

St Mellion Parish Council Meeting

Tuesday 10th May 2016 at 7pm in the Church Hall, St Mellion

Minutes

In attendance: Cllr Ken Henley (KH), Chair; Cllr Ian Waite (IW), Vice Chair; 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 (on holiday); Cllr Steve Crook (away on business).

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 (12th April 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 12.4.16.

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 May 2016: no incidents reported in St Mellion in March 2016; one assault reported in April 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

7.1 Section 106 measures: to receive an update from Provelio on options for expenditure

(i) Speed bumps and pavements in Church Lane: Kate Dixon (Provelio) has forwarded the original consultation plan for speed bumps and KH has added existing and proposed footpaths. KH and IW to gather opinions of Church Lane residents and confirm to Kate to progress a combined proposal.

(ii) Bus shelters: initial feedback from Cornwall Council is positive re all four shelters being funded but awaiting final confirmation on this and if the Parish Council can procure shelters/groundworks directly. CD to pursue confirmation to allow response to suppliers who have quoted for shelters; also to confirm to Provelio the outcome of discussion on quotes in the later closed session (including required specs).

(iii) Low level street lighting: Cornwall Council's highway electrical team only allows 5m overhead lighting columns which would light carriageway and pavements. Waist height bollards are not allowed (poor lighting standard and susceptible to vandalism). A lighting system through the whole village would be required. It had been decided previously (at the Parish Council meeting on 8.3.16) not to progress this (based on opposition from 28% of affected residents). CD to request light on The Glebe path be progressed.

7.2 PA14/04185 solar farm at Newton Ferrers

7.2.1 To receive an update on road remediation by the developer

Email (18.4.16) from Neil Grigg of CORMAC: "I have looked over the site and I am happy with the works that have been done following the solar farm works. I have gone back to planning to advise them they can discharge the condition." Letter (9.5.16) from Jason Bradbury of SAG Solar confirms further works to be completed by end of May 2016: fix fence/remove rubbish at northern tip of vacant field; reduce material in adjacent triangle/reseed; tidy area near Clapper Bridge/seed. Further update on 14.6.16.

7.2.2 To receive an update on compensation for disturbance during installation

Email (9.5.16) from Patrick Metzler of Ralos: Ofgem has given verbal confirmation of accreditation. Compensation payment likely to be made by July 2016. Further update on 14.6.16.

7.3 Meeting with Cornwall Community Land Trust 14.4.16: to receive an update

KH and SC met Andrew George in the church hall. The parish map was used to discuss a variety of local housing issues and recent planning history (200 golf homes, infill at Dunstan Lane, two plots in Church Lane). KH confirmed the Parish Council abides by planning regulations and the parish has a long-standing view of 'no major development without a relief road.' Land between The Glebe entrance and Polborder Road is more in line with the general size of CCLT developments. This is in Pillaton parish and so Andrew has been connected with their Parish Council. No further action.

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

Response not received. Further update at the Parish Council meeting on 14.6.16.

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

JD and IW attended the Caradon CNP meeting on 14.4.16 where four applications to the LDF were discussed. St Mellion Parish Council's application was the only fully developed/finalised application. Cornwall Councillor Andrew Long requested individual Parish Councils discuss the four proposals at their May/June meetings and revert to the CNP on 27.6.16 (see item 14).

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

The survey went live on 18.4.16 and over 100 responses have been received to date. CD summarised key findings, including a high percentage of people who would use the route for cycling/running/walking if it was safer, and 25% of people who have cycled in the last three years have been injured by vehicles. CD is working through a list of 'promoters' (e.g. cycle clubs and shops). Further update on 14.6.16.

9.1.3 Formal letters of support: to receive an update

Letters received from Callington Cycles and Ginsters. CD to pursue Callington and Saltash colleges.

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

Email (22.4.16) from Rebecca Lyle of Cornwall Council: no harm in providing a short statement supporting the safe passageway for the General Enquiries List, mentioning Member support, current safety concerns, potential to reduce congestion on A388, and joint feasibility study underway this year. CD to draft statement and agree this with Rebecca.

9.1.5 Letter to Sheryll Murray MP: to review content

Draft letter (dated 5.5.16) had been pre-circulated. Councillors agreed to send this to Sheryll, pending receipt of outstanding letters at 9.1.3.

9.1.6 To agree next steps and responsibilities

Ongoing promotion of Survey Monkey (CD); outstanding letters of support (CD); letter to Sheryll Murray (CD); feedback on LDF discussion at the CNP meeting on 27.6.16 (JD, IW).

9.2 Bus shelters for St Mellion

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

Verbal agreement (25.4.16) from Fernbank to provide a 3m open shelter (made by Queensbury) for the northbound site in the village (pending agreement on land lease or purchase).

9.2.2 Non-advertising shelters: to receive an update on funding sources

As per 7.1 and 9.2.1. Quotes to be reviewed accordingly (in closed session for competitive reasons).

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

Email (25.4.16) from Mark Brandon of CORMAC: 2m vs 3m shelters will save £30 on groundworks. Email (9.5.16) confirms quote for walling works at southbound village site of £2,365.28 ex VAT.

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

Update not received.

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

No further news.

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 approve application

The completed application form (dated 10.5.16) 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 31.3.17. This would 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 dated 10.5.16 for a Cornwall Council PTU grant for £3,000 for year ended 31.3.17.

10. Parish Council finances

10.1 To confirm state of repair of Parish Council assets

In the absence of SC, deferred to 14.6.16.

10.2 To approve monthly payment schedule

The payment schedule (totalling **£1,003.91**) and related invoices were circulated amongst Councillors. KH confirmed CD's time sheets and reimbursements for April 2016 had been approved by two Councillors prior to payroll being run. Councillors had no further queries.

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

To approve the payment schedule dated 10.5.16 for a total of £1,003.91.

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

10.3 To approve application for VAT claim for ye 31.3.16

Details of a VAT claim for **£343.57** (DRAFT i) had been pre-circulated. Councillors had no queries.

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

To submit a claim for VAT for ye 31.3.16 for £343.57.

10.4 To receive update on employee pension scheme

As per agreement in the closed session of the Parish Council meeting held on 12.4.16, CD confirmed that a workplace pension scheme had been set up with NEST with an employer contribution of 8% of salary and employee contribution of 1% of salary effective for April 2016 onwards. Angela Greenhough is handling PAYE admin and inputting to the NEST website for an addition to fee of £2 per month.

10.5 To review funds available to the Parish Council and potential uses

A revised summary dated 6.5.16 was reviewed. As per item 7.1, under 's106 proposals', street lights were removed, Resort bus shelters added, and Glebe path light and Church Lane speed bumps/footway improvements left as-is pending ongoing discussions with Cornwall Council/Provelio. CORMAC has quoted £4-5k to sand/repaint three signposts. CD to request quote for shot blasting. Dunstan Lane ponding to be removed from the list as CORMAC plans to remediate this. CD to request on-site meeting with GP (also to discuss yellow lines at Horsepool). CD to pursue site meeting with CORMAC to discuss width limiter at Clapper Bridge. No further information received re community facilities at Bealbury Chapel and church hall. CD to draft 'funding scheme' application form. Further review on 14.6.16.

11. Parish Council governance

11.1 To receive an update on producing a procedures manual

CD to finalise in August when there is no Parish Council meeting. Councillors agreed to remove this item from the agenda until the September meeting.

11.2 To approve criminal record checks for Parish Councillors

CD confirmed an account has been set up with Cornwall Council and application instructions forwarded to SC, KH and GP. Councillor applications will be validated on-line by CD and then submitted to DBS via Cornwall Council. Further update on 14.6.16.

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

In the absence of SC, deferred to 14.6.16.

13. General correspondence

- i. HSBC confirms payment instructions by letter will not be allowed after 30.6.16. A new form-based system will be implemented after this time.
- ii. Cornwall Council requests register of interests be reviewed. Councillors to check their forms and confirm any amendments to CD.
- iii. Cornwall4Change confirms the Government Planning Inspector is due to review the Cornwall Local Plan on 17.5.16 at the Atlantic Hotel, Newquay. Councillors unable to attend.

14. Caradon Community Network Panel meeting Monday 27th June 2016

At the CNP meeting on 14.4.16, Cornwall Councillor Andrew Long asked Parish Councils to discuss four applications to the LDF and revert to the next CNP meeting on 27.6.16. The applications are: St Mellion Parish Council's feasibility study for a safe passageway between Callington and Saltash (£5k); a study to assess the economic importance of the Tamar Valley Railway to residents of Calstock and Gunnislake; funding to support NDP projects; leisure activity information leaflets for the Caradon area. Councillors support the safe passageway study for reasons already stated in the application documents but found it hard to assess the other three proposals in the absence of full details and costings. Comments had been submitted previously regarding information leaflets (CD to reconfirm). Councillors had concerns about using the LDF to fund NDP work given the number of alternative grant options currently available for this (e.g. via Locality). There was support in principle for the Tamar Valley Railway proposal but Councillors wished to see more detail including costings. CD to confirm feedback to Steve Foster at Cornwall Council.

Note: St Mellion to host the next CNP meeting on 27.6.16.

15. Items for next Parish Council meeting agenda

From the ordinary meeting: Parish Council asset check (for May 2016); premises licensing (for May and June 2016).

From the Annual Meeting): Public Contracts Regulations 2015; review of asset check form; review of financial risk assessment.

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 and competitive quotes for bus shelters.

The public session of the meeting closed at 2125.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 10th May 2016.

Signed

Name Ian Waite

Position Vice Chair of the Parish Council

Date 14th June 2016

St Mellion Parish Council

Payment Schedule

Date: Tuesday 10th May 2016

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary / reimbursements for April 2016	£320.89	100475	
HMRC	n/a	n/a	Tax on Clerk salary for April 2016	£4.80	100476	
Angela Greenhough	30.4.16	1573	Payroll services for April 2016 salary/pension/reimbursements	£9.95	100477	
Hudson Accounting Ltd	11.4.16	190	Internal audit for ye 31.3.16	£100.00	100478	
CALC	1.4.16	1617-170	Annual subscription for ye 31.3.17	£163.80	100479	
WesternWeb Ltd	30.4.16	18834	Annual renewal web/email services	£80.40	100480	
Zurich Municipal	7.5.16	22045726	Insurance cover to 27.5.17	£277.97	100481	
Linda Coles	n/a	n/a	Salary/reimbursement underpayment from April 2015	£13.19	100482	
NEST	10.5.16	n/a	Employer's contribution to Clerk's pension April 2016	£26.75	DD	n/a
EE Mobile	28.5.16	n/a	Mobile phone air time	£6.13	DD	n/a
EE Mobile	26.4.16	n/a	Mobile phone air time - increase not included in March schedule	£0.03	DD	n/a
Total				£1,003.91		

Payment Approval

Name	
Signature	
Position	
Date	