

St Mellion Parish Council Meeting

Tuesday 9th January 2018 at 7pm

St Mellion Church Hall

Minutes

In attendance

Cllr Bridie Kent (BK), Chair of the meeting; Cllr Hugh Campbell (HC); Cllr Steve Crook (SC); Cllr Nick Habermehl (NH); Christine Douglas (CD), Clerk to the Parish Council.

Seven members of the public (one left after item 4.4; six left at item 7.1).

In the absence of the Chair and Vice Chair, it was proposed by SC, seconded by NH and **RESOLVED** that Cllr Bridie Kent Chair the meeting.

1. Councillor matters

1.1 To receive apologies for absences Cllr Ian Waite (IW), Chair - ill health; Cllr Alan Twist (AT), Vice Chair - personal commitment.

1.2 To receive declarations of pecuniary interests None.

1.3 To receive declarations of non-registrable interests BK and HC declared a non-registrable interest in items 4.3 (both are customers of the applicant's business) and 4.4 (BK is an immediate neighbour of the applicant; HC lives a few doors along).

1.4 To approve written requests for dispensations HC requested dispensations to participate in items 4.3. and 4.4 otherwise the meeting would not be quorate to agree related comments.

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

To approve Cllr Hugh Campbell's requests for dispensations to discuss and vote upon items 4.3 and 4.4. CD to complete and forward forms to HC to sign.

2. Previous Parish Council meeting (12th December 2017)

2.1 To approve the minutes

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

That the pre-circulated minutes were a true reflection of the Parish Council ordinary meeting and closed session held on 12.12.17.

BK signed and dated the minutes.

2.2 To note matters arising from the minutes

From the closed session: revised employment contract for the Clerk has been signed and dated; BK agreed to register for on-line banking so the Clerk doesn't have to use personal account details (more at item 7.4); hard copy reimbursement claims will no longer be printed (email approval remains in place).

3. Questions from the public

(i) Bryan Hammond made a personal complaint against Cllr Hugh Campbell. BK and CD confirmed this was not a Parish Council matter. Detail of complaint not minuted.

(ii) Rodger Kent requested the Parish Council look into installing signs on the double yellow lines outside the Resort's tennis courts. Paul Hoult confirmed the lines are breaking up and possibly difficult to enforce. BK confirmed the lines are covered in leaves and those near the Resort entrance are in a similar condition. CD to pursue with CORMAC.

4. Planning matters

4.1 Section 106 measures: to receive an update on traffic calming and footway in Church Lane, light on The Glebe path and bus shelters

No update at this time. Deferred to 13.2.18.

4.2 Local housing needs assessment next steps: to discuss next steps

A summary of options (dated 24.8.17) had been pre-circulated and was shown on-screen. Options were: do nothing (which Cllrs felt was not ideal given 13+ people need affordable homes in St Mellion/Pillaton); write informal housing policy (carries no weight in planning terms); produce an NDP (resolved against on 12.12.17); or produce an NDO (covers one site only, not the whole parish). A further option may be to work with an affordable housing developer although this may lead to governance issues (e.g. in terms of the Parish Council voting on an associated planning application). CD to look into this and report findings.

It was proposed by HC, seconded by NH and **RESOLVED** that Cllr Steve Crook Chair the meeting for items 4.3 and 4.4.

Cllr Bridie Kent left the meeting.

4.3 PA17/11652 change of use from agricultural to B2 (vehicle servicing and repairs) at Trewell Farm: to agree comment

Documents had been pre-circulated and were shown on-screen. The applicant attended and confirmed as follows. The main service station at Hatt is a 1970s workshop, tight for space (especially for large vehicles) and getting busier. More room is needed and a suitable barn exists on their land at home. The exterior would remain the same but the interior would be changed to a workshop, mainly for larger vehicles. Customers would be encouraged to use the road to the A388 vs going through the village. The barn has no immediate neighbours. Cllrs had no further queries and saw no issues with the application.

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

To support planning application PA17/11652 change of use from agricultural to B2 (vehicle servicing and repairs) at Trewell Farm.

CD to submit comment to Cornwall Council on 10.1.18.

4.4 PA17/11952 replacement of conservatory and internal alterations at 11 Dunstan Lane: to agree a comment

Documents had been pre-circulated and were shown on-screen. Cllrs reviewed the plans and noted this was for a replacement conservatory on the existing site and would not overlook neighbours.

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

To support planning application PA17/11952 replacement of conservatory and internal alterations at 11 Dunstan Lane.

CD to submit comment to Cornwall Council on 10.1.18.

Cllr Bridie Kent rejoined the meeting and took the Chair.

4.5 Recent planning applications: to note Cornwall Council's decision on PA17/09764 (access improvements at St Mellion School)

Approved with conditions (start within three years and according to submitted plans).

4.6 Cornwall Council's Chief Planning Officer's Advice Note on infill and rounding off: to note content

The document had been pre-circulated and was shown on-screen. Cllrs had no comments at this time.

5. Highway matters

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

Signatures of support had been collected for twelve properties in the proposed 'Bealbury Lane' (a thirteenth address emerged subsequently). Cornwall Council and Royal Mail confirm a post code change is required because the current PL12 6RX includes properties outside of 'Bealbury Lane'. Royal Mail has agreed to look at overall plans for naming parish roads and find ways to minimise post code changes. A map of all proposed names was shown on-screen. Cllrs agreed the importance of the work for emergency services with BK describing two local instances where an ambulance was delayed by 30 minutes because the destination could not be identified by name. Further update on 13.2.18.

5.2 Diocese land matters

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

The Chair deferred this to item 6.2. It was noted that the only tree identified by the Diocese for removal had been blown down in recent storms and fallen across the A388 (then removed by parishioners).

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

A site meeting with Savills to discuss the path through the Rectory drive had been arranged for 12.1.18 but may be rearranged pending IW's availability. Further update on 13.2.18.

5.3 Give Way sign at Horsepool junction: to receive an update from CORMAC

No further news at this time. Next update on 13.2.18.

5.5 Removal of St Mellion VAS to Hatt: to receive an update

No further news at this time. Next update on 13.2.18.

5.5 Repair of potholes on A388 at junction with Church Lane: to receive an update

A photo of the potholes had been received from Paul Hault and was shown on-screen. This has been forwarded to CORMAC for a response. Further update on 13.2.18.

6. Transport matters

6.1 Proposed safe passageway for cyclists/pedestrians between Callington and Saltash: to receive a report on the public presentation held Monday 20th November at St Mellion International Resort

No further news at this time. Next update on 13.2.18.

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

Cornwall Council's Passenger Transport Unit is looking into the suitability of siting a bus stop and shelter on the plot. Further update on 13.2.18.

7. Parish Council finances

7.1 To note PAT testing completed for Parish Council IT equipment

The laptop and projector passed PAT testing on 13.12.17. SC to forward paperwork to CD.

7.2 To confirm state of repair of Parish Council assets

AT had confirmed no safety defects for the Dunstan Lane grit bins (checked on 31.12.17). SC confirmed no safety defects for all other Parish Council assets (checked on 9.1.18). SC to add the checks to the form approved on 16.5.17 (CD to forward form to SC).

7.3 To approve monthly payment schedules for January 2018

The payment schedules for January 2018 totalling **£591.00** for the revenue account and **£0** (zero) for the capital account had been pre-circulated and were shown on-screen. HC had checked the payment schedules and invoices prior to the meeting. IW and AT had approved December payroll before being run. Councillors had no further queries.

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

To approve the payment schedules dated 9.1.18 for £591.00 from the revenue bank account and £0 (zero) from the capital bank account.

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

7.4 To note changes to bank mandate

(i) Forms for adding NH to the mandate had been completed.

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

To add Councillor Nick Habermehl to the bank mandate as a full signatory for both revenue and capital accounts.

Forms were signed at the end of the meeting. CD to forward to Lloyds. Further update on 13.2.18.

(ii) Lloyds suggests BK can not register for 'read only' on-line banking because, as a full signatory, she must have payment authority. A draft letter to Lloyds requesting further explanation was shown on-screen and Cllrs agreed to send this.

It was proposed by HC, second by NH and **RESOLVED**

To forward to Lloyds the letter dated 8.1.18 concerning read-only on-line access for the accounts' full signatories.

CD to forward to Lloyds. Further update on 13.2.18.

7.5 To approve quarterly financial review

The following had been pre-circulated and were shown on-screen: bank statements 015, 016 and 017 for the revenue account; bank statement 007 for the capital account; cash book, bank reconciliation and actual receipts and payments vs budget (all dated 9.1.18). Key points: bank statements were reconciled with cash books for revenue and capital accounts with adjusted balances of £18,092.46 and £25,120.67 respectively; last transaction for capital account was 2.11.17 (transfer in from revenue account of £754.67 for VAT claim); forecast balance for ye 31.3.17 for revenue account £16,364.56; no new budget variances of +/- £100 or 15% vs October 2017 review. Cllrs had no further queries.

It was proposed by HC, second by NH and **RESOLVED**

To approve bank statements 015, 016 and 017 for the revenue account; bank statement 007 for the capital account; and cash book, bank reconciliation, and actual receipts and payments vs budget for ye 31.3.18, all dated 9.1.18.

SC signed and dated all documents.

7.6 To approve budget for precept for ye 31.3.19

Budget draft iii (dated 9.1.18) had been pre-circulated and was shown on-screen. This included the following revisions suggested on 12.12.17: provision for a data protection officer (under GDPR) £1,500; glebe path maintenance and licence fee (£500 + £100 = £600); additional insurance premium for glebe path licence (also to cover community defibrillators, potential purchase of pt9143, etc.) £100. Church hall hire had been increased from £20 to £25 per meeting (the first change since 2013) which moved the budget from £480 to £600. Mobile phone budget was increased from £76.80 to £80.16 to cover occasional usage above inclusive minutes (current contract is 60 minutes per month). As a result of these amendments, the precept was increased from current year and initial draft of £10k to £11,500. This produces a forecast balance of £10,273.43 to carry forward from ye 31.3.19 which equates to a reserve of 89% of precept (vs an audit recommended 100%). Band D charge is £52.95 pa vs current year £46.94 (and England and Wales average £61.03). Cllrs discussed the following ways to reduce the proposed precept: remove provision for a data protection officer (not supported given not yet knowing Government requirements for this); remove grant bid writing (not supported because the Parish Council may require

grant funding for, for example, land or building purchase). Cllrs also discussed using community grant scheme funds (rather than precept) to support certain items (e.g. grant bid writing) but it was felt these funds should be left in place for potential purchase of large community assets. Cllrs instead agreed to reduce the budget for a data protection officer by £500. This produces a revised precept of £11,000, maintains the forecast carry forward balance at ye 31.3.19 of £10,273.43 (equating to a reserve of 93% of precept) and produces a Band D charge of £50.65 (i.e. an increase of £3.71 for the year).

It was proposed by BK, seconded by HC and **RESOLVED** unanimously

To approve a precept for ye 31.3.19 of £11,000.

CD to confirm to Cornwall Council on 10.1.18.

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

7.7.1 To review updated summary

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

7.7.2 Community defibrillator: to receive an update on installation matters and agree next steps

BK has forwarded defibrillator dimensions to a local carpenter to prepare a quote for making and installing insulated cabinets. Further update on 13.2.18.

7.7.3 Acquisition of pt9143: to note progress with inquiries.

Pending item 6.2. Further update on 13.2.18.

7.7.4 Other suggestions arising

Possible CPR training for the parish pending outcome of 7.7.2.

8. Parish Council governance

8.1 To note progress with governance requirements for new Parish Councillor

NH is required to complete Code of Conduct training by April 2018. CALC and Cornwall Council have no courses planned at present. CD to keep checking.

8.2 To note options for taking office space for the Parish Clerk

No further news at this time. CD continues to look for space in Saltash. It was noted that an IT policy should not be deferred any longer pending a decision on office space. SC to prepare a draft for 13.2.18.

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

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

10. CALC December newsletter: to note matters of interest

(i) Disqualification criteria for councillors and mayors: NALC has suggested to central Government that upheld Code of Conduct complaints should be a criterion.

(ii) SAAA auditor appointment notification: PKF Littlejohn LLP has a webinar on 23.1.18. Cllrs agreed that the Clerk should watch this and report back.

(iii) GDPR training: two full day sessions are being planned for February 2018. Cllrs may be able to attend pending confirmation of dates and venues.

11. General correspondence

(a) Local Council Advisory Service (Zurich Insurance) seminar on 24.2.18 at 10am-1pm in Callington, fee £30: Cllrs unable to attend.

(b) Western Power Distribution stakeholders' workshop on 30.1.18 at 930am-3pm in St Mellion International Resort, no charge: Cllrs unable to attend.

12. Items for next Parish Council meeting agenda

Report on CIL hearing (24.1.18); report on GDPR training (25.1.18 and 1.2.18); report on PKF Littlejohn LLP webinar; draft IT policy.

The meeting closed at 2058.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 9th January 2018.

Signed

Name

Position

Date 13th February 2018

St Mellion Parish Council						
Payment Schedule REVENUE ACCOUNT						
Date:	Tuesday 9th January 2018					
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for December 2017	£460.59	000076	
Angela Greenhough	16.12.17	2102	Payroll services for December 2017 salary/pension/reimbursements	£10.14	000077	
Mathew Frost	13.12.17	0740	PAT testing PC IT equipment	£15.00	000078	
St Mellion with Pillaton PCC	2.1.18	n/a	Church hall hire Q4 2017	£60.00	000079	
NEST	10.1.18	n/a	Employer + employee contribution to Clerk's pension December 2017	£38.59	DD	n/a
EE Mobile	18.12.17	n/a	Mobile phone air time: charge for calls above inclusive minutes taken by direct debit in December 2017	£0.40	DD	n/a
EE Mobile	18.1.18	n/a	Mobile phone air time	£6.28	DD	n/a
Total				£591.00		
Payment Approval						
Name			Signature			
Position			Date			
St Mellion Parish Council						
Payment Schedule CAPITAL ACCOUNT						
Date:	Tuesday 9th January 2018					
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
None						
Total				£0.00		
Payment Approval						
Name			Signature			
Position			Date			