

**St Mellion Parish Council Meeting
Tuesday 9th October 2018 at 7pm
St Mellion Church Hall**

PRESENT: Bridie Kent – Chair (BK); Nick Habermehl (NH); Alan Twist (AT); Pam Sambrook (PS); Hilary Gill (HG); Steve Crook (SC).

IN ATTENDANCE: Ren Jackaman – Parish Clerk (RJ) & four members of the public (all four left at 7:54pm)

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 meeting (11th September 2018)

2.1 To approve the minutes

It was proposed by SC, seconded by PS and **RESOLVED** to accept the minutes as a true record of the meeting of the 11th September 2018.

2.2 To note matters arising from the minutes

(i) Western Web https purchase update: St. Mellion Parish Council is nearly at the top of the list of sites being dealt with. Western Web are willing to train RJ to maintain the site, which would mean the renewed contract in April will be cheaper, RJ happy to undertake maintenance of the website.

(ii) Orientation of the southbound bus shelter outside Crocodon.

RJ has contacted the team and CORMAC and received the following response from Chloe Lorraine:

“I have spoken to the designers and they have confirmed that following the Road Safety Audit 2 prior to construction, it was recommended that the southbound shelter opposite The Golf Club, was re-orientated the other way around (the way it has been constructed on site) to reduce the likelihood of it being struck.

I can only conclude that the last drawing you would have seen, was old and therefore not the most up to date.

However, the designer has also pointed out that this shelter, should have a middle panel, to offer some protection to those using the shelter during adverse conditions. This panel has obviously not been fitted on site and following investigation, it has been confirmed that the Contractor failed to order this panel when they should have. Unfortunately, it's now not going to be a simple exercise to get this panel fitted, as the company that built and installed the shelters is no longer in business. Cormac are currently looking for alternative suppliers of shelters for the Council and I am hopeful that I will be able to get this minor issue resolved and a suitable supplier sourced for this middle panel”.

There followed a discussion in which it was noted that no consultation was undertaken or information shared when this issue arose. It was questioned, whether re-orientating the shelter would really make it less likely to be hit and concluded that without specific information, this explanation simply does not make sense. It was noted that the southbound shelter is the correct way round and is a similar distance from roadway. Since a south westerly wind is prevailing, the shelter now offers no protection from the elements and is therefore not fit for purpose.

Action RJ to compose a response to CORMAC which details the above comments and requests that the matter be reconsidered.

3. Questions from the public

Bill Sturgess: bottom bus shelter has cars in front and is very dark at night, can we have a light on the shelter itself? This would be for safety reasons.

Action: RJ request a light add to the above communication with CORMAC.

Brian Hammond: has had an email from an officer from the Economic Growth and Development Directorate of Cornwall Council wishing to use his experience of the planning application system as a case study.

4. Planning matters *(to include any applications received after this agenda is published but prior to the meeting)*

4.1 Planning Applications:

PA18/08128: Crocadon Farm St Mellion PL12 6RL

Change of use to restaurant (Use Class A3) and micro-brewery.

It was proposed by AT, seconded by NH and RESOLVED to support this application.

ACTION: RJ to record comments and resolution on the online planning register.

4.2 Enforcement: Refusals, Approvals & Appeals

PA/18/07554 Mr. B. Pound, Dunstan Farm Cottage, Dunstan Lane, St Mellion, PL12 6RX. Alterations to garage to provide family room and additional bedrooms over the existing kitchen and garage. APPROVED

It was noted that work on solar panels has been completed, which is why there was scaffolding up at the property prior to the application being approved.

4.3 Cornwall Council Planning Matters: NONE

5. Highway matters

In response to the comment from Paul Holt at the last meeting, RJ has contacted Cornwall Council about the hedge trimming issue at the Glebe. RJ emailed on 29.09.18 and 08.10.18. The query has been sent on to Alistair Spencer in Cornwall Housing as the land is a Cornwall Housing asset.

ACTION: RJ to follow up and give an update next meeting.

6. Transport matters

6.1 Proposed siting of northbound village bus shelter on pt9143:

6.1.1 To receive an update: there has been no change in the current status, no contact has been received from Cornwall Council Legal Department.

ACTION: RJ to chase up again and contact the Cornwall Council Legal Department.

6.1.2 Application for Cornwall Council passenger transport unit (PTU) grant: In accordance with the action list from the previous meeting, RJ contacted Rob Waters to establish the deadline for application for PTU grants, he has confirmed that there is no time limit.

6.1.3: Emergency Works: the following notice has been received:

Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic

Location: Road From Junction North East Of Clapper Bridge To Junction North East Of Smeaton, Pillaton

Timing: 8th to 28th October 2018 (24 hours, weekends included), although the utility expects that the works will be completed on/by 12th October 2018

Reason for Emergency Closure: repair burst water main

Contact: South West Water, Tel: 0344 346 20207.

7. Parish Council finances

7.1 To approve monthly payment schedules for September 2018: It became apparent that whilst the amounts were in order, one of the formulas on the spreadsheet had not worked properly and consequently the totals were incorrect, therefore the schedule could not be approved.

ACTION: RJ to correct this fault and re-circulate the payment schedule via email for approval.

7.2 To approve quarterly financial review: The bank reconciliation, cash book and budget vs. actual documents were displayed on screen. Unfortunately, the latest bank statements had not been received prior to the meeting, so it was decided to not approve the quarterly review documents until after they can be updated to include the latest bank statements.

ACTION: RJ to update the spreadsheets once the bank statements have been received and circulate results, approval deferred to the next meeting.

7.3 To approve changes to bank mandate: PS & HG to be added and RJ to be removed as signatory but retained as contact address.

It was proposed by BK, seconded by NH and **RESOLVED** to approve changes.

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

7.4.1 Updated summary: See Quarterly Review above.

7.4.2 Community defibrillator: to receive an update on installation matters and agree next steps: BK has been looking into guidance about putting up a defibrillator, the existing plan would not comply with signage recommendations, so BK has sourced a cabinet designed to hold the machine safely and incorporating the right signage. Cost is £255 each, PC to purchase two and Residents Association buy one, as per original agreement for purchase of defibrillators. It is still necessary to find an appropriate person to fit the cabinets to posts. Enquiries to be made as to practicality of fixing one to the outside wall of the Coryton Arms.

It was proposed by NH, seconded by PS and **APPROVED** that once the accord of the Residents Association has been received, the cabinets should be purchased using capital funds as the defibrillator will be a new Parish Asset.

ACTION: BK to find out whether the Coryton Arms would be willing to accommodate one of the cabinets. AT to establish the view of the Residents Association.

7.4.3 Tree in school grounds to commemorate late Chair Ian Waite: to receive an update

RJ has been liaising with Ian's family for a weekend they are available, no date has been decided yet. RJ has emailed Tristan for Saturdays he is available. Councillors were asked to give Saturdays on which they are available, November 24, 1 December were the best choices.

ACTION: RJ to contact family members and offer those dates and phone Tristan Moon to establish his availability.

7.4.4 Litter picking: to receive information from St Dominic Parish Council

A discussion took place to establish a suitable date to undertake the litter pick and February half term weekend was chosen. RJ has made preliminary enquiries about garnering volunteers and has received a positive response.

ACTION: RJ to contact CORMAC and look at dates in February half when the trailer would be available.

7.4.5 Other suggestions arising

- The plan to purchase a dual sim phone for the Clerk has had to be abandoned as there are hidden costs, in that the second sim would need to be on a contract with someone other than Three. Alternative options include using RJ existing phone, which isn't used in a personal capacity anyway and can be used for both St. Mellion and Stoke Climsland Parish Councils. The contract is £20 per month. In the event of leave or sickness, an answerphone message could be set to re-direct callers to appropriate persons. Stoke Climsland Parish Council are considering putting a sum of money per month in reimbursements to help with costs of calls

It was proposed BK, seconded by SC and AGREED to contribute £10 per month in Clerk's reimbursements under the 'contribution to space, lighting, heating and electricity for working at home' being 50% of the contract fee.

- Remembrance Wreath and £35 donation to the Royal British Legion: The re-usable wreath has been lost. A new wreath is needed.

It was proposed by AT, seconded by HG and AGREED to order a real wreath from St. Mellion Flowers.

ACTION: RJ to contact Phil Darke at St. Mellion Flowers and order a suitable wreath.

8. Parish Council governance

8.1 To note progress with requirements under the General Data Protection Regulation

- RJ has asked WW to upload new Privacy Notice to website and this has duly been done.
- Western Web have quoted for setting up the gov.uk email accounts as follows: *Email account setup is a one-off payment of £30. There is no ongoing fee — email is included in the annual hosting charge for the web site. If councillors require assistance with email set up, phone support is free, on-site support charged at £30 per hour (30 minutes should be enough for any one account, provided no issues are found with the host computer). The HTTPS setup is £75 one-off payment, and thereafter the annual hosting fee rises to £80 per year (currently £67 per year) All prices are exclude VAT.*

It was proposed by BK, seconded by SC and RESOLVED to approve this expenditure.

ACTION: RJ to contact Western Web and confirm to proceed.

8.2 Code of Conduct Training: RJ confirmed that PS, HG and NH are booked in for January 14th in Liskeard Town Hall.

Other Training:

- RJ has joined SLCC and wants to do the ILCA, cost of £99 + VAT, as per the requirement of the Clerk's job description, costs to be split equally with Stoke Climsland Parish Council.

It was proposed by SC, seconded by HG and AGREED to approve this expenditure.

- Minutes & Agendas training was cancelled due to low numbers. Clerks Practical Morning on Budgeting and Precepting on 26th October in St. Agnes, RJ will go. Standing Orders workshop at Launceston on 12th November. The proposal to split all costs 50/50 with Stoke Climsland PC still stands, however, since both cost the same (£30) it would be practical for each council to pay for one training event each.

It was proposed by BK, seconded by AT and RESOLVED to pay for RJ to attend Clerks Practical Morning on Budgeting and Precepting on 26th October in St. Agnes.

9. Premises licensing: to receive an update on recent applications: NONE

10. Caradon Community Network Panel update:

RJ has emailed Steve Foster of Caradon CNP and confirmed the following:

Clapper Bridge Road narrowing: please consider this as the scheme we would like to put forward to the next stage.

Church Lane One Way system: we would like to consult the parish about this and if their view is favourable we could potentially implement the scheme using S106 money.

Steve Foster's first response:

Thanks very much for your email, that is really helpful and I've passed your comments to Paul Allen in CORMAC. On Church Lane, does the Parish Council see the S106 as potentially meeting the cost of the whole scheme or as a contribution to be matched by the CN Highways Scheme?

RJ has replied that we are discussing it at this meeting and will get back to him.

Steve Foster response two:

While it is entirely for the parish and community to discuss what they would support for this junction, I would be happy to attend any public meeting, to represent Cornwall Council and in order to feed back to the Panel, as long as I am free on the evening in question.

Paul has advised that there are three options:

- i. keep it as it is;*
- ii. left turn out only; or*
- iii. stop all exits completely and send all exiting traffic up towards the Golf Club.*

After discussion it was decided to see the results of the traffic calming for a period of at least year to see if they have a noticeable positive effect.

ACTION RJ to update Steve Foster accordingly.

11. General correspondence for information and discussion (pre-circulated)

The latest AONB newsletter was pre-circulated. The consultation about the updated 5 years management plan was noted. Closing date is 16th November, comments can be made online. Councillors will make comments as individuals if they desire to do so.

12. Items for next Parish Council meeting agenda

- Quarterly Financial Review: sign off.
- Check for approved list from CORNWALL COUNCIL

BK Closed the meeting at 8:50pm

St Mellion Parish Council**Payment Schedule REVENUE ACCOUNT****Date:** Tuesday 9th October 2018

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
R Jackaman	n/a	n/a	Clerk salary/reimbursements for September 2018	£490.61	000127	
Angela Greenhough	05.10.18	2352	Payroll services for September 2018 salary/pension/reimbursements	£10.49	000128	
St. Mellion & Pillaton PCC	29.9.18	n/a	Church Hall Hire	£100.00	000129	
Information Commissioner	08.10.18	00065d150457	ICO Data Protection Registration Renewal	£40.00	000130	
NEST		n/a	R Jackaman employer + employee contribution to clerk's pension	£30.54	DD	n/a
EE Mobile		n/a	Mobile phone air time	£6.53	DD	n/a
Total				£678.17		

Payment Approval

Name		Signature	
Position		Date	

St Mellion Parish Council**Payment Schedule CAPITAL ACCOUNT****Date:** Tuesday 9th October 2018

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
None						
Total				£0.00		

Payment Approval

Name		Signature	
Position		Date	