

St Mellion Parish Council Meeting
Tuesday 14th May 2019 at 7pm
St Mellion Church Hall
Agenda

Present: Cllr Bridie Kent (BK); Cllr Steve Crook (SC); Cllr Hilary Gill (HG); Cllr Pam Sambrook (PS)

In attendance: Ren Jackaman (RJ), Clerk to the Parish Council, two members of the public.

1. Councillor matters

1.1 To receive apologies for absences: Cllr Nick Habermehl (NH)

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 April 2019)

2.1 To approve the minutes:

It was proposed by BK, seconded by SC and RESOLVED to accept the minutes as a true record of the meeting of 9th April 2019.

2.2 To note matters arising from the minutes

- i. Declaration of Climate Emergency & Community Resilience Plan, to discuss next steps: There was a discussion of the need for a public meeting to help recruit sub-committee members and discuss potential courses of future action to share useful information and reduce carbon footprints. A template for a Community Resilience Plan had been pre-circulated. After discussion it was proposed date of meeting 10th July at 7:00pm

ACTION: RJ to book the parish hall for 10th July, advertise the event on Facebook, website and if possible Mellanus News and report back on arrangements at June meeting.

- ii. Glebe Field Path (Licence & wall): RJ has contacted Michael Greet to ask for an update on the adoption of the path licence; he has requested that the decision to go ahead be formally minuted. It was proposed by BK, seconded by SC and RECONFIRMED that the Glebe path licence be actioned

ACTION: RJ to contact Michael Greet and instruct him to proceed with actioning the path licence.

RJ has asked Michael Greet about permission to erect signs re: dog fouling and he has confirmed that the Diocese is happy to grant permission. Preliminary research indicates that they are very cheap to buy online, ranging from £2-£10 for a rigid vinyl or PVC sign.

ACTION: RJ to source two signs, one at each end of the Glebe path.

- iii. Parking at Glebe Bungalows: Cllr Flashman has confirmed that Community Chest money can be used for Car Parking scheme.

Items actioned since last meeting:

Dumping of lime at Dunstable Quoin: this has still not been removed so has been reported again, is being referred to the Senior Enforcement office by Debbie Ebsury.

Speed Warning signs and Traffic Counters: RJ has asked H&EE if these are functioning again, they confirm that they should be and if they're not to let them know.

Golf Resort Bollards: RJ has asked H&EE to ensure enforcement, they are going to check for safety issues.

New Noticeboard: RJ has asked St. Dominic for the contact details of the manufacturer who provided their noticeboard but the clerk has not been able to find out. RJ has looked online and lockable hardwood noticeboards are in the region of £700 each.

ACTION: RJ to source noticeboard options for next meeting

3. Questions from the public: Paul Hoult asked about the outcome of damaged bus shelter. It was noted that the costs of replacement are being covered by OTPfC but future issues to be covered by insurance schedule, including accidental damage. RJ and Lee Quinney have both tried to find out who is responsible for damage but without success. It will take c.two months to completely replace the shelter. It will be set back a little to help prevent future incidents and bollards will be installed in front of it.

Paul Hoult also commented that down at the Glebe end of footpath someone has taken down the fence by the gate. He will keep us updated on this at next meeting.

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

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 *Other Planning Matters:* NONE

5. Highway matters NONE

6. Transport matters

6.1 *Proposed siting of northbound village bus shelter on pt9143 update:* RJ has sought an update from Michael Greet about the quoted fee of £200, he is checking through his correspondence and will report back in due course.

6.2 *Damaged bus shelter:* This item was dealt with in public session (above).

7. Parish Council finances

7.1 *To approve monthly payment schedules for May 2019*

It was proposed by PS, seconded by BK and RESOLVED to approve the payment schedule for May 2019.

7.2 End of Year financial review and internal audit report:

This matter was addressed in the annual meeting.

7.3 Insurance Policy Renewal:

This matter was addressed in the annual meeting.

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

- i. Community defibrillator: to receive an update on installation matters. Western Power being asked to make a site visit to Orchard Close and Keason Hill on Dunstan Lane, possibly on 15th May (tbc).

7.5 Other suggestions arising: NONE

8. Parish Council governance

8.1 Website Maintenance:

8.1.1 To approve adding a blog or news page to the existing website structure:

Western Web have quoted as follows:

The cost to set up a blog to which you add posts using a simple form to enter a title and text with a browse button to upload up to 6 pictures which are automatically resized to 500 pixels wide. You can also add a link to another page on your website or to an external website. You could also add a link to a pdf document at the bottom of the post. That link would appear at the bottom of the post. The most recent posts are listed with older posts being listed in descending date order in a side bar above would be £60.00 + VAT.

The cost to set up a blog where the latest two posts are shown on the home page and comprise an optional photo and side caption, a title and limited text with a Read more link to a page showing the full text, main image and up to 4 images in a slideshow with captions. All posts would be listed on the News page with a side bar for archives of previous years would be £90.00 + VAT.

It was proposed by SC, seconded by BK and RESOLVED to approve the expenditure of £60 + VAT for the first option outlined above.

8.1.2 To approve upgrading the existing website to WCAG 2.0

Central government now requires public authority websites to comply with WCAG 2.0 Level AA accessibility standards. For existing websites compliance must be achieved by 20 September 2020. Although the St Mellion Parish Council website predates these standards which were introduced in the second half of 2018, it already has a high level of compliance. However, Western Web has identified the following issues requiring attention:

- Text contrast against coloured backgrounds.
- Content of the text only pages.
- Compatibility with small screen devices (mobile responsive pages).

The deadline is just under 18 months away but nevertheless Western Web recommend that the upgrade be implemented well in advance. The cost of the upgrade would be £180.00 + VAT.

It was proposed by SC, seconded by HG and RESOLVED to approve the expenditure of £180.00 + VAT for the upgrade to WCAG 2.0 compliance.

ACTION: RJ to confirm both the addition of the blog page and the upgrade to WCAG 2.0 compliance with Western Web.

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

10. Caradon Community Network Panel update: Nothing to report

11. General correspondence for information and discussion (pre-circulated) NONE

12. Items for next Parish Council meeting agenda

- Confirm plans for Public Meeting on Climate Change, 10th July 2019
- Invoke process of Casual Vacancy following resignation of AT and report back for next meeting.
- Options for new noticeboards.
- Dog Fouling signs

13. Date and time of next meeting 11th June 2019 at 7:00pm in Parish Hall.

PS gave her apologies for the June meeting

BK closed the meeting at 8:51pm

St Mellion Parish Council						
Payment Schedule REVENUE ACCOUNT						
Date:	Tuesday 14th May 2019					
Payee	Invoice date	Invoice no.	Description	Amount	Cheque no.	Signed by
R Jackaman	n/a	n/a	Clerk salary/reimbursements for April 2019	£385.42	000154	BK, PS, HG
Angela Greenhough	02.05.19	2530	Payroll services for April 2019 salary/ pension/ reimbursements	£10.85	000155	BK, PS, HG
Tartendown Nurseries	15.04.19	3009	Oak Tree for Ian Waite's Memorial tree planting	£118.80	000156	BK, PS, HG
Western Web	09.05.19	20944	Invoice for web hosting	£102.00	000157	BK, PS, HG
Western Web	09.05.19	20930	Invoice for domain renewal	£54.00	000158	BK, PS, HG
Zurich Insurance	02.04.19	37688511 & 37026384	Insurance Renewal	£617.17	000159	BK, PS, HG
NEST	09.05.19	n/a	R Jackaman employer + employee contribution to clerk'spension	£31.95	DD	n/a
Total				£1320.19		