**NORTH HILL PARISH COUNCIL**

**Chairman: Mary Budge**

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

The Chairman gave apologies for the meeting starting five minutes late.

**Present:**

Councillor Mary Budge – Chairman

Councillor R. Randall – Vice Chairman

Councillor H. Budge

Councillor David Daniells

Councillor Corinne Dennis

Councillor Adrian Parsons

Councillor Steve Sandercock

**In attendance**

One member of the public was in attendance. Mrs Lena Batten (clerk).

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

To receive apologies: Councillor L. Fishleigh, Councillor R. Hudson, Councillor C. Walters.

**2. Code of Conduct:**

a) To receive declarations: Cllr S. Sandercock item: 6.2.

Cllr H. Budge item: 10.1 (viii).

b) To grant dispensations: None.

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

One member of the public was in attendance and introduced herself. Jane stated that she had received a two meter banner for advertising the latest production however wanted to check that due to the size of the banner, there was no protocol she needed to be aware of when placing adverts in a public place. It was agreed that the Parish Council had no specific protocol and she would speak with the local resident of Congdon’s Shop with a view to placing the banner on his property next to the highway. Jane also confirmed that on behalf of St Torney’s Church, the gravel for the upgrade of the path would soon be purchased. Contact details for the provider and hauler of the gravel were to be forwarded to both Jane and the clerk as it had previously been agreed to purchase the same gravel for both St Torney’s Church and the Cemetery.

**4. To receive and approve the minutes of the 2nd June 2025 full Council Meeting:**

It was proposed by Cllr S. Sandercock and seconded by Cllr C. Dennis with all Councillors in favour that subject to the amendment of “Addicombe Lane” to “Addicombe Bottom” on page 31, item 12.1 that the minutes of the meeting of North Hill Parish Council held on the 2nd June 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:**

6.1 To note for information: PA25/02742 – Penhallow, Chapel Lane, North Hill, PL15 7PQ - Proposal Demolition of existing wooden carport and replacement with single-storey extension, construction of a single-storey extension to the side and rear of the dwelling, installation of solar panels and other associated works without compliance of Condition 2 of Decision Notice PA24/05278 dated 20.11.2024 – approved – this was noted for information.

6.2 PA25/02956 – 3 Mill Lane, Bathpool, PL15 7NW – Demolition of attached existing extension and reconstruction to form two storey extension with associated alterations – a site visit took place on the 18th June 2025 where all Councillors who had been present confirmed they had no objection. A discussion was held regarding building regulations which would enforce appropriate boundaries.

**Resolved that** it was proposed Cllr H. Budge and seconded Cllr C. Dennis that there was no objection to the application. Cllr A. Parsons abstained.

6.3 To note for information: PA25/02836 - Land at Coads Green, Launceston, PL15 7LY - Proposal Application for Permission in Principle for the construction of up to 5 dwellings (minimum of 3, maximum of 5) – granted – this was noted for information. A discussion was held as the clerk had requested further information in relation to this application in May 2025 however not received a response. It was agreed that applications for permission in principle would be commented upon regardless of the amount of information available.

6.4 To note for information - PA25/04632 - Land North East Of West Tremollett, Coads Green, PL15 7NA - Prior notification of agricultural or forestry development for dry storage building – this was noted for information.

6.5 PA25/04372 – The Bull Pen, Tolcarne Road, North Hill – Change of use from redundant agricultural barn to dwelling – a site meeting was considered to be not needed due to Full Council having recently visited the site on two occasions. The clerk confirmed that the site owner had clarified that the previous applications of PA21/06576 and PA24/00688 had expired thus the latest application to extend.

**Resolved that** it was proposed by Cllr R. Randall and seconded by Cllr H. Budge with all in favour that there was no objections.

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

None.

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

8.1 To consider / resolve next steps following receipt of the updated Draft Community Emergency Plan:

The clerk gave feedback from Cllr R. Hudson to state that it had been discussed by the Village Halls and he was awaiting feedback. He would now commence building call-out lists that the Plan would need. The Chairman confirmed that North Hill Village Hall was already registered with Cornwall Council as an emergency centre.

8.2 To receive response from Parnalls Solicitors in relation to the confirmation requested regarding the footprint of North Hill Village Hall land and resolve next steps:

The clerk shared the latest information received from Parnall’s Solicitors along with the maps.

**Resolved that** the District North Cornwall map was accurate and the clerk would instruct the Solicitor to proceed. The clerk would also look to locate the separate deed for the cemetery ground. Cllr A. Parsons abstained.

8.3 To resolve the appropriate action in relation to a car parking in the lay by next to the bus stop at Congdon’s Shop which is there specifically for the use of parents dropping children to the bus stop:

**Resolved that** the clerk would purchase a sign to state “No parking by order of North Hill Parish Council”.

8.4 To consider / resolve any actions required in relation to Windows 10 no longer being supported by Microsoft following October 2025:

The clerk shared the different options available and the relevant costs involved.

**Resolved that** at this point, the clerk would continue with the laptop as it was. It was highly likely that in October due to the amount of Windows 10 users, Microsoft would announce a scheme to continue to support.

8.5 To note for information ICO Registration certificate has been renewed on the 24th June 2025:

This was noted for information, the clerk would forward to Cllr R. Randall for the website.

8.6 To consider response from Highways in relation to speeding at Coads Green:

The clerk shared the response from Highways which detailed that they would arrange for some current speed monitoring to take place. Highways advised in the interim that anyone who observed speeding in the village report this to the police. Highways confirmed there was no possibility of average speed cameras being installed as the concerns did not meet threshold, nor was there any accident justification for cameras. The figures used to calculate the need for a zebra crossing were not met and it appeared that practical constrains had stopped the potential for a tabletop crossing. The email concluded that new road markings were to be completed in October 2025 which would give drivers clearer direction and they would complete updated Radarclass monitoring to share with the police accordingly. This process would take several months.

**Resolved that** Highways would feed back the results of Radarclass monitoring and the clerk would be notified when funding was available via CAP in order to submit an application for potential railings / zebra crossing.

8.7 To consider / resolve any response to a request from Cornwall National Landscape wanting to contribute to North Hill Parish Council newsletter:

The Chairman read out the email.

**Resolved that** the clerk forward to North Hill Newsletter for information.

8.8 To accept quotes / information in relation to parking management at the village hall:

The clerk shared two potential signs and also costs involved in fitting stainless steel bollards in the car park at North Hill Village Hall. Considerable debate took place as to how to manage the increasing number of vehicles in the car park, thus not leaving parking for the more vulnerable village hall users who were unable to walk any distance.

**Resolved that** the clerk obtain a sign that states “this area is reserved for patrons of the village hall only, please use the spaces at the end of the car park or the overflow car park if you are not using the village hall”.

8.9 To review / accept CIL paperwork submitted for the financial year 2024-2025:

The clerk shared the 2024-2025 CIL figures submitted to Cornwall Council. This was noted for information.

8.10 To accept figures forwarded from the CAB for the year 2024-2025 of parishioners supported in the parish:

This was noted for information.

8.11 To note for information telephone call received from Stephen at Kompan on 23rd June to confirm that the central master post on the tree climber is supposed to move in the ground:

The clerk confirmed she had received a phone message from Stephen at Kompan on 23rd June 2025 in response to her request to confirm the pole appeared to wobble on the tree climber. Stephen confirmed that the central master post is supposed to move in the ground to ensure stability.

**Resolved that** no further action was required.

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

The minutes of both the cemetery working group meetings held on the 21st October 2024 and 16th June 2025 were previously circulated to Full Council.

**Resolved that** the clerk would obtain quotes for 1) granite gate posts 2) groundworks for the removal of top soil, sub base and top finish for the path leading to the cemetery. Cllr S. Sandercock and Cllr D. Daniells would confirm the material costs for the groundworks to be completed. The clerk further reported the costs of the four books to be purchased which included Exclusive Rights of Burial, index to Register of Burials, Register of Memorials and Register of Burials at a total of £855.60 inclusive of VAT.

**Resolved that** the books would not be purchased until the cemetery was ready to open. The clerk would arrange a further cemetery working group meeting upon completion of gathering all quotes.

The storage of the books was also discussed; several options were considered from a Data Protection and safety perspective including the option of the purchase of a fire safety box.

**Resolved that** the clerk would seek quotes for a fire safety deposit box. The Chairman would speak with North Hill Village Hall Committee to look at the option of fitting the box in the hall.

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

The Chairman granted dispensation for Councillor H. Budge to remain in the room but not vote.

10.1 List of payments:

i) £18.00 (PAYE G. Pollard June, dd)

ii) £673.40 (Lena Batten, June salary)

iii) £85.80 (Lena Batten, June tax)

iv) £51.33 (HMRC National Insurance May / June)

v) £43.64 (Lena Batten, Room rent)

vi) £90.00 (Code of Conduct training, CALC)

vii) £6.58 (Signage for car park, Lena Batten)

viii) £945.00 (half yearly cut of play area, Martin Budge)

ix) £15.40 (paper / postage, Lena Batten)

x) £14.11 (postage / stamps, Lena Batten)

xi) £32.00 (Brass Plaque, Lena Batten)

xii) £45.00 (room rent, NHVH)

**Resolved that** all payments were authorised proposed by Cllr A. Parsons and seconded Cllr C. Dennis with all in favour.

10.2 Receipts:

None.

10.3 To receive June 2025 bank statement:

Bank statement as of 30th June 2025 £16,573.94.

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

10.4 to note for information HSBC accounts are both now closed and funds to the value of £16943.43 have been deposited in the new Unity Trust bank account:

The chairman signed both final bank statements from HSBC and confirmed both accounts were now closed.

One member of the public left the room.

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

11.1 Budget Sheet attached:

**Resolved that** the budget sheet was agreed to be an accurate record for June 2025 proposed Cllr R. Randall and seconded by Cllr S. Sandercock with all in favour. Cllr R. Randall confirmed that 27% of the annual budget was currently expended which was on target for the time of year.

**12. To review monthly RAG:**

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

Highways dangerous parking at North Hill Village Hall junction – Agreed to remove from RAG as this was not a Parish Council matter but Highways to manage. Cllr A. Parsons stated that when funding was available an application for double yellow lines could be made to CAP. Hedges between Bathpool Junction and Botternell Hill on the B3254 need cutting back - the clerk confirmed a response had been received from Highways which stated that the area was inspected on the 19th May and a defect raised for visibility junction cutting which was completed on the 22nd May 2025. It further confirmed that Highways do not service notice to cut until after the bird nesting season, post 31st August and the site would be visited again in September 2025. Cllr S. Sandercock confirmed that some hedges have been cut back but not all.

North Hill Car Park – previously discussed at item 8.2.

Hedges affected horse riders and walkers – this had now been cut back and could be removed from the RAG.

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

None.

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

None.

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

The next meeting was confirmed for the 4th August 2025 at 7.30pm.

**16. Close of business:** The meeting closed at 9.44pm.