

St Mellion Parish Council Meeting

Tuesday 10th July 2018 at 7:00pm

St Mellion Church Hall

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; Renée Jackaman (RJ), incoming Clerk to the Parish Council.

Five members of the public (one arrived at 4.2 and left at 5.3).

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 (12th June 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 ordinary meeting and closed session held on 12.6.18.

BK signed and dated the minutes.

2.2 To note matters arising from the minutes

(i) Non-functioning streetlight in The Glebe [actually on St Mellion Cottages]: reported to Cornwall Council (on 17.2.18, 14.3.18 and 11.4.18) and Cornwall Housing on 11.4.18, 10.5.18 and 14.6.18. Not repaired yet. Second light on the Cottages now flickering. Email dated 5.7.18: Cornwall Housing apologises and will follow up.

ACTION: RJ/CD to chase this up again.

(ii) Salt for Dunstan Lane grit bin: account set up with Travis Perkins; requires driver's licence of person operating account.

ACTION: RJ to visit Travis Perkins with her driving licence to open the account. Two bags of salt to be ordered under de minimus for delivery to Dunstan Lane bins.

(iii) Website https: purchase order sent to WesternWeb. Further update on 10.9.18.

From the closed session

(iv) Cllrs discussed new Clerk appointment, terms and conditions, and follow-up actions.

(v) Cllrs discussed the information asset register (IAR) with the following outcomes: add new asset check procedure (agreed 12.6.18 under item 7.2); keep soft copy only of payment schedules, payslips, RTIs, HMRC 'P' forms; Cllrs' names only to be published on the Parish Council's website; retention periods in IAR to supersede Retentions Policy approved 14.2.17 (until it can be revised); retention of hard and soft copy correspondence to be discussed further; other personal and pension data to be discussed further.

(vi) Cllrs agreed to delete all Parish Council documents and emails from all their devices (and empty trash) after every Parish Council meeting. This is to be included in an IT policy to be drafted.

(vii) Cllrs discussed alternative options for recording closed session minutes but agreed they all had the same outcome but for greater effort. It was agreed to continue as-is, i.e. summarising key points under matters arising at the following Parish Council meeting. Further advice to be sought on retention period.

3. Questions from the public

None.

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 still planned from 13.8.18 to 31.8.18. Cornwall Council confirms non-s106 funds will be used for the fourth bus shelter which removes the deadline for agreeing the site (still tbc). Cornwall Council has asked the Parish Council to apply for a further Passenger Transport Unit (PTU) grant to help with costs (discussed at item 6.1). Cornwall Council is consulting their legal team re purchase of pt9143.

ACTION: CD/RJ to pursue with Cornwall Council. Further update on 10.9.18.

4.2 PA18/02972 Forest School in Keason Plantation: to agree a comment

Documents had been pre-circulated and were shown on-screen. BK clarified the location of this

proposal. Keason Woods has no public right of way through it and the only buildings nearby are a stable. The access road is wide enough to accommodate a tractor and it opens onto a quiet road with very little traffic. Cllrs agreed that this was a very good use of the land and an environmentally sound proposition.

It was proposed by BK, seconded by NH and **RESOLVED**
To support PA18/02972 Forest School in Keason Plantation.

ACTION: CD to confirm to Cornwall Council on 11.7.18.

5. Highway matters

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

Email dated 26.6.18: Savills acknowledged the Parish Council's latest reverts. Now waiting for revised licence from Diocese's solicitors. This will be forwarded to Cornwall Legal for an opinion and to Zurich to check liability cover/any incremental premium. Further update on 10.9.18.

5.2 Fence for PROW through field west of Polborder: to discuss response from the Duchy

The farmer confirms there has been no livestock in the field so far this year although bullocks/steers/heifers will be there later on. These don't cause issues to dog walkers as long as dogs are on a lead. He is open to the path being fenced but this would have to be paid for and maintained by the Parish Council (as well as the hedge there). SC commented that the field can be boggy in winter and with high grass in summer, which would require mowing/ongoing maintenance to allow access to the PROW throughout the year. A paved footpath along the A388 was preferred by village residents and those living at Tremoan. Cllrs agreed to take no further action but consider a pavement for the A388 under item 5.3.

5.3 Cornwall Council Community Network Highways Scheme: to agree proposals for the Network Panel's consideration

Cornwall Council's 'expression of interest' documents had been pre-circulated. Proposals for the parish had been pre-circulated and were shown on-screen, as follows.

- i. Width limiters at Clapper Bridge (suggested by a parishioner).
- ii. Footpath between The Glebe and Polborder (suggested by SC).
- iii. Footpath between the village and Resort old entrance (suggested by BK).
- iv. TRO opposite the school (suggested by AT).
- v. Mirror on BT pole at junction of A388 and Church Lane (suggested by NH).

Discussion of these options resulted in agreement that the following should be combined: ii and iii; iv and v. Prioritisation was agreed as follows: 1. iv/v to mitigate traffic congestion and road safety hazards; 2. ii/iii to enable safe pedestrian access to/from the village and Viverdon car boot sale, Crocadon, northern bus stops, and Briston Orchard/Tremoan/Halton Quay/fields/woods to the south; 3. Clapper Bridge to prevent further damage to a scheduled monument, associated repair costs and closure of a key route during related works (prioritised third because it is believed a separate CORMAC budget exists for this).

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

To submit the following proposals for Cornwall Council's Community Network Highways Scheme: reduced congestion and improved safety at the junction of Church Lane and the A388; safer pedestrian access to north and south of village; and protection and preservation of Clapper Bridge.

ACTION: CD to draft formal application forms and circulate to Cllrs before submission to Cornwall Council by 20.7.18.

6. Transport matters

6.1 Installation of northbound village bus shelter

6.1.1 To receive an update

As per 4.1, location still tbc but Cornwall Council is looking to fund this and has asked the Parish Council to apply for a PTU grant to help with costs.

6.1.2 To agree application for Cornwall Council passenger transport unit (PTU) grant

A draft was forwarded to Cornwall Council on 27.6.18 but this is pending confirmation of site location.

ACTION: RJ/CD to pursue with Cornwall Council. Further update on 10.9.18.

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 (4.7.18). CD confirmed no safety defects for the computer and cabinet (1.7.18). SC confirmed no safety defects for the remaining assets (4.7.18). CD has recorded checks on the check sheet. Next check due in September.

7.2 To approve monthly payment schedules for July 2018

Payment schedules for June 2018 totalling **£702.72** 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 SC had approved June payroll before being run. Ten extra hours for GDPR matters had

been approved by BK and AT.

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

To approve the payment schedules dated 10.7.18 for £702.72 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 approve quarterly financial review

The following documents had been pre-circulated and were shown on-screen: bank statements 21, 22 and on-line statement dated 3.7.18 for the revenue account; on-line statements dated 8.5.18, 10.6.18 and 3.7.18 for the capital account; cash book, bank reconciliation, and actual receipts/payments vs budget (all dated 5.7.18). Key points: bank statements were reconciled with cash books for revenue and capital accounts with adjusted balances of £18,799.79 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 31.3.19 for revenue account £15,630.01. Budget variances of +/- £100 or 15% as follows: actual opening balance £16,092.72 vs budget £15,000; actual VAT claim £379.25 vs budget £280 (this was estimated); receipt of Cornwall Cornwall Community Chest grant £300 not forecast; staff costs actual £6,725.33 vs budget £6,246.6 (additional hours for GDPR; two Clerks for July/August); vacancy election actual £2,600 vs budget £2,000 (budget was inflated over and above Cornwall Council's recharge of £1,609.13 for the 2017 county election but still £600 short); website amendments actual £252 vs budget £150 (additional amount for https approved 12.6.18). Cllrs had no further queries.

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

To approve bank statements 21, 22 and on-line statement dated 3.7.18 for the revenue account; on-line statements dated 8.5.18, 10.6.18 and 3.7.18 for the capital account; and cash book, bank reconciliation, and actual receipts/payments vs budget, all dated 5.7.18.

NH signed and dated all documents.

7.4 To note end of annual return public rights on 13.7.18

Notices to be removed from the boards and the Parish Council's website after this date.

7.5 To approve new Clerk's entry to Parish Council pension scheme

As per terms of the employment contract dated 5.7.18, RJ has requested enrolment in the Parish Council's pension scheme with NEST. The Parish Council contributes 8% of salary and the employee contributes 1%.

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

That Renee Jackaman be enrolled in the Parish Council's pension scheme with NEST with immediate effect, with an employer contribution of 8% of salary and employee contribution of 1% of salary.

ACTION: CD to confirm to payroll agent.

7.6 To approve payment of July 2018 salaries, pension and reimbursements, plus payroll agent's invoice

There is no Parish Council meeting in August; the next payment schedule is in September. Cllrs agreed to approve in advance payment of salaries and pension contributions for both Clerks, plus payroll agent's invoice (£10.49), and that all necessary cheques can be signed outside of a Parish Council meeting. All items will be added retrospectively to the September 2018 payment schedule.

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

To approve payment of payroll and pensions contributions for July 2018, plus the payroll agent's invoice, and sign cheques as necessary outside of a Parish Council meeting.

ACTION: CD to arrange payments for August 2018; RJ to add items to payment schedule for September 2018.

7.7 To approve changes to bank mandate

The following was agreed: add RJ to the bank mandate immediately; remove CD and change the mailing address at the end of July; complete mandate forms for two new Cllrs during July for approval and signature on 10.9.18.

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

To add Renee Jackaman to the Parish Council's bank mandate with immediate effect; to remove Christine Douglas from the bank mandate and change the mailing address at the end of July 2018.

The bank mandate form for adding RJ was signed at the end of the meeting.

ACTION: CD to send the form for adding RJ to the bank mandate to Lloyds, and to complete mandate forms for adding new Cllrs, removing CD and changing mailing address. RJ to ensure forms for removal of CD and change of mailing address are signed and forwarded to Lloyds; and to ensure Cllrs approve and sign mandate forms for new Cllrs on 10.9.18 then forward to Lloyds.

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

7.8.1 Updated summary

Sheet dated 2.7.18 had been pre-circulated but was unavailable to see on-screen. Cllrs note addition of £250 for the commemoration tree for late Chair Ian Waite and £50 for framing WW1 medals (both to be funded from the Newton Ferrers s106); also £300 for purchase of WWI medals (to be funded by Cornwall Council's Community Chest grant).

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

BK has shown the carpenter the three sites for AED cabinets. Weed and bramble clearance is necessary at the village site. The carpenter is checking necessary permissions from Cornwall Council/CORMAC for closing the path whilst the work is carried out and also consulting HSE. This will affect the quote.

CORMAC has given approval for the sites in Dunstan Lane (email dated 7.10.17) but further permission has been requested for changing the village site from right of the phone box to left of the notice board.

ACTION: CD/RJ to pursue with Paul Allen of CORMAC. Further update on 10.9.18.

7.8.3 Acquisition of pt9143: to note progress with inquiries

Pending outcome of item 4.1. Deferred to 10.9.18.

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

Cornwall Council has approved application for a Community Chest grant for £300 to purchase the medals. The letter dated 21.6.18 had been pre-circulated and was shown on-screen. Email dated 3.7.18: Cornwall Council approved use of Newton Ferrers s106 for framing at an estimated £50-90 (no VAT). Derek of Affordable Art Framing in Callington has provided the quote. Further quotes are not required because the amount is under £100.

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

To purchase WW1 medals of William John Smith at a cost of £300 (no VAT) (to be funded by Cornwall Council's Community Chest grant) and frame these at an estimated cost of £50-90 (no VAT) (to be funded by the Newton Ferrers s106).

ACTION: CD to send purchase order to Scotmint, take receipt of medals, and hand them to RJ at the end of July. RJ to meet Derek of Affordable Art Framing to discuss framing the medals, send a purchase order to him, then forward subsequent invoice to Cornwall Council to release s106 funds to the Parish Council's capital bank account.

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

The following estimates have been confirmed: Tartendown Nurseries to supply tree + stake/tie/spiral/compost/feed £99 +VAT; Tristan Moon to plant tree £80 (no VAT); Cornwall Trophies for bronze plaque £35-55 + VAT (depending upon inscription). Competitive quotes are not required because all items will be provided by different suppliers at less than £100 each. The tree to be collected by Tristan Moon and planted in September/October. Email dated 3.7.18: Cornwall Council approved use of Newton Ferrers s106 for the tree, planting and plaque, and has earmarked £250 for this.

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

To approve a budget of £250 for a tree and planting items, the planting itself and an inscribed bronze plaque to commemorate late Parish Council Chair Ian Waite (to be funded by the Newton Ferrers s106).

ACTION: CD to send purchase orders to all suppliers, draft wording for plaque and discuss this with Ruth Waite and the school. RJ to follow up with suppliers in September/October, then forward invoices to Cornwall Council to release s106 funds to the Parish Council's capital bank account.

7.8.6 Pedestrian access to south side of St Mellion village: to receive an update

Cllrs agreed to remove this item from future agendas as it is covered under 5.3.

7.8.7 Litter picking: to receive information from St Dominic Parish Council

BK summarised highway litter signs in St Dominic parish and showed on-screen email from parishioner who had arranged this. Cllrs agreed to seek views from CORMAC before progressing further.

ACTION: CD/RJ to seek guidance from Paul Allen at CORMAC. Further update on 10.9.18.

7.8.8 Other suggestions arising

None.

8. Parish Council governance

8.1 To note polling arrangements for by-election on 12th July 2018

The notice of poll was published on the Parish Council's website and boards on 4.7.18. Polling to be held in the church hall from 7am to 10pm. CD and RJ to meet with new Cllrs asap after this to complete acceptance paperwork and arrange criminal record checks.

8.2 To note break-down of costs for the by-election

A break-down of the estimated £2,600 fee was received from Cornwall Council on 18.6.18, pre-circulated to Cllrs and shown on-screen. Further inquiries with Cornwall Council confirmed that the £585.25 clerical allowance is a set fee for all parish and town councils and is a recharge based upon staff time. Postal votes returned (55 vs 94 sent out - i.e. 58.5% of voters using the service) is an estimate made before the return deadline. General postage to candidates (50 items totalling £28) includes notice of validity, copies of statements, count tickets, results, etc. Cllrs had no further queries.

8.3 To note Code of Conduct training dates

Cornwall Council has confirmed training on 2.10.18, 10am-12pm, in the Public Hall, Liskeard. There is no charge for this. CD has booked four places. NH and RJ have confirmed attendance. Two new Cllrs to confirm availability after the by-election.

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

Deferred to 10.9.18 as the privacy notice is still pending.

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

(i) The status and outstanding actions for twenty items are now recorded on a GDPR checklist. This had been pre-circulated and was shown on-screen.

(ii) The checklist notes an updated information asset register (IAR); draft inbound and outbound data flows; and draft data privacy impact assessment (DPIA) (based on the ICO model) for criminal record checks. These were reviewed in closed session because they involve sensitive personal data.

(iii) New to the checklist are an annual audit and annual report, as suggested by CALC. These aim to incorporate GDPR in the standard internal audit/annual return process. Both to be reviewed at year end.

(iv) Cllrs discussed paying for Cornwall Legal's time to review data flows and DPIAs with RJ. This would be charged at the service level agreement (SLA) rate of £96 +VAT per hour. Cllrs agreed to 90 minutes to include the telecon and any prep/follow up by Cornwall Legal.

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

To approve 1.5 hours of Cornwall Legal's time to review data flows and DPIAs at the agreed SLA rate of £96 +VAT per hour, i.e. a maximum of £144 +VAT.

ACTION: CD to forward purchase order to Cornwall Legal; RJ to arrange telecon date/time.

(v) A round-robin email via CALC to town and parish councils re their use of .gov.uk addresses for Cllrs had resulted in eight responses. CD to summarise and circulate.

(vi) Cllrs discussed the forthcoming case of Thanet District Cllr Suzanne Brimm who had kept sensitive personal data on her own device without being registered as a data controller. Advice from CALC on the matter (email dated 19.6.18): 'The case law established by Cllr Brimm next September will give further guidance...[the Parish Council and its Councillors] should consider what data they hold and whether there is a proportionate need [to register as a data controller].' A pragmatic alternative is to maintain proper systems to manage the data shared. Cllrs agreed this placed added emphasis on having a robust IT policy and it was noted this must be a priority under GDPR.

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

Minutes were noted.

11. General correspondence

(i) Email from CALC (5.7.18): The Armistice and Armed Forces Communities Programme is still open for application. CD to publish details on the Parish Council's website.

12. Items for next Parish Council meeting agenda

Asset check.

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 21:15.

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

Signed

Name Bridie Kent

Position Chair of St Mellion Parish Council

Date 10th September 2018

St Mellion Parish Council**Payment Schedule REVENUE ACCOUNT**

Date: Tuesday 10th July 2018

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
C Douglas	n/a	n/a	Clerk salary/reimbursements for June 2018 payslip £725.63 less £105.65 omitted from May 2018 payslip but paid for May	£619.98	000109	
HM Revenue & Customs	n/a	n/a	Tax on Clerk salary	£4.80	000110	
Angela Greenhough	2.7.18	2268	Payroll services for June 2018 salary/pension/reimbursements	£10.49	000111	
NEST	10.7.18	n/a	Employer + employee contribution to Clerk's pension June 2018 N.B. Includes correction for May 2018 (45 hours processed instead of 55)	£60.92	DD	n/a
EE Mobile	18.7.18	n/a	Mobile phone air time	£6.53	DD	n/a

Total				£702.72		
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Payment Approval

Name		Signature	
Position		Date	

St Mellion Parish Council**Payment Schedule CAPITAL ACCOUNT**

Date: Tuesday 10th July 2018

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

Payment Approval

Name		Signature	
Position		Date	