

St Mellion Parish Council Meeting

Tuesday 14th February 2017 at 7pm in the Church Hall, St Mellion

Minutes

In attendance: Cllr Ian Waite (IW), Chair; Cllr Geoffrey Postles (GP), Vice Chair; Cllr Steve Crook (SC); Cllr Jean Dransfield (JD); Cllr Alan Twist (AT); Christine Douglas (CD), Clerk to the Parish Council.

Cornwall Councillor Jim Flashman (not full-time).

Norman Trebilcock, Front Line Emergency Equipment Trust (left after presenting).

Six members of the public (three left after item 7.2.2; two left after 7.2.7).

1. Councillor matters

1.1 To receive apologies for absences

Cllr Anita Brocklesby (AB): post-surgery.

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 January 2017)

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 Parish Council meeting held on 10.1.17.

IW signed and dated the minutes.

2.2 To note matters arising from the minutes

(i) Royal Mail post box replacement: boxes at Dunstan Quoin and in the village yet to be replaced, and the Dunstan Lane box yet to be repainted (should be done before end of current financial year (31.3.17)).

(ii) Homes for Locals seminar on 27.1.17 at City Hall, Truro: IW was unable to attend for family reasons.

3. Questions from the public

(i) Bryan Hammond requested that the Cornwall Council Traveller Liaison Officer present at a Parish Council meeting. Request to be discussed at the Parish Council meeting on 14.3.17.

(ii) Bill Sturgess reported vehicles parking in The Glebe turning circle. IW confirmed the issue had been pursued with Cornwall Council in 2014 with little success. CD to pursue again.

(iii) Bill also confirmed overgrowth from the Old Village Stores is blocking the pavement on the A388. IW to discuss with the land owners.

Item 7.2.3 Community defibrillator: presentation from the Front Line Emergency Equipment Trust (FLEET). IW brought forward this item. Norman Trebilcock presented on behalf of FLEET (notes available separately). Members of the public supported a community defibrillator and suggested the church hall as the most appropriate village location.

4. Planning matters

4.1 Section 106 measures: to receive an update on proposals and costings for traffic calming and footway in Church Lane, light on The Glebe path and bus shelters

Email dated 8.2.17 from Kate Dixon, Provelio: instruction for a public consultation on the measures has been issued to CORMAC. Timescales yet to be confirmed. Cornwall Council Legal has been provided with a code to allow invoices for advising the Parish Council on land transfer (for the northbound village bus stop) to be charged against the S106.

4.2 Local housing needs assessment: to receive an update from meeting with Cornwall Community Land Trust on 9.2.17

IW and CD, plus two Pillaton Parish Councillors, met Andrew George of CCLT on 9.2.17. Locality has approved St Mellion Parish Council's application for a grant of £1,640 to cover a housing needs assessment, and this amount has cleared into the Parish Council's bank account. Andrew suggests using Cornwall Council for the assessment as it adds credibility to any subsequent planning application, they

run the analyses and prepare all reports, and are responsible for holding the associated data. The fee for this is £580 plus printing/posting letters to parishioners (budgeted for in the grant application). Cornwall Council's housing needs survey (HNS) form had been pre-circulated to Councillors. CD confirmed it can not be amended to any great degree without significant cost although slight tailoring would be considered within the fee. Andrew also suggests holding a public event in the church hall once the survey has been sent out. This will allow people to ask questions about the assessment, get help with completing the survey, and find out what the next steps might be.

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

To progress a local housing needs assessment with Cornwall Council at a fee of £580 plus costs for printing and posting letters to parishioners, all to be funded from the Locality grant of £1,640.

CD to request comments from Pillaton Parish Council on Cornwall Council's HNS, tailor the form, and forward to Cornwall Council for review. Also to look into dates for a public event in St Mellion.

4.3 Policy for meeting developers in planning pre-application stages: to discuss and approve draft documents

A draft document dated 13.2.17 had been pre-circulated and was shown on-screen. CD confirmed that, in the 'Planning Pre-application Protocol' section, under commitments from Cornwall Council, 'encourage the use of Planning Performance Agreements (PPA), including Local Council liaison' refers to pre-application discussions between Cornwall Council and developers whereby the former always encourages the latter to engage with the community and liaise with local T&PCs. In the written PPA, this is usually summarised in a single paragraph, e.g. '*Community engagement: it is important that you engage with the community, which will include the Parish and Town Council, nearest neighbours, and the Divisional Members for the area.*' In addition, Cornwall Council is finalising a process to encourage wider community engagement at an early stage and there will be three different options (appropriate to the scale and complexity of a proposal). One of these will be to recommend to applicants/agents of straightforward (non-major) applications that they should consider an approach to the local council to facilitate pre-application community events as per the Cornwall Planning Partnership's pre-app protocol for Local Councils. Councillors had no further queries.

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

To approve the policy for meeting developers in planning pre-application stages dated 13.2.17.

CD to forward finalised document to SC to upload to the Parish Council's website.

4.4 Cornwall Community Infrastructure Levy Preliminary Draft Charging Schedule Consultation: to discuss and agree comment

Draft iv of the comment had been pre-circulated and was shown on-screen. As agreed at the Parish Council meeting on 10.1.17, the draft was submitted to Cornwall Council (on 3.2.17) ahead of the official deadline of 5pm on 14.2.17. Councillors now were to discuss and formally approve the comment, with any changes notified to Cornwall Council on 15.2.17. CD confirmed answers (from Cornwall Council) to questions raised at the Parish Council meeting on 10.1.17 as follows.

- Why is St Mellion in the highest zone (1) when all surrounding parishes are in zones 3 or 4?
This is driven by average house prices in the parish which, in turn, is driven by frequent turnover of high value properties in Dunstan Lane.
- Why is the rate for zone 1 so much higher than zones 2 to 4 (i.e. double zone 2 and quadruple zones 3 and 4)?
This has been agreed between Cornwall Council and industry representatives.
- What is the rationale and method for zoning?
Zoning is required to facilitate the CIL policy. A flat rate would have to operate at the lowest common denominator (i.e. £0) which would mean no CIL is charged at all.
- Why is non-residential development not zoned (as per residential development)?
This has been agreed between Cornwall Council and industry representatives.
- Why is the hotel classification restricted to budget hotels (and attracts £0 CIL)?
This is the most likely type of hotel for new-builds and a CIL charge would make their business model unprofitable.
- Are any classifications with £0 CIL subject to S106?
Any development can be subject to a S106 agreement.

Councillors had no further questions.

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

To approve draft iv of the comment to the Cornwall Community Infrastructure Levy Preliminary Draft Charging Schedule Consultation.

CD to confirm to Cornwall Council on 15.2.17.

4.5 Crown Golf planning exhibition on 17 and 18.2.17: to note details

IW confirmed Crown Golf will be hosting a public exhibition on plans for the Resort at 2-8pm on Friday 17th February and 10am-2pm on Saturday 18th February in St Mellion Church Hall.

5. Highway matters

5.1 Given names for key parish roads (Bealbury Lane; Horsepool Lane; Wollaton Lane): to receive an update

IW has collected signatures of agreement for three properties in 'Bealbury Lane'. Further update on 14.3.17.

5.2 Diocese land matters: to receive an update from meeting with Savills on 8.2.17

5.2.1 Tree cutting and overgrowth clearance on pt9143

The overgrowth has been cleared and quotes received for tree felling which are waiting for Glebe Committee approval. Further update on 14.3.17.

5.2.2 Continued access through the Glebe field

The Glebe Committee is considering sale of the Rectory. They are aware that, over the years, the public has been allowed access from Church Lane through the Rectory drive, into the glebe field, and across the field to The Glebe (and vice versa). The Committee proposes to retain a strip of land in the Rectory drive and formalise public access to this, and to the glebe field, via a licence granted to the Parish Council. The proposed fee for the licence is £100 pa. This is a standard Diocese fee for such licences and contributes to the legal costs of the annual revaluation of the land access. In addition to the annual rental, the PC would incur the cost of taking legal advice on the licence and also adding it to public liability cover. Councillors agreed for CD to request quotes for legal advice from Cornwall Council and also for insurance cover from Zurich. Further update on 14.3.17.

5.3 Road sweeping and weed spraying: to review progress with gathering photographic evidence of related issues

IW to complete. Further update on 14.3.17.

5.5 Congestion in Church Lane during school runs: to receive an update on discussions with the school and CORMAC

(i) GP confirmed the school's travel plan is out of date and being revised to comply with planning permission for the new classroom. The Breakfast Club and After-school Club creates staggered arrival/departure times. Councillors suggested the school marshal should move cars down Church Lane if traffic is queueing back to the A388. GP to circulate draft travel plan to Councillors for comment.

(ii) Email from CORMAC dated 11.1.17: as part of Cornwall Council's county-wide review of 'school keep clear' markings, an assessment has been undertaken at St Mellion which found the marking to be correct/conforming to current standards. The school has been added to the county-wide programme of works currently underway, whereby the marking will be refreshed and a post and sign erected to make it legally enforceable by the police (until Government amends legislation to allow civil parking enforcement). Prior to that, information will be published on-line and sent to the school and a site notice erected to inform the school/parents/public of the intended change of status to the marking. This is due in March 2017 (based on the current programme) and will be followed by the works outlined above soon after (not yet programmed).

5.6 Village relief road feasibility study: to receive an update from Cornwall Council

Email from James Hatton, Cornwall Council Transport Team, dated 8.2.17 confirms the work will be commissioned in the new financial year (April 2017 onwards).

6. Transport matters

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

6.1.1 Feasibility study: to note initial meeting with Cornwall Council on 22.2.17

IW and CD to attend and report to the Parish Council on 14.3.17.

6.1.2 Survey of users

6.1.2.1 To receive an update on inputting hard copy returns

SC confirms this is yet to be completed. Further update on 14.3.17.

6.1.2.2 To receive an update on promotion via social media

SC has published the survey on Facebook and 15 people from Callington, Saltash and Plymouth have responded. Further update on 14.3.17.

6.1.2.3 To discuss other media/venues for promoting the survey

IW to discuss with Callington surgery and Tamar View Fruiterers.

6.1.2.4 To discuss extending the survey deadline

The subscription expires on 14.3.17. Renewal for the same level of functionality is £300 pa (inc

VAT). Councillors agreed to defer a decision until after the feasibility study initial meeting on 22.2.17.

6.2 Bus shelters for St Mellion

6.2.1 Land for northbound bus stop in village: to receive an update

No further progress at this time as land owner is unwell. As per item 4.1, Cornwall Council Legal invoices are being charged to S106 funds.

7. Parish Council finances

7.1 To approve monthly payment schedules for February 2017

The payment schedules for February 2017 totalling **£570.42** for the primary account and **£0** for the secondary account had been pre-circulated and related invoices circulated at the meeting. IW confirmed he and SC approved the January 2017 payroll before it was run.

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

To approve the payment schedules dated 14.2.17 for £570.42 from the primary bank account and £0 from the secondary bank account

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

It was noted that Cornwall Council's Local Devolution Fund grant for £5,000 had cleared into the Parish Council's account (the statement was shown) but that an invoice for the same amount from Cornwall Council's Transport Team (to cover the cost of the safe passageway feasibility study) had not been received. Councillors agreed this invoice should be paid as soon as received in order to ensure the funds were cleared from the Parish Council's bank account before the financial year end (by 31.3.17). The invoice will be added to the payment schedule for 14.3.17.

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

To pay Cornwall Council's invoice of £5,000 for the safe passageway feasibility study as soon as practicable after it arrives and to add this to the payment schedule for 14.3.17.

7.2 To review funds available to the Parish Council and approve potential uses

7.2.1 To review updated summary

The summary sheet dated 8.2.17 had been pre-circulated and was shown on-screen. Total cost for all measures under item 4.1 (£113,741) were allocated to S106 funds (current balance £97,086.53), and supplemented by 2no. PTU grants of £3k each. This leaves a funding shortfall of £10,654 to be met by Cornwall Council. VAT of £688 had been removed from the finger post refurbishment cost (to be claimed from HRMC in ye 31.3.18). CD to email Adrian Drake at CORMAC re pending issues in Dunstan Lane and yellow lines at Horsepool (currently being kept on the summary sheet pending CORMAC addressing the issues).

7.2.2 Parish map for the website: to receive an update

Draft 4 of the parish map had been pre-circulated and was shown on-screen. GP confirmed that information on local places of interest had not been forwarded by the school. Councillors expressed concern about this and also certain geographic inaccuracies on the map. It was felt that roads and boundaries must reflect Ordnance Survey. GP to arrange a meeting with the artist and the school to discuss Councillors' issues and report to the Parish Council meeting on 14.3.17.

7.2.3 Community defibrillator: presentation from the Front Line Emergency Equipment Trust (FLEET)

The presentation had been made earlier in the meeting. Councillors discussed a potential need to site a defibrillator in three locations: the village, Dunstan Lane, and the rural area (e.g. Bealbury Chapel). This would present challenges in terms of power and broadband supply, plus cost of purchase and annual maintenance. Councillors will meet with an alternative supplier, Heartswell, on 21.2.17 and review the item at the Parish Council meeting on 14.3.17.

7.2.4 Great War Memorial bench: to receive a report on land ownership

IW confirmed the bench is sited on land not registered with Land Registry. Councillors considered the bench to be weathered but not dangerous and there was no community request for its replacement. There was a view that the bench looked in keeping with its environment. Councillors agreed not to progress with replacement at this time.

7.2.5 Parish minibus: to discuss viability (need and operational assessment)

The school had requested a minibus for community use at a cost of c. £28k, although the preference would be for a five year lease. The bus would take children for swimming lessons at the Resort, to 'away' sports events, etc. Councillors discussed the potential for community use but could not establish a need. If purchased, therefore, the bus would be purely for the school, and not for the wider community. Ownership options were discussed. It would not be practicable for the Parish Council to own the bus for reasons of cost, liability, risk and lack of storage facilities. School ownership would require the Parish Council to make a lump sum donation of c. £28k to a non-community cause (monthly lease repayments over five years could not be offered) which Councillors found excessive and CALC has ad-

vised against. A further option would be for a voluntary organisation to be established to manage the community bus. Given the lack of community need, however, this was felt unlikely to happen.

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

Not to progress purchase of a community minibus as a need for this cannot be established.

7.2.6 Interlocking car park grid panels: to discuss potential uses and quotes

The school had requested, and provided three quotes for, mesh panels that can be laid on grass to create a parking area. In practice, they would be laid on the playing field to create parking for teachers so the hardstanding at the front of the school could be used by parents (and reduce congestion in Church Lane during drop-off/pick-up times). The nature of the use would make the panels a permanent 'improvement' to Church-owned land which is prohibited under the Local Government Act 1894.

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

Not to progress purchase of interlocking car park grid panels for the school field as it would breach the Local Government Act 1894.

7.2.7 Other suggestions arising

IW requested the previously suggested community staging be removed from the agenda. There were no further suggestions arising.

8. Parish Council governance

8.1 To review and approve Cornwall Council and CALC's suggested amendments to Standing Orders 13 and 14 (Code of Conduct matters)

A draft document dated 2.2.17 had been pre-circulated and was shown on-screen. CD explained the meaning of a non-registrable interest and that this should be declared at the start of a meeting where the related item was due to be discussed. Councillors had no further queries.

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

To approve amendments to Standing Orders 13 and 14 dated 2.2.17.

The amendments to stand for 28 days before being discussed with a view to adoption on 14.3.17.

8.2 To review and approve a policy on document retention

Draft ii had been pre-circulated and was shown on-screen. CD confirmed that Cornwall Council is legally obliged to provide a document depository for Parish Councils without office accommodation but the nominated site, the Cornwall Record Office (CRO), cannot take deposits until the end of 2018 at the earliest. CD has asked CALC for an opinion on Cornwall Council's obligation to provide an alternative depository in the meantime. Notwithstanding this request, Parish Council documents have to be retained in the parish for the time being and the policy has been written on this basis. Councillors asked if WesternWeb keeps back-ups of the Parish Council's website. CD to inquire.

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

To approve draft ii of the Parish Council's policy on document retention.

8.3 To discuss retention of Neighbourhood Development Plan documents

This was reviewed in line with the document retention policy agreed in item 8.2. The documents pre-date November 2014 and contain personal data. IW and SC each have some of the documents. IW is keen to keep the information as it may be relevant in the future.

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

To retain Neighbourhood Development Plan documents until further review at the annual Parish Council meeting in May 2017.

As per the document retention policy, all of the documents will be kept by the Chair (IW).

8.4 To receive an update on finalising the procedures manual

Sections 1 (meetings), 2 (finance), 3 (employee) and 4 (governance) have been circulated to Councillors. The approved policy for meeting developers in planning pre-application stages (item 4.3) and approved document retention policy (item 8.2) to be added to section 4 (governance). An appendix to be added for future amendments to the contents (e.g. amendments to Standing Orders 13 and 14 under item 8.1). All sections to be redated and recirculated for review and potential approval on 14.3.17. It was suggested that the school be paid to print a hard copy which would be retained by the Chair (IW) (as per the document retention policy).

8.5 To note procedure and timings for local elections in May 2017

CD to attend CALC's 'election workshop' at Saltash Town Hall on 16.2.17 and report to the Parish Council on 14.3.17. In summary: notice of the election is published on 20.3.17; nomination papers must be delivered by hand by 4.4.17 (nearest venue is Luxestowe House, Liskeard, but on restricted dates/times); the number of candidates for St Mellion Parish Council (and whether or not there will be a poll in the parish) will be confirmed on 5.4.17; local elections are on 4.5.17; existing Councillors retire on 8.5.17; new Parish Councillors complete acceptance documents on 9.5.17; the summons for the annual

and ordinary Parish Council meetings is issued on 10.5.17; the annual and ordinary Parish Council meetings are held on 16.5.17. An extraordinary Parish Council meeting will be arranged for late April to review the annual return for ye 31.3.17. CD to co-ordinate.

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

SC confirmed no applications in the last month for St Mellion.

10. Caradon Community Network Panel meeting 26.1.17: to receive a report

Minutes had been pre-circulated to Councillors and there were no questions arising.

11. General correspondence

(i) Email dated 31.1.17: Cornwall Council's notice of intention to adopt part II of the Local Government (Miscellaneous Provisions) Act 1976. *'The resolution will have the effect of confirming the area of the Cornwall Council as a 'controlled district' for the purposes of the 1976 Act, thus empowering the Council to control the licensing of Hackney Carriage and Private Hire Vehicles, Drivers and Operators.'* The notice has been published on the Parish Council's website.

(ii) February 2017: letter from Ted and Sarah Coryton at Pentillie confirming their retirement and the members of the family who will take over management of the estate.

(iii) Email dated 13.2.17: Safer Cornwall Community Newsletter reports on community speed watch events. CD has emailed Police Community Manager Ellie Grey re an operation in Church Lane.

12. Items for next Parish Council meeting agenda

Attendance by Mark Smith, Portreeve of Callington, standing for Cornwall Councillor in May 2017; re-request for Cornwall Council's Traveller Liaison Officer to attend a Parish Council meeting; Parish Council asset check; quarterly financial review; community defibrillator review; review of approved amendments to Standing Orders 13 and 14; report from CALC's election workshop.

The meeting closed at 2200.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 14th February 2017.

Signed

Name Ian Waite

Position Chair of the Parish Council

Date 14th March 2017

St Mellion Parish Council**Payment Schedule PRIMARY ACCOUNT****Date:** Tuesday 14th February 2017

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for January 2017	£397.44	000024	
Angela Greenhough	14.2.17	1835	Payroll services for Jan 2017 salary/pension/reimbursements	£9.95	000025	
Cornwall Council	16.1.17	97143414	CRC for 1no. Cllr	£37.00	000026	
St Mellion with Pillaton PCC	17.1.17	n/a	Church hall hire Q4 2016	£80.00	000027	
NEST	10.2.17	n/a	Employer + employee contribution to Clerk's pension Jan 2017	£33.90	DD	n/a
EE Mobile	28.1.17	n/a	Mobile phone air time	£6.13	DD	n/a
Land Registry	3.2.17	1130310466	Map and title search for land in Church Lane	£6.00	DD	n/a
Total				£570.42		

Payment Approval**Name****Signature****Position****Date****St Mellion Parish Council****Payment Schedule SECONDARY ACCOUNT****Date:** Tuesday 14th February 2017

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
n/a				£0.00		
Total				£0.00		

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