

St Mellion Parish Council Meeting

Tuesday 16th May 2017 at 809pm in the Church Hall, St Mellion

Minutes

In attendance

Cllr Ian Waite (IW) (Chair); Cllr Alan Twist (AT) (Vice Chair); Cllr Hugh Campbell (HC); Cllr Alan Cookson (AC); Cllr Steve Crook (SC); Christine Douglas (CD), Clerk to the Parish Council.

One member of the public.

1. Councillor matters

1.1 To receive apologies for absences

Cllr Bridie Kent: work commitment.

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 meeting (25th April 2017)

2.1 To approve the minutes

It was proposed by IW, seconded by SC and **RESOLVED** (HC and AC abstained as absent from the meeting)

That the pre-circulated minutes were a true reflection of the Parish Council extraordinary meeting held on 25.4.17.

IW signed and dated the minutes.

2.2 To note matters arising from the minutes

(i) NALC's response re Cornwall Council providing an alternative archive depository whilst CRO is closed (CALC email dated 4.5.17): NALC is unable to advise on local arrangements.

(ii) Website file capacity (from WesternWeb email dated 9.5.17): there is no practical limit on the number of documents. The limit on file size is currently set to 5Mb which can be increased but larger files can take a long time to download on poor broadband connections or mobile phones, and there may be complaints about accessibility. Files above 5Mb (in PDF format) should be split into smaller files which can be downloaded more easily. Also, PDF files should be generated for the Web and not for print publishing (the resolution/file size for the Web is much lower).

3. Questions from the public

(i) Bill Sturgess asked for an update on a light for The Glebe path and confirmed that a driver had parked up and urinated there one night. IW confirmed the light was part of a package of S106 works being consulted in June and July (see item 4.1).

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: to receive a report on the public event on 29.4.17

IW confirmed a low attendance of six people at St Mellion and four at Pillaton. It is hoped there will be a greater response to the on-line housing needs survey. The deadline for this is Tues 6th June 2017.

4.3 PA17/03414 and PA17/03415 (land at Keason Hill): to note response from Cornwall Council to points raised at the Parish Council extraordinary meeting on 25.4.17

CD summarised responses (shown below in italics) to the Parish Council's points (bulleted below). It is important to note that, for a prior notification (PN), Cornwall Council is simply required to check the permitted development (PD) requirements and decide whether they agree with the applicant or agent that the PN meets PD rules. The one aspect Cornwall Council does have to consider is visual impact. Both PNs were decided positively on 8.5.17.

(i) The building in PA17/03415 is sited close to properties in St Mellion Park and, at 4.2 metres high on a downward slope, may be visible to residents. It was suggested the currently high boundary hedge be

maintained at least at its current height to protect visual amenity as far as possible.

The building will be sited at the lower end of the slope which will minimise visual impact. The hedge offers adequate screening and the applicant does not intend to reduce or remove this. The style of building is typical for agricultural use.

(ii) There is concern the field might become heavily machine cultivated (given the need for a tractor/implement building) and that extended machine use may cause noise disturbance for adjacent residents, particularly if work starts early and extends into the evenings.

The land is agricultural and the degree of intensification of agricultural use is not one Cornwall Council can control under the PN process.

(iii) Residents of the lane where the concrete access road emerges (from the north boundary of the site) have concerns at increased traffic (from produce transport) on the road which is currently prone to pot-holes. In addition, when a road within the site was laid previously (marked red on PA17/03415), there was damage to the walls of private housing and it is suggested all efforts are made to prevent such disturbance with any future works.

These are civil matters which aren't considered in the planning process.

(iv) On PA17/03414, the height of the development is given as 450 metres. Councillors wished to know whether this is a typ-o or has some other bearing on the notification.

It's a typ-o. It should say the depth of the proposed road is 45mm.

(v) On both notifications, the total area is given as 11.4 hectares with the parcel of land in question being between 0.4 and 1 hectares on PA17/03414 and 'less than 0.4 hectares' on PA17/03415. It is presumed the total area refers to a plot of land known as 'lot 1' that was marketed in November 2014 with an area close to 45 acres. Cllr Flashman suggested the size of plot may fall outside of agricultural PN rules.

The application shows the site to be lot 2 and part of lot 3. The site is clearly demarcated from lot 1 by a track. Boundaries are also demarcated by established hedges. The regulations apply to land under 5 hectares and above 5 hectares. This parcel of land is over 5 hectares and PN rules apply.

5. Highway matters

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

IW has visited more addresses but some are still outstanding. Further update on 13.6.17.

5.2 Diocese land matters

5.2.1 Tree cutting on pt9143

No response from Savills to email sent 9.5.17. Further update on 13.6.17

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 5.5.17): the Diocese's solicitors, VWV, are preparing a draft agreement which will be sent to Cornwall Legal for review. Further update on 13.6.17.

5.2.3 Correspondence re housing needs assessment

A letter from Ben Wood of Savills (dated 28.5.17) plus a plan of land in St Mellion owned by the Diocese had been pre-circulated and was shown on-screen. Councillors noted the Diocese's request to be registered as an interested party and local stakeholder in any NDP policies resulting from the housing needs assessment. CD to acknowledge the request, confirm that the Parish Council will keep Savills updated on progress and also request clarification of the statement that certain Diocese land in the parish is leased to Cornwall Council.

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

IW to provide photos for CD to forward to CORMAC. Further update on 13.6.17.

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

Email from School Governor Geoffrey Postles (dated 9.5.17) confirms this is still work in progress. Further update on 13.6.17.

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

The police have asked Royal Mail to submit a crime report. No news yet from Royal Mail regarding the repair. Further update on 13.6.17.

5.6 BT consultation on phone boxes: to note outcome

Email from Steve Foster, Cornwall Council CLO (dated 13.4.17): an objection to removal of the phone box (based on the Parish Council's objection) was submitted to BT and, based on experience elsewhere and from the last review, 'we would expect BT to allow the phone box and equipment to stay until the next review (usually every two years).'

5.7 Relief road for the village

5.7.1 Feasibility study: to receive an update from Cornwall Council

Update requested on 4.5.17 and 10.5.17 but not received. Further update on 13.6.17.

5.7.2 Air quality monitoring: to receive an update from Cornwall Council

Email from Jen Graham, Cornwall Council (dated 11.5.17) confirms levels of nitrogen dioxide in 2016 were as follows (in micrograms): The Village 34.52; St Mellion Cottages 30.19; Hill Crest 34.48. These levels are lower than the objective 45 and so Cornwall Council would not consider it appropriate to continue monitoring.

5.8 Average speed camera data: to receive a response from the Safety Camera Unit

Summary data had been pre-circulated and were shown on-screen. There were 384 activations in 2016. This includes emergency vehicles as well as speeding vehicles. Approx. 50% of all activations in Devon and Cornwall are at speeds low enough to be addressed with a speed awareness course. More detailed information will be available in the next few months.

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

Email from Adam Warden, CORMAC (dated 15.5.17): plans for the safe passageway are being produced/the report being drafted with a target completion date of July 2017. Further update on 13.6.17.

6.1.2 Local press release: to receive an update

A short press release (approved by Cornwall Council) was shown on-screen. This has been sent to Saltash Observer, Love Saltash, Callington Newsletter and Landulph Newsletter, plus individuals, businesses and organisations who supported the survey.

6.1.3 On-line survey data analysis: to receive an update

SC has received the spreadsheet of on-line responses and will consider how best to input hard copy replies. The spreadsheet has been sent to Adam Warden, CORMAC at Adam's request.

6.2 Bus shelters for St Mellion

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

No further update as landowner is unwell.

7. Parish Council finances

7.1 To note remittance of S106 funds from Cornwall Council

Remittance dated 4.5.17 for £111.99 from the Newton Ferrers solar farm S106 funds (to pay Cornwall Trophies for Henley Cup for Pupil Voice as per payment schedule dated 25.4.17) was shown on-screen. This has been paid into the revenue account not the capital account. This was discovered upon receipt of the April 2017 bank statement which shows S106 funds for the interactive parish map (£550) had been paid into the revenue and not the capital account. Cornwall Council has confirmed they unilaterally removed the instruction to pay S106 funds into the capital account after receiving the Parish Council's precept request (for ye 31.3.18) in January 2017 as it had revenue account details on it. CD has forwarded to Cornwall Council the forms and correspondence dated 17.11.16 with clear instruction to use two bank accounts for the PC: revenue for precept; and capital for S106 funds (a previous S106 payment for signpost refurbishment was paid into the capital account). Cornwall Council agreed to reinstate the capital account on their system. CD requested that the Parish Council's bank account number be printed on future remittances so Cornwall Council can be notified of any error within 24 hours and the BACS payment stopped. Cornwall Council can not do this. The £111.99 and £550 payments will have to be transferred from the revenue to the capital account once the mandate has been amended for new Councillors. A watching brief to be kept on further S106 payments from Cornwall Council.

7.2 To receive update on letter to Lloyds re telephone banking and statement issues, plus change of bank mandate

Lloyds has confirmed that the letter and covering letter posted on 6.4.17 have not been received. CD emailed scans of the signed letters to Lloyds and requested a complaint be logged and forms for a change of mandate be sent urgently. After four phone calls to Lloyds (3rd, 4th, 5th, 15th May) and speaking with four different people, a complaint has been logged and a reference number texted (to the Clerk's private mobile when the complaint is about using personal details for Council business). Mandate forms have still not arrived. CD to contact Lloyds again. AT suggested referring the matter to the Ombudsman. Further update on 13.6.17.

7.3 To review actual receipts and payments vs budget for precept for ye 31.3.18

Document dated 9.5.17 had been pre-circulated and was shown on-screen. CD explained the format and content (for new Councillors' benefit). The budget for precept is approved in the January before the start of the new financial year (beginning 1st April). Actual vs budget is then reviewed and approved on a quarterly basis.

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

7.4.1 To review updated summary

Summary dated 9.5.17 had been pre-circulated and was shown on-screen.

7.4.2 Community defibrillator

7.4.2.1 To receive feedback from RRM

Paul Williams (email dated 20.4.17) has agreed to visit St Mellion and help with advice on AED locations. CD to co-ordinate date/time of visit to be attended by IW, HC and a representative from St Mellion Park Residents' Association (see item 7.4.2.3). IW and HC to report to the Parish Council meeting on 13.6.17.

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

Email from School Governor Geoffrey Postles (dated 15.5.17): the school is not considered an appropriate location for the defibrillator as the entrance gate may deter people from accessing the front of school area. Dr Andrew Cawfield suggests a better location is The Glebe as residents there may be most likely to need a defibrillator.

7.4.2.3 To receive feedback from StMPRA

Email from Bernard Howley (dated 13.5.17): the Association wishes to go ahead with two defibrillators, one provided by the Parish Council and a second by the Association. Directors also wish to meet RRM to discuss ongoing maintenance and monitoring requirements. CD to arrange as per item 7.4.2.1.

7.4.3 Restoration/reframing of photographs of WW1 soldiers: to receive an update

Example layout of photos and poster was shown on-screen. IW confirmed he and CD had agreed to proceed with this format. The reframed scans should be ready for collection before the end of May. The original photographs to be taken to CRO in Truro. Further update on 13.6.17.

7.4.4 The Henley Cup for Pupil Voice: to note delivery to St Mellion School

IW has collected the cup from Cornwall Trophies in Redruth and delivered to St Mellion School.

7.4.5 Other suggestions arising

None were suggested.

8. Parish Council governance

8.1 Councillors' register of interests: to receive an update

CD has received registers of interests from five Councillors with HC's to follow. Councillors expressed their concern and confusion over the form (both format and functionality) as well as Cornwall Council requesting that Clerks check the content before they are submitted. CD to forward all six soft copy forms and confirm Cornwall Council's acknowledgement to Councillors.

8.2 Criminal Record Checks for new Councillors: to receive an update

Criminal Record Checks (CRCs) were completed in the previous term for IW, AT and IW. BK has a CRC dated March 2016 and is willing to share this with the Parish Council. HC and AC are checking for previous CRCs (CD to forward contact details for the DBS).

8.3 Training for Parish Councillors: to review sessions offered by Cornwall Council

IW summarised training currently offered by Cornwall Council.

(i) Code of Conduct training This must be completed by all Councillors within six months of taking office. IW, HC, AC, SC and BK will attend the session on 25.5.17 in Liskeard. AT will attend the session on 11.9.17 in St Austell.

(ii) Planning training induction events These cover the basic principles of planning permission including: policy and guidance; planning considerations; conditions and Section 106 Agreements; enforcement and compliance; appeals and costs; the role of Councillors. There are two sessions: Tues 6 June 5-730pm in Camborne; and Weds 14 June 530-8pm in Bodmin. AT has agreed to attend the latter. Cornwall Council confirms there are no further sessions planned this year. CD has requested notification of any sessions that are added in future, and suggested a venue nearer to the Caradon network area.

(iii) 'A day in the life of a planning application' This is an on-line planning training guide covering the whole planning process from an initial approach to Cornwall Council with a concept or proposal, to actions after a formal decision has been made (including appeals and enforcement). Available on Cornwall Council's website from May 2017. CD to request exact date and confirm to Councillors.

(iv) Neighbourhood planning surgeries These are 45 minute slots to discuss progress and seek advice on plan preparation. They may be useful for any policy coming from the housing needs assessment. They are held quarterly with next sessions running from 31.5.17 to 9.6.17. These are too early for St Mellion Parish Council but sessions later in the year may be appropriate.

(v) Gypsy and traveller training This is relevant where Councils are considering a related planning application. There is no related planning application in St Mellion to consider at this time but training can be considered as and when such an application arises. CALC also may include this in their own training schedule (soon to be published).

8.1 NALC Legal Topic Notice 13 (policing your area): to note CALC's response to queries

The Parish Council has raised the following query: Section 17 of the 1998 Crime and Disorder Act makes it mandatory to consider crime and disorder and to set up partnerships with the police, etc. What exactly are the Parish Council's obligations under this Act, particularly given decreasing police resource in the area? CALC has replied (email dated 4.5.17): 'The Act creates a duty on the parish council to consider the crime and disorder implications when making its decisions. It is a statutory duty about the council's own decisions. Where necessary the parish will need to assess the risks and try wherever possible to address them. This may be through local police dialogue/partnership, neighbourhood watch, safer communities partnerships at Cornwall Council etc.'

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

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

10. Changes to local police resourcing

Letter from Supt Ian Drummond-Smith (dated 27.4.17) had been pre-circulated and was shown on-screen. Councillors were gravely concerned at further reductions in police resource and the potential implications for St Mellion and surrounding areas. IW requested that Councillors forward their specific concerns to CD so that a response on behalf of the Parish Council could be drafted and discussed at the meeting on 13.6.17. AT requested that the email from Sgt Angela Crow (dated 22.3.17 and stating 'the police will not be able to routinely enforce any breaches of school markings') be included in this.

11. General correspondence

Email from Cllr Dave Potter, Helston Town Council (dated 8.5.17): an update on Tour of Britain coming to Cornwall. The proposal is waiting for Cornwall Council to agree support for bid development.

12. Items for next Parish Council meeting agenda

None over and above standing items.

Closed Session

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 2210.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 16th May 2017.

Signed

Name Alan Twist

Position Vice Chair of St Mellion Parish Council

Date 13th June 2017