

# St Mellion Parish Council Meeting

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

### Minutes

**In attendance:** Cllr Steve Crook (SC); Cllr Jean Dransfield (JD); Cllr Geoffrey Postles (GP) (Chair of meeting); Christine Douglas (CD), Clerk to the Parish Council.

Two members of the public.

#### 1. Councillor matters

##### 1.1 To receive apologies for absences

Cllr Ken Henley (KH), Chair (unwell); Cllr Ian Waite (IW), Vice Chair (personal commitment); Cllr Anita Brocklesby (AB) (on holiday).

##### 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 meetings (14th & 22nd June 2016)

##### 2.1 To approve the minutes

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

That the pre-circulated minutes were a true reflection of the ordinary meeting held on 14.6.16 and extraordinary meeting held on 22.6.16.

GP signed and dated the minutes.

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

None.

#### 3. Questions from the public

None.

#### 4. Planning matters

##### 4.1 Section 106 measures

##### 4.1.1 To receive an update from Provelio on bus shelter procurement and light on The Glebe path

As Cornwall Council holds the funding, it is more straightforward for them to procure the bus shelters and associated works (including the Fernbank shelter), and also take on long term maintenance, but a preferred supplier has yet to be appointed. Councillors agreed it is preferable for Cornwall Council to handle installation and maintenance but not if it takes a further 12 months to agree a supplier. CD is inquiring with the Passenger Transport Unit about lead times for this. Councillors agreed to defer a decision on whether to use S106 funds for bus shelters until 13.9.16.

##### 4.1.2 To receive an update on traffic calming and footpaths in Church Lane

IW has asked all houses in Church Lane for their views on speed bumps. Eleven support, three support pending design and location, and four oppose (because of potential damage to their cars). Provelio confirms Cornwall Council would progress to public consultation on this basis.

CD summarised advice received from Cornwall Council Highway Strategy (via Provelio), CORMAC Highway Management, CORMAC Engineering Design Group and the Police Camera Safety Unit.

Cameras would not be used to enforce the current TRO: the cost of vehicle registration recognition software is prohibitive (cameras on the A388 cost ~£250k), it would be difficult to identify legitimate vs illegitimate access and to mount a successful prosecution. Cornwall Council's existing highway cameras are used to monitor traffic, not for enforcement purposes.

Any measures for blocking off the lane completely would not be supported: the road has a legitimate function as part of the wider public highway network; as with cameras, it would be difficult to identify legitimate vs illegitimate access and mount successful prosecutions; technological measures would be impossible on a practical level (e.g. ensuring access for emergency services), are expensive to install and maintain, and run the risk of malfunction.

Traffic-deterrent measures along the route, such as speed tables, are the most acceptable and effective option. These would address any speeding issues in the lane and also may deter 'through drivers'.

CD to request from Provelio: formal quote for four or five traffic tables and footpath improvements in Church Lane (design/location to be discussed/agreed with the Parish Council prior to public consultation); cost of a public consultation; CORMAC and/or Provelio fees.

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

### **4.2.1 To receive an update on road remediation near Clapper Bridge**

IW is waiting for a reply from Jason Bradbury of SAG. Further update on 13.9.16.

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

CD confirmed funds cleared at the bank on 1.7.16. CD thanked Patrick Metzler of Ralos on behalf of the Parish Council. Patrick thanked Councillors for their patience and support, and hoped the payment would contribute to Parish Council projects.

## **4.3 Consultation on the Schedule of Post-Hearing Changes to the Cornwall Local Plan Strategic Policies Proposed Submission Document – 2010-2030 (March 2014), Schedule of Focused Changes (September 2014) and Schedule of Further Significant Changes (January 2016): to discuss response**

Councillors had read the document. Points of note included new wording for housing development 'rounding off' and 'infill' (Policy 3), and that St Mellion is in the highest chargeable zone for the Community Infrastructure Levy (Policy 7). CD to make inquiries re the following para in Policy 7: "Where occupancy conditions are lifted on holiday accommodation we will seek community benefits such as affordable housing and infrastructure improvements to ensure consistency with residential use." Does this include permitted as well as built houses, and how will benefit be secured (e.g. via CIL, S106, etc.)?

## **5. Highway matters**

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

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

CORMAC has 'obtained the new manufactured nameplate and it will be installed in due course.'

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

No further news.

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

No further news.

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

No further news.

### **5.3 Signpost repair and refurbishment: to receive an update**

Further to the review of competitive quotes in closed session on 14.6.16, Irons of Wadebridge has been instructed to refurbish the three parish signposts, including casting a new finger for the post at Amytree, and replacing a finial on the post near Clapper Bridge. Irons is preparing a schedule of works. Further update on 13.9.16.

## **6. Transport matters**

### **6.1 Proposed safe passageway for cyclists/pedestrians between Callington and Saltash**

#### **6.1.1 Funding for feasibility study: to receive an update**

An application to the Local Devolution Fund was approved at the Caradon CNP meeting on 27.6.16. It requires further endorsement by three Cornwall Councillors who were absent for the vote (two of whom formally support the safe passageway) and then submitted to Jeremy Rowe, Cabinet Member for Localism. The feasibility study itself has been postponed until August 2016. Further update on 13.9.16.

#### **6.1.2 Survey of users: to receive update on Survey Monkey questionnaire**

CD confirmed 205 on-line responses and ten hard copies received to date. Further update on 13.9.16.

#### **6.1.3 Correspondence with Sheryll Murray MP: to receive an update**

CD has requested information on potential funding sources for the safe passageway (email sent 16.6.16). Further update on 13.9.16.

### **6.2 Bus shelters for St Mellion**

#### **6.2.1 Non-advertising shelters: to receive an update on funding sources**

As per item 4.1.1.

#### **6.2.2 Land for northbound bus stop in village: to receive an update**

Discussed in closed session because of confidential nature of item.

## **7. Parish Council finances**

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

SC confirmed no safety defects. Next report due on 13.9.16

### **7.2 To approve monthly payment schedule**

The payment schedule (totalling **£708.46**) and related invoices were circulated amongst Councillors. SC confirmed CD's time sheets and reimbursements for June 2016 had been approved by two Councillors prior to payroll being run. NOTE the pension contribution was stated incorrectly on the payment schedule for 14.6.16 (£26.63 instead of £29.29) and the difference of £2.66 has been added to the payment schedule for 12.7.16. Councillors had no further queries.

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

To approve the payment schedule dated 12.7.16 for a total of £708.46.

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

### **7.3 To receive an update on switching bank account to Lloyds**

CD confirmed the process is taking longer than expected and involving more paperwork. All forms to be signed/returned to Lloyds by 22.7.16 with the account live by 1.8.16. Further update on 13.9.16.

### **7.4 To review funds available to the Parish Council and potential uses**

A summary dated 11.7.16 had been pre-circulated. Funding sources now confirmed: S106, community benefit, compensation payment, PTU grants x2, LDF put forward for Cabinet Member approval.

A decision on many of the proposed projects is pending confirmation from Cornwall Council/Provelio re S106 measures. The allowance for traffic calming in Church Lane has been increased to £55k to cover road tables and a public consultation. A rough estimate for all S106 projects is £86,909 (leaving £18,432). As per 4.1.2, CD to request: formal quote for four or five traffic tables and footpath improvements in Church Lane; cost of a public consultation; CORMAC and/or Provelio fees.

Community benefit: finger post repair/refurbishment revised to £3,500; no further update on community facilities at Bealbury Chapel and the church hall. Councillors agreed for CD to trial the 'community benefit grant' application process with Bealbury Chapel for review on 13.9.16.

Further discussions with CORMAC on Clapper Bridge confirm various measures have been tried at other sites in Cornwall without success (largely for enforcement reasons) and the cost would be outside the Parish Council's budget. CORMAC is in the process of ordering new signs and they will be doubled up at Amytree, Pillaton and on the Tideford Road at the junction with the St Ives road. Councillors agreed to move the item to 'highway matters' for ongoing review.

## **8. Parish Council governance**

### **8.1 To approve revisions to Financial Regulations to incorporate requirements of the Public Contracts Regulations 2015**

Subsequent to changes approved on 14.6.16, further guidelines to the Public Contracts Regulations (PCRs) have been brought to the Parish Council's attention. These state that, where an authority is satisfied it is lawful not to advertise a contract at all, it does not have to be advertised on Contracts Finder. This would include, for example, where an authority's policy states only contracts over £50k have to be advertised (vs the £25k threshold for Contracts Finder in PCRs). The key for Parish Councils is whether Standing Orders have a basis in law. CD is taking advice on this. Further update on 13.9.16.

### **8.2 To approve revisions to Standing Orders to incorporate requirements of the Public Contracts Regulations 2015**

As per item 8.1, Councillors agreed to defer adoption of revisions to Standing Order 18 until further advice on application of PCRs has been received/discussed.

### **8.3 To receive an update on criminal record checks for Parish Councillors**

CD confirmed one outstanding certificate is in the post. Further update on 13.9.16.

### **8.4 To receive an update on a policy for copyright compliance**

Deferred pending further advice from NALC and Cornwall Council on planning copyright (in response to several queries on NALC's LTN 60 on the matter).

### **8.5 To review guidance on retaining Parish Council documents**

CD unable to complete this for the meeting. Deferred until 13.9.16.

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

SC confirmed none in the last month for St Mellion.

## **10. Caradon CNP meeting 27th June 2016: to receive a report**

JD summarised minutes of the meeting (held in St Mellion church hall). Andrew Long and Carl Hearn

were elected Chair and Vice Chair respectively. Terms of reference, engagement plan, and area priorities/profile were approved. Applications for the LDF were discussed: the safe passageway feasibility study was approved (to put forward to Jeremy Rowe, Cabinet Member for Localism). Edwina Hannaford and Phil Mason gave an update on the Local Plan and the Housing and Planning Act 2016. Points of note included the CIL policy being approved after the Local Plan is finalised, with national guidance indicating it will not involve large developments; and planning applications could be handled by private firms. CD to confirm concerns re transparency (given private firms are not subject to the Freedom of Information Act) to Edwina and Phil, and request updates on the matter.

## **11. General correspondence**

- i. Letter dated 27.6.16 from Jeremy Rowe, Cornwall Council Cabinet Member for Localism, re the Parish Council's support for Camborne Town Council's bid to take ownership of a local recreational ground: devolution projects are considered on their own merits, discussions with stakeholders are ongoing, and no decisions have been made yet.
- ii. Invitation from Cornwall Council to a governance review on 25.7.16 at 12.25pm at County Hall, Truro. Parish Councillors are unable to attend.
- iii. Cornwall Council CEO Kate Kennally's first survey of stakeholders: form had been pre-circulated with replies drafted by CD. Councillors agreed with the draft replies and discussed/agreed answers to Q14 and Q15.

It was proposed by GP, seconded by JD and **RESOLVED**  
To submit the agreed answers to Cornwall Council's survey of stakeholders.

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

Parish Council asset check; NALC LTN 41 (Responsibilities of Councils as Landowners).

It was proposed by GP, seconded by SC 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 legal matters relating to land for village bus shelter.

The public session of the meeting closed at 2030.

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

**Signed**

**Name**

**Position** Chair of the Parish Council

**Date** 13th September 2016

**St Mellion Parish Council****Payment Schedule****Date:** Tuesday 12th July 2016

<b>Payee</b>	<b>Invoice date</b>	<b>Invoice no.</b>	<b>Description</b>	<b>Amount</b>	<b>Cheque no.</b>	<b>Signed by</b>
C Douglas	n/a	n/a	Clerk salary / reimbursements for June 2016	£431.54	100486	
Angela Greenhough	1.7.16	1623	Payroll services for June 2016 salary/pension/reimbursements	£9.95	100487	
Saltash Observer	17.6.16	15546	Ad for safe passageway survey	£50.00	100488	
St Mellion with Pillaton PCC	1.7.16	n/a	Church hall hire Q2 2016	£100.00	100489	
Cornwall Council	28.6.16	97130503	CRCs for 2x Councillors + admin fee	£74.00	100490	
NEST	6.6.16	n/a	Adjustment for incorrect pension contribution shown on payment schedule for 14.6.16	£2.66	DD	n/a
NEST	10.7.16	n/a	Employer + employee contribution to Clerk's pension June 2016	£34.18	DD	n/a
EE Mobile	28.7.16	n/a	Mobile phone air time	£6.13	DD	n/a
<b>Total</b>				<b>£708.46</b>		

**Payment Approval****Name****Signature****Position****Date**