

St Mellion Parish Council Meeting

Tuesday 8th March 2016 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 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

Cllr Anita Brocklesby (ill health).

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 (9th February 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 9.2.16.

KH signed and dated the minutes.

2.2 To note matters arising from the minutes

None.

3. Police report

From the Saltash policing team newsletter March 2016: no incidents reported in St Mellion in Feb 2016.

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

None.

7. Planning matters

As per 1.3, SC left the meeting.

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 33 (72%) support; 11 object (24%); 2 are undecided (4%).

7.1.2 To review previously agreed next steps

KH asked Councillors to consider the following points: 28% of residents object to/are unsure about the crossing/lights; £25k compensation from the solar farm developer has not been received and the scheme cannot proceed without these funds; the scheme would use all the Parish Council's available

funds and leave nothing for projects in the rest of the parish; available funds (assuming £25k compensation is received) would pay for a zebra crossing (£197k) when the Parish Council's preference is for a puffin (light-controlled) crossing (£220k); 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; a crossing would affect air quality adversely.

Given the high number of residents opposed to the scheme, Councillors agreed that it would be inequitable to progress further.

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

To take no further action on the proposed pedestrian crossing and associated street lighting.

CD to confirm decision to James Hatton at Cornwall Council.

SC rejoined the meeting.

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 14th to 18th March 2016.

7.2.2 To receive an update on compensation for disturbance during installation

Email dated 7.3.16 from Patrick Metzler (Ralos): "Ofgem requested some further information for which we need the involvement of WPD. WPD shall come back to us this week. After that we will respond to Ofgem and expect a decision for May 2016."

7.3 Meeting with Cornwall Community Land Trust: to receive an update

Meeting with Andrew George on 3.3.16 cancelled due to Councillor bereavement. New date to be set.

8. Highway matters

8.1 Given names for key parish roads

8.1.1 To receive an update on naming Church Lane

No further news from Cornwall Council.

8.1.2 To receive an update on naming Bealbury Lane

No further news.

8.1.3 To receive an update on naming Wollaton Lane

No further news.

8.2 Overgrowth on pt9143: to note response from Savills

Alison May confirms Tristan Moon has been instructed to clear the overgrowth. A tree branch has fallen through a greenhouse in The Glebe; the VTRA is pursuing a claim with Savills on the resident's behalf.

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: to approve application to Cornwall Council's Community Chest to support grant bid writing

An application for £500 to support grant bid writing was submitted to Cornwall Council on 8.2.16. This was authorised by KH and CD in order to meet a submission deadline of 12.2.16. The grant has been awarded and Flourish Workplace appointed as advisor, as discussed by Councillors at previous Parish Council meetings. As per Financial Regulation 11.1 (a)(ii), this is a specialist service that does not require three quotes. Councillors were asked to approve the application and appointment of Flourish Workplace retrospectively.

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

To approve application to Cornwall Council's Community Chest Grant for £500 to cover fees for supporting the Parish Council's bid to secure funding for the safe passageway feasibility study.

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

To approve appointment of Flourish Workplace to support the Parish Council in applying for grants to fund the safe passageway feasibility study.

9.1.2 Funding for feasibility study: to approve application to Local Devolution Fund

The completed application form (draft dated 3.3.16) for £5,000 to cover the cost of the feasibility study

had been pre-circulated to Councillors. Applications are to be considered at the Caradon Network Panel meeting on 14.4.16. JD and IW agreed to attend this meeting.

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

To submit the completed application form for a Cornwall Council Local Devolution Fund grant for £5,000 to cover the cost of a feasibility study for a proposed safe passageway between Callington and Saltash.

CD to change the date on the form to 8.3.16 and submit to Cornwall Council on 9.3.16.

9.1.3 Survey of users: to approve application to Cornwall Council's Community Chest to support on-line Survey Monkey and paper questionnaires

An application for £303 to pay for a Survey Monkey annual 'Gold Plan' and hard copy questionnaires was submitted to Cornwall Council on 10.2.16. This was authorised by KH and CD in order to meet a submission deadline of 12.2.16. The grant has been awarded and an account initiated with Survey Monkey, as discussed by Councillors at previous Parish Council meetings. As per Financial Regulation 11.1 (a)(vi), Survey Monkey is a proprietary article with a fixed price and does not require three quotes. Councillors were asked to approve the application and Survey Monkey account retrospectively.

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

To approve application to Cornwall Council's Community Chest Grant for £303 to cover fees of Survey Monkey 'Gold Plan' for collecting user data for the safe passageway business case, plus printing hard copy questionnaires for the same.

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

To approve setting up a Survey Monkey annual 'Gold Plan' account for £300 in order to collect user data for the safe passageway business case.

9.1.4 Survey of users: to receive feedback on draft questionnaire

Councillors and family had reviewed DRAFT ii of the questionnaire. Criticisms included the form being too complicated/lengthy, and a need to make it more succinct/easier to understand. Suggested amendments included: remove questions 3 and 5, and replace with a new question re which sections of the proposed route are considered most dangerous/require improvement; question 7 to have one 'no' reply only (with no qualifications), '4-5 times' to be removed, and reference to wind turbulence to be added to the question itself; arrange the questions so they differentiate more clearly between the A388 and the proposed safe passageway route. CD to make revisions and circulate to Councillors for further feedback before SC trials uploading to Survey Monkey.

9.1.5 Sustrans' RATE funding model: to discuss outcome

Simon Murray at Sustrans confirms (email dated 19.2.16) the RATE tool has been superseded by the Government's recent announcements about the Cycling Delivery Plan and how it will be devolved to local authority Local Transport Boards to develop. CD to pursue with Sheryll Murray (when forwarding letter under item 9.1.7).

9.1.6 Formal letters of support: to receive an update

Now received from: Saltash Area Road Safety Committee, Saltash Environmental Action Group, and Jim Flashman. The Resort has agreed to write. Meetings are being arranged with Samworth Brothers. CD to prepare proforma letters for Certini's, Pete's Cycles, Callington College, Duchy College, and saltash.net

9.1.7 To agree next steps and responsibilities

In addition to the above points, CD had pre-circulated a draft letter from the Parish Council to Sheryll Murray MP with an update following previous correspondence in July 2015 and a request for continued support. The draft letter requires amendment once further support (under item 9.1.6.) has been secured. Councillors agreed for the letter to be sent after the amendments had been made, or to review on 12.4.16 if the expected support had not been forthcoming by then.

9.2 Bus shelters for St Mellion

9.2.1 Advertising shelters for the village: to receive an update from suppliers

KH confirmed: Clear Channel (AdShel) is unable to offer shelters for St Mellion; JCDecaux is unable to confirm at this time; Fernbank will offer two advertising shelters for the village, and one non-advertising shelter at the Resort, but the shelters in the village must be open, not enclosed. Councillors preferred both to be enclosed but may accept the northbound shelter being open. CD to ask Fernbank if they would install on just one site. Further discussion on 12.4.16.

9.2.2 Non-advertising shelters: to discuss quotes received and agree a supplier

GP confirmed that quotes have been received but further information is required to enable a 'like for like' comparison. CD to request required information from suppliers. Further discussion on 12.4.16.

9.2.3 Groundworks for all shelters: to receive an update from CORMAC

GP confirmed CORMAC is preparing a quote for groundworks for four sites, to be received within next two weeks. Further discussion on 12.4.16.

9.2.4 Title to land for northbound bus stop in village: to receive an update

No further news.

9.2.5 Blight Skinnard's legal fees for 9.2.4: to receive an update

No further news. KH is pursuing with Blight Skinnard.

9.2.6 Cornwall Council's legal fees for advice to Parish Council: to receive an update

No further news (pending 9.24 and 9.25).

9.2.7 Cornwall Council Passenger Transport Unit grant: to approve application

The completed application form (draft dated 5.3.16) for £3,000 to put towards the cost of a bus shelter had been pre-circulated to Councillors. The application is for a grant in ye 31.3.16. The grant will be paid after the shelter has been installed and an invoice received from the supplier. There were no queries arising.

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

To submit the completed application form for a Cornwall Council PTU grant for £3,000 for year ended 31.3.16.

CD to change the date on the form to 8.3.16 and submit to Cornwall Council on 9.3.16.

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 10.5.16

10.2 To approve monthly payment schedule

The payment schedule (totalling **£1,127.06**) and related invoices were circulated amongst Councillors. KH confirmed that CD's time sheets and reimbursements for February 2016 had been approved prior to payroll being run. Councillors had no further queries.

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

To approve the payment schedule dated 8.3.16 for a total of £1,127.06.

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

10.3 To re-issue cheque for church hall hire for quarter 4 2015

Note: this was discussed before item 10.2 as it features on the payment schedule for 8.3.16.

Cheque no. 100464 for £100 was approved and signed on 12.1.16 but mislaid and cancelled with HSBC on 15.2.16. The cheque has been found again and CD was instructed to shred it.

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

To approve cheque no. 100470 to St Mellion with Pillaton PCC for £100.00 for church hall hire for quarter 4 2015.

10.4 To approve quarterly bank reconciliation

The following documents had been pre-circulated to Councillors: bank statement sheets 266, 267 and 268; cash book updated 5.3.16; bank reconciliation updated 5.3.16. CD summarised the documents. Councillors had no further queries.

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

To approve the quarterly bank reconciliation documents dated 5.3.16.

JD signed and dated all documents.

10.5 To approve quarterly review of expenditure vs budget

The summary of actual receipts and payments vs budget for ye 31.3.16, updated on 5.3.16, had been pre-circulated to Councillors. CD summarised the documents. Councillors had no further queries.

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

To approve the summary of actual receipts and payments vs budget for ye 31.3.16, updated on 5.3.16. JD signed and dated the document.

10.6 To approve BACS payment for Survey Monkey

See item 9.1.3. CD confirmed forms received from HSBC were incorrect. IW confirmed Tavistock branch requires three Councillors to attend the same branch in person with photo ID. KH, IW and SC agreed to attend Tavistock branch to arrange the payment before 31.3.16. CD to confirm all relevant bank and payment details to KH, IW and SC.

10.7 To review funds available to the Parish Council and discuss potential uses (to include section 106, community benefit from solar farm, compensation from solar farm, Community Chest grants and Local Devolution Fund)

Funds/grants available to the Parish Council as follows: s106 (£105,250.80, secured); community benefit (£50k, secured); compensation payment (£25k, not secured); Cornwall Council's Local Development Fund (~£22k for Caradon, not secured); Community Chest Grant (~£5k for Jim Flashman's ward, not secured), Cornwall Council PTU grant for bus shelters (£3k pa, not secured).

Councillors agreed to investigate the following s106 measures: small scheme of streetlights in the village; light on The Glebe path; 2no. bus shelters in the village; footway improvements from Meadow View to Golf View; 5no. speed bumps in Church Lane. Previous suggestions for footways in Church Lane (from village to turning area, from turning area to Horsepool, and virtual footway from village to Horsepool) were rejected on grounds of high cost and low feasibility (road is too narrow). CD to pursue with Kate Dixon at Provelio.

Projects for non-s106 funds/grants were discussed, as follows.

Highway initiatives

Feasibility study for safe passageway between Callington and Saltash £5k: application to Local Development Fund for full amount approved under item 9.1.2.

2no. bus shelters at the Resort ~£17k: application to PTU for £3k approved under item 9.2.7; a further application for £3k can be made in ye 31.3.17; residual costs could be funded from community benefit.

Refurbish 2no. cast iron finger posts at Amytree ~£1k: quotes currently being sought via the Milestone Society; could be funded from community benefit.

Relief road feasibility study: quote from Arup dated 6.6.14 for £7,250; CD to request updated quote from CORMAC; could be funded from community benefit.

Additional projects for consideration from community benefit (costs tbc): repainting yellow lines at Horsepool; repairing kerbs at entrance to Dunstan Lane.

Community facilities

Improvements to Bealbury Chapel kitchen/community room £5k (as requested at the Annual Meeting of Electors on 12.5.15).

Improvements to Church Hall kitchen and toilets (cost tbc).

Community Funding Scheme: residual funds from community benefit (and compensation payment, if/when received) could be held in a 'pot' to fund small parish schemes. This would require a formal application process to be established/approved by Councillors.

CD to summarise discussions and pre-circulate to Councillors for further debate on 12.4.16.

11. Parish Council governance

11.1 To receive an update on producing a procedures manual

SC had reviewed the manual but had no comments. IW to review the manual and pass to KH.

11.2 To discuss use of Parish Council IT equipment by community groups

Further to a request from the Women's Institute to use the Parish Council's projector, Zurich confirms the following (email dated 22.2.16): '...as the Projector is insured under the 'All Risks' section of your schedule, we can confirm cover for Community Groups such as 'The Womens Institute' but not for individuals within the Parish. We would ask you ensure that for any Group loaned the projector that they have Public liability Insurance in force to cover third party property damage.' CD to prepare a short policy for discussion and approval on 12.4.16.

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

SC confirmed none in the last month for St Mellion.

13. General correspondence

- i. CD had pre-circulated url to petition to allow Parish Councils to appeal against planning decisions <https://petition.parliament.uk/petitions/110489>. Councillors to sign individually. Deadline 19.4.16.
- ii. Marketing letter received from the Royal Mint regarding Queen's 90th birthday coin. No interest to the Parish Council. Councillors agreed to give free sample coin to St Luke's Hospice.

14. Items for next Parish Council meeting agenda

Addition of safe passageway to Cornwall Council's General Transport Enquiries List (tbc pending further discussions with Cornwall Council).

It was proposed by KH, seconded by GP 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 of the meeting closed at 2200.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 8th March 2016.

Signed

Name Ken Henley

Position Chair of the Parish Council

Date 12th April 2016

St Mellion Parish Council

Payment Schedule

Date: Tuesday 8th March 2016

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary / reimbursements for February 2016	£313.12	100467	
Angela Greenhough	1.3.16	1518	Payroll services for February 2016 salary / reimbursements	£7.88	100468	
Jane Abraham T/A Flourish Workplace	7.2.16	00040	Support for safe passageway feasibility study funding	£500.00	100469	
Survey Monkey	5.3.16	26189661	Gold Plan survey to collect user data for safe passageway business case	£300.00	BACS	
EE Mobile	28.3.16	n/a	Mobile phone air time	£6.06	DD	n/a
Total				£1,127.06		

St Mellion with Pillaton PCC	1.1.16	n/a	Church hall hire Q4 2015 (inc. 1 meeting for NDP)	£100.00	100470 #	
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reissue of cheque no. 100464 approved on 12.1.16 and cancelled with HSBC on 15.2.16.

Payment Approval

Name	
Signature	
Position	
Date	