

# **St Mellion Parish Council Meeting**

## **Tuesday 12th January 2016 at 7pm in the Church Hall, St Mellion**

### **Minutes**

**In attendance:** Cllr Ken Henley (KH), Chair; Cllr Steve Crook (SC); Cllr Anita Brocklesby (AB); Cllr Geoffrey Postles (GP); Christine Douglas (CD), Clerk to the Parish Council.

Two members of the public.

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

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

Cllr Jean Dransfield (JD) on holiday; Cllr Ian Waite (IW) recovering from surgery.

##### **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 meeting (8th December 2015)**

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

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

That the pre-circulated minutes were a true reflection of the meeting held on 8.12.15.

KH signed and dated the minutes.

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

None.

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

Saltash neighbourhood policing team Newsletter (Jan 2016): one theft and one public order offence in St Mellion in December.

#### **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**

Paul Hoult reported cars parking by the tennis courts because the yellow lines have worn away, and asked when a light will be installed on the path between The Glebe and the A388. KH asked CD to notify CORMAC about the parking; and confirmed the light is pending a decision on a pedestrian crossing and associated street lighting.

#### **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**

Recent surgery has prevented IW visiting outstanding properties. KH and SC to pursue as far as possible and report to meeting on 9.2.16.

###### **7.1.2 To review previously agreed 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 has appointed WH Bond as contractor. Bond has applied for road closures on 14-18th March. Polborder will be closed for three days. Some of the works will be handled by traffic control.

### **7.2.2 To receive an update on compensation for disturbance during installation**

Email dated 12.1.16 from Patrick Metzler (Ralos): "We received a so called minded letter from Ofgem. This means that we believe that a final position can be set out the next 2-3 months. The good news is that this is progressing now." Further update at meeting on 9.2.16.

## **7.3 Cornwall Council Local Plan revisions: to discuss consultation process**

Cornwall Council is going out for consultation on the 'Schedule of Further Significant Changes to the Cornwall Local Plan – Strategic Policies' for six weeks from 25.1.16 to 7.3.16. CD to circulate draft document and add item to agenda for meeting on 9.2.16. Key points to consider are housing and floorspace allocations for the Caradon area; and removal of policies specific to network areas.

## **7.4 Housing needs of local families: to discuss letter from Cornwall Community Land Trust**

Andrew George of CLT has offered to discuss local housing needs with Councillors. CD confirmed the emerging Local Plan has an unmet requirement for 85 houses in Caradon parishes outside of Callington. The Homechoice register for social housing has 12 applicants for St Mellion (in October 2015 vs 8 in April 2014). Data from the 'Help to Buy' South West register has been requested. Councillors agreed to meet with Andrew. CD to co-ordinate.

## **8. Highway matters**

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

KH provided form containing signatures of agreement from all those whose post code will change when Church Lane is named formally. CD to forward form to Cornwall Council's Address Management team. Further update on 9.2.16.

### **8.2 Church Lane 'access-only' enforcement: to note response from the Police**

CD has forwarded Paul Teale's suggested 'best time' of 5pm on Monday or Tuesday. Inspector Morris will pass on the request to the Specials. No further action.

### **8.3 Overgrowth on pt9143: to note response from Savills**

A change of staff at Savills has delayed progress. A new contractor looked at the site over Christmas but did not wish to quote. Local contractor Tristan Moon has submitted a quote which is being considered with others. Further update on 9.2.16.

### **8.4 Average speed camera data: to receive an update from the Safety Camera Unit**

CD emailed the Unit on 11.12.15 and 6.1.16 and waiting for a response. In the meantime, SC confirmed that 18 people on a recent speed awareness course had been caught by the St Mellion cameras.

### **8.5 Air quality monitoring on A388: to note email from Cornwall Council**

Email dated 23.12.15 from Jennifer Graham (Cornwall Council): "... carried out some air quality monitoring in St Mellion in 2014 and the pollution levels were found to be within the EU limit value. We are aware that there are now average speed cameras in St Mellion and thought it would be prudent to carry out more monitoring to see if pollution levels have been affected by this. As such we are proposing to put out diffusion tubes in the week commencing 4 January. The tubes will be changed each month and depending on the results we would intend to carry out monitoring for a full year." Paul Teale has given permission for diffusion tubes to be attached to his property. CD to check this has happened. Further update on 9.2.16.

## **9. Transport matters**

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

#### **1. Funding for the scheme**

1.1 CC's Saltash cycle network feasibility study (£5k): CD has contacted SELAG, will follow up with LEP, and is meeting Jane Abraham on 18.1.16 to discuss support for funding applications.

1.2 Scheme implementation: pending completion of the feasibility study (as per 1.1).

1.3 Sustrans' RATE software model's identification of likely funding sources: Simon Murray is on leave at present. Further update on 9.2.16.

1.4 Broadmoor Farm developer support: ongoing between CC and CEG - nothing further to report.

## **2. Stakeholder support**

2.1 Letters and funding for 'Survey Monkey' from Cornwall Councillors Jim Flashman, Andrew Long and Daniel Pugh: CD is following up.

2.2 Letter from Saltash Area Road Safety Committee: CD to request this.

2.3 Letter to Sheryll Murray, MP: pending 2.1 and 2.2.

## **3. User data for the business case (to include further information on accidents)**

3.1 On-line 'Survey Monkey': pending stakeholder support (as per 2.1).

3.2 Funding for paper-based survey: CD to approach Cornwall Councillor for Saltash North.

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

9.2.1 Village southbound: consultation forms yet to be discussed with/signed by residents of St Mellion Cottages. IW and KH to discuss how to progress as a priority.

9.2.2 Village northbound: Cornwall Council's legal fees and disbursements for acquiring Patrick Webb's land are estimated at £1,391 inc VAT. Solicitor Nick Skinnard has offered to visit Patrick, go through deeds, then provide a quote for acting on his behalf (roughly estimated at £250 +VAT).

9.2.3 Once 9.2.1 and 9.2.2 are completed, quotes for four bus shelters and groundworks will be sought. Councillors agreed to approach CORMAC, Queensbury, and B&C. CD and GP to prepare a brief based on GP's schedule of works, with amendments suggested by Adrian Drake at CORMAC.

9.2.4 Councillors agreed to submit an application for Cornwall Council's bus shelter grant (£3k per financial year) before 31.3.16. An application must be supported by quotes (as per 9.2.3 which is a further priority).

9.2.5 Advertising shelters for the village: CD is discussing this option with Clear Channel and JCDecaux. Further update at the meeting on 9.2.16.

## **10. Parish Council finances**

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

SC confirmed no safety defects. Next report due at the Parish Council meeting on 8.3.16.

### **10.2. To discuss PAT testing for Parish Council's IT equipment**

Email from Zurich dated 7.1.16: "...it is an Insurance requirement that PAT Testing is carried out to ensure that all electrical equipment is safe to use as per Health & Safety Guidelines." CD had obtained a quote from Cornwall PAT Testing at Kelly Bray to test the equipment annually for £10 if the items are taken to their offices.

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

To use Cornwall PAT Testing to test the Parish Council's laptop and projector on an annual basis.

SC agreed to take the equipment to Kelly Bray on the anniversary of its purchase (November).

### **10.3 To approve monthly payment schedule**

The payment schedule (totalling **£495.12**) and related invoices were circulated amongst Councillors. KH confirmed that CD's time sheets and reimbursements for December 2015 had been approved prior to payroll being run. Councillors had no further queries.

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

To approve the payment schedule dated 12.1.16 for a total of £495.12.

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

### **10.4 To agree budget for precept for year ending 31.3.17**

Revisions had been made to the draft document (dated 4.12.15), as requested at the meeting on 8.12.15 (and recorded in the minutes). The revised version (dated 6.1.16) had been pre-circulated to Councillors.

It was agreed that potential receipts for year ending 31.3.17 could not be incorporated in the budget because they were not guaranteed. This included compensation from solar farm developer (£25k); Cornwall Council PTU bus shelter grant (£3k pa); Cornwall Councillors' grant for 'safe passageway' Survey Monkey (£300); and Government grant for ongoing website costs (~£100)

As per item 11.3, the amount for criminal record checks for Councillors was amended to £196 (inc VAT).

Councillors debated whether or not to include a fund to support bus shelters and associated

groundworks. CD confirmed fees for legal advice on a contract for advertising shelters could be covered by the current year's budget (set at £510 inc. VAT) and fees for legal advice on a contract for non-advertising shelters and groundworks could be covered by next year's budget (also set at £510 inc. VAT). Further (estimated) costs not covered by the budget include the following: conveyancing fees for the land for the northbound village shelter (£1,391 + £300 inc VAT, as per item 9.2.2); the cost of two non-advertising bus shelters for the Resort entrance (assuming two advertising shelters are secured for the village) at £4,500 inc. VAT each; and four groundworks at £1,200 inc. VAT each. This totals £15,491. Assuming Cornwall Council awards a grant of £6k (i.e. a £3k grant in two financial years), this still leaves £9,491 to find. The shortfall could be covered by s106 funds, solar farm community benefit or solar farm compensation payment but all these monies may be taken up a pedestrian crossing on the A388 (as per item 7.1) if it is supported by all parishioners - but a decision on this is not expected for several months. Councillors discussed increasing the precept to cover the cost of bus shelters, in the event that all other funds were allocated to a pedestrian crossing, but reached a consensus that this would be too much for parishioners to bear. CD was asked to add a line for 'bus shelters' to the quarterly 'actual vs budget' document for year ending 31.3.17.

The precept was maintained at £9,800 which produces a Band D annual charge of £46.31 (a 43p decrease on current year).

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

To set the Parish Council precept for year ending 31.3.17 at £9,800.

CD to confirm to Cornwall Council by 13.1.16.

### **10.5 Transparency fund grant application: to note update from CALC**

Email dated 5.1.16: "...your application has now been submitted and will be reviewed by the panel on the 12<sup>th</sup> of February 2016. Shortly after this we will be in touch to let you know if your application has been approved."

## **11. Parish Council governance**

### **11.1 To approve an asset schedule for insurance purposes**

The asset schedule dated 8.12.15 is for audit purposes and so uses purchase values. Zurich increases the asset value by 3% pa. This means two asset schedules are required: one for audit, and one for Zurich. A revised asset schedule for Zurich (dated 14.12.15) had been pre-circulated.

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

To approve the asset schedule for insurance purposes dated 14.12.15.

CD to confirm to Zurich.

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

AB to pass draft manual to JD for review and comment at meeting on 9.2.16.

### **11.3 Criminal record checks for Councillors: to review draft policy**

*Note: KH brought forward this item to before item 10.4 so that its impact on budget for precept for year ending 31.3.17 could be considered.*

A draft policy (dated 7.1.16) had been pre-circulated to Councillors. CD summarised changes to this suggested by Cornwall Council's HR Safeguarding team, as follows.

- i. Clarification of the types of check used by Cornwall Council (under section '1. Background').
- ii. Clarification that the Parish Council requires sight of the original CRC certificate that a Councillor may have already and be prepared to share with the Parish Council.
- iii. Clarification that any hard or soft copies of all original CRC certificates (whether funded by the Parish Council or not) will not be retained for longer than six months (as per recommended practice under the Data Protection Act).
- iv. Clarification that any details from an original CRC certificate held on electronic file (e.g. in a spreadsheet) will be governed by the Parish Council's approved Publication Scheme and Document Retentions Policy.

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

To approve the policy for criminal record checks for Councillors dated 7.1.16 with amendments suggested by Cornwall Council.

### **Impact on budget for precept for year ending 31.3.17**

AB and IW have enhanced CRCs that are less than ten years old and are willing to share these with the Parish Council. KH has an enhanced CRC but it is older than ten years. SC and GP do not have CRCs. JD has yet to confirm.

Under the approved policy, basic CRCs are required for SC, GP and KH (and possibly JD). This will incur the following costs.

One-off set up fee to Cornwall Council: £40 + VAT = £48.

Basic CRC at £25 each (no VAT) x four Councillors = £100.

Cornwall Council admin fee at £10 + VAT per check x four Councillors = £48.

Total to include in budget for precept for year ending 31.3.17: £196 (inc. VAT)

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

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

### **13. General correspondence**

None.

### **14. Caradon CNA Panel meeting 26.11.15: to receive a summary of proceedings**

KH read out summary from JD. CD to request information on the Local Devolution Fund.

### **15. Computer training for Councillors: to discuss services offered by Cornwall Council**

Cornwall Council offers free IT training for T&PCs. A minimum of four people is required. The date, time and location are flexible (ideally the venue should have wifi but not essential). Topics can be tailored to suit. CD to co-ordinate on behalf of AB, JD, GP and KH.

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

Naming parish roads (Bealbury Lane and Wollaton Lane).

The meeting closed at 2104.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 12th January 2016.

**Signed**

**Name** Ken Henley

**Position** Chair of the Parish Council

**Date** 9th February 2016

## St Mellion Parish Council

### Payment Schedule

Date: Tuesday 12th January 2016

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary / reimbursements for December 2015	£371.18	100461	
Angela Greenhough	31.12.15	1459	Payroll services for December 2015 salary / reimbursements	£7.88	100462	
Cornwall Council	3.12.15	98175695	1x place at Planning Conference on 23.11.15	£10.00	100463	
St Mellion with Pillaton PCC	1.1.16	n/a	Church hall hire Q4 2015 (inc. 1 meeting for NDP)	£100.00	100464	
EE Mobile	28.1.16	n/a	Mobile phone air time	£6.06	DD	n/a
<b>Total</b>				<b>£495.12</b>		

#### Payment Approval

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