

**St Mellion Parish Council Meeting  
Tuesday 13th November 2018 at 7pm  
St Mellion Church Hall  
DRAFT MINUTES**

**In attendance:**

Bridie Kent (BK), Pam Sambrook (PS), Hilary Gill (HG), Nick Habermehl (NH),  
Renée Jackaman – Parish Clerk (RJ)  
Two members of the public (both left at 7.4)

**1. Councillor matters**

**1.1 To receive apologies for absence:** Apologies have been received from Alan Twist and Steve Crook.

**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 (9th October 2018)**

**2.1 To approve the minutes** It was proposed by NH seconded by HG and RESOLVED to approve the minutes.

**2.2 To note matters arising from the minutes**

- i. Western Web https purchase update: The https certificate has been issued, and the site can now be reached at <https://www.stmellion-pc.gov.uk> There will be a period of overlap when either http or https can be used, whilst we check the integrity of security and reindex the site with Google and other Search Engines.
- ii. Orientation of the southbound bus shelter outside Crocodon: A more detailed response has been received from the Project Manager, Chloe Lorraine:  
“The change to the bus shelter arose as a result of the Road Safety Audit (RSA) which stated that the shelter should either be removed or re-orientated. A compromise was reached with the Road Safety Auditors which resulted in the middle panel and change of orientation. This change was made as part of the detailed design process and it is not standard practice to re-consult when such changes are made. To re-consult every time a design is amended places extra demand on an already pressurised budget. In this instance the decision was made but I apologise that the Parish Council were not informed of the amendment.

As stated above, the RSA was unequivocal with the recommendation on how to address the orientation problem with the shelter. Below is the relevant extract from the RSA report:

*The plan shows that a bus shelter is proposed within the existing bus stop lay-by. The shelter will be particularly vulnerable to being struck because of its orientation, that is, with the metal pillars being at the front of the lay-by and it being located on the outside of a right-hand downhill bend. The current lining arrangement within the vicinity of the lay-by already forces waiting buses to encroach into the southbound lane (photograph 1). Poor flowing alignment of the longitudinal lines particularly on the outside of a sweeping downhill right-hand bend (photograph 2), may lead to southbound drivers entering the lay-by and leave waiting pedestrians vulnerable to being hit.*

**RECOMMENDATION**

*Remove the bus shelter or re-orientate the shelter so that the back of the shelter is at the back of the lay-by and less vulnerable to being hit. Adjust lining on approach to, through and from the bus stop lay-by to ensure a flowing alignment for southbound drivers and also to allow buses to be fully encompassed within it. The realignment would also be beneficial for pedestrians crossing because it would reduce the amount of time they are in the carriageway.*

The passenger usage of the shelter is extremely low. The middle panel will provide ample weather protection to the few passengers that may occasionally be standing there at the same time. Other than remove the shelter entirely there is no alternative solution, the Road Safety Auditors are adamant with their recommendations and it would be unwise of Cornwall Council to ignore the contents of the RSA report. The shelter is fit for purpose, with the style and orientation representing the safest compromise for the location."

**ACTION: RJ to contact Chloe Lorraine again to convey that the contractor shouldn't be paid until the middle panel is received and installed, everything else is as requested.**

iii. Items actioned since last meeting:

- Purchase of Grit for Salt Bins: Still none in stock at Saltash Travis Perkins.
- Wreath for Remembrance Sunday: Great thanks are due to Philip Dark at St. Mellion Flowers, who kindly donated a beautiful wreath free of any charge, the usual donation of £35 to the RBL will be made this week.
- New email accounts for Councillors: these have been set up and are working for the most part, HG and PS still need some assistance with technical difficulties, which may incur a charge. Since such charge will be below the de minimus of £100 and are essential to the operation of the council they are approved.

**ACTION: The councillors expressed a formal vote of thanks to Phil at St. Mellion Flowers, RJ will write him letter of thanks from the parish council.**

**ACTION: RJ to contact Western Web and ask for more assistance for PS and HG, she will also make sure that HG has Barry Isaacs phone number.**

**ACTION: RJ to collate the contact details of all councillors and circulate them to all councillors.**

### **3. Questions from the public**

Paul Hoult & Bill Sturgess asked for an update re: the bus shelter light, whether all the bus shelters could have a similar light and enquired whether it was possible to put street lights through the village. BK noted that this was explored some years ago but was rejected by the village due to the risk of light pollution within their homes, however, technology now allows for downlighting LED type lights which might not affect the houses. 16 lights were originally proposed.

**ACTION: RJ to investigate this with Cornwall Council as a formal request get rough costings and contact Cllr Flashman and find out if the Parish Council are liable to pay.**

Roger Kent by email: the bridle path at Bealbury junction, to Dunstable Quoin is currently blocked with rubbish and a pile of lime, Roger has reported the fly tipping.

Biffa have said that the lime is intended for farm use, they can take the rubbish but not the lime. He has concerns about a potential health hazard. It has been there for three weeks.

**ACTION: RJ to contact Environmental Health to see if they can do anything. BK to send photo and map reference.**

#### **4. Planning matters** (to include any applications received after this agenda is published but prior to the meeting)

##### 4.1 Planning Applications:

##### **PA18/09842 Amy Down Quarry Blunts Saltash PL12 6RX**

Prior notification for steel-framed, steel sheet-clad agricultural building.

**SINCE WITHDRAWN**

##### 4.2 Enforcement: Refusals, Approvals & Appeals

##### **PA18/08128: Crocadon Farm St Mellion PL12 6RL**

Change of use to restaurant (Use Class A3) and micro-brewery. **APPROVED**

##### 4.3 Cornwall Council Planning Matters

Draft Housing Supplementary Planning Document (pre-circulated): Councillors were encouraged to review the document and make comments by the deadline of the 30<sup>th</sup> November.

#### **5. Highway matters**

- i. **Hedge trimming at the glebe:** RJ has contacted Mr. Spencer at Cornwall Housing via email to ask for an update, he is having a look on Friday and will let us know. Paul Houtt & Bill Sturgess corrected the location of the problem as being on the opposite side of the road.  
**ACTION: RJ to tell Mr. Spencer and CORMAC of change of location.**
- ii. **Light on bottom bus shelter:** RJ has requested from the Project Manager, who is sourcing a supplier and consulting with a designer. To be updated when more news received.  
**ACTION: see 3. Above.**

#### **6. Transport matters**

##### **6.1 Proposed siting of northbound village bus shelter on pt9143:**

- i. To receive an update: RJ has contacted Michael Greet of Savills, Gerry Folkard of Cornwall Legal and James Hatton at CC for an update. GF claims not to know anything about it. RJ needs a bit of background, was CC who were supposed to inform legal or the Parish Council? There was a brief discussion and it was decided to review the files and minutes for definitive answer.  
**ACTION: RJ to research the history of the pt9143 and establish liability for trees, survey for bus shelter etc. and produce a timeline.**
- ii. **Application for Cornwall Council passenger transport unit (PTU) grant**  
Not possible until further progress made with the above.

#### **7. Parish Council finances**

##### **7.1 To approve monthly payment schedules for September and October 2018**

*It was proposed by NH, seconded by HG and AGREED to approve the payment*

schedules.

### **7.2 To approve quarterly financial review**

It was proposed by NH, seconded by PS and AGREED to approve the quarterly financial review.

### **7.3 To review draft budget for precept for year ending 2020**

RJ noted that Dawe Hawken & Dodd are the only firm to get back to me about auditing, have quoted £300 + VAT, this is therefore the figure which appears in next year's budget.

It was proposed by BK, seconded by NH and RESOLVED to increase the precept by 2% for the next financial year.

### **7.4 To receive and update on the recent changes to the bank mandate:**

Confirmation has been received that HG and PS have been added as signatories

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

- i. Community defibrillator: to receive an update on installation matters and agree next steps

BK has received confirmation from Trevor at the Coryton Arms that he is very happy to have an AED defibrillator attached to the outside wall of the pub. BK has sought an update from Cardiac Science as to likely charge since a year has gone by. SWAST community defibrillator scheme and Red Cross have also been checked for comparison and BK is waiting for clarification. The Parish Council will purchase all three cabinets and the Residents' Association will reimburse for one of the defibrillators. The originally proposed location at the phone box has been confirmed as unsuitable.

- ii. Tree in school grounds to commemorate late Chair Ian Waite, to receive an update: RJ has contacted Tristan who recommends that November will be too late to plant the tree because of potential frost etc. Would we prefer to push this forward to early Spring? RJ has emailed Ruth to ask what dates she can do in March or April.
- iii. Litter Pick to receive an update: RJ has spoken with Rebecca Dickson at CORMAC who has recommended 'Clean Cornwall' as a useful source of help and equipment: <http://www.cleancornwall.org>. Saturdays 16th February 2019, being half-term, was proposed as the most suitable date.

**ACTION: RJ to book the Clean Cornwall equipment, alert the school and Golf Club by advertising the event on Facebook and in St. Mellanus News.**

#### *7.5 Other suggestions arising*

Streetlighting request to be followed up as per action point at 3. Above.

## **8. Parish Council governance**

### **8.1 To note progress with requirements under the General Data Protection Regulation** NONE

**8.2 Clerk's Training:** RJ has received Precepts & Budgets training at Bodmin on the 2nd November. She has also signed up for the ILCA qualification, the cost of which will be split with SCPC as per the approval in last months meeting.

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

## **10. Caradon Community Network Panel update:**

The next meeting is on 29th November at Callington Town Hall. RJ will attend

Church Lane: RJ has let Steve Foster know about the decision to wait a year to see if the new traffic calming measures have a noticeable effect before implementing any further traffic plan here. He is passing this on to Paul Allen.

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

- Safer Cornwall Partnership Plan Consultation: Councillors were encouraged to review this document and complete the associated survey.
- Changes to Callington Information Service: the public access PC is to be moved from Callington Town Hall Reception to Callington Library.

#### **12. Items for next Parish Council meeting agenda:**

- Village Street lighting
- Bus Shelter Lighting
- Litter Pick Event preparations

#### **13. Date of Next Meeting:** 8<sup>th</sup> January 2019

It was proposed by BK seconded by NH and AGREED that due to lack of availability the council will not be quorate in December, therefore no meeting will be held.

***ACTION: RJ to notify via website, noticeboard and door of church hall that no December meeting will be held.***

**BK closed the meeting at 21:09**