

St Mellion Parish Council Meeting

Tuesday 10th October 2017 at 7pm in the Church Hall, St Mellion

Minutes

In attendance

Cllr Ian Waite (IW), Chair; Cllr Alan Twist (AT), Vice Chair; Cllr Steve Crook (SC); Cllr Bridie Kent (BK); Christine Douglas (CD), Clerk to the Parish Council.

Cornwall Councillors Jim Flashman and Sharon Daw (left after item 7.3).

Four members of the public (one left after item 7.3).

1. Councillor matters

1.1 To receive apologies for absences Cllr Hugh Campbell (HC): personal commitment. IW confirmed that Cllr Alan Cookson had resigned and would not attend the meeting.

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 (12th and 19th September 2017)

2.1 To approve the minutes

It was proposed by IW, seconded by AT and **RESOLVED** (BK abstained as not present at the meeting) That the pre-circulated minutes were a true reflection of the Parish Council ordinary meeting held on 12.9.17.

IW signed and dated the minutes.

It was proposed by AT, seconded by BK and **RESOLVED** (IW and SC abstained as not present at the meeting)

That the pre-circulated minutes were a true reflection of the Parish Council extraordinary meeting held on 19.9.17.

AT signed and dated the minutes.

2.2 To note matters arising from the minutes

(i) A reply has not been received from Sheryll Murray MP re the letter to Supt Drummond-Smith (dated 13.6.17) about police resource cuts. CD to draft a letter for IW to forward to Sheryll.

(ii) Two questions were put to Supt Drummond-Smith at the Parish Council meeting on 12.9.17: (a) could a dedicated officer take residents' reports of vehicles driving through Church Lane, and (b) could a high-ways officer look at school parking issues? Response dated 7.10.17: the best way to tackle (a) is to 'buy in' police time (discussed under item 5.7.1) as it would be difficult to justify spending several hours writing warning letters when some crimes are not attended currently. Ref (b), waiting for report back from the central ticket unit. Further update on 14th November.

3. Questions from the public

Paul Hoult confirmed that the A388 end of BR3 has been cleared of overgrowth.

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

Cornwall Council is waiting for a final signature on the agreement for CORMAC to proceed to design phase. Further update on 14th November.

4.2 Local housing needs assessment next steps: to receive a report on meeting Cornwall Council's neighbourhood planning officer

IW, AC, BK and CD met Zoe Bernard-John (Cornwall Council) on 20.9.17. It was agreed that BK will review data from the housing needs survey to establish the exact number of people requiring affordable housing in St Mellion and Pillaton. If numbers are significant, Councillors to discuss a 'pint and pasty' evening to drum up support for restarting the NDP. Further update on 14th November.

4.3 PA17/07812 residential annexe on site of double garage at Golf View, Church Lane: to discuss resubmitted plans and agree a comment

Withdrawn by the applicant prior to the meeting. No further discussion.

4.4 Recent planning applications: to note Cornwall Council's decision on PA17/08119 (non material amendment for solar farm at Newton Ferrers)

Approved without conditions.

5. Highway matters

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

AT will start visiting residents when the weather improves. Further update on 14th November.

5.2 Diocese land matters

5.2.1 Tree cutting on pt9143: to receive an update from Savills

The Diocese's arboriculturist has been asked to re-inspect the trees (discussed further under item 6.2).

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

Draft agreement still with the Diocese's solicitors. Further update on 14th November.

5.3 Relief road feasibility study: to discuss final report and agree next steps

The final report from Cornwall Council/CORMAC had been pre-circulated and was shown on-screen. Councillors noted three alternative routes with costs of £27m, £17m and £15m respectively. Benefit to Cost Ratio (BCR) for each of these is 0.49, 0.72 and 0.71 respectively. The report's final paragraph states: 'Based on the DfT Value for Money framework this equates to three 'poor' value for money options.' The bare minimum required to consider a scheme is a BCR of 1.0. Councillors accepted the low likelihood of increasing the BCR to a high enough level to attract funding of £15m+. It was agreed reluctantly that no further steps could be taken on this item.

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

That no further work be progressed on a relief road for St Mellion at this time.

CD to confirm to Cornwall Council/CORMAC and thank them for their support in completing the study.

5.4 Wollaton Lane exit to Horsepool: to receive a report from meeting with CORMAC

AT met Paul Allen (Area Manager East) and Dan Hutchinson from CORMAC on 6.10.17. Paul agreed to contact the Resort with a view to installing a 'Give Way' sign on their land, at CORMAC's expense. Further update on 14th November.

5.5 Stile on Pillaton footpath 622/1/1: to note response from CORMAC

CORMAC Countryside Team confirms the stile has been removed by the tenant farmer who intended to install a metal gate on 7th or 8th October. CORMAC will confirm when the matter is resolved and the path is unobstructed and safe to use. Further update on 14th November.

5.6 Overgrowth at west end of BR4: to note response from CORMAC

The Highways Steward is on extended sick leave. Further update on 14th November.

5.7 Church Lane TRO enforcement: to discuss options and costs

5.7.1 Overtime police officers

Email from Supt Drummond-Smith (dated 21.9.17): a Constable costs £65.59 per hour; a PCSO costs £38.08 per hour. Two police officers may be required (one at each end of Church Lane) as PCSOs cannot issue tickets. Councillors agreed to defer the option until (a) speed humps have been tried and (b) full costs for CCTV monitoring have been received.

5.7.2 CCTV monitoring

Cornwall Fire & Rescue confirmed (on 2.10.17) costs for data capture. For contracts of four cameras or less, monitoring is charged at 95p per camera per hour during peak times and 70p per camera per hour during off-peak times. The cost of the cameras themselves depends on whether they are (a) purchased by the Parish Council, (b) purchased by the fire service on the Parish Council's behalf, or (c) leased. IW met the camera provider, SSE, on 9.10.17. A quote for camera provision will be forwarded in due course. It was noted that the OPCC offers grants to fund CCTV cameras although T&Cs apply (e.g. the Parish Council must agree to continue funding CCTV after five years). Further update on 14th November.

5.8 Flashing speed sign on A388: to discuss potential resiting at Hatt

Mike Green (Cornwall Council Transport & Technology) confirms that the small sign recently installed in Hatt is a speed survey sign, the data from which will confirm whether a VAS would be effective in this location. It will also assist in deciding whether or not to move St Mellion's VAS to Hatt. Any move would be permanent and require permission from the ASC team (as the VAS may be reinforcing the speed limit for St Mellion's ASCs). Councillors noted the Parish Council's resolution on 13.12.16 supporting the transfer of St Mellion's VAS to Hatt as long as (a) the sign is returned if/when the ASCs are removed and (b) St Mellion bears no cost in this. CD to reconfirm this resolution to Cornwall Council.

6. Transport matters

6.1 Proposed safe passageway for cyclists/pedestrians between Callington and Saltash: to discuss final report and agree next steps

The feasibility study final report had been pre-circulated and excerpts shown on-screen. Councillors agreed it was an excellent report that involved a great deal of work. The estimated cost for the safe passageway is £2.4m but it could be delivered in sections as follows: Callington to St Mellion £529k; St Mel-

on to Hatt £1.48m; Hatt to Rood's Corner £373k. Cornwall Council has agreed to make a public presentation of the findings if the Parish Council arranges the event. Owners of land potentially affected by the scheme have been identified by Steve Foster (Cornwall Council Caradon Community Link Officer) and Councillors agreed to contact them directly once a date for the public presentation is agreed. CD to progress a date and venue for the public presentation. Further update on 14th November.

6.2 Northbound bus shelters in village: to discuss options

Savills suggests the Diocese may offer some flexibility in assisting with the delivery of a bus shelter on pt9143 and is willing to consider a sale or lease of the land although key considerations would be (a) on-going liability for the trees and (b) satisfying the Charities Act in terms of financial return. Councillors agreed to progress with an informal market valuation of the site. Further update on 14th November.

7. Parish Council finances

7.1 To approve (under section 137 of the Local Government Act 1972) a donation of £25 to the Royal British Legion Poppy Appeal

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

Under section 137 of the Local Government Act 1972, to make a donation of £25 to the Royal British Legion Poppy Appeal.

7.2 To approve monthly payment schedules for October 2017

The payment schedules for October 2017 totalling **£692.78** for the revenue account and **£0** (zero) for the capital account had been pre-circulated and related invoices shown at the meeting. IW confirmed that AC had checked the payment schedules and related invoices prior to the meeting. IW confirmed payroll for September 2017 had been approved by IW and SC before being run.

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

To approve the payment schedules dated 10.10.17 for £692.78 from the revenue bank account and £0 (zero) from the capital bank account.

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

Note Further to Cllr Cookson's resignation, it was suggested that HC may wish to take on the review of monthly invoices and payslip vs payment schedules.

7.3 To approve quarterly financial review

The following documents (all dated 5.10.17) had been pre-circulated and were shown on-screen: cash book; bank reconciliation; and actual receipts/payments vs budget for ye 31.3.18. Also revenue bank account statements 012, 013, 014; and capital bank account statement 006. CD presented cash book, bank reconciliation and actual vs budget. The following variances of +/-15% or £100 (arising since July 2017 review) were noted in actual vs budget. **Payments:** Grant Thornton external audit fee £240 (inc VAT) vs £500 budget (no charge made for additional queries); general admin £190.40 (inc VAT) vs £250 (will increase as year progresses); seminars/training £120.40 (inc VAT) for GDPR training vs budget of £250. The budget of £570 under the SLA with Cornwall Legal is earmarked for the Glebe field path licence but not yet drawn upon. The following items have budgets not yet committed: casual vacancy election fee £2,000; devolved services £500; refilling salt bins £100; parish communications £200; grant bid writing £500. It was noted that (a) the cheque paid to Grant Thornton for £240 showed on bank statement 014 as £234; and (b) the request dated 12.9.17 to transfer £754.67 from the revenue account to the capital account has not been actioned by Lloyds. CD to follow up.

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

To approve cash book, bank reconciliation, and actual receipts/payments vs budget for ye 31.3.18 (all dated 5.10.17), plus revenue account statements 012, 013, 014, and capital account statement 006.

BK signed/dated all documents. Next review on 9.1.18 (SC to sign/date documents).

7.4 To approve letter of complaint to the Office of the Chairman, Lloyds Bank

A draft letter dated 10.10.17 had been pre-circulated and was shown on-screen. This summarises issues re Lloyds' policy of requesting personal banking information when discussing the Parish Council's accounts by telephone. Councillors agreed to forward this to Lloyds.

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

To forward the draft letter of complaint dated 10.10.17 to the Office of the Chairman, Lloyds Bank.

CD to post the letter 'signed for'.

Note Further to Cllr Cookson's resignation, CD also to request forms for removing a signatory from the bank mandate.

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

7.5.1 To review updated summary

Summary dated 31.8.17 had been pre-circulated and was shown on-screen.

7.5.2 Community defibrillator: to agree next steps

The proposed site for a village AED and sites for two Dunstan Lane AEDs (one to be funded by St Mel-

lion Park Residents' Association) were shown on-screen. These sites have been approved by Paul Allen at CORMAC with the caveat that any excavations to the highway will require a licence from Cornwall Council Streetworks and are to be completed by a Cornwall Council approved contractor. RRMCM confirms that the AEDs must be mounted in a cabinet supported by a post that goes 5ft into the ground. CD to source quotes for cabinets, posts and installation. Further update on 14th November.

7.5.3 Other suggestions arising

None were suggested.

8. Parish Council governance

8.1 To receive an update on forthcoming GDPR training

Current dates of 31.10.17 and 9.11.17 will be postponed given the underpinning legislation is still passing through parliament. Further update on 14th November.

8.2 To discuss adding a 'Remembrance' page to the Parish Council's website

WesternWeb has quoted £22.50 +VAT to add a page (plus entry in menu bar and footer) for 'Remembrance' and archive the Local Election 2017 page and content so it can be reinstated for future elections. Councillors agreed to progress with a Remembrance page but decided not to archive the Election page in the interim pending outcome of the casual vacancy notice. CD to acquire a quote for this. If the amount is still below *de minimus*, Councillors agreed for the Chair and Clerk to authorise expenditure.

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

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

10a. Letter from Alison Hernandez, Police and Crime Commissioner

A letter dated 21.9.17 from Alison Hernandez had been pre-circulated and was shown on-screen. This came in response to the Parish Council's letter to Supt Ian Drummond-Smith (dated 13.6.17) re police resource cuts. Councillors had no comments.

10b. Local Government Boundary Commission consultation on division boundaries for Cornwall

An email dated 26.9.17 from the LGBC had been pre-circulated and was shown on-screen. Caradon Network Panel will be arranging meetings to discuss Parish Councils' input to the consultation. Further update on 14th November.

11. General correspondence

AT noted a Roadworks alert for Western Power trimming trees on the A388 on 17.10.17. A large funeral is taking place at the church on the same day and there may be issues with access. CD to contact Cornwall Council/Western Power for further information re time and exact location of works.

12. Items for next Parish Council meeting agenda

Parish Council asset check.

It was proposed by IW, seconded by AT 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 and IT matters.

The public session of the meeting closed at 2044.

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

Signed

Name Ian Waite

Position Chair of St Mellion Parish Council

Date 14th November 2017

St Mellion Parish Council**Payment Schedule REVENUE ACCOUNT****Date:** Tuesday 10th October 2017

| Payee | Invoice date | Invoice no. | Description | Amount | Cheque no. | Signed by |
|---------------------------------|--------------|--------------|---|----------------|------------|-----------|
| C Douglas | n/a | n/a | Clerk salary/reimbursements for September 2017 | £451.90 | 000059 | |
| Angela Greenhough | 30.9.17 | 2026 | Payroll services for Sept 2017 salary/pension/reimbursements | £10.14 | 000060 | |
| Viking Direct | 18.9.17 | 360834 | 24 x 1st class stamps + delivery | £19.08 | 000061 | |
| Complete Business Solutions Ltd | 20.9.17 | SI577946 | 2x lever files + 4x dividers (£8.47) | £12.73 | 000062 | |
| | 21.9.17 | SI577995 | 1x printer black ink (£4.26) | | | |
| St Mellion with Pillaton PCC | 2.10.17 | n/a | Church hall hire Q3 2017 | £120.00 | 000063 | |
| Information Commissioner | 8.10.17 | 00065d150350 | Data protection registration renewal | £35.00 | 000064 | |
| NEST | 10.10.17 | n/a | Employer + employee contribution to Clerk's pension Sept 2017 | £37.65 | DD | n/a |
| EE Mobile | 18.10.17 | n/a | Mobile phone air time | £6.28 | DD | n/a |
| Total | | | | £692.78 | | |

Payment Approval

| Name | Signature |
|----------|-----------|
| Position | Date |
| | |

St Mellion Parish Council**Payment Schedule CAPITAL ACCOUNT****Date:** Tuesday 10th October 2017

| Payee | Invoice date | Invoice no. | Description | Amount | Cheque no. | Signed by |
|--------------|--------------|-------------|-------------|--------------|------------|-----------|
| None | | | | | | |
| Total | | | | £0.00 | | |

Payment Approval

| Name | Signature |
|----------|-----------|
| Position | Date |
| | |