

# **St Mellion Parish Council Meeting**

## **Tuesday 9th February 2016 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.

Two 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 meeting (12th January 2016)**

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

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

That the pre-circulated minutes were a true reflection of the meeting held on 12.1.16.

KH signed and dated the minutes.

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

Repainting yellow lines at Horsepool: email from James Lantsbery dated 28.1.16 - CORMAC has no budget for this for next financial year or year after.

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

From the Saltash policing team newsletter for February 2016: no incidents reported in St Mellion in January 2016; PC Mark Rothwell joins the team as the new Neighbourhood Beat Manager for Saltash and the surrounding rural area.

#### **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 requested action to stop cars speeding through The Glebe. KH and IW suggested a rubber speed bump although CORMAC would be unlikely to supply this and it would have to be funded locally. Bill was asked to canvass views on this from residents in The Glebe.

#### **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**

KH confirmed: 31 do not object; 7 object; 2 are unsure; 6 still to be asked (by 8.3.16).

### **7.1.2 To review previously agreed next steps**

The following points were discussed.

- i. 20% of residents object to/are unsure about the crossing/lights and this percentage may increase after the outstanding six are visited. Councillors were concerned at implementing a scheme against the wishes of such a large proportion of affected residents.
- ii. The scheme can proceed only if £25k compensation from the solar farm developer (item 7.2.2) is received and there is still no guarantee of this. It would be imprudent to seek the views of parishioners on the scheme before knowing if implementation is financially feasible.
- iii. The scheme would use up all of the Parish Council's funds, i.e. s106 (£105k), community benefit (£50k) and compensation (£25k), and leave no monies for other parish-wide projects (e.g. bus shelters, repair of finger posts, footpaths for Church Lane, etc.).
- iv. The funds at (iii), plus match funding from Cornwall Council, will pay for a zebra crossing (£197k) but the Parish Council's preference is for a puffin crossing (£220k).
- v. It may be possible to fund a smaller lighting scheme (without a crossing) from s106 funds, which may be supported by a greater number of affected residents.
- vi. Further to a presentation from Cornwall Council's Environmental Protection Officer at the Caradon Network Panel meeting on 25.1.16 (item 14.), JD pointed out that a crossing would affect air quality adversely.
- vii. Councillors were keen to make a decision on the scheme so that s106 funds (secured in 2007) and community benefit (secured in 2014) can be allocated without further delay. Councillors requested this be added as a formal item to the agenda for the Parish Council meeting on 8.3.16.

### **7.2 PA14/04185 solar farm at Newton Ferrers**

#### **7.2.1 To receive an update on road remediation by the developer**

No updates at this time; work still due from 14-18.3.16.

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

Email dated 8.2.16 from Patrick Metzler (Ralos): "We are tomorrow afternoon invited for a meeting at Ofgem. After that meeting we will be able to give you an update. We are positive that by the 31.03.2016 the situation will be mainly solved or close to solved. Therefore I can underline again what I told you last time, but can not assure that the situation is completely resolved by the 31.03.2016." Further update at meeting on 8.3.16.

### **7.3 Consultation on amendments to Cornwall Council Local Plan: to agree comment**

Documents had been pre-circulated to Councillors. No comments or queries were arising. CD to confirm this to Cornwall Council.

### **7.4 Meeting with Cornwall Community Land Trust: to receive an update**

CD currently co-ordinating meeting with Andrew George to be held end of February/beginning of March. Further update on 8.3.16.

### **7.5 Consultation on Housing Bill: to review Cornwall Planning Partnership's submission and agree comment**

The letter from Cornwall Planning Partnership (CPP) to the DCLG (dated 18.1.16) and the DCLG's consultation document had been pre-circulated to Councillors. Councillors discussed the principle of CPP's letter, i.e. the Bill promotes property ownership but does not cater for those who need to rent a home, and this is a particular issue in Cornwall. Councillors agreed that no further comment was required over and above the CPP's submission.

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

To support Cornwall Planning Partnership's submission to the DCLG re the Housing Bill consultation. CD to confirm to CPP and DCLG.

## **8. Highway matters**

### **8.1 Given names for key parish roads**

#### **8.1.1 To receive an update on naming Church Lane**

Email from Cornwall Council's Address Management Team (dated 26.1.16): a translation of Church Lane has been requested from the Cornish Language Partnership. Once they have replied, CORMAC will be instructed to procure and install the street nameplates (likely to be after April 2016 as current year's budget has been spent).

### **8.1.2 To receive an update on naming Bealbury Lane**

CD has email agreement to the naming from four residents. IW to visit remaining residents. Further update on 8.3.16.

### **8.1.3 To receive an update on naming Wollaton Lane**

CD has verbal agreement to the naming from Steve Moss at the Resort. KH to visit residents. Further update on 8.3.16.

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

Phone conversation on 9.2.16: new quotes are being sought for review by the Chairman of the Glebe Committee. A decision is expected before the next Parish Council meeting on 8.3.16.

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

Email from Safety Camera Unit (dated 5.2.16): data are published on an annual basis and will be forwarded to the Parish Council after April 2016.

### **8.4 Air quality monitoring on A388: to receive an update from Cornwall Council**

From Cornwall Council Environmental Protection Officer (dated 1.2.16): "...the objective we are monitoring against is in respect of the annual average for nitrogen dioxide, so we are intending to keep the tubes up for the whole year...perhaps we could give a mid-year update to the Parish Council on the understanding that it still won't be the full picture." It was noted that tubes have been attached to St Mellion Cottages, The Village and Hillcrest.

## **9. Transport matters**

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

#### **9.1.1 Funding for feasibility study (£5k)**

CD met Jane Abraham on 18.1.16. Jane will support writing applications to LEP, SELAG, Sport England and other potential funders. Cornwall Councillors Derek Holley and Andrew Long have agreed to fund the fee from their 'community chest' grants (for ye 31.3.16). CD has submitted the forms for this.

The feasibility study may be eligible for Cornwall Council's Local Devolution Fund (see item 10.3).

Cornwall Council confirms payment is not required until September 2016. The Parish Council will be invited to meet with CORMAC when the study starts.

#### **9.1.2 Funding for overall scheme**

Output from Sustrans' RATE software model: pending response from Simon Murray.

#### **9.1.3 Survey Monkey to gather user data**

Cornwall Councillors Daniel Pugh and Jim Flashman have agreed to contribute to the cost (£300) from 'community chest' grants (for ye 31.3.17). CD to prepare application forms for review on 8.3.16.

The draft survey form to be tested by Councillors, their families and two contacts. Feedback to be received at the Parish Council meeting on 8.3.16.

SC agreed to upload the finalised survey form to the Survey Monkey website.

CD to confirm payment terms for Survey Monkey.

#### **9.1.4 Letters of support**

Now received from Andrew Long and Daniel Pugh; Derek Holley has agreed to write on behalf of the Saltash Area Road Safety Committee; CD to follow up with Jim Flashman.

At Jane's suggestion, CD has written to Ginsters and Tamar Foods requesting their support for the scheme. Further update at the meeting on 8.3.16.

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

9.2.1 Cornwall Housing has approved siting of a bus stop and shelter in the lay-by south of St Mellion Cottages, as long as existing parking space is preserved.

9.2.2 CD and GP have prepared a brief for groundworks and bus shelters and this has been forwarded to three companies to quote (CORMAC, B&C Shelters and Queensbury). The deadline for quotes is 4.3.16 so they can be discussed at the Parish Council meeting on 8.3.16. Once a quote is agreed, CD will apply to Cornwall Council's Passenger Transport Unit for a grant for £3k.

9.2.3 KH met with Patrick Webb and his solicitor, Nick Skinnard, who is working on an agreement for a 99 year peppercorn lease on land for the proposed northbound bus stop in the village. Nick will confirm

fees to CD in writing for discussion at the Parish Council meeting on 8.3.16.

9.2.4 CD has updated Cornwall Council's Legal Services about the Parish Council's requirements: advice on contracts with advertising shelter provider; advice on contract with groundworks and non-advertising shelter provider; advice on lease on land for proposed northbound bus stop in the village. Revised costings to be presented at the Parish Council meeting on 8.3.16.

9.2.5 CD is in discussions with Clear Channel and JCDecaux regarding advertising shelters for the village. Further update at the Parish Council meeting on 8.3.16.

## **10. Parish Council finances**

### **10.1 To approve monthly payment schedule**

The payment schedule (totalling **£273.63**) and related invoices were circulated amongst Councillors. KH confirmed that CD's time sheets and reimbursements for January 2016 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 9.2.16 for a total of £273.63.

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

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

Email dated 25.1.16: "I am pleased to confirm that your Transparency Fund application has been successful and you should receive £598.70 into the parish account within the next few days." CD confirmed this has been received in the Parish Council's account.

### **10.3 Cornwall Council's Local Devolution Fund: to receive a briefing**

Cornwall Council has launched a Local Devolution Fund under which £600k will be shared between the 19 Community Networks. Caradon receives c. £20k. The primary purpose is to support devolution projects but funding can also be allocated to support partnership working. Cornwall Councillors and Network Panels recommend how the funds should be spent. Recommendations are considered and decided by the Cabinet Member for Localism. Town and parish councils will receive letters asking for proposals. Any proposal can be put forward at this stage provided it supports devolution or partnership working. St Mellion may wish to suggest the safe passageway feasibility study and bus shelters. Item to be added to the agenda for the Parish Council meeting on 8.3.16.

### **10.4 Smaller Authorities' Audit Appointments: to discuss audit requirements effective from 1.4.17**

Information had been pre-circulated to Councillors. The Parish Council has to confirm to the (Government appointed) Smaller Authorities' Audit Appointments Limited (SAAA) by 31.3.16 whether it wishes to remain automatically opted in to their scheme or wishes to opt out. If the Parish Council opts out, it will have to set up an independent audit panel and appoint an external auditor that meets certain licensing criteria. If the Parish Council remains opted in, it will not require an audit panel and will use the SAAA's nominated external auditor (possibly Grant Thornton, the current external auditor for smaller local authorities). The SAAA's external auditor will work to fees set by the SAAA and these are likely to be very competitive given economies of scale in handling so many local authority audits. These arrangements will take effect from 1.4.17 and last for five years until 31.3.22. It was noted that the Parish Council still requires an internal audit.

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

That St Mellion Parish Council will remain 'opted in' to the Smaller Authorities' Audit Appointments scheme for five years from 1.4.17 to 31.3.22.

## **11. Parish Council governance**

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

JD noted two grammatical points. Manual was passed to SC and IW for review and comment on 8.3.16.

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

SC confirmed no applications for the last month for St Mellion but one for Trevethan Distillery at Prideaux Close in Saltash.

## **13. General correspondence**

i. Received from Devon and Cornwall Police, outline of new ways of liaising with town and parish

councils. Further information to follow in due course.

ii. Received from Cornwall Council, A4 colour posters about the Local Plan consultation. SC to post on notice boards. CD to request soft copy and forward to SC to post on Parish Council website.

iii. JD circulated clippings from the Cornish Times about the Resort's potential application to lift the occupancy condition from permission to build 199 homes (16.10.15 edition) and the Parish Council's decision not to progress a neighbourhood plan (15.1.16 edition).

#### **14. Caradon CNA Panel meeting 25.1.16: to receive a summary of proceedings**

JD summarised key points arising from the meeting, including details of the Local Devolution Fund (as per item 10.3). CD was asked to find out more about the proposed electoral boundary changes and circulate the information to Councillors. Kate Kennally is the new Chief Executive of Cornwall Council. Cornwall Councillor Jim Flashman is willing to take parishioners' reports on potholes.

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

Parish Council asset check; quarterly financial review.

The meeting closed at 2056.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 9th February 2016.

**Signed**

**Name** Ken Henley

**Position** Chair of the Parish Council

**Date** 8th March 2016

## St Mellion Parish Council

### Payment Schedule

Date: Tuesday 9th February 2016

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary / reimbursements for January 2016	£259.69	100465	
Angela Greenhough	1.2.16	1495	Payroll services for January 2016 salary / reimbursements	£7.88	100466	
EE Mobile	28.2.16	n/a	Mobile phone air time	£6.06	DD	n/a
<b>Total</b>				<b>£273.63</b>		

#### Payment Approval

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