**NORTH HILL PARISH COUNCIL**

**Chairman: Mary Budge**

**MINUTES OF THE COUNCIL MEETING HELD ON THE 4th NOVEMBER 2024**

**Present:**

Councillor Mary Budge – Chairman

Councillor Hayley Budge

Councillor David Daniells

Councillor John Harcourt

Councillor Ralph Hudson

Councillor Adrian Parsons

Councillor Richard Randall

Councillor Brian Ruby

Councillor Steven Sandercock

Councillor Courtney Walters

**In attendance**

Mrs Lena Batten (clerk)

No members of the public were in attendance.

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

To receive apologies: None.

**2. Code of Conduct:**

a) To receive declarations: Cllr H. Budge item 8.8, item 10.1 (v), Cllr M. Budge item 8.8, Cllr D. Daniells item 10.1 (vii).

b) To grant dispensations: The Chairman granted Cllr H. Budge dispensation to remain in the room but not contribute to the discussion.

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

None.

**4. To receive and approve the minutes of the 8th October 2024 full Council Meeting:**

It was proposed by Cllr J. Harcourt and seconded by Cllr H. Budge with all in favour that the minutes of the meeting of North Hill Parish Council held on the 8th October 2024 be confirmed as an accurate record and signed by the Chairman.

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

Cllr S. Sandercock asked about the following matters not listed:

1. The copper Beech tree at Bathpool, was there any update – as previously detailed Highways had confirmed they would be arranging a site inspection of the tree and it would be cut if required. Highways confirmed that it was within the limits of the Highway but not formally recorded as a Highways tree.
2. The hedges at Bathpool, was there any update – As previously detailed the Highways safety inspector would complete a site visit and service notice to cut as necessary.
3. Botternell alleged creation of walkway, was there any update – the clerk informed the meeting that a response had been received to state that following investigation by the development officer, she had concluded there was no harm in the public interest or character of the area, good visibility remained and it was therefore not expedient to take enforcement action, the case was closed.

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

6.1 PA24/06142 – St Torneys Church Lynher Way North Hill Launceston Cornwall PL15 7PQ - Proposal Listed Building Consent for reinstatement of lime plaster on the internal walls of the south porch – approved – Noted for information.

6.2 PA24/06655 – Rayford Lodge, Bathpool Launceston Cornwall PL15 7NW - Proposal Re-roofing, adding two dormers to the North West elevation, a Juliet balcony/window to the North East elevations and converting the garage to a study – approved – Noted for information.

6.3 PA24/06180 – Tolcarne, Tolcarne Road North Hill Launceston Cornwall PL15 7QX - Proposal Listed building consent to recover north west roof pitch and adjacent lean to roof. Vertically slate chimney – approved.

6.4 PA24/05961 – Listed for further discussion following further information being received - The exact location within the field was queried when the Councillors completed a site visit on the 19th August 2024 and they were informed that it would be situated at the top of the field closer to the road however there were no plans to reflect this at the time. At the Council meeting held on the 2nd September 2024 it was therefore resolved that the Council would request further dimensions / specifications within the plans to allow them to make an informed decision. These further specifications / dimensions were then received and on the basis that the Farm Shop was to be located immediately adjacent to the main road as the Parish Council was led to believe would be the case during the initial site visit, the Council resolved to raise no objection to the application. However concerns had now been brought to their attention that this was still not the case. Hence, to clarify, the Parish Council were in agreement with the application conditional to the farm shop being located at the top of the field, immediately adjacent the main road to the east of the main access. Should this not be the case, the Parish Council would like the opportunity to reconsider any amendments with a further site visit.

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

There were no applications received between distribution of Summons and date of meeting.

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

8.1 To resolve the request to consider options regarding anti social behaviour in the sports field:

Discussion took place regarding ongoing reports of youngsters using the sports field for drug use / anti social behaviour taking place. CCTV was considered but was not deemed to be practical. It was confirmed that some youngsters had been challenged by members of the public at times but the problem remained. Many volunteers spent time regularly picking up rubbish and maintaining the field and were thanked for their contribution to the upkeep of the field. It was confirmed that the gates were now closed and locked but although this had improved things it remained a problem.

**Resolved that** the clerk would report to the police.

8.2 To discuss / resolve the use of the top car park for residents of North Hill Parish parking:

A brief discussion took place where it was agreed that before this could be considered, a procedure for putting the light on would need to be agreed as this turns on from inside the hall. It was also agreed that a new gate was needed for the top carpark.

**Resolved that** the clerk would obtain three quotes for a new gate in wood, metal and composite.

8.3 To note a thankyou from Mr Ian Scott for the letter sent from North Hill Parish Council to say thankyou for the donation of hardcore:

This was noted for information.

8.4 To consider attendance at a Planning Policy update Teams meeting to be held on the 7th November:

The Chairman detailed an invitation to a Teams Meeting to be held on the 7th November 2024 at 4.00 to 6.00pm. This training would focus upon Planning Policy updates, community health and coastal planning and Government’s proposed changes to the National Planning Policy Framework. No Councillors were available to attend.

**Resolved that** the clerk would attend and feed back a synopsis to the next meeting.

8.5 To note for confirmation a padlock has now been fitted to the cemetery gate:

This was noted for information. Cllr B. Ruby reported that the cemetery does not look welcoming. It was agreed that the cemetery remained work in progress and improvements were yet to be made.

**Resolved that** although another cemetery meeting was not due to take place until after Christmas the clerk would look to obtain ideas and costs for appropriate gates. Also to be listed for the next Cemetery Committee meeting would be Health and Safety for the cemetery.

8.6 To accept and agree a response to the information received on telecommunication resilience:

Councillor R. Hudson volunteered to read the information regarding ‘transition to Voice Over Internet Protocol’ and feed this back at the next meeting.

8.7 To agree 63p per hour NALC annual increase for clerk plus any additional increment considered:

**Resolved that** the National government Services pay agreement for 2024-2025 was agreed proposed by Cllr A. Parsons and seconded by Cllr C. Walters at 63pence per hour plus a one increment increase of 24pence per hour for completion of FILCA.

8.8 To consider / resolve writing to North Hill Village Hall to update them on the car park following initial visit to the solicitor in order to ensure transparency:

The clerk fed back to the meeting that one member of the public had contacted her to confirm the second trailer would be removed following the 16th November. Cllr B. Ruby also confirmed two further members of the public had now removed their vehicles from the corner of Lyhner Way which had improved visibility for drivers.

**Resolved that** if the second trailer was not removed by the 20th November, the matter would be listed on the December agenda. It was proposed by Cllr A. Parsons, seconded by Cllr R. Randall that the clerk would write to North Hill Village Hall to update them regarding the ongoing legal intervention for the car park.

8.9 To confirm North Hill Parish Council are in agreement with the clerk continuing to liaise with the solicitor on their behalf:

**Resolved that** Proposed by Cllr R. Hudson and seconded by Cllr R. Randall with all in favour that the clerk would liaise with the solicitor on behalf of North Hill Parish Council to progress the potential land registration of the car park.

8.10 To resolve whether to agree to a site audit following WCGA compliance coming into force:

Consideration was given to the offer of additional site audit to ensure North Hill Parish Council’s website was WCGA 2.2 compliant at a cost of £50.00 plus VAT.

**Resolved that** unless TEEC could confirm that the current layout of the website did not comply, this was not required.

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

**Resolved that** the cemetery had been discussed at item 8.5 and would be discussed in more detail at the next Cemetery Committee Meeting to be arranged.

**10. Approval of the list of payments / receipts for October 2024 and to receive October 2024 bank statement:**

10.1 List of payments:

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

ii) £713.96 (Salary inclusive of tax, Lena Batten, October)

iii) £43.64 (room rent, Lena Batten, October)

iv) £8.00 (bank charges, 18th October)

v) £950.00 (footpath cutting 2024)

vi) £252.00 (BDO external audit)

vii) £135.00 (D. B. Daniells, maintenance to old track)

viii) £23.59 (Lena Batten, purchase of padlock and chain for cemetery gate)

ix) £296.93 (Ruby’s car sales, zip wire)

x) £20.00 (Lena Batten, purchase of Wreath)

**Resolved that** with the exception of vii) all expenses were authorised proposed Cllr R. Randall, seconded Cllr J. Harcourt with all in favour. In relation to vii) the clerk would speak with Councillor D. Daniells with a view to amendment of the invoice. Cllr D. Daniells was asked to provide a copy of his public liability insurance. 10.2 Receipts:

i) £186.95 (VAT reimbursement) – This was noted for information.

10.3 To receive 28th October 2024 bank statement:

Bank statement as of 28th October 2024 £22,231.56.

**Resolved that** the bank statement be agreed proposed Cllr R. Randall, seconded Cllr J. Harcourt as correct and the Chairman signed the bank statement.

10.4 To note conclusion of the annual external audit:

It was noted for information that the annual external audit for 2023-2024 was now concluded and notification placed on the website.

**11. To set the budget for the next financial year 2025-2026 and agree the precept amount for submission:**

The budget figures were discussed and considered and a debate took place in relation to all items.

**Resolved that** the 2024-2025 precept figure of £17,250.00 be increased by 2% to £17,600.00 proposed by Cllr R. Hudson, seconded by Cllr C. Walters with all in favour.

11.1 To review / update North Hill’s Risk Assessment and Management Financial Regulations:

The Regulations were reviewed and amendments made.

**Resolved that** the clerk would make the required amendments on page 1,2,4 and 8 and return to the December meeting for signing.

11.2 To review / update North Hill’s Financial Standing Orders:

**Resolved that** North Hill Parish Council’s Standing Orders were deemed appropriate and no amendments were made. Cllr D. Daniells requested confirmation of what the level of public liability insurance for North Hill Parish Council was, the clerk would confirm this.

11.3 To review / update North Hill’s Asset Register:

**Resolved that** the keyboard and wireless mouse were removed as the clerk did not have these two items. That the salt bins be increased to nine and the dog bins be increased to eight. Cllr S. Sandercock was thanked for the recent fitting of the bin at Bathpool. Proposed by Cllr R. Randall, seconded by Cllr A. Parsons. The asset register would be returned to the December meeting for signing.

**12. To agree the advert for grant applications to be distributed with applications being heard at the December meeting and review grant policy:**

The grant advert and policy was discussed.

**Resolved that** the grant advert be placed on the website, facebook and on the boards. The closing date for application of the 25th November 2024.

**13. To note for information a reduction in interest rates for HSBC account holders:**

This was noted for information.

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

14.1 Budget Sheet attached:

**Resolved that** with the exception of the total remaining funds which should read £10,532.29 and not £10,537.29 due to the ongoing deficit of £5.00 overspend listed for cemetery,the budget sheet was agreed to be an accurate record for October 2024 proposed Cllr R. Randall, seconded Cllr R. Hudson with all in favour.

**15. To review monthly RAG:**

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

Ownership / boundaries of the car park – The clerk gave an update to state that the solicitor had been seen on the 25th October with both the clerk and the Chairman present. Statements of truth had now been forwarded to the solicitor by two Councillors and the clerk. The solicitor also required a copy of the minutes with resolution that the clerk could act on behalf of the Council to liaise with the solicitor as a point of contact.

Dangerous parking on North Hill Junction - Highways had been contacted about this and would be sending an officer around but could not confirm when this would take place. Cllr B. Ruby had spoken to several parishioners and requested they move their vehicles which they had done with no objection.

Footpath maintenance – Clerk continues to wait for posts from countryside services.

Tunnel in the play area – this had now been completed. No further action required.

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

Not received to date.

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

New notice board required for Trebartha.

Salt bin at Chapel hill.

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

The next meeting was confirmed for 2nd December 2024.

**19. Close of business:**

The meeting closed at 21.34pm.