**NORTH HILL PARISH COUNCIL**

**Chairman: Mary Budge**

**MINUTES OF THE COUNCIL MEETING HELD ON THE 3th MARCH 2025**

**Present:**

Councillor Mary Budge – Chairman

Councillor Hayley Budge

Councillor David Daniells

Councillor Ralph Hudson

Councillor Adrian Parsons

Councillor Richard Randall

Councillor Steven Sandercock

Councillor Courtney Walters

**In attendance**

One member of the public, Mrs Lena Batten (clerk).

**1.** **To receive apologies:**

To receive apologies: None.

**2. Code of Conduct:**

a) To receive declarations: None.

b) To grant dispensations: None.

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

One member of the public was in attendance as she had expressed an interest in becoming a Councillor.

**4. To receive and approve the minutes of the 3rd February 2025 full Council Meeting:**

It was proposed by Cllr H. Budge and seconded by Cllr C. Walters with all Councillors in favour that the minutes of the meeting of North Hill Parish Council held on the 3rd February 2025 be confirmed as an accurate record and signed by the Chairman.

Councillor Adrian Parsons entered the room and gave apologies for being late.

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

The clerk detailed that following the request to Highways for some form of traffic management for larger vehicles between Kingbear and Blackcoombe a response had been received. Highways had confirmed that a weight restriction was not appropriate however information signage would inform drivers that the route was not suitable for heavier vehicles.

**Resolved that** the clerk would respond to confirm that North Hill Parish Council were in agreement with signage stating ‘unsuitable for HGV’s’ to be placed at each end of the route, Kingbear corner and Blackcoombe crossroads.

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

6.1 PA25/00117 – Hirundo, Lime Tree Way, Coads Green, PL15 7LW - Proposal Exception notice for works to a lime tree – closed, advice given – this was noted for information.

6.2 PA25/00526 - S52/S106 and discharge of condition apps - The Bull Pen, Tolcarne Road, North Hill, Launceston, PL15 7PE - Proposal Submission of details to discharge condition 3 in relation of Decision notice PA21/06576 dated 27.01.2022 – this was noted for information.

6.3 PA25/00884 – Land adj Landreyne Barn, Penhole Road, Coads Green – Reserved matters application for appearance, landscaping, layout and scale for the construction of one dwelling – site meeting took place on the 15th February 2025 – Following a site visit which took place on the 15th February 2025 comments were submitted on the 19th February 2025 to state that North Hill Parish Council had no objection to the application and felt that the plans were sensitive to the surroundings.

6.4 PA25/00982 – The Shippen, Lower Newtown Farm, Coad Green – Construction of new garage within the existing parking area, Installation of new PV solar panels – Following a site meeting which took place on the 25th February 2025 comments were submitted on the 26th February 2025 to state that it was agreed with all in favour that North Hill Parish Council had no objections to the application.

Other planning matters raised for information:

PA24/08849 - Berrio Cottage North Hill Launceston Cornwall PL15 7NL - Listed building consent for proposal to remove and relay the existing roof which is suffering from nail fatigue and allowing water ingress – Approved.

PA25/00348 - Land South East Of Moorfoot Mill Lane Bathpool Launceston Cornwall PL15 7NW - Application for Permission in Principle for the construction of up to 1 dwelling – one further comment had been received.

**7. Any applications received before the date of this meeting:**

No further applications were received before the date of the meeting.

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

8.1 To agree / resolve the co-option of one member of the public present at the meeting:

One member of the public attended the meeting and introduced herself, Mrs Laura Crosbie.

Mrs Crosbie gave a brief overview of why she wanted to stand for co-option and was then asked to leave the room whilst a brief discussion took place. Consideration was given to the need for Mrs Crosbie to declare an interest in any issues relating to Coads Green Village Hall. Following discussion it was agreed that Mrs Crosbie would be able to make a positive contribution to the Parish.

**Resolved that** it was proposed Cllr R. Hudson and seconded Cllr D. Daniells with all in favour of the co-option of a new Councillor. Mrs Crosbie was asked to return to the room and the Chairman welcomed her to the Council. A Declaration of Acceptance of Office was to be signed at the end of the meeting.

8.2 To receive further information obtained by Cllr R. Hudson in relation to Voice over telecommunication resilience and emergency management planning:

Cllr R. Hudson informed the meeting that there was now a plan taking place which he had previously distributed for information. The first full draft would be completed in the next couple of weeks. It was the vulnerable local members of the community that this plan focused upon, not more generic emergency planning, so as not to interfere with emergency services in any way. Examples of situations which would potentially require this plan included extended periods of power cuts or water restrictions. The main risks were listed within the document, primarily, the lack of landlines in the event of a power cut. The aim of the document was to have a practical but simple working system to enable the more vulnerable individuals to be identified. A future consideration to complete the document would be the identification of a safe place, likely to be North Hill Village Hall as this document was for the parishioners of North Hill. When complete and agreed, the document would be placed on North Hill Parish Council’s website.

**Resolved that** Cllr R. Hudson would continue to build on this and the matter would be listed on the April agenda for further consideration.

8.3 To agree / resolve to share member induction packs by email at the Annual Parish Meeting:

The clerk shared that an email had been received to state the nomination packs would be available in Launceston Library at some point between the 3rd and 7th March 2025.

**Resolved that** the clerk would pick up the packs and make contact with Councillors to arrange for the distribution.

8.4 To resolve full Council make themselves aware of the difference between Permitted Development and Permission in Principle when commenting on planning applications:

A discussion took place and it was agreed that in this case no further action was required in relation to future learning of the Council. With respect to planning application PA25/00348 that was discussed on 3 February 2025, it was acknowledged that with regret, the clerk was given incorrect information which was consequently listed on that meeting's agenda however this information was not used during the decision making process and PA25/00348 was only ever considered as a permission in principle application.

**Resolved that** the Parish Council were in agreement with all in favour that the application PA25/00348 was not misclassified and it was pointed out that local Parish Councils were not consultees on class Q applications anyway.

8.5 To consider / resolve any response to the request from EP&E local plan for and suitability of potential sites as requested under their “call for sites” with a submission deadline of 19th March:

Consideration was given to the nomination of any potential land that could be put through for development. No members of the Council were able to identify any particular areas.

**Resolved that** should any future sites be identified these would be forwarded to the Parish Council and this was noted for information.

8.6 To consider / resolve the offer of a free cybercrime awareness presentation from Devon and Cornwall Police:

It was discussed and agreed that this was an offer which members of the public should be given an opportunity to participate in.

**Resolved that** the clerk would respond to see if a session could be booked at North Hill Village Hall, also Coads Green Village Hall if they were happy to do two presentations. The presentation would be advertised in advance to allow members of the community access if they wished.

8.7 To consider / resolve any response to Redruth Town Council regarding a fairer way to distribute the proceeds for second home council tax premiums:

The Chairman read the letter received in full with regards to the motion put forward to consider a fairer way of proportioning the proceeds and debate took place regarding the complexity of second home council tax.

**Resolved that** it was agreed no response was required.

8.8 To consider whether to make an application to the Community Capacity Fund for 2025-26 by December 2025 for the purchase of new gates for the cemetery:

**Resolved that** the clerk would start the process of obtaining quotes for cemetery gates with a view to application to the Community Capacity Fund during 2025-2026.

8.9 To accept feedback from the clerk regarding potential purchase of a tank printer:

The clerk detailed that she had obtained quotes for a tank printer, the most cost effective was the Epson printer Eco tank. She also confirmed reservations given that they needed to be used regularly to ensure the print heads did not get clogged.

**Resolved that** the clerk proceed and purchase with all in favour.

8.10 To agree / resolve to accept the ROSPA annual inspection at £80.00 plus VAT if accepted by the 11th March otherwise additional costs are applied. To agree whether to “opt in” to automatic annual checks:

Consideration was given to both the annual inspection and the ability to opt in to automatic annual checks.

**Resolved that** the clerk would proceed and arrange the annual checks and request an opt in service to ensure this took place every year.

8.11 To accept / resolve the purchase of a bench seat in memory of Councillor B. Ruby following quotes received:

The quotes for bench seats had previously been distributed with the Summons for all. Further debate took place given the maintenance of wood and the wishes and feelings of Cllr B. Ruby’s wife.

**Resolved that** the clerk obtain further quotes for composite benches only and return to the next meeting. The clerk would contact Cornwall recycling who recently donated a robust bench to see where this had been purchased.

8.12 To agree as requested by Parnalls Solicitors, from Councillors and clerk a full description as to use, occupation and activities carried out on the Car park land. This will need to include dates:

The clerk shared a draft already completed and asked members to add any missing activities.

**Resolved that** no missing activities could be identified and the draft be sent to the solicitor.

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

It was noted for information that a further Cemetery Committee Meeting would be arranged following the Annual Parish Meeting to be held on the 15th May 2025.

**10. Approval of the list of payments / receipts for February 2025 and to receive February 2025 bank statement:**

10.1 List of payments:

i) £18.00 (PAYE G. Pollard February, dd)

ii) £759.20 (Lena Batten, February salary / tax)

iii) £43.64 (Lena Batten, Room rent)

iv) £194.39 (TEEC website)

v) £128.47 (Kompan play inspection)

vi) £48.00 (bleed control kit)

**Resolved that** all payments were authorised proposed by Cllr C. Walters and seconded Cllr H. Budge with all in favour.

10.2 Receipts:

No receipts were listed on the agenda however on the 28th February 2025 £110.08 VAT reimbursement was received.

10.3 To receive 28th February 2025 bank statement:

Bank statement as of 28th February 2025 £14,717.53. To note for information that after midnight the bank statement as of 28th February 2025 was £14,827.61 as the VAT reimbursement of £110.08 was included.

**Resolved that** the bank statement be agreed proposed Cllr C. Walters and seconded Cllr H. Budge as correct and the Chairman signed the bank statement.

The clerk advised that the process of opening a Unity Trust Bank Account was ongoing and they required a £500.00 opening balance.

**Resolved that** the clerk proceed with the application proposed Cllr R. Randall, seconded Cllr C. Walters.

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

11.1 Budget Sheet attached:

**Resolved that** the budget sheet was agreed to be an accurate record for February 2025 proposed Cllr A. Parsons and seconded by Cllr R. Randall with all in favour. Cllr R. Randall reported that expenditure remained within budget and should remain in budget for the end of the financial year 2024-2025.

**12. To review monthly RAG:**

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

Car park at the village hall – The clerk confirmed that the solicitor had requested further information which had now been agreed. This would be forwarded to the solicitor for her information.

Highways contacted due to dangerous parking – No update had been received.

Copper Beech tree in Bathpool – The clerk had no update. One Councillor reported that the work had not yet been completed.

Hedges between Bathpool Junction and Botternell Hill and the drains at Mill Lane flooding – Highways confirmed they would be sending a Highways inspector to assess but could not give a time constraint for this. It was concluded that the hedges had not yet been cut back.

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

Councillor A. Parsons gave an overview of the budget, stating that Cornwall Council had reversed the cuts to some areas, other suggestions had been made at the meeting. Council tax was due to rise 4.99% for the year 2025-2026. Further cuts were to be made within Children’s services and road gritting. The transfer of some car parks to Cormac was ongoing. There was also a proposed reduction in the Community Chest Grant funding. Finally, he detailed the ongoing challenges of flooding in the area which had been particularly bad last month.

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

Emergency planning update.

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

The next meeting was confirmed for the 7th April 2025.

**16. Close of business:** The meeting closed at 21.09pm.