

**St. Mellion Parish Council Meeting
Tuesday 14th July 2020 at 7:00pm
via Zoom™ - Minutes**

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

IN ATTENDANCE: Ren Jackaman - Clerk (RJ).

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 interest: NONE

1.4 To approve written requests for dispensations: NONE

2. Parish Council Governance

2.1 Supplementary Standing Orders for Remote Meetings (circulated as pre-reading):

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 allow local councils to hold remote meetings. The regulations give automatic authority to hold remote meetings and amend standing orders as required.

It was proposed by SC, seconded by NH and RESOLVED to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until May 7th, 2021 or the repeal of legislation whichever is the earlier, all in favour.

ACTION: RJ to amend existing Standing Orders to include the supplementary Standing Orders and update the website accordingly.

2.2 Remote Meeting Policy for approval (circulated as pre-reading)

It was proposed by HG, seconded by BK and RESOLVED to adopt the Remote Meeting Policy, all in favour.

2.3 Delegated Decisions made during lockdown:

Between 10th March 2020 and 14th July 2020 the following matters were resolved upon via email or informal remote meeting:

- The plans for a VE Day celebration were abandoned upon lockdown taking effect.
- The June Litter Pick was abandoned due to lockdown.
- Payment Schedules for April, May & June 2020 were approved.
- The following planning applications were discussed and a consensus agreed upon: PA20/02699, PA20/03402, PA20/02450, PA20/02128, PA20/02129, PA20/02273.

3. Previous Parish Council meeting (10th March 2020)

3.1 To approve the minutes:

It was proposed by BB, seconded by NH and RESOLVED to approve the minutes as a true record of the meeting of the 10th March 2020, all in favour.

PS left due to poor signal at 7:14pm

3.2 Matters Arising

NONE

3.3 Items Actioned since last meeting:

Due to lockdown no actions have been possible.

4. Questions from the public: NONE

PS re-joined the meeting.

5. Correspondence received:

David Stell (owner of Coryton Arms) and Martin Worth (Chair of Landulph Parish Council) have written to Davina Pritchard - Planning Officer, relating to the delay in processing the Coryton Arms Planning Application PA20/2128 and have copied in RJ. BK has also written to Davina Pritchard on the same topic and to David Stell about that letter. The response of Davina Pritchard to all parties was read out, as was the reply from David Stell to BK. The delay appears to relate to the HE Team and the response from the applicant.

ACTION: BK to send all letters to RJ who will then contact David Stell.

BK has sent a card of condolence on behalf of the Parish Council to the widow of Bernard Howley, former Chair of the St. Mellion Park Resident's Association.

6. Planning matters

6.1 Planning Applications: NONE

6.2 Enforcement: Refusals, Approvals & Appeals:

- **PA20/02450 Mr. John Hewitt, The Old Rectory, Church Lane, St Mellion, PL12 6RG**
Listed Building Consent for repairs and alterations to Grade II listed building.
Status - Approved with conditions.
- **PA20/02699 Mr. B. Pound, Dunstan Farm Cottage, Dunstan Lane, St Mellion, PL12 6RX**
Provision of balcony to previously approved extension.
Status - Approved with conditions.
- **PA20/02129 Mr. David Stell, Coryton Arms, St Mellion, PL12 6RJ**
Listed building consent for proposed refurbishment and improvement of the existing public house and construction of a new two-storey extension to East elevation (Demolition of existing dilapidated Twentieth Century extension).
Status - Awaiting decision.
- **PA20/02129 Mr. David Stell, Coryton Arms, St Mellion, PL12 6RJ**
Proposed refurbishment and improvement of the existing public house and construction of a new two-storey extension to East elevation. (Demolition of existing dilapidated Twentieth Century extension).
Status - Awaiting decision.
- **PA19/10510 St. Mellion International Resort, St Mellion, Saltash, PL12 6SD**
Hybrid application for major development of new holiday chalets and amenities.
Status: Approved.

6.3 Other Planning Matters:

7. Highway & Transport:

7.1 CNP Highways Scheme update:

The update on Tranche 1 was pre-circulated and was noted.

Tranche 3 is open for expressions of interest. A general discussion followed of possible options.

ACTION: RJ talk to Helen Fincham about possibilities relating to pt. 9143 and the 4th bus shelter and signage relating to hamlets like Bealbury, Dunstan etc.

8. Council Property & Assets:

8.1 Asset Checks:

Councillors gave updates of those asset checks which have been possible during lockdown and RJ updated the spreadsheet.

ACTION: RJ to contact the owner of Crocadon about vegetation at the Southbound Bus Shelter and ask if it can be trimmed

9. Project Updates:

9.1 Proposed siting of northbound village bus shelter on pt9143:

RJ has contacted Michelle May of Earl & Crocker several times asked for an update, but none has been forthcoming.

9.2 Glebe Field Path Licence:

The fee of £100 and signed agreement have been sent to Cornwall Legal, no further update.

9.3 Telephone Kiosk Refurbishment:

Jason Brade is able to work on the kiosk this summer, RJ has asked him to make a list of what he needs so that it can be sourced and expenditure approved.

ACTION: RJ to contact Lockett Village Association to enquire about purchasing leftover supplies from the refurb of their kiosk and to contact Jason Brade again for an update.

ACTION: Councillors to form a small group to go and clear vegetation.

9.4 AED Defibrillators:

A quote from Western Power has been received and BK has been in touch with the St. Mellion Park Residents Association. Unfortunately, the former Chair has recently died, so there is a delay in responding.

9.5 Wi-Fi provision for Church Hall:

SC has established that there is still a phone line but no internet access. SC has not been able to contact Jim Bennet to confirm whether the PCC are happy for the Wi-Fi to be installed at council expense.

ACTION: SC to continue to try and contact Jim Bennet.

9.6 Siting of New Noticeboard:

NH has been trying to find an alternative location to the wall of the Church Hall.

ACTION: RJ to ask Jason Brade for an estimate for replacing the posts on the existing noticeboard by the telephone kiosk, in the meantime NH to do a temporary repair.

9.7 Other Suggestions:

HG asked if it would be possible to help support children in the parish who cannot get adequate IT access to support their learning. A discussion followed and it was noted that the first step is to establish if there is a need and then how to administer and realise such a project.

ACTION: RJ to check the criteria of the Capital Account Fund with regard to awarding grants to individuals rather than organisations. Also to check whether as a Church of England School any funding is prohibited by the LGA.

ACTION: BK to begin establishing whether there is a need.

Parish Council finances

9.1 Account Balances

The balances of the Revenue and Capital Accounts and the S106 funds available were noted.

9.2 To approve monthly payment schedule for July 2020

It was proposed by SC, seconded by NH and RESOLVED to approve the payment schedule.

9.3 To approve the results of the Annual Audit (circulated as pre-reading) & set period of public consultation:

The following documents were reviewed as pre-reading and via screen share:

Internal Auditor Report

AGAR

Bank Reconciliation

Explanation of Variances & Reserves

PS noted a discrepancy in the pro-forma Bank Reconciliation form and the explanation of reserves. The approval of the AGAR, Bank Reconciliation and Explanation of Variances & Reserves documents was therefore deferred to an Extraordinary Meeting to be held remotely on the 24th July 2020.

ACTION: RJ to check the above documents and submit for approval at extraordinary meeting of 24th July 2020.

It was proposed by BK, seconded by PS and RESOLVED to approve the Internal Audit Report.

The period of the exercise of public rights must be 30 working days (i.e. Monday - Friday only, and not Bank Holidays) inclusive and must commence on or before 1 September 2020). The dates suggested by RJ are 27th July to 4th September 2020.

It was proposed by SC, seconded by BB and RESOLVED to approve the proposed dates.

ACTION: RJ to produce a notice of the dates for the period of the exercise of public rights for website and noticeboards.

9.4 Quarterly Financial Review (viewed via screen share)

It was proposed by PS, seconded by HG and RESOLVED to accept the Quarterly Review reports.

10. Local Organisations & Stakeholders updates

i. Caradon Community Network Panel update:

RJ took part in the informal meeting of 25th June 2020 in which were discussed the re-opening of public toilets and playgrounds and problems relating to re-opening of High Streets etc.

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

12. Items for next Parish Council meeting agenda: NONE

13. Date and time of next meeting: 8th September 2020

BK closed the meeting 9:08pm

St. Mellion Parish Council				
Payment Schedule REVENUE Account				
DATE	July 2020			
PAYEE	Invoice Date	Invoice #	Description	Amount
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£401.66
AG Accountancy Ltd	03.07.2020	2938	Payroll Services (includes redeclaration of compliance with Pensions Administrator)	£20.15
AG Accountancy Ltd	02.05.2020	2876	Payroll Services (replacement for rejected cheque no 000197)	£11.20
NEST	09.07.2020	n/a	Employer + Employee contribution to clerk's pension	£33.73
TOTAL				£466.74