

St Mellion Parish Council Meeting

Tuesday 13th June 2017 at 7pm in the Church Hall, St Mellion

Minutes

In attendance

Cllr Alan Twist (AT), Vice Chair + Chair of meeting; Cllr Hugh Campbell (HC); Cllr Alan Cookson (AC); Cllr Steve Crook (SC); Cllr Bridie Kent (BK); Christine Douglas (CD), Clerk to the Parish Council.

Cornwall Councillor Jim Flashman (arrived at item 5.2.3).

Three members of the public (one part-time).

1. Councillor matters

1.1 To receive apologies for absences

Cllr Ian Waite (IW) (Chair): in hospital.

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 (16th May 2017)

2.1 To approve the minutes

It was proposed by AC, seconded by SC and **RESOLVED** (BK abstained as absent from the meetings) That the pre-circulated minutes were a true reflection of the Parish Council annual meeting, ordinary meeting and closed session held on 16.5.17.

AT signed and dated the minutes.

2.2 To note matters arising from the minutes

None.

3. Questions from the public

Bryan Hammond asked about the law on vehicular access in Church Lane. AT confirmed the road can be used by vehicles accessing property in Church Lane but not those driving through. The order can only be enforced by the police and this happens intermittently. It is hoped that traffic calming (under 4.1) may be implemented to address the issue.

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

The on-line survey closed on 6.6.17. An update was requested from Cornwall Council on 12.6.17. To be requested again for review on 11.7.17.

4.3 PA17/03810 barn at Greenswell Farm: listed building consent for installation of Grant 10kw air source heat pump

Documents had been pre-circulated and were shown on-screen. Councillors supported the proposal and noted that Historic Environment considered the works to be acceptable.

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

To support planning application for listed building consent for installation of a Grant 10kw air source heat pump at Greenswell Farm.

CD to submit comment to Cornwall Council by 14.6.17.

4.4 Cornwall Council notification of planning policy and guidance consultations: to agree Parish Council actions

Details and 'bite-size' guides had been pre-circulated for the following consultations.

- (i) Allocations Development Plan Document (eight week consultation).
- (ii) Minerals Safeguarding Development Plan Document (eight week consultation).
- (iii) Community Infrastructure Draft Charging Schedule (eight week consultation).
- (iv) European Terrestrial Sites Mitigation Supplementary Planning Document (six week consultation).
- (v) Biodiversity Supplementary Planning Document (six week consultation).

Councillors discussed the consultations and agreed that only the CIL Draft Charging Schedule was relevant to St Mellion. Councillors reviewed the Parish Council's previous submission to Cornwall Council (approved on 14.2.17) which requested that St Mellion be removed from the highest charging Zone 1 and placed in a zone in line with neighbouring parishes (i.e. Zone 3 or 4). Councillors asked the Clerk to resubmit this document with an update on housing stock turnover (one house in Wood Close), and request notification of date/location of examination by the independent inspector so that a Parish Council representative can attend to put their case.

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

To resubmit the Parish Council's comment on Cornwall Council's CIL Draft Charging Schedule, as approved on 14.2.17, to include an update on parish housing stock turnover, and with a request for confirmation of arrangements for independent examination of the Draft Schedule.

5. Highway matters

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

Update from IW deferred until 11.7.17.

5.2 Diocese land matters

5.2.1 Tree cutting on pt9143

Savills confirms a contractor has been appointed and one sycamore identified for removal during the summer months. Paul Houlst and Bill Sturgess confirmed to the Chair that issues (branches falling into gardens and onto properties and the highway) are caused by the large ash, not the sycamore. CD to confirm to Savills and report to the Parish Council on 11.7.17.

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

Savills confirms the draft licence is still being prepared by the Diocese's solicitors, VWV. Further update on 11.7.17.

5.2.3 Clarification of query on correspondence re housing needs assessment

Regarding the map of Diocese-owned land in the parish: Savills confirms part of the land edged blue is let to Cornwall Council (for the school playing field) and the remainder is let to Mr Dark.

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

Update from IW deferred until 11.7.17.

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

Plan yet to be received from the school. Further update on 11.7.17.

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

Email from Royal Mail dated 13.6.17 confirms the repairs should be completed within seven days. The police contact has been off duty until 13.6.17. Further update on 11.7.17.

5.6 Relief road feasibility study: to receive an update from Cornwall Council

Email from Cornwall Council dated 12.6.17: waiting for project outline from CORMAC. Further update on 11.7.17.

Cornwall Councillor Jim Flashman suggested a relief road requires large-scale housing development from St Mellion to Callington and feasibility studies are poor use of money without this. He suggested issues are caused by an additional 2,000 vehicles attending the car boot sale at Viverdon roundabout.

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/CORMAC

Cornwall Council confirms an alternative 'quiet lanes' option has been identified and both routes mapped. Costings are underway. Criteria are being developed to allow assessment. CORMAC aims to finish the draft report and drawings in the next couple of weeks. Further update on 11.7.17.

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

Update from SC deferred until 11.7.17.

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 confirm state of repair of Parish Council assets

AT confirmed no safety defects for the Dunstan Lane grit bins (checked on 6.4.17 and 10.6.17). SC confirmed no safety defects for all other Parish Council assets (checked on 5.4.17 and 11.6.17). SC confirmed the checks were recorded on the form dated 7.4.17 (as approved on 16.5.17).

7.2 To approve monthly payment schedules for June 2017

The payment schedules for June 2017 totalling **£839.39** for the revenue account and **£0** for the capital account had been pre-circulated and related invoices shown at the meeting. Payroll for May 2017 had been approved by IW and SC before being run. Councillors had no further queries.

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

To approve the payment schedules dated 13.6.17 for £839.39 from the revenue bank account and £0 from the capital bank account.

AT signed/dated the payment schedules and cheques were signed at the end of the meeting by AT and SC. IW to sign when able to.

7.3 To receive an update on complaint to Lloyds re phone banking and statement issues

A letter from Lloyds dated 5.6.17 had been pre-circulated and was shown on-screen. The bank does not agree that they 'have made any errors regarding our telephone banking security process, or that we don't issue statements if there are no transactions for the period [that] the statements cover. Likewise there is no error with the fact that statements are sent to you second class post, as this is a commercial decision the bank has made.' The bank did admit to poor customer service in forwarding mandate forms with spelling mistakes and not giving correct advice about accessing statements via an on-line 'read only' account. £150 was offered as an apology. Councillors agreed the bank is serving its own, self-made policies rather than the needs of its customers but agreed to accept the £150 payment and look into 'read only' on-line access once the new mandates have been set up (item 7.4).

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

To accept Lloyd's offer of £150 as an apology for poor customer service and look into 'read only' on-line access to statements once new mandates are set up.

7.4 To receive an update on change of bank mandate

CD has received forms from HC, AC and BK, plus counter-signatory forms from IW and SC. All forms to be copied and originals sent 'recorded' to Lloyds as soon as possible. Further updated on 11.7.17.

7.5 To receive an update on review of the Parish Council's financial risk assessment template

The financial risk assessment (FRA) template approved on 14.6.16, plus revised version drafted by AT (dated 4.6.17) had been pre-circulated and were shown on-screen. Councillors discussed the differences between the two. The existing FRA reflects financial risks for which the Parish Council is liable, some of which will be covered by the insurance policy with Zurich (e.g. Parish Council assets). The revised version includes risks that exist throughout the parish and outside of the Parish Council's liability (e.g. the Resort is liable for golf balls on the highway, Cornwall Council is responsible for potholes, etc.). The auditor's suggestion for revision is to add two columns to the FRA (one for likelihood of the risk, the other for its impact) so that a weighting can be assigned to each element of the FRA. AT agreed to prepare a draft version of this for further discussion on 11.7.17.

It was noted that the signs saying 'not suitable for motorised vehicles' at the Lynher end of Woolaton Lane are missing. CD to report to CORMAC.

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

7.6.1 To review updated summary

Summary dated 9.6.17 had been pre-circulated and was shown on-screen.

7.6.2 Community defibrillator

7.6.2.1 To receive a report on meeting RRMC on 9.6.17

The meeting was postponed until w/c 19.6.17. CD to request availability from HC and BK and confirm date and time to RRMC and StMPRA.

7.6.2.2 To agree next steps

Deferred until after meeting with RRMC during w/c 19.6.17.

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

Before and after images were circulated to Councillors on 5.6.17 with no queries arising. Kernow Photofix has been asked to proceed to reframing. Further update on 11.7.17.

7.6.4 Other suggestions arising

None were suggested.

8. Parish Council governance

8.1 Councillors' register of interests: to receive an update

Forms from all six Councillors were emailed to Cornwall Council on 18.5.17. No response has been received to date and details have yet to be published on Cornwall Council's website. CD to check with CALC if the forms may have to be published on the Parish Council's website in the meantime.

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

Details from BK's existing CRC have been recorded. HC and AC have submitted on-line applications via Cornwall Council and their hard copy ID details have been noted by CD. CD to input the ID details to

Cornwall Council's on-line system. Certificates then should be sent directly to HC and AC. Further update on 11.7.17.

8.3 Councillor roles and responsibilities: to review and agree

The draft document dated 19.5.17 had been pre-circulated and was shown on-screen. BK agreed to take on housing needs assessment/NDP and reports for the Mellanus News. AC agreed to take on invoice/payment schedule checking and funds/projects. HC agreed to take on Tamar AONB and Kit Hill committee. Councillors agreed to defer responsibility for S106 measures (in Church Lane, etc.) until after the consultation running from 26.6.17 to 14.7.17. General Data Protection Regulation yet to be assigned. CD to update document and circulate. CD/SC to publish responsibilities on the Parish Council's website.

8.4 Recruitment for Parish Clerk: to receive an update

The vacancy has been advertised as follows: in the Cornish Times on 9.6.17 and on their website for 28 days; on CALC's website and in their weekly news letters; circulated by SLCC to their small councils group; on the Parish Council's website and on the notice boards; in Mellanus News; and circulated via StMPRA. There has been a positive response so far. The deadline for applications is 21.6.17. AT confirmed that Councillors would discuss and agree in closed session the method for short-listing applicants, arrangements for the interviews and approach to assessing candidates.

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: to review and agree letter to Supt Ian Drummond-Smith

Draft letter dated 5.6.17 (draft ii) had been pre-circulated and was shown on-screen. Councillors agreed to forward this to Supt Ian Drummond-Smith, Callington and Saltash Town Councils, neighbouring parish councils, Caradon and Gateway CNPs, OPCC Devon and Cornwall, and Sheryll Murray MP.

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

To forward letter dated 5.6.17 (draft ii) to Supt Ian Drummond-Smith, copying Callington and Saltash Town Councils, neighbouring parish councils, Caradon and Gateway CNPs, OPCC Devon and Cornwall and Sheryll Murray MP.

CD to action.

11. General correspondence

(i) Cornwall Council Legal Event on 11.7.17, 2-5pm, in Lanhydrock Golf Club. Agenda: General introductions, Commercial Property, Employment, Litigation and Judicial Review, Data Protection and Governance update. One place has been booked for St Mellion Parish Council. HC, AC and SC offered to attend and are on stand-by for confirmation nearer the day.

(ii) From the Local Government Boundary Commission for England (13.6.17): electoral review of Cornwall Council has commenced. The public consultation closes on 7.8.17. Councillors to review circulated email and discuss/agree comment on 11.7.17.

12. Items for next Parish Council meeting agenda

Quarterly financial review; electoral review of Cornwall Council.

Closed Session

It was proposed by AT, seconded by BK 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 2105.

There was a five minute break before the closed session commenced at 2110.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 13th June 2017.

Signed

Name

Position

Date 11th July 2017

St Mellion Parish Council						
Payment Schedule REVENUE ACCOUNT						
Date:		Tuesday 13th June 2017				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for May 2017	£460.76	000043	
Angela Greenhough	19.5.17	1915	Payroll services for May 2017 salary/pension/reimbursements	£10.14	000044	
CC St Mellion School	27.4.17	00001000018	Printing housing need surveys x50	£15.00	000045	
WesternWeb	30.4.17	19505	Domain name renewal, website licence & email services	£134.40	000046	
WesternWeb	12.6.17	19624	Website amendments	£36.00	000047	
Cornish Times	9.6.17	143205	Advert for Clerk vacancy	£138.25	000048	
NEST	10.6.17	n/a	Employer + employee contribution to Clerk's pension May 2017	£38.56	DD	n/a
EE Mobile	18.6.17	n/a	Mobile phone air time	£6.28	DD	n/a
Total				£839.39		
Payment Approval						
Name		Signature				
Position		Date				
St Mellion Parish Council						
Payment Schedule CAPITAL ACCOUNT						
Date:		Tuesday 13th June 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 130617