

St Mellion Parish Council Meeting

Tuesday 10th April 2018 at 7pm

St Mellion International Resort

Minutes

In attendance

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

Cornwall Councillor Jim Flashman (left during item 8.4).

Andrew George, Director, Cornwall Community Land Trust (CCLT) (left during item 3)

Three members of the public (one left during item 3, rejoined at item 4.2, left at item 6.1; two left during item 8.4).

AT opened the meeting and confirmed the sad news that Chairman Ian Waite had passed away; and also that Cllr Hugh Campbell (HC) had resigned.

AT proposed that Cllr Bridie Kent be appointed new Chair. This was seconded by SC and accepted by Cllr Kent who signed the declaration of acceptance of office, witnessed by the Clerk.

BK chaired the meeting from this point onwards and started by leading Councillors, Clerk and members of the public in a one minute silence to show respect for the late Chair Ian Waite.

BK also asked for it to be minuted that thanks go to Cllr Hugh Campbell for his much appreciated service to the Parish Council.

1. Councillor matters

1.1 To receive apologies for absences Cllr Nick Habermehl (NH).

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 March 2018)

2.1 To approve the minutes

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

That the pre-circulated minutes were a true reflection of the Parish Council meeting held on 13.3.18.

BK signed and dated the minutes.

2.2 To note matters arising from the minutes

(i) Non-functioning streetlight in The Glebe: on 17.2.18 and 14.3.18, this was reported to Cornwall Council who confirm the light is owned by Cornwall Housing. Residents confirmed it has not been repaired. CD to follow up again.

(ii) Broken fence on pt9143: photo received from Paul Hault and forwarded to Savills on 20.3.18 with a request for repair.

(iii) Dunstan Lane grit bin requires holes drilling and then refilling: AT agreed to drill holes; CD to pursue quotes for refills after this is done.

3. Questions from the public

(i) Andrew George described two approaches to working with Parish Councils: the Parish Council establishes its own CLT and CCLT provides training and professional services; or the Parish Council sets up a housing working party led by Councillors and also (for example) NDP members. Andrew provided several examples including St Teath where eight houses had been bought at 56% of their market value by young families mostly from the parish. Their mortgages are 2/3 of their previous rent, their energy bills are halved and they have double the floorspace. Andrew suggested that housing associations should be involved further along the process and sometimes aren't needed at all. In response to Cllrs questions, Andrew confirmed the following: CIL doesn't apply to affordable housing schemes because they fall under Local Plan Policy 9 (rural exception sites); not having an NDP with identified sites isn't an issue for an affordable housing scheme; properties are kept for local people in perpetuity because, although occupiers own the property, CCLT retains the land; qualifying criteria for being local are living and/or working full-time in the parish for the last three years, having lived in the parish for five years before moving away, having long-standing family relations (parents, siblings, etc.) living in the parish for five years. In addition, applicants cannot be current owner-occupiers. BK thanked Andrew for his time in attending and accepted brochures of CCLT's work.

(ii) Email from a member of the public dated 28.3.18: *'On my last visit to the weir over the Lynher near*

Clapper Bridge I notice there is barbed wire along the fence which prevents visitors from going down to the river where the weir is but one a beautiful water fall was. I am sure that barbed wire must be over two metres high along side a road or right of way. This wire at the weir is a danger to children and to grown ups as well. What does the PC think of this illegal barbed wire?’ CD had obtained a response from the landowner that the barbed wire is within the boundary to the land in question and so anyone approaching it would be trespassing. There is no public right of way onto this land and there is evidence to prove this. Current and previous landowners have experienced issues with fly-tipping, vandalism, etc., which have been reported to the police as criminal damage. The police have advised the landowner to install CCTV to record any future instances. There are also requirements to fence the land for farm insurance reasons. Cllrs considered that the landowner is acting within their rights and have no further comment to make on the matter. CD to confirm to the landowner and member of the public.

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

Update not received from Cornwall Council. CD to keep pursuing and remind Cornwall Council that the deed expires in January 2019.

4.2 Local housing needs assessment: to discuss next steps

Further to their attendance at the Parish Council meeting on 13.3.18, Cornwall Rural Housing Association (CRHA) requested St Mellion housing need data from Cornwall Council. A summary is attached to these minutes, along with an outstanding question about the exact number of people requiring affordable housing in the parish. BK agreed to review St Mellion’s housing needs survey data to try and answer this question. Further update on 8.5.18.

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

The report had been pre-circulated to Cllrs. An email from Cornwall Council (20.3.18) confirms the decision can not be appealed, only the process used to reach the decision. It was noted that any outline application submitted before the CIL schedule is in place (planned for January 2019) will not fall under the policy, even if reserved matters are submitted after this time.

4.4 Recent planning applications: to note Cornwall Council’s decisions on PA17/10253 (reserved matters at St Mellion International Resort), PA17/11652 (barn at Trewell Farm) and PA17/12263 (dwelling in Dunstan Lane)

PA17/10253 St Mellion International Resort: Cornwall Council is minded to support, whereas the Parish Council objected. Standard options under Cornwall Council’s Protocol for Local Councils were offered to the Parish Council on 12.3.18. As this could not be decided by full Council within the allowed five days, the Chair and Vice Chair agreed to request the application be heard by committee. The committee date is 30.4.18 at 10am in Bodmin. AT agreed to attend for the Parish Council. CD to prepare a three minute summary of the Parish Council’s comment.

PA17/11652 Trewell Farm approved with conditions: start within three years of permission; carry out in accordance with plans; plant and seed specific areas; restrictions of type of vehicles/machinery to be repaired (agricultural, classic, commercial, equestrian). It was noted that the applicant’s agent had emailed on 23.3.18 to thank the Parish Council for its support in this application.

PA17/12263 Dunstan Lane approved with conditions: start within three years of permission; carry out in accordance with plans; soft and hard landscaping, plus external materials, to be approved before commencement.

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

As agreed at the meeting on 13.3.18, a further email to Cornwall Council was sent on 14.3.18. Cllr Bob Egerton replied on 19.3.18 as follows.

‘I am sorry that you were disappointed with our previous statement which we had hoped would explain the Council’s position on this matter. You are now asking for “minutes or notes from the various meetings held between Cornwall Council and the applicant”.

‘During the course of any planning application, it is often the case that meetings or conversations are held with applicants. Our general principle in doing so is to try to find ways that proposals are acceptable to the planning system and so it is not unusual for us to make suggestions to applicants as to what they should do in order to improve their chances of obtaining approval. We do not, as a matter of course, provide notes of any meetings held with applicants to parish councils or to other interested parties. If you would like us to consider providing copies of any such notes of meetings in relation to this particular application, you would need to make a Freedom of Information Act request on the Council asking for the specific information that you would like. When we consider FOI requests, we go through a formal

process and we have to consider whether or not we can release all of the information, e.g. some personal information may have to be redacted. Please let me know if you would like to pursue this option.'

A request for this information under FoIA was submitted on 19.3.18. Cornwall Council has 20 working days to reply. Further update on 8.5.18.

Cornwall Council is also aware that the Parish Council is considering a request for a judicial review of their handling of the case. The following advisers have been contacted: planning consultant, specialist planning lawyer, the Public Law Project, and the Bar Pro-bono Unit. The Local Government Ombudsman also has been contacted as an alternative means of challenging Cornwall Council's handling of the case. CALC advises the Parish Council to discuss these options in closed session as they concern potential legal action and are an exempt item under FoIA. BK adjourned the item to the later closed session.

5. Highway matters

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

Draft letter to residents pending revised Privacy Notice. Further review on 8.5.18.

5.2 Diocese land matters

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

BK consolidated this with item 6.2. CD to continue this on subsequent agendas.

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

Contractor quotes were shown and ranged from £420 to £770 based on one or two paths through the glebe field and whether grass clippings were left in the field or removed. The budget in precept for ye 31.3.19 for path maintenance is £500. CD confirmed the field's tenant is happy for clippings to be left in the field which lowers the price. Cllrs also agreed that one path through the glebe field (from The Glebe to the Rectory boundary, and then on to Church Lane) was adequate and this also lowers the price.

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

That a single path running through the glebe field from The Glebe to the Rectory boundary, and then on to Church Lane, would be adequate for the purposes of the licence.

CD to confirm to Savills.

6. Transport matters

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

A revised report and route map had been received from Cornwall Council/CORMAC and pre-circulated to Cllrs. All agreed that the work was extensive and excellent. It was encouraging that the number of road crossings has been reduced (as per feedback at the public presentation on 20.11.17) and also to see for the first time potential route options through Broadmoor Farm. Cllrs asked CD to extend their thanks to Cornwall Council and CORMAC for a job well done. CD confirmed that Cornwall Council has agreed to provide information to *Love Saltash* for a future edition. With respect to potential funding from the Government's Coastal Communities Grant, Steve Foster of Cornwall Council confirms the route meets criteria for a 'coastal community', although SC needs further time to review the outcomes criteria to check if the project itself qualifies. Further update on 8.5.18. It was noted that details of Cornwall Council's community network highways scheme have been published and that the Parish Council's representative on the Caradon network panel (to be agreed on 8.5.18) could pursue this (see item 10b).

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

Pending outcome of 4.1. CD still to inquire if planning permission is required. Further update on 8.5.18.

7. Parish Council finances

7.1 To approve monthly payment schedules for April 2018

Payment schedules for April 2018 totalling **£1,141.23** 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 and his resignation. AT and SC had approved March payroll before being run. Ten extra hours for GDPR matters had been approved by AT and SC (as payroll signatory in the absence of the Chair) and, as per the agreement in closed session on 13.2.18, Cllrs approved this retrospectively.

(i) It was proposed by AT, seconded by SC and **RESOLVED**

To approve the Clerk's hours for March 2018 at 55.

(ii) It was proposed by SC, seconded by AT and **RESOLVED**

To approve the payment schedules dated 10.4.18 for £1,141.23 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.

BK adjourned the meeting and AT left the room.

AT returned to the room and BK reconvened the meeting.

7.2 To approve the quarterly/year end financial review

The following documents had been pre-circulated: bank statements 018 and 019 for the revenue account; print-outs of on-line bank statements dated 3.4.18 for the revenue and capital bank accounts; cash book, bank reconciliation and actual receipts/payments vs budget, all dated 6.4.18. Bank statement 020 for the revenue account was brought to the meeting. Variances in actual receipts/payments vs budget arising since the quarterly financial review of 9.1.18 as follows: general admin £736.39 vs budget of £250 (computer £406.63, lockable cabinet £108, approved in closed session on 13.2.18; these items also affect fixed assets by an additional £338.86 and £90 respectively, both ex VAT). The balances to carry forward to ye 31.3.19 for the revenue and capital accounts are £16,091.71 and £25,120.67 respectively, both of which balance with the cash books, bank statements and bank reconciliations.

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

To approve bank statements 018, 019 and 020 for the revenue account; on-line bank statement dated 3.4.18 for the capital account; and cash book, bank reconciliation, and actual receipts and payments vs budget for ye 31.3.18, all dated 6.4.18.

AT signed and dated all documents.

7.3 To receive an update on internal audit and annual return for ye 31.3.18

An engagement letter has been signed with Hudson Accounting for internal audit. CD has started to email the required documents and will meet the internal auditor on 30.4.18. This should allow the annual return to be discussed and approved at the Parish Council annual meeting in May. Links to documents required by the external auditor (PKF Littlejohn) have been circulated to Cllrs for information.

7.4 To review budget for precept for ye 31.3.19

The document agreed on 9.1.18 had been pre-circulated but could not be shown on-screen for technical reasons. CD summarised key points: the actual opening balance is £16,091.71 vs budget of £15k; precept is £11k; budgeted items over £1k (other than staff costs) include £1k for a Data Protection Officer, £1,500 for office space, and £2k carried as a reserve to cover potential bi-election costs.

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

7.5.1 Updated summary

Summary dated 31.8.17 was shown on-screen and noted.

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

BK to refine quote with carpenter for further consideration on 8.5.18.

7.5.3 Acquisition of pt9143: to note progress with inquiries.

Pending item 6.2. Further update on 8.5.18.

7.5.4 Medals of St Mellion WW1 soldier William John Smith: to discuss purchase

Cornwall Council confirms that purchase of the medals could be funded by the Community Chest scheme. Application forms for new financial year will be forwarded to the Parish Council in April/May. Cornwall Councillor Jim Flashman agreed verbally to approve the application. A parishioner has recommended a local framer and forwarded photos of their work which were shown on-screen.

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

To delegate authority to the Chair and Clerk to complete Community Chest grant application forms if they become available before 8.5.18.

7.5.5 Other suggestions arising

Cllrs discussed planting a tree in school grounds in memory of late Chair Ian Waite. CD to make inquiries and report to Cllrs on 8.5.18.

8. Parish Council governance

8.1 To note procedural matters following the death of Cllr Ian Waite

(i) A form for removal of names of both Ian Waite and Hugh Campbell from the bank mandate had been completed and was signed at the end of the meeting. CD to post to Lloyds. Further update on 8.5.18.

(ii) A new third signatory for payroll is required.

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

That the three signatories for monthly payroll approval will be Councillors Bridie Kent, Alan Twist and Steve Crook, with two of these three being required to confirm approval by email.

CD to confirm to payroll agent.

(iii) Parish Council mail delivered to the church hall: NH to be asked if he is willing to do this. Further update on 8.5.18.

(iv) Vacancy notice (for both Ian and Hugh): Cornwall Council has agreed to issue this after Ian's funeral as a mark of respect. The agreed date is 2.5.18.

8.2 To note Code of Conduct training dates

Waiting for confirmation from CALC. Further update on 8.5.18.

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

Waiting for confirmation from CALC. The internal auditor confirms the Transparency Code states smaller authorities should publish details of each individual item of expenditure over £100. Publishing a complete list of expenditure transactions also meets this requirement. It's possibly semantics as to whether publishing all the transactions in bits and pieces in the minutes is a 'complete list.' Note that publication in the minutes is a requirement of Financial Regulations rather than the Transparency Code. With respect to the publishing the asset register on-line, the Code requires land (including buildings) to be shown. If the Parish Council doesn't have any, it's hard to publish anything other a statement that says it doesn't have any. Cllrs agreed to wait for the internal auditor's report and act on his recommendations.

8.4 To note progress with requirements under the General Data Protection Regulation

(i) Information asset register (IAR) has been drafted and to be discussed in closed session (as per advice from Cornwall legal).

(ii) Archive hard copy documents are with BK (as GDPR Cllr). CD to source a lockable box for these.

(iii) 'Have Your Say' hard copy questionnaire responses have been shredded by CD. Soft copy documents and emails have been deleted. CD to repeat exercise for NDP questionnaire responses.

(iv) A copy of the procedures manual has been printed by St Mellion School at a cost of £10 (approved under de minimus by CD and BK as GDPR Cllr). This is to be kept by the Clerk and will ensure policy documents are held in a single, consolidated file.

(v) Cornwall Council confirms the cost of providing an email server service (to allow Cllrs to use [.gov.uk](mailto:gov.uk) email addresses) would be prohibitive but suggests Microsoft Exchange. SC confirmed there are other options to this that may be more cost-effective. Cllrs agreed to defer this until current vacancies had been filled and the views of new Cllrs could be taken into account.

(vi) Outstanding items: inbound/outbound data flows; privacy impact assessments; privacy notices (for Clerk, Cllrs, website); third party compliance checks; DPO appointment; IT policy and related actions; review of retentions policy and archive hard/soft copy files; incorporation in the procurement process.

(vii) Cllrs discussed the email (dated 4.4.18) from CALC re proposed measures required to enable to Clerk to be the DPO. CD clarified that the Clerk would take on DPO as a third role in addition to Proper Officer and Responsible Financial Officer. The Clerk would prepare paperwork for review (e.g. on a quarterly basis) but this would be approved by full Council (a sub-committee would not be necessary given the Parish Council's size). This would operate in much the same way as financial reviews currently are prepared by the Clerk and reviewed/approved by full Council. Cllrs understood the process but felt uncomfortable with the Clerk's potential exposure to fines, etc. in the event of a data breach. They also wished to know who could review/give feedback on the various GDPR documents being produced (e.g. the IAR) or if the Clerk has to take responsibility for this. CD to provide feedback to CALC and Cornwall Legal and request further guidance on the matter.

8.5 To agree date for annual meeting of electors and annual Parish Council meeting

The date was agreed as 8.5.18. The annual meeting of electors to start at 630pm; the Parish Council annual meeting to start at 7pm; the Parish Council ordinary meeting to start directly afterwards. CD to prepare notices and agendas and arrange the venue.

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

Emails from Superfast Cornwall had been pre-circulated and were shown on-screen. A feasibility assessment of post code PL12 6RX is due in July 2019. If it's feasible to extend Superfast to this area, roll-out would be planned for October 2019. If not feasible, households would be eligible for a £1,700 grant to find alternatives. In the interim, a grant of £350 can be applied for. Cllrs were minded to wait for the outcome of the feasibility study given community projects can take several years to get off the ground and also take a significant amount of resource. CD to confirm to the parishioner who raised the matter and also forward emails from Superfast Cornwall.

10b. Caradon Community Network Panel meetings: to note dates for 2018

Noted as follows: Thurs 31st May, 6.30pm, Callington Town Hall; Thurs 6th September 2018, 6.30pm, venue tbc; Thurs 29th November 2018, 6.30pm, venue tbc. The Parish Council's representative on the panel (currently AT) to be reviewed at the annual meeting on 8.5.18.

11. General correspondence

(i) Email from CALC (4.4.18) re S137 expenditure limit for 2018/19: this is set at £7.86 per elector.

(ii) Volunteering with CORMAC: email and poster received on 6.4.18. CD to upload to website. SC to add to notice boards.

(iii) Email from St Mellion PCC (10.4.18) requesting letter confirming benefits to Parish Council of the church hall toilet facilities being refurbished - for the purposes of grant funding. Cllrs asked CD to forward a letter accordingly.

12. Items for next Parish Council meeting agenda

Asset check; changes to on-line banking T&Cs.

It was proposed by BK, seconded by SC 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; Code of Conduct matters; information asset register and associated documentation.

The public session of the meeting closed at 2137.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 10th April 2018.

Signed

Name Bridie Kent
Position Chair of St Mellion Parish Council
Date 8th May 2018

St Mellion Parish Council						
Payment Schedule REVENUE ACCOUNT						
Date:		Tuesday 10th April 2018				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for March 2018	£567.27	000090	
Angela Greenhough	31.3.18	2198	Payroll services for March 2018 salary/pension/reimbursements	£10.14	000091	
Complete Business Solutions Group Ltd	13.3.18	SINV01345934	2no. ink cartridges £13.97	£11.57	000092	
	13.3.18	SCRN00382562	Credit note for 2no. ink cartridges £2.40			
WesternWeb Ltd	22.3.18	20155	Manage uploads to PC website for one year from 1.4.18	£144.00	000093	
St Mellion with Pillaton PCC	1.4.18	n/a	Church hall hire Q1 2018	£40.00	000094	
Zurich Municipal	2.4.18	31087070	Insurance premium for ye 27.5.19	£314.55	000095	
NEST	10.4.18	n/a	Employer + employee contribution to Clerk's pension March 2018	£47.16	DD	n/a
EE Mobile	18.4.18	n/a	Mobile phone air time	£6.54	DD	n/a
Total				£1,141.23		
Payment Approval						
Name			Signature			
Position			Date			
St Mellion Parish Council						
Payment Schedule CAPITAL ACCOUNT						
Date:		Tuesday 10th April 2018				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
None						
Total				£0.00		
Payment Approval						
Name			Signature			
Position			Date			

4.2 Local housing needs assessment: to discuss next steps

From Alyn Shott, Development Manager at CRHA (14.3.18)

- St Mellion currently has a need of 8 households on the register (Homechoice for rental) - see below table provided by Cornwall Council.

LocalConnectionArea	Band	Council Min Bedroom Need			
		1	2	3	Grand Total
St Mellion	Band A				
St Mellion	Band B				
St Mellion	Band C			1	1
St Mellion	Band D		1		1
St Mellion	Band E	1	2	3	6
St Mellion Total		1	3	4	8

- There are currently no planning applications with consent for affordable units.
- This indicates a modest unmet need which, in reality, is probably greater than these figures suggest.
- People registered with Homechoice for St Mellion is the same as in the May/June survey although the mix of house size is slightly different.
- In the survey, 11 household across St Mellion and Pillaton claimed to be in housing need but only 4 said they were registered - i.e. 7 were 'hidden' households in need but there was no detail about which parish they lived in. Local knowledge may be able to say whether this is a true reflection of need or still an underestimate.
- There was a 19% return to the survey which was considered statistically significant revealing a number of hidden households which matches our experience when developing in a rural community. The survey concluded there is justification for affordable housing for sale or rent of small-medium sized homes.

(From analysis of the survey data completed by BK and minuted on 13.11.17):

- 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

Outstanding question: which survey respondents are on each of the registers (Homechoice and Help to Buy)?

The survey says three people want to live in St Mellion and six are happy with either parish. If none of these are on either of the registers, that would be nine from the survey + eight on Homechoice + however many are on Help to Buy - which would be over 17 people wanting affordable homes. Even if (e.g.) only three of the nine in the survey aren't on the registers, that still would be 11+ people - which is more than the eight people Cornwall Council is quoting to CRHA.