

St Mellion Parish Council Meeting

Tuesday 8th May 2018 at 759pm

St Mellion International Resort

Minutes

In attendance

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

Five members of the public (three left at item 5.2; one left at item 7.1; one left during item 8).

1. Councillor matters

1.1 To receive apologies for absences None.

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 (10th April 2018)

2.1 To approve the minutes

It was proposed by AT, seconded by SC and **RESOLVED** (NH abstained as absent from the meeting) That the pre-circulated minutes were a true reflection of the Parish Council meeting and closed session held on 10.4.18.

BK signed and dated the minutes.

2.2 To note matters arising from the minutes

(i) Non-functioning streetlight in The Glebe: reported to Cornwall Council (on 17.2.18, 14.3.18 and 11.4.18) who confirms it is owned by Cornwall Housing. CD contacted Cornwall Housing on 11.4.18. Residents attending the meeting could not confirm if this has been repaired. CD to follow up with residents who reported the fault.

(ii) Dunstan Lane grit bin: AT has drilled holes in the bottom. CD to pursue quotes for two refill bags.

3. Questions from the public

(i) Michelle Bland asked why questions from the public come at the beginning of the meeting. CD explained this is to allow members of the public to make comments about an item on the agenda before Councillors discuss it.

(ii) Bryan Hammond asked why more people don't attend the meetings. BK replied that not everyone is interested in parish matters. Paul Teale stated it's because the Parish Council doesn't listen to people. Hilary Gil challenged this by saying she was there to thank the Parish Council for its support in a planning matter that affects her.

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

CD confirmed Chloe Lorraine at Cornwall Council is now handling the matter. Works are planned for summer although there has been mention of an 'embargo' that may delay this. Cllrs agreed that the footpath in Church Lane (on land dedicated by Ian Waite) be excluded as it is inappropriate to pursue this given Ian's death. Related funds to be transferred to the fourth bus shelter. Cllrs also agreed that the 2no. PTU grants of £3k each be transferred directly to the S106 pot rather than being paid to the Parish Council and then paid back to Cornwall Council. CD has forwarded details of pt9143 ownership and valuation (ref fourth bus shelter) for Cornwall Council's consideration.

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

Not to progress a footpath to the front of Golf View and to request that Cornwall Council transfers related funds to a fourth bus shelter.

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

That the 2no. Cornwall Council PTU grants of £3k each be transferred directly to the S106 pot held by Cornwall Council.

CD to confirm the decisions to Cornwall Council, follow up on the fourth bus shelter and also ask for details of the 'embargo' that may affect works.

4.2 Local housing needs assessment: to discuss next steps

BK hasn't had time to complete further analysis of the survey data. As per the resolution in the preceding annual meeting (item 11), this item to be removed from the agenda and reviewed on 11.12.18. CD to

confirm to CCLT and CRHA.

4.3 Recent planning applications: to note Cornwall Council's decision on PA17/10253 (reserved matters at St Mellion International Resort)

On 30.4.18, East Sub-area Planning Committee resolved unanimously to support the application. AT was unable to attend for health reasons but a three minute statement was sent to the case officer to be read out as well as accompanying charts to be shown on-screen. No further action.

4.4 Request for inquiry into Cornwall Council's planning officers' handling of PA17/12263: to note resolution in closed session on 10.4.18 not to proceed

It was resolved in closed session on 10.4.18 that the Parish Council does not have the resource currently to pursue this matter. No further action.

With respect to the related FoIA request, Cornwall Council confirmed on 3.5.18 that it would take too long to access all related files and so they are exempted from replying. Three documents have been sent, however, including the response already received from Phil Mason via Bob Egerton (dated 1.3.18), with most of it redacted. CD has asked why the information is redacted and also requested notes from just one specific meeting on 12.5.17. Further update on 12.6.18.

5. Highway matters

5.1 Given names for key parish roads (Bealbury Lane; Horsepool Lane; Wollaton Lane): to discuss next steps

As per the resolution in the preceding annual meeting (item 11), this item to be removed from the agenda and reviewed on 11.12.18.

5.2 Licence to permit public access through the Rectory drive and Glebe field: to review documents received

CD confirmed that the revised licence received on 1.5.18 excluded amendments suggested by the Parish Council on 23.11.17. The licence is being reviewed again by the Diocese's solicitors. Further update on 12.6.18.

6. Transport matters

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

SC hasn't had time to review the Coastal Communities grant document. As per the resolution in the preceding annual meeting (item 11), this item to be removed from the agenda and reviewed on 11.12.18.

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

Pending outcome of 4.1 and ongoing discussions with Cornwall Council. Further update on 12.6.18.

7. Parish Council finances

7.1 To confirm state of repair of Parish Council assets

AT confirmed no safety defects for grit bins at the end of Dunstan Lane. CD confirmed no safety defects for the computer and cabinet. SC confirmed no safety defects for the remaining assets and that the checks have been recorded on the check sheet.

7.2 To approve monthly payment schedules for May 2018

Payment schedules for May 2018 totalling **£1,068.21** for the revenue account and **£0** (zero) for the capital account were shown on-screen. NH had checked the payment schedules and invoices prior to the meeting. BK, AT and SC had approved April payroll before being run. Ten extra hours for GDPR matters had been approved by BK and AT and, as per the agreement in closed session on 13.2.18, Cllrs approved this retrospectively.

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

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

NH left the meeting.

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

To approve the payment schedules dated 8.5.18 for £1,068.21 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.

7.3 To note change of bank mandate

Letters from Lloyds dated 18.4.18 and 27.4.18 confirming Ian Waite's and Hugh Campbell's removal from the bank mandate had been pre-circulated, were shown on-screen and noted.

NH rejoined the meeting.

7.4 To note changes to on-line banking terms and conditions

Letter from Lloyds dated March 2018 had been pre-circulated and was shown on-screen. This confirms

that a signatory with on-line access could confer this right of access to a third party. Given BK is the only on-line signatory, only has read-only access and so can only transfer read-only access, Cllrs agreed that this change had little material effect on the Parish Council's business.

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 12.6.18.

7.5.3 Acquisition of pt9143: to note progress with inquiries.

Pending item 6.2. Further update on 12.6.18.

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

Application forms for Cornwall Council's Community Chest scheme for ye 31.3.19 had been received earlier in the day. Cllrs agreed to extend the delegated authority given to the Chair and Clerk on 10.4.18 to allow them to submit an application for the grant.

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

To delegate authority to the Chair and Clerk to complete the Community Chest grant application form for purchase and framing of WW1 medals of William John Smith.

7.5.5 Tree in school grounds to commemorate late Chair Ian Waite: to receive an update

CD confirmed that Head Teacher, Brenda Moore, had asked if a cup or trophy could be an alternative given current building works at the school. Cllrs prefer a tree given a cup has been purchased already for previous late Chair Ken Henley. It was also suggested that a sapling would be best planted in October when the building works would be finished. CD to revert to the school. Further update on 12.6.18

7.5.6 Other suggestions arising

None were suggested.

8. Parish Council governance

8.1 To note publication of Cornwall Council's notice for casual vacancies arising from the death of Chair Ian Waite and resignation of Cllr Hugh Campbell

This was published on the Parish Council's website on 1.5.18 and posted on the notice boards on 2.5.18. Further update on 12.6.18.

8.2 To note publication of adverts for Parish Clerk vacancy

Published on the Parish Council's website, CALC's website, CALC's newsletter, Callington Newsletter, Saltash Observer, and Liskeard Town Council's Facebook page. Application packs had been pre-circulated to Cllrs and are being emailed to interested parties. Deadline for applications is 25.5.18. Interviews likely to be in June. To be discussed further in closed session because it involves personal data.

8.3 To note Code of Conduct training dates

NH is unable to make CALC's training on 21.5.18. Waiting for more dates from CALC or Cornwall Legal.

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

(i) Email from CALC dated 26.4.18: the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils from the requirement to appoint a Data Protection Officer (DPO) under GDPR. Officials from the Department for Culture, Media and Sport have confirmed that all other measures still apply, but that appointing a DPO to support a council's approach to data protection will be discretionary and may be regarded as good practice. Cllrs discussed this and agreed to defer appointing a DPO for six months.

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

Not to appoint a Data Protection Officer at present but review the situation at the Parish Council meeting in December 2018.

(ii) Requirement for ongoing advice on GDPR: CD is currently pursuing with Cornwall Legal and also looking for alternative third party providers.

(iii) The draft information asset register has been updated. This would be discussed in closed session because it refers to personal and sensitive personal data.

(iv) NDP soft copy questionnaires and related emails have been deleted; hard copy questionnaires to be shredded.

(v) All soft copy documents and emails kept by the Clerk have been reviewed and deleted as required. Most hard copy documents kept by the Clerk have been reviewed and shredded as required.

(vi) The Clerk now has a second copy of the procedures manual which means separate/individual policy documents can be reviewed and destroyed if no longer needed.

(vii) Archive hard copy documents with BK to be reviewed. CD to source a lockable box for these.

(viii) Community groups on the Parish Council's website: two out of four have replied to request being

reconsented. Given the low level of interest and work involved in producing a bespoke privacy notice for this, Cllrs agreed to remove the Community page from the website and review in six months time.

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

To remove the Community page from the Parish Council's website and review again at the meeting in December 2018.

CD to confirm to WesternWeb.

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

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

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

10. General correspondence

Email dated 2.5.18 from the Local Government Boundary Commission for England: publication of draft recommendations for Cornwall Council postponed until 5.6.18.

11. Items for next Parish Council meeting agenda

VAT claim for ye 31.3.18; review of asset check form and procedure (from annual meeting).

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; information asset register and associated documentation.

The public session of the meeting closed at 2107.

I certify that these minutes are a true reflection of the St Mellion Parish Council meeting held on 8th May 2018.

Signed

Name Bridie Kent

Position Chair of St Mellion Parish Council

Date 12th June 2018

St Mellion Parish Council**Payment Schedule REVENUE ACCOUNT****Date:** Tuesday 8th May 2018

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for April 2018	£561.18	000096	
Angela Greenhough	4.5.18	2225	Payroll services for April 2018 salary/pension/reimbursements	£10.49	000097	
Cornwall ALC Limited	1.4.18	1819-170	Annual subscription for ye 2019	£182.40	000098	
Complete Business Solutions Group Ltd	20.4.18	SINV01391890	2no. ink cartridges £14.20	£7.06	000099	
	23.4.18	SCRN00386692	Credit note for 1no. ink cartridges £7.14			
WesternWeb Ltd	30.4.18	20224	Annual renewal of web space, content management licence and email services for ...gov.uk wef 18.6.18	£80.40	000100	
Callington Town Council	3.5.18	NewsAd 37/18	Publication of Clerk's job advert in Callington Newsletter May 2018	£48.00	000101	
Hudson Accounting Ltd	3.5.18	318	Internal audit fee for ye 31.3.18	£125.00	000102	
NEST	10.5.18	n/a	Employer + employee contribution to Clerk's pension April 2018	£47.16	DD	n/a
EE Mobile	18.5.18	n/a	Mobile phone air time	£6.53	DD	n/a
EE Mobile	18.4.18	n/a	Mobile phone air time adjustment from April payment schedule (recorded as £6.54 instead of £6.53)	-£0.01	DD	n/a
Total				£1,068.21		

Payment Approval

Name		Signature	
Position		Date	

St Mellion Parish Council**Payment Schedule CAPITAL ACCOUNT****Date:** Tuesday 8th May 2018

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

Payment Approval

Name		Signature	
Position		Date	