

## Kilhampton Parish Council

The minutes for the Annual General Meeting being held at the Grenville Rooms  
Starting at 7pm followed by the regular Parish Meeting on 17<sup>th</sup> May 2021

**Attendance** Kingsley Bryant (KB), Keith Ovenden (KO), Tim Cottle (TC) Clive Vanstone (CV), Roland Nancekivell (RN) Ian Heard (IH), Lee Bond (LB), Phil Sluggett (PS)

**Absent:** None

**Apologies:** None

Chairman: Reg Hambley (RH)

Clerk: Hannah Collett

Good evening and welcome to all by Chairman. Chairman informed that the AGM will be first on the agenda where the Chairman will be elected and then the committees will be dealt with. Following this we will go straight into the regular meeting.

Chairman also reminded all that the register of interest forms need to be completed and a copy given to the Clerk before they are sent to the relevant department.

Expenses form and additional election form all need to be sent back with the register of interest. Must be back by the 5<sup>th</sup> June.

Chairman began the AGM elections asking for nominations for Chairman of the Parish Council. RH is standing down.

TC nominated CV and gave thanks to everything RH has done over the years.

KB seconded and all in favour of CV to become Chairman. CV happy to take over Chairman position.

RH thanked all Councillors and those that have been here over the years that he had been Chairman.

Handed over to Chairman (CV)

Thanks to RH by Chairman. Felt RH did so much for the Council and all others such as KATS, The Chapel, Football Club etc.

Chairman welcomed Lee Bond to the Parish Council.

Election of Officers:

Vice Chairman: RH proposed KB and TC seconded. All in favour and agreed by KB

The Chairman stated he wanted to generate a new temporary position for a Planning Liaison Officer. Wanted to proposed RH take this role as he has a great relationship with many of the planning officers. Would like RH to be the contact as necessary. All in favour and RH happy to take on temporarily. Not all applications need to be conferred with the planning officers but those that do RH is happy to sort. This will be a temporary post and not one that will necessarily need to be appointed each year.

Chairman stated he would like to keep TC on Lambpark and IH and PS on footpaths for all their knowledge and assistance.

All happy.

LB was asked if he would be happy to be the School Representative. Yes happy to as LB has already applied to be a Governor.

Election of Officers as follows:

Lambpark Trust Committee: CV, TC and RH IH also happy to be on committee and appointed.

School Representative: All in favour for LB to take this role on.

Footpath Committee: PA and IH again. All in favour

Transport and Traffic Committee. RH, TC and KO. RH proposed KB also come onto the committee.

All in favour and yes by KB

Grenville Rooms: RH IH and CV. All in favour.

Solar Farm: Keep as CV TC and RH

Network Meeting: RN. LB also happy to join this. All in favour.

Chairman mentioned a vacancy on the Parish Council. Information read through that everyone has completed and signed the Acceptance of Office forms. Co-option of new Councillor to take place. Co-option must be advertised and anyone can apply. Advert to be put in the notice board and onto the website so all can see the advert. We allocate a period of time for nominations to be sent to the Clerk. Then they will be invited to the relevant meeting. At this point there will be a secret ballot and a new Councillor will be appointed. Chairman has casting vote if necessary. Need to be careful in how we mention this to others so we don't appear biased.

KO mentioned it will be advertised in the board, but is there another way we can get the message out there. Could we put onto Kilk Banter/facebook. Parish Magazine will take too long to get the advert out.

IH proposed we appoint in the July meeting. June too close. Once the person has been appointed they must complete all the relevant forms. Register of Interests and Acceptance of Office.

Clerk mentioned she will advertise on the website also.

RH felt we need to check on the laws about posting directly onto Facebook. LB briefed on how this was possible.

End of AGM.

### **Minutes**

Approved by all and to be signed by Chairman at end of meeting.

### **Adopt Code of Conduct**

### **Declaration of Interest**

Chairman mentioned the planning applications on this evenings agenda. No declarations.

### **Public Speaking Session**

Ms Debbie Hockridge was here to talk about PA21/03859. Chairman handed over to Ms Hockridge. Ms Hockridge mentioned that standing here took her back some few years to when she was on the Council as Clerk. Had dealt with whether people were allowed to speak or not. Things obviously change. Ms Hockridge said she had been involved in numerous things. Had given up the Clerk position in 2000 and put lots of effort into the School and Nursery etc. Lived here for over 6 years. Had thought that her home was stable, unfortunately family issues have made changes and the security and stability have changed. Wants to be certain of where she will be living. Been round all the neighbours and they are all happy. Ms Hockridge is asking for Parish Council support in allowing her to continue to live where she is, even though her Dad is no longer here. Thanks to Ms Hockridge by Chairman.

Chairman moved onto matters

### **Planning Applications.**

- 1) PA21/03828 Proposal Certificate of lawfulness of an existing use, to certify lawful use of Caravan B as a single dwelling for residential purposes for a continuous period of more than 10 years. (resubmission or previous application PA20/08281) Location Caravan B Houndapitt Farm Kilkhampton Bude Applicant Mr A Heard.  
Chairman mentioned we had this at the last meeting and handed over to RH. RH stated we had discussed this a couple of months ago. This was for Lawfulness for use of caravan A and B (PA21/03819 also with this application) At the time we had no objections but it was withdrawn by the Planners on lack of information. Now it is re-submitted. Our thoughts last time were no objections and nothing has changed. IH asked if we are deciding on both applications. RH said Yes we are dealing with both at the same time. To use caravan as single dwelling as has been for 10-12 years. IH proposed and TC seconded. All in favour.
- 2) PA21/03859 Proposal Certificate of Lawful Use application for the continued residential use of Down Park and The Annexe, Kilkhampton Bude without complying with condition 1 [agricultural occupancy condition] on decision E/STR/52/2959 Location Down Park Farm Kilkhampton Bude Cornwall Applicant Ms D Hockridge  
The Chairmans view is that the house is already there, people been living in it and it still has ties on and nothing is changing.  
RH said going on previous applications for certificate of lawfulness - we have had a couple not so long ago and had no issues. This is very similar and feels we should be consistent and proposed this be approved. KB seconded and all in favour.
- 3) PA21/03733 Proposal Proposed 3no. dwellings Location Land South Of Chynoweth Kilkhampton Bude Cornwall Applicant Mr I Metherell.  
RH stated that the plans had been seen and explained where it is to be situated.  
LB asked if only allowed to have 6 dwellings? Chairman doubted this as there are more at Morwenna. RN unsure. Being looked at as a rounding off situation. LB asked if the road will need to be adopted by Cornwall Council.? Chairman said yes.  
LB also asked if section 106 agreement would come under this? Chairman said we can ask for this. The money only gets paid out once they start. If we support we need to ensure there is a 106 agreement in place.

Chairman also stated they look at the old barn as a block off point.  
IH proposed and RN seconded and all in favour.

## Matters

### 1. Car park and Toilets.

Mr Alan Somerfield mentioned there is very little water to wash in when the toilet is flushed. TC to look into. Chairman said that Mr Somerfield is back working with us. Been paying £100. Proposal requested to increase to £118 from May. RH proposed and TC seconded. All in favour. Letter of thanks to be written to Mr Bragg. RH stated that Mr Bragg was happy to cover whenever necessary.

### 2. Kiosk at Thurdon

KO mentioned that he had started work on it. Waiting for the weather to improve. In hand.

### 3. Lambpark Development

Chairman stated there were two items with this. Firstly we are in consultation with Mrs Helen Bond to acquire some land at the South side of Lambpark. We put this on hold for the elections and feels we need to arrange a meeting to get full information so we can make a decision. Then we can decide what to accept, if anything, so we can move forward.

Chairman asked if it was the Parish Councils wish for negotiations to continue with further details for the next meeting.? RN wants to keep access in the same position. RN said approximately  $\frac{3}{4}$  of acre is the area we are wanting. LB to ask Mrs Bond to set up meeting. Need to know exactly what is on offer etc.

Secondly, The Pre-school wants to put a building on Lambpark. Chairman and RH have discussed with Helen Bond. We needed to change where they wanted to place themselves. They are happy to move nearer the containers at the South end of the hard surface area. TC feels good there. LB to tell Mrs Bond to go ahead with the second site. RN felt the containers should be moved.

RH stated where the site is proposed we need to look at the trees behind – may need to remove them. Chairman said they have got Cornwall Council working for them and will advise necessary works required.

RN said we will lose some of the car parking spaces. Chairman said if we get the extra room it will be OK. TC stated the services are further away now. Chairman mentioned its closer to the electric but further from the sewer. TC said we may need to look into the water supply at the necessary time.

Chairman showed some defibrillator signs. One to be put up at Lambpark and one at the Grenville Rooms. Chairman to sort.

Chairman asked if we write a letter of thanks to JAYSaim for providing the defibrillators in the Parish. Yes by all.

### 4. Annual Accounts approval.

RN mentioned that the Clerk has to have the annual accounts approved by an internal auditor, which the invoice for £120 has been received. To be signed in appropriate order by Chairman. Available for viewing by all. RH proposed to pay auditor and TC seconded. All in favour.

5. Other matters arising from the minutes  
None

## **Reports**

Footpaths – PS mentioned that his contact at Cornwall Council – Ms Katie Jones wants photos of work we have proposed. PS stated these had already been passed off with previous contact. Gate at Penstow/Pentire needs photos which PS will send. Stile at Aldercome now lying on the floor. Will send picture to Ms Jones. PS stated that Debbie used to sort all these for us, now when PS tries to contact he just gets automated replies.

Chairman asked if we should put some money to these issues as they all need sorting and we seem to not be getting any further forward with Cornwall County Council. Should we get an idea of costs to sort all these items?

LB said its our duty to protect. PS said shall we email Ms Jones and say we will supply? TC was cautious as didn't want to lose the money they usually put into the work.

PS to say these were OK by her predecessor and doesn't understand the delay. Chairman reiterated to try Ms Jones again first, then we will have to put money into the work.

RH feels we should just get on with all the issues as we have been waiting so long and will have to wait again for Ms Jones to come back to us. PS feels we should actually just sort them ourselves now.

RH said we have a budget limit for emergency works, without the need for tender. PS to source items from Bridgmans and labour to be invoiced and given to the Clerk for the agenda.

Health and safety decision made. IH asked if himself and PS should list all the issues we have around the village. Chairman said yes. If we know something isn't right we need to sort it. Do a survey and sort the ones we have discussed so far. Maintenance list to be drawn up.

Playing Fields and Lambpark – Nothing further to discuss

School – Chairman reiterated we have appointed LB as the representative.

Grenville Rooms – RH mentioned a meeting was required soon, as bookings are wanting to be made to hire the hall.

Chairman said Alan Hockin is the new Caretaker. LB asked on policies. Chairman said we have to state they must comply with all the necessary regulations.

## **Months work**

Read through and approved by all.

## **Members**

RH – nothing

KB – Seat by the Church is in a bad state and needs replacing. TC asked if we should have a wooden one to tie in better with its surroundings. RH and KB to sort some costs for next meeting.

Streetlight by the bus shelter not working. Codes from post given to Clerk to contact necessary department and inform.

KB was approached by Luke Francis who was wanting to tidy the war memorial and asked about the

soldier. Chairman said we can't tell the Church where to put the soldier – but they do need it to be bolted down and inside the Church.

LB – Need to contact highways again as the manhole they recently repaired has already started breaking up again. Clerk to contact Oliver Jones and the department he forwarded the last information to and let know as necessary.

PS – Nothing

IH – Nothing

KO- Nothing

RN – Nothing

TC – Facebook issues. Do we need to discuss these that have been happening recently.? Has it been sorted? Chairman stated that 2 of the individuals have been spoken to and RH has spoken to another of whom was involved. They have been requested to stop antagonising.

Chairman asked if all have smart phones and how do we feel about setting up a closed whatsapp group. All happy for this and KB to set up.

TC also mentioned the Code of Conduct Training. Chairman mentioned the emails we have received. Clerk gave details of the dates on the email.

TC asked if we decided to leave sourcing another kiosk for North Close to house a defibrillator? RH happy to look into now as DV has left.

### **Correspondence**

Monumental Improvement Project have been back in contact and want to promote castles. RH suggested we invite to Natalie Haly to a meeting to discuss. Clerk to sort Sports England email offering funding for village halls and playing fields. Given to LB

### **Finance**

Read through by Chairman

Invoices to be paid	£ 120.00	Face Value
	£ 32.04	Bridgmans
	£ 197.32	Chubb Security
	£ 160.00	David Bragg
	£ 63.00	Stephen Gifford

RH moved and KB seconded. All in favour

Date of the next regular Parish Council meeting to be 7<sup>th</sup> June 2021 and held at the Grenville Rooms for a 7.30pm start.

Thanks to all by Chairman and declared the meeting closed.