sandercock  
Councillor Mervyn Stephens

**In attendance**

Mrs Lena Batten (clerk)  
No 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:**

To receive apologies – Councillor Ralph Hudson, Councillor Courtney Walters, apologies received by all.

**2. Code of Conduct:**

- a) To receive declarations: The chairman, Cllr M. Budge and Cllr H. Budge item 6.1.  
Cllr H. Budge item 12.
- b) To grant dispensations: None.

**3. Public comments on items on the agenda only:**

No members of the public were in attendance.

**4. To receive and approve the minutes of the 6<sup>th</sup> November 2023 full Council Meeting:**

It was proposed by Cllr M. Stephens and seconded by Cllr R. Randall that the minutes were an accurate record and signed by the Chairman. Cllr D. Daniells and Cllr B. Ruby both requested that in the future their Summons be delivered by hand rather than via email.

**Resolved that** from the date of this meeting both Councillors would receive their Summons by hand delivery from the Chairman.

**5. Any matters arising from the past minutes not on the current agenda:**

None.

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

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PA23/09440 – Barn East of West Lawn, Newtown Road, Congdon’s Shop, Launceston – Demolition of barn, construction of a single dwelling and change of use of land to residential (following extant Class Q approval PA23/01996). This application was not discussed at the meeting as a site meeting with took place on the 4<sup>th</sup> December 2023. It was proposed and agreed at the site meeting, 1<sup>st</sup> Cllr S. Sandercock, 2<sup>nd</sup> Cllr M. Stephens that North Hill Parish Council had no objection to the application.

Noted that a) The Chairman Cllr M. Budge declared an interest in item 6.1 and left the room during consideration thereof. b) In the absence of the Chairman the Chair was taken by the Vice Chairman, Cllr R. Randall. c) Cllr H. Budge declared an interest in item 6.1 and left the room.

6.1 PA23/09194 – Lane End, North Hill, Launceston – removal of condition 1 of application E1/94/1949 (renewal of permission for the siting of a mobile home) dated 14<sup>th</sup> November 1994. A brief discussion took place regarding the application whilst the applicant’s adherence to the correct planning regulation procedures was commended. It was proposed 1<sup>st</sup> Cllr S. Sandercock, seconded Cllr D. Daniells with all in favour to support the application. Following consideration of the above item 6.1 both the Chairman Cllr M. Budge and also Cllr H. Budge return to the room.

6.2 PA22/06683 – Application to modify the S106 Legal Agreement at the site known as Land South of Blacksmiths Meadow on Penhole Road – A short discussion took place, it was then agreed that North Hill Parish Council had no objections to the modification of the S106 Legal Agreement.

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

7.1 To accept the NALC pay agreement increase for 2023 and discuss / resolve the scp pay increase to the clerk for successful completion of CILCA –

**Resolved that** the Local Government Services pay increase was backdated to 1<sup>st</sup> April 2023 as detailed by the National Association of Local Councils. Also proposed by Cllr D. Daniells, seconded by Cllr M. Stephens with all in favour that the clerk would receive the recommended pay increase of one increment for successful completion of CILCA. One Councillor requested that the clerk distribute her certificate via email which she agreed to do.

7.2 To note the information forwarded to Highways regarding Lyhner Way and the overhanging tree at Uphill in Bathpool – The clerk detailed an update from Highways stating that they had confirmed the Highway Steward was now involved and would email further updates in the near future regarding both Lyhner Way and the tree at Uphill.

**Resolved that** the clerk would contact Highways again prior to the January 2024 meeting for an update.

7.3 To consider information received regarding parish street cleaning – A brief overview was given by the Chairman of the concerns regarding the budget overspend of Cornwall Council and how the precepts of smaller parish councils were being targeted. Cornwall Council had recently offered an alternative to the Biffa contract for the emptying of the dog bins in the parish and this was discussed.

**Resolved that** the clerk would seek further clarification regarding the potential contract with Cornwall Council for emptying the dog bins and would clarify whether there was a current contract held with Biffa. This would be listed on the January agenda when further information had been gathered.

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7.4 To consider / resolve the date for January 2024 meeting as the first Monday is a bank holiday – Agreed that the next meeting will take place on Thursday 4<sup>th</sup> January 2024, Cllr H. Budge would book the hall.

7.5 To accept the resignation of one Councillor and discuss co-option of further Councillor – Councillor Stephens was thanked by all for his years of service, the meeting stated that they would be sorry to see him leave.

**Resolved that** the clerk would design a poster and distribute for the website, facebook page and parish boards. Clerk would then list on the next agenda for discussion alongside the need for a notice board at Coads green.

7.6 To discuss information received from Cornwall Area of Natural Beauty requesting completion of survey – The survey was closed on the 22<sup>nd</sup> November 2023. The details were shared in the meeting and noted for information only.

7.7 To discuss the report received from Kompan regarding moderate risks identified – Three areas of concern were identified during the last Kompan inspection as low/moderate. The basket swing would need the shackle pins replaced, there was a tree stump sticking up in the multi play area and the steps in the play area.

**Resolved that** the handyman would look at the repairs required and feed back to the council.

7.8 To discuss / consider the request from a student to attend the next meeting to gather information about flooding in the local area – It was agreed that the student would be invited to attend the January 2024 meeting to talk to the council.

## **8. Approval of list of payments / receipts for November 2023 and to receive November bank statement:**

### 8.1 list of payments –

- i) £18.00 (PAYE G. Pollard Nov)
- ii) £910.00 (Salary, Lena Batten Nov inclusive of backpay)
- iii) £43.64 (room rent, phone Lena Batten)
- iv) £18.00 (donation for wreath)
- v) £8.00 (bank charges Nov)
- vi) £162.45 (items for hedge planting paid to Cllr R. Randall in retrospect)
- vii) £128.47 (Kompan play inspection, November 2023)

**Resolved that** all expenses were authorised proposed 1<sup>st</sup> Cllr A. Parsons, 2<sup>nd</sup> Cllr R. Randall with all in favour.

### 8.2 Receipts –

- i) £622.81 (LMP agreement).

### 8.3 To receive November bank statement;

The bank statement as of the 28<sup>th</sup> November 2023 was confirmed as an accurate record at £24,578.03.

**Resolved that** an external audit may be required. Clerk would seek clarification and if required, this would be agreed at the next meeting.

## **9. Budget 2024-2025 to set the budget for the next financial year:**

The budget recommendations of a five percent increase in many areas with Community grants, adverts, clerk room rental and general expenses being left the same was discussed at length. It was proposed 1<sup>st</sup> Cllr B. Ruby, and seconded Cllr R. Randall with all in favour

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excluding Cllr D. Daniells that the proposals to set the budget was accepted for the next financial year 2024-2025.

9.1 To agree the precept amount of submission of precept for 2024-2025 - It was agreed that North Hill Parish Council had requested the same amount of precept for the past three years at £17,250.00. Further discussion took place which confirmed that at this time and for the foreseeable future the account had sufficient funds to meet the needs of the parish.

**Resolved that** the precept requested was kept at £17,250.00 for a further financial year. Proposed 1<sup>st</sup> Cllr S. Sandercock, 2<sup>nd</sup> Cllr H. Budge with all in favour.

**10. To review the monthly budget reconciliation:**

The budget reconciliation was confirmed to be an accurate account.

**11. To review monthly RAG:**

11.1 The monthly RAG sheet was sent to Councillors for information-

The Community Speed Watch programme was ongoing but did not have enough members at this time. The advert would remain on the facebook page and the clerk would place an advert in the Link. The defibrillator at Bathpool was now in the process of being fitted. Duchy Defibs had the contact details of the host in Bathpool and would be contacting him direct when they were ready to install the cabinet. The clerk would contact the police for an update regarding sourcing the bus company that hit the railings as the police had not responded with the required details. The clerk continued to liaise with Highways regarding both the tree at uphill in Bathpool causing obstruction and also the hedges at Lyhner Way in North Hill. Elan City speed camera payment had now been made for a second time and the keys would arrive this week.

**12. To discuss the quote received from the handyman in relation to the repair of the steps in the play area:**

The handyman had agreed to address the concern with the steps by securing two posts at the top. One Councillor raised concern that the tunnel was starting to collapse and was in need of repair. A short discussion took place where it was agreed that the tunnel poses a potential danger.

**Resolved that** In order to ensure immediate safety Cllr D. Daniells would seek to secure Herras fencing around the whole area to include the steps and would liaise with the handyman to confirm this had been done. This would ensure the area was cordoned off for the safety of the children. If this could not be achieved urgently, then the handyman would block off both ends of the tunnel with boards and thunderbolts to secure them. He would also look to remove the slide and no further work would take place to repair the steps at the time as the whole mound needed work. For the longer term, the mound would then be reviewed in early spring with a view to the tunnel being removed, the mound being rebuilt and the steps being repaired.

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

Councillor A. Parsons reported the stark effects of reductions in the Highway budget with a total of 419 separate incidents reported during recent weather events reinforcing the need for appropriate funding. He stated Cornwall is set to benefit from a total of £111 million up to 2033 due to savings being made with the scrapping of HS2. He confirmed the council

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already invested around £40 million a year in the maintenance and improvements of a total of 4,530 road networks in the area and potholes would be prioritised.

Cornwall Council had signed up to a level two devolution deal which gave greater autonomy over areas including green energy and adult education would be handed to Cornwall from Westminster after committee approved a new level two devolution deal. There were plans to draft a cross-party White Paper for Cornwall which was also approved. An extraordinary Cabinet meeting took place at short notice in Truro following the meeting of Full Council and a new devolution deal had been negotiated. This had been developed with Cornwall Council's priority outcomes at heart to create a thriving and sustainable Cornwall.

The proposed deal included a focus upon Skills, supporting adult learners, green energy with the creation of a Cornwall Floating Offshore Wind (FLOW) and Cornish culture, supporting the Cornish language Councillor Linda Taylor, Leader of Cornwall Council, said: "This is a fantastic day for Cornwall, and really good news for our residents".

Housing was discussed with improvements planned for some of Cornwall's oldest social housing stock and approximately 2,000 Council homes would see improvements to energy efficiency and conditions over the next 12 months. The focus would be on homes with current low energy efficiency ratings and those identified as needing work to improve and protect the structural integrity of the buildings.

The Council also pledged to consider the impact on the ocean during all decision making and budgets constraints in relation to planning, regeneration, skills and economic policy. It would work with partners to deliver increased sustainability in local marine industries and invest in development of Cornwall fisheries and conservation authority. It overall would develop a smarter approach to managing the health of the ocean taking into consideration coastal and flood erosion, marine conservation, industrial growth and climate adaptation.

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

Further discussion took place regarding progress of the cemetery.

**Resolved that** North Hill Parish Council would seek membership of the Institute of Cemetery and Crematorium Management to commence as soon as practical. The recommended training "Sexton Duties" would also be booked and attended by the clerk on the next available cohort. The clerk would contact the Institute to confirm.

**15. To agree / adopt North Hill Parish Council Grant Policy and discuss applications:**

Members of the Council reported that the clerk had not distributed the grant policy.

**Resolved that** the grant policy would be deferred to the January 2024 meeting for consideration. The Council received one grant application from St Torney's footpath fund. The Chairman confirmed that they were still in the process of setting up a bank account. A discussion took place regarding the amount requested and logistics of not being able to fund unless there was an identified bank account fit for purpose.

**Resolved that** the clerk would contact the St Torney's Footpath Fund by email to update them. It would detail that the grant application process for 2023 was now closed however North Hill Parish Council had discussed their application and would be willing to contribute towards their cause but would require an appropriate account to be opened in order to pay the funds. It would also require a secured quote following the fundraisers obtaining formal quotes for the work, the matter would then be listed at a later meeting for confirmation of the amount to be paid.

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

A notice board for Coads Green parishioners. Gate in the play area at North Hill.

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

Thursday 4<sup>th</sup> January 2024.

**18. Close of business:**

The meeting closed at 9.37pm.

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