

St Mellion Parish Council Meeting

Tuesday 11th July 2017 at 7pm in the Church Hall, St Mellion

Minutes DRAFT ii

In attendance

Cllr Ian Waite (IW), Chair; Cllr Alan Twist (AT), Vice Chair; Cllr Hugh Campbell (HC); Cllr Alan Cookson (AC); Cllr Steve Crook (SC); Cllr Bridie Kent (BK); Christine Douglas (CD), Clerk to the Parish Council.
Cornwall Councillor Jim Flashman (arrived at item 3.).

Eight members of the public (one left after 4.3; two left after 4.4; three left at 8.1; one arrived during 7.7).

1. Councillor matters

1.1 To receive apologies for absences None.

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 (13th June 2017)

2.1 To approve the minutes

It was proposed by AT, seconded by BK and **RESOLVED** (IW abstained as absent from the meetings) That the pre-circulated minutes were a true reflection of the Parish Council meeting and closed session held on 13.6.17.

IW signed and dated the minutes.

2.2 To note matters arising from the minutes

(i) In closed session, it was agreed to accept the Clerk's request to withdraw resignation. The recruitment process has been terminated.

(ii) CIL draft charging schedule: the Parish Council's updated comment (dated 20.6.17) was submitted to Cornwall Council on 22nd and 23.6.17 with a request to attend the external examination. Cornwall Council confirms the hearing should be before Christmas and the Inspector is likely to invite the Parish Council to speak. Councillors discussed an addendum suggested by Carl Hearn (Chair of Linkinhorne Parish Council) at the Caradon CNP meeting on 6.7.17 (item 10b): if village and rural areas are moved to zone 3 or 4 (as per neighbouring parishes), St Mellion Park could remain in zone 1.

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

To submit a supplementary comment to the CIL consultation as follows: *An alternative to moving St Mellion from zone 1 to zone 3 or 4 (as per neighbouring parishes) could be to move the village and rural areas to zone 3 or 4 whilst leaving the St Mellion Park area (which is driving artificially high house prices in the parish) in zone 1.*

CD to submit supplementary comment to Cornwall Council.

(iii) Signs saying 'not suitable for motorised vehicles' missing at the Lynher end of Wollaton Lane: CORMAC will inspect and replace if considered necessary.

(iv) Register of interest forms: Cornwall Council aims to upload these to their website by September 2017. In the meantime, members of the public can request copies of the forms from Cornwall Council.

3. Questions from the public

(i) Paul Hoult confirmed that the public right of way from 1 The Glebe to the lane from Polborder roundabout has been blocked with barbed wire at the Polborder end. CD to pursue with the Duchy.

(ii) Bill Sturgess asked if the village weeds can be cut back. IW confirmed that Cornwall Council will not do this any more and the Parish Council has resolved not take it on because of the unfair impact on precept (i.e. Cornwall Council's Council Tax hasn't been reduced for not doing the work and so an increase in precept would mean residents paying twice for the service). Also, the Parish Council is not equipped to handle the health and safety and risk management elements associated with the work. The issue to be discussed further under item 5.3. IW asked if Bill would email photos of specific hazardous weeds.

(iii) Elizabeth Barton reported repeated fly tipping in front of the bollards at the entrance to BR3 and also that the dog bin there is frequently overflowing. CD to pursue both points with Cornwall Council.

4. Planning matters

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

The consultation due from 26.6.17 to 14.7.17 was postponed because drainage issues were identified with flat top speed tables. CORMAC proposed round top humps (sleeping policemen) to avoid the cost

of drainage schemes. IW/CD agreed to proceed with this. Permission was also required from IW to use a strip of his land for a footpath. This has been forwarded to CORMAC. Land ownership for bus stops/shelters had to be confirmed. This was done for all except the northbound village bus stop which will be omitted from the consultation. Location of the light on The Glebe path required revision and this has been done. The new consultation dates are 14.7.17 to 3.8.17. A notice will be published in the local paper on 14.7.17; letters delivered to Church Lane properties and 4 St Mellion Cottages (ref the southbound village bus shelter); site notices posted at The Glebe and in Church Lane; notifications sent to the police, fire service, local Member and the Resort (for northbound bus shelter at the old entrance). Draft consultation documents had been pre-circulated and were shown on-screen. IW confirmed that the 18 properties in Church Lane had been asked for views on speed humps with results recorded in minutes of the meeting of 12.7.16 (item 4.1.2) as follows: *'Eleven support, three support pending design and location, and four oppose (because of potential damage to their cars). Provelio confirms Cornwall Council would progress to public consultation on this basis.'* Bryan Hammond (owner of 'lot 5' in Church Lane) also supports the traffic calming measures. Councillors discussed the type of hump being proposed. CD confirmed these are round topped, extend the width of the lane but stop short to allow a drainage channel on either side, and have a significant depth to them. Although described as 'humps' on the consultation plan, they are also known as 'round topped speed tables'. Councillors were happy with this as long as the 'humps' aren't 'cushions' that can be straddled by vehicles.

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

To support all proposals contained in Cornwall Council/CORMAC public consultation EDG 1012 with the proviso that 'humps' extend the width of Church Lane (stopping short to allow for drainage at either side) and are not cushions.

CD to submit response to Cornwall Council/CORMAC.

Cornwall Councillor Jim Flashman confirmed he would support the consultation proposals.

4.2 Local housing needs assessment: to receive an update

Survey results were received from Cornwall Council on 23.6.17 and an interpretative report on 11.7.17 (to be published on Cornwall Council's website on 12.7.17). There were 76 replies (19% response) with 11 in need of affordable housing in St Mellion and/or Pillaton, although three don't have a connection with the parishes. Some of these appear not be registered with Homechoice and/or Help to Buy South West which is necessary to secure affordable housing. Councillors agreed to proceed as follows. Provide links to the report, Homechoice and Help to Buy South West on the Parish Council's website. Meet with Pillaton Parish Council and CCLT to gather their views on the findings. CD and interested Councillors to draft options for next steps, plus pros and cons, for discussion at the Parish Council meeting on 12.9.17.

4.3 PA17/05388 agricultural livestock building at Tipwell Farm: to agree comment

Documents had been pre-circulated and were shown on-screen. The applicant, George Griffin, was in attendance and explained that the building is required for pedigree beef young-stock, i.e. for breeding rather than purchasing cattle. This will allow the farm to provide 100% traceability for customers (i.e. all bred on the same farm). Mr Griffin also pointed out an error on the plans whereby the south-east and north-west elevations had been transposed. Councillors had no further questions.

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

To support PA17/05388 for agricultural livestock building at Tipwell Farm.

CD to confirm decision to support to Cornwall Council by 12.7.17.

4.4 Cornwall Community Land Trust event on 21.6.17: to receive a report

AT attended on the Parish Council's behalf. CCLT's model is based on securing planning permission for affordable homes on land that ordinarily would achieve agricultural land value only. The permission allows the land owner to charge more for the land but not full development value. CCLT is able to purchase the land at lower than development value and this 'discount' is passed on in the house price.

5. Highway matters

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

IW requested this be deferred until 12.9.17.

5.2 Diocese land matters

5.2.1 Tree cutting on pt9143: to receive an update

Email dated 15.6.17 (ref the large ash being removed): the policy is to carry out works in accordance with the survey. Inquiries will be made into whether discretionary works can be carried out in addition to those specified. Further update on 12.9.17. **Note** Councillor Jim Flashman to arrange for Cornwall Council's forester to inspect and prepare a report to forward to Savills.

5.2.2 Licence to permit public access through the Rectory drive and Glebe field: to receive an update

The Diocese's draft licence has been received by Cornwall Legal who is working on an assessment of

the documents. This will be pre-circulated for discussion at the meeting on 12.9.17.

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

IW to forward photos, plus any received from members of the public, to CD. CD to forward to CORMAC and request action be taken given these are becoming hazardous. Further update on 12.9.17.

5.4 Church Lane congestion during school runs: to review the school's revised travel plan

Email dated 26.6.17 from School Governor Geoffrey Postles: the travel plan is still being prepared and not yet been finalised. Several other more major issues that have taken up time and delayed this. The Parish Council to liaise with the Head Teacher from now on. IW noted that a new planning application will convert the playground into car parking (that can be used by the community) and this should alleviate school-related congestion issues in Church Lane.

5.5 Vandalism of Dunstan Quoin postbox: to note response from the police and Royal Mail

The cypher has been replaced by Royal Mail. Email dated 5.7.17 from the police: *'The criming team are awaiting contact from the royal mail for some further info, a crime ref number can then be generated.'* Councillors agreed to remove this item from the agenda.

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

Email dated 12.6.17 from James Hatton, Cornwall Council: Andrew Archer, CORMAC is currently looking at this piece of work and aims to complete it by the end of July. Further update on 12.9.17.

5.7 Stop sign at Wollaton Lane exit to Horsepool: to discuss suggested implementation

Councillors discussed the road safety hazard caused by vehicles exiting the Resort at Horsepool junction and not stopping. These vehicles don't always see other vehicles approaching from the north and assume those approaching from Viverdon will be turning into the Resort. Councillors suggested the junction be changed from 'give way' to 'stop'. CD to pursue with CORMAC. Further update on 12.9.17.

5.8 Road dips on A388 in front of The Glebe: to agree action

Councillors discussed a depressed section on the northbound A388 opposite the St Mellion Cottages lay-by. This causes significant noise disturbance for residents when crossed by large vehicles. IW to forward photos to CD to forward to CORMAC. Further update on 12.9.17.

6. Transport matters

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

6.1.1 Feasibility study: to receive an update from Cornwall Council/CORMAC

CORMAC has completed a draft report for discussion by those who attended the inception meeting on 22.2.17. A provisional date has been set for 20.7.17 in St Mellion. Further update on 12.9.17.

6.1.2 On-line survey data analysis: to receive an update

CD has added data from hard copy forms to the on-line survey results. This was completed on 4.7.17 and emailed to CORMAC on 5.7.17 for inclusion in the feasibility study draft report.

6.2 Bus shelters for St Mellion

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

IW confirmed the landowner continues in poor health and suggested that discussions for land transfer to the Parish Council be suspended for compassionate reasons. Councillors all agreed with this sentiment.

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

To suspend proposals for (a) siting a bus stop at the Rectory's old entrance and (b) transferring ownership of this land to the Parish Council.

CD to confirm to Cornwall Legal. Alternative siting options for a northbound village bus stop/shelter to be discussed on 12.9.17.

7. Parish Council finances

7.1 To confirm state of repair of Parish Council assets

AT confirmed no safety defects for the Dunstan Lane grit bins (checked on 1.7.17). SC confirmed no safety defects for all other Parish Council assets (seven outside assets checked on 6.7.17; five IT assets checked on 9.7.17). SC confirmed the checks were recorded on the form approved on 16.5.17.

7.2 To approve monthly payment schedules for July 2017

The payment schedules for June 2017 totalling **£631.46** for the revenue account and **£234.00** for the capital account had been pre-circulated and related invoices shown at the meeting. AC confirmed he had checked the payment schedules and related invoices prior to the meeting. IW confirmed payroll for June 2017 had been approved by IW and SC before being run. Councillors had no further queries.

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

To approve the payment schedules dated 11.7.17 for £631.46 from the revenue bank account and £234.00 from the capital bank account.

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

7.3 To receive an update on change of bank mandate

HC and AC have been identified electronically. BK has provided paper ID. Waiting for confirmation that all have been added to the mandate. Further update on 12.9.17.

7.4 To approve quarterly financial review

The following documents (all dated 6.7.17) had been pre-circulated: cash book; bank reconciliation; and actual receipts/payments vs budget for ye 31.3.18. Also revenue bank account statements 009, 010, 011; and capital bank account statements 004, 005. CD presented cash book, bank reconciliation and actual vs budget. The following variances of +/-15% or £100 were noted in actual vs budget. **Receipts:** balance b/f from 31.3.17 £15,000 to £15,966; VAT claim ye 31.3.17 £150.00 to £92.63; goodwill gesture from Lloyds £150.00 unbudgeted. **Payments:** staff costs to £5,831.45 to £5,681.23 (less hours and mileage than budgeted); Zurich insurance premium £500.00 to £285.60 (budget included bus shelters not taken up); website amendments £90 not budgeted; general admin £250.00 to £158.59 (will increase as year progresses); CRCs £296.00 to £74.00 (six budgeted for, two required). **Fixed assets:** £5,283.55 to £4,716.88 (£100 reduction for grit bin not owned by Parish Council; £466.67 reduction in park bench to reflect ex VAT acquisition value (i.e. £333.33) vs full replacement value inc VAT (i.e. £800) - as approved on 25.4.17). Councillors had no further queries.

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

To approve cash book, bank reconciliation, and actual receipts/payments vs budget for ye 31.3.18 (all dated 6.7.17), plus revenue account statements 009, 010, 011, and capital account statements 004, 005. HC signed/dated all documents. Next review on 10.10.17 (AC to sign/date documents).

7.5 To agree transfer of funds from revenue to capital account

A draft letter had been pre-circulated and was shown on screen. This instructs Lloyds to transfer £661.99 from the revenue account to the capital account. Cornwall Council paid these S106 monies (£550 and £111.99 for parish map and Henley cup respectively) into the revenue account by mistake.

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

To instruct Lloyds to transfer £661.99 from the revenue account to the capital account.

CD, IW and AT signed the letter. CD to post to Lloyds. Further update on 12.9.17.

7.6 To receive an update on review of the Parish Council's financial risk assessment template

A revised draft had been pre-circulated and was shown on-screen. AT and CD suggested they make further amendments for review on 12.9.17. Councillors agreed.

7.7 To review funds available to the Parish Council and discuss potential uses

7.7.1 To review updated summary

Summary dated 9.6.17 had been pre-circulated and was shown on-screen.

7.7.2 Community defibrillator

7.7.2.1 To receive a report on meeting RRMCA on 19.6.17

The report had been pre-circulated and was shown on-screen. HC, BK and Bernard Howley from St Mellion Park Residents' Association met Paul Williams and other RRMCA representatives at the church hall. HC and BK support AEDs although there are important issues to consider, primarily siting. For the village, RRMCA favours the school but the school is not keen and has concerns about the gate being a deterrent. The Glebe is not the best location because older demographics make successful resuscitation less likely. Church Lane is preferred because of broader demographics and greater usage (by virtue of school, church, church hall and pub). The church hall is an option although the phone box has a light and phone so is considered a better alternative. Siting in Dunstan Lane is a different matter (HC/BK to follow up with the Residents' Association). Second point to consider is whether the cabinet should be locked. HC/BK feel this adds time to accessing the AED and can affect survival chances. There is evidence that people don't tamper with AEDs. If cabinets are unlocked, a power supply isn't required and so there are greater siting options. Councillors debated the overall benefit of a community AED with AT suggesting they are only of use to people who live nearby and of limited use to people living on their own or as a couple (because no-one will be able to perform the CPR required whilst the AED is collected). SC suggested the harsh reality is that one AED can't cover all areas but can be of use where it is sited. HC confirmed that defibs can occur in anyone at any time and AEDs can assist with this. IW added his support to a community AED.

7.7.2.2 To agree next steps

CD to contact BT re siting an AED in the phone box; identify ownership of adjacent land; ask RRMCA whether power is required if cabinets aren't locked and whether the Parish Council's insurer would be expected to cover theft or vandalism. HC/BK to discuss Dunstan Lane AEDs with Residents' Association.

7.7.3 Restoration/reframing of photographs of WW1 soldiers: to receive an update

BK has agreed to collect the framed scans from Redruth and take the originals to Redruth Local Studies Library. Cornwall Record Office at Truro has agreed that the originals can be received at Redruth and staff then will take them across to Truro for archiving. Further update on 12.9.17.

7.7.4 Other suggestions arising

None were suggested.

8. Parish Council governance

8.1 Criminal Record Checks for new Councillors: to receive an update

Completed for HC and AC with nothing to disclose.

8.2 Cornwall Council Legal Event 11.7.17: to receive a report

HC attended on the Parish Council's behalf. There were four short presentations: judicial reviews (e.g. what triggers them); General Data Protection Regulation (a European law unaffected by Brexit that includes, for example, forms having automatic 'opt out' vs 'opt in' in order to stop spam); commercial planning (inc. boundary issues); and TUPE. HC to forward hand-outs to CD for circulation to Councillors.

8.3 Councillor roles and responsibilities: to agree responsibility for S106 measures and General Data Protection Regulation

IW agreed to take on S106 measures. AC agreed to take on General Data Protection Regulation. CD to update spreadsheet and circulate to Councillors.

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

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

10a. Response from Supt Drummond-Smith to letter re police resource issues: to discuss and agree next steps

Letter from Supt Drummond-Smith dated 27.6.17, and Sgt Jo Williams dated 3.7.17, had been pre-circulated and were shown on-screen. The former has accepted an invitation to attend the Parish Council meeting on 12.9.17. Councillors agreed this would be an opportunity to ask how the community can help itself and the police given ongoing resource cuts (e.g. volunteers using radar guns to monitor vehicle speeds, etc.). Two further acknowledgements had been received to the Parish Council's letter to the police dated 13.6.17: John Hesketh, Clerk to Botusfleming Parish Council; and Derek Holley, Cornwall Councillor for Saltash East. Derek agrees with concerns about illegal use of Church Lane and suggests monitoring the road for a week (one person at each end at peak hours morning and evening) with reports going to the Resort and police. He also suggests inviting Sheryll Murray MP to a meeting to answer questions on resourcing issues. A reply to the letter has not been received from Sheryll or the OPCC.

10b. Caradon CNA Panel meeting 6.7.17: to receive a report

AT attended on the Parish Council's behalf. The meeting is a networking forum. AT raised the issue of police resource (it was noted that the police no longer attend the meeting) and St Mellion being placed in zone 1 of the CIL draft charging schedule. Future meetings will be attended by senior Cornwall Council officers and include training sessions (e.g. planning policy and enforcement).

10c. Electoral review of Cornwall Council: to agree comment

A briefing document had been pre-circulated and was shown on-screen. This included three consultation questions from the Local Government Boundary Commission (LGBC); seven questions debated by Cornwall Councillors on the matter; no. of electors per Councillor in Cornwall vs nationally and other individual councils; no. of electors per Councillor for Caradon wards. The no. of electors per Cornwall Councillor is 4,467 vs an England national average 2,398. Other councils reviewed by the LGBC have had slight increases/decreases in Councillor numbers or not been changed at all. Cornwall Council is untypical in having a proposed reduction of 29% (from 123 to 87 Councillors). This would increase no. of electors per Councillor to 6,315. Councillors debated the matter at length with a majority consensus reached on answers to the LGBC's questions as follows.

1. Do you think 87 is the right number of councillors to be able to take decisions effectively?

No. See Q2 and Q3.

2. Would a council size of 87 enable the Council to represent the interests of all Cornwall's communities?

No. Cornwall Council electors are already c. 50% underrepresented vs the national average (4,467 electors per Cornwall Councillor in 2015 vs an England national average of 2,398 in 2014). It is impossible to see how increasing this underrepresentation by a further 29% (to 6,315 electors per Cornwall Councillor) will '*enable the Council to represent the interests of all Cornwall's communities.*' Such severe underrepresentation would penalise the Cornish population to the point of wilful discrimination. In addition, the increased workload per Councillor and low financial pay for this would restrict (even further than currently) the profile of people willing and able to take on the role to those who are retired. This would exclude, for example, younger working people, single parents, etc. and mean that diverse socio-demographic groups are excluded from Council debates and decision making.

3. If you don't agree that Cornwall should be represented by 87 councillors, what would your alternative number be, and why?

At the very least, leave it at 123. At best, bring it line with the national average no. of electors per

Councillor. This would require the number of Cornwall Councillors to be increased to 229. An alternative would be to match electors per Cornwall Councillor with a comparable authority (according to size, geography, and socio-demographics).

It was proposed by IW, seconded by BK and **RESOLVED** (AT abstained)

To respond to the Local Government Boundary Commission consultation as follows: Q1 no; Q2 no; Q3 leave at 123, or bring electors per Councillor line with the England national average, or match Cornwall's electors per Councillor with those in comparable authorities.

CD to submit response to the LGBC and Cornwall Council (supplementing with details from Councillors' debate) by 7.8.17.

11. General correspondence

(i) Cornwall Council enforcement bulletins: CD confirmed that Cornwall Council has started emailing weekly lists of planning enforcement cases (opened and closed) for all of Cornwall. CD receives St Mellion specific notifications via the Parish Council's on-line account. Councillors agreed to continue with the latter and not spend Clerk or Councillor time reviewing the former.

(ii) A student at the University of Gloucester (on secondment to NALC) has forwarded a survey to complete. This was shown on-screen. CD and Councillors reviewed the questions and agreed it would take up to an hour to complete and this would not be appropriate use of precept. CD to reply accordingly.

12. Items for next Parish Council meeting agenda

To be held on 12.9.17 unless an extraordinary meeting is called in August: asset check.

The meeting closed at 2159.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 11th July 2017.

Signed

Name

Position

Date 12th September 2017

DRAFT

St Mellion Parish Council						
Payment Schedule REVENUE ACCOUNT						
Date:		Tuesday 11th July 2017				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for June 2017	£454.25	000049	
Angela Greenhough	2.7.17	1958	Payroll services for June 2017 salary/pension/reimbursements	£10.14	000050	
St Mellion with Pillaton PCC	3.7.17	n/a	Church hall hire Q2 2017	£120.00	000051	
NEST	10.7.17	n/a	Employer + employee contribution to Clerk's pension June 2017	£37.41	DD	n/a
NEST	19.5.17	n/a	Correction: employee contribution April 2017 not included on payment schedule for 25.4.17	£3.38	DD	n/a
EE Mobile	18.7.17	n/a	Mobile phone air time	£6.28	DD	n/a
Total				£631.46		
Payment Approval						
Name				Signature		
Position				Date		
St Mellion Parish Council						
Payment Schedule CAPITAL ACCOUNT						
Date:		Tuesday 13th June 2017				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
Mr M Rogers (t/a Kernow Photo Fix)	16.6.17	00132	Restoration and reframing of 4no. WW1 photos and commemoration poster	£234.00		
Total				£234.00		
Payment Approval						
Name				Signature		
Position				Date		

St Mellion PC payment schedule 110717