

# NORTH HILL PARISH COUNCIL

**Chairman: Mary Budge**

## MINUTES OF THE COUNCIL MEETING HELD ON THE 3<sup>rd</sup> JUNE 2024

**Present:**

- Councillor Mary Budge – Chairman
- Councillor Hayley Budge
- Councillor David Daniells
- Councillor John Harcourt
- Councillor Ralph Hudson
- Councillor Richard Randall
- Councillor Brian Ruby
- Councillor Steven Sandercock
- Councillor Courtney Walters

**In attendance**

Mrs Lena Batten (clerk)  
 No members of the public were in attendance.

**1. To receive apologies:**

To receive apologies – Councillor Adrian Parsons.

**2. Code of Conduct:**

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

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

None.

**4. To receive and approve the minutes of the 9<sup>th</sup> May 2024 full Council Meeting:**

It was proposed by Cllr J. Harcourt and seconded by Cllr R. Randall with all in favour that the minutes of the meeting of North Hill Parish Council held on the 9<sup>th</sup> May 2024 be confirmed as an accurate record and signed by the Chairman.

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

Cllr D. Daniells requested that the overgrown hedges in the parish be reported to Highways again, stating that visibility is becoming increasingly poor and causing safety issues in some areas as they have not been cut for several years.

**Resolved that** the clerk would contact Highways and report the overgrowth again in order to be prioritised on the 1<sup>st</sup> September 2024 when hedgerows can again be cut.

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

Sign and Date Chairman .....

6.1 PA24/01333 To note for information - Land Adj Illand Nursery, Newtown Road, Congdon’s Shop, PL15 7LS Proposal Outline application for the construction of dwelling with all matters except access reserved – Approved – noted for information.

6.2 PA24/00106 To note for information – Land North West of Penhallow, Chapel Lane, North Hill, PL15 7PQ – Proposal pre application advice for proposed construction of a single storey dwelling - Closed - advice given – noted for information.

6.3 To note for information - Review of Mineral Planning Permissions: application for Postponement of periodic of mineral planning permissions at Bearah Tor Quarry – Council Ref PA24/01108 – noted for information.

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

7.1 To note for information a new salt bin has been requested, CC report that requests for salt bins are reviewed annually:

The clerk confirmed that a request for a replacement salt bin at Newtown has been completed. Cornwall Council had reported that new bins are delivered annually. The clerk would add this to the RAG.

7.2 To consider / resolve the request from One Councillor to place another poo bin at Bathpool:

One Councillor reported that several members of the public were requesting an additional poo bin be fixed in Bathpool at the other end of the village. It was agreed following discussion regarding the potential costs involved that this would be considered.

**Resolved that** the clerk would obtain a quote for the purchase of a further bin and the additional cost of emptying a further bin and return quotes to the next meeting.

7.3 To consider the request to contribute to the mandate for the meeting due to take place with Highways on the 13th June 2024:

A brief overview of the concerns being raised by Highways at Plusha Junction and the accompanying difficulties should any alterations be made was given. It was detailed that One member of the public had been nominated to speak on behalf of Lewannick, North Hill and Altarnun parishes. It was confirmed that National Highways had withdrawn their participation from attending the June Network Panel Meeting but would be available for consultation in July. The date was yet to be confirmed.

7.4 To accept / resolve the quotes received for a new slide:

A discussion took place regarding the potential purchase of a new slide for the play area. The clerk shared three quotes for an embankment slide, a free standing slide and a tunnel slide. One Councillor also contributed a further quote. The general consensus was that although all were in agreement that the tunnel had to be removed there was nothing wrong with the slide.

**Resolved that** the current slide would be removed, the tunnel removed, the mound would be compacting and the existing slide re fitted with new steps built.

7.5 To accept / resolve the further quote requested from More Creative for signage for car park:

Consideration was given to any additional comments required on the signage for North Hill Parish Council car park however it was then agreed that signage was already present stating that cars are parked at the owners risk.

**Resolved that** the clerk proceed and purchase two signs to state “all vehicles left in this car park must be taxed, insured and have a valid MOT. No trailers to be left overnight. No

Sign and Date Chairman .....

overnight parking. A second sign identical to the one in the lower car park was quoted for to place in the upper car park and if this was reasonable, the clerk proceed and order.

7.6 To note for information the Asset register has been updated as requested:

This was noted for information.

7.7 To note for information the Audit paperwork has been sent to BDO for 2023-2024:

This was noted for information.

7.8 To resolve to register with the Information Commissioners Office. Under the Data Protection Act 1998, every organisation that processes personal information has to register with the Information Commissioner’s Office (ICO). DVLA will not share any further information with the clerk without the ICO number:

The cost of registration with the Information Commissioners Office at between £40.00 to £60.00 per annum. It was agreed that in order to satisfy Data Protection requirements registration was required.

**Resolved that** the clerk would proceed to register with the Information Commissioners Office.

7.9 To note for information the defibrillator is now fitted at Colin Park Social Club and all relevant information returned to DHSC as requested:

The clerk confirmed that the defibrillator at Colin Park Social Club was now fitted and working. It had been registered on “the circuit” and all relevant documentation to evidence fitting had been returned to DHSC as requested. Cllr. H. Budge asked if this defibrillator also had pads included for children.

**Resolved that** One Councillor would contact the guardian of the defibrillator to confirm. Cllr S. Sandercock, guardian of the Bathpool defibrillator updated the meeting that due to a change in Wi Fi router by the property where the Bathpool defibrillator was located, the light was not flashing green to signify it was working appropriately. This had been previously reported to the clerk who had passed this information onto Duchy Defibrillators on Sunday 26<sup>th</sup> May 2024. He reported that the light was still not flashing green but he had been assured the defibrillator was still working by a Duchy Defibrillator engineer.

**Resolved that** the clerk would email Duchy Defibrillators to follow this up and also clarify whether this unit had child pads.

7.10 To receive statistics received from Citizens Advice Bureau for North Hill:

The latest statistics from Citizens Advice Cornwall were shared with the meeting for information.

**8. To review details for North Hill Parish Cemetery:**

The clerk shared the exemplar risk assessment obtained from The Society of Local Council Clerks and The Institute of Cemetery and Crematorium management. Also shared was general information on making a Cemetery inclusive to all and a rough plan. Cllr H. Budge thanked the clerk for the information.

**Resolved that** the clerk would send an agenda to the working party which consisted of Councillor B. Ruby, Councillor C. Walters, Councillor D. Daniells, Councillor S. Sandercock and the Chairman Councillor M. Budge, to invite them to a meeting to be held on the 17<sup>th</sup> June 2024 at North Hill Parish Hall at 7.30pm. The clerk would keep two Councillors updated via text message.

**9. To review / adopt North Hill Parish Council revised Grant Policy:**

Sign and Date Chairman .....

**Resolved that** the grant policy be updated to reflect the change regarding applications for retrospective work. The requested accounts received from Coads Green Village Hall were discussed. It was concluded that the paperwork received was a record of expenditure and not accounts, also that they were not up to date but only evident until August 2023.

**Resolved that** As neither up to date accounts or invoices for work completed in retrospect had not been received to date, the offer of £750.00 grant was withdrawn. The clerk would write an email to the hall advising them of this and their right to apply again when the grant application process for 2024-2025 opened, with the correct documentation.

## **10. Approval of the list of payments / receipts for May 2024 and to receive May 2024 bank statement:**

### 10.1 List of payments –

- i) £18.00 (PAYE G. Pollard May, dd)
- ii) £713.96 (Salary inclusive of tax, Lena Batten, May)
- iii) £43.64 (room rent, Lena Batten, May)
- iv) £8.00 (bank charges, May)
- v) £36.00 (Cornwall ALC Ltd, training)
- vi) £894.81 (C.C. emptying of dog poo bins 2024-2025 inclusive of end of 2023-2024)

**Resolved that** all expenses were authorised proposed Cllr H. Budge, seconded Cllr C. Walters with all in favour.

### 10.2 Receipts –

- i) £710.75 (VAT reclaimed).

### 10.3 To receive May 2024 bank statement:

Bank statement as of 28<sup>th</sup> May £20,840.31

**Resolved that** the bank statement be agreed at £20,840.31 proposed Cllr R. Hudson, seconded Cllr R. Randall.

### 10.4 To resolve the clerk can proceed and submit the Lottery Awards application for £10,000:

A debate took place regarding the timing of the application and potential tarmacking as the application needed to be submitted by the 17<sup>th</sup> June 2024 and the funds used by the 1<sup>st</sup> March 2025. North Hill village hall would be proceeding to complete their half of the tarmacking and it would make sense to use the same company. What also needed to be taken into consideration was that if the grant funding was awarded, then the Parish Council would review the quotes before deciding whether to proceed with their half.

**Resolved that** the clerk would proceed and submit the application. Should there be difficulties in completing the work the funding could then be returned if it could not be used by the 1<sup>st</sup> March 2025 however the timing allowed the Parish Council eight months to get the work completed. Cllr H. Budge would forward the specifications for work to the clerk to allow her to obtain two further quotes. It was further agreed that Cllr H. Budge would invite representation from the village hall to the next meeting to ensure cohesive working on the tarmacking of the car park.

### 10.5 To agree total CIL payments received as requested at last meeting:

The clerk confirmed a potential £5,714.47 was left to spend from CIL payments received and would clarify that this could contribute towards the tarmacking of the car park as a community resource.

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

Sign and Date Chairman .....

**Resolved that** the budget sheet was agreed to be an accurate record for May 2024 proposed Cllr R. Randall, seconded Cllr S. Sandercock with all in favour.

**12. To review monthly RAG:**

10.1 The Monthly RAG sheet was sent to Councillors for information:

Community Speed Watch – Cllr H. Budge clarified that one site outside Coads Green Primary school had been approved to date. The first session had been completed and two members were trained in using the equipment. This would remain on the RAG.

Electric vehicle charging points – A update was given to the meeting to inform them that the village hall would potentially be looking to get two charging points fitted. It was discussed whether the Parish Council should continue however then agreed that this should be pursued. The clerk advised that there was a 4 to 16 week wait now whilst the Grid connection quotes were obtained. The clerk also advised that she would be viewing the deeds the second week of June, to clarify the boundary. This information would then be sent to the EV rural charging company as requested. This would remain on the RAG.

War Memorial Railings – no update received, awaiting the work to be completed.

Highways – It was confirmed that the overgrowth to the hedges in the parish has now been reported twice by the clerk. Highways confirm they are unable to do anything out of season. The clerk was asked to go back to Highways and request that North Hill Parish hedges be prioritised as a matter of urgency come September as vision on some junctions and access for larger vehicles was becoming increasingly unsafe. The steps that had appeared on the junction from the B3254 to Bathpool were also raised as these had been reported to planning enforcement by the clerk. The clerk gave an update that the enforcement planning officer had contacted her and now had full details and would be speaking to the land owners in due course however did not feel it would potentially be in the public interest to pursue this unless there was evidence of the area being excavated and extended to a potential parking space / drive. North Hill Parish Council felt this to be an inadequate response and advised the clerk to contact planning enforcement again. Item to remain on the RAG.

Footpath maintenance – The Chairman reported that one gate had now been delivered for one land owner in the area after a significant wait. It was confirmed that this gate was for footpath 18/1. The clerk will continue to liaise with countryside services for a further stile and new posts. Countryside services had confirmed they are currently low on stock.

Tunnel in the play area – It had been agreed earlier in the meeting that the slide will be removed, the tunnel removed, the mound rebuilt and the slide re fitted to the mound with new steps. Item to remain on the RAG.

Defibrillator at Congdon’s Shop – The defibrillator is now fitted and working, Colin Park Social Club have the accompanying documentation, it is registered on the circuit. Clerk awaiting response from the guardian to confirm it also has child pads and this item could then be removed from the RAG.

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

Councillor A. Parsons confirmed that National Highways would not be attending June’s Network Panel meeting to present their plans for junction changes at Plusha and Two Bridges due to the election being called, but have said they will come down in person sometime in July.

He reported that last month there was a full Council where Cllr Linda Taylor had been re-elected as Leader of Cornwall Council at the authority’s Annual Meeting in Truro.

Sign and Date Chairman .....

Cllr Taylor, who first became leader following the elections in 2021, was elected unopposed. She announced that there will be one change to her Cabinet in the year ahead, with the current portfolio holder for customers, Cllr Connor Donnithorne, standing down at the end of the month, he would be replaced in the role by Cllr Martin Worth. The meeting, also saw Cllr Pauline Giles re-elected as Chairman of the council, and Cllr Jordan Rowse returned as Vice Chairman for next 12 months.

Reports from each of the scrutiny committees at the council were heard, and two motions were debated; one calling for support for 'breaking the cycle of poverty, ill health and worklessness', and a second calling for 'support for housing justice'.

There was also a varied agenda at the East planning committee meeting, along with all the usual parish council and various site visits to keep up to date with what's going on locally, along with the annual mayoral choosing ceremony in Launceston.

Prolonged heavy rain over the last six months had led to a record number of potholes on Cornwall's roads, with many complaints still being received as we head into the summer. Downpours between October and April had had a dramatic impact, with more than 45,000 potholes reported in 2023/24 – double the number for 2022/23. In response, Cornwall Highways - which manages Cornwall's 7,300km network on the Council's behalf - had more than doubled the number of crews working on our roads from 15 to 33. Between them, they were regularly filling more than 500 potholes across Cornwall each day. Safety is always paramount and the timescale for repair depends on the severity of the pothole and its location. For example, deep potholes on an 'A' road carrying heavy traffic will be repaired quicker than a shallow pothole on an unclassified rural road. The more urgent are repaired within 48 hours while others posing less concern will be repaired within 28 days. Overall, Cormac crews repaired more than 72,500 highway defects in 2023/24 – including potholes, cracked road surfaces, broken manhole covers and damaged or blocked gullies. Inspectors regularly check the network for potholes and other highway defects. Residents can also report issues direct through the Report It pages on Cornwall Council's website – you can also request to be kept updated on the progress of the repair. In the financial year 2022/23 claims for compensation against the council due highway defects had increased 550% compared to 2020/21. Successful claims have increased by 532%. The decline has been dramatic, I'm sure many have you noticed it yourselves! Also a reminder you can report potholes and highway defects on the Report It pages of Cornwall Council's website. at [www.cornwall.gov.uk/ReportIt](http://www.cornwall.gov.uk/ReportIt)

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

Pot holes at Lawnslane and Gubbo's Lane.

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

The next meeting was confirmed for the 1<sup>st</sup> July 2024 at 7.30pm.

**16. Close of business:**

The meeting closed at 21.30pm.

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