

St Mellion Parish Council Meeting

Tuesday 14th June 2016 at 7pm in the Church Hall, St Mellion

Minutes

In attendance: Cllr Ian Waite (IW), Vice Chair (Chair of meeting); Cllr Anita Brocklesby (AB); Cllr Steve Crook (SC); Cllr Jean Dransfield (JD); Cllr Geoffrey Postles (GP); Christine Douglas (CD), Clerk to the Parish Council.

Cornwall Councillor Jim Flashman.

Sarah Conlan representing Crown Golf.

Ten members of the public.

1. Councillor matters

1.1 To receive apologies for absences

Cllr Ken Henley, Chair (KH): 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 meetings (10th May 2016)

2.1 To approve the minutes

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

That the pre-circulated minutes were a true reflection of the annual, ordinary and closed meetings held on 10.5.16.

IW signed and dated the minutes.

2.2 To note matters arising from the minutes

None.

3. Police report

Sgt Angela Crow has confirmed there will be no further Saltash policing team newsletters.

4. Unitary Councillor's report

Not present at this point in the meeting.

As per Standing Order 1(a), IW used Chair's discretion to allow **Sarah Conlan** of **Crown Golf** to address the meeting.

Sarah introduced herself as the new Property Director for Crown Golf. She confirmed the property remains on the market and there had been limited interest in holiday homes. Investment needs to continue at the Resort which is why lifting the occupancy condition is being explored. The current permission is for up to 265 holiday homes but a more likely max. for residential would be 170 homes. This also may help local families by meeting housing needs, with affordable homes being a possibility.

IW thanked Sarah and confirmed the Parish Council can comment only when an application has been submitted formally to Cornwall Council. The key consideration is always whether an application meets local and national policy.

5. Residents' Associations' reports

5.1 St Mellion Village Tenants and Residents (VTRA)

Nothing to report.

5.2 St Mellion Park Residents

Not present.

6. Questions from the public

i. The Parish Council was asked how much community benefit from the solar farm had been given to St Mellion School for recent improvement works.

IW confirmed that no community benefit monies had been given to the school. Recent improvements

had come from voluntary fundraising.

ii. The Parish Council was asked why speed bumps in Church Lane are being pursued.

IW confirmed that, given the police will not enforce 'access-only', speed bumps are an alternative measure to address traffic issues in Church Lane, as per the terms of the Section 106 deed (that will fund the works), and to be combined with footpath improvements.

iii. Several members of the public expressed the following opinions: £80k had been wasted on 'access-only'; the Parish Council should enforce 'access-only'; speed bumps will not stop through drivers; the only solution is to block off the lane with a barrier that residents can open/shut electronically and which is monitored by CCTV.

IW confirmed that 'access-only' cost £7k; the Parish Council can not enforce a traffic regulation order; speed bumps will reduce speeding in the lane; a proposal to block off the lane had been rejected previously by Cornwall Council. A barrier also would force church/school users and other legitimate 'non-through' drivers to exit Church Lane via a blind junction with the A388.

iv. One member of the public resident in Church Lane stated opposition to speed bumps. IW confirmed their response had been included in a survey of all 18 properties (detailed at item 7.1.).

v. Jim Flashman described CCTV cameras at Dupath Lane that record the registration numbers of cars driving through the 'access-only'. Penalties are sent automatically to drivers and so a police presence is not required. Jim agreed to forward further information.

7. Planning matters

7.1 Section 106 measures

7.1.1 To receive an update from Provelio on bus shelter procurement and light on The Glebe path

Provelio is waiting for confirmation of Cornwall Council's revised policy on bus shelters to advise on procurement procedures. Councillors agreed this may cause an unacceptable delay in installation. The Parish Council may be able to progress the scheme using non-Section 106 funds (e.g. community benefit) and then be reimbursed from S106 by Cornwall Council. Provelio is looking into this. Further update on 12.7.16. The Glebe path light will be part of the overall proposal for S106 funds.

7.1.2 To receive an update on footpaths and speed bumps

IW confirmed that 17 out of 18 houses in Church Lane had been asked about speed bumps. Ten support, three support pending design and location, and four oppose (because of potential damage to their cars). IW to complete the survey for further discussion on 12.7.16.

7.2 PA14/04185 solar farm at Newton Ferrers

7.2.1 To receive an update on road remediation near Clapper Bridge

Jason Bradbury of SAG has agreed to remediate the triangle of land at the junction of Pillaton Lane and the road from Amytree. IW has offered large granite pieces for this and will follow up with SAG. Further update on 12.7.16.

7.2.2 To receive an update on compensation for disturbance during installation

Email (13.6.16) from Patrick Metzler of Ralos confirms Ofgem has finalised accreditation and the compensation can be released. CD to discuss payment method with Ralos.

7.3 PA16/03964 Listed Building Consent for conservatory to the side of the barn and alterations to the access ramp and main entrance at Greenswell Farm

Documents had been pre-circulated to Councillors. A detailed response from Historic Environment Planning (East) was reviewed. Councillors felt unable to comment on the detailed requirements of a listed building application.

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

To remain neutral on PA16/03964 and defer to the listed building expertise of Cornwall Council's case officer and Historic Environment Planning.

8. Highway matters

8.1 Given names for key parish roads

8.1.1 To receive an update on naming Church Lane

No further news from Cornwall Council.

8.1.2 To receive an update on naming Bealbury Lane

No further news.

8.1.3 To receive an update on naming Wollaton Lane

No further news.

8.2 Overgrowth on pt9143: to note response from Savills

Confirmed on 7.6.16: waiting for outcome of country-wide tree survey. Further update on 12.7.16.

8.3 Maintenance of land at junction of A388 and Church Lane

IW confirmed that parishioner Patrick Webb has maintained this land for many years and largely because Cornwall Council once cut the grass too early and destroyed the wild flowers. Once the flowering season is over, Patrick will trim the site. No further action.

8.4 Consultation on making Hatt lay-by one-way: to agree response

Consultation documents had been pre-circulated to Councillors who agreed the proposal would make a significant improvement to highway safety. CD confirmed Cornwall Council is mindful of the lay-by's potential inclusion in the 'safe passageway' route and that a 'one-way' order should not preclude this.

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

To support Cornwall Council's proposal to make Hatt lay-by one-way.

9. Transport matters

9.1 Proposed safe passageway for cyclists/pedestrians between Callington and Saltash

9.1.1 Survey of users: to receive update on Survey Monkey questionnaire

CD confirmed over 170 responses received to date. Survey to be advertised in the Saltash Observer in June and the Callington Newsletter in July.

9.1.2 Formal letters of support: to receive an update

Letters received from Callington Community College and saltash.net. All letters had been combined into a single pdf document and pre-circulated to Councillors.

9.1.3 Letter to Sheryll Murray MP: to receive an update

Letter had been emailed on 3.6.16 along with the pdf of all letters of support. Reply received dated 7.6.16 (see attached). Councillors asked CD to request further information on funding sources.

9.2 Bus shelters for St Mellion

9.2.1 Non-advertising shelters: to receive an update on funding sources

As per item 7.1.1.

9.2.2 Land lease or purchase for northbound bus stop in village: to receive an update

To be discussed in closed session because of confidential nature of item.

9.2.3 Cornwall Council Passenger Transport Unit grant: to receive an update

Cornwall Council has approved the grant for ye 31.3.17 (letter dated 13.5.16). Funds to be paid when the shelter is installed and an invoice received from the supplier.

10. Parish Council finances

10.1 To confirm state of repair of Parish Council assets

SC confirmed no safety defects in May 2016. Next report due on 12.7.16

10.2 To review form for recording Parish Council asset checks

Form currently being used by SC had been pre-circulated. Councillors had no queries.

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

To continue using the current asset check form and review this again at the Parish Council annual meeting in May 2017.

10.3 To approve updated financial risk assessment

The draft assessment (dated 14.6.16) had been pre-circulated. Councillors had no queries.

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

To approve the financial risk assessment dated 14.6.16 and review this again at the Parish Council annual meeting in May 2017.

IW and CD signed and dated the document.

10.4 To approve monthly payment schedule

The payment schedule (totalling **£400.60**) and related invoices were circulated amongst Councillors. IW confirmed CD's time sheets and reimbursements for May 2016 had been approved by two Councillors prior to payroll being run. Councillors had no further queries.

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

To approve the payment schedule dated 14.6.16 for a total of £400.60.

IW signed/dated the payment schedule and cheques were signed at the end of the meeting.

10.5 To approve quarterly financial review

10.5.1 Cash book and bank reconciliation

Cash book (dated 6.6.16), bank reconciliation (dated 6.6.16) and bank statements (291 and 292) had been pre-circulated. Councillors had no queries.

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

To approve the cash book, bank reconciliation (both dated 6.6.16) and bank statements 291 and 292. SC signed and dated all documents.

10.5.2 Actual receipts and payments vs budget for precept

Summary document dated 7.6.16 had been pre-circulated. CD summarised key points. No new variances of >£100 and/or >15% vs budget. Councillors had no further queries.

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

To approve actual receipts and payments vs budget for precept for ye 31.3.17 and dated 7.6.16. SC signed and dated the document.

10.6 To review funds available to the Parish Council and potential uses

A summary dated 7.6.16 had been pre-circulated. Funding sources now confirmed: S106, community benefit, compensation payment, PTU grants x2.

A decision on many of the proposed projects is pending confirmation from Cornwall Council/Provelio re S106 measures.

IW reported on a meeting with John Armstrong and Graham Evans of CORMAC at Clapper Bridge on 8.6.16. The current width restriction can be narrowed only if a turning space is provided on either side of the bridge. IW asked CORMAC to check this policy. In the meantime, more and clearer width restriction signage will be investigated (e.g. symbols vs writing). Further update on 12.7.16.

Quotes for signpost refurbishment were discussed in closed session for competitive reasons.

Draft application form and guidelines for proposed 'community benefit grant' scheme had been pre-circulated. Councillors had no queries but agreed to defer until 12.7.16 so KH could input.

10.7 Transparency fund for ye 31.3.17: to receive an update

The Parish Council can apply for reimbursement of costs incurred from operating a website in ye 31.3.17. To date, this is £80.40 (inc. VAT) for annual renewal of web space, content management licence and email services. Further costs may arise during the rest of the year. Councillors agreed to review in December.

11. Parish Council governance

11.1 To approve revisions to Financial Regulations to incorporate requirements of the Public Contracts Regulations 2015

A draft document dated 24.5.16 had been pre-circulated. This incorporated suggested amendments contained in NALC's model document dated January 2016. GP noted the threshold of £25k (for using the Contracts Finder website) applied to the life of a contract (i.e. a contract of £5k pa for five years would have to be published on the website). Councillors had no further queries.

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

To approve revised Financial Regulations dated 24.5.16.

11.2 To approve revisions to Standing Orders to incorporate requirements of the Public Contracts Regulations 2015

A draft document dated 7.6.16 with proposed amendments to Standing Order 18 (financial controls and procurement) had been pre-circulated. This reflected advice in NALC's Legal Briefing L05-15 and had been reviewed by CALC on 7.6.16. GP suggested that all thresholds in this Standing Order currently set at £60k be raised to £164,176 to reflect the Public Contracts Regulations 2015.

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

To approve revisions to Standing Order 18 dated 7.6.16 plus a further amendment to raise current £60k thresholds to £164,176.

This Standing Order will stand for 28 days before a second review and subsequent adoption.

11.3 To receive an update on criminal record checks for Parish Councillors

CD confirmed two Councillors' checks have been completed and logged, with one outstanding. Further update on 12.7.16.

11.4 To receive an update on Councillors' review of Registers of Interests

Councillors had no changes to report. CD to confirm to Cornwall Council.

11.5 To review copyright compliance of Parish Council website

An email had been received from the Copyright Licensing Agency (dated 13.5.16) advising that T&PCs require a copyright licence. A response had been received from NALC (dated 23.5.16) to clarify the matter. The key point is that: 'If a council has a policy that no third party material is to be copied other than as required by law (see LTN 39) then no CLA licence is required so long as the council ensures that the policy is enforced.' To this end, it was agreed that CD and GP would draft a short policy (using NALC's LTN 39) for review on 12.7.16.

11.6 To review guidance on destruction of electronic files

CD summarised an ongoing exchange with CALC/NALC re guidelines for destroying electronic files. CALC's view is that only personal information covered by data protection (or which could not be placed in the public domain under FOI) would be sensitive post-deletion and that the Parish Council has to balance the need of access to information against protection of information. NALC advises it is for the Parish Council to decide how to manage its digital data recognising there will always be a risk of it being accessed. Councillors agreed that limited sensitive data is held by the Parish Council and very little (if any at all) by Councillors. It was agreed, however, that Councillors would use 'best endeavours' to minimise any risk and, if they have any concerns or queries about the matter, to ask CD or SC.

11.7 To review guidance on retaining Parish Council documents

CD confirmed that the Cornwall Records Office (CRO) and CALC each produce a schedule for the retention of Parish Council documents but there are differences between the two (either for the documents themselves or the years suggested for keeping them). CD produced a comparison of the two schedules for which CRO deferred to CALC/NALC. NALC referred the Parish Council to the statutes behind their schedule. CD to review the response and discuss with Councillors on 12.7.16.

12. Premises licensing: to receive an update on recent applications

SC confirmed none in the last two months for St Mellion.

13. General correspondence

i. Camborne Town Council (email dated 9.6.16) has requested support from other T&PCs for a bid to take ownership of a local recreational ground.

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

To confirm St Mellion Parish Council's support for Camborne Town Council's bid to take ownership of their local recreation ground to Kate Kennally (CEO), Cllr John Pollard and Cllr Jeremy Rowe at Cornwall Council, and to copy Cllr Jim Flashman; and to promote the associated petition on the Parish Council's website.

ii. Sturmer Parish Council in Essex (email dated 8.6.16) requested information on the average speed cameras in St Mellion. CD had responded on behalf of the Parish Council.

14. Items for next Parish Council meeting agenda

Parish Council asset check; review of Standing Order 18; Community Network Panel meeting 27.6.16.

It was proposed by IW, seconded by GP 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, competitive quotes for signpost repair and refurbishment, and land for northbound village bus shelter.

The public session of the meeting closed at 2040.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 14th June 2016.

Signed

Name Geoffrey Postles

Position Parish Councillor

Date 12th July 2016

St Mellion Parish Council**Payment Schedule****Date:** Tuesday 14th June 2016

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary / reimbursements for May 2016	£347.29	100483	
HMRC	n/a	n/a	Tax on Clerk salary for May 2016	£10.60	100484	
Angela Greenhough	1.6.16	1598	Payroll services for May 2016 salary/pension/reimbursements	£9.95	100485	
NEST	10.6.16	n/a	Employer's contribution to Clerk's pension April 2016	£26.63	DD	n/a
EE Mobile	28.6.16	n/a	Mobile phone air time	£6.13	DD	n/a
Total				£400.60		

Payment Approval**Name****Signature****Position****Date**



Sheryll Murray MP

Mrs Christine Douglas
Parish Clerk
St Mellion Parish Council

7 June 2016

Our Ref: ZA23396

Dear Christine

Re: Safe Passageway for Cyclists, Runners and Walkers – Callington to Saltash

Thank you for your recent email in respect of the above.

I have noted the Parish Council's concerns and appreciate you taking the time to contact me on this matter. Please do keep me informed of this application as it progresses and if I can be of any assistance I will of course do all I can to assist with this scheme.

Should I be of any further assistance in the future, please do not hesitate to contact me again.

Kind regards

Sheryll

Sheryll Murray MP
Your Local Member of Parliament

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