

St Mellion Parish Council Meeting

Tuesday 10th November 2015 at 7pm in the Church Hall, St Mellion

Minutes

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

No members of the public.

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

SC declared an interest in item 7.1 because his well-being may be affected by implementation of street lights on the A388.

1.4 To approve written requests for dispensations None.

2. Previous Parish Council meetings (13th October 2015)

2.1 To approve the minutes

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

That the pre-circulated minutes were a true reflection of the meeting held on 13.10.15.

KH signed and dated the minutes.

2.2 To note matters arising from the minutes

Item 8.6 notification of road closure at Polborder: the Parish Council was not notified because works were outside the parish boundary; Cornwall Council is looking into extending this.

3. Police report

From Saltash neighbourhood policing team Newsletter for November 2015: one incident in St Mellion in October (an assault).

4. Unitary Councillor's report

Not present.

5. Residents' Associations' reports

5.1 St Mellion Village Tenants and Residents (VTRA)

Not present; apologies received from Paul Teale.

5.2 St Mellion Park Residents

Not present.

6. Questions from the public

None.

7. Planning matters

7.1 Section 106 measures

7.1.1 To review feedback from residents who would be affected by street lights required for proposed pedestrian crossing on the A388

IW had visited seven of the affected properties: eight individuals supported; four individuals opposed. IW to visit remaining properties and report to meeting on 8.12.15.

7.1.2 To agree next steps

If the majority of affected residents are in favour of the lights, the next step would be to ask all parishioners for views on allocating S106 and community benefit to the scheme. CD to ask Cornwall Council if they would close the shortfall of ~£50k or suggest alternative funding options.

7.2 PA14/04185 solar farm at Newton Ferrers

7.2.1 To receive an update on road remediation by the developer

Email dated 29.10.15 from Neil Grigg (CORMAC): "...waiting to hear back from the developers as there is some disagreement about the damage to the road where the cabling works took place."

7.2.2 To receive an update on additional measures to reduce visibility of installation

Julian Burchby of Silviculture confirms that the gap in the tall trees on estate land is in a dip and that trees planted there would take many years to grow to the required height. He and Steve Talling (Savills) agreed that planting additional bunding on the verge would be a faster and more effective means of obscuring the the gap from the road.

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

To accept Silviculture's proposal for increased verge bunding and to review growth and solar panel visibility from the road in 12 months time.

7.2.3 To receive an update on financial compensation for disturbance caused during installation

Email dated 9.11.15 from Patrick Metzler (Ralos): Ofgem has received required information from WPD and will confirm their decision to Ralos in the next few weeks. Further update for meeting on 8.12.15.

7.3 PA15/02621/PREAPP pre-application advice for removal of condition 5 (holiday accommodation only) of PA14/07300: to note response from Cornwall Council

The formal report concluded that "...Officers would be unlikely to be able to lay aside policy guidance which would not direct new housing to your site." Councillors had no further comment.

7.4 PA15/08120 detached dwelling with garage at The Yard, Dunstan Lane: to note decision by Cornwall Council East Sub-Area Planning Committee

The application was refused by the Committee on 9.11.15. The applicant has the option of appealing to the Planning Inspectorate. The Parish Council will be notified if this happens.

8. Highway matters

8.1 Public bench in The Glebe: to receive an update on inquiries for replacement

Paul Teale has confirmed he and Ivan Stanley will fund a bench for The Glebe. CD has advised Paul to gain permission from Cornwall Housing and also liability for the bench is agreed.

8.2 Given names for key parish roads: to receive an update on discussions with Church Lane residents whose post code would change from the road being named formally

All residents have agreed. CD circulated a form for signatures that had been approved by Cornwall Council Address Management. IW to collect signatures and return to CD.

8.3 Church Lane 'access-only' enforcement: to receive an update on measures agreed with the Police

Paul Teale has confirmed that a traffic count will be completed when the weather improves. CD to put Paul in touch with Inspector Morris when this has been done.

8.4 Overgrowth on pt9143: to note response from Savills

A local contractor has provided a quote and Savills are waiting for a response from the land owner. Further update at the next meeting on 8.12.15.

9. Transport matters

9.1 Proposed safe passageway for cyclists/pedestrians between Callington and Saltash: to receive a report on the 'stakeholders' meeting' held on 24.9.15

5.1 Cost/timing of inclusion in Cornwall Council's Saltash-Plymouth cycle route feasibility study: Rebecca Lyle (Cornwall Council) confirms that cost will be confirmed in March/April 2016 but to budget for £5k. Cornwall Council will cover any shortfall. Rebecca also provided wording to include in a funding application.

5.2 Broadmoor Farm developer involvement/support: Catherine Thompson (Cornwall Council) confirms the developer is interested in supporting the proposed scheme and that discussions on the matter will be ongoing.

5.3 Formal support from T&PCs along the proposed route (+ Callington and Saltash Road Safety Committees): formal letters of support received from Callington TC, Saltash TC, Landulph PC and St Dominick PC. Pillaton PC is against the scheme on safety grounds. CD is pursuing a response from Botus Fleming PC.

5.4 Discuss proposed scheme with Cornwall Councillors for the area: Daniel Pugh has confirmed his support; Jane Abraham is contacting Andrew Long on the Parish Council's behalf; Councillors noted

Derek Holley's support in the Saltash Observer and asked CD to extend thanks.

5.5 Letter to Sheryll Murray ref inclusion in the Government's Cycling Investment Strategy: CD has drafted a letter but a final version is pending actions 5.3 and 5.4.

5.6 Traffic count data and collision data for the proposed route: CD summarised data from Mike Cartwright at CORMAC. For 36 months to 31.3.15, there were 57 collisions and 70 injuries on the A388 between Callington roundabout and Carkeel roundabout. Five injuries were cyclists (three at Carkeel roundabout, one at Callington roundabout, one at Tamar View Nurseries). The low number suggests cyclists are not reporting incidents where they are clipped by lorries or pushed into hedges. Traffic counts in 2006, 2008 and 2010 put the number of cyclists using the A388 between Callington and Saltash at ~20-35 per weekday. The low number could be because cyclists are using alternative routes to the A388 (e.g. Dupath Lane, the road to Vernigo Cross, etc.). Further detail on both points could be gathered via the proposed petition (action 5.7).

5.7 Set up on-line petition prior to approaching cycle associations/clubs and shops: SC suggested a Survey Monkey may be preferable to a petition as it allows specific questions to be asked. The could be advertised in local papers and hosted on the websites/social media channels of interested parties (e.g. T&PCs, cycle shops). Each Councillor to forward a list of ten suggested questions to CD by 24.11.15. CD to compile for review and agreement at the next meeting on 8.12.15.

5.8 Investigate funding sources (e.g. LEP, SITA, Sport England): CD to contact LEP in the New Year.

5.9 Lobby Cornwall Council to include scheme in LTP4: Vicky Fraser (Cornwall Council) confirms it is too early in the process for formal scheme assessment but she will ensure the scheme is noted as a marker and will revert at the appropriate time to request more detail.

5.10 [Sustrans to] Discuss proposed scheme with Sustrans colleague working with WSP on the Government's Cycling Investment Strategy: Simon Murray confirms the scheme is being run through Sustrans' software model which identifies likely funding sources. Further update at the next meeting on 8.12.15.

9.2 Bus shelters for St Mellion

9.2.1 GP circulated annotated photographic visualisations of bus shelters at the four proposed sites. These had been forwarded to Adrian Drake at CORMAC who had replied with amendments (some required, some suggested).

9.2.2 Fernbank has declined to comment on the drawings or amendments until permission has been given to install the advertising shelters on the two village sites. Fernbank also confirms they will not carry out groundworks for the four sites and advises the Parish Council to ask the supplier for a quote for the fourth non-advertising shelter.

9.2.3 CD circulated quotes from Queensbury for various specifications of bus shelter and groundworks. These range from £3.5-4.4k (ex VAT) per shelter and £940 - £1,043 (ex VAT) per groundwork. CORMAC would be able to provide a comparative quote for this.

9.2.4 CD circulated the application form for Cornwall Council's bus shelter grant (£3k per financial year) and confirmed that this requires the number of passengers using the stop in question. GP agreed to produce estimates of the numbers likely to use the shelters at the Resort and Crocadon bus stops.

9.2.5 Further action is pending title search for private land ownership (see item 11.7).

10. St Mellion Neighbourhood Development Plan (NDP): to discuss forthcoming meeting with Vanessa Luckwell and Steve Foster of Cornwall Council

IW confirmed meeting to be held on 24.11.15. Further update at Parish Council meeting on 8.12.15.

11. Parish Council finances

11.1 To confirm state of repair of Parish Council assets

SC confirmed no safety defects. Next report due at the Parish Council meeting on 12.1.16.

11.2 To approve, under section 137 of the Local Government Act 1972, a donation of £25 to the Royal British Legion Poppy Appeal

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

Under section 137 of the Local Government Act 1972, to make a donation of £25 to the Royal British Legion Poppy Appeal.

11.3 To approve renewal of annual data protection subscription to the ICO

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

To renew the Parish Council's annual data protection registration with the Information Commissioner's Office at a cost of £35.

11.4 'Paperless planning' grant from Cornwall Council: to review quotes for laptop and projector and agree next steps

(i) SC had selected a specification for a laptop and projector. Quotes had been obtained for either or both items from PC World Business, Viking, Staples, Argos and the manufacturer direct. A comparison had been pre-circulated to Councillors.

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

To purchase a Toshiba L70-C-13C laptop at £595.40 ex VAT and an Optoma S311 projector at £210.42 ex VAT, plus delivery at £9.99 ex VAT, from PC World Business.

Discussion PC World Business, Viking and Staples offer payment on a 30 day invoice. The Parish Council already has business accounts with PC World and Viking. PC World offered the lowest price for both items (plus delivery) and the projector specification was higher than other suppliers'.

(ii) It was proposed by IW, seconded by SC and **RESOLVED**

To add the laptop and projector to the Parish Council's insurance cover for a quoted additional premium of £4.14 pa.

(iii) Councillors agreed to defer a decision on requesting wifi in the church hall until after six months use of the new equipment. This gives the Parish Council time to establish whether wifi is required.

11.5 Government grant to fund website development: to agree application process

KH and CD confirmed they are waiting to hear from CALC ref the proposed 'grant application' workshop in Callington. In the meantime, CD has completed the grant application form and KH has forwarded to CALC for comment. If there is no response from CALC, CD to pre-recirculate form for discussion and approval at the meeting on 8.12.15.

11.6 To approve monthly payment schedule

The payment schedule (totalling **£398.84**) and related invoices were circulated amongst Councillors. KH confirmed that CD's time sheets and reimbursements for October 2015 had been approved prior to payroll being run. Councillors had no further queries.

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

To approve the payment schedule dated 10.11.15 for a total of £398.84.

KH signed/dated the payment schedule and cheques were signed at the end of the meeting.

11.7 Land Registry business e-service account: to agree direct debit mandate

CD explained that the Land Registry process for obtaining title information had changed so that a 'map search' (for £4) only returns title numbers and not a map that shows the title boundaries. The map has to be purchased (for £7) in addition to the title detail (for £7). This has increased the cost of a search on the proposed site for the northbound village bus shelter from £11 to £32. Land Registry suggests setting up a 'business e-service' account which allows free access to a mapping tool and charges £3 for title detail. The Parish Council has to allow a variable direct debit to be set up for this.

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

To set up a Land Registry business e-service account and approve the required variable direct debit mandate.

The direct debit mandate form was signed by three Councillors at the end of the meeting.

12. Parish Council governance

12.1 Corresponding with Parish Councillors by email

12.1.1 To note implications of the Local Government (Electronic Communications) (England) Order 2015

Until April 2015, the legislation covering the issuing of the summons and papers for a Parish Council meeting did not permit the use of emails. The Local Government (Electronic Communications) (England) Order 2015 has amended the legislation and now permits the use of email for sending the summons, agenda and other papers provided the Councillor has given their consent.

12.1.2 To receive approval from Parish Councillors to use email correspondence

Forms completed by SC, KH and GP. AB, JD and IW to forward signed forms to CD asap.

12.2 To receive an update on producing a procedures manual

AB had read the draft manual and passed to GP for comment.

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

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

14. General correspondence

None.

15. Caradon CNA Panel meeting 28.9.15: to receive a summary of proceedings

JD summarised the meeting minutes which made reference to Cornwall Council's new NDP toolkit and congestion on the A388. Next meeting on 26.11.15 at St Dominick.

16. Ramblers Association Big Pathwatch Project: to discuss Parish Council involvement

GP plans to attend the related workshop on 13.11.15 and report to the Parish Council on 8.12.15.

17. Tamar Valley AONB landscape champions scheme: to discuss Parish Council involvement

GP plans to attend the meeting on 17.11.15 and report to the Parish Council on 8.12.15.

18. Items for next Parish Council meeting agenda

Quarterly financial review (AB or JD to sign documents); budget for precept; criminal records checks for Councillors; Big Pathwatch Project workshop; TVAONB landscape champions meeting; Cornwall Council planning conference.

Closed Session

It was proposed by KH, seconding by IW 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 personnel matters.

The public session closed at 2130.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 10th November 2015.

Signed

Name Ian Waite

Position Vice Chair of the Parish Council

Date 8th December 2015

St Mellion Parish Council

Payment Schedule

Date: Tuesday 10th November 2015

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
Land Registry	n/a	n/a	Map search for two proposed bus shelter sites	£8.00	100453	KH, GP, IW (on 21.10.15)
C Douglas	n/a	n/a	Clerk salary / reimbursements for October 2015	£316.90	100454	
Angela Greenhough	4.11.15	1413	Payroll services for October 2015 salary / reimbursements	£7.88	100455	
Royal British Legion	n/a	n/a	Donation to poppy appeal (approved under s37)	£25.00	100456	
ICO	n/a	n/a	Annual data protection registration (from 20.11.15)	£35.00	100457	
EE Mobile	30.11.15	n/a	Mobile phone air time	£6.06	DD	n/a
Total				£398.84		

Payment Approval

Name	
Signature	
Position	
Date	