

# St Mellion Parish Council Meeting

## Tuesday 13th September 2016 at 7pm in the Church Hall, St Mellion

### Minutes

**In attendance:** Cllr Ian Waite (IW), Chair; Cllr Geoffrey Postles (GP), Vice Chair; Cllr Anita Brocklesby (AB); Cllr Steve Crook (SC); Christine Douglas (CD), Clerk to the Parish Council.

PCSO Tom Cornwell (part).

Five members of the public (three left prior to item 5).

#### **i. Appointment of Chair for term until May 2017**

IW opened the meeting as Vice Chair and confirmed that, further to the sad passing of the Chair, Ken Henley, the Parish Council is legally obliged to appoint a successor as soon as practicable and this must be the first item on the agenda.

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

To appoint Councillor Ian Waite as Chair of St Mellion Parish Council for the term until May 2017.

IW signed the Declaration of Acceptance of Office of Chair, witnessed by CD.

IW paid tribute to the outgoing Chair, the late Cllr Ken Henley, and acknowledged all his hard work over the years for the parish and the Parish Council. 'A fountain of local knowledge who is irreplaceable.'

#### **ii. Appointment of Vice Chair for term until May 2017**

IW's appointment to the role of Chair created a vacancy for the role of Vice Chair which Councillors were requested to appoint.

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

To appoint Councillor Geoffrey Postles as Vice Chair of St Mellion Parish Council for the term until May 2017.

### **1. Councillor matters**

#### **1.1 To receive apologies for absences**

Cllr Jean Dransfield (JD) (on holiday).

#### **1.2 To receive declarations of pecuniary interests**

None.

#### **1.3 To receive declarations of non-registrable interests**

GP declared a non-registrable interest in item 4.4 (planning application for classroom extension at St Mellion school) because he is a school governor. IW declared a non-registrable interest in item 4.4 because he fund-raises for the school and his child attends. SC declared a non-registrable interest in item 4.4 because he fund-raises for the school.

#### **1.4 To approve written requests for dispensations**

IW and SC applied for a dispensation for item 4.4 for this meeting (13.9.16) only because, without this, the meeting would be inquorate and the item could not be discussed and voted upon.

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

To approve Cllr Ian Waite's request for a dispensation for item 4.4 for the meeting of 13.9.16 only.

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

To approve Cllr Steve Crook's request for a dispensation for item 4.4 for the meeting of 13.9.16 only.

CD countersigned both approved requests.

### **2. Previous Parish Council meetings (12th July and 12th August 2016)**

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

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

That the pre-circulated minutes were a true reflection of the ordinary meeting (public and closed sessions) held on 12.7.16 and the extraordinary meeting held on 12.8.16.

IW signed and dated the minutes.

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

None.

### 3. Questions from the public

Paul Hoult asked if average speed camera data had been received. IW asked CD to follow up.

Bill Sturgess confirmed pt9143 has become overgrown again. IW asked CD to follow up with Savills.

Bryan Hammond complained about golf buggies using the main road. IW referred to PCSO Cornwell who agreed to follow up.

PSCO Tom Cornwell asked if residents had any queries to discuss with the police. Michelle Bland raised the issue of cars driving through Church Lane 'access-only'. PSCO Cornwell agreed to look into a possible operation for the road.

### 4. Planning matters

#### 4.1 Section 106 measures: to review CORMAC's design for traffic calming and footway works in Church Lane

CORMAC's latest plan (dated 1.9.16) had been pre-circulated. This shows speed bumps: speed tables were agreed at the Parish Council meeting on 14.7.16. The plan shows five humps: four were discussed with Church Lane residents during May-July 2016. Councillors agreed speed tables are not needed outside The Rectory and church hall, but one should be added at the chicane in front of Darwood.

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

To confirm amendments to CORMAC's plan dated 1.9.16 as a change from speed humps to speed tables, and a reduction in number from five to four, removing those at The Rectory and church hall, and adding one at the chicane outside Darwood.

CD to mark up these amendments on CORMAC's plan and revert to Cornwall Council and Provelio, with a request for a full package of works (footpaths and traffic calming in Church Lane, light on The Glebe path, bus shelters and associated works, consultation fees and consultancy fees) to be confirmed for the next Parish Council meeting on 11.10.16. If this deadline cannot be agreed, CD to request a meeting with Cornwall Council and Provelio in Truro.

#### 4.2 PA14/04185 solar farm at Newton Ferrers: to receive an update on road remediation near Clapper Bridge

Limited remediation has taken place. Large granite boulders have not been used, as agreed. IW to follow up with Jason Bradbury at SAG. Further update on 11.10.16.

#### 4.3 PA16/06080 erection of detached dwelling with garage at The Yard, Dunstan Lane: to note decision by Cornwall Council

Cornwall Council has refused this application. Further details are on Cornwall Council's website.

#### 4.4 PA16/07546 classroom extension at St Mellion VA C of E School: to agree comment to Cornwall Council

As per item 1.3, GP left the room.

A link to application documents on Cornwall Council's website had been pre-circulated. Documents were available at the meeting on-screen.

**Discussion** The proposal adds 70 square metres of new space to the school. The area is greatly needed because the school is thriving and only has one free place at present. The new room will be multi-purpose and may have to be used as a dining area. Materials used in the building the new room may not be identical to the rest of the school but it will be handled sympathetically. The location is barely visible from outside the school and it will be difficult to see the extension from the main roads. Funding for construction is confirmed. There are no public comments on Cornwall Council's website.

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

To support planning application PA16/07546 for a classroom extension at St Mellion VA C of E School.

CD to confirm comment to Cornwall Council by 16.9.16.

GP rejoined the meeting.

#### 4.5 Queries on holiday home occupancy conditions in Policy 7 of the emerging Cornwall Local Plan: to note response from Cornwall Council

Queries raised at the Parish Council meeting on 12.7.16: (a) whether conditions attached to lifting holiday occupancy apply to houses not yet built and (b) how conditions will be secured. Cornwall Council's Local Plan team confirms all paragraphs referring to 'holiday use less than 5 years' will apply to permissions that have not been implemented yet. Specifically: '*Where the holiday use is less than 5 years old: schemes will be treated as per an application for new build open market dwellings; full policy requirement on-site sought in the first instance; or off-site contribution based on Per Dwelling Tariff multiplied by policy requirement (the Tariff is set in Section 9 of this SPD).*'

With respect to CIL and large developments, this is being considered presently but Cornwall Council is waiting for formal proposals from central Government regarding changes to CIL Regulations. If these are subject to formal change, payments would continue to be collected using S106 agreements.

#### **4.6 Planning training for clerks: to note details**

Arranged by Launceston Town Council and SLCC, to be held at Launceston Guildhall on 6.10.16 at 1330-1630 at a charge of £15 +VAT. Total cost (including CD's time and expenses) is estimated at £90, i.e. <£100. IW and CD had approved this so a place could be booked promptly. Councillors agreed. GP asked CD to raise a question re lack of enforcement for completing developments once started.

### **5. Highway matters**

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

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

Nameplates have been installed. Photos to be posted on the website. CD to thank Fiona Lee at Cornwall Council's Address Management Team and contact Royal Mail re change of post code for those properties currently using '6RN' (should change to '6RG').

##### **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**

Both contacts at Savills are away until 16th and 19th September. Further update on 11.10.16.

#### **5.3 Clapper Bridge traffic restrictions: to note CORMAC's installation of new signs**

A photo of the proposed signs had been pre-circulated and were shown on-screen. Installation date to be confirmed. Further update on 11.10.16.

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

Works by Irons of Wadebridge are in progress. CD has received thanks from several residents. Further update on progress on 11.10.16.

#### **5.5 Royal Mail post box replacement: to note locations and timescales**

Royal Mail has over 100k post boxes with a rolling five year refurbishment programme. Boxes in PL12 are being refurbished in July to September this year. The boxes in the village and at Dunstan Quoin have rusted through in places and been condemned. New boxes will be installed in the coming weeks. Details to be posted on the website with a request to notify CD if other boxes need repair or replacement. GP confirmed the box in Dunstan Lane needs cleaning. CD to confirm to Royal Mail.

### **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 on LDF application**

On 2.9.16, the formal request for funding approval was due to be submitted and cleared by Cornwall Council's legal and finance departments before going to the Portfolio Holder. If/when signed off, the money will be transferred to the transportation team's budget. Further update on 11.10.16. A draft brief for the feasibility study is imminent. The study will be managed by Provelio.

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

There are 237 responses to date (219 on-line and 18 hard copies). CD has forwarded a poster to Saltash Port View Surgery. IW to deliver poster to Callington Surgery practice manager.

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

Letter dated 2.9.16 confirms Sheryll has written to the Chancellor of the Exchequer about central government funding. Further update on 11.10.16.

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

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

CD summarised correspondence with Cornwall Council's Passenger Transport Unit (PTU) and Transport Planning and Strategy (TPS). The two x £3k PTU grants approved for bus shelters (i.e. at the Resort's old entrance) can not be used in conjunction with S106 monies. If S106 monies are NOT used, the PTU grants will be reinstated. The PTU confirms Cornwall Council has no specific budget for shelter maintenance other than making them safe if they are in a dangerous condition. TPS confirms there is no budget for everyday maintenance (e.g. cleaning) but Cornwall Council would take responsibility for S106-funded shelters in terms of liability and maintenance where safety is compromised. Shelters funded by S106 must comply with Cornwall Council's revised supplier/specification policy which was due to be agreed on 12.9.16. Councillors agreed there are benefits in funding shelters with S106

monies (i.e. for liability and safety maintenance) but agreement to do this depends (a) on there being enough funds to cover it (after measures in Church Lane) and (b) Cornwall Council's supplier/ specification being acceptable to the Parish Council. CD to follow up both points in conjunction with item 4.1 and add to the agenda of any meeting held with Cornwall Council and Provelio.

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

Cornwall Council to confirm legal fees, lead times and procedure for producing a Land Registry compliant plan. Cornwall Council surveyor to meet a Parish Councillor on site to discuss boundary issues including raising of existing wall behind the overgrown laurel. Further update on 11.10.16.

## **7. Parish Council finances**

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

SC confirmed no safety defects. Next report due on 8.11.16

### **7.2 To note conclusion of audit for ye 31.3.16**

The audit for year ended 31.3.16 was concluded by Grant Thornton on 18.7.16 without any queries arising or additional work required. The Notice was posted on the Parish Council's website on 23.7.16. Grant Thornton's fee is £100 +VAT. This is included in the payment schedule for 13.9.16.

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

The Parish Council's bank account was switched from HSBC to Lloyds on 24.8.16. There was considerable delay to this because of errors made by Lloyds, with additional hours incurred by CD.

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

To make a formal complaint to Lloyds about the delay in account switching and request compensation for resulting additional hours incurred by the Clerk.

The formal request to remove the late Cllr Ken Henley from the account mandate was signed at the end of the meeting. CD to pursue a second account for the community benefit and compensation payment as soon as practicable.

### **7.4 To note cheques signed outside of a Parish Council meeting**

Cheques for four payments approved at the Parish Council's extraordinary meeting of 12.8.16 were not signed at that meeting because funds had not cleared from HSBC to Lloyds at that time. The cheques were signed on 25.8.16 by AB, JD and GP.

### **7.5 To approve monthly payment schedule**

The payment schedule (totalling **£625.71**) and related invoices were circulated amongst Councillors. IW confirmed CD's time sheets and reimbursements for August 2016 had been approved by two Councillors prior to payroll being run. Councillors had no further queries.

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

To approve the payment schedule dated 13.9.16 for a total of £625.71.

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

### **7.6 To agree signatories for payroll approval**

IW and SC are current signatories. A third Councillor is required to take the late Cllr Ken Henley's place and to ensure two signatories are always available to approve payroll. GP volunteered for this.

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

That Councillors Ian Waite, Geoffrey Postles and Steve Crook be the signatories for payroll purposes.

CD to confirm to the Parish Council's payroll agent.

### **7.7 To approve quarterly cash book and bank reconciliation**

Cash book (dated 5.9.16), bank reconciliation (dated 5.9.16) and bank statements (HSBC) 293, 294, 295 and (Lloyds) 001 had been pre-circulated. CD summarised. Councillors had no queries.

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

To approve the cash book, bank reconciliation (both dated 5.9.16) and bank statements 293, 294, 295 and 001.

GP signed and dated all documents.

### **7.8 To approve actual receipts and payments vs budget for precept for ye 31.3.17**

Summary document dated 5.9.16 had been pre-circulated. New variances of >£100 and/or >15% vs budget: £25k compensation payment received from Ralos; external audit fee £120 vs budget £516 (both inc. VAT) because Grant Thornton raised no queries. Councillors had no further questions.

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

To approve actual receipts and payments vs budget for precept for ye 31.3.17 and dated 5.9.16.

GP signed and dated the document.

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

### **7.9.1 Trial of community benefit grant application process by Bealbury Chapel**

The draft application form from Bealbury Chapel had been pre-circulated. The applicant asked whether match funding was a prerequisite for approval. CD to clarify on the form/guidelines that it isn't a prerequisite. Councillors requested sight of an estimate or quote for the proposed works, clarification of the total project cost vs the amount requested, and when the funds would be needed. CD to follow up.<sup>1</sup>

### **7.9.2 Parish map for the website**

GP suggested a map of the parish be drawn to show points of interest and capture knowledge from older residents. CD sent a similar map for Calstock to 'Drawn to the Valley' who circulated the brief to members. Three replies have been received with example artwork and rough costs which range from £500-£2,500. Councillors agreed the top end was too high but the lower price might be acceptable. There was support for school involvement and also the view that the map should be CAD-based to allow for any updates. GP/CD to compile three formal estimates for discussion on 11.10.16.

### **7.9.3 Feasibility study for relief road**

CD summarised discussions with CORMAC's estimates team. A key question concerned the value of a feasibility study given the relief road already features in Cornwall Council's 'Connecting Cornwall 2030' Implementation Plan 2015-2019. Councillors were concerned that any study completed now may be out of date by time of implementation. CD to discuss further with CORMAC and Cornwall Council, and also contact Parsons Brinckerhoff re noise study proposal dated 9.1.15. Councillors also requested follow up meeting with Bert Biscoe, Cornwall Council Portfolio Holder for Transport. Further update on 11.10.16.

### **7.9.4 Other suggestions arising**

(i) A resident in The Glebe wishes to part-fund a bench in memory of his late wife (to be located on the site of a previous bench). IW to help the resident gather information required to complete an application form. CD to contact Cornwall Housing for permission to install the bench. Other residents have agreed to help clear the area/install the bench.

(ii) Parish notice boards: one in Church Lane and one in The Glebe could be replaced with larger, low-maintenance versions. CD to find options/prices and present to meeting on 11.10.16.

(iii) Improvements to church hall kitchen and toilet facilities: pending quotes for works.<sup>1</sup>

(iv) Hanging baskets outside the church hall: IW to discuss with resident who requested these.<sup>1</sup>

## **8. Parish Council governance**

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

Initial revisions were approved on 14.6.16 but further revisions may be necessary (viz not advertising all contracts >£25k on Contracts Finder if Standing Orders/Financial Regulations do not require this). CD is still pursuing guidance and so further revisions were not available to review. Update on 11.10.16.

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

As per item 8.1.

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

All checks now complete with no issues arising.

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

CD's hours in August were switched to planning matters. Further update on 11.10.16.

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

CD's hours in August were switched to planning matters. Further update on 11.10.16.

### **8.6 To review amendments to the procedures manual**

CD's hours in August were switched to planning matters. Further update on 11.10.16.

### **8.7 To review NALC's LTN 41 Responsibilities of Councils as Landowners**

The document had been pre-circulated and considered in the context of the Parish Council taking ownership of land for the northbound village bus shelter. CD was asked to discuss the issue of land covenants with Cornwall Council Legal. Related LTNs to be discussed nearer to time of taking land ownership: LTN40 duties relating to keeping records of land ownership; LTN42 occupiers' liability; LTN66 public and statutory nuisance; LTN67 private nuisance; and LTN68 negligence.

### **8.8 To approve updated Legal SLA with Cornwall Council**

The document was received on 13.9.16 and has significant changes to preceding versions making it

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<sup>1</sup> **Post meeting note:** CD is consulting CALC/NALC on the legality of the Parish Council funding improvements to buildings owned by religious organisations.

difficult to review/approve without pre-reading. CD to circulate the document for discussion on 11.10.16.

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

SC confirmed none in the last month for St Mellion.

## **10. Consultations**

### **10.1 Licensing Act 2003 Review**

The deadline was 30.8.16. CD submitted a response on 16.8.16. on behalf of the Parish Council based on points raised at meetings on 9.6.15 and 14.7.15: it should be mandatory to notify T&PCs of TEN licences and request their input, not least because these events can cause disturbance to the local community, particularly if they are outdoor and/or involve music.

### **10.2 Electoral Review of Cornwall Council and 2016 Governance Review**

Links to the relevant pages on Cornwall Council's website had been pre-circulated. Councillors discussed various models for T&PCs and Cornwall Councillor organisation but were unable to reach consensus. There was broad agreement that Cornwall Councillors should not have a political affiliation. This may ensure Members are elected on the basis of local merit rather than party politics, and also encourage a greater turn-out at the polls.

It was proposed by GP, seconded by IW and **RESOLVED** (with one abstention)

To submit a comment to Cornwall Council that Local Members should be independent of any national or local political party.

CD to submit comment to Cornwall Council by the deadline of 16.9.16. Councillors to submit views on structural models in a personal capacity, if so wished.

### **10.3 Business Rates Retention Policy**

Links to the relevant documents on the Gov website had been pre-circulated. Councillors discussed the provisional response position of NALC and agreed to endorse this.

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

That parishes should be exempted from payment of National Non-Domestic Rates on buildings they own or manage including public toilets; Government and the LGA must encourage principal authorities to engage in formal agency and service level agreements and contracts with parishes to ensure they gain some 'windfall' from 100% local retention of the business rate.

CD to submit comment to CALC/NALC by the deadline of 21.9.16.

### **10.4 Proposed removal of 180 public call boxes in Cornwall**

On 25.8.16, BT started a consultation on the removal of 180 public payphone boxes across Cornwall - on the basis of low usage. Consultation notices are in the affected boxes. St Mellion's phonebox is included because it had only five calls in the last 12 months. Cornwall Council must canvas the views of the local community then respond to BT. The Parish Council can object to the removal or adopt the phonebox. Objections have to be based on factors outlined in Annex 1 of Ofcom's guidance (pre-circulated to Councillors). Councillors considered objecting on the following grounds: of 57 houses in the village, 26 (46%) are owned by Cornwall Housing and 16 of these (28%) are sheltered; the A388 has a poor accident record and removal of the St Mellion phone box would mean drivers walking to Callington or Hatt if they don't have/are unable to use a mobile phone; St Mellion is a drop-off/pick-up point for children attending Callington Community College who would have no means of contacting parents if they don't have/are unable to use a mobile phone.

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

To object to removal of the St Mellion public payphone on the basis of: a high proportion of social and sheltered housing in the village; the high traffic accident rate on the A388; and protection of school children commuting to and from Callington Community College.

CD to submit response to Cornwall Council by the deadline of 28.10.16.

## **11. General correspondence**

i. Response dated 14.7.16 from Edwina Hannaford, Portfolio Holder for Planning and Environment Strategy, and Phil Mason, Head of Planning, both Cornwall Council, re third parties handling planning applications: there are likely to be national pilot areas to start with and Cornwall Council shares the concerns raised by the Parish Council

ii. Localism Summit on 31.10.16 at 12-5pm in Wadebridge: GP has confirmed his attendance on behalf of the Parish Council. Travel expenses to be requested on 11.10.16

iii. Consultation on 'flyering': Councillors agreed this is not an issue for St Mellion. No response required.

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

Service Level Agreement with Cornwall Council Legal; Councillor expenses for attendance at Localism Summit on 31.10.16; frequency changes to number 12 bus route.

It was proposed by IW, 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 2145.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 13th September 2016.

**Signed**

**Name** Ian Waite

**Position** Chair of the Parish Council

**Date** 11th October 2016

**St Mellion Parish Council****Payment Schedule****Date:** Tuesday 13th September 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 August 2016	£428.38	000005	
Angela Greenhough	1.9.16	1677	Payroll services for August 2016 salary/pension/reimbursements	£9.95	000006	
Grant Thornton UK LLP	12.8.16	8582076	Fee in respect of the 2016 Annual Return inc VAT @ £20	£120.00	000007	
Viking Direct	15.8.16	625649	Printer inks x2, envelopes x50, 12x 1st class stamps, P&P, VAT	£24.88	000008	
NEST	10.9.16	n/a	Employer + employee contribution to Clerk's pension August 2016	£36.37	DD	n/a
EE Mobile	28.9.16	n/a	Mobile phone air time	£6.13	DD	n/a
<b>Total</b>				<b>£625.71</b>		

**Payment Approval**

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