

St Mellion Parish Council Meeting

Tuesday 8th December 2015 at 7pm in the Church Hall, St Mellion

Minutes

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

One member of the public.

1. Councillor matters

1.1 To receive apologies for absences

KH and JD; both on holiday.

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 (10th November 2015)

2.1 To approve the minutes

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

That the pre-circulated minutes were a true reflection of the meeting and closed session held on 10.11.15.

IW signed and dated the minutes.

2.2 To note matters arising from the minutes

Item 11.4 paperless planning grant: laptop, projector, two cases and pointer had been purchased and received from PC World Business. Item 11.7 Land Registry business e-service account now set up.

3. Police report

Saltash neighbourhood policing team Newsletter (Dec 2015): no incidents in St Mellion in November.

4. Unitary Councillor's report

Not present.

5. Residents' Associations' reports

5.1 St Mellion Village Tenants and Residents (VTRA)

Not present.

5.2 St Mellion Park Residents

Not present.

6. Questions from the public

Bill Sturgess asked if data is available yet for the average speed cameras. IW asked CD to inquire.

7. Planning matters

Note: As per 1.3, SC did not participate in item 7.1.

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 has 12 properties yet to visit. So far, 24 residents support and four oppose street lights. IW to visit remaining properties and report to meeting on 12.1.16.

7.1.2 To receive response from Cornwall Council on request to close the funding gap for proposed pedestrian crossing

James Hatton confirms Cornwall Council will fund the gap between s106 funds (£105k), community benefit (£50k), compensation payment (£25k), and the cost of a zebra crossing (£82k + £114k for lights) (i.e. they will contribute £16k). A Puffin crossing would require a further £23k.

7.1.3 To agree next steps

As per the Parish Council meeting on 10.11.15, if the majority of affected residents support the lights, the next step would be to ask all parishioners for views on allocating s106 funds, community benefit and the compensation payment to the scheme.

7.2 PA14/04185 solar farm at Newton Ferrers

7.2.1 To receive an update on road remediation by the developer

Ralos' contractor has contacted Cornwall Council Highways and a site meeting is being arranged to discuss works. If road closures are needed, three months notice is required, i.e. works could be as late as March/April 2016. Further update at meeting on 12.1.16.

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

Email dated 8.12.15 from Patrick Metzler (Ralos): "We have not received a written statement from Ofgem so far. They told us that they will contact us the next weeks. I would like to underline that it is a question of when and not of if." Further update at meeting on 12.1.16.

8. Highway matters

8.1 Given names for key parish roads: to receive an update on formally naming Church Lane

IW has two signatures to collect to confirm agreement with post code change. The completed form will be sent to CD to forward to Cornwall Council.

8.2 Church Lane 'access-only' enforcement on 13th and 14th November: to receive a report from the Police

Enforcement took place at 6pm on a Friday and Saturday. Inspector Morris confirms seven drivers were stopped (two parishioners) and one ticket issued. Officers also made house-to-house calls. It was noted that evenings and weekends may not be the best time to catch Resort users. If the Parish Council can confirm times, Inspector Morris will request further operations. CD to ask the VTRA for suggestions.

8.3 Overgrowth on pt9143: to note response from Savills

Email from Savills 27.11.15: "I apologise for the delay however we are in the process of formulating a roadside tree survey for the whole Estate. We are speaking with our Client about individual areas of concern and therefore hope to be in touch in due course when this is formalised." KH had asked CD to reply that the request from St Mellion was made several months ago and should not have to wait until a estate-wide assessment has been completed. Further update at the meeting on 12.1.16.

8.4 Weed spraying in St Mellion: to discuss implications of Cornwall Council/CORMAC ceasing this activity from 1.4.16

Ann Trevarton of CORMAC had confirmed that Cornwall Council will not fund weed spraying in Dunstan Lane and the village during ye 31.3.17 and had provided the Parish Council with a quote for this work (£364.20 ex VAT). IW reminded Councillors of the principle agreed at the Parish Council meeting on 14.1.14 (item 8.6) whereby it was agreed not to take on responsibility for weed spraying on highways in the parish. Councillors agreed that this principle still stands and there was no proposal to amend or retract the resolution. Councillors also noted confirmation from Ann that the affected roads remain on a safety inspection regime and, if a weed is deemed hazardous, it must be removed by CORMAC. Park and village Councillors agreed to monitor their respective roads and notify CD (or CORMAC via 'report it') of any issues. CD to confirm the Parish Council's response to CORMAC.

9. Transport matters

9.1 Proposed safe passageway for cyclists/pedestrians between Callington and Saltash: to receive an update on ongoing actions

5.1 Cornwall Council's Saltash cycle network feasibility study: funding for participation fee of £5k to be pursued in New Year.

5.2 Broadmoor Farm developer support: discussions between the developer, Cornwall Council and Saltash Town Council are ongoing.

5.3 Formal support from T&PCs along the proposed route: letter of support received from Botus Fleming Parish Council; Callington Area Road Safety Committee does not exist; CD to request formal letter from Saltash Area Road Safety Committee.

5.4 Meeting with Cornwall Councillors Daniel Pugh, Andrew Long and Jim Flashman on 1.12.15 (in the church hall): IW, SC, CD and Daniel Pugh attended; Daniel agreed to write a formal letter of support, and contribute £100 'community grant' to a Survey Monkey (see action 5.7); Andrew Long and Jim Flashman agreed by phone to the same (support letter and contribution to Survey Monkey).

5.5 Letter to Sheryll Murray ref inclusion in the Government's Cycling Investment Strategy: draft to be reviewed at meeting on 12.1.16.

5.6 Traffic count data and collision data: further detail to be gathered via Survey Monkey (action 5.7).

5.7 Survey Monkey: a draft form had been circulated to Councillors; it was agreed in principle that the survey should run for 12 months at a cost of £25 per month (billed annually at £300) for unlimited questions and responses; to be funded by Cornwall Councillors as per action 5.4. (i.e. at no cost to St Mellion parishioners); CD to approach Saltash Town Council re contribution to a paper version.

5.8 Investigate funding sources: CD to contact LAG and LEP in the New Year.

5.9 Lobby Cornwall Council to include scheme in LTP4: actioned.

5.10 Sustrans' RATE software model to identify likely funding sources: the scheme has been run through the model and is awaiting accompanying commentary; further update on 12.1.16.

9.2 Bus shelters for St Mellion: to receive an update on progress

GP confirmed that revised drawings (for all four sites) based on OS maps had been forwarded to Adrian Drake at CORMAC who had given approval in principle. GP had produced support details for the application for Cornwall Council PTU's bus shelter grant. IW confirmed that two of the four St Mellion Cottages had been approached re siting a bus shelter in the adjacent parking bay. The key request is that current space for parking is maintained. IW to visit remaining two properties and seek signatures of approval from all. CD confirmed Land Registry mapping shows title for Roskilly land is not registered but Patrick Web has provided a boundary map dated 1963. CD to seek further advice from Cornwall Council Legal Services and report to meeting on 12.1.16. Once these matters are resolved, quotes for bus shelters and groundworks can be sought (suggested from CORMAC, Queensberry and B&C).

10. St Mellion Neighbourhood Development Plan (NDP)

10.1 To receive an update on meeting with Cornwall Council on 24.11.15

IW, SC and CD met Steve Foster and Vanessa Luckwell (in the church hall). Both confirmed the easiest way to complete the NDP would be to use a planning consultant (funded by a Locality grant) although Cornwall Council is unable to suggest names. Steve Foster provided a list of outstanding actions and marked those to be completed by a consultant, by the Parish Council and by Cornwall Council.

10.2 To discuss continuation or termination of the NDP process

IW summarised discussion points that had been pre-circulated to Councillors. Reasons to continue the NDP: a lot of work has been completed already; enough raw material exists to produce a NDP; a 'made' NDP attracts 25% of any CIL funds in the parish (vs 15% without). Considerations: the Steering Group (which initially had ten members) has lost all volunteers and so been disbanded; responsibility has reverted to the Parish Council, specifically IW and SC, and members do not have the time or expertise to write the plan and its policies; a consultant may complete some of the actions but many still fall to the Parish Council (as per the list provided by Steve Foster under item 10.1); there is no guarantee that a second grant can be secured, or that a consultant would deliver to expectations. Councillors discussed the following: limiting the NDP to housing policy (and including community facilities, recreation, and environment under this heading); the impact on CIL (e.g. a 10k m² market housing development delivers £25k with the NDP, £15k without). GP confirmed that NDPs had been discussed at the Cornwall Council Planning Conference (see item 16): many T&PCs are struggling with the process, only three have reached referendum, and one of these has been failed. IW confirmed that parishioner interest in the NDP had been lacking and that efforts had failed to attract enough volunteers to restart the Steering Group.

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

Not to progress the NDP as the Parish Council has neither the time nor the skills, nor adequate parishioner support, to produce the plan and its policies.

11. Parish Council finances

11.1 Government grant to fund website development: to agree application form

An application for £598.70 had been pre-circulated to Councillors. CD summarised the detail and confirmed the next date for submission to NALC (via CALC) was 14.12.15.

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

To submit to CALC an application for £598.70 to cover costs associated with setting up a website to meet requirements of the Government's Transparency Code (for smaller authorities).

11.2 To approve updated asset schedule

A revised schedule (dated 4.12.15) had been pre-circulated to Councillors. Five IT items had been added to produce a revised total asset value (ex VAT) of £4,483.55. Amendments to this document were agreed as follows: 'Optima' to 'Optoma'; and 'infrared' to 'laser'.

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

To approve the revised asset schedule dated 4.12.15, but with two agreed amendments, for a total asset value of £4,483.55 (ex VAT).

CD to make amendments to document dated 4.12.15, change date to 8.12.15, and forward to Zurich for new items to be added to insurance cover.

11.3 To approve monthly payment schedule

The payment schedule (totalling **£1,122.88**) and related invoices were circulated amongst Councillors. IW confirmed that CD's time sheets and reimbursements for November 2015 had been approved prior to payroll being run. Councillors had no further queries.

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

To approve the payment schedule dated 8.12.15 for a total of £1,122.88.

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

11.4 To approve quarterly bank reconciliation

The cash book and bank reconciliation (both dated 4.12.15) plus bank statement nos. 283, 284 and 285 had been pre-circulated to Councillors. CD summarised the detail of each. Councillors had no queries.

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

To approve the quarterly bank reconciliation documents dated 4.12.15.

AB signed and dated the documents and bank statements.

11.5 To approve quarterly review of expenditure vs budget

Actual and forecast receipts and payments vs budget for precept (dated 4.12.15) had been pre-circulated to Councillors. CD summarised the detail. Councillors had no queries.

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

To approve the quarterly statement of actual and forecast receipts and payments vs budget for precept dated 4.12.15.

AB signed and dated the document.

11.6 To discuss employee pension scheme

CD presented charts that had been pre-circulated to Councillors. A workplace pension is mandatory for all employers. The Parish Council's 'staging date' for this is May 2017. The Clerk will be an 'entitled worker' (i.e. the employer has to set up a pension scheme if the employee asks but does not have to contribute to it). The Clerk's contract provides the option of joining the Local Government Pension Scheme (LGPS) run by Cornwall Council (CD has not exercised this option). The LGPS is a 'career average revalued earnings scheme' that requires ~19% contribution from the employer and 5.5%-12.5% from the employee. Several T&PCs in Cornwall have joined this scheme. At closed sessions on 8.9.15 and 10.11.15, Councillors agreed in principle to set up and contribute to an employee pension scheme but considered the LGPS contributions to be too high and the vesting period too long (i.e. if the Clerk leaves the job within two years, employee contributions will be refunded but employer contributions will be lost). Councillors had reviewed two further 'market-based' pension schemes: the National Employment Savings Trust (NEST) set up by the Government; and The People's Pension. Both offer similar schemes although the former's charges (to the plan) are higher in the first few years. Councillors and CD favoured NEST because it is backed by the Government. It had been agreed in principle to use NEST and also to set the employer's pension contribution at 8% (to be included in the draft budget for precept for ye 31.3.17). The contribution level was discussed further viz whether it should match the LGPS offered to most public sector employees in Cornwall. It was agreed that the high LGPS level is required to accommodate payments still being made to 'forefathers' of the scheme. This is not a requirement for the Parish Council and so the contribution could be set lower.

11.7 To discuss first draft of budget for precept for year ending 31.3.17

A draft document (dated 4.12.15) had been pre-circulated to Councillors. The precept was maintained at £9,800 which produced a Band D preliminary annual charge of £46.31 (a 43p decrease on current year). Further consideration was required for potential receipts yet to be confirmed: community benefit £50k; compensation payment £25k; Cornwall Council PTU bus shelter grant (£3k pa); Cornwall Councillors' grant for Survey Monkey (£300); Government grant for ongoing website costs (~£100). Consideration also is required for bus stop and shelter legal costs (i.e. how much, when they would arise and source of funding, e.g. s106 funds, community benefit, compensation payment, PTU grant, and/or precept). Councillors agreed to remove the NDP line (as per item 10.2) and leave the employer pension contribution at 8% of salary (as per item 11.6). The cost of Councillor criminal record checks to be reviewed pending discussion at item 12.3. CD to update the budget for precept for further discussion and final agreement at the meeting on 12.1.16.

12. Parish Council governance

12.1 Corresponding with Parish Councillors by email: to receive outstanding approval forms

Signed forms received from AB and IW. CD to email form to JD and request a signed copy be handed to KH as soon as possible.

12.2 To receive an update on producing a procedures manual

AB and GP had read the draft manual. GP requested that the Clerk's job description and policy for filling a Councillor casual vacancy be added. CD confirmed that the job description will be added once the employment contract has been revised (by CD and KH) and approved by full Council. CD is seeking clarification on Councillor recruitment criteria before adding to the manual.

12.3 Criminal record checks for Councillors

From Cornwall Council's Communities and Devolution Bulletin (Sept 2015): "Town and Parish Councils will be mindful of the public trust that is placed in their Councillors by virtue of their membership of their Councils and you are therefore urged to consider whether criminal checks should be undertaken on your Councillors." Cornwall Council recommends a 'basic' check and charges £37 (inc. £2 VAT) per Councillor plus a £48 (inc. £8 VAT) admin fee. AB, KH and IW already have 'enhanced' checks. JD may have an enhanced check (JD to confirm). It was discussed that existing enhanced checks would be accepted by the Parish Council. A basic version would be required for Councillors without an existing check. CD to draft a policy for discussion and agreement at the meeting on 12.1.16. Councillors with existing checks to forward copies of these to CD before the meeting on 12.1.16.

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 26.11.15: to receive a summary of proceedings

Summary not forwarded by Cllr Dransfield; item deferred to the Parish Council meeting on 12.1.16. JD to forward summary of notes to CD and KH before 12.1.16.

16. Cornwall Council planning conference: to receive a report on attendance

GP summarised key points from a pre-circulated report: concerns about neighbourhood planning, the planning pre-application process, and planning consultations.

17. Ramblers Association Big Pathwatch meeting: to receive a report on attendance

GP had attended because BR5 runs adjacent to the TVAONB but, because the PROW is not specific to the Ramblers, the interest in it was limited.

18. TVAONB landscape champions workshop: to receive a report on attendance

GP summarised key points from a pre-circulated report. It is impossible for the TVAONB to collect data for all land in its vicinity and so 1km squares had been identified for monitoring. GP had agreed to complete initial forms for a 1km square east of Hatt. CD to forward blank forms to Colin West, Vice Chair of Botus Fleming Parish Council, and follow up with forms completed by GP.

19. Items for next Parish Council meeting agenda

Budget for precept for ye 31.3.17; Parish Council asset check; PAT testing for Parish Council IT assets; Cornwall Community Land Trust - housing needs of local families.

The meeting closed at 2205.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 8th December 2015.

Signed

Name Ken Henley

Position Chair of the Parish Council

Date 12th January 2016

St Mellion Parish Council

Payment Schedule

Date: Tuesday 8th December 2015

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary / reimbursements for November 2015	£336.71	100458	
Angela Greenhough	1.12.15	1437	Payroll services for November 2015 salary / reimbursements	£7.88	100459	
PC World Business	14.11.15	13599194	Optoma projector + delivery	£772.23	100460	
PC World Business	16.11.15	13603411	Toshiba laptop PC			
PC World Business	1.12.15	13640835	Targus PC case			
PC World Business	2.12.15	13651117	Hama projector case			
PC World Business	4.12.15	13656624	Kensington laser pointer			
EE Mobile	30.12.15	n/a	Mobile phone air time	£6.06	DD	n/a
Total				£1,122.88		

Payment Approval

Name	
Signature	
Position	
Date	