

St Mellion Parish Council Meeting

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

Minutes

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

Two members of the public (until item 8.).

1. Councillor matters

1.1 To receive apologies for absences

Cllr Anita Brocklesby (AB) and Cllr Jean Dransfield (JD): 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 (8th November 2016)

2.1 To approve the minutes

It was proposed by IW, seconded by GP and **RESOLVED** (AT abstained as new Councillor) That the pre-circulated minutes were a true reflection of the Parish Council meeting held on 8.11.16. IW signed and dated the minutes.

2.2 To note matters arising from the minutes

(i) Royal Mail post box replacement: clement weather has switched priority to boxes needing painting; replacements were due in November but not happened; CD to follow up with Royal Mail re boxes at Dunstan Quoin and in the village, plus Dunstan Lane box to be cleaned.

(ii) Streetlight on St Mellion Cottages not working: CD reported this to CC on 9.11.16; IW to follow up with parishioners to see if it has been repaired.

(iii) Book of local voluntary organisations for website: received from AB; compiled by St Austell Food Bank who has given permission (email 9.12.16) to post this on the Parish Council's website. CD and SC to action.

3. Questions from the public

None.

4. Planning matters

4.1 Section 106 measures: to receive an update on proposals and costings for traffic calming and footway in Church Lane, light on The Glebe path and bus shelters

As per action from meeting on 8.11.16, a response was emailed to Cornwall Council (CC) on 9.11.16. CC replied on 17.11.16 with no change to costings and confirming the higher of two options for bus shelters. CD emailed Adam Paynter and Jeremy Rowe on 17.11.16 re this and more general issues with S106 administration. CC initiated an inquiry which led to the Passenger Transport Unit (PTU) visiting St Mellion on 25.11.16 and 28.11.16. David Edwards, Group Leader of the PTU, has confirmed (email 1.12.16) access kerbs are not required and that costings are being reworked with the aim of achieving all measures within S106 monies and PTU grants x2. Further update on 10.1.17.

4.2 Local housing needs assessment: to receive an update from Cornwall Community Land Trust

On 7.12.16, CCLT submitted an expression of interest application form to *Locality* for a grant to fund a housing needs assessment. A further application form has been received - to be completed over the next few weeks. Note CD is the main contact point for this. Further update on 10.1.17.

4.3 Cornwall Planning Partnership's protocol on meeting developers in planning pre-application stages: to review documents and discuss approval

Three documents had been pre-circulated and were shown on-screen: model approach; pre-application protocol; registration and profile. It was agreed these documents require tailoring for St Mellion Parish Council with review/approval likely on 14.2.17. Councillors discussed the principle of meeting developers in private. There was general consensus that meetings with developers should be held in public to ensure transparency. An *in extremis* situation may arise (for example) where there is

competitive bidding for development land and the respective parties wish to keep their plans private. In such cases, developers could request a private meeting, stating the rationale for this, and Councillors would discuss in closed session at a Parish Council meeting. If the private meeting proceeds, minutes would be forwarded to Cornwall Council and, once the pre-app report is published (where it is not withheld), a formal application is made and/or the developer agrees, they also would be put in the public domain. CD to amend model documents and incorporate these in the Parish Council's existing policy for managing planning applications (approved 8.9.15) for review on 14.2.17.

5. Highway matters

5.1 Given names for key parish roads (Bealbury Lane; Horsepool Lane; Wollaton Lane): to receive an update

CD has produced a form for Bealbury Lane signatures. IW to visit houses in New Year.

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

Works have not been completed. Contact unavailable until 19.12.16. Further update on 10.1.17.

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

Signs received at CORMAC's Notter Bridge depot on 9.12.16 and installed on 13.12.16. Councillors to check and take photos.

5.4 Road sweeping and weed spraying: to note response from Cornwall Council

As per action from 8.11.16, CD emailed Paul Masters on 17.11.16. Paul's reply (23.11.16) had been pre-circulated and was shown on-screen, viz Cornwall Council will not spray weeds and, if the Parish Council takes this on, it must comply with Cornwall Council's herbicide policy. CD called Biffa on 9.11.16 who agreed to sweep A388/Church Lane w/c 14.11.16. This seems to have happened on the A388 but not in Church Lane. IW to take photos of issues for CD to send to Paul Masters and Biffa.

5.5 Congestion in Church Lane during school runs: to discuss potential action

AT summarised danger of vehicles backing onto the A388 during school runs and suggested a Cornwall Council Highways formal assessment of the matter. CD to pursue with Cornwall Council.

5.6 Village relief road

5.6.1 Feasibility study: to receive an update from Cornwall Council

Cornwall Council's meeting on this has been postponed. Further update on 10.1.17.

5.6.2 Meeting with Sheryll Murray MP on 2.12.16: to receive a report

IW, GP and Steve Foster (Community Link Officer) attended the meeting. Sheryll agreed to write to Nigel Blackler (Service Director - Transport and Infrastructure at Cornwall Council) in support of the proposed feasibility study. CD to circulate copy of letter when it is received.

5.7 Flashing speed signs on the A388: to discuss request from Botus Fleming Parish Council to transfer these to Hatt

Letter from Botus Fleming Parish Council (1.11.16) had been pre-circulated and shown on-screen. Councillors agreed in principle with Botus Fleming's request as long as average speed cameras are still *in situ* in St Mellion and with the proviso that removal and replacement costs are borne by Botus Fleming or the agency carrying out the works.

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

To approve transfer of St Mellion's flashing speed signs to Hatt roundabout (a) only for the period of time during which average speed cameras are operational in St Mellion and (b) on the proviso that St Mellion Parish Council does not incur any costs involved in their removal to Hatt and future reinstallation in St Mellion.

CD to confirm to Botus Fleming Parish Council.

6. Transport matters

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

6.1.1 Feasibility study: to receive an update from Cornwall Council

Cornwall Council confirms the kick-off meeting will be on 23.1.17; location to be confirmed. IW and CD to attend for the Parish 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; also to change deadline to 28.2.17. Councillors discussed new ways of publicising the survey. CD to contact cycle campaign group suggested by AT. IW and SC to investigate cycle meets. IW to contact Tamar View Nurseries re hard copy form.

6.2 Bus shelters for St Mellion

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

Cornwall Council Legal Services (for the Parish Council) and Thompson & Jackson (for Mr Webb) are discussing land registration matters. Further update on 10.1.17. It was noted an invoice has been

received from Cornwall Council Legal Services for £32.94 +VAT. The Legal Services accounts team has put this on hold pending a decision from Cornwall Council on the funding source for bus shelter legal costs. CD to request further extension until 10.1.17 (as per item 4.1).

7. Parish Council finances

7.1 To note outcome of PAT testing for Parish Council equipment

SC confirmed the laptop and projector were tested by Cornwall PAT Testing (Frost Electrical) on 5.12.16 and had passed. Relevant documents were shown on screen. Next test due in November 2017.

7.2 To approve revised schedules for Parish Council assets

Schedules for (a) audit purposes and (b) insurance purposes, both updated on 8.12.16 to include the park bench in The Glebe, had been pre-circulated and were shown on-screen. IW confirmed that the former shows purchase value and the latter includes an annual inflationary increase in value.

Councillors had no further questions. Further review at Parish Council annual meeting in May 2017.

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

To approve asset schedules updated on 8.12.16 for £ 5,283.55 for audit purposes and £5,445.05 for insurance purposes.

IW signed and dated the schedules.

7.3 To agree application for Government grant for website management

Application form had been pre-circulated and was shown on-screen. Total amount requested was £187.48 to cover £67 (ex VAT) WesternWeb costs and one hour per month of Clerk's time (£120.48). Councillors had no further questions.

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

To approve the application for transparency grant for ye 31.3.17 for £187.48.

CD to submit form to CALC on 14.12.16.

7.4 To discuss administration of Local Development Fund monies

CD summarised Cornwall Council's recommendation for handling VAT associated with receipt of the monies (from Cornwall Council) and payment (back to Cornwall Council) for the safe passageway feasibility study. Councillors requested further clarification. CD to inquire and report on 10.1.17.

7.5 To approve monthly payment schedule for December 2016

(i) IW confirmed that totals for the primary and secondary bank accounts will be shown on separate schedules from now on. On the payment schedule dated 8.11.16, £400 for The Glebe bench, funded from the secondary account, was included in the total for the primary account. A revised payment schedule had been prepared to rectify this and was shown on-screen.

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

To approve the revised payment schedule for 8.11.16 showing payments from the primary bank account as **£470.20** and payments from the secondary bank account as **£400**.

IW signed and dated the revised schedule for November 2016 (attached to these minutes).

(ii) The payments schedule for December (dated 13.12.16) totalling **£609.44** from the primary account and **£4,128.00** from the secondary account had been pre-circulated and related invoices circulated at the meeting. The former included a salary underpayment to CD of £101.42 arising from salary/reimbursements for October 2016 (£464.93) being recorded on the 8.11.16 schedule as September 2016's pay (£363.51) and a cheque signed for the lower amount. IW confirmed he and SC approved the November 2016 payroll before it was run.

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

To approve the payment schedule dated 13.12.16 for £470.20 from the primary bank account and £4,128.00 from the secondary bank account

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

7.6 To approve quarterly cash book and bank reconciliation

Cash book and bank reconciliation (both dated 12.12.16) and bank statements 002, 003 and 004 for the primary account, and 001 and 002 for the secondary account, had been pre-circulated. The cash book and bank reconciliation were shown on-screen. CD summarised. Councillors had no queries.

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

To approve the cash book, bank reconciliation (both dated 12.12.16) and bank statements 002, 003 and 004 for the primary account, and 001 and 002 for the secondary account

AB and JD were next to sign in the rota. In their absence, SC signed and dated all documents.

7.7 To approve actual receipts and payments vs budget for precept for ye 31.3.17

Summary document for the primary account only (dated 12.12.16) had been pre-circulated and was shown on-screen. Variances of >£100 and/or >15% vs budget since review on 9.9.16 were noted as

follows: £25k compensation payment received from Ralos transferred to secondary bank account; goodwill gesture of £200 received from Lloyds Bank; transparency grant application £187.48 vs £100; staff reimbursements £139.48 vs £120 (note this should be shaded on the document); £13.19 salary underpayment to Linda Coles for ye 31.3.16 now included; assets now £5,283.55 vs £4,483.55 (to reflect The Glebe bench added at £800). 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 12.12.16.

AB and JD were next to sign in the rota. In their absence, SC signed and dated the document.

7.8 To review draft budget for precept for ye 31.3.18

Draft document (dated 12.12.16) had been pre-circulated and was shown on-screen. The opening balance for ye 31.3.18 was estimated at £15,000 based on a forecast closing balance from actual receipts and payments for ye 31.3.17 (approved under item 7.7) of £15,925.78. The precept was increased from £9,800 to £10,000 which produced a Band D preliminary annual charge of £46.94 (a 63p increase on current year). This produced a closing balance for ye 31.3.18 of £10,821.22 which observes the auditor recommendation of keeping 100% of annual precept as a reserve. Key payments for ye 31.3.18 include £1,903.82 for a potential election in May 2017 and £2,000 in case of a further bi-election arising from any subsequent casual vacancy. An estimate of £500 was included for external audit fees given no confirmation of charges yet from the Smaller Authorities Audit Appointments. Clerk's hours were kept at max. 45 per month unless authorised by full Council. Councillors had no queries or amendments to suggest. Further discussion and final agreement planned for 10.1.17 for submission to Cornwall Council on 11.1.17.

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

7.9.1 To review updated summary

Summary sheet dated 9.12.16 had been pre-circulated and was shown on-screen. 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) were left as-is from 8.11.16, pending decision from Cornwall Council. CD to consider how to account for VAT on the summary sheet.

7.9.2 Parish map for the website: to receive an update

GP had met with Chris Wells and the map is due to be finished in January 2017. St Mellion School is involved and has information ready to input. GP showed a mock-up of an A4 trifold leaflet with the map and other parish information. A local firm has quoted ~£1,500 for printing and distributing 25k leaflets. Councillors supported the principle but not the cost. It was agreed that the leaflet could be uploaded to the Parish Council's website, along with the map itself. GP agreed to look into including the information for free in (for example) Cornwall-wide tourist publications. It was suggested the Resort may wish to hang a large version on the map at reception and print an A4 version for guests upon request. Sarah Conlan of Crown Golf, in public attendance, confirmed the Resort should be willing to do this.

7.9.3 Community defibrillator: to receive advice from the Ambulance Service

The Ambulance Service confirms a target of one defibrillator every 200 metres. Positioning one in St Mellion village would be welcome and could be recorded on their database. The Service provides equipment and also suggested two alternative suppliers in Cornwall, both not-for-profit. CD had contacted both and received a reply from one, FLEET, who is willing to attend a Parish Council meeting on 10.1.17 or 14.2.17 to discuss options. Councillors agreed with this. CD to arrange.

7.9.4 Other suggestions arising

A photo was shown of the Great War memorial bench outside the church gates which is in poor repair. IW to check condition and look into ownership.

8. Parish Council governance

8.1 To adopt amendments to Standing Orders that incorporate requirements of the Public Contracts Regulations 2015 (as approved on 11.10.16)

The approved amendments had been pre-circulated and were shown on-screen. Councillors had no further queries.

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

To adopt amendments to Standing Orders that incorporate requirements of the Public Contracts Regulations 2015, as approved on 11.10.16.

8.2 To receive an update on guidelines for retaining Parish Council documents

CD confirmed work had started with the reviewing the Parish Council's flash drives and suggested this item be incorporated into the item on procedures manual. Councillors agreed.

8.3 To receive an update on finalising the procedures manual

Finalised sections on meetings and governance had been circulated to Councillors who had no queries or suggested amendments. Further sections to be circulated in the New Year.

8.4 To review policy and procedure for filling a casual vacancy

Draft dated 8.12.16 had been pre-circulated and was shown on-screen. IW summarised mechanism of the written ballot. Councillors had no further queries.

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

To approve the process for filling a casual vacancy dated 8.12.16.

CD to add to the procedures manual.

8.5 To discuss attendance at the Local Council Advisory Service seminar on 15.2.17

GP volunteered to attend and go by bus for free. The cost will be £30 +VAT. Councillors supported this.

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

For Councillor Geoffrey Postles to attend the Local Council Advisory Service seminar on 15.2.17 on behalf of the Parish Council and at a cost of £30 +VAT.

CD to confirm attendance to LCAS.

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

SC confirmed none in the last month for St Mellion.

10. Tour of Britain cycling race: to agree comment on Cornwall hosting a stage of the race in 2019 or 2020

Email from Cllr Dave Potter of Helston Town Council (dated 8.11.16) had been pre-circulated and was shown on-screen. Councillors supported the proposal for Cornwall hosting a stage of the Tour of Britain cycling race and for the race to pass through St Mellion. IW pointed out an estimated cost to Cornwall of £200k vs a net economic impact for a stage in the 2015 Tour of £4.1m.

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

To support the Tour of Britain cycling race coming to Cornwall and passing through St Mellion parish.

CD to confirm to Cllr Dave Potter.

11. General correspondence

None.

12. Items for next Parish Council meeting agenda

Finalise budget for precept for year ended 31.3.18; Parish Council asset check.

The meeting closed at 2140.

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

Signed

Name Ian Waite

Position Chair of the Parish Council

Date 10th January 2017

St Mellion Parish Council						
Payment Schedule PRIMARY ACCOUNT						
Date:	Tuesday 13th December 2016					
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Underpayment for Clerk salary October 2016	£101.42	000018	
C Douglas	n/a	n/a	Clerk salary/reimbursements for November 2016	£440.17	000019	
Angela Greenhough	2.12.16	1766	Payroll services for Nov 2016 salary/pension/reimbursements	£9.95	000020	
Frost Electrical	9.12.16	FE0538	Annual PAT testing for laptop and projector	£15.00	000021	
NEST	10.12.16	n/a	Employer + employee contribution to Clerk's pension Nov 2016	£36.77	DD	n/a
EE Mobile	28.12.16	n/a	Mobile phone air time	£6.13	DD	n/a
Total				£609.44		
Payment Approval						
Name						
Signature						
Position						
Date						
St Mellion Parish Council						
Payment Schedule SECONDARY ACCOUNT						
Date:	Tuesday 13th December 2016					
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
Irons of Wadebridge	4.11.16	35700	Repair and refurbishment of 3no. cast iron finger posts	£4,128.00	000002	
Total				£4,128.00		
Payment Approval						
Name						
Signature						
Position						
Date						

St Mellion PC payment schedule 131216 COMBINED

St Mellion Parish Council						
Payment Schedule PRIMARY ACCOUNT						
Date:	Tuesday 8th November 2016 AMENDED 13.12.16 TO SEPARATE BANK ACCOUNTS					
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	AB, GP, IW
Angela Greenhough	1.11.16	1734	Payroll services for Oct 2016 salary/pension/reimbursements	£9.95	000015	AB, GP, IW
Royal British Legion	n/a	n/a	Donation to poppy appeal (approved under s137)	£25.00	000016	AB, GP, IW
Cllr Geoffrey Postles	n/a	n/a	Expenses for attending Localism Summit, Wadebridge 31.10.16	£28.80	000017	AB, SC, IW
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				£470.20		
Payment Approval						
Name						
Signature						
Position						
Date						
St Mellion Parish Council						
Payment Schedule SECONDARY ACCOUNT						
Date:	Tuesday 8th November 2016 AMENDED 13.12.16 TO SEPARATE BANK ACCOUNTS					
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
Plymouth Garden Centre	n/a	20.10.16	Park bench for The Glebe	£400.00	000001	AB, SC, GP
Total				£400.00		
Payment Approval						
Name						
Signature						
Position						
Date						

St Mellion PC payment schedule 081116 rev COMBINED