

St Mellion Parish Council Meeting

Tuesday 12th June 2018 at 705pm

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.

Cornwall Councillors Jim Flashman and Sharon Daw (joined at item 4.1, left at item 8.8)

Four members of the public (two left at item 7.4.5; one left at item 7.4.6; one left at item 8.8).

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 meetings (8th May 2018)

2.1 To approve the minutes

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

That the pre-circulated minutes were a true reflection of the Parish Council annual meeting, ordinary meeting and closed session held on 8.5.18, as well as the Annual Meeting of Electors.

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 and 10.5.18. Residents confirm this still has not been repaired. CD to contact Cornwall Housing again.

(ii) Dunstan Lane grit bin: CD confirmed CORMAC's minimum price for providing salt is over £100. Travis Perkins quotes c. £5 per bag. CD to look into setting up an account with Travis Perkins.

3. Questions from the public

Bill Sturgess complained about the state of the village and Polborder roundabout and that they need tidying up. BK confirmed that Cornwall Council has limited funds for this and that the Parish Council has resolved not to fund the work as it would require an increase in precept and parishioners would be paying twice for the service. Also, Polborder roundabout is in Pillaton parish. BK suggested discussing the matter with Cornwall Councillor Jim Flashman seeing as highways are owned by Cornwall Council.

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

Roadworks for speed humps and bus shelters are planned for 13th to 31st August and will be 24 hours including weekends. This will happen despite a usual embargo on roadworks to main highways during the tourist months. The light on The Glebe path is being priced and is included in the works. Cllrs discussed Cornwall Council's proposed site for a fourth bus shelter (northbound in the village) which is on highways land just to the south of the path between The Glebe and the A388. It was agreed that pt9143 was a preferable site for both safety reasons and because it would tidy up an unattractive piece of land. Cllrs were mindful, however, that pt 9143 is owned by the Diocese and that negotiations to purchase or rent it may go beyond the S106 expiry date in January 2019.

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

That pt9143 is the preferred site for the northbound village bus shelter but that Cornwall Council's suggested alternative site (just south of the path between The Glebe and the A388) would be acceptable if time does not allow the former to be funded from S106 (i.e. before the deed expires in January 2019).

CD to confirm to Cornwall Council

4.2 Cornwall Council's planning officers' handling of PA17/12263: to note response to Fol request

Received 5.6.18 and pre-circulated. Cornwall Council does not have any notes from the informal meeting held in Bodmin on 12.5.17. Cllrs agreed no further action to be taken.

5. Highway matters

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

A revised draft was received on 10.5.18. This was reviewed/reverted on 26.5.18. Once a final draft is re-

ceived, CD to discuss with Cornwall Legal (for general advice) and Zurich (to confirm liability cover required by the licence). Further update on 10.7.18.

6. Transport matters

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

Covered under item 4.1.

7. Parish Council finances

7.1 To approve monthly payment schedules for June 2018

Payment schedules for June 2018 totalling **£963.04** 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 and AT had approved May payroll before being run. Ten extra hours for GDPR matters had been approved by BK and AT, as per the agreement in closed session on 8.5.18, but these had been omitted from the PAYE/RTI and payslip. The amount of £105.65 (10 hours x £10.65 per hour less employee pension contribution) had been added separately to the May payment schedule and will be added to the June payslip, along with an associated pension contribution adjustment. Advice on GDPR from Cornwall Legal (phone call on 18.5.18) was charged at £175 (30 mins prep; 1 hour 45 mins phone call; 10 mins follow up @ £70 per hour). £99 had been approved by the Chair and Clerk under de minimus; Cllrs agreed the remainder retrospectively as being necessary to ensure GDPR compliance.

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

To approve payment of Cornwall Legal's invoice dated 8.6.18 for £175 for GDPR advice given to the Clerk on 18.5.18.

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

To approve the payment schedules dated 12.6.18 for £963.04 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.

7.2 To review asset check form and procedure

As per the minute from the Parish Council annual meeting on 8.5.18, the procedure and check sheet were reviewed. Assets are checked on a bi-monthly basis as follows: AT checks the two Dunstan Lane grit bins; Clerk checks the Parish Council computer and cabinet; all other assets are checked by SC who records all checks on a spreadsheet. The spreadsheet was shown on-screen. Cllrs agreed to continue with the current checking procedure but that the Clerk should keep and update the spreadsheet along with other asset documentation.

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

To continue with the current bi-monthly checks of the Parish Council's assets and for these to be recorded on the current spreadsheet to be kept and updated by the Clerk.

Clerk to email AT and SC bi-monthly on first of the month to request confirmation of asset checks.

7.3 To approve VAT claim for ye 31.3.18

The claim of £379.25 (for revenue and capital accounts combined) had been pre-circulated and was shown on-screen. HMRC has changed the procedure so the application form is completed on-line. Cllrs had no further questions.

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

To approve the VAT claim for ye 31.3.18 for £379.25 (for revenue and capital accounts combined).

CD to submit claim to HMRC.

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

7.4.1 Updated summary

Summary dated 31.8.17 was shown on-screen and noted.

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

BK confirmed that a meeting with the carpenter has been deferred due to family health issues. Further update on 10.7.18.

7.4.3 Acquisition of pt9143: to note progress with inquiries.

As per item 4.1.

7.4.4 Medals of St Mellion WW1 soldier William John Smith: to receive an update

As per authority delegated to the Chair and Clerk on 8.5.18, the application form for Cornwall Council's community chest grant was submitted on 24.5.18. This was for £300 for the medals, and max. £90 match funding from the Parish Council for framing. Further update on 10.7.18.

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

Email dated 9.5.18 from Head Teacher Brenda Moore confirms the school is willing to proceed with a tree. CD met Brenda at the school on 11.6.18 and agreed (a) the site for the tree and (b) to plant an oak sapling. Local nursery Tartendown is seeking prices for this. Planting is likely to be in September when

school restarts and there will be someone to look after the tree. CD confirmed an estimate of £100 for the tree, £100 for planting and £50 for a plaque. Cllrs agreed this could come from S106 funds associated with the solar farm permission.

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

To approve a £250 budget for planting an oak tree in school grounds and adding a plaque in commemoration of late Chair Ian Waite, to be funded from solar farm S106 funds.

CD to contact Cornwall Council re release of S106 funds.

7.4.6 Pedestrian access to south side of St Mellion village: to discuss possible improvements

This was suggested by SC with plans pre-circulated and shown on-screen. SC confirmed that dog walkers no longer use the field opposite the church hall because the new owner has padlocked the gates. An alternative walk uses the PROW through the Duchy field in Pillaton although bullocks there make it difficult to take dogs. Instead, dog owners are walking along the west side of the A388 (towards Polborder roundabout) where there is no pavement. SC suggested a pavement be installed here. Cllrs agreed this would be an expensive option, also in Pillaton parish, and that it may be quicker to request a protective fence be added to the PROW in the field. CD to contact the Duchy about this. Further update on 10.7.18.

7.4.7 Other suggestions arising

BK suggested litter signs as per St Dominic. CD to contact St Dominic Parish Clerk to request further information.

8. Parish Council governance

8.1 To note by-election for casual vacancies

The notice for this was published w/c 4.6.18. Nominations close at 4pm on Friday 15th June. After this a 'Statement as to Persons Nominated' will be published. Cornwall Council confirms the estimated cost of the by-election is £2,600. A further £200 is charged for poll cards. Cllrs agreed that poll cards are required to ensure all parishioners are aware of the by-election.

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

To approve using poll cards for the by-election to be held on 12.7.18 at a cost of £200.

CD to confirm to Cornwall Council by 15.6.18.

8.2 To note progress with recruiting a Parish Clerk

Interviews were held on 11.6.18. Outcome to be discussed in closed session because it involves sensitive personal data.

8.3 To note Code of Conduct training dates

Waiting for dates from CALC and/or Cornwall Legal.

8.4 To review service level agreement with Cornwall Legal for ye 31.3.19

As per the minute from the Parish Council annual meeting on 8.5.18, the SLA documents had been pre-circulated and were shown on-screen. Cllrs noted the increase in hourly rate from £95 +VAT to £96 +VAT and felt this was still good value for money vs high street solicitors.

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

To approve Cornwall Legal's service level agreement for ye 31.3.19.

CD to confirm to Cornwall Legal.

8.5 To discuss deferral of publication of Policy on Travel and Subsistence Expenses for Parish Councillors

As per the minute from the Parish Council annual meeting on 8.5.18, this must be published annually for a minimum of four weeks. At present, there isn't room on the notice boards (because of notices for the annual return public rights and by-election). Cllrs agreed to defer this until August.

8.6 To receive an update on publishing Community Grant Scheme form and guidelines

As per the minute from the Parish Council annual meeting on 8.5.18, a privacy notice is required for the application form before it can be published on the Parish Council's website. Further update on 10.7.18.

8.7 To discuss proposed amendments to the Parish Council's website

Cornwall Legal suggests using 'https' for the 'enquiries' form. WesternWeb suggests using 'https' for all pages as the flag about a 'non secure site' will increase in profile and may put people off using the site. The annual hosting fee would increase from £67 to £80 +VAT to supply the encryption certificate for https (effective for ye 31.3.20). Also, there would be a one-off charge to check the site integrity after the conversion (2-3 hours work) of no more than £90 +VAT. Cllrs agreed to proceed with this.

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

To approve using 'https' for the Parish Council website at an increased hosting fee of £80 +VAT pa (effective for ye 31.3.20) and a one-off integrity check of max. £90 +VAT.

CD to forward purchase order to WesternWeb.

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

(i) Advice on the draft information asset register (IAR) (dated 15.5.18) and other GDPR matters was re-

ceived from Cornwall Legal via telecon on 18.5.18. Notes from this had been pre-circulated. The draft IAR had been updated and pre-circulated and was discussed in closed session (because of references to personal data and sensitive personal data).

(ii) Cornwall Legal also confirmed that, as of 14.5.18, organisations with <250 employees only need to document high risk processes (where there is a risk of personal harm from a data breach). For the Parish Council, this probably is restricted to employee files. Inbound/outbound data flows and data protection impact assessments (DPIAs) are needed only for these files. Cornwall Council has forwarded a new, simplified DPIA template based on the ICO model.

(iii) A privacy notice has been added to the enquiries form on the Parish Council's website.

(iv) Third party data processors have confirmed GDPR compliance, as follows: Angela Greenhough (revised contract); Cornwall Legal (website statement); and WesternWeb (website statement). These confirmations had been pre-circulated, as well as links to compliance statements on the websites of EE and Land Registry. The internal auditor, Steve Hudson Accounting, confirms the engagement letter will be updated to reflect GDPR requirements before internal audit for ye 2019.

(v) The recently printed second copy of the procedures manual has been merged with other policy documents and the file and 'deduplicated'.

(vi) The hard copy NDP file has been shredded (this excludes questionnaires).

(vii) Outstanding items: shred NDP hard copy questionnaires; review hard copy archive docs + purchase secure box for these; complete inbound/outbound data flows and DPIAs for high risk processes; produce privacy notices for Clerk and Cllrs' emails, and community grant scheme application form; draft IT policy; review retentions policy; incorporate GDPR in procurement process; final review of soft and hard copy files kept by Clerk.

(viii) Email server service (to allow Cllrs to use [.gov.uk](mailto:) email addresses that can be accessed by the Clerk): WesternWeb can provide a system for £30 +VAT. A further £30 +VAT is chargeable for a visit to the parish to help Cllrs set up email on their devices. The system could use webmail only although this would be difficult to access from phones which most people use. SC also pointed out that the webmail will be cached by a computer anyway, and that there is the risk of the password being hacked. CD to look into how other town/parish councils manage this.

(ix) Longer term: review publication scheme when ICO has revised its model version; review procedures manual once GDPR measures are finalised.

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

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

10. Caradon Community Network Panel meeting 31.5.18: to note minutes

Unavailable; to be reviewed on 10.7.18.

11. General correspondence

(i) Email from Cornwall Council dated 10.5.18 re tree wardens had been pre-circulated and was noted.

(ii) Email from Cornwall Council dated 14.5.18 re planning enforcement cases not being put in the public domain had been pre-circulated and was noted.

(iii) CALC member survey: Cllrs agreed to complete this individually.

12. Items for next Parish Council meeting agenda

PA18/02972 forest school in Keason Plantation; quarterly financial review; asset check; end of annual return public rights on 13.7.18; Caradon CNP meeting minutes.

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 appointment of new Clerk and associated 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 12th June 2018.

Signed

Name Bridie Kent

Position Chair of St Mellion Parish Council

Date 10th July 2018

St Mellion Parish Council

Payment Schedule REVENUE ACCOUNT

Date: Tuesday 12th June 2018

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for May 2018 <u>as per payslip</u>	£515.55	000103	
C Douglas	n/a	n/a	Clerk salary for May 2018 additional 10 hours omitted from payslip less employee's pension contribution 95p	£105.65	000104	
Angela Greenhough	4.6.18	2246	Payroll services for May 2018 salary/pension/reimbursements	£10.49	000105	
CC St Mellion School	3.5.18	00001000071	Printing procedures manual	£15.00	000106	
The Saltash and District Observer	17.5.18	16712	Advert for Clerk vacancy	£56.00	000107	
Cornwall Council	8.6.18	98253326	GDPR advice 18.5.18 (inc £35 VAT)	£210.00	000108	
NEST	10.6.18	n/a	Employer + employee contribution to Clerk's pension May 2018 N.B. 45 hours processed instead of 55 - to be corrected in June payroll	£43.82	DD	n/a
EE Mobile	18.6.18	n/a	Mobile phone air time	£6.53	DD	n/a
Total				£963.04		

Payment Approval

Name		Signature	
Position		Date	

St Mellion Parish Council

Payment Schedule CAPITAL ACCOUNT

Date: Tuesday 12th June 2018

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

Payment Approval

Name		Signature	
Position		Date	