

# **St Mellion Parish Council Meeting**

## **Tuesday 9th June 2015 at 7pm in the Church Hall, St Mellion**

### **Minutes**

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

Seven members of the public (some part-time)

#### **1. Councillor matters**

##### **1.1 To receive apologies for absences**

None.

##### **1.2 To receive declarations of pecuniary interests**

KH and IW declared a pecuniary interest in item 11.8 because their houses are adjacent to, and septic tanks located on, land known as plot 6; KH's property is adjacent to plot 5.

##### **1.3 To receive declarations of non-registrable interests**

IW declared a non-registrable interest in relation to agenda item 11.7 because of his request for community benefit to support a community hall on school grounds.

##### **1.4 To approve written requests for dispensations**

None.

#### **2. Previous Parish Council meetings (annual and ordinary on 12th May 2015; extraordinary on 26th May 2015)**

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

Pre-circulated minutes were agreed by all to be a true reflection; KH signed and dated.

##### **2.2 To note matters arising from the minutes**

None.

#### **3. Police report**

KH read out St Mellion specific incidents from the Saltash policing team newsletter for June 2015: 2 thefts, 1 communications. CD confirmed that Sgt Angela Crow is looking at the feasibility of setting up a volunteer speed watch for Church Lane - further update at next PC meeting on 14.7.15.

#### **4. Unitary Councillor's report**

Not present.

#### **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**

Maureen Moorhouse asked whether the path across the Glebe field and through the Rectory is still a permissive pathway. KH asked CD to check with the Glebe Committee and Jim Bennet.

Bill Sturgess reported that the public bench in The Glebe has become unstable. KH agreed to look into finding a replacement.

Paul Teale reported that the damaged dog mess bin in The Glebe has been removed but not replaced. KH asked CD to follow up with Cornwall Council.

#### **7. Planning matters**

##### **7.1 Section 106 measures: to receive an update from Cormac on feasibility study for A388 pedestrian crossing**

Email dated 4.6.15 Glyn Stanley (Project Engineer) confirms the assessment will be completed before end of June so James Hatton (Cornwall Council) will be able to discuss the outcome in early July 2015 (ahead of the next PC meeting on 14.7.15).

##### **7.2 PA14/04185 planning application for a solar farm at Newton Ferrers**

###### **7.2.1 To discuss a non material amendment (NMA) dated 11.5.15**

Proposal and plans (for a small housing unit for CCTV cameras) had been received from the developer

(Ralos) and pre-circulated to Councillors. Cornwall Council will not request a comment from the PC but the PC can make a comment if it wishes. Given the remote siting and small scale of the unit (less than 2m<sup>3</sup>), Councillors agreed there was little to comment upon.

KH proposed, SC seconded and it was **RESOLVED**

That no comment on this NMA be submitted to Cornwall Council.

### **7.2.2 To discuss developer's progress with remediation works**

Cornwall Council is unlikely to make site visits to check remediation work but will respond to reports from the PC. KH pointed out that it is difficult to use the developer's Construction Traffic Management Plan (CTMP) as a start point because much of the damage has been caused in locations that weren't covered by this document. KH requested CD confirm this point to Cornwall Council and ask if it will be taken into consideration, and whether the PC will be contacted, before a planning certificate is issued. CD also to request a list of damages from Pillaton and Botus Fleming PCs and parishioner Ralph Ellis (whose property was affected). IW confirmed Ralos has committed to complete remediation when all work has finished. PC agreed to keep a watching brief until that time.

### **7.2.3 To discuss extra measures taken to reduce visibility of installation**

IW recapped on the developer's verbal commitment to plant fast-growing, tall trees in the most noticeable gap. IW forwarded a photo of this to the developer; CD forwarded the photo to Steve Talling at Smiths Gore who is making a site visit this week. IW to contact Steve Talling to join him in this. Further update at the next PC meeting on 14.7.15.

## **8. Highway matters**

### **8.1 Parking on access to A388 from The Glebe: to note response from Cornwall Housing ref cross hatching and 'turning only' sign**

Email dated 3.6.15 Stuart Blackie (Housing Manager) confirms Cornwall Housing cannot afford to complete this type of work at the present time. KH requested CD to ask when the work could be done and if it can be added to a works schedule until then.

### **8.2 Given names for key parish roads: to receive an update on progress**

Cornwall Council's Address Management team confirms that Royal Mail will change the post code whenever a new street name is assigned. IW confirmed several residents in 'Church Lane' and 'Bealbury Lane' would not agree to this. CD confirmed Royal Mail can check whether post codes do have to change but require further information, i.e. current addresses and proposed addresses. KH requested CD forward this information for Church Lane and report back to the PC meeting on 14.7.15.

### **8.3 Public access to BOAT 1 at Newton Ferrers: to receive an update on inquiries**

Pending a response from Steve Talling at Smiths Gore (Newton Ferrers' land agent).

### **8.4 Dunstan Lane pavement subsidence: to note response from Cormac ref proposed meeting to discuss the matter**

Email dated 3.6.15: Paul Allen (Cormac) confirms that Area Manager, Ann Trevarton, and her team are aware of the issue and that the request for works is on their schedule although the budget for this type of work is already committed for financial year 2015/16. The request will remain on the list until future funding can be found. As such, there is no need for a further site meeting at present. Councillors agreed no further action is required at this time.

### **8.5 Rural highway and inspection maintenance (as per CC's 'highways and traffic update' 23.4.15): to receive an update from Cornwall Council's Community Link Officer**

Email dated 28.5.15: Steve Foster (Community Link Officer) suggests sending a summary of the 'offer' for the PC to consider before arranging a meeting with Cormac's highway manager. Steve also forwarded notes from a recent meeting between Cormac and another parish council. KH read out the notes and Councillors agreed the PC could not supplement any of the suggested work currently carried out by Cormac (e.g. weed removal, verge trimming, fingerpost maintenance). GP is willing to act as the PC's 'person on the ground' who informs Cormac about maintenance issues in the parish but would need to know maintenance criteria to do this (e.g. minimum size of pothole that can be reported). CD to check whether this can be arranged and if there would be any cost. CD also to forward GP's issues with current 'report it' function (non replies, phone numbers not working, etc.) to Steve Foster.

### **8.6 Average speed cameras: to note response from Cornwall Council ref monitoring data**

The north end equipment is on private land; Cornwall Council is discussing this with the landowner (Pentillie estate). Cornwall Council speed data will be available after cameras have been installed for six months. The Police Road Casualty Reduction Officer has been asked to confirm if prosecutions data can be released to the PC.

### **8.7 Road from Polborder roundabout to Pillaton: to note response from Cornwall Council ref roadworks**

Email dated 29.5.15: Tony Jasper (Cornwall Council) confirms the signage at each end states 'road

ahead closed', with a road closed sign outside Oakridge and Polborder. Works will start week commencing 1.6.15 on the middle section from the bridge to Polborder and in 150m sections.

### **8.8 Status and future of phone kiosk in St Mellion: to note response from BT**

Email dated 29.5.15: BT confirms no current plans to remove the kiosk but it is available for adoption. With such low usage it is quite likely to be included in a future rationalisation programme. Any removal or adoption would be subject to consent from Cornwall Council who would notify the PC. BT also should post notices in the kiosk. No further action required.

## **9. Transport matters**

### **9.1 Proposed safe passageway for pedestrians and cyclists between Callington and Saltash**

#### **9.1.1 To receive an update on discussions with Sustrans**

Email dated 8.6.15: Simon Murray (Sustrans) confirms the engineer is tied up with the Growth Deal Projects at Bodmin and Truro but that he would be able to attend a meeting with Councillors instead. Simon also can provide contact details for the Cormac Design team that completed a feasibility study for a similar route at Marazion. KH requested CD pursue a meeting with Simon, plus reps from Callington, Saltash, Botus Fleming, Landulph, Pillaton and St Dominic councils, as well as requesting a copy of the Marazion feasibility study.

#### **9.1.2 To receive an update on letter to MPs Sheryll Murray and Scott Mann**

Pending responses from Sheryll and Scott.

### **9.2 Bus shelters for St Mellion: to note response from Fernbank**

Three shelters will be offered to St Mellion in 2016; a contract is being prepared for Councillors to review. CD has asked the Resort if they will sponsor a fourth shelter (potentially at the Resort's old entrance). Further update at the next PC meeting on 14.7.15.

## **10. St Mellion Neighbourhood Development Plan (NDP): to discuss and agree next steps**

KH read out two clauses from the NDP Steering Group (SG) Terms of Reference dated 5.9.14 and confirmed that these could no longer be met.

*5.1.1 Core Members: at least four drawn from Parish Councillors and parishioners with at least two of each; one vote per member.*

*9.1 Meetings will be held on a frequency and schedule to be agreed by the SG but will not be less than bi-monthly.*

KH suggested that the SG be dissolved or suspended until further volunteers can be recruited.

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

That the NDP Steering Group be suspended for three months with a further review at the PC meeting on 8.9.15.

IW to seek advice from Vanessa Luckwell at Cornwall Council and report to the PC meeting on 14.7.15. CD to seek advice from StMPRA ref encouraging volunteer membership from the Park. Maureen Moorhouse (village) expressed an interest in becoming a SG member.

## **11. Parish Council finances**

### **11.1 To approve monthly payment schedule**

The payment schedule and related invoices were circulated amongst Councillors. KH confirmed that CD's time sheets and reimbursements for May 2015 had been approved prior to payroll being run. Councillors had no further queries. KH signed and dated the payment schedule which totalled **£618.09**. Corresponding cheques to be signed at the end of the meeting.

### **11.2 To review the internal auditor's report for year ended 31.3.15**

11.2a The report had been pre-circulated to Councillors. CD confirmed the internal auditor's three recommendations: that the amount approved on the monthly payment scheduled be specified in the minutes of the meeting where it is signed; that an operational procedures manual be produced to assist business continuity in times of staff turnover; and that the PC should adhere to financial regulation 7.8 and consider a business case before the appointment of interim staff, ensure that the outcome is minuted, and apply the same controls that are in force for permanent staff members.

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

To adopt the three recommendations made in the internal auditor's report for year ended 31.3.15.

11.2b Councillors also discussed changing the review of financial accounts (i.e. cash book, bank reconciliation and actual receipts/payments vs budget) from bi-monthly to quarterly. The frequency of six reviews pa was considered excessive for the PC's low number of financial transactions and an

unnecessary administrative burden. The internal auditor had raised no issues with a move to quarterly reviews and this would not prevent *ad hoc* analyses as required.

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

To change the frequency of financial reviews from bi-monthly to quarterly with the next review scheduled for the Parish Council meeting on 8.9.15.

Standing Orders and Financial Regulations are to be amended, approved and adopted accordingly.

### **11.3 To review and approve the Annual Return for year ended 31.3.15**

All Councillors had read the draft annual return, plus supporting documents, and had no specific queries arising.

11.3a CD led Councillors through draft figures for Section 1 (accounting statements) of the annual return form, plus the related variance analysis.

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

To submit these figures, and the supporting documents, to the external auditor (deadline 12.6.15).

11.3b CD led Councillors through Section 2 (governance statement) of the annual return form.

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

To answer 'yes' to questions 1 to 8 and 'not applicable' to question 9.

### **11.4 To review the Parish Council's financial risk assessment template**

The latest version (dated 10.6.15) had been pre-circulated to Councillors. CD led Councillors through proposed changes, as follows: all reference to 'bi-monthly' financial reviews be changed to 'quarterly' (to reflect the resolution in minute 11.2b); membership of CPRE to be deleted (subscription not renewed); payroll authorisation procedure to be amended so that approval by email is from a minimum of two Councillors; production of an operational procedures manual (as per minute 11.2a).

In addition, it was proposed by IW, seconded by AB and **RESOLVED**

To increase the Parish Council's insurance fidelity guarantee from £25k to £100k.

**Discussion** The fidelity guarantee amount is calculated as bank balance + 50% of precept. This produces a figure of c. £16k. When community benefit of £50k and compensation damage of £25k (both from the solar farm at Newton Ferrers) are received, this will increase the figure to c. £91k. The PC's insurance provider, Zurich, confirms that the annual premium will not be affected by this increase.

[Also note minute 11.5 below.]

The financial risk assessment template will be redrafted accordingly for approval at the next PC meeting on 14.7.15.

### **11.5 To note response from Zurich Insurance re omission of cover for contract disputes**

CD confirmed that this cover is for a maximum value of £5k per contract and does not apply to employment disputes (this is covered by another part of the policy). The key benefit of this cover is to meet legal fees arising from contractual disputes. The increase to annual premium for adding this cover is £26.50 although this would not be charged for the current insurance year (i.e. ending 27.5.16).

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

To add contract dispute cover to the Parish Council's insurance for the current year, with a review at time of renewal in 2016.

**Note** This is to be added to the financial risk assessment template.

### **11.6 To nominate a contact for The Pensions Regulator**

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

To nominate the Clerk as contact for The Pensions Regulator.

CD to report all related correspondence to full Council.

***IW left the meeting.***

### **11.7 To discuss parishioner request for community benefit funds for Bealbury Chapel**

KH recapped on Roger Willatt's request at the Annual Parish Meeting of Electors (12.5.15) for £5k of the solar farm community benefit to 'match fund' improvement of the community room at Bealbury Chapel. Councillors asked whether there is demand for additional meeting facilities in the parish, and who would be the main users of the new facilities. CD confirmed Roger is preparing a proposal but it may be delayed by recent poor health. Councillors wished to see this before making a decision.

Accordingly, it was proposed by KH, seconded by GP and **RESOLVED**  
To defer a decision until a formal business case has been presented.

***KH left the meeting.***

***It was proposed by SC, seconded by AB and supported by JD that GP take over as Chair of the meeting. GP accepted.***

### **11.8 To discuss potential purchase of land known as 'plot 5' and 'plot 6' in Church Lane**

CD summarised new information received from Cornwall Council. Plots 5 and 6 are included in the section 106 agreement dated 17.1.96 (and attached to permission 591 0195 O). This deed says the owners agree 'not to sell lease or in any way part with possession of part only thereof except with the previous written consent of the Council...' and that the restrictions 'shall subsist until the Council by resolution decides that they shall cease to have effect.' It could be argued that subsequent permission granted in 2006 discharged this agreement but it is worth noting that plots 5 and 6 were not covered by this permission. Cornwall Council advises that a deed of discharge could be requested for the 1996 section 106 but there is no guarantee this would be granted. Councillors agreed with CD's suggestion that the issue be put to Cornwall Council's legal team for a formal response.

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

To defer any decision on land purchase until responses to further inquiries about the section 106 agreement have been received and discussed at a formal Parish Council meeting.

***KH and IW rejoined the meeting at 2118. KH resumed as Chair.***

## **12. Parish Council governance**

### **12.1 Parish Council website: to receive an update on progress and next steps**

SC and IW confirmed that a preliminary 'scoping' meeting had been held with Barry and Christine Isaacs of WesternWeb on 2.6.15 in St Mellion. CD also attended.

CD confirmed two items potentially requiring legal advice: website user terms and conditions; and using the [.gov.uk](http://.gov.uk) domain name for Councillor specific addresses (given that a central record could not be kept of emails sent from these addresses). CD confirmed an estimate from Cornwall Council's legal team of £247 +VAT and £165 +VAT respectively. Councillors agreed that this was unaffordable.

12.1a It was proposed by IW, seconded by GP and **RESOLVED**

Not to request legal advice on WesternWeb's proposed website terms and conditions and on the use of the [.gov.uk](http://.gov.uk) domain name for Councillor email addresses.

12.1b It was proposed by IW, seconded by SC and **RESOLVED**

To use the standard website user terms and conditions proposed by WesternWeb.

KH confirmed the following items had been sent to WesternWeb: Parish Council logo; agendas for meetings in April, May and June 2015; minutes for meeting in April 2015; and the parish map (O/S licence allows this as long as copyright is shown). Items to be forwarded by CD: minutes for meetings in May 2015, plus draft minutes for June 2015; payment schedules for April, May and June 2015; Annual Return documents for ye 31.3.15.

List of Councillors: KH and IW requested home phone number only; SC requested home phone number and email address; AB, JD and GP requested no contact details.

Introduction to the parish for the home page: KH agreed to draft 2-3 paragraphs by 12.6.15.

News items: Councillors agreed not to progress this as it will require frequent updates.

Useful links: a list had been pre-circulated to Councillors. There were no further suggestions.

### **12.2 To adopt an amendment to Standing Order 21b**

From the PC's Annual Meeting on 12.5.15 (minute APCM2015-5.7): "KH proposed, GP seconded, and all agreed to add a further clause (clause c) to state that 'Any press release agreed under 21(b) shall be circulated to all Councillors as soon as is practicable'. This proposal shall stand for 28 days before adoption on 9.6.15."

IW proposed, SC seconded and it was **RESOLVED**

To adopt new Standing Order 21c: 'Any press release agreed under 21(b) shall be circulated to all Councillors as soon as is practicable.'

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

SC confirmed no applications in the last month for St Mellion or immediate vicinity, even for the Festival in the Field held on 6.6.15 in St Mellion. KH asked CD to make inquiries about why this license application didn't appear on-line.

### **14. General correspondence**

i. NALC's latest new and updated legal topic notes: CD to circulate to Councillors to raise any points for discussion at next PC meeting on 14.7.15.

ii. Cornwall Council consultation on the new Local Validation List: CD to circulate document to Councillors; Councillors to confirm if they wish to discuss at the next PC meeting on 14.7.15.

### **15. Devon and Cornwall Police consultation: to discuss and agree Parish Council response**

Consultation aim: '...to establish the current level of engagement we have with you, what you would like from us, and how we can match this to what we can offer.' Councillors discussed the questionnaire and agreed formal responses (see att.).

### **16. Kit Hill committee meetings: to note response to inquiries with Cormac Ranger**

Email dated 4.6.15: Jenny Heskett (Countryside Ranger) confirms the meetings are mainly an opportunity to update what has happened on the Hill, future plans and staff changes. Councillors from the three nearest parishes have attended but St Mellion reps are welcome. Next meeting is on 25.6.15 at 7pm. Councillors agreed this is outside their remit but asked CD to thank Jenny for her assistance.

### **17. Items for next Parish Council meeting agenda**

NALC model media policy; VAT return for ye 31.3.15; PC asset check

The meeting closed at 2147.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 9th June 2015.

**Signed**

**Name** Ken Henley

**Position** Chair of the Parish Council

**Date** 14th July 2015

# St Mellion Parish Council

## Payment Schedule

Date: Tuesday 9th June 2015

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
WesternWeb Limited	27.5.15	18143	Deposit for website creation and domain name registration	£216.00	100435	SC, KH, GP
C Douglas	n/a	n/a	Clerk salary / reimbursements for May 2015	£388.15	100436	
Angela Greenhough	2.6.15	1284	Payroll services for May 2015 salary / reimbursements	£7.88	100437	
EE Mobile	28.6.15	n/a	Mobile phone air time	£6.06	DD	n/a
<b>Total</b>				<b>£618.09</b>		

### Payment Approval

<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	

**From:** St Mellion PC <stmellion@btinternet.com>

**Subject:** Re: REMINDER: Devon and Cornwall Police Consultation- Town and Parish Councils

**Date:** 15 June 2015 14:56:26 BST

**To:** HUB <ADMINSERVICES-CORNWALLHUB@devonandcornwall.pnn.police.uk>

Dear Sarah

St Mellion Parish Councillors discussed the consultation form at their meeting on 9.6.15 and requested that I answer as follows.

1. Contact is made with parishioners on a monthly basis via the neighbourhood police bulletin. Occasionally, a PCSO attends a Parish Council meeting to provide a briefing/take questions but there is no set frequency for this. I believe there is a 'workshop' planned for this month where two PCSOs will be at the church hall to meet parishioners and answer any questions they have. In addition, there is usually police representation at the (Cornwall Council) Caradon area network meetings (was monthly, now bi-monthly, I believe) which is attended by one of our Councillors.

2. Fairly satisfied.

3. Yes (via 101).

4. No and no (although the Councillor who attends the Caradon area network meetings values the senior police presence there).

5. The sources of police information differs by Councillor but most do not use Facebook or Twitter. They also don't source this information from the main D&C Police website, the Cornwall Council website, or a Cornwall Council representative (in person). Councillors mentioned the monthly neighbourhood police bulletin and emails via the Parish Clerk. Police information (usually taken from the monthly neighbourhood police bulletin) is also published in the local *Mellanus News* (a free booklet produced by volunteers).

6. (1) Monthly neighbourhood police bulletin (2) In person (3) Emails via the Parish Clerk. There is no preference/requirement for the remaining options.

7. All information.

8. Councillors have been very disappointed in the police response to enforcing access-only in Church Lane. Section 106 funds were spent on this measure only because there was a commitment from the police to carry out enforcement. Two direct quotes from Councillors: 'Keep to promises made. This refers to the promise to monitor traffic through Church Lane which was made but has had little implementation.'; 'Workload and impacts of austerity. If there isn't the manpower to police proposed parish initiatives effectively, please say so.'

9. Don't know.

Best wishes

Christine Douglas

Clerk to St Mellion Parish Council

07539 480310

stmellion@btinternet.com

Monday, Tuesday and Friday afternoons