

# **St Mellion Parish Council Meeting**

## **Tuesday 13th March 2018 at 7pm**

### **St Mellion International Resort**

### **Minutes**

#### **In attendance**

Cllr Bridie Kent (BK) (Chair of meeting); Cllr Hugh Campbell (from item 6. onwards); Cllr Steve Crook (SC); Cllr Nick Habermehl (NH); Christine Douglas (CD), Clerk to the Parish Council.

PCSO Mary Wells (left after item 4.5).

Eleven members of the public (five left after item 4.5; two left at item 4.2; one left during item 4.3).

**BK confirmed** the meeting was being recorded and asked if any members of the public were also recording. Bryan Hammond confirmed he was recording part of the meeting.

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

#### **1. Councillor matters**

**1.1 To receive apologies for absences** Cllrs Ian Waite (IW) (Chair) and Alan Twist (AT) (Vice Chair) - health matters; Cllr Hugh Campbell work commitment until 8pm.

**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 (13th February 2018)**

##### **2.1 To approve the minutes**

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

That the pre-circulated minutes were a true reflection of the Parish Council meeting and closed session held on 13.2.18.

BK signed and dated the minutes.

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

(i) From the closed session: Cllrs agreed actions to ensure compliance with data protection principles and GDPR. Agreed actions are being put in place. A detailed update to be received under item 8.4.

(ii) Non-functioning streetlight in The Glebe: this was reported to Cornwall Council on 17.2.18 but has not been repaired. CD to follow up.

#### **3. Questions from the public**

(i) Joan Allen and Bryan Hammond asked why the Chair of the Parish Council was constructing an illegal building and confirmed that an enforcement case had been made against these works. CD confirmed that there is extant permission for a garage on the site and that the Parish Council does not get involved in enforcement matters. Ms Allen and Mr Hammond were advised to revert to Cornwall Council.

(ii) Bill Sturgess confirmed that wooden posts edging pt9143 had fallen over. CD to pursue with Savills.

#### **4. Planning matters**

**BK confirmed** that items 4.4 and 4.5 would be brought forward to this point of the meeting.

##### **4.4 Recent planning applications: to note Cornwall Council's decisions on PA17/08798 (polytunnels, etc. at Crocadon Farm) and PA17/12263 (dwelling in Dunstan Lane)**

PA17/08798 (Crocadon Farm) has been approved with conditions: start within three years of permission; carry out in accordance with plans; drainage; archaeology; contaminated land (risk assessment, remediation scheme, verification report following remediation scheme and reporting of unexpected contamination); tree planting; ecology; and removal of tunnels if no longer used.

PA17/12263 (Dunstan Lane) is considered by Cornwall Council's officers to be a suitable development. Given the Parish Council's neutral position on the application, Cornwall Council has requested a response under its Protocol for Local Councils (i.e. agree with Cornwall Council, agree to disagree with Cornwall Council, or request the application be heard by committee). CD confirmed this could not be discussed at the meeting because it was not quorate for the item (BK declared an interest at the meeting on 13.2.18). Cornwall Council's case officer has been made aware of this situation and that the Parish Council's request to decide the application by committee, as confirmed in its consultee comment, still stands. Cllrs observed advice from CD not to make any case-specific remarks.

#### **4.5 Request for inquiry into Cornwall Council's planning officers' handling of PA17/12263: to discuss response**

A draft response had been pre-circulated. BK asked CD to summarise key points. The request for an inquiry was submitted to Cornwall Council on 14.2.18. This was largely because, at the Parish Council meeting on 13.2.18, it was felt (a) members of the public had greater insight than the Parish Council into Cornwall Council's views on the application and (b) the Parish Council had not been party to discussions where those views had been expressed. The Parish Council asked for an explanation of this. A reply was received from Phil Mason (Service Director for Planning), via Cllr Bob Egerton (Portfolio Holder for Planning), which Cllrs reviewed. Cllrs agreed that the draft response to this captured the points they were concerned about. It was hoped this would help both the Parish Council and Cornwall Council in future planning matters.

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

To approve the pre-circulated draft response to Cornwall Council's statement (received on 1.3.18) regarding their officers' handling of PA17/12263.

CD to submit the response to Cornwall Council on 14.3.18.

#### **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 10.4.18.

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

Cllrs discussed the earlier presentation by Peter Moore and Alyn Shott of Cornwall Rural Housing Association. It was agreed that the organisation has a good track record and is focused on meeting local requirements. Cllrs agreed to explore further and request CRHA looks into a suggested scale and type of development based on identified need. CD to discuss with CRHA. Further update on 10.4.18.

#### **4.3 Cornwall Council's Community Infrastructure Levy (CIL) draft charging schedule: to receive a report on external examination of 24.1.18**

CD confirmed that the external examiner's report had been received on 12.3.18. This confirmed that several T&PCs had requested a change of zone allocation but none of the supporting arguments had been robust. Cllrs were highly disappointed at this given the extensive time and effort that had been spent in providing supporting evidence and the view that this was very robust. CD to circulate the report to Cllrs and also find out if there is any form of appeal. Cllrs noted that this outcome puts greater reliance on affordable-led housing schemes as they attract lower CIL rates.

BK adjourned the meeting until 1950.

### **5. Highway matters**

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

CD has drafted a letter to residents re potential post code changes. Current long descriptive names for each road are to be added, as well as a Privacy Notice. Cllrs noted there may be a charge for new nameplates. Further update on 10.4.18.

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

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

BK deferred this to item 6.2 (proposed bus stop siting on pt9143). It was noted that the birds' nesting season has started and this precludes tree cutting until autumn.

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

A revised plan of the path had been pre-circulated and was shown on-screen. Cllrs require a quote for maintenance before approving the plan. CD to pursue quote. Further update on 10.4.18.

#### **5.3 Yellow lines near Horsepool junction: to receive an update on maintenance and enforcement issues**

Email from CORMAC, 21.2.18: the faded lines are on a long list of renewal work. Demand outstrips supply, Cornwall Council only has a small budget for such work and it has to be prioritised. If someone receives a Penalty Charge Notice for parking on the restricted areas and they consider the road markings or signage are inadequate, they can submit a representation to Cornwall Council. The double yellow lines are for 'No Waiting At Any Time' and legislation states that signage is no longer required for this.

Cllr Hugh Campbell joined the meeting.

### **6. Transport matters**

#### **6.1 Proposed safe passageway for cyclists/pedestrians between Callington and Saltash: to receive an update**

CORMAC has revised the report and route and these are awaiting approval by Cornwall Council before

being forwarded to the Parish Council. Also see item 11. Further update on 10.4.18.

## **6.2 Proposed siting of northbound village bus shelter on pt9143: to receive an update**

CD met Paul Allen of CORMAC on 8.3.18. Paul approved the site and suggests the shelter be positioned at the north end of the plot so that vehicles overtaking a stationary bus would have to go around the bollards in the middle of the road. Next steps depend on confirmation from Cornwall Council re S106 funding (as per item 4.1). Further update on 10.4.18.

## **7. Parish Council finances**

### **7.1 To approve revised Parish Council asset schedules**

Asset schedule for audit purposes (cost price ex VAT without inflation) and for insurance purposes (replacement value ex VAT with inflation) have been pre-circulated and were shown on-screen.

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

To approve the asset schedules for audit purposes (updated 5.3.18) and for insurance purposes (updated 9.3.18).

SC to add two new items to the asset check sheet.

### **7.2 To confirm state of repair of Parish Council assets**

AT confirmed on 5.3.18: grit bins at the end of Dunstan Lane need to be refilled. Two bags of white salt have been taken from one; 30kg of loose grit/salt mix has been taken from the other. There is still plenty left but they should be topped-up at some point. CD confirmed no safety defects for computer and cabinet. SC confirmed no safety defects for the remaining assets and that the checks have been recorded on the check sheet. CD to follow up refills for Dunstan Lane grit bins and also to get a quote for drilling drainage holes in the newest bin.

### **7.3 To approve monthly payment schedules for March 2018**

Payment schedules for March 2018 totalling **£1,135.36** for the revenue account and **£0** (zero) for the capital account were shown on-screen. HC had checked the payment schedules and invoices prior to the meeting. Subsequent to this, a further payment had been added (to CBS for £7.56 inc VAT for a USB drive). IW and SC had approved February payroll before being run. Five extra hours for GDPR matters had been approved by IW and AT, as per the agreement in closed session on 13.2.18. Cllrs had no further queries.

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

To approve the payment schedules dated 13.3.18 for £1,135.36 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 timescales for internal audit for ye 31.3.18**

Documents start going to the internal auditor during March, with final items (including the draft annual return) being sent during April. CD and the auditor meet in late April to discuss his report, then the annual return is discussed and approved at the Parish Council's annual meeting in May. The annual return is sent to the external auditor after this, and the audit concluded a few months later. If CD doesn't meet the internal auditor until May, there may need to be an extraordinary meeting to approve the annual return.

### **7.5 To discuss quotes for transcribing Parish Council meeting of 13.2.18**

This may be required as part of the requested inquiry under item 4.5. CD had obtained the following quotes. London-based transcriber: £20 per hour x 2 hours x five hours per hour = £200. Wales-based university services transcriber £156-£360 dependent on lead-time and number of speakers. Plymouth University transcriber £15 per hour x 2 hours x five hours per hour = £150. Internet providers were also researched with prices from £70-£300 dependent on lead-time, number of speakers and quality of recording (Cllrs noted that a location for these providers isn't clear, reviews are not always positive, and transcribers are likely to be on low pay for their services). Cllrs agreed that the Plymouth University option was the most cost-effective and that it also keeps the work local.

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

To approve a budget of £150 for transcribing the Parish Council meeting on 13.2.18, as necessary, and to be completed by the transcriber at Plymouth University.

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

#### **7.6.1 Updated summary**

Summary dated 31.8.17 was shown on-screen and noted.

#### **7.6.2 Community defibrillator: to receive an update on installation matters and agree next steps**

BK to refine quote with carpenter for further consideration on 10.4.18.

#### **7.6.3 Acquisition of pt9143: to note progress with inquiries.**

Pending item 6.2. Further update on 10.4.18.

#### **7.6.4 Medals of St Mellion WW1 soldier William John Smith: to discuss purchase**

A member of the public has found the medals of William John Smith on-line and asks whether St Mellion

Parish Council would consider buying them for the parish. A link to the medals had been pre-circulated and was shown on-screen. The cost is £340 + £5 delivery. Framing would be £50-100. Cllrs agreed to inquire whether Cornwall Council's 'community chest' grant would fund this. Further update on 10.4.18.

#### **7.6.5 Other suggestions arising**

Possible broadband hub for rural areas (see item 10a.).

### **8. Parish Council governance**

#### **8.1 To note Code of Conduct training dates**

Waiting for confirmation from CALC. Further update on 10.4.18.

#### **8.2 To note response to queries re CALC's 'website check' for transparency code compliance e**

Waiting for confirmation from CALC. Further update on 10.4.18.

#### **8.3 To note progress with requirements under the General Data Protection Regulation**

CD confirmed that all actions agreed for data protection compliance (in closed session on 13.2.18) had been completed with the exception of USB drive encryption and IT policy. Also, Cornwall Council is looking into providing a server service to allow Cllrs to use [.gov.uk](mailto:gov.uk) email addresses. Items to be completed for GDPR: information asset register and inbound/outbound data flows by 31.3.18<sup>1</sup>; privacy notices (for Clerk, Cllrs, website), privacy impact assessments and data protection officer (DPO) appointment by 25.5.18 (Cornwall Council is likely to offer a DPO service for Parish Councils from April 2018). Also NDP and Have Your Say hard and soft copy files to be destroyed by 25.5.18. All hard and soft copy files to be reviewed; retentions policy to be reviewed; GDPR to be incorporated in the procurement process; a lockable box to be purchased for hard copy archives. NALC's GDPR toolkit to be forwarded to BK (as GDPR Cllr 'champion').

#### **8.4 To review procedures for managing the Parish Council's website**

Website management is becoming more time-consuming, particularly with GDPR requirements. It would take 1-2 hours per month for the Clerk to manage instead of a Cllr, although additional Clerk's hours have been agreed already for GDPR. WesternWeb has quoted £120 +VAT pa (payable yearly in advance) to take on this work. This equates to £10 per month vs £11.50-£23 per month for the Clerk to manage. Cllrs agreed that the WesternWeb option is more cost effective and also ensures documents can be uploaded within given deadlines if the Clerk is unavailable to do this.

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

To approve payment of £120 +VAT pa (payable yearly in advance) to WesternWeb for management of the Parish Council's website.

CD to forward purchase order to WesternWeb for the service to commence on 1.4.18.

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

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

#### **10a. High speed broadband for rural areas: to note result of inquiries**

Christine Long (member of the public) confirmed four options: community-led broadband; 4G; satellite; or fibre to the house. The current BT set-up has fibre running to houses within 2.2km of the St Mellion box. Beyond 2.2km, it is copper which leads to slow speeds and dropped connections. In addition, there is an issue with connection between the St Dominic main exchange and the St Mellion box (this will require trenching works in the field north of Viverdon roundabout). The parish could own and run community-led broadband, or it could be operated in conjunction with BT. There are grants available for this (e.g. £30k for communities that have a school). Cllrs also discussed using the church tower as a hub under recent Government policy although this is still in its infancy. The cheapest route is via BT as they own the infrastructure. The contact at Superfast Cornwall has been on leave until 13.3.18. CD to follow up; also to look at writing to rural residents to check their current broadband speeds. Further update on 10.4.18.

#### **10b. Review of Local Government Ethical Standards: to discuss input to consultation**

The consultation document had been pre-circulated and was shown on-screen. Cllrs agreed to submit comments individually rather than on behalf of the Parish Council.

### **11. General correspondence**

(i) Gorsedh Kernow Awards 2018: details were shown on-screen. CD and SC to add to the Parish Council's website.

(ii) Coastal Communities Fund Round 5: £40m available from April 2019 to March 2021. The safe passageway may qualify for this. Cornwall Council is getting an initial view on whether Callington-Saltash meets the criteria for a 'coastal community'. SC agreed to review 'funding outcomes' to see if the safe passageway qualifies. Further update on 10.4.18.

(iii) Cornwall Council's Community Network Highways Scheme: £50k pa for each network area for four

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<sup>1</sup> Subsequent to the meeting, this date was confirmed as an error in Cornwall Council's training material; it should be 25.5.18.

years. Qualification criteria are being developed and may include yellow line painting and cycle-ways. Applications will be agreed by the network panel and approved by the Portfolio Holder for Transport. Cllrs confirmed an interest on behalf of St Mellion. Further information on 10.4.18.

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

Quarterly/year end financial review.

The meeting closed at 2108.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 13th March 2018.

**Signed**

**Name**

**Position**

**Date** 10th April 2018

St Mellion Parish Council						
Payment Schedule REVENUE ACCOUNT						
Date:		Tuesday 13th March 2018				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
XMA Limited	1.3.18	CP/M667500	Mac Mini dual core computer	£406.63	000084	NH, BK, IW
C Douglas	n/a	n/a	Clerk salary/reimbursements for February 2018	£518.98	000085	
Angela Greenhough	1.3.18	2177	Payroll services for February 2018 salary/pension/reimbursements	£10.14	000086	
Cornwall Council	20.2.18	98247113	GDPR training 25.1.18 and 1.2.18	£35.00	000087	
Spaceway South Limited	27.2.18	IN60301	Lockable cabinet for file storage	£108.00	000088	
Complete Business Solutions Group Limited	12.3.18	SINV01344833	USB drive	£7.56	000089	
NEST	10.3.18	n/a	Employer + employee contribution to Clerk's pension February 2018	£42.77	DD	n/a
EE Mobile	18.3.18	n/a	Mobile phone air time	£6.28	DD	n/a
<b>Total</b>				<b>£1,135.36</b>		
Payment Approval						
Name		Signature				
Position		Date				
St Mellion Parish Council						
Payment Schedule CAPITAL ACCOUNT						
Date:		Tuesday 13th March 2018				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
None						
<b>Total</b>				<b>£0.00</b>		
Payment Approval						
Name		Signature				
Position		Date				