

St Mellion Parish Council Meeting

Tuesday 11th April 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 Jean Dransfield (JD); Cllr Alan Twist (AT); Christine Douglas (CD), Clerk to the Parish Council.

Cornwall Councillor Jim Flashman (arrived at item 7.8).

Seven members of the public (four left during item 7.3).

1. Councillor matters

1.1 To receive apologies for absences

None.

1.2 To receive declarations of pecuniary interests

None.

1.3 To receive declarations of non-registrable interests

Item 7.8.4 (Henley Cup): IW is a school parent; GP is a school governor.

1.4 To approve written requests for dispensations

None.

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

2.1 To approve the minutes

It was proposed by IW, seconded by GP and **RESOLVED** (JD abstained as absent from the meeting) That the pre-circulated minutes were a true reflection of the Parish Council meeting held on 14.3.17.

IW signed and dated the minutes.

2.2 To note matters arising from the minutes

Cornwall Council's statutory obligation to provide a depository for Parish Council documents (whilst CRO is closed): waiting for response from NALC. Further update on 16.5.17.

3. Questions from the public

(i) Joan Allen requested that candidates for Parish Councillor in the forthcoming election bear in mind their role is to represent everyone in the community. IW thanked Joan for her comment.

(ii) Bryan Hammond requested that the Cornwall Traveller Liaison Officer attends a Parish Council meeting. IW confirmed the request had been debated at the Parish Council meeting on 14.3.17 where it was resolved not to make such an invitation prior to an application for a traveller site being submitted. Standing Orders disallow a resolution being reversed within six months. Mr Hammond asked who makes the rules for Parish Councils. IW confirmed guidance is taken from Cornwall Council, Cornwall Association of Local Councils, and the National Association of Local Councils.

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

No further update at this time. The public consultation is still planned for 26.6.17 to 14.7.17.

4.2 Local housing needs assessment

4.2.1 To receive update on survey form

A finalised survey form and covering letter were agreed with Cornwall Council on 4.4.17. Copies of both, plus a draft leaflet to promote the public event (item 4.2.2), had been pre-circulated to Councillors.

Cornwall Council's productions team has quoted £18.73 +VAT for printing the letter and putting it in an envelope with a leaflet supplied by the Parish Council; and £34.54 +VAT to print both letter and leaflet and put them in an envelope. This is for 250 households and so the actual amount will be slightly higher. Councillors agreed to Cornwall Council printing the leaflet as the price is competitive and it is a more straightforward option than the Parish Council printing and sending material to Truro. Councillors agreed that the letter and leaflet should be worded to encourage residents passing on information about the survey to those with a St Mellion or Pillaton connection who live outside the parishes but who would live locally if appropriate housing was available. CD to action with Cornwall Council. A mail-out date is to be confirmed pending Cornwall Council receiving an address list from their Revenues and Benefits team.

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

Confirmed for Saturday 29th April in St Mellion church hall (1030am-12pm) and Pillaton village hall (130pm-330pm). To be attended by Parish Councillors and a representative from CCLT.

4.3 PA17/02440 proposed new agricultural workers dwelling and detached garage at Axford Farm: to agree comment to Cornwall Council

A link to documents on Cornwall Council's website had been pre-circulated and shown on-screen. IW confirmed a farm worker's caravan has been on the site for several years. The house would replace this. Councillors saw no reason to object provided the application meets the agricultural occupancy criteria.

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

To approve PA17/02440 proposed new agricultural workers dwelling and detached garage at Axford Farm provided it meets the agricultural occupancy criteria.

CD to confirm to Cornwall Council.

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 16.5.17.

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

5.2.1 Tree cutting on pt9143

Email from Savills dated 11.4.17: a contractor has been instructed to proceed with works which may happen before the nesting season ends if the trees are deemed hazardous. Further update on 16.5.17.

5.2.2 Licence to permit public access through the Rectory drive and Glebe field: to receive an update and agree next steps

Email from Savills dated 10.4.17 (and subject to contract) confirms compensation of £1,000 would be paid to the Parish Council in the event the licence is terminated or varied by the Diocese. Councillors agreed this would mitigate concerns about paying for legal advice (estimated by Cornwall Legal at £500-600) and incremental insurance premiums only to have the licence revoked within a few years.

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

To accept the principle of a licence to allow public access through the Rectory drive and Glebe field given a clause that secures £1,000 compensation for the Parish Council in the event that the Diocese terminates or varies the licence.

CD to confirm to Savills and request a draft agreement; and to instruct Cornwall Legal to act on the Parish Council's behalf on the matter. Further update on 16.5.17.

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

IW requested this be deferred to 16.5.17.

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

GP confirmed this is still work in progress. Further update on 16.5.17.

5.5 Enforcement of 'school keep clear' markings: to note response from the police

Email dated 22.3.17 from Sgt Angela Crow: until legislation is changed to allow civil enforcement (i.e. by Cornwall Council), only the police can enforce these markings. In practice, however, this is unlikely to happen given resource constraints and prioritisation of emergency calls.

5.6 Parking in The Glebe turning circle: to receive an update

Several upstanding members of the community have funded and installed a 'no parking' sign which is reported to be having the desired effect.

5.7 Vandalism of postbox at Dunstan Quoin: to note response from the police and Royal Mail

Email dated 1.4.17 from Jonathan Clements, Royal Mail: an engineer will clean the box and attach a new cypher. CD to email concerns that a detachable cypher is a target for vandals. No reply from the police.

5.8 Fly tipping in St Mellion: to note reports from residents

CD has received reports of fly-tipping near Clapper Bridge. Details of Cornwall Council's on-line 'report-it' service (usually promptly responded to) to be posted on the Parish Council's website and notice boards.

5.9 OPCC-supported CCTV cameras for Church Lane and Dunstan Lane: to discuss details of the programme and agree next steps

Programme information and NALC's Legal Topic Notice 13 (policing your area), had been pre-circulated and were shown on-screen. AT pointed out seven laws that local councils must comply with in order to install CCTV. This makes it infeasible for St Mellion Parish Council and so no further action can be taken.

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 CORMAC

Email dated 5.4.17 from Rebecca Lyle at Cornwall Council: further to the kick-off meeting on 22.2.17 and the initial site meeting on 9.3.17, CORMAC has reviewed site constraints (no significant issues identified

at this stage), reviewed existing GIS information, and identified the two route options. Route plans are about to get underway and sections of the report will be drafted over the next few weeks. If the Parish Council wishes to inform the public about the study (e.g. via Saltash Observer, other newsletters), Cornwall Council requests sight of the press release first. Councillors agreed to this. CD to action.

6.1.2 Survey of users: to receive an update on data analysis

CD and SC have not had time to look at this. Deferred to 16.5.17.

6.2 Bus shelters for St Mellion

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

No update at this time as land owner is unwell.

7. Parish Council finances

7.1 To approve monthly payment schedules for April 2017

The payment schedules for April 2017 totalling **£928.25** for the primary account and **£550.00** for the secondary account had been pre-circulated and related invoices shown at the meeting. CD showed a remittance from Cornwall Council dated 6.4.17 for £550 (from solar farm S106 funds) for the parish map. IW confirmed he and SC approved the March 2017 payroll before it was run. CD confirmed that £3.33 employee pension contribution had been omitted from the March 2017 payment schedule but deducted correctly through direct debit and would be shown in the year end cash book (to be reviewed at the extraordinary meeting on 25.4.17). It was agreed to review the May 2017 payment schedule and sign related cheques at the extraordinary meeting on 25.4.17 because there may not be enough bank signatories to do this for several weeks after the election on 4.5.17.

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

To approve the payment schedules dated 11.4.17 for £928.25 from the primary bank account and £550.00 from the secondary bank account.

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

7.2 To note submission of 'end of grant report' for housing needs assessment funding

CD submitted on-line report to Groundworks on 31.1.17. Receipt was confirmed by email on 4.4.17 with the following: *'You should keep separate and proper records and accounts for Your Grant with a clear audit trail (invoices, receipts, etc.). Your Grant must be listed separately in Your accounts and must be kept available for a period of six years following the end of the Project. Groundwork UK may ask to see a copy of your accounts at any time and these must be provided within a reasonable time frame (i.e. one month). You must retain original invoices for a period of up to six years following the end of the project.'*

7.3 To discuss revised asset schedules and checking form with a view to approval

The asset schedule for audit purposes (without annual inflation) and insurance purposes (with annual inflation), both updated on 4.4.17, had been pre-circulated and were shown on-screen. Both show removal of the grit bin opposite the church hall which is owned by VTRA. Zurich has updated and issued a revised insurance policy schedule (dated 24.3.17). A revised asset checking form had been pre-circulated with SC and AT responsible for checking village and Dunstan Lane assets respectively. The form and process to be reviewed after the election at the Parish Council annual meeting on 16.5.17.

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

To approve the asset schedule for audit purposes and asset schedule for insurance purposes, both updated on 4.4.17.

7.4 To receive update on letter to Lloyds re telephone banking and statement issues

A letter dated 4.4.17, with cover letter dated 5.4.17, was posted on 6.4.17. Further update on 16.5.17.

7.5 To discuss renaming Parish Council bank accounts

Councillors agreed that 'primary' and 'secondary' are not descriptive enough and that 'revenue' and 'capital' accounts (respectively) reflect more common practice. It was noted that the secondary account is called the 'community benefit account' by Lloyds but only on statements, not on cheques.

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

To rename the primary and secondary banks accounts 'revenue' and 'capital' accounts respectively. CD to action.

7.6 To confirm appointment of Steve Hudson Accounting as internal auditor for ye 31.3.17

The rolling contract with Steve Hudson Accounting had been pre-circulated. Steve's quote for internal audit had been included in the approved budget for precept for ye 31.3.18. Steve is a CIPFA member whose service is charged at a competitive fee.

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

To appoint Steve Hudson Accounting as internal auditor for year ending 31.3.17.

7.7 To receive an update on internal audit and annual return for ye 31.3.17

CD confirmed the March 2017 bank statement (for the revenue account only) has arrived, year end fig-

ures have been finalised, and draft annual return documents prepared. CD will meet the internal auditor on 19.4.17 to review the documents and receive the auditor's report. These will be reviewed by the Parish Council with a view to approval at the extraordinary meeting on 25.4.17. Pending approval, the documents will be forwarded to the external auditor, Grant Thornton. CD suggested the public rights period runs from 5.6.17 to 14.7.17 (inclusive) which is the earliest possible. Related notices would be published on the website and posted on notice boards on 4.6.17. To be discussed further on 25.4.17.

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

7.8.1 To review updated summary

A summary dated 4.4.17 had been pre-circulated and shown on-screen. Lines had been added for restoration of WW1 photos (approved 14.3.17); and Henley Cup for Pupil Voice (item 7.8.4).

7.8.2 Community defibrillator

7.8.2.1 To review comparison of suppliers

A comparison dated 10.4.17 had been pre-circulated and was shown on-screen. CD summarised key points of comparison between FLEET, Heartsafe, Heartswell, Ronnie Richards Memorial Charity (RRMC), and South West Ambulance Service (SWAST). Councillors agreed not to progress with FLEET's self-checking unit because of high cost and the need for a permanent, reliable internet connection. Specifications for a standard AED (defibrillator), cabinet and CPR training were comparable across suppliers which led the discussion to price, the lowest being RRMC at £1,275 for AED/lockable cabinet and £1,225 for AED/unlockable cabinet. RRMC's checking procedure was also preferred by Councillors (i.e. a weekly manual check emailed to RRMC who confirms monthly to SWAST). Councillors debated the value of an AED + CPR, vs CPR alone. AT confirmed that almost 40% of victims are resuscitated by CPR without an AED. He also expressed concern at situations where one person deals with the emergency and there is no additional person to fetch a neighbour, make a phone call or collect an AED. JD suggested if an AED saves just one life, it would be worth having. Other Councillors were also supportive. The debate moved on to location. CD was asked to contact St Mellion Park Residents' Association re siting an AED in Dunstan Lane. Village locations include the church hall, the school or the phone box (if BT removes the equipment). A full debate on this requires feedback from the school (see item 7.8.2.3) and BT (CD to follow up). Councillors discussed lockable vs unlockable cabinets. It was felt the latter would be necessary for Dunstan Lane, but opinion differed on options for the village. It was suggested that RRMC be selected in principle as AED supplier and asked for advice on siting and type of cabinet.

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

To approve in principle RRMC as community AED supplier to the Parish Council and to request their advice of location and type of cabinet.

CD to action. Further update on 16.5.17.

7.8.2.2 To receive feedback from inspecting Callington Town Council's defibrillator

IW had seen the AED *in situ* but had no specific points to report.

7.8.2.3 To note response from St Mellion School re installing a defibrillator on site

GP confirmed no response as yet. Further update on 16.5.17.

During item 7.8.2, Cornwall Councillor Jim Flashman asked the Chair's permission to speak which was granted. Cllr Flashman offered to part-fund the AEDs from his community chest fund.

7.8.3 Restoration and reframing of photographs of Great War soldiers: to receive an update

CD confirmed the Parochial Church Council supports the work and Cornwall Council has agreed to fund from solar farm S106. IW has agreed to take the photos/poster to Kernow Photofix in Redruth on 20.4.17. It was noted that minute 7.7.4 for the Parish Council meeting on 14.3.17 recorded total cost as £206 (no VAT). This excluded printing the poster @ £6. Also at that meeting, Councillors suggested an extra set of photos and poster be provided for the Cornwall Record Office. This increases the cost from an approved £206 to £234 (4no. photos @ £4 each + 2no. posters @ £6 = additional £28) (no VAT). Councillors agreed to this and resolved accordingly. CD to request soft copy of photos/poster.

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

To approve the cost of £234 (no VAT) for restoration and reframing of photographs of Great War soldiers plus the accompanying poster.

7.8.4 The Henley Cup for Pupil Voice: to discuss options with a view to approval

As per item 1.3, IW and GP left the room.

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

To appoint Councillor Jean Dransfield as Chair for item 7.8.4.

An email dated 15.3.17 from Brenda Moore, Head Teacher of St Mellion School, had been pre-circulated and was shown on-screen. Brenda summarised the aims of the 'Pupil Voice' programme and how the Henley Cup would be used for this. CD confirmed a price from Cornwall Trophies (of Pool) for a nickel-plated cup (vs silver-plated, for ease of care and maintenance) was less than £100 and so three quotes

were not required. Options had been discussed with Christine Henley who suggested a cup with a square plinth and inscription plaque on each side. Photos of the cup were shown on-screen. Cornwall Trophies quoted £62.49 +VAT for a 10" high cup and £83.33 +VAT for a 11.5" high cup, plus £12 for engraving and £8.95 for courier delivery (IW had offered to collect the cup). Councillors favoured the larger cup. CD confirmed Cornwall Council had agreed to the cup being funded from the solar farm S106.

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

To purchase a 11.5" high nickel-plated cup at a cost of £83.33 +VAT, with the inscription 'The Henley Cup for Pupil Voice' engraved at a cost of £12, from Cornwall Trophies of Pool.

CD to confirm order to Cornwall Trophies. IW to collect cup on 20.4.17.

IW and GP rejoined the meeting.

7.8.5 Other suggestions arising

None suggested.

7.9 To receive a report on the Sport England 'Community Asset Fund'

Information had been pre-circulated. CD confirmed grants of up to £150k are available to buy land for sports use. Match-funding is not required for Parish Councils or voluntary organisations. A simple 'pre-screening' application form confirms whether a full proposal is likely to succeed. The key is to identify multiple sports uses for the land and explain how these will be initiated and maintained. Applications solely for a football or cricket field will not be approved. The only land currently for sale in the parish is the field behind Church Lane, owned by the Bonds and known as 'lot 6'. Councillors did not consider this an appropriate site for sports use as it is on a steep gradient and has four septic tanks on it. The fund has no application deadline and will be kept in mind in case a more appropriate plot is identified.

8. Parish Council governance

8.1 To receive an update on nominations for the local election on 4.5.17

IW confirmed that eight candidates are standing for Parish Councillor and there will be a poll on 4.5.17 in St Mellion church hall.

8.2 To agree arrangements for new Councillors' induction

Election results should be known on 5.5.17 with new Parish Councillors taking up position on 9.5.17. CD to contact all new Councillors as soon as possible after this to confirm contact details for receiving the summons to attend the Parish Council annual and ordinary meetings on 16.5.17, and also to arrange a meeting before then to go through necessary paperwork and briefings. Code of Conduct training has been booked provisionally for six Councillors on 25.5.17 from 2-4pm in the Public Rooms at Liskeard. AT had requested a list of commonly-used acronyms be compiled by CD and this was shown on-screen. Councillors agreed that this be added to the new Councillors' induction pack.

8.3 To agree date and arrangements for the annual meeting of electors

CD suggested the annual meeting of electors be held on 25.4.17 from 7-7.15pm in the church hall, directly before the Parish Council extraordinary meeting. Councillors agreed to this proposal. CD to produce the notice and SC to publish on-line/post on notice boards by 19.4.17 at the latest.

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

SC confirmed no applications in the last month for St Mellion.

10. Cornwall Council's draft 'Customer Promise': to review and agree comment

A summary of Councillors' responses had been pre-circulated and was shown on-screen. Councillors agreed to submit comments as individuals rather than as a Parish Council given differences in opinion and the questions being open to personal interpretation.

11. General correspondence

(i) Cornwall Council waste composition analysis (received 3.4.17): the first of two studies was undertaken in January with the aim of identifying the composition of household residual waste and the rates achieved by kerbside recycling. This will inform future waste strategy. Councillors noted the results which included sampling of refuse and recycling from Dunstan Lane properties. There was concern that the results may be incorrect given people use the tip and/or do not put their rubbish out every two weeks.

(ii) Email dated 11.4.17 from Linda Coles, Clerk to St Dominic Parish Council: invitation to St Mellion Parish Council to the launch of The St Dominica Heritage Trail Project on Sunday 14th May 2017; 12pm church service; 2pm in church car park for a short walk of the trail; finishing with a free cream tea.

12. Items for next Parish Council meeting agenda (16.5.17)

Police resourcing issues.

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

Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and

press from the meeting for the business specified: to discuss personnel matters.

The public session of the meeting closed at 2100.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 11th April 2017.

Signed

Name Ian Waite

Position Chair of the Parish Council

Date 25th April 2017

St Mellion Parish Council						
Payment Schedule REVENUE ACCOUNT						
Date:	Tuesday 11th April 2017					
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for March 2017	£435.59	000033	SC, JD, IW
Angela Greenhough	31.3.17	1864	Payroll services for March 2017 salary/pension/reimbursements	£9.95	000034	SC, JD, IW
Zurich Municipal	10.3.17	25692353	Insurance premium for ye 27.5.18	£285.60	000035	SC, JD, IW
WesternWeb Ltd	16.3.17	19437	Amendments to website (election page and contact form)	£54.00	000036	SC, JD, IW
St Mellion with Pillaton PCC	1.4.17	n/a	Church hall hire Q1 2017	£100.00	000037	SC, JD, IW
NEST	10.4.17	n/a	Employer + employee contribution to Clerk's pension March 2017	£36.83	DD	n/a
EE Mobile	18.4.17	n/a	Mobile phone air time	£6.28	DD	n/a
Total				£928.25		
Payment Approval						
Name		Signature				
Position		Date				
St Mellion Parish Council						
Payment Schedule CAPITAL ACCOUNT						
Date:	Tuesday 11th April 2017					
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
Chris Wells	16.3.17	01	Interactive parish map	£550.00	000003	AB, JD, AT
Total				£550.00		
Payment Approval						
Name		Signature				
Position		Date				