

St Mellion Parish Council Meeting
Tuesday 9th April 2019 at 7pm
St Mellion Church Hall
Minutes

PRESENT: Bridie Kent – Chair (BK), Alan Twist – Vice Chair (AT), Steve Crook (SC), Nick Habermehl (NH), Hilary Gill (HG), Pam Sambrook (PS)

IN ATTENDANCE: Ren Jackaman – Clerk (RJ), three members of the public, one left at 8pm (during item 5.1)

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 (12th March 2019)

2.1 *To approve the minutes*

It was proposed by SC, seconded by HG and RESOLVED to accept the minutes as a true record of the meeting of 12th March 2019, all agreed.

2.2 *To note matters arising from the minutes*

- i. Declaration of Climate Emergency (debate and vote): RJ gave a short PowerPoint presentation relating to the scientific evidence for climate change and the role of the Parish Council in combating global warming. A discussion followed.

It was proposed by BK, seconded HG and RESOLVED to declare a climate emergency, all in favour.

ACTION: discuss next steps at May meeting, including setting up a sub-committee. RJ to notify Cornwall Council and relevant bodies that a declaration of climate emergency has been made.

- ii. Community Resilience Plan: RJ gave a report on the Community Resilience Training day which she attended at St. Breward on the 21st March. Creating a disaster plan is very closely linked to Climate Change management and therefore it is recommended that any sub-committee which deals with one should incorporate the other. This session concentrated on flooding but significant discussion of other likely environmental incidents was discussed at length, There is a lot of support available throughout the drafting process and there are opportunities for training volunteers free of charge.

ACTION: RJ get a template and circulate it for next month.

- iii. Glebe Field Path (Licence & wall): RJ has instructed Michael Greet of Savills to proceed with drafting the licence.

- iv. Parking at Glebe Bungalows: Stuart Blackie has tentatively confirmed that the area is managed by Cornwall Housing on behalf of CC. RJ has asked CORMAC for costs but has received no response.

ACTION: RJ Contact Jim Flashman about possible use of Community Chest money for the parking project.

- Dumping of lime at Dunstan Quoin? Debbie Ebsury has contacted landowner again, should be moved by now. BK confirms that it hasn't been moved.

ACTION: RJ to check again before next meeting and report again if not resolved.

- Tree in school grounds to commemorate late Chair Ian Waite: The tree planting ceremony was attended by c30 people and was well received. RJ has the invoice for the plaque (see payment schedule) and is waiting for the invoice for the tree; once both are received, RJ will claim back from the S106 funds.
- Housing needs registration: RJ has posted on Facebook encouraging those in need to register.

3. Questions from the public:

Paul Hoult: commented that changing to green electricity has incurred a monthly fee, although not for the first six months. Advice from councillors is to shop around as many of these companies do not appear on the comparison websites and there are some very good offers available.

Also, the 30mph sign at the Polborder end of the village has been turned off, SC confirmed that they have been turned off whilst the roadworks were happening, although monitoring is still happening via the traffic cameras.

ACTION: RJ contact Highways and make sure that the speed warning signs and traffic counters will be reinstated.

Bill Sturgess: has there been any indication of who opened up the old Golf Club Road, they are currently unlocked. RJ confirmed that no response was received from the Resort Manager.

ACTION: RJ to inform H&EE that the bollards are currently unlocked again.

4. Planning matters

4.1 Planning Applications: None

4.2 Enforcement: Refusals, Approvals & Appeals:

PA19/00199/PREAPP: Mr John Hewitt, The Rectory, Church Lane, St. Mellion, PL12 6RG Pre-application advice for the reinstatement of walls, floors and repair of other structural damage and minor reconfiguration of upstairs internal walls to bathroom and bedroom 3. **AWAITING DECISION**

4.3 Cornwall Council Planning Matters: RJ reported on the 'Meet the Planners' event which she attended on 27th March. There is a new system in place, which has been trialed in Caradon for the last six months and is now being rolled out across the county. Each district will have a dedicated team for planning so that Planning Officers and local councils create a firm relationship and officers gain a greater local knowledge.

4.4 Cornwall Land Trust: A meeting for councilors relating to proposals for Affordable Housing in St. Mellion will take place on 29th April at 7pm in church hall, Pillaton PC are also invited, following this meeting a public presentation will be made at some point in the future.

ACTION:RJ to put Cornwall Land Trust on the agenda for next month

5. Highway matters

5.1 Cornwall Council Community Network Highways Scheme: to agree proposals for the Network Panel's consideration, deadline is 30th April 2019.

i. Street lighting through St. Mellion village: After reviewing this proposal the

following alterations were recommended - solar powered options should be explicitly mentioned; the original plan was for pedestrian crossing, it should be made clear that this is not the same proposal; the various types solar lights available as per Brian Hammond's suggestion should be used as examples.

- ii. Footpath from the Glebe to Polborder: After reviewing this proposal the following alterations were recommended - expand description of access to include Pillaton and Polborder; mention that the existing footpath through the field is very challenging underfoot and livestock are an issue. Use the phrase 'community severance' to describe the disjointed access conditions in the south of the village; mention access to school, child safety and the priority given to encouraging people not to use cars and to take advantage of the improved bus shelter facilities in the village following the declaration of climate emergency made at this meeting.

ACTION: RJ to incorporate these suggestions into the EoI before sending to Helen Fincham.

HG informed the assembly that the new bus shelter has been damaged by a van today, she has spoken to the workmen who were there who were clearing it up. They arrived within half an hour of it being reported. A general discussion of the recent roadworks took place. The view was that the works were very efficient and not too noisy. The marshal system worked very well.

ACTION: RJ to pass on these positive comments to H&EE & CORMAC especially the promptness of dealing with the broken glass. Ask about the bus shelter being potentially replaced and mention solar options for lighting, if repairable establish a timeframe; suggest that bollards be placed in front of the shelter to avoid this issue again; if possible, find out who reported the incident; ask D&C police if the incident has been reported and whether costs can be recovered from insurance.

6. Transport matters

6.1 Proposed siting of northbound village bus shelter on pt9143 update: RJ has contacted Michael Greet again to establish exactly what fees would be payable but has not had a response.

6.2 Proposed Safe Passageway for cyclists between Saltash and Callington: It was recently announced in the Cornish Times that there is a big fund available for such developments so RJ has sent the feasibility study to the portfolio holder Geoff Brown who responded via email:

"I can advise that feasibility work on a cycle route from Callington to Saltash, including links to St Mellion, Hatt and Roods Corner, has been undertaken and a preferred option has been identified, and presented at a public meeting in late 2017 at St Mellion International Resort. There is currently no capital funding identified to deliver the scheme. This scheme is different in nature to the regeneration-led Looe Valley Trail proposal and is more focused around increasing commuting and local daily pedestrian and cycle trips. Although no funding has been allocated yet, Cornwall Council will continue to monitor future funding opportunities at a local and national level with a strategic fit to this scheme".

After brief discussion it was agreed to put this project on hold until suitable funding opportunities come up. As Climate Emergency considerations continue to take a higher profile, it may become a priority project which can be looked at again in the future.

7. Parish Council finances

7.1 To approve monthly payment schedules for March 2019

It was proposed by BK, seconded by PS and RESOLVED to approve the monthly payment schedule, all agreed.

7.2 Insurance Policy Renewal

PS raise the following questions:

- Is the insurance for a full year because the previous policy was not? RJ confirmed that this was because there was an amendment when we purchased the screen and keyboard
- Is £494.16 sufficient cover for the MacMini? It was established that the MacMini is only two years old, so this figure is still accurate for insurance purposes.
- Do we need to include the defibrillators for theft even though they are rented? BK confirmed that insurance against theft is incorporated into the rental agreement.

It was proposed by NH, seconded by AT and AGREED that the insurance premium be approved in theory with adjustments for the addition of the medals coming under de minimus.

ACTION: RJ Add the medals to the policy schedule and get a revised premium from Zurich.

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

- i. Community defibrillator - to receive an update on installation matters: The three units have been purchased. The Residents Association will be invoiced for the cost of one unit minus VAT. RJ confirmed that VAT for all three units can be reclaimed under NALC regulations 54:-

“Where a council is given funds for specified purposes (for example where a grant has been claimed by the Council from a third party) it may reclaim VAT on purchases provided that;

- *it makes the purchase itself and*
- *it retains ownership of the purchase and uses it for own non-business purpose; and*
- *it keeps sufficient records of the purchase and the purpose for which it is made, to be easily identified.*

An example is the purchase of goods and services for a play area owned and managed by the council which are paid for with donations from a fund-raising committee which obtains no direct benefit from the donation.

- ii *A council may purchase goods or services and donate them to a voluntary body, but without receiving any reimbursement. The donation is a non-business activity and is therefore eligible for a refund of VAT”.*

ACTION: RJ to prepare an invoice for the Residents Association. BK to

supply contact address and name.

7.4 Other suggestions arising

BK suggests review the costs of renewal of the two noticeboards.

ACTION: RJ view St. Dominick noticeboard and find out who made it, get a quote.

Paul Hoult requested signage in the glebe field asking dog owners to pick up after the dog.

ACTION: RJ investigate options and contact Diocese for permission to erect a suitable sign.

SC pointed out that we will be paying towards the gate and wall, so these costs need to be taken into account for expenditure next financial year.

8. Parish Council governance

8.1 Website Maintenance: RJ has now been trained by Western Web to manage uploading & deleting material. There is a need for a news page which could be used to note events like the tree planting and to make archive copies of St. Mellanus News accessible. Also, the community pages which were disabled when GDPR was first initiated can be reinstated with appropriate permissions from contributors.

ACTION: RJ to explore reinstating community pages and getting a news/blog posts working.

9. Premises licensing: to receive an update on recent applications: SC reported that there has been no news regarding the Crocodon licence but the notices have been taken down so approval must have been granted.

10. Caradon Community Network Panel update: nothing to report

11. General correspondence for information and discussion (pre-circulated) invitation to Civic Service on 19th May. None can attend on that day.

ACTION: RJ to send RSVP.

12. Items for next Parish Council meeting agenda:

- Climate Emergency Sub-Committee set-up
- Community Resilience Plan templates
- Zurich Insurance revised schedule and premium
- Affordable Housing
- Estimated costs of new noticeboards
- Estimated costs of sign re: dog fouling
- Annual financial review and audit report

BK Closed the meeting at 8:54pm.

Date & Time of Next Meeting: Tuesday 14th May 2019 in the Parish Hall

- 6:30pm open meeting for questions from the general public
- AGM 7:00pm
- Ordinary Meeting 7:30pm

St Mellion Parish Council					
Payment Schedule REVENUE ACCOUNT					
Date:	Tuesday 9th April 2019				
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.
R Jackaman	n/a	n/a	Clerk salary/reimbursements for March 2019	£443.96	000149
Angela Greenhough	03.04.19	2504	Payroll services for March 2019 salary/pension/reimbursements	£10.49	000150
CALC	01.04.19	1920-170	Annual Membership Subscription	£204.29	000151
Bern Stewart	16.03.19	P97B	Memorial plaque and stand for Ian Waite's tree	£92.50	000152
Western Web	28.03.19	20872	Training of clerk for website maintenance	£72.00	000153
NEST	08.04.2019	n/a	R Jackaman employer + employee contribution to clerk's pension	£31.06	DD
Total				£854.30	

I hereby certify that these minutes are a true record of the ordinary meeting of St. Mellion Parish Council on 9th April 2019

Signature

Date