

St Mellion Parish Council Meeting

Tuesday 12th April 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.

Kate Dixon (KD), Project Manager, Provelio.

One member 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

None.

1.4 To approve written requests for dispensations

None.

2. Previous Parish Council meeting (8th March 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 8.3.16.

KH signed and dated the minutes.

2.2 To note matters arising from the minutes

None.

3. Police report

The Saltash policing team newsletter for April 2016 had not been received.

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

KH noted a resident of Church Lane had requested funding for 2no. replacement hanging baskets for the church hall. The value is ~£25 and all Councillors were supportive. KH and CD to progress.

7. Planning matters

7.1 Section 106 measures: to discuss options for expenditure

KH introduced Kate Dixon (KD) from Provelio who was attending as Cornwall Council's agent on minor highway schemes of which the s106 works in St Mellion is one. Prior to the meeting, KH and IW showed Kate the village and described potential projects discussed on 8.3.16 under item 10.7, as follows.

Low level lighting for part of the village: KD to discuss with Cornwall Council's street lighting team; this may not be less expensive than a high level scheme given much of the cost lies in trenching works; low level lighting may not be supported by Cornwall Council on a main road.

Traffic calming in Church Lane: KD to forward a formal plan showing number and location of speed bumps; Councillors to ask Church Lane residents for their opinions on this.

Pavements in Church Lane: CD to forward OS map to KH to mark current and proposed pavements; CD to forward map to KD.

Extension to Glebe car park: KD confirms very unlikely to be covered by s106.

Bus shelters: KD to confirm whether s106 can include shelters at the Resort's old entrance and also

the procurement process (including groundworks); Councillors still to review quotes as per item 9.2.2.
Relief road feasibility study: KD confirms s106 would not cover this; the relief road (est. cost £6m) will be considered along with many other schemes after 2019; if Councillors wish CORMAC to produce a feasibility study in the meantime, a direct approach should be made to the estimates team.

7.2 PA14/04185 solar farm at Newton Ferrers

7.2.1 To receive an update on road remediation by the developer

Developer has confirmed to Cornwall Council Planning that works are complete. Neil Grigg (CORMAC) plans to inspect this week.

7.2.2 To receive an update on compensation for disturbance during installation

Email dated 11.4.16 from Patrick Metzler (Ralos): "We are waiting for an Ofgem response along this week." Further update at the meeting on 10.5.16.

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

KH and IW to meet Andrew George on 14.4.16 and report to Council on 10.5.16.

8. Highway matters

8.1 Given names for key parish roads

8.1.1 To receive an update on naming Church Lane

Cornwall Council's Address Management team confirms the Cornish name will be 'Boulder an Eglos'. A request for signs was submitted to CORMAC on 16.2.16.

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

The overgrowth has been cleared. The insurance claim for a branch that fell through a greenhouse in The Glebe is being addressed. Tree works are pending the outcome of a countryside survey of the Diocese estate. Further update at the Parish Council meeting on 10.5.16.

9. Transport matters

9.1 Proposed safe passageway for cyclists/pedestrians between Callington and Saltash

9.1.1 Funding for feasibility study: to receive update on application to Local Devolution Fund

The application was submitted to Cornwall Council on 9.3.16 and will be reviewed at the Caradon CNP meeting on 14.4.16. JD and IW will attend and report to the Parish Council on 10.5.16.

9.1.2 Survey of users: to receive update on Survey Monkey questionnaire

SC has set up a trial on-line questionnaire and pre-circulated the link to Councillors. It was agreed to use the terms 'motor vehicle' and 'motor cycle' in the questions, but remove 'mobility scooter' (this still could be mentioned in the comment boxes). For question 6, Councillors preferred each route section to be ranked individually for danger/safety, rather than the sections being prioritised in order of danger/safety. SC to check if this is possible and, if so, make amendments and go live.

9.1.3 Formal letters of support: to receive an update

CD confirmed emails received from Cornwall Councillor Joe Ellison and Steve Moss at the Resort. A letter has been received from Duchy College. CD is pursuing Callington CC and saltash.net. Certini's supports and is reviewing the template letter. Callington Cycles supports and will forward a letter. A meeting with Samworth Brothers can not be arranged due to time constraints. CD has requested a letter of support instead. Most supporters will publicise the Survey Monkey. CD to prepare A4 poster for this.

9.1.4 Cornwall Council's General Transport Enquiries List: to receive an update

Update not received.

9.1.5 Letter to Sheryll Murray MP: to review content

Pending receipt of letters of support under item 9.1.3.

9.1.6 To agree next steps and responsibilities

Survey Monkey to go live (SC); letters of support (CD, IW); letter to Sheryll Murray (CD); feedback on LDF discussion at the CNP meeting (JD, IW).

9.2 Bus shelters for St Mellion

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

Update not received. CD to pursue for meeting on 10.5.16.

9.2.2 Non-advertising shelters: to receive an update on quotes from suppliers

To be discussed in closed session for competitive reasons.

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

CORMAC has quoted £10,136.28 (ex VAT) for all four sites. This excludes removing the wall at the village southbound lay-by and creating a parking space. CD has requested this be added.

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

Confirmed to CD on 12.4.16: Blight Skinnard is waiting for relevant documents to arrive.

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

Confirmed to CD on 12.4.16: verbal quote of £360 including VAT.

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

Pending conclusion of above items.

9.2.7 Cornwall Council Passenger Transport Unit grant: to receive an update

Cornwall Council has approved the grant for ye 31.3.16. Funds to be paid when the shelter is installed and an invoice received from the supplier. CD to prepare grant application for ye 31.3.17.

10. Parish Council finances

10.1 To approve monthly payment schedule

The payment schedule (totalling **£508.39**) and related invoices were circulated amongst Councillors. KH confirmed CD's time sheets and reimbursements for March 2016 had been approved by two Councillors 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 12.4.16 for a total of £508.39.

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

10.2 To receive an update on BACS payment to Survey Monkey

HSBC Head Office confirms a letter of instruction signed by three Councillors can be used to make automated payments. This was done successfully on 9.3.16 for payment to Survey Monkey.

10.3 To approve cash book and bank reconciliation for ye 31.3.16

Bank statement 289, cash book and bank reconciliation (both dated 6.4.16) had been pre-circulated to Councillors. CD showed a revised cash book (dated 12.4.16) which removed a cheque for £7.75 written in ye 31.3.15 but cleared in ye 31.3.16. This reflects standard receipts and payments accounting procedures. It reduces payments made in ye 31.3.16 and also facilitates an opening balance (on 1.4.15) of £7,213.17. This, in turn, matches the adjusted bank balance in the bank reconciliation, the annual return documents, and the actual vs budget for precept (for both ye 31.3.15 and ye 31.3.16).

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

To approve bank statement 289, bank reconciliation dated 6.4.16 and cash book dated 12.4.16.

IW signed and dated all documents.

10.4 To approve actual receipts and payments for ye 31.3.16

The pre-circulated document dated 6.4.16 had a closing balance of £12,025.91 vs £12,036.30 in documents discussed under item 10.3. CD to review and represent on 10.5.16.

10.5 To approve appointment of internal auditor for ye 31.3.16

On 15.3.16, KH and CD agreed for Hudson Accounting Ltd to proceed with internal audit because the related review was on 11.4.16, i.e. it fell between full Council meetings. Also, CD was on leave for last two weeks in March and information had to be sent to the auditor before then. Hudson Accounting's fee of £100 is included in the budget for precept for ye 31.3.17 (approved 12.1.16). The Parish Council has a rolling contract with Hudson Accounting which is automatically renewable by mutual consent. Councillors were asked to approve retrospectively the instruction to proceed.

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

To appoint Hudson Accounting Ltd as the internal auditor for ye 31.3.16.

10.6 To receive an update on annual audit and return for ye 31.3.16

CD confirmed all required documents had been sent to Hudson Accounting and a review meeting held on 11.4.16. The auditor had completed/signed page 5 of the annual return form for ye 31.3.16 and would forward the audit report in due course. All annual return documents to be reviewed and approved at the Annual Parish Council Meeting on 10.5.16, then forwarded to the external auditor (Grant Thornton). New procedures for publication of accounts to be discussed on 10.5.16. The internal auditor also highlighted the Public Contracts Regulations 2015 now in force, whereby contracts for goods/services over £25k must be published on a government website to allow applications from national firms. This will impact Standing Orders and Financial Regulations. CD to seek advice from CALC.

10.7 To review and approve budget for ye 31.3.17

The document dated 6.4.16 had been pre-circulated to Councillors. CD showed a revised budget (dated 12.4.16) that included actual staff costs and reimbursements for March 2016.

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

To approve the summary of actual receipts and payments vs budget for ye 31.3.17 dated 12.4.16.

IW signed and dated the document.

10.8 To review funds available to the Parish Council and potential uses (standing item from 8.3.16 onwards)

A summary of funds and expenditure options, as discussed on 8.3.16, had been summarised in a document dated 7.4.16 and pre-circulated to Councillors. A decision on s106 proposals was pending feedback from Kate Dixon at Provelio (as per item 7.1). Expenditure from other funds also depends on the s106 decision (e.g. bus shelters at the Resort's old entrance may be funded by s106 or community benefit). CD has received a quote for Amytree signpost repair of £500 and has requested a removal/painting/replacement quote from CORMAC. Councillors asked for this to include the second Amytree signpost and the one near Clapper Bridge. CD also to investigate feasibility/cost of installing a width restricter at Clapper Bridge. Further review at the meeting on 10.5.16.

11. Parish Council governance

11.1 To receive an update on producing a procedures manual

IW had reviewed the manual and had no further comments. CD to review amendments suggested to date and produce final hard copy. Further update on 10.5.16.

11.2 To approve criminal record checks for Parish Councillors

CD has had sight of original checks for AB, JD and IW. All are enhanced and completed within the last ten years and so acceptable under the Parish Council's policy (approved 12.1.16). CRCs are required for KH, SC and GP at a cost of £151 in total. This is less than the amount included in the budget for precept for ye 31.3.17 (i.e. £196) as the latter included a CRC for JD.

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

To accept the existing criminal records checks for Councillors Anita Brocklesby, Jean Dransfield and Ian Waite.

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

To progress criminal record checks for Councillors Steve Crook, Ken Henley and Geoffrey Postles.

11.3 To agree policy on use of Parish Council IT equipment by community groups

A draft policy dated March 2016 had been pre-circulated to Councillors. No queries were raised on this.

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

To approve the policy on use of Parish Council IT equipment by community groups dated March 2016.

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

SC confirmed none in the last month for St Mellion.

13. General correspondence

Invitation received from Andrew Long, Mayor of Callington, to attend a Civic Service on 15.5.16. Councillors are unable to attend. CD to confirm to Callington Town Council.

14. Items for next Parish Council meeting agenda

Parish Council assets; annual return for ye 31.3.16 (at Annual Parish Council Meeting).

It was proposed by KH, seconded 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 and competitive quotes for bus shelters.

The public session of the meeting closed at 2130.

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

Signed

Name Ken Henley

Position Chair of the Parish Council

Date 10th May 2016

St Mellion Parish Council

Payment Schedule

Date: Tuesday 12th April 2016

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary / reimbursements for March 2016	£426.65	100471	
Angela Greenhough	31.3.16	1541	Payroll services for March 2016 salary / reimbursements	£7.88	100472	
Viking Direct	29.3.16	14387	3no. printer inks + P&P	£7.76	100473	
St Mellion with Pillaton PCC	1.4.16	n/a	Church hall hire Q1 2016	£60.00	100474	
EE Mobile	28.4.16	n/a	Mobile phone air time	£6.10	DD	n/a
Total				£508.39		

Payment Approval

Name	
Signature	
Position	
Date	