

St Mellion Parish Council Meeting

Tuesday 10th January 2017 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 Jean Dransfield (JD); Cllr Alan Twist (AT); Christine Douglas (CD), Clerk to the Parish Council.

No members of the public.

1. Councillor matters

1.1 To receive apologies for absences

Cllr Anita Brocklesby (AB): unwell.

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 (13th December 2016)

2.1 To approve the minutes

Two typos were noted in the pre-circulated minutes. Item 2.2(ii): 'with' to be added between 'IW' and 'parishioners'. Item 7.7: 'dated all documents' to be changed to 'dated the document'.

It was proposed by IW, seconded by AT and **RESOLVED** (JD abstained as absent from the meeting) That the pre-circulated minutes, with two typo amendments, were a true reflection of the Parish Council meeting held on 13.12.16.

IW signed and dated the minutes.

2.2 To note matters arising from the minutes

(i) Royal Mail post box replacement: Royal Mail confirms boxes at Dunstan Quoin and in the village will be replaced, and the Dunstan Lane box repainted, before end of current financial year (31.3.17).

(ii) Streetlight on St Mellion Cottages: IW confirms this has been repaired and is now working.

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

Email from Kate Dixon, Provelio, forwarded by James Hatton, Cornwall Council (10.1.17) confirms: '*Following discussions within Cornwall Council the decision has been made to progress with the detailed design and consultation on a package of works which includes the four bus shelters with no access kerbs, the streetlight at the Glebe and the traffic calming (table top humps) and footway in Church Lane.*' Timescales tbc. Cornwall Council Legal has agreed to liaise with Kate re the invoice (for £32.94 +VAT) for advice on acquiring land for the northbound village bus shelter (referred to in item 6.2.1 of minutes for 13.12.16).

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

The final stage grant application form was submitted to Locality on 9.1.17. CD is currently arranging a meeting with CCLT and Pillaton Parish Council. Further update on 14.2.17.

4.3 Protocol on meeting developers in planning pre-application stages: to receive an update on draft documents

As per item 4.3 of the minutes for 13.12.16, draft documents to be prepared for discussion on 14.2.17.

4.4 Cornwall Community Infrastructure Levy Preliminary Draft Charging Schedule Consultation: to discuss and agree comment

Documents had been pre-circulated and a summary of the six consultation questions shown on-screen. Councillors did not have enough time since the documents' publication to allow a thorough review. CD asked Cornwall Council for an extension to the submission deadline (14.2.17) to allow a decision to be made at the next Parish Council meeting (also 14.2.17). This is not possible but Cornwall Council sug-

gests submitting a draft version before 14.2.17 pending formal approval at the Parish Council meeting on 14.2.17. Councillors agreed with this approach. Councillors agreed to answer 'yes' to questions 1, 2 and 4, but felt unable to answer questions 3, 5 and 6 without further information, as follows.

Question 3 Why is St Mellion in the highest zone (1) when all surrounding parishes are in zones 3 or 4? The high CIL rate for zone 1 is likely to dissuade development in the parish. For example, a 100 sq metre dwelling in St Mellion would incur a CIL of £40k (vs £10k in zones 3 or 4). This will be recouped in the purchase price and make the property unaffordable for young people/locals. Why is the rate for zone 1 so much higher than zones 2 to 4 (i.e. double zone 2 and quadruple zones 3 and 4)? What is the rationale and method for zoning?

Question 5 Why is non-residential development not zoned (as per residential development)? It was noted that a supermarket could attract less CIL than a house. Why is the hotel classification restricted to budget hotels (and attracts £0 CIL)? Are any classifications with £0 CIL subject to S106?

Question 6 'Appropriate balance' depends on the area. It may be appropriate in Newquay (where rates are lowest) but not in St Mellion or other areas where the rates are highest.

Action: CD to request further information from Cornwall Council and prepare a draft response for circulation and comment.

5. Highway matters

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

IW to visit Bealbury Lane houses with form to sign. Further update on 14.2.17.

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

Email dated 10.1.17: quotes from three contractors are expected by end of January, with final decision pending review by the Diocese. CD to clarify if this is just for tree works and confirm to Savills that overgrowth hasn't been cleared yet (email dated 3.11.16 said a contractor would be instructed for this).

5.3 Clapper Bridge traffic restrictions: to note sign installation by CORMAC

Signs were installed on 13.12.16 in St Mellion and Pillaton. Photos were shown on-screen and are to be uploaded to the website.

5.4 Road sweeping and weed spraying: to review progress with gathering photographic evidence of related issues

IW to complete. Further update on 14.2.17.

5.5 Congestion in Church Lane during school runs: to receive response Cornwall Council on potential action

Email from Adrian Drake, CORMAC (10.1.17), suggests the school prepares a 'travel plan' and encourages sustainable transport. A planned review of school zig-zags could result in their being enforceable as 'no stopping' areas. The maintenance of access along roads would be considered in the review. GP to discuss travel plan with the school. CD to ask CORMAC if the review will include St Mellion.

5.6 Village relief road

5.6.1 Feasibility study: to receive an update from Cornwall Council

Email from James Hatton, Cornwall Council (10.1.17): they are waiting for confirmation from CORMAC that a small piece of work is possible, that it will look to establish an initial Benefit Cost Ratio (BCR), and cost around £5k. If this is the case, Cornwall Council will look to commission the work in the new financial year (April 2017 onwards).

5.6.2 Correspondence between Sheryll Murray MP and Cornwall Council: to note content and agree actions

Email from Cornwall Council to Sheryll dated 20.12.16 had been pre-circulated and was shown on-screen. This was a non-committal reply from Customer Relations superseded by the response in 5.6.1.

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

Original kick-off meeting date of 23.1.17 is being rearranged. Further update on 14.2.17.

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

CD summarised advice from GB Road Safety re using Facebook to promote the survey, including posting regular updates, plus case studies, interviews, photos, etc. SC to look into setting this up.

6.2 Bus shelters for St Mellion

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

No further progress at this time as land owner is unwell.

7. Parish Council finances

7.1 To confirm state of repair of Parish Council assets

SC confirmed no safety defects. Next report due on 14.3.16

7.2 To confirm new signatory to Parish Council bank mandate

Letter from Lloyds dated 21.12.16 confirms AT is a signatory for the Parish Council's bank accounts.

7.3 To approve monthly payment schedules for January 2017

The payment schedules for January 2017 totalling **£495.08** for the primary account and **£0** for the secondary account had been pre-circulated and related invoices circulated at the meeting. IW confirmed he and SC approved the December 2016 payroll before it was run.

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

To approve the payment schedules dated 10.1.17 for £495.08 from the primary bank account and £0 from the secondary bank account

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

7.4 To receive an update on application for Government grant for website management

Email from CALC (3.1.17): the application for £187.48 has been approved and will be in the Parish Council's bank account within the next few weeks.

7.5 To discuss administration of Local Development Fund monies

CD summarised Cornwall Council's (CC's) suggested process for receiving the approved Local Devolution Fund (LDF) grant for £5k and returning it to CC to pay for the safe passageway feasibility study. Cornwall Council (CC) pays £5k from the Local Devolution Fund to the Parish Council. CC invoices the Parish Council for £4,166.67 +VAT (£833.33) for the safe passageway feasibility study, which the Parish Council pays in full (i.e. £5k). CC keeps £4,166.67 and passes VAT (£833.33) to HRMC. CC will fund the shortfall of £833.33 vs cost of the study at £5k.

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

To follow Cornwall Council's suggested process for receiving the Local Devolution Fund grant and using it pay for the safe passageway feasibility study.

CD to confirm to CC, and sign and return the LDF grant acceptance form.

7.6 To approve budget for precept for ye 31.3.18

Draft document (dated 12.12.16) had been pre-circulated and was shown on-screen. There were no amendments to this and Councillors had no further queries.

The precept was set at £10,000 which produces a Band D annual charge of £46.94, a 63p increase on current year.

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

To set the Parish Council precept for year ending 31.3.18 at £10,000.

CD to confirm to Cornwall Council by 11.1.17.

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

7.7.1 To review updated summary

There were no changes to the summary sheet dated 9.12.16. This was shown on-screen. Further to item 4.1, Councillors agreed to transfer costs for 2no. bus shelters in the village (£12,472) and legal costs for the northbound village shelter (£3,100) from community benefit to Section 106. The amount for Section 106 to be changed to reflect the balance confirmed by Cornwall Council on 8.11.16 (i.e. £97,086.53). CD to consider how to account for VAT on the summary sheet.

7.7.2 Parish map for the website: to receive an update

A draft of the parish map was shown on-screen. Councillors suggested the roads be made clearer and also reflect Ordnance Survey more accurately. St Mellion School has been briefed to provide information about local places of interest that will have QR codes. CD confirmed the copyright statement on the Parish Council's website should be adequate to protect the artist's rights. Further consideration will be required if the map is to be printed by the Resort for their guests.

7.7.3 Community defibrillator: to note response from FLEET re attending a Parish Council meeting

Norman Trebilcock of FLEET has agreed to attend the Parish Council meeting on 14.2.17.

7.7.4 Great War Memorial bench: to receive a report on condition and ownership

IW confirmed the bench was refurbished seven years ago but is now beyond repair and would have to be replaced. It was gifted to the people of St Mellion many years ago but ownership of this, and the land where it is sited, is unknown. CD to check title with Land Registry before progressing further.

7.7.5 Other suggestions arising

Councillors discussed purchasing a stage for parish outdoor events. Further details to be discussed on 14.2.17.

8. Parish Council governance

8.1 To receive an update on finalising the procedures manual

Section 2 (Finance) will be circulated by 13.1.17. Section 3 (Employee) and Section 5 (Miscellaneous) to be completed. Document retention policy and protocol for meeting developers in planning pre-application stages to be added to Section 4 (Governance), once they are approved.

8.2 To receive an update on criminal record checks for Parish Councillors

CD confirmed basic CRC for AT (dated 15.12.16) which shows no convictions for disclosure.

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

SC confirmed one application in the last month for St Mellion.

Premises Name and Address	Applicant	Application Accepted	Application Type	Licensable Activities	Ref	Representations Deadline	Case Officer
St Mellion International Golf and Country Club - Resort, St Mellion, Saltash PL12 6SD	Crown Golf Property Limited	9.1.17	Minor Variation	Amendment to plan	PL6000497	23.1.17	Claire Green, Bodmin - (01579) 341239

10. Cornwall Council Stakeholder Survey Report 2016: to note findings

The report had been pre-circulated and was shown on-screen. Councillors noted the findings but had no comments.

11. General correspondence

- (i) 15.12.16: the secretary of state for communities and local government announced the provisional local government finance settlement for 2017/18 in the House of Commons and confirmed council tax referendum principles will not be extended to parish and town councils in 2017/18.
- (ii) 3.1.17: Cornwall Council lantern and balloon ban call for evidence. CD to confirm to Cornwall Council that the Parish Council has resolved to oppose lanterns in the past, and also to point out that a global helium shortage is exacerbated by its use in balloons.
- (iii) CALC newsletter 6.1.17: letter from Bruno Peek, Pageantmaster, about plans to light beacons to commemorate the hundredth anniversary of the end of the First World War (11.11.18). There are no beacons in St Mellion. No further action.
- (iv) 10.1.17: a new BBC2 show is looking for sentimental items to refurbish. St Mellion has no obvious items that match the show's requirements. No further action.
- (v) CCLT email 10.1.17: free half-day seminar 'Homes for Locals (Forever) in Cornish Communities' on 27.1.17, 9.30-12.30pm, at City Hall, Truro. IW may be able to attend.

12. Items for next Parish Council meeting agenda

Policy for meeting developers in pre-application planning stages; FLEET to present on community defibrillator; Caradon CNP meeting on 26.1.17.

The meeting closed at 2127.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 10th January 2017.

Signed

Name Ian Waite

Position Chair of the Parish Council

Date 14th February 2017

St Mellion Parish Council						
Payment Schedule PRIMARY ACCOUNT						
Date:		Tuesday 10th January 2017				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for December 2016	£442.33	000022	
Angela Greenhough	21.12.16	1777	Payroll services for Dec 2016 salary/pension/reimbursements	£9.95	000023	
NEST	10.1.17	n/a	Employer + employee contribution to Clerk's pension Dec 2016	£36.67	DD	n/a
EE Mobile	28.12.16	n/a	Mobile phone air time	£6.13	DD	n/a
Total				£495.08		
Payment Approval						
Name						
Signature						
Position						
Date						
St Mellion Parish Council						
Payment Schedule SECONDARY ACCOUNT						
Date:		Tuesday 10th January 2017				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
n/a				£0.00		
Total				£0.00		
Payment Approval						
Name						
Signature						
Position						
Date						

St Mellion PC payment schedule 100117 COMBINED