

St Mellion Parish Council Meeting

Tuesday 11th September 2018 at 7:00 pm

St Mellion Church Hall

Minutes

In attendance: Bridie Kent (BK), Alan Twist (AT), Pam Sambrook (PS), Hilary Gill (HG), Steve Crook (SC) Renée Jackaman – Parish Clerk (RJ)
Councillor Jim Flashman and five members of the public (two left at 4. Planning, three left at 7. Finances)

1. Councillor matters

- 1.1 To receive apologies for absences. Nick Habermehl
- 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

BK formally welcome new councillors Hilary Gill and Pamela Sambrook.

2. Previous Parish Council meeting (10th July 2018)

2.1 To approve the minutes:

It was proposed by AT seconded by SC and **RESOLVED** to approve the minutes.

2.2 To note matters arising from the minutes

- (i) Non-functioning streetlight on St Mellion Cottages: Now confirmed as fixed via email of 13th July from Paul Hoult.
- (ii) Purchase of salt for grit bins: RJ has registered with Travis Perkins, but they do not supply any grit bags less than a tonne until October, so the purchase will be made then.
- (iii) Western Web http purchase update: The https conversions for St Mellion will begin shortly. For a period of a few weeks both http and https will work - this transition period is required to transfer Google indexing to the https site. Once we are confident that has completed the http site redirects to https.
From the closed session
- (iv) Cllrs discussed new clerk appointment and handover matters
- (v) Cllrs discussed ex-clerk leaving date of 31st August 2018.
- (vi) Cllrs discussed the following GDPR matters: retention of employee appraisals in soft copy only, hard copies to be shredded; update of NEST pension details with new clerk details; privacy notice for re-consenting parishioners using private email addresses; destruction of all hard copy letters of support relating to the Safe Passageway Scheme (currently on hold), excepting letters from MPs, all other will need to be requested again since they pre-date the change of office.
GDPR session also held in 14th August, not formally minuted, to help with handover.

3. Questions from the public:

Paul Holt: Can you write to CC to trim the road hedge north of the entrance of the Glebe as impairing visibility to the left. They have already trimmed up so far and then stopped. Potentially a hazard when coming out into the A388. None of the hedge has been trimmed on the houses side.

ACTION: RJ will contact CORMAC and request the work.

Geoffrey Postles: Thanks to PC for diligence in getting the traffic calming and new bus shelters to happen. The village one and northbound one are both fine but the southbound by Crocodon is the wrong way around for weather? Is there a reason why this was changed from the other way around in original plan four years ago?

AT commented that this is the second person who has raised this.

ACTION: RJ will check the latest plans and contact CORMAC to raise the issue.

Geoffrey Postles: Wanted to emphasise that people locally are interested in local government and the work of the parish council, even if they don't turn up to the meetings. The ready availability of agenda and minutes on the website is a useful thing.

Councillor Jim Flashman's Report:

At full council today, they were making the decision to change the number of seats, he is making representation for St Mellion, Pillaton, Stoke Climsland and St. Dominick to try and make them into one ward, rather than the existing plan of Altarnun with Stoke Climsland and St. Dominick with Callington. He will report back. He has also had meeting with St, Mellion Golf Club is planning to revive the old site on the west part of club. This will be affordable housing either on that or the middle section or open market on the middle or up on the main road. This means that the holiday accommodation would be close to resort and affordable housing closer to village. He has advised them to come and talk to the Parish Council. CiL is a potential problem as affordable housing doesn't come under this. He emphasised that the decision is the Parish Council's to make.

4. Planning matters

4.1 Section 106 measures: to receive an update on completion of works re: traffic calming in Church Lane, light on The Glebe path and bus shelters

Everything has been put in place, finishing off and tidying still to do. Traffic calming measures in Church Lane are traffic friendly and a good job has been done. The light at the Glebe path has been wired up and three bus shelters are erected, one of these needs to be turned around.

4.2 Planning Applications:

4.2.1 PA/18/07554 Mr. B. Pound, Dunstan Farm Cottage, Dunstan Lane, St Mellion, PL12 6RX. Alterations to garage to provide family room and additional bedrooms over the existing kitchen and garage.

To agree comment (deadline extended to allow comment on 12th September).

Following a discussion and viewing of the plans and elevations it was proposed by AT, seconded by SC and **RESOLVED** to support this application.

ACTION: RJ to record this decision on the register by 12th September

4.2.2 PA/18/01779 PREAPP Sawmill at Pentillie Castle St Mellion Cornwall

Pre-application advice for conversion of existing barns for wedding/conference event use. Re Roofing in insulated metal profiles. Erection of oak frame extension to north elevation/ parcel of land to barns for wedding/conference event use alongside converted barns.

Noted that the application has been submitted. No further comment

4.3 Enforcement: Refusals, Approvals & Appeals:

4.3.1 PA18/02972 Keason Plantation Road from Axford Hill to Vallards Lane Pillaton PL12 6QP Use of land for forest school education activities including provision of yurt, kitchen, compost toilet and store:

Approved with conditions **NOTED**

4.4 Cornwall Council Planning Matters

4.4.1 Draft Validation Guide including the Local List

The Planning and Sustainable Development Service is in the process of updating its Local Validation List. A draft Validation Guide has been produced (including the local validation list) with the aim of providing applicants and agents with as much information as possible to submit an application 'right first time' and avoid any delays at validation or during the planning process. To discuss and give comments for submission by 14th September

Councillors viewed the details on screen and concurred that this is a very useful resource for anyone wishing to submit a planning application.

ACTION: RJ to submit the above comments by 14th September.

4.4.2 Community Infrastructure Levy – Charging Schedule & Consultation on how the CIL should be spent

At a meeting of Full Council on 10 July 2018, Cornwall Council adopted the Community Infrastructure Levy (CIL) Charging Schedule. This sets out the rates that new development will be charged from 1 January 2019. Consultation on progress between now and then will be ongoing.

15% of any Community Infrastructure Levy (CIL) will be given to Town and Parish Councils to use in the area where the levy was paid. An additional 10% of the levy raised will be given to local councils that have a Neighbourhood Development Plan. Cornwall Council must decide how the remainder of the Community Infrastructure Levy is spent, by whom and on what and would now like to hear further views to inform the Council's broad approach to the allocation and spend of the Community Infrastructure Levy. Importantly, the allocation of the remaining 70% - 80% 'strategic share' is at the discretion of Cornwall Council, which is the focus of the current survey. Views are sought on how the 'strategic share' should be allocated and the type of infrastructure it should be spent on. The results of the survey will be reported to Cornwall Council committees this autumn and the Council's Cabinet in December 2018. Councillors viewed the details of the communication from Cornwall Council on screen and agreed that individual councillors will give feedback. It was noted that attendance at consultation meetings in the future would be desirable if the opportunity arises.

Note of St. Mellion CIL status:

St Mellion has been put into the top category of zoning because of the high turnover of expensive housing in Dunstan Lane. This was despite the council's strenuous protest which were disregarded. This will now make it very difficult for a developer to build in St Mellion unless it is "social housing" which is exempt. The surrounding parishes are all in low zones. This drives the Golf Club to opt for social housing although their pre-app was submitted before the CIL goes into force on 1st January 2019. It is thus hard to imagine what sort of development (if any) will occur so it is best if St Mellion does not participate in the consultation.

5. Highway matters NONE

6. Transport matters

6.1 Proposed siting of northbound village bus shelter on pt9143:

6.1.1 To receive an update: No News from the Cornwall Legal team

6.1.2 Application for Cornwall Council passenger transport unit (PTU) grant Not possible until the site is confirmed

ACTION: RJ to chase up again for next meeting and find out time period for applying for PTU grant.

7. Parish Council finances

(BK moved the following item to this part of the meeting to allow members of the public who needed to leave to view the framed medals).

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

These have now been framed by Affordable Framing in Callington, charge is £65 inclusive of VAT. AT to fit it to the wall and take them home for security until he has. The high standard of the work was commented on and appreciated by all.

7.1 To confirm state of repair of Parish Council assets: all in good order

ACTION: RJ to update the spreadsheet and add medals to the list.

7.2 To approve monthly payment schedules for September 2018

It was proposed by BK, seconded by HG and **RESOLVED** to approve the monthly payment schedule.

7.3 To approve payment of September 2018 salaries, pension and reimbursements, plus payroll agent's invoice pre-approved by email check

It was proposed by BK, seconded by AT and **RESOLVED** to approve payment of salaries, pension and payroll fees.

7.4 To approve changes to bank mandate

Christine Douglas has been removed from mandate, RJ has been added. HG and PS need to be added to the mandate.

It was proposed by BK, seconded by PS and **AGREED** that HG and PS should be added as signatories.

ACTION: RJ to source change of mandate forms for completion by HG and PS.

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

7.5.1 Updated summary: No change since last meeting

7.5.2 Community defibrillator: to receive an update on installation matters and agree next steps: BK has contacted the contractor about getting permissions to work in the highway, no news has been received so an update was scheduled for the next meeting.

7.5.3 Acquisition of pt9143: to note progress with inquiries see 6. Above.

7.5.4 Medals of St Mellion WW1 soldier William John Smith: to receive an update. (item moved, see above).

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

Tristan Moon says October is best (September is likely to be hot) and asks if we can let him know what dates will suit us best.

BK suggested half term week when the children are on holiday as less disruptive to the school. SC to contact Ruth Waite to see if the family are available. BK suggested that Saturday 20th September would be the most likely date.

ACTION: RJ to contact Tristan Moon and invite Christine Douglas; also, to design invitation.

7.5.6 Litter picking:

CD had previously contacted Cornwall Council to enquire about the possibilities of erecting similar signs to those used by St. Dominick village. The following comment was received from Paul Allen:

“The sign on the highway verge has been placed without permission and is unauthorised. It should not be there. I therefore cannot give permission for such signs on the highway or on any other CC environment asset sites. They are in contravention of the Highways Act and the Town and Country Planning (Control of Advertisements) Regulations”.

RJ has discovered that CORMAC run a scheme whereby they will provide all equipment needed and assistance for local litter picking and gardening projects. The flyer is to be found on the Cornwall Council website: <https://www.cormacltd.co.uk/media/7621701/volunteer-trailer-flyer.pdf>

RJ also knows Mikkie Raphael who founded and runs the Callington Volunteer Litter Picking Group. Mikkie will be happy to help with advice and recruitment of volunteers. It was decided to agree on a date for the litter pick at the next meeting.

ACTION: RJ will consult with Mikkie Raphael, Rebecca Dickson of Cornwall Council about the CORMAC scheme and Amanda Copson, who organised the previous litter picking event and will coordinate information for the next meeting.

7.5.7 Other suggestions arising

RJ reported that the clerk's EE phone was unable to receive a signal at her home and asked if it would be alright to cancel the contract as not of use? Stoke Climsland Parish Council have asked her to source a smart phone with Wi-Fi calling for Council business

use, as this will deal with the problem of no mobile signal. One of the Stoke Climsland councillors suggested getting a contract for dual sim phone, so that one handset could be used for both parishes. They suggested that the costs be split 50/50 between the two parish councils. RJ has identified only one UK contract for a dual sim phone in the UK, with Three. The costs are £47 upfront then £27 per month, which cost would be shared equally with Stoke Climsland Parish Council.

It was proposed by AT, seconded by SC and **RESOLVED** to approve this expenditure.

ACTION: RJ will seek approval for the expenditure at the next meeting of Stoke Climsland Parish Council on 17th September and once approval is granted will secure the phone and contract as quoted.

8. Parish Council governance

8.1 To note Code of Conduct training change of dates

The date has been changed to the 14th January 2019. RJ has asked about earlier sessions but there were no spaces left. RJ has had training at the last minute when spaces came up at St. Dennis on Monday 3rd September.

ACTION: RJ to check that HG, PS and NH are booked on the 14th January session in Liskeard.

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

Sarah Mason of CALC has confirmed that there is no need to create separate Privacy Notices for any forms or employee records. It is essential to have a generic Privacy Notice and Terms of Use document displayed on the website, which can then be referred to by any applicant and in any communication. RJ has drafted such a notice for approval. Councillors reviewed this draft in pre-reading.

It was proposed by HG, seconded by PS and **AGREED** to adopt this draft Privacy Notice

ACTION: RJ to contact Western Web to upload this to the website.

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

- (i) RJ has added Travis Perkins to the Privacy Notices
- (ii) RJ has enquired about GDPR refresher training with Cornwall Legal and been informed that there are no plans to organise any training on this at the moment.
- (iii) Summary of responses to the question of gov.uk email domains for councillors which were gathered by Christine Douglas before she left.

The emails received about this share a common theme: the set up was conducted by the web management services and/or IT officer for each council, sometimes there was a fee for set up but often not. A lot use Outlook on Office 365 to allow councillors to access the inbox on personal device (also useful for the clerk). Costs for using Office 365 to access an inbox at about £45 per user per month. It is entirely possible that there is a cheaper a solution, but this system is one which is most popular and user friendly.

None of those who responded had yet created a policy but there is a useful example which could be adapted from Bath University: <http://www.bath.ac.uk/corporate-information/it-acceptable-use-policy/>

The most helpful answer was from Padstow Town Council, who are using Microsoft outlook's smallest plan which provides a small 2G mailbox. This in turn limits how many emails Cllrs can actually store and is a small monthly fee per mailbox.

ACTION: RJ to continue to explore options for finding a less costly solution.

9. Premises licensing: to receive an update on recent applications NONE

10. Caradon Community Network Panel meeting

RJ attended this meeting on 6th September, there were eight expressions of interest in total, from four parishes: Calstock, Linkinhorne, Pillaton and St Mellion, plus a last minute one from St. Dominick. Callington Town Council declined to submit any requests on the grounds that the money could then be applied for by smaller parishes in greater need.

Of the St. Mellion submissions, one was very successful and that was the Clapper Bridge road narrowing, which was received enthusiastically by representatives of Pillaton Parish Council and Cornwall Council and would cost in the region of £10K.

The Church Lane issue may be solvable by making it a one-way system, again at a cost of c£10K. The continuous footway through the village of St. Mellion was costed at £250K and was cited as being virtually undeliverable.

Pillaton Parish Council asked for Mushton Lane to be repaired at Pillaton end, traffic calming through the village and flood prevention measures around Tiddler's Well. Steve Foster has asked for Parish Councils to consider which of their proposals they would like to put forward to the next stage.

Discussion confirmed that the footway scheme should be abandoned and that the potential of a one-way system in Church Lane would benefit from public consultation. There is also the possibility of paying for this out of S106 funds, thereby freeing up money to be spent in other parishes. This would give more time to confirm that the scheme is appropriate to the needs of local residents.

ACTION: RJ to put forward the Clapper Bridge road narrowing straight away and find out an exact date for the next stage of submission, will contact NH to ask for his opinion and will include this item in next month's agenda.

11. General correspondence for information and discussion (pre-circulated)

(i) Email from Cornwall AONB regarding Cornwall Sustainability Awards

NOTED

(ii) Email from Work Skills South West CIC re: tackling rural isolation of the elderly in West Devon & East Cornwall

NOTED

ACTION: RJ to ask Western Web to share the information to the website

(iii) Response to CALC letter re: merger of Cornwall & Devon Police Force with Dorset Police Force **NOTED**.

12. Items for next Parish Council meeting agenda

- i. Northbound Bus Shelter and PTU Grant
- ii. Litter Picking: selection of a date
- iii. Email domains: gov.uk options and costs
- iv. Church Lane one-way system proposal

BK closed the meeting at 9:13pm.

The next meeting is scheduled for 9th October at 7:00pm in St. Mellion Church Hall.

St Mellion Parish Council
Payment Schedule REVENUE ACCOUNT
Date: Tuesday 11th September 2018

Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
DSG Retail Ltd trading as PC World Business	See 000124 below	See 000124 below	See Cheque 000124 below for re-issued payment. Cheque not received at Sheffield office, so cancelled and re-issued.	Cancelled cheque	112	BK, AT, SC
C Douglas	n/a	n/a	Clerk salary/reimbursements for July 2018	£623.94	113	BK, AT, SC
R Jackaman	n/a	n/a	Clerk salary/reimbursements for July 2018	£144.27	114	BK, AT, SC
Angela Greenhough			Payroll services for July 2018 salary/ pension/ reimbursements	£10.49	115	BK, AT, SC
Scotmint Ltd	12.7.18	30	WW1 medals of William John Smith	£300.00	116	BK, AT, SC
H M Revenue & Customs	n/a	n/a	Tax for Renee Jackaman July 2018	£30.20	117	BK, AT, SC
H M Revenue & Customs	n/a	n/a	Tax for Renee Jackaman August 2018	£70.60	118	BK, AT, SC
C Douglas	n/a	n/a	Clerk salary/reimbursements for August 2018	£367.77	119	BK, AT, SC
R Jackaman	n/a	n/a	Clerk salary/reimbursements for August 2018	£294.34	120	BK, AT, SC
Angela Greenhough	3.9.18	2322	Payroll services for August 2018 salary/ pension/reimbursements	£14.69	121	BK, AT, SC
Cornwall Council	25.7.18	98255900	Recharge 12.7.18 for contested by-election	£2,675.56	122	BK, AT, SC
Derek Ratford (Affordable Art Framing)	23.08.18	49	Framing of WW1 medals of Pt. W. Smith	£65.00	123	BK, AT, SC
Cornwall Council	15.8.18	98256954	Corporate Governance Fees June 2018	£210.00	124	BK, AT, SC
Cornwall Council	6.9.18	97185122	DBS Check admin fee	£37.00	125	BK, AT, SC
DSG Retail Ltd trading as PC	18.7.18	15874332	PC monitor + P&P (£87.62)	£89.09	126	n/a
World Business(Re-issued cheque to replace 000112 above)	13.7.18	15865008	Keyboard, mouse + monitor cable (£13.46)			
	24.7.18	5485387	Credit note for P&P (£11.99)			
NEST	10.9.18	n/a	C Douglas employer + employee contribution to Clerk's pension August 2018	£10.00	DD	n/a
NEST	10.9.18	n/a	R Jackaman employer + employee contribution to clerk's pension	£62.80	DD	n/a
EE Mobile	18.8.18	n/a	Mobile phone air time	£6.53	DD	n/a
EE Mobile	18.9.18	n/a	Mobile phone air time	£6.53	DD	n/a
Total				£5018.81		

Payment Approval

Name	Signature
Position	Date

St Mellion Parish Council
Payment Schedule CAPITAL ACCOUNT
Date: Tuesday 10th September 2018

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

Payment Approval

Name	Signature
Position	Date

St Mellion PC payment schedule 100918