

## NORTH HILL PARISH COUNCIL

### MINUTES OF THE COUNCIL MEETING HELD ON 15<sup>th</sup> MAY 2023

**Present:**

Mary Budge – Chairman  
Brian Ruby  
Steven Sandercock  
Mervyn Stephens  
David Daniells  
Courtney Walters  
Ralph Hudson  
Hayley Budge

**In Attendance:**

Mrs A Jones (Parish Clerk)  
1 Member of the Public

The Parish Council meeting held in the Village Hall with the Chairman welcoming all present.

1. **To receive apologies** – Councillor Richard Randall, Prior Arrangement
2. **Members to declare any interests in items on the agenda or request dispensations** – None given
3. **Public comments on items on the agenda only** – None given.
4. **To receive and approve the minutes of the 17<sup>th</sup> April 2023 Full Council meeting -**  
Minutes from 17<sup>th</sup> April 2023 proposed and agreed 1<sup>st</sup> Cllr C Walters 2<sup>nd</sup> Cllr H Budge. All Councillors in favour of the Chairman to sign
5. **Any matters arising from past minutes not on the current agenda** – None
6. **To consider planning applications received from Cornwall Council by date of this meeting**
- 6.1 **PA23/02686** Proposal Erection of new 4-bedroom detached dwelling with detached garage and home office. Sorrento Coads Green Launceston Cornwall Mr & Mrs S Parker – Councillors held no objections and knew the site extremely well. Proposed 1<sup>st</sup> Cllr R Hudson 2<sup>nd</sup> Cllr M Stephens with all Councillors in favour. Cllr Ruby and Parsons abstained.
7. **To Review Correspondence and to Agreed Responses Required**
- 7.1 Zurich Insurance – £370.78 for Annual Insurance. Councillors are happy with this and wish Clerk to proceed. Proposed 1<sup>st</sup> Cllr R Hudson 2<sup>nd</sup> Cllr S Sandercock with all Councillors in favour.
- 7.2 Clerks Resignation – Clerk wishes to resign with the last working day being 31<sup>st</sup> July. Closing date 04.06.23 with interviews to be held on 06.06.23 with a view to new Clerks starting July with shadowing to ensure smooth transition of Clerks. Vacancy to be placed in Cornish and Devon Post Cornish Times, social media and Public Notices. Proposed 1<sup>st</sup> Cllr H Budge 2<sup>nd</sup> Cllr R Hudson with all Councillors in favour.
- 7.3 Coads Green Community – Coads Green Community Social Club will be submitting an application in November for the request for a Grant.
- 7.4 Tower Mint Medals – Medals have been delivered and passed to the Chairman. The invoice has been received £657 .84 including VAT. Cllr H Budge to check with the school how many children from out of Parish did not receive a medal and will be issued.
- 7.5 Biffa Tony Milton – The figures have been received from Tony Milton of Biffa for the up and coming financial year. £1983.00 plus VAT. Clerk has requested with Mr Milton to issue 4 quarterly invoices and to be paid in arrears.

Sign & Date \_\_\_\_\_

Chairman

- 7.6 Play Area Inspection – The Inspection for the Play Area has been carried out. Issues to be addressed with the main play area, with the small play area being fine. The Zip Wire has been returned and fitted. Cllr Daniells has stated the Wire will need replacing within the next 12 months.
- 7.7 Roundabout Kompan – Kompan have addressed the issue with the roundabout and are looking into getting this sorted. Kompan will contact the Clerk when they have sorted problem.
8. **To review action and approve the clerks report**
- 8.1 Flashing Signs – Mr O Jones has no problems with the sites to install the posts for the new Flashing Sign and to let him know once the equipment has been ordered. Councillors wish for the Clerk to purchase the ElanCity Solar Sign at £2250 plus VAT and P&P. Proposed 1<sup>st</sup> Cllr D Daniells 2<sup>nd</sup> Cllr A Parsons with all Councillors in favour.
- 8.2 Congdons Shop Layby – This has been completed by Mr O Jones and his team. Councillors wish the Clerk to email Mr Jones thanking him.
- 8.3 Tenders Handy Man – The Clerk has checked with CALC and the only requirement is public Liability Insurance is needed to carry out works. Councillors wish Clerk to place advert for Tenders for a Handy Man on Notice boards and social media.
- 8.4 Financial Risk Assessment Policy – Adopt 2023/2024 All Councillors have read and signed (Cllr Randall at next meeting)
- 8.5 Standing Orders Policy – Adopt 2023/2024 All Councillors have read and signed (Cllr Randall at next meeting)
- 8.6 Code of Conduct Policy – Adopt 2023/2024 All Councillors have read and signed (Cllr Randall at next meeting)
- 8.7 GDPR Policy – Adopt 2023/2024 All Councillors have read and signed (Cllr Randall at next meeting)
- 8.8 Complaints Procedure Policy – Adopt 2023/2024 All Councillors have read and signed (Cllr Randall at next meeting)
- 8.9 Financial Regulations Policy Draft – Adopt Policy to be reviewed at the next meeting in June.
9. Approval of the list of payments for April 2023 & to receive March/April 2023 bank statements
- 9.1 Bank Statement as of 15<sup>th</sup> May 2023 £22106.84
- 9.2 Authorisation of Expenses PlaySafety Rospa £119.40, Zurich Insurance £370.78, Community Heart Beat Trust £106.74 Tower Mint Medals £657.84 North Hill Village Hall Rent £42.00 Clerks Wages £719.64 Proposed 1<sup>st</sup> Cllr H Budge 2<sup>nd</sup> Cllr A Parsons with all Councillors in favour.
10. To Review Monthly Budget Reconciliations
- 10.1 Budget Sheet sent to Councillors for their information.
11. To Review Monthly Budget Reconciliations –
- 11.1 Councillors reviewed the monthly Budget Reconciliations and proposed to accept 1<sup>st</sup> Cllr R Hudson 2<sup>nd</sup> Cllr M Stephens with all Councillors in favour.
12. To Review Monthly Rag (Red, Amber, Green) –
- 12.1 RAG sent to Councillors for their information.
13. Report From Cornwall Council Ward Member Councillor Parsons
- 13.1 Launceston Library has been relocated to the ex-Barclays Bank purchased by Launceston Town Council. Mayor for Cornwall has not progressed. Launceston Leisure Centre is now being well used with 500 members signed up and 11 schools back using the pool for lessons. Possibly plans for a restaurant at the Centre. Dangerous Roads Budget has been cut along with several other budgets for Cornwall Council.

Sign & Date \_\_\_\_\_

Chairman

14. **Items For Inclusion at The Next Meeting –**  
Berrio Bridge (HB)  
Financial Regulations Policy Draft  
Parish Council social media Page (HB)  
Community Speed Watch (CSW)  
Any further items to be given to the Clerk 10 days prior to the next meeting ensuring items are on the agenda.
15. **Date & Time of Next Meeting:** Monday 12<sup>th</sup> June 2023 at 7.30pm

Meeting Closed at 2145.

Sign & Date \_\_\_\_\_  
Chairman