

# **St Mellion Parish Council Meeting**

## **Tuesday 14th July 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

Nine 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 11.6 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**

None.

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

None.

**Note** Given no objections from Councillors, and as per Standing Order 13b, KH moved item 11.6 to the end of the agenda so he and IW could leave the meeting without having to return.

#### **2. Previous Parish Council meeting (9th June 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**

Path across the glebe field: IW read out email from Smiths Gore (on behalf of The Glebe Committee) from 2012 which confirms details of permitted rights (see att.).

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

KH confirmed there were no reported incidents in St Mellion in June.

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

Not present.

#### **5. Residents' Associations' reports**

##### **5.1 St Mellion Village Tenants and Residents (VTRA)**

Paul Teale confirmed the community mobile shop is currently off the road because of driver's ill health.

##### **5.2 St Mellion Park Residents**

Not present.

#### **6. Questions from the public**

Paul Teale reported that land known as pt9143 is overgrown and obscuring solar panels on bungalows in The Glebe. KH asked CD to follow up with Smiths Gore.

Joan Allen reported she had been verbally assaulted by a 'through driver' in Church Lane but the police would not pursue the matter. KH agreed to discuss this under item 8.7.

Bill Sturgess asked if The Glebe streetlight will happen and reported that BR5 is overgrown. KH confirmed the streetlight is pending a decision on Section 106 funds allocation and asked CD to report the overgrowth to CC/Cormac.

Andrea Sandford asked why a five-bar gate blocked the north end of BR5 and stopped horse access. KH asked CD to inquire with CC/Cormac.

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

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

The study is complete but yet to be signed off by CC senior management (during August). Cormac must repeat the Gap Survey because this was done on 19.6.15 when Callington College and St Mellion school were closed. A preliminary summary from James Hatton (CC) dated 7.7.15 confirms both puffin and zebra crossings are feasible technically but the latter would be more suitable. Costs are

£81,900 and £105,100 respectively. A third option is to improve the existing provisions (£50,700) and incorporate bus stop measures (£12,250). Councillors favoured a puffin or zebra crossing sited to the south of Church Lane (to stop impatient northbound drivers diverting through Church Lane). The final report will be discussed at the next Parish Council meeting on 8.9.15.

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

### **7.2.1 To receive an update on the non material amendment (NMA) discussed at the Parish Council meeting on 9.6.15**

The developer's application to CC had two housing units; the document considered by the Parish Council had one housing unit. CC has already approved the NMA and so it is too late to comment. Ralos has been asked to ensure the Parish Council receives the same documents as CC in future.

### **7.2.2 To receive an update on the developer's progress with remediation works**

It is unclear whether construction work has finished but remediation has not started. IW to pursue with Ralos.

### **7.2.3 To note Cornwall Council's response to damage having occurred outside the area of the Construction Traffic Management Plan**

Email dated 14.7.15: Tim Warne, Principal Development Officer, confirms CC Planning is unlikely to be able to enforce this.

### **7.2.4 To note damage caused in St Mellion and in neighbouring parishes**

Botus Fleming PC confirms no damage. No formal reply to inquiries from Pillaton PC. Parishioners are progressing claims independently. No further action.

### **7.2.5 To receive an update on additional measures to reduce visibility of installation**

Ralos confirms contractor Silviculture is looking into planting trees in the large gap (as discussed at the PC meeting on 9.6.15) but asks if these are really needed. Steve Talling at Smiths Gore says the gap can't be planted because the trees would touch overhead cables. IW confirmed the cables are not near the gap in question. Councillors requested that planting continues. CD to confirm decision to Ralos.

## **7.3 PA15/05207 proposed gym, study and bathroom extension at 8 Keason Hill: to discuss and agree comment for submission to Cornwall Council**

Councillors had no objections to this application.

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

To support planning application PA15/05207.

CD to submit comment to CC by end of 15.7.15.

## **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 to an ongoing works schedule**

Email dated 9.7.15: Stuart Blackie (Housing Manager) is unable to put a timescale to this request as it is a low priority and only urgent and emergency repairs are carried out at present. No further action.

### **8.2 Public bench in The Glebe: to receive an update on inquiries for replacement**

KH confirmed inquiries are ongoing. Further update at the PC meeting on 8.9.15.

### **8.3 Given names for key parish roads: to receive an update on discussions with Royal Mail regarding post code changes in Church Lane**

Royal Mail confirms the school, church, church hall, Old Village Stores, Roskilly, The Rectory and Darwood would change from PL12 6RN to PL12 6RG; all other properties would retain their current post code (PL12 6RG). To complete the official naming of Church Lane, CC requires signatures from those whose post codes will change. IW to ask verbally before requesting signatures.

### **8.4 Public access to BOAT 1 at Newton Ferrers: to note response from land owner**

Email dated 10.7.15: Steve Talling at Smiths Gore confirms the Trustees do not wish to grant any further rights of access over and above those that exist already. If compulsory powers are used to secure additional rights, the Trustees are under a legal duty to resist as such action would affect the estate's value. If an action was successful, a claim would be made to recover any loss in value.

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

To take no further action in pursuing additional access to BOAT1.

CD to check whether correspondence can be forwarded to interested parishioners.

### **8.5 Rural highway and inspection maintenance: to receive an update on Cormac briefing the Parish Council's 'person on the ground'**

Email dated 11.7.15: Steve Foster (Community Link Officer) suggests there is limited benefit in meeting Cormac if the PC just wishes to report issues rather than take on services. Options for reporting issues,

plus the Highway Maintenance Manual, were forwarded for the PC's information. GP asked CD to request: a map of St Mellion roads showing their maintenance classifications; further information about Cormac's planned maintenance programme; and whether Bealbury Lane can be assigned a 'B' road number (the road is shown as the A388 on Garmin satnav).

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

Email dated 8.7.15: Sgt Angela Crow has passed the request for prosecution data to the 'camera safety team'. CD also has contacted the Safety Camera Unit. Update at next PC meeting on 8.9.15.

#### **8.7 Speeding in Church Lane: to note response from Police ref a volunteer speed watch**

Email dated 8.7.15: Sgt Angela Crow confirms the Road Safety Officer considers Church Lane too narrow and windy for a speed watch - there are no safe places for volunteers to stand and still have a sight line to monitor traffic. Residents' reports can not be progressed without evidence to prove speeding (and there is often a difference between perceived and actual speed). The same applies to residents reporting 'through vehicles': evidence is required (e.g. CCTV). The only long-term option for guaranteeing 'access-only' would be an engineering solution.

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

To write a formal letter to the Police Chief Commissioner, copying the Chief Constable, regarding the non-enforcement of 'access-only' in Church Lane.

**Discussion** The proposal and funding (from Section 106 monies) for 'access-only' in Church Lane had been approved by CC and the PC only because the Police had agreed to enforce the order. At the PC meeting on 12.9.13, Constable Chilcott agreed to enforce the order (via the 'Specials') and also to accept residents' reports of 'through vehicles'. In practice, only a few operations have taken place, no tickets have been issued, residents' reports are not progressed and the issue of (often speeding) 'through drivers' continues. Residents are put at risk and expenditure on the order not warranted.

#### **8.8 Road from Polborder roundabout to Pillaton: to note progress of roadworks**

Email dated 10.7.15: Tony Jasper (Cornwall Council) confirms all works have been completed and inspected. No further action.

#### **8.9 Temporary Prohibition of Traffic Order on A390: to review notification from Cormac**

Details pre-circulated to Councillors. A390 from Liskeard to St Ive will close from 20.7.15 to 14.8.15 (7pm to 7am) with the A388 as a suggested diversion route. Comment deadline was 2.7.15. KH asked CD to request notification of all roadworks affecting St Mellion (e.g. ongoing works at Carkeel).

### **9. Transport matters**

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

##### **9.1.1 To receive an update from Sustrans ref a proposed meeting and an engineering contact at Cormac**

Meeting agreed for 24.9.15 in the Church Hall, St Mellion. Agenda to be circulated nearer the time. Confirmed attendees include Simon Murray (Sustrans), Alan Ibbotson (Cormac), Derek Holley (CC, Saltash TC, Saltash Road Safety Group), representatives from Landulph and Pillaton PCs. Waiting to hear from Callington TC, Botus Fleming and St Dominic PCs. Details of Cormac's 'passporting' scheme were forwarded by Alan Ibbotson (Cormac) and pre-circulated to Councillors who felt the document was for PR and provided limited useful information.

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

KH read out letter from Sheryll dated 3.7.15 confirming she had written to Robert Goodwill MP ref potential central government funding. Scott Mann confirmed his support in an email dated 6.7.15.

#### **9.2 Bus shelters for St Mellion**

##### **9.2.1 To review contract forwarded by Fernbank**

Draft contract had been pre-circulated to Councillors with suggested amendments and queries returned to Fernbank for response. Fernbank has agreed to provide and maintain four shelters - the one adjacent to The Cottages will be 'non-advertising'. CD summarised the following considerations raised by Adrian Drake (Cormac) on 14.7.15.

- i. CC has to grant permission to put shelters on their land. This allows the PC to sign a contract with Fernbank. Permission from Cornwall Properties is also needed for the site next to The Cottages.
- ii. Cormac suggests the PC takes legal advice on the contract, particularly with respect to liability.
- iii. CC may be clamping down on 'non-urban' highway advertising which could prohibit siting of two shelters at the old entrance. Cormac is seeking guidance from CC on the matter.
- iv. CC's policy for bus shelters on main routes is that they have 'real time' timetables. Cormac has asked CC to contact the PC to discuss working jointly on this.
- v. Cormac may repair defects to the groundworks in the first two years but will not handle ongoing maintenance (unless the works are extensive). This responsibility rests with the PC.

Councillors agreed the following next steps before any further decisions can be made: finalise draft contract with Fernbank, possibly getting advice from CC Legal; confirm location and size of shelters to Cormac to prepare quotes/specs for groundworks; pursue the various policy considerations with CC and Cormac; inquire whether CC PTU would take responsibility for village shelters and groundworks.

### **9.2.2 To note response from the Resort ref sponsoring a shelter at the old entrance**

Email dated 8.7.15: Stephen Towers is comfortable with the idea of a shelter near the old entrance but needs to understand location. It is important not to preclude using the old entrance to support a major golf event. Stephen is happy to consider the PC's proposal once further information on costs, plans, and maintenance are known.

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

### **10.1 To receive an update on discussions with Vanessa Luckwell of Cornwall Council**

IW had been unable to contact Vanessa - item to be carried forward to PC meeting on 8.9.15.

### **10.2 To receive an update on recruiting volunteers from St Mellion Park**

CD had been unable to contact StMPRA - item to be carried forward to PC meeting on 8.9.15. Councillors agreed for notice to be published on the PC website (to be actioned by SC and CD).

## **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 June 2015 had been approved prior to payroll being run. Councillors had no further queries. KH signed and dated the payment schedule which totalled **£886.62**. Corresponding cheques were signed at the end of the meeting.

### **11.2 To approve an update to the Parish Council's financial risk assessment template**

Draft revisions had been pre-circulated to Councillors. CD summarised key changes. Councillors had no queries.

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

To approve the draft financial risk assessment template dated 23.6.15.

### **11.3 To approve claim for VAT refund for year ended 31.3.15**

Draft claim for **£98.23** had been pre-circulated to Councillors. CD summarised the detail. Councillors had no queries.

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

To submit to HMRC a claim for VAT refund of £98.23 for year ended 31.3.15

### **11.4 To confirm state of repair of Parish Council assets**

SC confirmed no safety defects. Next report due at the PC meeting on 8.9.15

### **11.5 To note implications of HSBC closure in Saltash**

CD confirmed HSBC in Saltash will close in August. From then on, banking will be by phone only (or travel to Plymouth or Launceston). KH requested the situation be reviewed in December with a view to changing banks, if necessary. GP suggested CD inquire if supplier cheques can be paid in at the PO.

## **12. Parish Council governance**

### **12.1 Parish Council website**

#### **12.1.1 To receive an update on progress and agree next steps**

The website went live on 1.7.15. Councillors consider it to be pleasant, simple and clear. SC suggested the 'news' page or column on 'home' page be added so that items such as recruitment for the NDP, local events, etc. can be published. Councillors agreed to this.

#### **12.1.2 To agree criteria for approving applications for the 'Community' page**

Councillors discussed various criteria for accepting community groups and organisations (e.g. business vs voluntary, St Mellion only or neighbouring parishes too) with the only 'rule' agreed as being 'in the parish only'.

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

That the 'webmaster' (Cllr Steve Crook) can accept applications for the 'Community' page if the applicant is located within the parish. Applications to be brought before full Council by exception only.

#### **12.2 To approve amendments to Standing Orders and Financial Regulations that allow financial reviews to move from bi-monthly to quarterly**

Draft amendments (dated 23.6.15) had been pre-circulated to Councillors. Councillors had no queries.

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

To approve draft amendments to Standing Orders and Financial Regulations dated 23.6.15 and put forward for adoption on 8.9.15.

### **12.3 To receive an update on producing a procedures manual**

CD confirmed templates, examples and notes had been produced for meeting agendas, employee time and reimbursement sheets, and payroll. KH is reviewing the documents as they are produced. Councillors to review when a larger body of work is complete. Further update at PC meeting on 8.9.15.

### **12.4 To approve a new Parish Council media policy**

Draft document (dated 23.6.15 and based on NALC's model policy) had been pre-circulated to Councillors. GP suggested para 10 be changed to the following:

*Oral reporting or commentary about a PC meeting, or any committee meeting, by a person who is present at the meeting (inside the meeting venue while the PC meeting is still in progress) is not permitted.*

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

To approve the draft media policy dated 23.6.15 with the amendment to para 10 suggested by Councillor Postles.

### **12.5 To discuss attendance at ICO workshop on 23.9.15**

This has been arranged by CALC and will be held in Launceston. The topics include Freedom of Information and Data Protection. The cost is £37 +VAT per person and runs from 10am to 330pm.

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

That the Clerk should request a place at, and attend, the ICO workshop on 23.9.15 in Launceston.

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

### **13.1 To receive an update on recent applications**

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

### **13.2 To note response from Cornwall Council ref TEN licence notifications**

CD confirmed it is not mandatory to publicise TEN licence applications and it would be costly to do so given the high number. There are long-term plans, however, to add this to CC's website.

## **14. General correspondence**

i. From CALC: The Control of Horses Act 2015 is effective from 26.5.15 and aims to deter illegally grazing, or simply abandoning, horses on public and private land (known as 'fly-grazing'). Fly-grazing horses now must be reported to police within 24 hours and owners have four days to claim their animals. Abandoned horses can be sold, gifted and rehomed. SC to add details to website.

ii. From Cornwall Rural Housing Association (26.6.15): Q&A document on Government's proposal to extend the 'Right to Buy' policy to housing associations and its implications for rural areas (particularly that sites for affordable housing will be harder to secure at a cost that makes development viable).

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

To write to Sheryll Murray MP to request that the current rural exemption to 'Right to Buy' be continued in the forthcoming Housing Bill.

iii. From CC (3.7.15): paper copies of planning applications will not be sent to local councils; access will be via website only. Councillors discussed various emails being circulated by other T&PCs and noted the key issue for St Mellion PC is CC's on-line planning register not being 'fit for purpose'. CD was requested to summarise the problems encountered by the PC and forward to CC.

iv. From Sheryll Murray (two letters dated 26.6.15): an update on services provided by Sheryll's office and posters for the notice boards (SC to post); parliamentary correspondence ref onshore wind farms (no further action).

v. From Cornwall Air Ambulance (dated 1.7.15): CAA is looking to develop a refuelling site on land opposite the entrance to Newton Ferrers. Councillors suggested a public meeting for CAA to discuss proposals with parishioners. CD was requested to co-ordinate.

## **15. Cornwall Council consultation on the new Local Validation List: to note response to Councillor comments**

GP had asked if changes vs the previous document could be highlighted. CC confirmed changes are too fundamental and extensive for 'tracking'. GP had asked why a qualified building surveyor (in addition to a structural engineer) would not be included under 'Structural Survey' on page 21. CC confirmed this could be added. Councillors had no further comments or queries.

## **16. Case for Cornwall: to agree formal response to CALC and Cornwall Council**

Councillors had reviewed information from CC's website, the letter from CALC (dated 29.6.15), and a letter from Lanner PC (dated 30.6.15). Councillors expressed concern at CC's bid to acquire greater powers and funding given current, significant issues with service delivery.

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

To submit the following comment to CALC and Cornwall Council: *St Mellion Parish Council lacks confidence in Cornwall Council's ability to manage the additional responsibilities, and associated funding, that are being requested in the 'Case for Cornwall' proposal.*

CD to prepare response to CALC and CC for final sign-off by KH and IW. CD also to forward details of Inside Government's 'The Future of Local Government' (to be held on 21.10.15 in London) to CALC and ask if they will attending on T&PCs' behalf.

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

Damage to Clapper Bridge; closure of the ford at Clapper Bridge.

*KH and IW left, and did not rejoin, 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.*

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

CD confirmed plot 5 had been sold; then summarised new information received from CC about plot 6. CC Legal requires full planning history to be able to advise on any sale restrictions. CC Planning cannot provide this information without charge (it is a discretionary service and the extent of documentation would make the cost prohibitive). The work requires the PC to sign a Planning Performance Agreement at £55 (inc VAT) per hour, possibly for ten hours work. Alternatively, CC Land Charges could provide a full search (usually as part of conveyancing) for £135.50 (inc VAT). Charges also will be shown on a Land Registry search (c. £10). CD confirmed plot 6 is not being advertised as 'for sale' but that Savills has agreed to seek the owner's view on an offer at pony paddock value (£10-15k per acre), rather than at the original development value (£45k per acre).

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

To request a Land Registry search on plot 6 **only** if the owner will consider an offer at pony paddock value and to take no further action if (a) the owner will not sell the land or (b) will sell it at development value only.

CD to progress and report to next PC meeting on 8.9.15.

The meeting closed at 2200.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 14th July 2015.

**Signed**

**Name** Ken Henley

**Position** Chair of the Parish Council

**Date** 8th September 2015

----- Forwarded message -----

From: **James Humphreys** <>  
Date: Wed, Aug 15, 2012 at 9:29 AM  
Subject: St Mellion Glebe  
To: Andrew Wilson <>  
Cc:

Dear Mr Wilson

Further to the various e-mails regarding the access across the Glebe field at St Mellion I set out the decision of the Glebe Committee following the site meeting on 10th April and full Committee meeting on 14th June:- It was decided that the path can be used by the public during the majority of the year on a permissive basis only and that the path will be closed during certain times of the year. The public will only be allowed access with permission from the Glebe on a linear route across the field and dogs must be kept on leads and owners required to remove any dog mess from the field. The Glebe will also close the path for two weeks during the year and the Glebe tenant will have consent to lock the gates during that period and prevent access. The Glebe will consider closing the path altogether if this right is abused or people do not stick to the path and start exercising dogs all over the Glebe. The tenant will therefore have full control [sic] of the path and if there are any problems with this during the year then this will be reported to the Glebe. As far as closing the access for a certain time during the year this will be left at the discretion of the tenant.

Following correspondence with the Glebe Tenant and the Residents Association this policy has now been activated and the path has been opened by the tenant as from yesterday.

I hope that everyone is now aware of the proposal and that the path will be of benefit to St Mellion residents. If I have left anybody off this e-mail please forward it to the relevant person

Kind regards  
James

James Humphreys MRICS  
Partner

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**Smiths Gore** Lemon Villas, Truro, Cornwall TR1 2NU  
e [james.humphreys@smithsgore.co.uk](mailto:james.humphreys@smithsgore.co.uk) t 01872 274646 f 01872 222180  
w [www.smithsgore.co.uk](http://www.smithsgore.co.uk)

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## St Mellion Parish Council

### Payment Schedule

Date: Tuesday 14th July 2015

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
Viking	12.6.15	690438	Printer ink x2, lever arch file + dividers, P&P	£12.67	100438	SC, KH, IW
WesternWeb	30.6.15	18229	Website development and training services	£440.40	100439	
C Douglas	n/a	n/a	Clerk salary / reimbursements for June 2015	£339.61	100440	
St Mellion with Pillaton PCC	1.7.15	n/a	Church hall hire for Q2 2015 @ 4 x £20 per meeting	£80.00	100441	
Angela Greenhough	2.7.15	1309	Payroll services for June 2015 salary / reimbursements	£7.88	100442	
EE Mobile	28.7.15	n/a	Mobile phone air time	£6.06	DD	n/a
<b>Total</b>				<b>£886.62</b>		

#### Payment Approval

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