**NORTH HILL PARISH COUNCIL**

**Chairman: Mary Budge**

**MINUTES OF THE COUNCIL MEETING HELD ON THE 15th MAY 2025**

**Present:**

Councillor Mary Budge – Chairman

Councillor Richard Randall – Vice Chairman

Councillor David Daniells

Councillor Corinne Dennis

Councillor Laura Fishleigh

Councillor Ralph Hudson

Councillor Adrian Parsons

**In attendance**

Two members of the public were in attendance. Mrs Lena Batten (clerk).

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

To receive apologies: Cllr H. Budge.

**2. Code of Conduct:**

a) To receive declarations: None.

b) To grant dispensations: None.

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

Two members of the public were in attendance.

**4. To receive and approve the minutes of the 7th April 2025 full Council Meeting:**

It was proposed by Cllr R. Randall and seconded by Cllr L. Fishleigh with all Councillors in favour that the minutes of the meeting of North Hill Parish Council held on the 7th April 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:**

The Chairman advised that it was difficult to find space on the notice boards for agenda’s when they became too lengthy.

**Resolved that** the clerk would remove the picture heading and narrow the margins to facilitate the Chairman when placing agenda’s on the notice boards.

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

6.1 PA24/08416 - Trebartha Barton, North Hill, Launceston, PL15 7PD - Proposal Construction of a new agricultural livestock building, creation of a new agricultural access and removal of an outdated livestock building – approved – This was noted for information.

6.2 PA25/02742 – Penhallow, Chapel Lane, North Hill, PL15 7PQ – 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 – comments were submitted to confirm North Hill Parish Council had no objections to the initial application but did not support an application which was not going to be carried out in accordance with the submitted plans – the planning officer then sent details of the changes that resulted in non-compliance with the previous approval and on that basis a majority were happy to agree with the altered recommendations.

6.3 Land NW of Clampit House – planning enforcement have registered the complaint under reference number: EN25/00310 for further investigation – this was noted for information.

6.4 Hillside Lodge, Port Lane – planning enforcement had registered the complaint under reference number: EN25/00300 for further investigation – the clerk then provided the recently received update which stated that planning enforcement found it not expedient to take any further enforcement action.

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

7.1 PA25/02836 – Land at Coads Green, Launceston, PL15 7LY – Application for permission in principle for the construction of up to five dwellings – North Hill Parish Council felt unable to comment due to a lack of information / plans and requested further details in order to formally comment on the application.

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

8.1 To confirm Zurich Insurance renewal quote at £407.50 to commence on the 1st June 2025, the last year of a three year contract. Quotes will need to be sought in 2026:

**Resolved that** the clerk proceed with payment to Zurich insurance to commence on the 1st June 2025.

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

8.2 To consider / accept the Draft Community Emergency Plan and any updates since last review:

Cllr R. Hudson reported that he had now updated the main structure of the plan and had distributed this to all local village halls for feedback. He was currently awaiting responses. Coads Green Village Hall Chairman and secretary were happy with the plan however it needed to be shared with the committee. North Hill Village Hall would be discussing it at their next meeting. The next stage was to set up calling lists, volunteers were to be identified and a method for advertising / compiling a list was needed. Once the document was complete, a condensed version of the full document would be distributed and placed on the website. The clerk agreed to support with the development of an outline proposal for setting up the initial stage. The matter would be listed for further discussion at the July 7th 2025 meeting.

8.3 To note for information receipt of the Grass Cutting agreement at St Torney’s Church for 2025-26 at a total of £339.00 and the agreement for footpaths for 2025-26 at a total of £660.23:

This was noted for information.

8.4 To note for information the clerk has signed the contract on the 14th April 2025 for extended warranty on the Elan City Speed Camera:

This was noted for information.

8.5 To agree / resolve the co-option of two members of the public present at the meeting:

Two members of the public were present and gave an overview of their skills and reasons for wanting to be co-opted. Both had been Councillors previously and it was agreed that they had made a positive contribution historically and would be an asset to the Parish Council moving forward.

**Resolved that** proposed Cllr R. Hudson, seconded Cllr R. Randall that both be co-opted onto the Council. One Councillor abstained. The Chairman welcomed them both to the Council and Declaration’s of Acceptance of Office were signed.

8.6 To consider / resolve the two moderate risks identified by the recent ROSPA reports to include the steps and slide and the basket swing:

Discussion was held regarding the steps up to the slide that were in need of repair. It was confirmed that one Councillor had viewed the steps and did not consider them to be an immediate risk.

**Resolved that** the clerk would speak with the handyman and if he was unable to fix them over the next couple of weeks alternative quotes would be sought. The matter would be listed on the next agenda.

Debate was also held regarding the basket swing which did not have the required ground clearance.

**Resolved that** the clerk would speak with the handyman with a view to purchasing two new shorter chains and fit them. If he was unable to do this, again the matter would be listed on the June agenda for alternative quotes to be sought.

8.7 To note for information all Councillors are now booked on Code of Conduct training:

It was confirmed that all Councillors were now booked onto Code of Conduct training and would have completed this by the 24th July 2025.

**Resolved that** the clerk would book two newly co-opted Councillors onto two further sessions due to take place on the 24th June and 7th July 2025. Councillor A. Parsons had been re elected as Councillor for Altarnun and Stoke Climsland and had already completed his training. His booked session would be cancelled by the clerk. The Chairman thanked Councillor A. Parsons for all his support and the meeting congratulated him on his re election.

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

A brief discussion was held regarding members of the working group for the cemetery. It was agreed that the group would remain with Cllr M. Budge, Cllr D. Daniells, Cllr C. Walters, Cllr S. Sandercock and the clerk.

**Resolved that** a further meeting would be held at the cemetery on the 16th June at 7.30pm. The clerk would remind all group members and a agenda would be distributed several days before the meeting.

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

10.1 List of payments:

i) £18.00 (PAYE G. Pollard April, dd)

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

iii) £43.64 (Lena Batten, Room rent)

iv) £96.00 (G. Pollard, internal audit)

v) £149.17 (Elan City, extended warranty)

vi) £407.50 (Zurich Insurance, annual payment)

vii) £45.00 (North Hill Village Hall, room hire)

viii) £105.00 (ICCM, annual subscription)

ix) £414.00 (TDP Dale Bench)

x) £201.60 (ROSPA annual play area checks)

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

10.2 Receipts:

i) £1.13 (transfer from savings account)

ii) £133.17 (VAT reimbursement)

iii) £8,800 (Precent 1st instalment)

iv) £195.56 (CIL payment)

Receipts were noted for information.

10.3 To receive 28th April 2025 bank statement:

Bank statement as of 28th April 2025 £20,172.91.

**Resolved that** the bank statement be agreed proposed Cllr R. Hudson and seconded Cllr R. Randall as correct and the Chairman signed the bank statement. The bank statement for Unity Bank was also agreed at £496.68 and this was noted for information.

The clerk raised a concern regarding the imminent bank transfer to Unity Bank on the 3rd June 2025.

**Resolved that** the clerk would leave the sum of £30.00 in HSBC to cover any bank charges should there be any unforeseen difficulties with closure of the accounts.

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

**Resolved that** having reviewed the report of the internal auditor for 2024-2025 it was

proposed by Cllr R. Hudson, seconded by Cllr R. Randall with all in favour that the Council

approve the findings of the internal audit report. North Hill Parish Council having considered

whether any litigation, liabilities or commitments, events or transactions occurring either or

after year end had a financial impact upon the Parish Council and where appropriate have

indicated them in the accounting statement. It was proposed by Cllr R. Hudson, seconded by

Cllr S. Sandercock to approve the adoption of ‘yes’ in sections 1-8 and n/a in section 9 of the

Annual Governance Statement 2024-2025.

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

Having reviewed the period for the public inspection of the financial statements it was

proposed by Cllr R. Randall, seconded by Cllr R. Hudson and agreed with all in favour.

**Resolved that** the period for the public inspection be advertised as between 3rd June 2025 and 14th July 2025.

10.6 To receive / approve the accounting statements:

Having reviewed the accounting statements it was proposed by Cllr R. Randall, seconded by

Cllr A. Parsons and agreed with all in favour.

**Resolved that** the accounting statements were agreed as accurate and correct.

10.7 To confirm £1.13 had been removed from the savings account into the current account with HSBC:

This was noted for information.

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

11.1 Budget Sheet attached:

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

**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 – debate was held as this had been an ongoing problem for several years.

**Resolved that** the clerk would contact the solicitor for an update regarding the car park status and Cllr A. Parsons would speak with Highways regarding the persistent inappropriate parking on the junction.

Hedges from Bathpool Junction and Botternell Hill on B3254 – no response had been received to date.

**Resolved that** the clerk would contact Highways for an update as the last correspondence confirmed they would be sending a safety inspector to look at the option of serving notice to cut.

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

Councillor Parsons reported that as the election had just taken place there was little to report. Reform now had a majority of the seats on the Council. On the 6th May there was an induction day and there had been a lot of training days with more to come. The Annual General Meeting will shortly take place and new Council Administration formed however he was not sure what the outcome would be. One issue raised was the change to the number 12 bus service from Bude to Plymouth which was a shame as it was a well used bus service. A meeting was being held on the 2nd June 2025 to consider this further. He also commented that the Tamar Crossing fees had again been increased.

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

Parking at North Hill Village Hall. Parking at Bathpool. One Councillor reported that the lid on the dog poo bin had been pulled off on the road from Trebartha to Congdon’s Shop. He would take a closer look to see if this could be repaired.

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

The next meeting was confirmed for the 2nd June 2025 at 7.30pm.

**16. Close of business:** The meeting closed at 9.14pm.