

NORTH HILL PARISH COUNCIL

Chairman: Mary Budge

MINUTES OF THE COUNCIL MEETING HELD ON THE 4TH JANUARY 2024

Present:

- Councillor Mary Budge – Chairman
- Councillor Richard Randall – Vice Chairman
- Councillor Hayley Budge
- Councillor Brian Ruby
- Councillor Steven Sandercock
- Councillor Courtney Walters

In attendance

- Mrs Lena Batten (clerk)
- Two members of the public were in attendance.

The Parish Council meeting held in the Village Hall with the Chairman welcomed all present and wished all a Happy New Year.

1. To receive apologies:

To receive apologies – Councillor Ralph Hudson, Councillor David Daniells, Councillor Adrian Parsons, apologies received by all.

2. Code of Conduct:

- a) To receive declarations: Cllr H. Budge item 7.8.
- b) To grant dispensations: None.

3. Public comments on items on the agenda only:

One member of the public introduced himself as Matt Pascoe, a student who had previously requested he attend the meeting.

Resolved that item 7.7 be brought forward to allow Mr Pascoe to speak. Mr Pascoe informed the meeting that he was a final year student at The University of Plymouth who was writing his final research project on Natural Flood Management. He requested that all present completed a survey regarding their knowledge of the river Lyhner which would be coupled with data from other areas. The survey was completed and Mr Pascoe thanked the meeting for their input. Mr Pascoe left the room.

4. To receive and approve the minutes of the 6th November 2023 full Council Meeting:

It was proposed by Cllr H. Budge and seconded by Cllr B. Ruby, Cllr C. Walters abstained, that the minutes of the meeting of North Hill Parish Council held on the 4th December 2023 be confirmed as an accurate record and signed by the Chairman.

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

- 5.1 A further grant application had been received.

Sign and Date Chairman

Resolved that on this occasion North Hill Parish Council would accept the application to be listed on the February 2024 Agenda however in the future the grant policy would be adhered to in order to ensure all grant applications were received and discussed in the December meetings.

5.2 The Chairman reported that several members of the public had raised concern that following the tunnel in the children’s play area being closed off, they did not want it removed but if possible repaired as the children enjoyed this piece of equipment. A brief discussion regarding the options for repair of the tunnel were discussed.

Resolved that a concrete skin would be the most appropriate way to support the weight of the mound. This could not be looked at in detail with a view to repair until the spring however would be listed on the RAG with a view to repairs taking place when the weather improved.

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

6.1 PA23/00832 – Tuckers Garage, Coads Green – Reserved matters application for appearance, landscaping, layout and scale following outline consent PA20/04468 dated 19.10.21 – This planning application had been viewed on line by the Chairman who gave an overview. This is an outline application with some matters reserved for the redevelopment of garage site, including demolition of existing buildings and construction of 16 dwellings (including 5 affordable dwellings), estate road, parking/garaging, landscaping and associated development. The reserved matters include access, appearance, landscaping, layout and scale.

Resolved that it was proposed by Cllr H. Budge, seconded by Cllr R. Randall, with all in favour except Cllr B. Ruby who abstained, that North Hill Parish Council agreed with the application.

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

7.1 For information only to note a price increase in TEEC website management:

It was agreed that North Hill Parish Council needed to be transparent, the website was a vital tool in allowing this to take place and the price increase was accepted. The clerk was asked to confirm the total annual subscription which was £151.19 in 2023.

7.2 To receive information from Cornwall Council regarding a potential quote for the emptying of the dog bins in the parish:

The clerk confirmed that she had recently chased this but is still waiting for the quote.

7.3 To agree a closure date for the advertisement of co-option of a Councillor:

One member of the public attended the meeting and introduced himself, Mr John Harcourt. Mr Harcourt detailed a brief overview of himself including his previous experience of being a Councillor and why he wanted to stand for co-option. Mr Harcourt then left the room whilst a brief discussion took place.

Resolved that North Hill Parish Council was all in favour of the co-option of the new Councillor John Harcourt and welcomed him to the Council.

7.4 To discuss / agree the purchase of a notice board for Coads Green:

It was agreed that Coads Green needed a notice board as currently it was not always possible to ensure that the Agenda was on public view if the village hall notice board was full. A brief debate took place to consider the different options.

Resolved that the clerk would contact Coads Green Primary School to ask their permission to potentially place a board on the school wall and also contact Highways to ask their

Sign and Date Chairman

permission regarding potentially placing the board on the wall by the layby next to the post box. Cllr R. Randall confirmed he would email the clerk details of the magnetic board that would be most appropriate and it was agreed the size would be to fit approximately four sheets of A4 paper.

7.5 To receive / discuss information received regarding potential election costs:

The Chairman read the email to the meeting and confirmed that North Hill Parish Council generally have one Polling Officer and one clerk in each polling area. Election costs had been budgeted for last month and potential increases were to be expected.

7.6 To note information from the Police confirming that they cannot disclose the details requested:

The response from Devon and Cornwall Police Collisions and Tickets section was shared with the meeting detailing that they are unable to share information due to Data Protection and would only be able to share this with the insurance company.

Resolved that the clerk would continue with the insurance claim now a quote for the repairs had been received. The clerk would place on the RAG to ensure it was followed up regularly.

7.7 To receive information from Matt Pascoe regarding natural flood management:

Previously discussed at item 3: Public comments on items on the agenda only.

7.8 To discuss the quote received for North Hill Church Yard restoration project:

Noted that Cllr H. Budge declared an interest in item 7.8 by virtue of indirect association and left the room during consideration thereof.

Following a brief discussion it was agreed that further quotes were required.

Resolved that The clerk would contact St Torney's Churchyard Committee and request that they obtain two further quotes for the clerk to list on the next agenda for discussion.

Following consideration of the above item 7.8 Cllr H. Budge returned to the room.

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

8.1 list of payments –

- i) £18.00 (PAYE G. Pollard Dec)
- ii) £737.88 (Salary, Lena Batten Dec inclusive of CILCA backpay and tax)
- iii) £10.00 (bank charges, Dec)
- iv) £73.20 (Western Web, replacement email)
- v) £43.64 (room rent, phone, Lena Batten)
- vi) £81.62 (block off tunnel, to handyman)
- vii) £810.00 (cutting of grass in play area, to handyman)

Resolved that all expenses were authorised proposed 1st Cllr R. Randall, 2nd Cllr C. Walters with all in favour.

8.2 Receipts –

- i) £2,583.74 (CIL payment).

8.3 To receive December bank statement;

The bank statement as of the 28th December 2023 was confirmed as an accurate record at £23,257.91.

Resolved that an external auditor would be required for the financial year 2023-2024 due to income exceeding £25,000 by £452.21. Clerk would contact CALC to confirm if we needed to identify / register for external audit.

9. To review the monthly budget reconciliation:

Sign and Date Chairman

It was proposed 1st Cllr R. Randall, 2nd Cllr S. Sandercock that 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:

Cllr H. Budge gave an update regarding the Community Speedwatch Programme. North Hill now have four members who have completed their on line training, Cllr H. Budge will contact the programme with a view to securing a date for the site training.

The clerk gave an update regarding the Bathpool defibrillator stating that the cabinet was in the build stage and close to completion, the door vinyl expected soon. Once this was completed Duchy Defibs would make contact with the property owner to carry out the site visit and plan the installation. Cllr S. Sandercock requested that the clerk contact Duchy Defibrillators to confirm that he would like to also be present on behalf of the Council when the initial site visit takes place.

The clerk confirmed that the War Memorial railings damage was quoted at approximately £750.00 to repair. A brief discussion took place and it was agreed that the clerk would proceed with an insurance claim if possible. There had already been some concern that the insurance company would not accept the claim due to the length of time lapsed and also that the railings are not listed on the policy, only the Memorial itself. The clerk confirmed that she would request this go to the underwriters for clarification.

The tree at Uphill in Bathpool was considered and the clerk confirmed that she had been contacted by Highways on the 28th December who confirmed the Arboriculture Officer had attended the site on the 11th December, following this inspection a section 154 notice would be issued to Hollybank Farm. Highways confirmed they would keep North Hill Parish Council updated. Several Councillors raised concern that they had been contacted by parishioners and noticed themselves that the amount of overgrowth on the local road networks in the parish was significant. Hedges were not being cut adequately and verges were not being cut back appropriately leading to potential health and safety issues on the road networks.

Resolved that the clerk would write a letter to Cornwall Council to raise their awareness of the potential health and safety concerns being identified by parishioners.

Elan City payment for the speed camera purchased in April 2023 was then discussed as the cheque had now been returned by HSBC on two occasions. The concern was that Elan City had been extremely patient however the difficulty in payment was ongoing being unable to pay this by cheque or BACS. It had therefore been agreed that an alternative form of payment needed to be identified. North Hill Parish Council had now paid the clerk the funds and the clerk has paid the company and would inform the Council as soon as the cheque cleared.

12. To review details for North Hill Parish Council Cemetery:

The clerk reported that she had contacted The Institute of Cemetery and Crematorium Management and completed an application for the Parish Council to become a member but had not had a response to date due to the Christmas break.

13. To agree / adopt North Hill Parish Council Grant Policy:

North Hill Parish Council’s grant policy and application form were previously distributed.

Sign and Date Chairman

Resolved that the policy and application form be adopted proposed 1st Cllr R. Randall, 2nd Cllr J. Harcourt with all in favour.

14. Items for inclusion at the next meeting:

The Parish Magazine which the Council would like to get up and running again was discussed. The Cornish and Devon Post used to give a brief account of the work of North Hill Parish Council following their meeting every month. Could the clerk look into the option of this being started again. Dog's being observed in the children's play area. This is a health and safety issue and despite the signage, was repeatedly taking place by several dog walkers. Footpaths were also discussed and it was agreed to add to the next agenda. One Councillor raised concern that one footpath in Bathpool has been diverted due to livestock however this footpath is slowly being covered by growth and needs to be reported to Cornwall Council.

Resolved that footpaths would be added to the next agenda, the clerk would report the footpath to Countryside services, she would also report the need for a replacement stile on path 528/18/1.

15. Date and time of next meeting:

Monday 5th February 2024.

18. Close of business:

The meeting closed at 9.37pm.

Sign and Date Chairman