

St Mellion Parish Council Meeting

Tuesday 14th March 2017 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); Cllr Alan Twist (AT); Christine Douglas (CD), Clerk to the Parish Council.

Cornwall Councillor Jim Flashman.

Mark Smith, Portreeve of Callington, prospective candidate for Cornwall Councillor.

Chris Wells, artist (for item 7.7.2).

15 members of the public (ten left during 6.1.1.2; one left at 7.1; two left at 7.7.4; two stayed full-time).

1. Councillor matters

1.1 To receive apologies for absences

Cllr Jean Dransfield (JD): holiday.

1.2 To receive declarations of pecuniary interests

None.

1.3 To receive declarations of non-registrable interests

None.

1.4 To approve written requests for dispensations

None.

2. Previous Parish Council meetings (14th February 2017)

2.1 To approve the minutes

It was proposed by IW, seconded by AT and **RESOLVED** (AB abstained as absent from the meeting)

That the pre-circulated minutes were a true reflection of the Parish Council meeting held on 14.2.17.

IW signed and dated the minutes.

2.2 To note matters arising from the minutes

(i) Royal Mail post boxes in the village, Dunstan Lane and at Dunstan Quoin have been replaced. Photos are on the website and were shown on-screen. Collection detail panels on all three need to be replaced. IW has discussed this with the postlady who has requested replacements.

(ii) Overgrowth from Roskilly onto pavement: IW has discussed with the owner and the issue is in hand.

(iii) Crown Golf planning exhibition on 17&18.2.17: pdfs are on the Parish Council's website.

(iv) Cornwall Council's statutory obligation to provide a depository for Parish Council documents (whilst CRO is closed): CALC confirms it is not a withdrawal of the service only a delay in receiving material until the new facility is open. CALC has also asked NALC. Further update on 11.4.17.

(v) Safer Cornwall Community Newsletter report on community speed watch events: CD has spoken with Vashti Pearce who confirmed a two-area pilot has finished and a recommendation made that the programme is rolled out using simplified volunteer training methods. This may be managed by area or region (e.g. Caradon or South East Cornwall,). Vashti has discussed the measures with Callington Town Clerk. CD requested ongoing updates for St Mellion and offered to be involved, as required.

(vi) Response from WesternWeb re website security (21.2.17): two copies of the live site are taken every few days, as well as an archive from the previous week (also two copies). Original site files are kept in triplicate, but not documents/information added since the site was launched. IW noted these are kept on Parish Council flash drives. The site is secure, and considerable precautions have been taken to prevent hacking attempts, provided the access password is not disclosed inadvertently.

3. Questions from the public

(i) IW introduced Mark Smith, Portreeve of Callington, and prospective candidate for Cornwall Councillor. Mark brought two points to the meeting: a public exhibition in Callington Town Hall on 28.3.17 at 6-8pm re proposals for mining in Kelly Bray; and information on Callington community defibrillators which, as Portreeve and member of the fire service, Mark has been involved with. IW thanked Mark, confirmed a separate agenda item for a community defibrillator, and opened questions to the public.

(ii) Keith Abbot asked Mark to summarise his approach and priorities if he is elected as Cornwall Councillor. Mark confirmed his focus is on the local area and its issues (e.g. roads are an ongoing concern) and getting a bigger share of voice at County Hall in Truro. He has been a Town Councillor for four years, Portreeve for one year, and understands local concerns and how to address them.

(iii) Paul Hoult confirmed the memorial plaque for Bill Yelland's late wife has been installed on the new bench in The Glebe.

(iv) Bill Sturgess warned that confidence tricksters are calling on the elderly (most recently to offer cutting back hedges and trees).

4. Planning matters

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

IW confirmed Cornwall Council's contract with Provelio has not been renewed and responsibility for the S106 measures has reverted to Ian Pearne in Cornwall Council. The public consultation has been confirmed for 26.6.17 to 14.7.17 and will include all measures. The S106 'expiry date' is 9.1.19 (confirmed by James Hatton of Cornwall Council in an email dated 13.3.17).

4.2 Local housing needs assessment

4.2.1 To receive feedback from Pillaton PC on draft survey form

The draft survey form (submitted to Cornwall Council on 20.2.17) was approved by Pillaton Parish Council on 7.3.17.

4.2.2 To receive feedback from Cornwall Council on draft survey form

The draft survey form submitted to Cornwall Council on 20.2.17 was based on a 2016 version used by Landulph Parish Council. On 14.3.17, Cornwall Council forwarded a 2017 version used for St Erme Parish Council. CD made suggested amendments to this form and returned it to Cornwall Council. Now waiting for confirmation of when the finalised form will be ready to mail out.

4.2.3 To discuss arrangements for a public event to promote the survey

The proposed date is Saturday 1st April from 10am to 1230pm in St Mellion Church Hall. Pillaton Parish Council proposes to run a similar event in the afternoon of that day. A representative from CCLT will attend and CD will request attendance by Cornwall Council. Councillors agreed to progress with these arrangements as long as the form in 4.2.2 is finished and sent to parishioners by 24.3.17. CD to liaise with Cornwall Council, Pillaton Parish Council and CCLT.

4.3 Attendance of Cornwall Council's Traveller Liaison Officer at a Parish Council meeting: to discuss request from member of the public

Bryan Hammond has requested that the Traveller Liaison Officer attends a Parish Council meeting. The Clerk's advice is to wait until a formal need arises (for example, if a planning application is submitted for a traveller site in the parish). This may attract enough local interest to arrange a public meeting in a larger venue. Mr Hammond was in attendance and interjected that he wanted the Parish Council to arrange a meeting before an application is submitted so that residents understand the nature of a traveller site and don't form negative opinions about it. Councillors discussed the matter and agreed with the Clerk's advice. If a planning application for a traveller site is submitted, Councillors will consider inviting the Traveller Liaison Officer to attend a public meeting, and this will be in line with the Parish Council's stated policies (i.e. on managing planning applications and/or for handling discussions with developers in pre-application planning stages).

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

That there is no formal need at present to invite Cornwall Council's Traveller Liaison Officer to a Parish Council meeting.

5. Highway matters

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

IW requested this be deferred to 11.4.17.

5.2 Diocese land matters: to receive an update from meeting with Savills on 8.2.17

5.2.1 Tree cutting and overgrowth clearance on pt9143

Email from Savills dated 12.3.17: the Glebe Committee will consider quotes for tree felling at their meeting on 4.4.17. It was noted that the nesting season has started and so felling is likely to be postponed until after July/August. Further update on 11.4.17.

5.2.2 Licence to permit public access through the Rectory drive and Glebe field: to discuss legal and insurance advice

CD confirmed Cornwall Council's cost estimate for legal advice is a maximum £500-600 +VAT (6-7 hours x £82.34 +VAT). Note the hourly rate is less than that in the SLA for ye 31.3.17; the lower rate was confirmed in an email dated 8.3.17 from John Saville of Cornwall Council. Zurich confirms the licence will be covered under existing public liability insurance (up to £10m) '*...as long as the council is able to include the land is [sic] its normal risk assessments.*' Indemnity for the land owner (the Diocese) and subsequent impact on premium will be considered once the licence terms have been agreed. Councillors were con-

cerned at spending 5% of precept on legal fees (and the possibility of a significant increase in insurance premiums) given a licence can be revoked at any time, particularly if this happens within the first few years of agreeing a licence. Two suggestions were discussed: the licence to be non-revocable for a given time period; the Diocese to refund the Parish Council's legal costs and incremental insurance premiums if the licence is revoked within a given time period. CD to discuss with Savills and report to Councillors on 11.4.17. A further point to consider for the licence is maintaining a path through the field. This is cut currently by the Rectory tenant and would cease if the house is sold.

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

IW requested this be deferred to 11.4.17.

5.4 Congestion in Church Lane during school runs: to review the school's revised travel plan

GP confirmed this is still being prepared. Further update on 11.4.17.

5.5 Consultation on countywide 'school keep clear' markings: to note details

A letter and plan from Cornwall Council/CORMAC had been pre-circulated and was shown on-screen. The consultation closed on 12.3.17 with results to be published on 30.4.17. CD to contact police re enforcement of the proposed measures and report to Councillors on 11.4.17.

5.6 Ponding in Dunstan Lane: to receive an update from CORMAC

The work has been completed. CD to thank Adrian Drake and William Glassup at CORMAC. The measure to be removed from the list of projects for potential funding by the Parish Council (item 7.7).

5.7 Parking in The Glebe turning circle: to receive a response from CORMAC

Email from Adrian Drake, CORMAC (7.3.17): CORMAC can help only if the Parish Council has funding for a Traffic Restriction Order (yellow lines). IW to meet with residents to discuss further options and report to Councillors on 11.4.17.

6. Transport matters

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

6.1.1 Feasibility study

6.1.1.1 To receive report on initial meeting with Cornwall Council on 22.2.17

Notes from the meeting had been pre-circulated and were summarised by CD, as follows. The meeting was attended by IW, CD, Rebecca Lyle (Cornwall Council Transport), Amanda Odgers and Adam Warden (CORMAC), Catherine Thomson (Cornwall Gateway Community Link Officer), and Derek Holley (Saltash Town Councillor). The study will consider a route from Callington to Rood's Corner. The section between this and Carkeel will be covered by the Saltash Cycle Network feasibility study. The two studies are separate but the schemes will be integrated. The Parish Council's proposal will be investigated, plus an alternative route using quieter lanes/lower-scale options. Longer term, a coast-to-coast route may be considered. The focus/priority for cycle route development is commuting/achieving modal shifts in transport types. CORMAC to make three site visits and review options from an engineering/practicality perspective, identify key barriers/risks (e.g. purchase of third party land), consider the interface with other schemes/proposals, and confirm estimated costs. Section-based implementation will be considered. The study will take 4-5 months. Transport economic criteria (i.e. BCR) will not be used as the scheme's aim is health-focused/longer term. UCL's new propensity to cycle (PTC) assessment toolkit may be used. The finished report can be presented at a Parish Council/public meeting where informal feedback would be gathered. Costings will be high level/not accompanied by a full engineering plan but would be adequate for submission to LTP4 (running from 2020) given a positive study outcome. Further investment in design work would be required for a funding bid. Funding may be available from the LEP via LCWIPs although central Government hasn't obliged this/offered guidance on producing the plans. It may help to continue lobbying the MP on this and then contact the LEP when the study is completed. Letters of support collected to date from T&PCs need to be refreshed after the May elections. This is best done when the study report is finished and ready to submit to LTP4.

6.1.1.2 To receive report on initial site visit by CORMAC on 9.3.17

IW confirmed he and SC drove along the route with Adam Warden of CORMAC. Adam was positive about the Parish Council's proposal and pointed out several sections that could be implemented easily and/or at low cost. Certain sections would require land purchase (e.g. north of Hatt roundabout) and recommendations for this would be included in CORMAC's final report. The proposed route would link with the Callington to Gunnislake cycle path which was also visited on the day. IW reported that cyclists, walkers and a pedestrian with a pram were using this path.

6.1.2 Survey of users

6.1.2.1 To receive an update on inputting hard copy returns

SC confirmed the subscription expired before hard copy returns were input. CD to forward data from on-line inputs so SC can look at ways of adding hard copy data off-line. Further update on 11.4.17.

6.1.2.2 To discuss extending the survey deadline

The subscription expired at midnight on 13.3.17. Renewal for the same level of functionality is £300 pa (inc VAT). IW confirmed advice from the meeting at item 6.1.1.1 that 250+ responses were adequate to support a business case and further responses are not required at this time.

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

Not to renew the annual subscription with Survey Monkey.

6.1.2.3 To agree next steps

SC to input hard copy responses to on-line response data; CD and SC to look at analysing the data; no further need for IW to place the survey questionnaire in Callington surgery and Tamar View Fruiterers.

6.2 Bus shelters for St Mellion

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

Cornwall Legal has reassigned the work to John Saville (also advising on the Glebe path licence) who has contacted the landowner's solicitors (T&J) re land registration. Further update on 11.4.17.

7. Parish Council finances

7.1 To confirm state of repair of Parish Council assets

SC confirmed no safety defects. Next report due on 16.5.17

7.2 To approve monthly payment schedules for March 2017

The payment schedules for March 2017 totalling **£7,179.24** for the primary account and **£0** for the secondary account had been pre-circulated and related invoices circulated at the meeting. The exception was an invoice from Zurich Management Services for £36 for GP's attendance at the LCAS seminar in Callington on 13.2.17. IW and CD confirmed they had received hard and soft copies respectively. CD to circulate soft copy to Councillors on 15.3.17. The payment schedule for the primary account included cheque no. 000028 for £5,000 (to Cornwall Council for the safe passageway feasibility study) which was signed on 18.2.17, as per the resolution recorded in the minutes of the Parish Council held on 14.2.17 (item 7.1). IW confirmed he and SC approved the February 2017 payroll before it was run.

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

To approve the payment schedules dated 14.3.17 for £7,179.24 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.

7.3 To discuss telephone banking IDs and statement dates

IW confirmed that Lloyds uses Councillors'/Clerk's personal banking details for telephone security checks on the Parish Council's accounts. Bank statements are sent second class and not arriving until after the Parish Council meeting when they are due to be reviewed. Bank statements are not sent at all for months in which there are no transactions. Lloyds cannot offer a workable solution to these issues. CD suggested writing formally to Lloyds requesting (a) personal details are not used for telephone security, (b) bank statements are sent first class (even if there is a charge for this) and (c) statements are forwarded for all months regardless of the number of transactions. The letter has to be signed by three Councillors. CD also will discuss points (b) and (c) with the internal auditor.

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

To write formally to Lloyds Bank to request that personal details are not used for telephone security, that bank statements are sent first class and that statements are forwarded for all months.

7.4 To approve quarterly cash book and bank reconciliation

The following documents had been pre-circulated and also shown on-screen: cash book for primary and secondary accounts dated 13.3.17; bank reconciliation for primary and secondary accounts dated 13.3.17. Bank statements 005, 006 and 007 for the primary account, and 003 for secondary account, had been pre-circulated. CD summarised and confirmed zero variances vs bank statements for both the cash book and bank reconciliation. Councillors had no queries.

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

To approve the cash book for the primary and secondary accounts dated 13.3.17.

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

To approve the bank reconciliation for primary and secondary accounts dated 13.3.17.

AT signed and dated the cash book, bank statements and bank reconciliation.

AT suggested more descriptive names be used for the two accounts (e.g. revenue and capital instead of primary and secondary respectively). Item to be discussed on 11.4.17 with a view to changing records for year ended 31.3.18 (i.e from April 2017 onwards).

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

Document dated 10.3.17 had been pre-circulated and was shown on-screen. This included a separate sheet for the secondary account. CD summarised variances of >15% vs previous quarterly financial re-

view: Cornwall Council's LDF grant for £5k had been received in and then paid out to Cornwall Council as a contribution to the safe passageway feasibility study (item 6.1); Locality's grant for £1,640 had been received and the same amount recorded on the March 2017 payment schedule to CCLT for housing needs assessment support (item 4.2); staff 'other' reimbursements were £21.22 over budget because postage had been excluded from the budget figure; hire of church hall was £160 under budget; seminars/training/travel and subsistence was £167.20 under budget.

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 dated 10.3.17.

AT signed and dated both sheets in the document.

7.6 To discuss arrangements for internal audit and annual return for ye 31.3.17

CD confirmed the annual return briefing pack had yet to be received from Grant Thornton because the new Joint Practitioners' Advisory Group had made revisions (at their meeting on 27.2.17) and the forms were being printed. The pack should arrive by 4.4.17. CD will start forwarding Parish Council documents to the internal auditor during March. The plan is still to review the internal audit and annual return at the Parish Council extraordinary meeting on 26.4.17.

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

7.7.1 To review updated summary

No changes to the summary dated 8.2.17. This had been pre-circulated and was shown on-screen.

7.7.2 Parish map for the website: to receive an update

The map has been completed but with outstanding inaccuracies (which the artist is working on) and with only four hyperlinked points of interest. The school had been unable to provide this information and the artist also had found it difficult. Councillors discussed suspending the project until after the May election so a new Parish Council could decide whether or not to pursue alternative methods of capturing the information. It was agreed that the artist had spent the agreed hours creating the base map and his invoice for £550 (no VAT) be added to the April 2017 payment schedule.

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

To suspend the parish map project until after the May election and to add the artist's invoice for £550 (no VAT) for work completed to the April 2017 payment schedule.

CD to forward invoice to Cornwall Council and request transfer of funds from the Newton Ferrers solar fund Section 106 to the Parish Council's secondary bank account.

The artist, Chris Wells, attended the meeting after this item had been closed. CD summarised Councillors' discussions and the subsequent resolution. Chris provided hard copies of a revised map with all inaccuracies corrected, plus a soft copy of this and the interactive version on a flash drive which was taken by IW. IW thanked Chris for his work on the map.

7.7.3 Community defibrillator: to review presentations and quotes from FLEET, Heartswell and the SW Ambulance Service

Notes from FLEET presentation on 14.2.17, Heartswell presentation on 21.2.17, and SW Ambulance Service email dated 16.11.16 had been pre-circulated, plus information received from Callington Town Council (CTC) about their defibrillators. Mark Smith took questions from Councillors with responses summarised as follows.

CPR alone saves 38% of lives; 70% with an AED (defibrillator). It is important to start CPR within three minutes of a heart attack. 999 should be dialled before CPR or fetching a community AED because an ambulance/first responder paramedic may arrive within 8-12 minutes. Volunteers can be trained as 'community first responders' and could attend where only the victim and one other person are present during an attack. Mark has run BHF-supported Heartstart training courses for five years and can do this for St Mellion. It is a free two hour course for eight people which covers choking, bleeding, recognition of a heart attack, CPR and AED use. Schoolchildren can be trained. Even if they're not strong enough to give CPR themselves, they can tell someone else the process.

CTC has an AED on the town centre toilets (for a power supply and shelter under the roof overhang), an also on the Swingle Tree at Kelly Bray. The same type of AED is carried by Cornwall Fire Service engines and recommended by BHF. Batteries and pads have a four year life (the latter are inexpensive to replace). The town centre AED is in a metal 'box guardian' to protect from vandalism. The box is heated slightly and a photovoltaic sensor light comes on at night to show it's there. Lockable boxes have a SIM card and are operated remotely by SWAST. The CTC caretaker checks the AEDs monthly using a QR code and smartphone that opens up a 'yes/no' checklist. CTC's AED has been used twice, after which SWAST retrieved and returned it to the Town Hall.

Councillors discussed the various options and agreed that purchasing an AED at £1,000 was preferable to leasing one from SWAST at £1,800 for four years. There was discussion about whether the cabinet should be locked and if the decision would be influenced by location. Siting options in the village include

the church hall and the school. It was felt the latter would be a less obvious target for vandals and also provided an opportunity for schoolchildren to become aware/involved. A potential location in Dunstan Lane needs further consideration.

Actions: CD to prepare a comparison of the four options; GP to raise AED siting with the school; Councilors to see the CTC AED *in situ*. Further update and discussion on 11.4.17.

7.7.4 Photographs of Great War soldiers in the church hall: to discuss restoration and reframing

Original photographs of four soldiers who attended St Mellion School and died in the Great War have been in a frame on the church hall wall for many years and are deteriorating. A framed commemoration poster beneath the photographs is also in poor condition. CD had pre-circulated details of the restoration/reframing process proposed by Kernow Photofix in Redruth, plus an estimate of their costs (max. £206 no VAT, plus collection/delivery). The originals would be taken to Redruth first, and then on to the Cornwall Record Office in Truro where they could be preserved in archive conditions. A Parish Council representative would deliver the originals to CRO and complete formal paperwork there. The scanned and digitally restored images would have new mounts/frames and be hung in the church hall in place of the originals. CD confirmed Financial Regulation 11.1(a)ii would apply in that the restoration was a specialist service not requiring three estimates. Councillors agreed to proceed with the proposal but to discuss this with the Parochial Church Council (PCC) first. IW offered to take the originals Redruth.

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

To proceed with restoration and reframing of photographs of four Great War soldiers, plus commemoration poster, using Kernow Photofix of Redruth at a maximum cost of £206 (no VAT), and to deposit the originals with the Cornwall Record Office in Truro.

Pending discussion with the PCC, CD to seek Cornwall Council's approval to fund the work from the Newton Ferrers solar farm Section 106. CD also to inquire about a second set of prints for CRO.

7.7.5 Other suggestions arising

St Mellion School has suggested the 'Henley Cup for Democracy and Citizenship' as a tribute to the Parish Council's late Chair, Ken Henley. Councillors agreed in principle although would prefer a simpler name for the cup. CD to obtain prices from three suppliers and discuss alternative names with the school. The item to be discussed further on 11.4.17.

8. Parish Council governance

8.1 To review and approve Cornwall Council and CALC's suggested amendments to Standing Orders 13 and 14 (Code of Conduct matters)

The draft document dated 2.2.17 which was approved on 14.2.17 had been pre-circulated and was shown on-screen. Councillors had no further queries.

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

To adopt amendments to Standing Orders 13 and 14 dated 2.2.17 and approved on 14.2.17.

8.2 To discuss finalised procedures manual with a view to approval

A soft copy of the manual dated 1.3.17 had been pre-circulated. Any subsequent additions/amendments will be added to an appendix as they arise (e.g. adopted revisions to Standing Orders 13 and 14 under item 8.1). The school can print a hard copy at 5p per sheet x ~180 sheets = £9 (no VAT) and IW would keep this for 'emergencies'.

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

To approve the procedures manual dated 1.3.17 and print a hard copy to be kept by the Chair.

8.3 To receive a report from CALC's elections workshop on 16.2.17

CD attended the workshop which was informative and provided useful documents to support the Parish Council, potential candidates and new Councillors before, during and after the election (see item 8.4).

8.4 To agree briefing material for election candidates and new Parish Councillors

Material had been pre-circulated and was shown on-screen. CD confirmed the following statutory documents had been received from Cornwall Council: notice of election of Councillors for Cornwall Council; notice of election of Town and Parish Councillors in Cornwall; venues, dates and times for submitting nomination papers; and nomination packs. The first three documents must be posted on notice boards and published on the website on 20.3.17, or at any time before. CD presented the following Parish Council specific documents: election timetable plus abbreviated version for the website; candidate information (draft dated 6.3.17); LGC special report on T&PCs (June 2016); NALC's Good Councillor Guide 2016; Councillor induction information (draft dated 10.3.17). Councillors discussed and agreed timings for publishing all documents. Venues/dates/times for nomination submission to be removed from the election timetable for the website (Cornwall Council has provided a separate sheet for this).

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

To post on notice boards and publish on the website as soon as practicable: Cornwall Council's 2no. statutory election notices and details of nomination submission venues/dates/times; also the Parish

Council's abbreviated election timetable. To publish on the website as soon as practicable: candidate information (approved draft dated 6.3.17); LGC special report on T&PCs (June 2016); and NALC's Good Councillor Guide 2016. To provide induction information (approved draft dated 10.3.17) to new Councillors upon their election.

During item 8.4, Cornwall Councillor Jim Flashman asked the Chair's permission to speak which was granted. Cllr Flashman confirmed he is standing for re-election in May. He offered his welcome to Mark Smith and was surprised the other two candidates were not in attendance. He confirmed he had been a Cornwall Councillor since 2009 and a Caradon District Councillor since 2002. Cllr Flashman said he had always tried to help St Mellion and the parish has been the biggest recipient of funds from his community chest. If re-elected, he would use this fund to pay for restoration of photos of WW1 soldiers (the Parish Council resolved to fund this from Section 106 under item 7.7.4). Cllr Flashman made reference to a recent planning application in the parish and stated he always took advice from Cornwall Council's Governance Manager, Simon Mansell MBE, on Code of Conduct matters. He wished good luck to Mark Smith and the other candidates.

IW asked about the aforementioned planning application and stated it was in the public domain that Cllr Flashman had supported the application when it went to appeal (which was refused). The applicant has indicated he may apply to put a traveller site on the land in question and IW asked if Cllr Flashman would support this as well, if he is re-elected. Cllr Flashman stated he did not consider the land a good site for a traveller site because it is not in the right position. He considered the recent application for a traveller site at Looe to be an excellent site. Cllr Flashman also stated he believes the applicant would apply for a traveller site for himself and his family only, not for other travellers. IW thanked Cllr Flashman for his input and the Parish Council meeting agenda resumed.

8.5 To discuss amendments to the Parish Council website

From emails/discussions with WesternWeb on 8.3.17: a new page to host material for the local election 2017 (as per item 8.4) can be added for £30 +VAT. Alternatively, a new category can be added to the Documents page at no extra charge. Councillors agreed that a separate page would make it easier for potential candidates to access election material.

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

To add a new Local Election 2017 page to the parish Council website at a cost of £30 +VAT.

IW confirmed that CD has been receiving offensive spam emails to the Parish Council's account. The email address can be removed from the website and a contact form added instead. This should limit the amount of spam received. The cost for this is £15 +VAT and includes the addition of a second 'latest news' column on the Home page.

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

To remove the Parish Council's email address from the website and add a contact form, plus a second 'latest news' column on the Home page, at a cost of £15 +VAT.

CD to confirm to WesternWeb.

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

SC confirmed one application in the last month for St Mellion: the Resort for alcohol, plays, films, indoor sporting events, regulated entertainment, and late night refreshment.

10. General correspondence

(i) From Cornwall Council, 8.3.17: plastic pots, tubs and trays will be added to the existing kerbside recycling service between April 2017 and 31.12.17 in a phased approach. Residents will be informed of the start date by leaflet.

(ii) From Cornwall Council, 10.3.17: Cornwall Council is seeking views on their draft Customer Promise. Submission deadline is 12.5.17. CD to request pdf version for discussion on 11.4.17.

(iii) CALC Newsletter 33, 10.3.17: a reminder '*...about the restriction on voting on matters relating to the precept which applies to a councillor who is in arrears of payment of council tax, together with the associated criminal offence of not disclosing the arrears at a relevant meeting.*'

(iii) CALC Newsletter 33, 10.3.17: Sport England 'Community Asset Fund' is '*...a new capital fund dedicated to enhancing the spaces in local communities that give people the opportunity to be active.*' Grants are available up to £150k with no deadline for application. CD to inquire and report on 11.4.17.

(iv) Letter from Sue Baxter, Chair of NALC, 10.3.17: Sue is looking for 'best practice' examples of communicating significant precept increases to residents. The Parish Council has no relevant examples because the increase in precept for ye 31.3.18 was 1.36%.

11. Items for next Parish Council meeting agenda

Police-funded CCTV cameras for Church Lane and Dunstan Lane.

The meeting closed at 2147.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 14th March 2017.

Signed

Name Ian Waite

Position Chair of the Parish Council

Date 11th April 2017

St Mellion Parish Council						
Payment Schedule PRIMARY ACCOUNT						
Date:		Tuesday 14th March 2017				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
Cornwall Council	7.2.17	98222832	Safe passageway feasibility study	£5,000.00	000028	GP, AT, IW
C Douglas	n/a	n/a	Clerk salary/reimbursements for February 2017	£453.89	000029	
Angela Greenhough	28.2.17	1851	Payroll services for Feb 2017 salary/pension/reimbursements	£9.95	000030	
CCLT	15.2.17	CCLT429	Housing needs assessment support	£1,640.00	000031	
Zurich Management Services Ltd	24.2.17	407000134	Clr Postles attendance at LCAS Seminar 15.2.17	£36.00	000032	
NEST	10.3.17	n/a	Employer + employee contribution to Clerk's pension Feb 2017	£33.27	DD	n/a
EE Mobile	28.2.17	n/a	Mobile phone air time	£6.13	DD	n/a
Total				£7,179.24		
Payment Approval						
Name						
Signature						
Position						
Date						
St Mellion Parish Council						
Payment Schedule SECONDARY ACCOUNT						
Date:		Tuesday 14th March 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						