**NORTH HILL PARISH COUNCIL**

**Chairman: Mary Budge**

**MINUTES OF THE COUNCIL MEETING HELD ON THE 7th APRIL 2025**

**Present:**

Councillor Mary Budge – Chairman

Councillor Hayley Budge

Councillor David Daniells

Councillor Laura Fishleigh

Councillor Ralph Hudson

Councillor Adrian Parsons

Councillor Richard Randall

Councillor Steven Sandercock

Councillor Courtney Walters

**In attendance**

No members of the public were in attendance. 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:**

No members of the public were in attendance.

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

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

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

6.1 To note for information – PA25/00982 – The Shippen, Lower Newtown Farm, Coads Green, PL15 7LT – Proposal construction of a new garage within the existing parking area to allow for parking of two vehicles. Installation of new recessed PV solar panels to south facing roof pitches of the garage and house – approved. This was noted for information.

6.2 To discuss / consider information received that a two storey building had been erected at Hillside, Berrio Bridge and no planning application had been received. A brief discussion was held and it was clarified that no application for the building had been received.

**Resolved that** the clerk would report the matter to planning enforcement.

6.3 To note for information – PA25/00884 – Land adjacent Landreyne Barn, Penhole Road, Coads Green, PL15 7LZ – Proposal reserved matters application for appearance, landscaping, layout and scale (details following outline consent PA23/06822 dated 18.10.2023 for the construction of one dwelling) – approved. This was noted for information.

6.4 Several Councillors advised that Parishioners had been asking about the earth mound at Clampit, Middle Tremollett and wanted further information. It was discussed and agreed that nobody was aware of the situation and more information would be helpful.

**Resolved that** the clerk would contact Cornwall Planning to see if further information could be obtained.

**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 note for information North Hill Parish Council have now opted in to automatic annual ROSPA Inspections to take place in April every year, commencing April 2025:

The clerk advised that the steps leading up to the slide had not been completed to date and although there was no immediate risk identified, this should be prioritised.

**Resolved that** the clerk would contact the handyman and request the steps were completed as soon as possible.

8.2 To agree / resolve dates for all Councillors to attend Code of Conduct training to be completed within six months of 1st May 2025:

The clerk advised that CALC had notified her that all current and new Councillors are required to attend training within six months of taking office and distributed available dates.

**Resolved that** all Councillors would provide the clerk with their preferred date and the clerk would book the training.

8.3 To consider / resolve whether to take out extended warranty on the Elan city speed camera at a cost of £199.00 plus VAT per annum for a three year period:

Considerable debate took place as the cost of the extended warranty was £199.00 plus VAT per annum for the next three years. However, it was concluded that for continuation of the use of the Evolis radar which was having a positive impact on reducing the speeds of vehicles around Coads Green School, that the extended warranty be adopted.

**Resolved that** the clerk would contact Elancity and request the extended warranty.

8.4 To note for information Highways will add signage works to the post April request list for the road from Kingbear to Blackcoombe:

It was noted for information that Cornwall Highways had confirmed that information signs, one at each end to inform drivers that the route is not suitable for HGV’s would be implemented. This would be added to the request list post April 2025.

8.5 To note for information the clerk as now purchased a tank printer and opened an account with Viking allowing VAT to be reimbursed:

This was noted for information.

8.6 To note for information Parnalls Solicitors have responded to state that Sarah Tarrant has left the Company and a new solicitor had been allocated the case:

This was noted for information. The clerk advised that no new information has been received to date other than the change of solicitor however she had questioned why Cornwall Council had been written to and confirmed that they had never owned the land when confirmation of the previous ownership had previously been sent to the solicitor.

8.7 To consider / resolve the quotes received for a composite bench to be placed in memory of Cllr B. Ruby:

It was agreed that Councillor B. Ruby’s family were in agreement with a composite bench and four quotes were shared.

**Resolved that** the clerk would proceed and purchase the last quote from TDP benches in brown and would arrange delivery at North Hill Village Hall. A Plaque would then be purchased to secure to the bench.

8.8 To note for information the Cyber awareness presentation booked for Wednesday 23rd April at 7.00pm at North Hill Village Hall, adverts have been distributed:

The Cyber awareness presentation was confirmed for the 23rd April 2025. Adverts had been distributed and would also be placed on facebook by Cllr H. Budge. The Chairman had booked the room at North Hill Village Hall.

8.9 To discuss the football pitch as requested by one Councillor:

It was confirmed by Cllr H. Budge that discussion regarding the football pitch was no longer required.

**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. The matter would be listed on the May agenda. The clerk would confirm whether CIL funds could be used to continue the development of the cemetery and would bring the information to the next meeting.

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

10.1 List of payments:

i) £18.00 (PAYE G. Pollard March, dd)

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

iii) £43.64 (Lena Batten, Room rent)

iv) £1.55 (Lena Batten, postage)

v) £25.00 (Lena Batten, M & S voucher for facilitation of defib)

vi) £447.54 (Viking, inkjet printer)

vii) £246.00 (Duchy defibs, annual monitoring fee)

viii) £505.80 (CALC annual membership)

ix) £500.00 (Unity bank to open account)

x) £28.80 (TEEC website hosting)

**Resolved that** all payments were authorised proposed by Cllr R. Randall and seconded Cllr R. Hudson with all in favour.

10.2 Receipts:

None.

10.3 To receive 28th March 2025 bank statement:

Bank statement as of 28th March 2025 £13,627.91.

**Resolved that** the bank statement be agreed proposed Cllr D. Daniells and seconded Cllr A. Parsons as correct and the Chairman signed the bank statement.

10.4 To formally record no conflicts of interest for the purpose of the internal audit:

The Chairman and all Councillors confirmed there were no conflicts of interest to be recorded for the purpose of the internal audit and the Chairman and clerk signed to this effect.

10.5 To review / approve Asset Register for North Hill Parish Council (copy enclosed):

The Asset Register had been previously distributed.

**Resolved that** the Asset register be agreed at a total of £96,954.00.

10.6 To review the internal controls and / or use of insurance cover, and risk management arrangements:

North Hill Parish Council’s Internal Controls and Risk Management Arrangements had been previously distributed.

**Resolved that** North Hill Parish Council’s Internal Controls and Risk Management Arrangements were agreed with no amendments.

10.7 To receive / approve the finding of the internal audit report and Annual Governance Statement:

Deferred to the next meeting as accounts had not yet been returned.

10.8 To receive / set the commencement date for the exercise of public rights:

Deferred to the next meeting as accounts had not yet been returned.

10.9 To receive / approve the accounting statements:

Deferred to the next meeting as accounts had not yet been returned.

10.10 To resolve that North Hill Parish Council meets the criteria for 2024-25 to claim exemption:

The clerk detailed that the total incomings and outgoings for the financial year did not exceed £25,000.

**Resolved that** North Hill Parish Council met the criteria to claim exemption for the financial year 2024-2025 proposed by Cllr A. Parsons and seconded Cllr H. Budge.

10.11 To agree / resolve the clerk to change all incoming funds from C.C.C. precept, CIL, LMP and HMRC VAT reimbursements over to the new bank account and the date for this to happen:

Consideration was given to the best time to do this and Councillors could not think of any further departments that needed to be notified beyond the list given by the clerk. It was further confirmed that both the Chairman and Vice Chairman were now able to log into the new account.

**Resolved that** the clerk would make a payment of £1.00 to the Chairman to ensure the new Unity Bank account was working correctly. The clerk would transfer all funds to the new account at the beginning of June and would notify all relevant parties at the same time.

10.11 To agree / resolve the clerk to remove the £1.13 in the savings account into the current account with HSBC in preparation for closure of bank:

This was agreed with all in favour.

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

11.1 Budget Sheet attached:

**Resolved that** the budget sheet was agreed to be an accurate record for March 2025 proposed Cllr A. Parsons and seconded by Cllr D. Daniells with all in favour.

**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 a new solicitor had taken over the case.

Dangerous parking at North Hill Village Hall junction – It was agreed that this could be removed from the RAG.

Copper beech tree at Bathpool – Cllr S. Sandercock confirmed the works had now been completed and it was agreed this could be removed from the RAG.

The Chairman updated the meeting that she had been recently contacted by Birch Services in relation to the need to cut back vegetation on the green at Treswell. She had confirmed this could proceed as the works needed to be done to ensure the cables were free.

Hedges at Bathpool Junction and Botternell Hill on the B3254 – It was concluded that this situation had been ongoing for a considerable period of time. Councillors confirmed that to get higher vehicles through required moving into the middle of the road to avoid the overgrowth which was dangerous to oncoming traffic. Cllr A. Parsons reported that he would speak with Highways to see if this could be progressed.

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

Councillor A. Parsons gave an overview to state that there was little to report this month due to the recent pre election period. The last Council meeting was due to take place next week, the last meeting took place on the 25th March 2025 where he was introduced to Rick Clayton. Highways suggested the works at Plusha Junction would be likely to take around twelve to eighteen months. National Highways were happy to put a couple of suggestions forward to Cornwall Council which included a) to look at a different location and b) to look at the option of slip roads and potentially utilizing Trevail underpass. They were also looking at potentially setting up a steering group to include local Parish Council representatives. Overall, he felt that over the last six months with the Motion approved, some progress had been made.

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

Councillor R. Hudson reported that the Draft Emergency Plan had been revised and streamlined in preparation for wider comments. It would soon be sent out to Village Halls and others before defining how call-out procedures should be set up. The matter would be listed on the May agenda.

Co option of Councillors to be listed on the next agenda.

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

The next meeting was confirmed for the 15th May 2025 to follow the Annual Parish Meeting and the Annual Meeting of the Parish Council which would commence at 7.00pm.

The Chairman thanked all Councillors for their services over the past five years and would look forward to working with many of them again.

**16. Close of business:** The meeting closed at 21.07.