

# St Mellion Parish Council Meeting

## Tuesday 8th September 2015 at 7pm in the Church Hall, St Mellion

### Minutes

**In attendance:** Cllr Ken Henley (KH), Chair; Cllr Ian Waite (IW), Vice Chair; Cllr Steve Crook (SC); Cllr Geoffrey Postles (GP); Christine Douglas (CD), Clerk to the Parish Council.

Five members of the public.

#### 1. Councillor matters

##### 1.1 To receive apologies for absences

Cllr Anita Brocklesby and Cllr Jean Dransfield (both on holiday).

##### 1.2 To receive declarations of pecuniary interests

None.

##### 1.3 To receive declarations of non-registrable interests

None.

##### 1.4 To approve written requests for dispensations

None.

#### 2. Previous Parish Council meeting (14th July 2015)

##### 2.1 To approve the minutes

It was proposed by KH, seconded by GP and **RESOLVED**

That the pre-circulated minutes were a true reflection of the meeting held on 14.7.15.

KH signed and dated the minutes.

##### 2.2 To note matters arising from the minutes

Item 11.6: potential purchase of land known as 'plot 6' in Church Lane. As per the resolution of 14.7.15, no further action to be taken because the owner will not sell the land at less than development value.

#### 3. Police report

KH read out excerpts from the Saltash policing team newsletter Sept. 2015; no incidents in St Mellion.

#### 4. Unitary Councillor's report

Not present.

#### 5. Residents' Associations' reports

##### 5.1 St Mellion Village Tenants and Residents (VTRA)

Not present.

##### 5.2 St Mellion Park Residents

Not present.

#### 6. Questions from the public

Andrea Sandford confirmed the ford across the Lynher at Clapper Bridge has been closed and asked if the Parish Council would make further enquiries with the Newton Ferrers estate. KH asked CD to contact Steve Talling at Savills Smiths Gore.

Andrea also summarised a meeting held on 14.8.15, arranged by Unitary Councillor Jim Flashman, to discuss works to Clapper Bridge. KH confirmed he had been notified of the meeting the day before and no Parish Councillor had been able to attend at such short notice. Reference had been made to a biomass project on the Newton Ferrers estate - KH asked CD to inquire with Steve Talling.

#### 7. Planning matters

##### 7.1 Section 106 measures: to discuss Cormac's feasibility study for a pedestrian crossing across the A388 and agree next steps

It was proposed by KH, seconded by IW and **RESOLVED**

To support options 4.1 (puffin crossing) and 4.2 (zebra crossing) for funding from section 106 monies pending confirmation of (a) the outstanding balance of section 106 monies and (b) a revised cost for street lighting.

**Discussion:** Councillors did not oppose alternative options (i.e. road island/road marking/pavement adjustments) and, indeed, would support these if Cornwall Council were to fund them. For the purposes of section 106 funds, however, the crossings were felt to be more appropriate. The estimated cost of street lighting at £114,900 was felt to be extreme and prohibitive, particularly given a power supply already exists for the 'access-only' signs at the entrance to Church Lane. CD to ask Cornwall Council for confirmation of available section 106 funds and a revised estimate for street lighting as soon as possible so that the information can be shared with parishioners and their input sought.

## **7.2 PA15/07451 solar farm at Newton Ferrers: application to discharge conditions 8 and 10 attached to decision notice PA14/04185**

### **7.2.1 To receive an update on the developer's progress with remediation works**

Ralos has applied for the remediation condition to be discharged and produced a 7 minute video of the approved Construction Traffic Management Plan route to prove that works have been done. Cornwall Council Planning (Tim Warne), Highways (Neil Grigg), Enforcement (Sarah-Jane Page) and IW are liaising on the matter. Three specific areas have not been remediated:

- i. initial site entrance (large opening into the site);
- ii. secondary site entrance (still a very large gap in the Cornish hedge);
- iii. the triangular junction between Amytree Road and the lane down to the Newton Ferrers estate which has damaged tarmac.

### **7.2.2 To receive an update on additional measures to reduce visibility of installation**

Councillors reviewed a plan provided by Julian Burchby of Silviculture showing two areas close to the road that will be planted with additional bunding. Julian advises this will screen the large gap between tall trees more effectively/quicker than planting trees in the gap itself. CD to ask how long it would take for planting at the two areas to grow to a height where the solar panels are obscured from the sight-line on the road and also why fast growing evergreens could not be planted in the gap itself.

### **7.2.3 To receive an update on financial compensation for disturbance caused during installation**

Email dated 3.9.15: Patrick Metzger of Ralos confirms compensation is dependent on Ralos receiving Ofgem accreditation; Ofgem has requested further information from Ralos to be submitted by 15.9.15.

## **7.3 PA15/02621/PREAPP St Mellion International Resort: pre-application for removal of condition 5 (holiday accommodation only) of PA14/07300**

Given the nature and history of the development, the case officer, Gavin Smith, has agreed to accept a comment from the Parish Council.

It was proposed by KH, seconded by GP and **RESOLVED**

To submit a précis of the Parish Council's comment to PA14/07300, removing non-relevant points, and reinforcing the need to meet Cornwall Council's policy on housing mix and also to mitigate negative impact on local amenities and infrastructure.

**Discussion:** Whilst not averse to residential housing development, not least because it will produce financial benefit from Council Tax (unlike holiday homes), Councillors would be opposed to the sheer scale of the proposal (199 homes vs a current 189 in the whole parish). Councillors questioned how lifting the condition would affect the Resort's ongoing viability given the claim in PA14/07300 that holiday homes were essential to attract international tournaments. There was significant disappointment in the Resort's current action and a feeling that planning policy was being circumvented. CD to draft a comment for approval by KH and IW before sending to Cornwall Council.

## **7.4 PA15/07917 field Off Keason Hill: agricultural prior notification for construction of a service road**

Tamar View Fruiterers have bought the land from the Bonds and are planning to grow crops there. An 'agricultural PN' comes under 'permitted development' rules and so a consultee comment is not requested. Councillors noted the application and will watch for any further development on the site.

## **7.5 Proposed refuelling site for Cornwall Air Ambulance: to receive update on progress**

PA15/02594/PREAPP was submitted in August. The agent forwarded the application documents to the Parish Council although the pre-app itself is withheld from the public domain. Cornwall Council has asked the agent if this can be made available publicly. Depending upon the outcome of the pre-app, Cornwall Air Ambulance has agreed to hold a public meeting in St Mellion to discuss the scheme.

## **8. Highway matters**

### **8.1 Public bench in The Glebe: to receive an update on inquiries for replacement**

KH confirmed inquiries are ongoing. Further update at the Parish Council meeting on 13.10.15

### **8.2 Given names for key parish roads: to receive an update on discussions with Church Lane residents whose post code would change from the road being named formally**

IW confirms agreement to the post code change from Old Village Stores, Roskilly and The Rectory. The church and school have been asked. IW to contact Darwood. If all agree, CD to produce template for all parties to sign (as required by Cornwall Council to progress formal naming).

### **8.3 Rural highway and inspection maintenance: to receive Cormac's response to questions raised at the Parish Council meeting on 14.7.15**

Email dated 16.7.15 from Adrian Drake. (Cormac)

Q1: How are potholes less than 40mm ('default category 2.2') captured for future maintenance?

A: These are picked up through service inspections and fed into patching/surface dressing/surfacing programmes which make up the £204m backlog of works. Prioritisation is done by Cornwall Council on a countywide basis using national best practice methodology.

Q2: St Mellion is in a rural area with mostly '4b Local access roads' and '5a Minor access roads'. Is there a plan showing the category for each road in the parish and should this be reviewed following Resort/Dunstan Lane development and increased use of Bealbury Lane?

A: Categories are considered at time of planning application. Annual traffic counts highlight any significant changes in flows and categories. An individual development would have to be very large to change to the category. There is no plan showing the roads coloured by maintenance category.

Q3: Garmin satnavs record Bealbury Lane as the A388 - is there a process to reclassify as a B road?

A: Cornwall Council can change classifications but this doesn't affect maintenance (which is based on usage). Generally, classifications are changed only for large schemes (e.g. a bypass) because of the cost (signage, for mapping companies, etc.). Bealbury Lane is not on Cornwall Council's mapping system - CD to forward map for review.

#### **8.4 Average speed cameras: to note response from Police re convictions data**

Email dated 24.8.15: Natalie Hatswell (Safety Camera Unit) confirms the cameras are operational and notices being issued, including speed awareness courses, a conditional offer of a fixed penalty and licence points, and court appearances for high-end speeders. The number of notices will be published once figures have been confirmed and this may take six months. Fixed penalty income and court fines ultimately go to the Treasury.

#### **8.5 Church Lane 'access-only' non-enforcement: to note response from formal complaint to Devon and Cornwall PCC**

IW met Inspector Julian Lewis on 27.8.15. Julian confirmed Church Lane enforcement would not be offered now because of budget cut-backs. He is willing, however, to discuss a Specials operation with Sgt Keiron Moon, as well as use results from a community 'traffic count' to confirm the best time of day for this. Registration numbers taken by residents during a traffic count could be passed to Julian and the drivers sent a warning letter. IW to follow up with residents.

#### **8.6 Overgrowth on pt9143: to note response from Savills**

3.9.15: Kirsty Butcher confirmed estimates are being sought and CD will be notified before work starts.

#### **8.7 BR5 overgrowth and closed gate: to note response from Cormac**

Emails dated 25.8.15 and 3.9.15: Debbie Ebsary (Cormac) confirms the gate is locked to stop fly tipping. The scrub blocking the horse stile will be cut back on 7.9.15. Regarding the south end, Cormac does "not have the capacity to cut back surface growth. We rely heavily on local Council's taking part [in the] Local maintenance Partnership, where by local Councils maintain high priority PROW's".

It was proposed by IW, seconded by GP and **RESOLVED**

Not to progress the Local Maintenance Partnership for the purposes of maintaining BR5.

**Discussion:** It was agreed that the Parish Council does not have the financial, physical or technical resource to take on the associated liability of maintaining PROWs.

#### **8.8 Damage and repairs to Clapper Bridge: to receive an update on progress**

Cormac has completed repairs and the bridge has reopened.

#### **8.9 Ford across the Lynher at Clapper Bridge: to discuss current closure**

As per item 6: CD to make inquiries with Steve Talling at Savills Smiths Gore.

### **9. Transport matters**

#### **9.1 Proposed safe passageway for pedestrians and cyclists between Callington and Saltash**

##### **9.1.1 To review proposed agenda for meeting on 24.9.15**

Councillors agreed draft agenda. CD to circulate to attendees and book room/projector at Resort.

##### **9.1.2 To receive response from Sheryll Murray MP re central government funding**

KH read out letter from Robert Goodwill confirming funding should come from Cornwall Council (att.).

#### **9.2 Bus shelters for St Mellion**

##### **9.2.1 To review revised contract and shelter specifications received from Fernbank**

Interim specifications forwarded to Cornwall Council. Revised contract amendments to be received.

##### **9.2.2 To review Cornwall Council's estimate for legal advice on the contract**

Russell Inglis (Cornwall Council Legal Services) estimates two hours to review and provide comments/amendments, plus two hours for dealing with any negotiation with Fernbank/finalising the agreement.

It was proposed by KH, seconded by GP and **RESOLVED**

To seek legal advice from Cornwall Council (up to 4 hours at the SLA rate of £85 +VAT per hour) on the contract with Fernbank once a final draft has been agreed.

### **9.2.3 To note response from Cornwall Council/Cormac ref the cost of groundworks and responsibility for their ongoing maintenance**

Waiting for response from Cornwall Council/Cormac.

### **9.2.4 To note response from Cornwall Council/Cormac ref various policy requirements and restrictions for bus shelters**

Waiting for response from Cornwall Council/Cormac.

## **10. St Mellion Neighbourhood Development Plan (NDP): to discuss and agree next steps**

### **10.1 To receive an update on discussions with Vanessa Luckwell of Cornwall Council**

Vanessa is able to act in a fee-paid advisory role outside of working for Cornwall Council. Steve Foster (Community Link Officer) also could help and there may be grants available although volunteer support is still needed. IW to arrange meeting with Vanessa and Steve.

### **10.2 To receive an update on recruiting volunteers from St Mellion Park**

StMPRA has suggested a request in their October newsletter. CD to prepare for IW approval.

## **11. Parish Council finances**

### **11.1 To approve monthly payment schedule**

The payment schedule and related invoices were circulated amongst Councillors. KH confirmed that CD's time sheets and reimbursements for July and August 2015 had been approved prior to payroll being run. Councillors had no further queries. KH signed and dated the payment schedule which totalled **£651.52**. Corresponding cheques were signed at the end of the meeting.

### **11.2 To confirm state of repair of Parish Council assets**

SC confirmed no safety defects. Next report due at the Parish Council meeting on 10.11.15.

### **11.3 To approve quarterly bank reconciliation**

The cash book and bank reconciliation (both dated 3.9.15) and bank statements 279 to 282 had been pre-circulated to Councillors. There were no queries arising. GP signed and dated all documents.

It was proposed by KH, seconded by IW and **RESOLVED**

To approve the quarterly cash book and bank reconciliation dated 3.9.15.

### **11.4 To approve quarterly review of expenditure vs budget**

The statement of actual expenditure vs budget for precept (dated 3.9.15) had been pre-circulated to Councillors. There were no queries arising. GP signed and dated the document.

It was proposed by KH, seconded by IW and **RESOLVED**

To approve the quarterly statement of actual expenditure vs budget for precept dated 3.9.15.

## **12. Parish Council governance**

### **12.1 Parish Council website: to receive an update on additions to the 'Community' page**

SC confirmed four additions: Bealbury Chapel, Crocadon, Mellanus News and the WI.

### **12.2 To adopt amendments to Standing Orders and Financial Regulations that allow financial reviews to move from bi-monthly to quarterly**

It was proposed by IW, seconded by GP and **RESOLVED**

To adopt amendments to Standing Orders and Financial Regulations that allow financial reviews to move from bi-monthly to quarterly the quarterly, as previously approved on 14.7.15.

### **12.3 To approve amendments to Standing Order 12 (Draft Minutes)**

Draft amendments (dated 3.9.15) by GP and CD had been pre-circulated to Councillors. Amendments allow audio/video recordings of meetings made by the Parish Council to be kept for five years; and confirmed draft minutes to be published on the Parish Council website within a month of the meeting.

It was proposed by IW, seconded by SC and **RESOLVED**

To approve the proposed amendments to Standing Order 12 (dated 3.9.15) for further review and adoption at the Parish Council meeting on 13.10.15.

### **12.4 To approve a new Parish Council policy for managing planning applications**

A draft policy (dated 6.9.15) produced by GP and CD had been pre-circulated to Councillors.

It was proposed by IW, seconded by GP and **RESOLVED**

To approve the policy dated 6.9.15 for managing planning applications.

### **12.5 To receive an update on producing a procedures manual**

CD confirmed no further progress due to annual leave in August.

### **13. Premises licensing: to receive an update on recent applications**

SC confirmed no applications in the last two months for St Mellion or immediate vicinity.

### **14. General correspondence**

- i. Cornwall Council call for potential sites on brownfield land (27.7.15 to 7.9.15): landowners can apply for inclusion in the register and next SHLAA, or just the register.
- ii. Cornwall Council rubbish and recycling survey: details to be posted on the website.
- iii. Cornwall Council Localism Summit 30.9.15, 845am-4pm, Truro: Councillors unable to attend.
- iv. Council tax grant support: Cornwall Council confirms this will reduce by ~8.7% for ye 31.3.17.
- v. Cornwall Fire and Rescue service plan 2016/19 consultation: details to be posted on the website.
- vi. Cornwall Council waste incentive neighbourhood scheme: details to be posted on the website.

### **15. Cornwall Council's planning system: to receive an update on 'paperless planning' and response to issues raised about the on-line planning register**

KH confirmed Cornwall Council will offer a one-off grant of £700 to each T&PC to support the move to 'paperless planning' (for example, to cover the costs of a projector, colour printer, etc.). Councillors reviewed CD's suggested responses (dated 3.9.15) to a related survey.

It was proposed by KH, seconded by IW and **RESOLVED**

To reply to Cornwall Council's paperless planning survey as per the Clerk's suggestions dated 3.9.15.

Email dated 31.7.15 from Tony Lee (Cornwall Council Development Manager) in response to issues raised with the on-line planning register had been pre-circulated to Councillors. Councillors agreed to notify Cornwall Council as issues arise but requested a named point of contact vs a central mailbox.

### **16. Cornwall Council Street Trading Review: to agree method of input to the consultation**

Councillors discussed responding individually vs as a Parish Council. IW suggested the survey had limited relevance to St Mellion given that all 'traders' in the parish fall under a proposed exemption.

It was proposed by KH, seconded by IW and **RESOLVED**

That the Parish Council would not participate in Cornwall Council's Street Trading Review but that Councillors could complete the related survey in an individual capacity if they wished to do so.

### **17. Caradon CNA Panel meeting 27.7.15: to receive a summary of proceedings**

Summary not forwarded by Cllr Dransfield; item deferred to the Parish Council meeting on 13.10.15.

### **18. Tamar Valley AONB 20 Year Celebration Day 30.8.15: to receive a summary of proceedings**

GP gave a brief review of the day and KH thanked him for attending on behalf of the Parish Council.

### **19. Items for next Parish Council meeting agenda**

Planning application PA15/08120.

It was proposed by KH, seconded by IW and **RESOLVED**

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press from the meeting for the business specified: to discuss personnel matters.

The public session closed at 2145.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 8th September 2015.

**Signed**

**Name** Ken Henley

**Position** Chair of the Parish Council

**Date** 13th October 2015

## St Mellion Parish Council

### Payment Schedule

Date: Tuesday 8th September 2015

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary / reimbursements for July 2015	£298.20	100443	SC, KH, IW
Angela Greenhough	5.8.15	1336	Payroll services for July 2015 salary / reimbursements	£7.88	100444	SC, KH, IW
Grant Thornton UK LLP	6.8.15	8416443	External audit of annual return for ye 31.3.15	£120.00	100445	
EE Mobile	28.8.15	n/a	Mobile phone air time	£6.06	DD	n/a
C Douglas	n/a	n/a	Clerk salary / reimbursements for August 2015	£205.44	100446	
Angela Greenhough	2.9.15	1362	Payroll services for August 2015 salary / reimbursements	£7.88	100447	
EE Mobile	28.9.15	n/a	Mobile phone air time	£6.06	DD	n/a
<b>Total</b>				<b>£651.52</b>		

#### Payment Approval

<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	



Department  
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From the Parliamentary  
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Our Ref: MC/138757  
Your Ref: SEC3611

09 JUL 2015

Dear Sheryll

Thank you for your letter of 3 July, enclosing correspondence from: St Mellion Parish Council, c/o [redacted], about funding for safer routes for cyclists.

It is for local highway authorities to manage their local highway network and we provide funding for this through, for instance, the Integrated Transport block grant. This funding supports small scale initiatives, including cycling schemes. As this funding is not ring fenced it offers local highway authorities the freedom to develop and implement solutions which best suit their localities.

Additionally, the Department provides funding through the Local Growth Fund and also through specific grants to encourage more cycling. Again, it is for the local highway authority to prioritise schemes in their area.

Therefore, if the parish council has any specific suggestions for cycle lanes in their area these should be raised with Cornwall Council.

In addition to funding, the Department has produced guidance for local highway authorities on providing for cyclists in *Cycle Infrastructure Design* (Local Transport Note 2/08) which can be found at:

<https://www.gov.uk/government/publications/cycle-infrastructure-design-ltn-208>

Yours sincerely

**ROBERT GOODWILL**