

# **St Mellion Parish Council Meeting**

**Tuesday 13th February 2018 at 7pm**

**St Mellion Church Hall**

## **Minutes**

### **In attendance**

Cllr Ian Waite (IW), Chair; Cllr Steve Crook (SC); Cllr Nick Habermehl (NH); Cllr Bridie Kent (BK) (joined after item 4.5 concluded); Christine Douglas (CD), Clerk to the Parish Council.

Cornwall Councillor Jim Flashman (JF) (left after item 4.5).

PCSO Mary Wells (left after item 4.5).

Fourteen members of the public (12 left after item 4.5; two left at item 7.1).

**IW confirmed** he was recording the meeting and asked members of the public if they were recording as well. No-one confirmed they were recording the meeting.

### **1. Councillor matters**

**1.1 To receive apologies for absences** Cllrs Alan Twist and Hugh Campbell - personal commitments.

**1.2 To receive declarations of pecuniary interests** None.

**1.3 To receive declarations of non-registrable interests** Prior to the meeting, BK declared a non-registrable interest in item 4.5 (PA17/12263) because she has objected personally to a previous planning application on the site. For this reason, BK joined the meeting after this item was concluded.

**1.4 To approve written requests for dispensations** None.

### **2. Previous Parish Council meeting (9th January 2018)**

#### **2.1 To approve the minutes**

It was proposed by NH, seconded by SC and **RESOLVED** (IW abstained as absent from the meeting)

That the pre-circulated minutes were a true reflection of the Parish Council meeting held on 9.1.18.

IW signed and dated the minutes.

#### **2.2 To note matters arising from the minutes** None.

**IW confirmed** that item 4.5 would be brought forward to the start of the meeting to allow BK to join straight afterwards. IW also confirmed that comments from the public would be taken only under item 3., or if requested by Councillors, as the agenda was too lengthy to allow ongoing input.

### **3. Questions from the public**

- (i) Bill Sturgess confirmed that streetlight 01KR in The Glebe is not working. CD to follow up.
- (ii) CD made representation on behalf of Christine Long re the possibility of implementing a parish broadband hub using a private provider. CD to make inquiries.
- (iii) Paul Hoult asked why St Mellion Parish Council has closed sessions (seeing as Pillaton Parish Council doesn't have these). IW and CD confirmed they are necessary to discuss private matters such as staff appraisals, contracts, pay reviews and also competitive supplier quotes.
- (iv) Paul Hoult asked why members of the public would not be allowed to address the Parish Council during the meeting as is usually the case. IW explained that it is unusual for members of the public to speak throughout town/parish council meetings, that St Mellion allows this as an exception and tonight's agenda was too lengthy to permit it. JF confirmed that no other town/parish council lets the public speak throughout meetings and St Mellion allows a lot of latitude in this respect.
- (v) Bryan Hammond spoke on behalf of his planning application PA17/12263 (discussed at item 4.5) and stated that senior planning officers at Cornwall Council had confirmed the proposal would conform with policy once the Chief Planning Officer's note on infilling and rounding-off had been published (this was published in December 2017).
- (vi) Keith Abbott representing St Mellion Park Residents' Association stated they do not oppose PA17/12263 but have asked Cornwall Council to take certain points into account. He urged the Parish Council to exercise discretion in using technical grounds for making its decision, and also to adopt the views of St Mellion Park residents (including three nearby neighbours who support the application). Mr Abbott also confirmed he had discussed the application with Nigel Doyle at Cornwall Council and was advised that it would comply with policy once the Chief Planning Officer's note was published. He believes the applicant was told the same thing.
- (vii) JF confirmed he attended a meeting with the applicant of PA17/12263 and Cornwall Council's planning officers. The Gypsy/Traveller Liaison Officer also attended and suggested the plot in question would be a viable travellers' site. JF opposed this as it would mean 20-30 people arriving/leaving on a daily basis and turn the site into something people don't want. JF confirmed he would support

PA17/12263; the first application was refused because of a design issue but the design has improved and he couldn't see why it should be opposed. If JF, the planning officer and Parish Council are all in favour, the application wouldn't go to committee but be a delegated decision. He also stated that the golf club is rearing its head with 300 possible houses and no facilities currently available. If their plans start to come to fruition, they would have to provide amenities that everyone could use. JF suggested the Parish Council considers rounding-off and the site's brownfield status.

- (viii) Nick Ford of St Mellion Park Residents' Association said that PA17/12263 should be judged as it stands now, not using views on previous applications for the site. He stated that the vast majority of Park residents are in favour or neutral. IW asked for clarification of the numbers which were confirmed as follows: nine support, four object, 32 neutral/don't oppose, 30 no reply.
- (ix) Joan Allen stated that Parish Councillors from St Mellion Park had stood for election solely to oppose applications on the site of PA17/12263. IW confirmed this was an unlikely reason for these Councillors to stand as all would have to declare an interest and not vote on the matter.
- (x) Bryan Hammond asked if Cllr Hugh Campbell had attended a private meeting at IW's house before the Parish Council meeting. IW said not, but Mr Hammond said he had video footage of Cllr Campbell going into IW's house. After some discussion, it was ascertained that Cllr Campbell had posted a dispensation form through IW's letterbox but not actually entered the house or spoken with IW.
- (xi) Paul Hoult said he remembered 20-30 years ago when people objected to 76 houses being built in Dunstan Lane and that PA17/12263 was only for one house.

#### **4. Planning matters**

IW brought forward item 4.5 to this point.

##### **4.5 PA17/12263 detached dwelling and garage at 'The Yard', Dunstan Lane: to agree a comment**

Prior to the meeting, Cllrs had reviewed the planning history for the site: PA15/00305/PREAPP; PA15/08120 (refused, dismissed at appeal); PA16/01437/PREAPP; and PA16/06080 (refused, dismissed at appeal). They also considered Cornwall Local Plan's policy 3, the Chief Planning Officer's note on infill and rounding-off, and the Planning Inspector's report on the appeal for PA16/06080. In the application's favour, Councillors agreed that the house itself is acceptable and is located on the edge of a settlement. Points against the application are that it is not considered to be rounding-off or infill. Councillors were unable to decide whether or not the site is previously developed land. In light of this, and given the majority of nearby residents are neutral or have made no comment, Councillors felt they could neither support nor object to the application and so remained neutral.

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

To remain neutral on PA17/12263 for a dwelling and garage at 'The Yard', Dunstan Lane.

[Further details are contained in the Parish Council's comment on Cornwall Council's website.]

Cllr Bridie Kent joined the meeting.

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

Email from Cornwall Council, 6.2.18: the technical review revealed incomplete design items and COR-MAC is amending these. Detailed costs will be available in a few weeks with works planned for May.

##### **4.2 Local housing needs assessment: to discuss next steps**

Email from CALC, 6.2.18: Cornwall Community Land Trust (CCLT) has presented to the Cornwall Planning Partnership and, whilst CCLT are developers, the Partnership's overall feel is they offer an interesting way for the community to play a role in affordable housing for local need. Identifying the most acceptable trust and working with them to deliver such housing should not create a problem for the Parish Council in terms of a planning application. CD to research local land trusts and report on 13.3.18.

##### **4.3 Cornwall Council's Community Infrastructure Levy (CIL) draft charging schedule: to receive a report on external examination of 24.1.18**

IW and CD couldn't attend as planned because the afternoon time slot was moved to the morning (other representatives cancelled and the hearing was shortened to half a day). CD forwarded a photographic 'discussion prompt' to the Inspector prior to the meeting. The Inspector raised queries that Cornwall Council has to answer by 9.2.18. After this, the Inspector will prepare his report. This can take 4-6 weeks but is likely to be ready by the end of February. Further update on 13.3.18.

##### **4.4 Recent planning applications: to note Cornwall Council's decision on PA17/11952 (conservatory at 11 Dunstan Lane)**

Approved with conditions (work to start within three years and according to submitted plans).

#### **5. Highway matters**

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

A document from Royal Mail had been circulated and was shown on-screen. This confirmed properties

needing a new post code under proposals to name Bealbury Lane, Horsepool Lane and Wollaton Lane. Cllrs agreed to write to affected residents asking for their views. CD to action. Further update on 13.3.18.

## **5.2 Diocese land matters**

### **5.2.1 Tree cutting on pt9143: to receive an update from Savills**

After the sole condemned sycamore was blown down in the storm, Savills will discuss the matter again with their contractor. Further update on 13.3.18.

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

IW, SC and CD met Savills on site on 27.1.18. The route for a 2 metre wide path from Church Lane to the glebe field was agreed. Savills will transfer title for this from 'parsonage' to 'glebe'. CD is seeking a quote for path maintenance. Further update on 13.3.18.

### **5.3 Give Way sign at Horsepool junction: to note installation**

Installed on 26.1.18. CD to thank Paul Allen at CORMAC.

### **5.4 Removal of St Mellion VAS to Hatt: to receive an update**

Email from John Hesketh, Botus Fleming Parish Clerk, 8.2.18: during budget-setting in December 2017, Cllrs did not support allocating funds to move the VAS from St Mellion to Botus Fleming as there are more pressing needs in the parish and so the proposal will not proceed. CD to acknowledge to John.

### **5.5 Repair of potholes on A388 at junction with Church Lane: to receive an update**

Email from CORMAC, 30.1.18: the road is inspected monthly and any actionable defects are picked up and repaired in accordance with Cornwall Council's Highway Maintenance Manual. If the patches were deemed a defect, they would be picked up. No further action.

### **5.6 Yellow lines near Horsepool junction: to receive an update on maintenance and enforcement issues**

Photos of the issues had been pre-circulated and were shown on-screen. Cllrs agreed these were a true reflection of the current state of the lines and that the paint has worn better where the tarmac is rough. CD to forward photos and summary of issue to CORMAC. Further update on 13.3.18.

### **5.7 Maintenance of Viverdon roundabout: to consider suggestion from St Dominic Parish Council**

Email from Linda Coles, St Dominic Parish Clerk, 30.1.18: Cllrs have suggested that shrubs be planted on Viverdon roundabout instead of the current scrub and ragwort. St Dominic is willing to help fund this and wishes to know if St Mellion would be interested. IW summarised previous inquiries into sponsoring the roundabout (involving St Mellion International Resort) which required CORMAC to carry out the maintenance at high cost and to a low standard. Cllrs agreed that, if St Dominic can find a way through these issues, St Mellion would be happy to consider the matter again. CD to confirm to Linda.

## **6. Transport matters**

### **6.1 Proposed safe passageway for cyclists/pedestrians between Callington and Saltash: to receive an update**

CORMAC visited Crocadon and fields to the east of St Mellion on 22.1.18. A main concern is the steepness of the area behind the pub and houses. To the south, crossing the valley isn't a problem if the route stays close to the highway. Crocadon old entrance is quite flat and would not be a problem. It would be a pleasant route to cycle away from the traffic and with great views. The report and map have been revised accordingly and will be checked, approved by Cornwall Council, then passed to the Parish Council. Further update on 13.3.18.

### **6.2 Proposed siting of northbound village bus shelter on pt9143: to receive an update**

Cornwall Council's Passenger Transport Unit has confirmed the site is appropriate for a bus stop/shelter. CD to arrange a site meeting with CORMAC to discuss Highways' approval. Further update on 13.3.18.

## **7. Parish Council finances**

### **7.1 To approve monthly payment schedules for February 2018**

The payment schedules for February 2018 totalling **£625.14** for the revenue account and **£0** (zero) for the capital account had been pre-circulated and were shown on-screen. HC had checked the payment schedules and invoices prior to the meeting. IW and AT had approved January payroll before being run. Councillors had no further queries.

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

To approve the payment schedules dated 13.2.18 for £625.14 from the revenue bank account and £0 (zero) from the capital bank account.

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

### **7.2 To note changes to bank mandate**

Letter from Lloyds dated 15.1.18 confirms that NH has been added to the mandate. BK confirmed that internet 'read-only' account access is working with statements downloaded and provided at the meeting.

### **7.3 To note approval of transparency fund grant application for ye 31.3.18**

Email from CALC, 26.1.18: the panel has agreed to the full £350.76 as requested. Payment was cleared into the Parish Council's account on 30.1.18.

### **7.4 To receive a debrief on PKF Littlejohn webinar on audit for smaller authorities, discuss implications for the Parish Council and agree next steps**

CD summarised the webinar for Cllrs. New procedures are fairly similar to previous ones although there is increasing emphasis on governance compliance on the annual return. The webinar also highlighted the possibility of being selected for a review of the annual return. This may happen in consecutive years given the selection process is random. CD confirmed Steve Hudson's quote of £125 (no VAT) to complete the internal audit for ye 31.3.18 and Cllrs agreed to proceed with this.

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

To appoint Steve Hudson as internal auditor for ye 31.3.18 at a quoted fee of £125 (no VAT).

### **7.5 To review funds available to the Parish Council and discuss potential uses**

#### **7.5.1 Updated summary**

Summary dated 31.8.17 had been pre-circulated and was shown on-screen.

#### **7.5.2 Community defibrillator: to receive an update on installation matters and agree next steps**

BK summarised details of a quote from a local carpenter for making and installing insulated cabinets. BK to refine quote with carpenter for further consideration on 13.3.18.

#### **7.5.3 Acquisition of pt9143: to note progress with inquiries.**

Pending item 6.2. Further update on 13.3.18.

#### **7.5.4 Other suggestions arising**

None.

## **8. Parish Council governance**

### **8.1 To note progress with governance requirements for new Parish Councillor**

CALC is arranging Code of Conduct training in Saltash in March. Further update on 13.3.18.

### **8.2 To note result of CALC's 'website check' for transparency code compliance**

From CALC, 19.1.18: NALC/DCLG are beginning to audit councils who have received Transparency funding. This is to ensure funds have been spent and the council is compliant with the code. CALC is offering councils a free 'website check' to help them become compliant (if not already). As of 2018/19, if an external auditor is asked by an elector to investigate non-compliance of the code and the auditor charges a fee, the parish council will have to pay this. The check for St Mellion had been pre-circulated and was shown on-screen. This said that items of expenditure over £100 and the asset schedule should be published on the website. CD confirmed to CALC that all items are shown in the payment schedules included in the minutes (as suggested by the internal auditor); and the asset schedule doesn't include land (which is the main criterion for requiring publication). CALC has agreed to pursue the latter point with NALC. CD to discuss both items with the internal auditor. Further update on 13.3.18.

### **8.3 To receive a debrief on General Data Protection Regulation training**

CD presented charts summarising key requirements of GDPR and immediate next steps. These include: information asset register and inbound/outbound data flows for each asset by 31.3.18; privacy impact assessments for each asset, appointment of a data protection officer and GDPR-compliant privacy notices by 25.5.18. The requirements and next steps will have significant impact on the Clerk's responsibilities, hours and ways of working, as well as on the Parish Council's procedures for data security. Given the sensitive nature of these elements, it was agreed to discuss further in closed session.

### **8.4 To note options for taking office space for the Parish Clerk**

Deferred to closed session to be discussed as part of data security under GDPR (as per item 8.3).

### **8.5 To review draft IT policy and agree next steps**

Deferred to closed session to be discussed as part of data security under GDPR (as per item 8.3).

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

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

## **10. Electoral boundary review for Cornwall: request from Linkinhorne Parish Council for an opinion on proposed membership of the Caradon Community Network**

Email from Melanie Kilby, Linkinhorne Parish Clerk, 18.1.18: it is felt the proposed divisional map for the Caradon Community Network area (Linkinhorne, South Hill, St Ive, St Mellion, St Dominic and Pillaton) doesn't reflect Linkinhorne's community links, with the following group being more appropriate: Linkinhorne; South Hill; North Hill; St Ive; Stoke Climsland and St Cleer. Linkinhorne requests St Mellion's view on whether they have a strong community link with Linkinhorne. Cllrs discussed this and agreed there was no significant link with Linkinhorne.

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

To support Linkinhorne Parish Council's view on their being most closely linked with the parishes of South Hill, North Hill, St Ive, Stoke Climsland and St Cleer.  
CD to conform to Melanie.

**11. General correspondence**

None.

**12. Items for next Parish Council meeting agenda**

Parish Council asset check.

It was proposed by IW, seconded by NH 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 implications arising from the General Data Protection Regulation and agree actions.

The public session of the meeting closed at 2200.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 13th February 2018.

**Signed**

**Name** Bridie Kent  
**Position** Parish Councillor  
**Date** 13th March 2018

St Mellion Parish Council						
Payment Schedule REVENUE ACCOUNT						
Date:		Tuesday 13th February 2018				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for January 2018	£468.93	000080	
Angela Greenhough	3.2.18	2160	Payroll services for January 2018 salary/pension/reimbursements	£10.14	000081	
Cornwall Council	14.12.17	98243752	Legal Fees for November 2017 for glebe field path licence	£91.20	000082	
Mellanus News	22.1.18	n/a	Advert for Parish Clerk vacancy £5	£10.00	000083	
Mellanus News	24.1.18	n/a	Advert for Parish Councillor vacancy £5			
NEST	10.2.18	n/a	Employer + employee contribution to Clerk's pension January 2018	£38.59	DD	n/a
EE Mobile	18.2.18	n/a	Mobile phone air time	£6.28	DD	n/a
<b>Total</b>				<b>£625.14</b>		
Payment Approval						
Name				Signature		
Position				Date		
St Mellion Parish Council						
Payment Schedule CAPITAL ACCOUNT						
Date:		Tuesday 13th February 2018				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
None						
<b>Total</b>				<b>£0.00</b>		
Payment Approval						
Name				Signature		
Position				Date		