

**St. Mellion Parish Council Meeting  
Tuesday 11th February 2020 at 7:00pm  
St. Mellion Church Hall  
Minutes**

Present: Cllr Bridie Kent - Chair (BK), Cllr Pam Sambrook - Vice Chair (PS), Cllr Steve Crook (SC), Cllr Hilary Gill (HG), Cllr Ben Bryan (BB), Cllr Nick Habermehl (NH).

**In attendance:** Ren Jackaman - clerk (RJ); 2 members of the public

## 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 (14<sup>th</sup> January 2020)

2.1 *To approve the minutes:*

It was proposed by NH, seconded by SC and AGREED to approve the minutes as a true record of the meeting on the 14<sup>th</sup> January 2020.

2.2 *To note matters arising from the minutes*

i. Climate Change Leaflet:

RJ has partially redrafted the existing leaflet, which was shown on screen and reviewed.

**ACTION: RJ to put on website, and noticeboard and send to Amanda Copson for Mellanus News.**

ii. Glebe Field Path (Licence & wall):

An invoice has been received from Cornwall Legal and is on the payment schedule, indicating that the licence is being processed.

iii. Car Parking at the Glebe:

Ward Member Flashman will be meeting with Paul Allen of CORMAC later this week and will give an update when he has it. He has asked if the council can consider the use of S106 money to help fund this. A brief discussion of this option took place but no proposal or decision made.

Items actioned since last meeting:

Litter Pick Arrangements:

The litter pick has been arranged for 22<sup>nd</sup> February 2020, starting at 10am, the equipment has been booked and risk assessment logged with Clean Cornwall. RJ has enquired with Ginsters about free pasties for volunteers but not received a reply, so cakes and hot drinks will be provided instead. The event has been advertised on Facebook, in the Cornish Times and with a relevant poster.

**ACTION: PS commented that the fly tipping at Mud Lane has not been moved, so she will follow up with Cornwall Council.**

IT Equipment: The redundant keyboard, monitor and mouse have been offered to St. Mellion Primary School, no response has been received.

**ACTION: RJ to contact the school again and talk to WesternWeb about problems with email accounts.**

VE Day: St. Mellion Primary School and WI have been approached with regard to combining efforts. The School have not yet replied but the WI have confirmed that they have no existing plans and would be happy to help.

**ACTION: RJ to follow up with Diocese re: Glebe Field and find arrangements for road closure of Church Lane. Ask on Facebook. Potentially gifts for children?**

**ACTION: Councillors to explore options for next meeting. HG to email WI and pass on ideas.**

Kresen Kernow: RJ has delivered the documents for archiving to Kresen Kernow and an official receipt will be received once the documents have been accessioned.

Bus Shelters solar powered lighting: RJ has confirmed that the replacement bus shelter already has solar lighting fitted, so has ordered that the other two be fitted with solar lighting as per the quote from Echoshell.

HG commented that there is a car parking problem by the village bus shelter which blocks the view of the bus shelter for both driver and passenger.

**ACTION: Check with Lee Quinney to see if new shelter solar has been activated.**

**ACTION: ask Cllr Flashman and Paul Allen about the problem of the car park by the village bus shelter to mark out parking spaces.**

Telephone Kiosk Adoption: The adoption document has been received and BT are about to remove the phone equipment. RJ has a rough list of the costs associated with refurbishing the kiosk for reference.

**ACTION: Get a tender for refurbishment and source electrician and Western Power for unmetered agreement.**

ADDITIONAL ITEM: Noticeboard, there has been an objection to putting the noticeboard on the church hall.

**ACTION: SC to talk to Jim Bennet and get a final decision as to location of the noticeboard.**

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

**Tony Dawe** - a sign has been placed at Glebe Field that dogs should be put on leads and he wonders who has put it up. BK confirmed that it is not the parish council. SC has been in touch

with Jim Bennet who also does not know and neither does the Diocese. BK confirmed that if the sign is not official it can be taken down.

**Jen Hooper** - re: the Planning Application PA19/10510 as per discussions at the previous meeting, she is concerned that the Parish Council's response on the online planning register does not reflect the views of the inhabitants of Wollaton. BK explained the wider context of the Parish Council deliberations and recapped the issues that were raised during the councillors' discussion of the application, this is what formed in precis the comment on the online register. BK also explained that the Parish Council can only recommend, which Cornwall Council Planning are not obliged to adhere to.

#### **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:**

**PA19/10510 St. Mellion International Resort St Mellion Saltash Cornwall PL12 6SD**

Hybrid application for major development of new holiday chalets and amenities. **Status:** *Awaiting decision*

**4.3 Other Planning Matters:** BK reminded councillors about the 'Meet the Planners' event prior to the next council meeting at 6pm for 6:15pm SC gave his apologies.

(One member of the public left)

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

PS has been approached by a resident who has come right out of Dunstan Lane and a car coming from the Golf Club nearly hit them at Horsepool, this may be because of worn road markings at this junction. HG also asked that the yellow lines on the road from Horsepool to Wollaton.

**ACTION:** RJ to raise the issue of repainting road markings with H&EE.

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

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

RJ has visited Earl & Crocker and processed preliminary paperwork. E&C are communicating directly with the Diocesan solicitors.

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

**7.1 To approve monthly payment schedule for February 2020:**

The payment schedule had been pre-circulated and was shown on screen.

It was proposed by PS, seconded by SC and AGREED to approve the payment schedule.

(one member of the public left)

### *7.2 Quarterly Financial Review (deferred from January meeting):*

The Cashbook, Actual vs. Budget and Bank Reconciliation spreadsheet had been pre-circulated and was shown on screen.

It was proposed by SC, seconded by NH and AGREED to approve the Quarterly Financial Review.

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

#### *i. S106 funds available from Newton Ferrers solar farm:*

Current balance unchanged from last month at £39,868.71

#### *ii. Community defibrillator - to receive an update on installation matters:*

BK reported that the Residents' Association have had a meeting and the two residents who will host the AED on their properties have agreed. Now a quote from Western Power is required

**ACTION: RJ to update Western Power, give reference number to SC.**

*iii. Definitive Rights of Way Map:* BK brought the map and it was examined, it consists of three sheets of roughly A1 size.

**ACTION: BK to take the map to Framin' Crafty in Callington to assess what can be done in terms of framing the three maps in one frame under de minimus of £100.**

### *7.3 Other suggestions arising:*

HG suggested a gift for each child under 12 who attends celebrations for VE Day? BB confirmed that there are 65 children at St. Mellion Primary School.

**ACTION: RJ to ask if S106 can fund VE Day celebrations generally.**

## **8. Parish Council governance**

### *8.1 Code of Conduct Training:*

BB is unable to attend the next Code of Conduct training, as it takes place in term time. CALC are developing an online version which may be a better option.

### *8.2 Fast Track CiLCA qualification:*

RJ has been made aware of this option which has been developed by CALC due to issues relating to unqualified clerks and the General Power of Competence. It is much cheaper than the main CiLCA. Councils with a gross income £5,001 to £75,000 and CALC Membership would pay £275+VAT, which fee would be split with Stoke Climsland Parish Council as per the usual arrangement for covering training costs which benefit both councils.

It was proposed by BK, seconded by HG and AGREED to the enrolment of RJ on the Fast Track CiLCA course.

It was further proposed by BK, seconded by NH and RESOLVED that if Stoke Climsland Parish Council declined to split the fee, then the fee would be paid in full by St. Mellion Parish Council.

**ACTION RJ to confirm application for the CiLCA and detail arrangements for billing with CALC.**

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

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

Report on meeting of 16<sup>th</sup> January. RJ attended the first part of this meeting which was a presentation by Edwina Hannaford on Localism. The problem of funding EV points was discussed and it was mentioned that money will be filtered down from Cornwall Council to fund 100+ EV points across Cornwall.

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

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

- HG to report on Climate Change Cluster Workshop of 29<sup>th</sup> February
- Asset Register (add telephone box and bus shelters, new noticeboard)

SC gave his apologies in advance for the next meeting

NH gave his apologies in advance for the next meeting

**13. Date and time of next meeting:**

Tuesday 10th March 2020 at 7pm in St. Mellion Parish Hall.

BK closed the meeting at 9:05pm

<b>St. Mellion Parish Council</b>				
<b>Payment Schedule REVENUE Account</b>				
<b>DATE</b>	11th February 2020			
<b>PAYEE</b>	<b>Invoice Date</b>	<b>Invoice #</b>	<b>Description</b>	<b>Amount</b>
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£464.12
Angela Greenhough	03/02/2020	2797	Payroll Services	£10.85
Western Web	16/01/2020	21499	Data Recovery	£108.00
Viking Direct	24/01/2020	686109	Paper, 2nd class stamps and envelopes	£36.50
Viking Direct	04/02/2020	727018	2 x encrypted Flash Drives for back ups	£33.92
Cornwall Legal	15/01/2020	98286910	Legal fees for December 2019	£94.08
NEST	07/02/2020	n/a	Employer + Employee contribution to clerk's pension	£33.32
<b>TOTAL</b>				<b>£780.79</b>