

# St Mellion Parish Council Meeting

## Tuesday 14th November 2017 at 7pm in the Church Hall, St Mellion

### Minutes

#### In attendance

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

Six members of the public (one left after item 7.5.2; two left after item 12).

#### 1. Councillor matters

**1.1 To receive apologies for absences** Cllr Alan Twist (AT) personal commitment; Cllr Bridie Kent (BK) work commitment.

**1.2 To receive declarations of pecuniary interests** None.

**1.3 To receive declarations of non-registrable interests**

IW declared an interest in item 4.3 (PA17/09764 additional vehicle access point and fencing/surfacing works at St Mellion School) as his son attends the school.

**1.4 To approve written requests for dispensations**

IW requested a dispensation to discuss and vote on item 4.3 (PA17/09764 additional vehicle access point and fencing/surfacing works at St Mellion School) as, without this, the meeting would be inquorate and the Parish Council could not submit a comment to Cornwall Council.

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

To grant IW a dispensation to discuss and vote on item 4.3 (PA17/09764 additional vehicle access point and fencing/surfacing works at St Mellion School) for 14.11.17 only.

CD signed and dated the dispensation request.

#### 2. Previous Parish Council meetings (10th October 2017)

**2.1 To approve the minutes**

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

That the pre-circulated minutes were a true reflection of the Parish Council ordinary meeting and closed session held on 10.10.17.

IW signed and dated the minutes.

**2.2 To note matters arising from the minutes**

(i) Email to Sheryll Murray re police resource cuts: IW had requested a response to previous emails; a reply dated 10.11.17 has been received saying Sheryll has asked the Chief Constable for a reply.

(ii) Response from Supt. Ian Drummond-Smith re parking outside the school: it's unlikely parking opposite the school is an offence as there are no zig-zags or double yellow lines there. A suggestion is to put out cones at relevant times. Although unenforceable, it may engage parents. Inspector Morris will ask the local PCSO to call on the school as well. Councillors agreed that the planning application at item 4.3 may alleviate parking issues and to move this item off the agenda for the time-being.

(iii) A Remembrance page has been added to the Parish Council's website.

(iv) Closed session 10.10.17: it was resolved to change Clerk's hours from zero to 45 per month with associated employment contract revisions to be discussed in later closed session; the draft IT policy was deferred until a decision is made on renting office space for the Clerk (discussed under item 8.3).

#### 3. Questions from the public

(i) Bill Sturgess confirmed that detritus on the west side pavement of the A388 in the village is building up and causing a slipping hazard for pedestrians. CD to report to Cornwall Council.

(ii) Bill asked why the Cornwall Housing property at St Mellion Cottages has been empty for over a year. CD to follow up with Cornwall Housing.

(iii) Bryan Hammond asked if it is still the Parish Council's policy that, if a planning application complies with policy, it will be supported. IW confirmed this is the case.

#### 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**

CORMAC sent letters (dated 1.11.17) to all who responded to the consultation. This confirms 'it has been resolved that the scheme will proceed to the next stage as originally proposed...construction will start on site in the first quarter of 2018 and take approximately 6 weeks to complete.' Further update on

12th December.

#### **4.2 Local housing needs assessment next steps: to review survey data**

Analysis from BK had been pre-circulated and was shown on-screen. **Summary:** 13 people requested affordable housing with most of them currently renting; people want a more affordable house to rent or buy; three people requested St Mellion, four Pillaton and six either parish; seven want 2 beds, five want 3 beds, one has no preference; four want to move in less than 2 years; the rest in 2-5 years; max. purchase price is less than £155k, with most under £100k; max. rental is £401-500 per month; five don't want to rent at all; purchase deposit ranges from £5k to £20k; most responses to affordable housing in the parish were negative (because the parish doesn't have the infrastructure to support more housing); those in favour support 1-20 houses. Councillors agreed these numbers would justify an associated policy in a neighbourhood development plan and to look into a 'pint and pasty' night to gauge local support for this. CD to look into costs and grant funding for the event. Further review on 12th December.

#### **4.3 PA17/09764 additional vehicle access point and fencing/surfacing works at St Mellion School: to agree a comment**

Documents had been pre-circulated and were shown on-screen. Councillors agreed that the proposed new layout for the school grounds would alleviate parking and traffic issues in Church Lane and also provide community parking when the school is closed (evenings, weekends, holidays).

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

To support PA17/09764 for an additional vehicle access point and fencing/surfacing works at St Mellion School.

CD to submit comment to Cornwall Council on 15.11.17.

#### **4.4 Cornwall Council's CIL draft charging schedule: to note submission to the Secretary of State and potential date for examination**

Cornwall Council confirms the date will be set by the Inspector and is expected to be the end of January/start of February 2018 and likely to take two days. It will be advertised on Cornwall Council's website but it's the Inspector who gives formal notice and invites individuals/groups to participate.

### **5. Highway matters**

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

AT has collected signatures from eleven properties; one to go. Further update on 12th December.

#### **5.2 Diocese land matters**

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

The Chair deferred this item to be discussed under item 6.2.

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

Reversions from the Diocese's solicitors were received, reviewed and forwarded by Cornwall Legal to CD on 13.11.17. CD to review and forward to Councillors for discussion on 12th December.

#### **5.3 Wollaton Lane exit to Horsepool: to receive an update from CORMAC**

Paul Allen (Area Manager East) has contacted the Resort and is waiting for permission to install a 'Give Way' sign on their land. CD to raise with the Resort on 20.11.17. Further update on 12th December.

#### **5.4 Stile on Pillaton footpath 622/1/1: to note response from CORMAC**

A new gate has replaced the stile and thanks sent to CORMAC and the Duchy. Photos supplied by Paul Hoult were shown on-screen.

#### **5.5 Overgrowth at west end of BR4: to note response from CORMAC**

From Paul Allen (5.11.17): it would be nice to clear the vegetation but it is not a priority for the limited highway maintenance budget and so works cannot be instructed. A request will be sent to the Community Partnership Officer to see if any volunteer groups can help. Further update on 12th December.

#### **5.6 Church Lane TRO enforcement: to receive an update on CCTV monitoring**

A quote for CCTV installation has not been received from SSE, as promised, although the matter has been superseded by confirmation from Supt Ian Drummond-Smith that the Peninsula Road Safety Partnership (Central Ticket Unit) does not have the staff to process breaches of the no-access signs and so it looks like CCTV won't be an option. They could undertake the process if a new police post was funded (£25k) but this is not appropriate and the volume would not justify it. It could be scaled back to one day a month, however, which would be cheaper. '...this leads me to believe that buying in officers on the ground, as discussed, for a four hour block, is the most efficient and cost effective way forward.' Councillors agreed to remove this item from the agenda until speed humps have been installed and assessed.

#### **5.7 Removal of St Mellion VAS to Hatt: to note response from Cornwall Council**

Michael Green confirms 'The speed survey is still currently taking place and until this has been completed we will not know whether we can move the VAS to the new location by Hatt roundabout. Once we

have the data from the speed survey we will also need to investigate the data logged in the VAS sign currently in St Mellion. If it is agreed that the VAS can be moved from St Mellion to Hatt we would not have any budget for these works and this would also be the same for the reinstallation of the sign in St Mellion. Should the Parish Council not be funding these works they will either not go ahead or you would need to speak to the local councillor to see if he has any budget to put towards these works.' A rough cost for moving the sign from St Mellion to Hatt is £3,889.47. Councillors asked CD to discuss cost of removal and reinstatement with Botusfleming Parish Council and report back on 12th December.

## **6. Transport matters**

### **6.1 Proposed safe passageway for cyclists/pedestrians between Callington and Saltash: to note arrangements for public presentation of feasibility study report on Monday 20th November at 630pm at St Mellion International Resort**

Cornwall Council and CORMAC will make the presentation and take questions. The Resort has sponsored the event which is advertised in the Cornish Times, on the Facebook pages of Callington and Saltash Town Councils and the Parish Council's website. The notice has been emailed to all those who supported the on-line survey and/or requested they be notified of progress with the proposed scheme. The six land owners who may be affected by the scheme have been contacted by the Clerk and Councillors. The event will be reviewed at the next Parish Council meeting on 12th December.

### **6.2 Northbound bus shelter in village: to discuss siting on pt9143**

Kivells confirms an informal land valuation of £200 because it backs onto council bungalows, has limited access and adjoins the road. There is no commercial value to the land and could be considered a liability due to the trees, close proximity of dwellings and main road. The valuation has been confirmed to Savills for further discussion with the Diocese. CD has asked Cornwall Council whether S106 could fund the purchase, tree removal and bus stop/shelter installation. Further update on 12th December.

## **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 9.10.17 and 4.11.17). SC confirmed no safety defects for all other Parish Council assets (checked on 8.11.17). SC to add the checks to the form approved on 16.5.17.

### **7.2 To approve monthly payment schedules for November 2017**

The payment schedules for November 2017 totalling **£973.87** 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 HC had checked the payment schedules and related invoices prior to the meeting. IW confirmed payroll for October 2017 had been approved by IW and AT before being run. Cheque no. 58 to Grant Thornton for £240 was approved as such on the September 2017 payment schedule but cleared on the bank statement as £234. Lloyds confirms the cheque was written for £234 and so a further cheque for £6 has to be sent to Grant Thornton. This is included on the payment schedule for November 2017. The payment schedule for October 2017 shows NEST and EE payment in September rather than October. CD has amended this on the original copy and also the soft copy attached to the minutes. Lloyds has confirmed that requests (dated 12.9.17 and 11.10.17) to transfer £754.67 from the revenue account to the capital account has not been actioned because they wanted to check validity of the requests and had not been able to contact the Clerk to do this. As part of the complaints process (to be discussed under 7.3), this has now been actioned.

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

To approve the payment schedules dated 14.11.17 for £973.87 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.

### **7.3 To note submission of change to bank mandate**

Forms requesting removal of Al Cookson from the mandate for both accounts were signed at the meeting for forwarding to Lloyds on 15th November. Further update on 12th December.

### **7.4 To note response to letter of complaint to Lloyds Bank and agree next steps**

Reply from Lloyds dated 18.10.17 had been pre-circulated and was shown on-screen. The bank will not change their policy of using Parish Council account signatories' personal account details to verify identities by phone and internet. An appointment has been made with Barclays to switch accounts although (a) they will charge £6.00 or £6.25 per month (+ various extras) and (b) there is a maximum of three signatories for their accounts. The latter is unworkable for the Parish Council and so Councillors requested the appointment be cancelled. CD to look into alternative solutions. Further update on 12th December.

### **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 receive an update on installation matters**

Requirements for installing AEDs include a wooden or metal post plus labour to drive it into the ground; a wooden or metal cabinet to house the AED/plastic casing and labour to attach it to the post. This pushes the cost above the originally budgeted £1,225 per item and requires multiple suppliers. Also, it has been suggested that the cabinet be heated because the AED/pads don't function below zero degrees. The proposed sites for the AEDs don't have a power supply although solar could be an option. Duchy Defibrillators make AED cabinets and have produced a solar powered version for a deer park near Liskeard. Duchy Defibrillators is a partner company to FLEET AEDs (who presented to the Parish Council on 14.2.17). Duchy/FLEET have agreed to visit St Mellion to discuss options and provide a quote for the whole package of AEDs, solar cabinets and installation. Further update on 12th December.

### **7.5.3 Other suggestions arising**

Councillors agreed to add possible purchase of pt9143 to the agenda for 12th December.

## **8. Parish Council governance**

### **8.1 To receive an update on forthcoming GDPR training**

CD confirmed revised dates of Thursday 25th January and Thursday 1st February from 12-4pm at Callington Town Hall. A Parish Councillor is required to attend both sessions with CD. CD to email Councillors to request availability for these dates. Further update on 12th December.

### **8.2 To note status of Code of Conduct training for Parish Councillors**

AT attended training on 6.11.17. All Councillors have been trained since May 2017.

### **8.3 To note options for taking office space for the Parish Clerk**

It was agreed in closed session on 10.10.17 to look into taking office space for the Clerk. This would enable the Parish Council to have dedicated PC, internet, telephone and storage facilities. CD had visited Belle Vue House in Saltash which is run by Community Enterprises PL12. There are two possible office spaces that may become available over the next few months. Further update on 12th December.

### **8.4 To note the requirement to fill the current casual vacancy by co-option**

A request for a by-election was not submitted to Cornwall Council by ten or more parishioners and so the responsibility for filling the vacancy by co-option passes to the Parish Council. This item will be kept on the agenda until a new Councillor has been co-opted.

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

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

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

Pending meetings to be arranged by the Caradon Network Panel. Further update on 12th December.

## **11. General correspondence**

Cornwall Council is holding a Planning Summit on 28.11.2017 and CALC has requested 'best practice' case studies for this (to be submitted by 20.11.17). AT has suggested PA13/03583 (solar farm at Dunstan Lodge). Councillors agreed it was not good use of time for CD to produce a case study but a link to the Parish Council's submission to Cornwall Council could be forwarded to CALC. **Post script:** the request is for pre-app case studies and so details of PA13/03583 haven't been sent.

## **12. Items for next Parish Council meeting agenda**

Budget for precept for year ending 31.3.19; planning application PA17/10253 reserved matters for PA14/07300 (outline permission for up to 199 holiday homes at St Mellion International Resort); potential purchase of pt9143.

## **13. Applications to fill the current casual vacancy for Parish Councillor**

IW asked if anyone wished to apply for the vacancy and Nick Habermehl put his name forward. Nick confirmed he has lived in the village for a long time, has lived and worked in the Saltash-Callington area for 35 years, and wants to put something back into the community. Relevant skills include listening to people and being able to act on their concerns. Nick stood for Parish Councillor in the May 2017 election and polled a high number of votes, coming seventh. IW welcomed the application and asked if Nick had the time to fulfil the commitments of Parish Councillor. Nick confirmed he did. Councillors had no further questions and so moved to a secret ballot, the outcome of which was co-option of Nick Habermehl to the vacancy of St Mellion Parish Councillor. Nick signed the Declaration of Acceptance of Office form and agreement to receive correspondence by email form. CD to forward Register of Interests form to Nick (to be returned to Cornwall Council within 28 days), plus the link for requesting a criminal record check. CD to arrange Code of Conduct training. Councillors welcomed Nick to the Parish Council.

It was proposed by IW, seconded by HC 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 2025.

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

**Signed**

**Name** Ian Waite  
**Position** Chair of St Mellion Parish Council  
**Date** 12th December 2017

St Mellion Parish Council						
Payment Schedule REVENUE ACCOUNT						
Date:		Tuesday 14th November 2017				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
Royal British Legion	n/a	n/a	Donation to Poppy Appeal #	£25.00	000065	SC, AT, IW
C Douglas	n/a	n/a	Clerk salary/reimbursements for October 2017	£445.18	000066	
Angela Greenhough	1.11.17	2079	Payroll services for October 2017 salary/pension/reimbursements	£10.14	000067	
Cornwall Council	24.10.17	98241048	Legal Fees for August 2017 for glebe field path licence	£399.00	000068	
WesternWeb Ltd	31.10.17	19882	Add Remembrance page to website and archive Elections page	£45.00	000069	
Grant Thornton UK LLP	7.9.17	8732833	Fee in respect of the 2017 Annual Return ^	£6.00	000070	
# Approved under s137 at PC meeting 10.10.17 (minute 7.1).						
^ Grant Thornton UK LLP invoice no. 8732833 for £240 was approved on the payment schedule for 12.9.17 but the cheque (no. 58) was made out for £234 and cleared for £234; cheque no. 70 is being raised for the shortfall of £6.						
NEST	10.11.17	n/a	Employer + employee contribution to Clerk's pension October 2017	£37.27	DD	n/a
EE Mobile	18.11.17	n/a	Mobile phone air time	£6.28	DD	n/a
<b>Total</b>				<b>£973.87</b>		
Payment Approval						
<b>Name</b>		<b>Signature</b>				
<b>Position</b>		<b>Date</b>				
St Mellion Parish Council						
Payment Schedule CAPITAL ACCOUNT						
Date:		Tuesday 14th November 2017				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
None						
<b>Total</b>				<b>£0.00</b>		
Payment Approval						
<b>Name</b>		<b>Signature</b>				
<b>Position</b>		<b>Date</b>				