

## **MINUTES OF THE ANNUAL MEETING OF POUNDSTOCK PARISH COUNCIL ON TUESDAY 16<sup>TH</sup> MAY 2017**

The Annual Meeting of Poundstock Parish Council was held in the parish hall on Tuesday 16<sup>th</sup> May 2017 at 7.30 p.m.

Councillors present: Chairman Colin Gilbert, Stephen Pawley, Brian Furse, Alison Rowland, Brenda Alison, Fred Ward, Kerensa Cobbledick, Cornwall Councillor Nicky Chopak and the Clerk, Mrs. Lynn Pluess.

### **115/17** (a) Election of Officers:

Cllr. Colin Gilbert nominated Cllr. Stephen Pawley seconded by Cllr. Alison Rowland with unanimous approval. Cllr. Stephen Pawley accepted the nomination and thanked the council for the vote of confidence. He then gave a formal vote of thanks to Cllr. Colin Gilbert for the work he has done during his term of office and to Cllr. Norman Abbott for his good service to the council, Clerk to write letter of thanks.

### (b) Chairman's Declaration:

The Declaration of Acceptance of Office was completed, signed and witnessed.

### (c) Election of Vice Chairman:

Cllr. Brian Furse nominated Cllr Alison Rowland, seconded by Cllr. Fred Ward supported unanimously. Cllr. Colin Gilbert left the meeting due to a family concern.

**116/17** Apologies for absence: Cllr. Alistair Rowland and Pamela Idelson.

**117/17** Vacancy by co-option: A letter received from Mrs. Kirsty Philpott was read, Cllr. Kerensa Cobbledick proposed Mrs. Kirsty Philpott be co-opted Cllr. Brian Furse seconded with unanimous approval.

**118/17** Election of Lead Members: The following were agreed unanimously: -

- (a) Public Transport – Cllr. Brian Furse.
- (b) Planning – Cllr. Stephen Pawley.
- (c) Public Rights of Way – Cllr. Alison Rowland.
- (d) Widemouth Bay Toilets & Car Park – Cllr. Fred Ward & Alistair Rowland.
- (e) Highways – Cllr. Kerensa Cobbledick.
- (f) Cemetery & Closed Churchyard – Cllr. Brenda Alison.

**119/17** Election of Council's Representatives at Committee Meetings: The following were agreed unanimously: -

- (a) Bude Community Network Panel Meetings – Cllr. Brenda Alison.
- (b) Gildhouse Management Committee – Cllr. Stephen Pawley.
- (c) Planning – Cllr. Stephen Pawley.
- (d) Police Liaison – Alistair Rowland.
- (e) Widemouth Residents Association – Cllr. Fred Ward.
- (f) The Poundstock Packet – Cllr. Alison Rowland.
- (g) The Revel Committee – Cllr. Fred Ward.

**120/17** Declarations of Acceptance of Office:

- (a) The paperwork was completed, signed and witnessed.
- (b) A request for an extension received from Cllr. Alistair Rowland proposed the extension be granted, Cllr. Fred Ward seconded with unanimous support.

**121/17** Receipts of Declaration of Members' Interests Relating to any Items Appearing on the Agenda:

- (a) Items on the agenda – Cllr. Kerensa Cobbledick declared an interest in PA17/03675, Community Centre and Staffing Matters.
- (b) Gifts over £25.00 – None declared.

**122/17** Minutes of the previous meeting:

- (a) All agreed the minutes of the previous Meeting held on Tuesday 28<sup>th</sup> March 2017 be approved with the following amendment Cllr. Colin Gilbert was present attending the later part of the meeting, proposed by Cllr. Alison Rowland seconded by Cllr. Fred Ward.

**123/17** Matters arising from the Minutes of the previous meeting: -

- (a) The Annual Parish Meeting is to be held on Tuesday 30<sup>th</sup> May 2017 at 7pm followed by the Ordinary Meeting of the Council.

**124/17** Public Participation - Matters raised by Members of the Public on an agenda item:

Members of the public present spoke on planning matters and highway issues in Leverlake Road.

**125/17** Planning Applications: It was agreed to move planning applications up the agenda following the public session.

**PA17/03946** Poundstock (Poundstock Electoral Division) 14 Atlantic Close Widemouth Bay Bude EX23 OAP Demolition of detached garage with replacement dormer side and rear extension with balcony. - Mr Ian Burges and Kate Gunning - **PA17/03946** (Case Officer - Lorraine Lehan) Following examination of the plans Cllr. Brenda Alison proposed this application be supported, seconded by Cllr. Fred Ward, carried unanimously.

Cllr. Kerensa Cobbledick declared an interest and left the meeting before the following application was discussed: - **PA17/03675** Poundstock (Poundstock Electoral Division) Land East Of Querenca Penfound Road Poundstock Bude Cornwall Erection of 2 detached self build homes - Messrs C And D Kendall - PA17/03675 (Case Officer - Richard White) The proposed development is outside the Local Development Framework (LDF). Cllr. Brenda Alison proposed objection to this application, seconded by Cllr. Alison Rowland supported unanimously. Cllr. Kerensa Cobbledick returned to the meeting.

**PA17/0400** Poundstock (Poundstock Electoral Division) Tregarden, Long Park Drive, Widemouth Bay Revision of approved scheme PA16/05574, replacement of existing dwelling with new dwelling and separate garage – Mr John Pearson – PA17/04000 (Case Officer Davina Pritchard). Following examination of the plans and discussions it was proposed by Cllr. Brenda Alison to make no comment, seconded by Cllr. Fred Ward supported by Cllr. Alison Rowland. Cllrs. Brian Furse and Kerensa Cobbledick voted against the proposal, Cllr. Stephen Pawley abstained. The resolution was carried.

**PA17/03911** Poundstock (Poundstock Electoral Division) Land North East of Rosmorn, Millook Coast Road Proposed agricultural storage building - Ms I Douglas PA17/03911 (Case Officer Davina Pritchard). Following examination of the plans, Cllr. Brenda Alison proposed a site visit by the Council which was unsupported due to the limited amount of time to make a response. Constraints observed on the land are AONB, Area of Great Scientific Value, Cornwall Wildlife Site and part of the Heritage Coast. Development within an Area of Outstanding Natural Beauty is difficult to obtain and this proposed development militates against the preservation of the area. The overall site appears to be a total area of 560 sq metres and the proposed agricultural building covers an area of 92 sq metres which is considered to be a large proportion in relation to the area of land to be maintained. In the first instance unable to see sufficient justification for this building and secondly there is no justification for this building such as existing policy regarding an area of outstanding natural beauty should be set aside. The ANOB and the preservation and the safeguards around that should be protected in spite of the careful design. It was noted that the site is without an agricultural holding number. Cllr. Brenda Alison proposed objection to this application seconded by Cllr. Alison Rowland, carried unanimously. The chairman asked Cllr. Brenda Alison to forward her comments to the Clerk.

**PA17/02339** East Helscott Farm Marhamchurch Installation of an agricultural anaerobic digestion facility and associated plant and equipment including underground pipework, digestate lagoon, site access road and landscaping PA17/02339. Several concerns were raised and although this application is just outside the parish boundary the application will impact on the parish namely; impact by virtue of increased traffic on the A39; possibility of increased odours; visibility impact with the site being floodlit at night; 24 hour operating times. It is considered to be an industrial type application and therefore a public meeting is to be arranged before comments are required by 21st June 2017. It was unanimously agreed to defer a decision following the public meeting, comments to be made before the 21<sup>st</sup> June 2017.

**125/17** Receipt of information on matters arising from the Minutes of previous meetings not covered by the agenda: Cllr. Fred Ward looked for the notice boards in the Churchyard but could not locate them and inspected those at Treskinnick Cross and Bangors and reported them to be in need of attention.

**126/17** Verbal of reports from meetings attended by Members, or the Clerk: None received to date.

**127/17** Report from Cornwall Councillor Nicky Chopak:

- (a) The Chairman congratulated Cornwall Councillor Nicky Chopak on her return to office. Cllr. Chopak apologised for her late arrival this being her third meeting this evening. Due to the elections at the moment there are no portfolio holders which mean there are no policy statements until later next week, although the general work is still going on. The new budget has begun and a significant amount of road

works have been timetabled in this area over the next 18 months. She is still bringing the problems of Leverlake Road to the attention of Highways but did see Cormac taking photos, she is hopeful that it is now on the list and the initial survey is now being done. Cllr. Chopak is hoping to go back onto the Health and Adult Social Care Overview and Scrutiny Committee and if successful she will be the only person from North Cornwall on this committee. There have been various meetings about Stratton Hospital and Holsworthy Hospital remains closed. Good Energy has asked for an update on what money has been spent from the Community Benefit Fund from the Creathorne development. Cllr. Chopak asked if there were any highway issues, Cllr. Alison Rowland mentioned a raised bump in the road surface on the A39 when coming from Helscott to Box's Shop at Kennacott on the bend. The chairman observed the road surface is crumbling at Kennacott by the inspection covers which were sectioned off for repair last year and the road surface is beginning to break up and several holes are beginning to appear on the A39 from Dimma to the Caravan Park.

**128/17** CALC – Articles for Information:

- (a) Weekly News Roundup 28/04/2017 (Issue 37) – CALC advice confirms the Transparency Code for Smaller Authorities only applies to councils with a turnover of £25,000 and under, this council is above this limit and does not need to comply, however CALC recommends it would be good practice to comply.
- (b) Weekly News Roundup 28/04/2017 (Issue 38).

**129/17** Consultations/Tenders: None received to date.

**130/17** Forthcoming Events & Meetings:

- (a) AONB Annual Conference on Saturday 20<sup>th</sup> May 2017 from 9:30am to 4:30pm at Goonhilly Earth Station, Helston with Working in Partnership for Nature theme.
- (b) Bude Community Network Meeting to be held on Monday 10<sup>th</sup> July 2017 The Parkhouse Centre Bude.
- (c) Code of Conduct Training Sessions (FOC) on 25 September 2017 between 2-4pm in Room 2/3, Parkhouse Centre, Ergue-Gaberic Way, Bude, EX23 8LD.
- (d) CALC – Training for Councillors in June the date, time and location to be confirmed.

**131/17** Public Toilets in Widemouth Bay:

- (a) The Cleaning Service Level Agreement (SLA) for 2017-18 between Cormac Cleaning Solutions Limited and Poundstock Parish Council for Widemouth Bay Public Conveniences was circulated. The Clerk pointed out the termination period stated on the contract was not less than three months, however Mr. Roger Keast, Cleaning Services Manager previously agreed a one month's notice period by email on 3<sup>rd</sup> April 2017 and will accept an initialled alteration on the contract. Cllr. Alison Rowland proposed the Service Level Agreement be accepted with one month's notice termination seconded by Cllr. Kerensa Cobbedick, unanimously agreed. The chairman then completed and signed the paperwork.
- (b) The high cost of Cornwall Council making general repairs to the toilets through the season was discussed and how these repairs can be carried out more efficiently and cost effectively using local resources. Also the original Cornwall Council signs will need to be replaced with new information and emergency contact numbers. The lead member Cllr. Fred Ward and the chairman will look into this matter further.

**132/17** Highways Matters:

- (a) Amended bulk orders of planned Surface Dressing and Surface Treatment works from April 2017 (Emailed to Councillors 10/05/2017).
- (b) Road Traffic Regulation Act 1984 S.14 Temporary Prohibition of Traffic A395 between Downhead and Pipers Pool, Launceston 8<sup>th</sup> to 12<sup>th</sup> May 2017 for 24 hours.

**133/17** Parish Community Centre & the existing Parish Hall:

- Cllr. Kerensa Cobbedick declared an interest and left the meeting.
- (a) An email dated 29<sup>th</sup> March 2017 from Martin Back on behalf of The Bazeley Partnership was read saying they would be interested in assisting and/or advising further in the matter and to offer any resources and support as a practice free of charge or to prepare a suitable design and access statement to support an application or to submit on the council's behalf to help gain a clear understanding of the possibilities of alternative sites and the planning position in moving forward. The chairman was concerned that the cost of a pre-application on the Bangors site has been difficult to get and expressed a personal view that the existing hall needs to be demolished and something needs to be done with the site. He

suggested setting up a working party immediately from the council and once the way forward has become clearer include members of the public which would be truly representative of the parish, he offered to head the working party. The chairman proposed the council look at the option of redeveloping the existing site replacing the parish hall with a building fit for purpose and not pursue the pre-application on the Bangors site; take up the offer from Martin Back to harness his expertise with a small working party initially of three councillors spreading out to include parishioners once the plan is clear, Cllr. Brenda Alison seconded, agreed unanimously. In the meantime Cllr. Fred Ward suggested the parish hall continue to be used, tidied and cosmetically improved at a minimum cost.

**134/17 Cemetery:**

(a) Churchyard Maintenance: The contractor has reviewed the management suggestions put forward in March and subsequent amendments made in April 2017 and noted the wildlife areas are to be mown twice a year but was not clear at what point. He was unable to quantify additional cost as there are clear implications that there would be more work involved in removing overgrown vegetation than there is in a regular cutting pattern. Cllr. Brian Furse was concerned how the graves would be affected. Concerned that the conditions of the contract would be altered in the middle of the contract it was suggested continuing with the current contract to be reviewed at the end of the cutting season giving the contractor reasonable opportunity to evaluate the implications of the changes and come back to the council with his views. The Clerk was directed to inform the Parochial Church Council and Dr. Knight as a matter of courtesy.

(b) Access pathway: Cllr. Fred Ward observed the access is formed on a naturally sloped bank outside the churchyard and could not see how any change could be made without upsetting the natural bank and ditch. Being outside the churchyard on the verge Cllr. Nicky Chopak offered to look into the matter and report back to the council.

**135/17 PROW:**

(a) Tender for Trimming of the Public Rights of Way in Poundstock for 2017: Contractors have expressed an interest but no tenders have been received.

(b) PROW 30 adjacent to Dolberry Cottage – Way marked and classified as a silver footpath Cllr. Brenda Alison presented evidence to review in relation to an encroachment and obstruction of the route having been enclosed by a fence and being used to park vehicles. Cllr. Nicky Chopak advised any enforcement action would take a while and suggested she speak to the landowner and report back to the council.

**136/17 Policing Matters:** None received to date.

**137/17 Neighbourhood Plan:**

(a) Following on from the Neighbourhood Development Plan meeting held in Marhamchurch the chairman proposed the Council develop a Neighbourhood Development Plan for Poundstock and make an application for the designation of a Neighbourhood Area for the Neighbourhood Development Plan, Cllr. Alison Rowland seconded, unanimously agreed.

**138/17 Website:**

(a) Following discussion and acceptance of the advice received from CALC the chairman proposed Cllr. Kerensa Cobbedick become the lead member to support the clerk who will remain the administrator for the website, Cllr. Brenda Alison seconded, agreed unanimously.

**139/17 Parish Matters:**

(a) Parish Notice Boards to be moved to the next meeting.

(b) Naming of the new development of Bangors – Correspondence from Cornwall Council confirmed acceptance of on the name Buttercup Field for the new development, Cllr. Kerensa Cobbedick proposed confirming that Buttercup Field is the preferred option, Cllr. Brian Furse, agreed unanimously.

**140/17 Insurance Renewal:**

(a) The period of insurance if from 1<sup>st</sup> June 2017 to 31<sup>st</sup> May 2018. The following documents were emailed to the councillors: Policy Schedule, Policy Document and Relevant Certificates. Cllr. Brenda Alison noted in questions and answers volunteers and their duties have to be declared and so included within the annual premium but questioned if councillors who volunteer should also be named, the clerk will follow up.

(b) The quote for 2017/18 is £606.27 to include the bus shelter and parish hall  
Cllr. Alison Rowland proposed acceptance of the policy documents and payment of £606.27 renewal cost,  
Cllr Brenda Alison seconded, agreed unanimously.

**141/17 Finance:**

- (a) The bank balances as at 21<sup>st</sup> April 2017 were received and circulated, Cllr. Alison Rowland signed.
- (b) To conduct the monthly check of all money received by the Council:
  - 1. Cornwall Council £15,000.00 (second half yearly precept) and £1,999.17 (grant) £17,999.14 in total by direct transfer.
- (c) To authorise payment and sign cheques for the following accounts: The following payments namely:
  - 1. Zurich Municipal Insurance Premium 2017/18 for the amount of £606.27 (Min ref. 140/17)
  - 2. South West Water, a proposal to make a part payment of £3,000.00 was given by the chairman, seconded by Cllr. Brian Furse and unanimously agreed.
- (d) To consider grant payment to the following: None received to date.
- (e) Correspondence: None received to date.

**142/17 Planning Decisions given by Cornwall Council:**

21.04.2017 **PA17/01395** REFUSED Applicant: Mr And Mrs D Stevens Location: Land West Of Stone Park Bude Cornwall Proposal: Outline planning application for erection of a single dwelling and garage Parish : Poundstock  
21.04.2017 **PA17/01756** REFUSED Applicant: Mr & Mrs S Trace Location: Land West Of Polventor Vicarage Lane Poundstock Bude EX23 0AU Proposal: Outline planning permission with all matters reserved: Proposed dwelling Parish : Poundstock

**143/17 Planning Enforcement/Appeals:** None received to date.

**144/17 Planning Correspondence:** None received to date.

- (a) The minutes for East Sub-Area Planning Committee, Monday, 24th April, 2017 (Emailed to Cllrs. 10/05/2017).
- (b) Local Council Planning Induction Training will be held at the Cornwall Council office Chy Trevail, Technology Park, Bodmin, PL31 2FR on Wednesday 14 June 5.30pm to 8.00pm.
- (c) PA17/02661 – In accordance with protocol the three options were circulated, Cllr. Alison Rowland, Cllr. Brenda Alison and Cllr. Fred Ward responded with option three which was passed on to Planning Officer Richard White. Cllr. Chopak advised the application will be approved with a condition in place to prevent it being development into a residential property. Following discussion it was proposed to follow the advice given by Cllr. Chopak to not request committee consideration, Cllr. Kerensa Cobbledick, unanimously supported.
- (d) Local Council Planning Induction Training will be held at the Cornwall Council office Chy Trevail Technology Park, Bodmin PL31 2FR on Wednesday 14<sup>th</sup> June from 5:30 to 8:00pm. Cllr. Brenda Alison expressed an interest in attending this training, Clerk to enroll.

**145/17 Correspondences & Notices:**

- (a) Channel 4 Village of the year 2017 with Penelope Keith (Emailed to Cllrs. on 10/05/2017).
- (b) Cllr. Dave Potter, Helston Town Council – Proposal for Cornwall to host a Stage of the Tour of Britain Cycling Race in 2020 (email to Cllrs 10/05/2017).
- (c) Daniel Elsey Licensing Manager at the CLA Public Administration License ensuring the lawful reuse of copyright articles from published media. CALC has been asked to look into this matter and will advise accordingly.

**146/17** The chairman resolved under 1960 Public Bodies Admission to Meetings to exclude the public and press due to the confidential nature of the business to be discussed. Cllr. Kerensa Cobbledick declared an interest and left the meeting. The Clerk left the meeting.

- (a) Staffing matters to receive a report and recommendation from CALC to agree action and associated expenditure – Following discussion it was agreed the chairman and vice-chairman meet with CALC County Chief Executive Officer Sarah Mason.

**147/17 Items for Information:** None received to date.

**148/17 Suggestions for Future Agenda Items:** None received.

**149/17** Date of next meeting:

The date of an Ordinary Meeting of Poundstock Parish Council will be Tuesday 30<sup>th</sup> May 2017.

**150/17** Meeting Closed:

The meeting was closed at 10:47 pm.