

St Mellion Parish Council Meeting

Tuesday 8th November 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.

Three members of the public (one part-time).

1. Councillor matters

1.1 To receive apologies for absences

Cllr Jean Dransfield (JD): Ladies' Golf Club AGM.

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 (11th October 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 11.10.16.

IW signed and dated the minutes.

2.2 To note matters arising from the minutes

(i) Royal Mail post box replacement: boxes at Dunstan Quoin and in the village not yet replaced, and box at Dunstan Lane not yet cleaned. CD to follow up with Royal Mail.

(ii) Planning enforcement for development started but not completed: Andrew Towleron, Planning Adviser to SLCC, confirms there is no statutory instrument for this.

3. Questions from the public

Bill Sturgess confirmed the streetlight on St Mellion Cottages is not working. IW asked CD to pursue.

4. Planning matters

4.1 Section 106 measures: to receive a report on meeting with Cornwall Council on 26th October

Meeting attended by IW, GP and CD. Estimated cost of works was confirmed as ~£169k vs a S106 balance of ~£105k. It was also confirmed the monies must be spent by 2019 (due to recent change in legislation). The soonest date for any public consultation on the measures is March 2017. The Parish Council (PC) asked Cornwall Council (CC) to provide a break-down of the costs and also to review certain assumptions (e.g. 'access kerbs' for bus shelters). Revised costs were received from CC on 7.11.16, plus confirmation the S106 balance is ~£94k (revised to ~£97k on 8.11.16).

Councillors first discussed **traffic calming and footpaths in Church Lane, and a light on The Glebe path**. Total cost: £37,737 for the measures, and £32,400 for a public consultation and fees for CC, CORMAC and Provelio (fees also to cover bus shelters). IW recapped that 14 out of 18 households in Church Lane support the speed tables. Other traffic calming measures suggested by various parishioners had been reviewed by four separate experts (including the police and highway safety) and dismissed as infeasible. IW suggested £2k for purchase of a strip of his land for the footway be removed from the costings as he doesn't require payment for this. This reduces the cost of measures to £35,737. Councillors were mindful of the 2019 deadline for spending S106 funds and the long lead-time for a public consultation on the measures.

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

To approve Cornwall Council's estimated cost of £35,737 for four speed tables and a stretch of footway in Church Lane, and a light on The Glebe path; and to approve £32,400 for associated fees (also to cover bus shelter installation) and a public consultation on these measures.

Councillors next discussed **bus shelters**. CD presented a comparison of CC's two costing options (£43,504 and £33,836) vs the PC's own from May 2016 (£27,236). Assumptions differed between the costings although two specific elements pushed CC's costs above the PC's: access kerbs for shelters outside the village (£9,688); and real time passenger information (RTPI) (£6,504 for electrics in village,

~£2,000 for solar panels on shelters outside the village, ~£1,500 for specs for all shelters).

Councillors do not support access kerbs for bus shelters at the Resort's old entrance and Crocadon entrance (sites are adjacent to the A388 in a 60mph zone. CORMAC advised previously access kerbs are not needed. Traffic management costs may be lower if access kerbs are excluded.

Councillors do not object to RTPI *per se* but challenge the costs of electrical connection in the village and also justification for using S106 to fund a CC policy that has yet to be implemented. It is questionable whether CC can enforce this policy on village sites as they are not 'highways' land. CC's Passenger Transport Unit confirmed on 9.6.16 (by email): '*The RTPI... is not a necessity for your project at this time.*' Councillors require clarification on these points and whether electrical costs for village shelters can be reduced by taking feeds from existing supplies (e.g. road bollards, light to be installed on The Glebe path).

It was noted CC's proposals exclude legal costs for acquiring land for the northbound village shelter. This is estimated at £3,100 and should be added to CC's costings.

Councillors agreed a resolution can not be made on bus shelters until the above points have been clarified and a definitive costing confirmed.

A final discussion point concerned the **balance of S106 funds**. This was confirmed by CC on 5.10.15 and 7.10.15 (by emails) to be £105,250.80. Councillors were surprised to learn that a further £8,410 had been deducted subsequently for fees relating to the pedestrian crossing feasibility study, particularly when this work had been quoted at ~£2k and deducted before the ~£105k balance was confirmed. CD to request a definitive balance and break-down of expenditure since October 2015. Councillors also raised concerns about the administration of S106 funds and requested CD write on their behalf to Adam Paynter and Jeremy Rowe, copying Bert Biscoe.

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

Photos were shown on-screen of the site prior to solar farm installation and after remediation. All Councillors considered the remediation to be an improvement.

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

That no further remediation is required at the Pillaton junction near Clapper Bridge at this time.

4.3 Cornwall Community Land Trust: to receive a report on meeting on 24th October

IW and GP attended for the Parish Council. IW summarised CCLT's approach: houses sold at 58% of value; the 42% equity is never released; only sold to locals; 'succession' is guaranteed (can pass on to children who can stay there if raised/living locally); eligibility area widens if no interest from immediate locality; 125 year lease lasts two generations; 50% are rented, 50% are sold; houses have 200 year lifespan, are well-built, and have 20-30% more floor space than recommended; landowner sells freehold to CCLT for farm value, and planning permission is granted on this because housing is affordable/social. Next steps for St Mellion would be a 'needs assessment' for the parish and immediate vicinity which can be funded by a Locality grant. CCLT is willing to complete the paperwork and manage the study on behalf of the Parish Council. Estimated costs: housing need survey £800; review of potential sites and architectural sketches of the best (including expenses such as travel) £500-1,500; and CCLT time in facilitating the survey and consultation on the concept stage £250 (+VAT).

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

To request CCLT proceeds with an 'expression of interest' stage for a Locality grant of up to £2,500 to cover the costs associated with a local housing needs assessment.

4.4 Cornwall Planning Partnership's protocol on meeting developers in planning pre-application stages: to receive an update

Documents are being finalised and should be available to discuss on 13.12.16.

5. Highway matters

5.1 Given names for key parish roads: Bealbury Lane; Horsepool Lane; Wollaton Lane

Cornwall Council confirms signatures from all addresses in Bealbury Lane must be provided before a consultation will begin. CD to produce form, IW to collect signatures. The same approach is required for Horsepool Lane and Wollaton Lane but pending outcome on Bealbury Lane.

5.2 Tree cutting and overgrowth clearance on pt9143: to note response from Savills

Email dated 2.11.16: the work has been put out to tender and a contractor will be instructed to complete the works. Email dated 3.11.16: Tristan Moon will be instructed to clear the overgrown area.

5.3 Clapper Bridge traffic restrictions: to receive update on sign installation by CORMAC

Signs still in production. Further update on 13.12.16.

5.4 Signpost repair and refurbishment: to receive an update from Irons Brothers

All three signposts are finished except for a new finial on the post at Clapper Bridge. Irons is casting a sleeve for this because the metal is too rusted to take a finial. Photos are on the website.

5.5 Village relief road

5.5.1 To receive a report on meeting with Cornwall Council on 26th October

Meeting attended by IW, GP and CD for the Parish Council, with Bert Biscoe (Portfolio Holder for Transport), Andrew Archer (CORMAC EDG) and James Hatton (Cornwall Council). Andrew presented a rough calculation for the 'transport economics benefit:cost ratio' (BCR) for the relief road. This was summarised for Councillors by CD. The BCR is 0.9 or 1.24 without or with a 'safety' benefit respectively. The former is negative and both are below the national minimum of 2.0. This is a barrier to the scheme.

Suggested next steps: Cornwall Council to commission CORMAC to undertake an initial element of work to look into the feasibility of the route (for a short alignment), identify some of the key risks and provide a more accurate indication of the BCR. BCR >1 means a positive return on the investment which is a good starting point. Then look into wider economic issues to boost the overall business case. Detail of work would be limited but wouldn't require expensive traffic modelling (i.e. prudent use of budget at this stage). Parish Council could offer a contribution to the fee.

Other points to consider: leveraging political support (i.e. from local MP); monitoring local planning applications/development that may affect the A388; how growth aspirations of Callington and Saltash may affect the A388; using a technical collator for various elements of the business case (e.g. Community Link Officer); alternatives to the relief road (e.g. move the village); possible funding from Growth Deal 4 (announcement due in Government's Autumn Statement).

5.5.2 To agree further actions

Councillors agreed with a small study to identify whether the scheme is technically feasible and before further work is carried out on a business case. The Parish Council could make a financial contribution to this from the community benefit fund (amount to be agreed under item 7.7). A decision on the proposal from WSP for noise assessment to be put on hold until the outcome of the study is known. IW, GP and CD to meet Sheryll Murray MP on 2.12.16 to discuss ministerial support for the relief road.

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

To support Cornwall Council commissioning CORMAC to undertake an initial element of work to look into the feasibility of a relief road for St Mellion village and for the Parish Council to make a financial contribution to this.

5.6 Weed spraying in the parish: to note complaints from parishioners

IW recapped previous discussions and resolutions by the Parish Council on the matter. Cornwall Council stopped weed spraying several years ago. It will only happen now if the Parish Council pays for it. Councillors have resolved previously not to do this as it would require an increase in precept which is inequitable for parishioners: they shouldn't have to pay twice for the service (via Cornwall Council's council tax and the Parish Council's precept). Councillors did not wish to revisit this decision.

5.7 Air quality on A388: to note preliminary findings from Cornwall Council's monitoring

Email dated 12.10.16: monitoring is continuing and average values are well within acceptable levels at present. A full year's data will be released at the end of January 2017.

6. Transport matters

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

6.1.1 Feasibility study: to receive an update

Date of first meeting yet to be confirmed by Cornwall Council.

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

SC has 18 hard copies to input to the system. Further update on 13.12.16. Councillors to consider new ways of publicising the survey, also for discussion on 13.12.16.

6.1.3 Correspondence with Sheryll Murray MP: to receive an update

Letter from Andrew Jones, Parliamentary Undersecretary of State (DfT), dated 17.10.16 had been pre-circulated. Local Cycling and Walking Infrastructure Plans (LCWIPs) may be a funding source. Cornwall Council confirms (email 7.11.16) the LCWIP will be initiated/developed by the LEP with input from Cornwall Council, but further Government advice is awaited. LCWIPs should prioritise key utility routes serving a proven demand for travel to work/school, etc. *'Once the safe passageway feasibility study is complete we will have a better idea of deliverability and cost and can then consider the scheme's business case and fit with the LCWIP aims and respond to future funding opportunities as appropriate.'*

6.2 Bus shelters for St Mellion

6.2.1 Meeting with Cornwall Council on 26th October 2016

As per item 4.1.

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

Boundary survey completed by Cornwall Council on 13.10.16 and resulting plan forwarded to solicitors acting for both parties. Further update on 13.12.16.

7. Parish Council finances

7.1 To confirm state of repair of Parish Council assets

SC confirmed no safety defects. Next report due on 10.1.16.

7.2 To note cheque signed outside of a Parish Council meeting

Cheque no. 000001 from the secondary account (community benefit account) payable to Plymouth Garden Centre for £400 towards the park bench for The Glebe was signed by SC, JD and GP. This is included in the payment schedule for November 2016.

7.3 To approve, under section 137 of the Local Government Act 1972, a donation of £25 to the Royal British Legion Poppy Appeal

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

Under section 137 of the Local Government Act 1972, to make a donation of £25 to the Royal British Legion Poppy Appeal.

7.4 To approve monthly payment schedule for November 2016

The payment schedule (totalling **£870.20**) and related invoices were circulated amongst Councillors. IW confirmed CD's time sheets and reimbursements for October 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 8.11.16 for a total of £870.20.

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

7.5 To note plans for Parish Council equipment PAT testing

IW recapped the resolution from the Parish Council meeting on 12.1.16 '*to use Cornwall PAT Testing to test the Parish Council's laptop and projector on an annual basis*' and that SC had agreed to take the equipment to Kelly Bray on the anniversary of its purchase (November). CD to contact Cornwall PAT Testing and confirm arrangements to SC. Further update on 13.12.16.

7.6 To note new account with Martin Luck for consumables and stationery

A new account has been set up with Martin Luck of Plympton and Helston because their prices are lower than Viking for items used by the Parish Council and there is no delivery charge. Accounts with Viking (and PC World) will remain active in the meantime.

7.7 To review funds available to the Parish Council and approve potential uses

7.7.1 To review updated summary

CD presented a summary sheet dated 8.11.16 that incorporates agreed costings for S106-funded traffic calming/footway/light measures (as per item 4.1) and the more expensive of Cornwall Council's two options for bus shelters (not agreed by the Parish Council). This would require the two village bus shelters to be funded from community benefit and PTU grants. Councillors agreed to leave this 'as-is' until Cornwall Council has clarified points raised under item 4.1 (including a definitive balance for S106 monies). As per item 5.5.2, Councillors discussed allocating an amount for a Cornwall Council commissioned feasibility study for a village relief road and postponing progress on other related work.

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

To allocate £1,500 from community benefit funds to a Cornwall Council commissioned feasibility study for a village relief road, and to remove from plan the provisional budgets of £7,250 and £7,564 for a document review (feasibility study 2014) and noise assessment respectively.

The finalised application form and guidelines (dated 1.11.16) for the 'community grant scheme' had been pre-circulated to Councillors. Councillors had no further queries on the documents.

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

To adopt the community grant scheme application form and guidelines dated 1.11.16.

Formatting point: GP requested the 'tbc' next to 'Purchase community land' be changed to a zero.

7.7.2 To note response from CALC re funding works to buildings owned by religious organisations (Bealbury Chapel and the church hall)

CALC confirms that section 137 of the Local Government Act 1972 cannot be used to 'get around' a statutory limitation or condition, in this case, section 8 of the Local Government Act 1894 which states a Parish Council cannot contribute towards the cost of any church buildings or property. Councillors accepted the statutory prohibition but registered their disappointment at not being able to support the only community meeting venues in the parish.

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

To remove from the 'funds/grants and projects' summary the provisional budgets of £5,000 each to support community facilities at Bealbury Chapel and St Mellion Church Hall.

7.7.3 Parish map for the website: to receive an update

The cost of £550 was agreed in closed session on 11.10.16 (for competitive reasons) and a budget for this set against the community benefit fund. GP subsequently met with the appointed local artist, Chris Wells, to discuss the map. St Mellion School is keen to be involved but the contact is currently on sick leave. It may be possible for a printed version of the map to carry adverts and raise income. CD to look into copyright implications. A Callington firm distributes tourist leaflets and may be able to do this for a 'fold up' version of the map. CD to make inquiries. Cornwall Council's 'historic designations' map was shown on-screen. CD to forward this to Chris Wells.

7.7.4 Bench for The Glebe: to receive an update

The bench has been purchased and installed. Councillors saw photos on-screen (also on the Parish Council's website). Councillors thanked Roy Yelland for his contribution to the bench, and Paul Hoult and Bill Sturgess for clearing the site and installing the bench. CD to add bench to the asset schedules.

7.7.5 Other suggestions arising

GP had asked St Mellion Park Residents' Association if they would support a bench at the entrance to Dunstan Lane. There may be cost implications for this site and the Association will consider an alternative. A community defibrillator was discussed. CD to approach the Ambulance Service for advice. It was noted St Mellion International Resort has a defibrillator that can be used in an emergency.

8. Parish Council governance

8.1 To receive an update on guidelines on retaining Parish Council documents

The 'Arnold Baker' book referenced in the minutes of 11.10.16 costs ~£100. CD to revert to NALC Legal Topic Notice 40 (Local Councils' Documents and Records) updated in September 2016.

8.2 To receive an update on finalising the procedures manual

Still work in progress. Further update on 13.12.16.

8.3 To discuss revising the Councillor expenses policy

CD presented a comparison of the Parish Council's policy vs Cornwall Council's policy and highlighted changes in the latter that have arisen over time. The Parish Council's policy states '*subsistence rates reflect those of Cornwall Council and will be adjusted in line with any percentage increases awarded to their staff.*' It was noted that Cornwall Council plans further revisions in May 2017. To avoid frequent review and amendment, Councillors agreed it was preferable to state simply that Cornwall Council's policy would be followed, but with a regular review at annual Parish Council meetings.

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

To amend the Parish Council's policy on Councillors' expenses to state that mileage and subsistence rates will follow those of Cornwall Council's current 'Members' Allowance Scheme' and will be reviewed every 12 months at the annual Parish Council meeting.

8.4 To review procedures for filling the current casual vacancy for Parish Councillor

CD summarised advice from CALC that had been pre-circulated. A parishioner has expressed an interest in the vacancy. CALC suggests they be heard at the Parish Council meeting tonight (8.11.16) along with any other interested party who attends. This is because there is an imperative to fill the vacancy before entering the six month 'purdah' period leading up to the May 2017 local election. Draft revisions to the Parish Council's co-option policy and procedure were due to be reviewed tonight, with potential co-option in December and a new Councillor attending their first meeting in January 2017. To expedite this, and allow a possible co-option in November, CALC suggests suspending the current policy and procedure and following a simpler method: applicant(s) speak for up to three minutes on why they wish to become a Councillor; Councillors put questions to the applicant(s); the Chair requests nominations for an applicant(s) and then secondings. If there are nomination(s)/seconding(s) for an applicant(s), Councillors to vote by written ballot with papers counted by the Clerk.

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

For the purposes of expediency in reviewing an applicant for the casual vacancy as soon as practicable, to suspend the Parish Council's existing policy and procedures for co-option and follow the method suggested by CALC.

Note Revision of the Parish Council's policy and procedure for co-option to be reviewed on 13.12.16.

9. To consider co-opting a member to the current casual vacancy for Parish Councillor

As per the resolution passed under item 8.4, IW asked if any parties present wished to apply for the casual vacancy. Alan Twist put himself forward, spoke on why he wishes to be a Councillor, and answered questions from IW. IW nominated Alan, SC seconded the nomination, and voting was by written ballot. CD counted the ballot papers and confirmed approval of the nomination. Alan Twist was

duly co-opted as Parish Councillor for the term ending May 2017. Alan signed a declaration of acceptance of office form and permission to communicate via email. IW welcomed Alan to the Parish Council. CD to liaise with Alan re register of interests, criminal record check and bank mandate.

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

SC confirmed none in the last month for St Mellion.

11. External meetings

11.1 Cornwall Council Localism Summit 31st October: to receive a report

GP attended for the Parish Council. Key points included Government's continued 'localism' and 'devolution' agenda with local authorities (e.g. Cornwall Council) expected to take on (for example) NHS responsibilities such as obesity. Some of these responsibilities will be devolved further over time to T&PCs. Councillors questioned how St Mellion Parish Council and other small councils would be able to take on this work given such limited resources. Government relies heavily on the voluntary sector and several local organisations attended the summit. GP suggested links to their sites be published on the Parish Council's website. AB mentioned a local book listing all voluntary organisations in Cornwall and agreed to look into this. Further update on 13.12.16.

11.2 Caradon CNA Panel meeting 3rd November: to receive a report

Report received from JD in her absence. Young People Cornwall gave a briefing on the 'Your Way' project which aims to identify local needs for 11-19 year olds. A networking event will be held on 25.11.16 in Callington. Andrew White from the Office of the PCC confirmed a reduction in answering 101 calls from ten to four minutes. Vashti Pearce of the D&C Police discussed pilot schemes with local parishes. Date of next meeting 26.1.17, 630pm, venue to be confirmed.

12. Proposed cross-border Westminster Parliamentary Constituency to be known as the Bideford, Bude and Launceston Constituency: to hear views from parishioners

Members of the public expressed a view that Cornwall should stay Cornish. There were mixed views amongst Councillors.

It was proposed by IW, seconded by AB and **RESOLVED** (with two abstentions)
To support the campaign against the so-called 'Devonwall' constituency.

13. General correspondence

- (i) From Cllr Dave Potter of Helston Town Council (8.11.16): request for an opinion on Cornwall hosting a stage of the Tour of Britain cycling race. Councillors agreed this should be added to the agenda for 13.12.16 to allow parishioners to comment before a resolution is passed.
- (ii) CALC Newsletter 4.11.16: a new Cornwall Council senior management structure is announced. Paul Masters is appointed Strategic Director for Neighbourhood and his new directorate is '*...about ensuring that the Council is developing and maintaining towns, villages and communities so they are clean and sustainable, with safe, active and resilient communities.*' CD to draft a letter to Paul re weed spraying.
- (iii) (Received 3.11.16) Invitation from the South East Cornwall Collective Chambers of Commerce (SECCCC) to an open meeting on investment priorities for developing the local economy: 14.11.16, 6-8pm, Liskeard Public Hall. The Chair and Chief Executive of the Cornwall and Isles of Scilly LEP will attend. Councillors are unable to attend at such short notice.

14. Items for next Parish Council meeting agenda

Quarterly financial review; draft budget for precept for year ended 31.3.18; updated asset schedules; policy and procedure for co-option; Tour of Britain cycling race.

The meeting closed at 2138.

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

Signed

Name Ian Waite

Position Chair of the Parish Council

Date 13th December 2016

St Mellion Parish Council**Payment Schedule****Date:** Tuesday 8th November 2016

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary / reimbursements for October 2016	£363.51	000014	
Angela Greenhough	1.11.16	1734	Payroll services for Oct 2016 salary/pension/reimbursements	£9.95	000015	
Royal British Legion	n/a	n/a	Donation to poppy appeal (approved under s137)	£25.00	000016	
Cllr Geoffrey Postles	n/a	n/a	Expenses for attending Localism Summit, Wadebridge 31.10.16	£28.80	000017	

FROM COMMUNITY BENEFIT ACCOUNT

Plymouth Garden Centre	n/a	20.10.16	Park bench for The Glebe	£400.00	000001	AB, SC, GP
NEST	10.11.16	n/a	Employer + employee contribution to Clerk's pension Oct 2016	£36.81	DD	n/a
EE Mobile	28.11.16	n/a	Mobile phone air time	£6.13	DD	n/a
Total				£870.20		

Payment Approval

Name	
Signature	
Position	
Date	