

**St. Mellion Parish Council Meeting
Tuesday 8th September 2020 at 7:00pm
Via Zoom™ - Minutes**

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

IN ATTENDANCE: Ren Jackaman - Clerk (RJ); one member of the public.

1. Councillor matters

1.1 *To receive apologies for absences:* Steve Crook (SC)

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 (14th July 2020 & 24th July 2020)

2.1 *To approve the minutes*

It was proposed by HG, seconded by PS and RESOLVED to approve the minutes of the 14th July 2020 as a true record of the meeting.

It was proposed by HG, seconded by BB and RESOLVED to approve the minutes of the 24th July 2020 as a true record of the meeting.

2.2 *Matters Arising:* NONE

2.3 *Items Actioned since last meeting*

- *Community Grant:* RJ has checked the conditions and it is not possible to give directly to individuals. Donations can be made to other organisations or charities which can then distribute funds.

ACTION: NH to ask Amanda Copson the PTA and invite them to apply for funds.

ACTION: RJ to investigate conditions of grants and donations further and make recommendations for clarification.

- *Trimming of vegetation at Crocadon Bus Shelter*

RJ has tried to find the correct contact and has established that either the Coryton Family as landowner or 'Good Earth Growers' as tenants are the appropriate parties.

ACTION: RJ to contact both Pentillie and 'Good Earth Growers' and request the hedge by the bus shelter to be trimmed.

3. Questions from the public:

Adam Sturtridge: intends to stand for County Council at the next elections and attended to introduce himself to the councillors.

4. Correspondence received: NONE

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

5.1 *Planning Applications:*

PA20/01808/PREAPP Mr And Mrs Craig And Sharon Leatherland

Land Pt OS 7963 St Mellion Pre application advice for a dwelling

This pre-application was noted.

5.2 *Enforcement: Refusals, Approvals & Appeals:*

- **PA20/05878 Mr. M. LeGassick, 16 Dunstan Lane, St Mellion, PL12 6UE**
Demolition of existing rear conservatory and replaced with single storey rear

extension with veranda. **Status - Awaiting decision**

- **PA20/06016 Mr & Mrs R. Caldwell, Chi Lowen 12 Dunstan Lane, St Mellion, PL12 6UE**
Proposed extension and remodelling. **Status - Awaiting decision**
- **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 20th 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**

PA20/05447 St Mellion International Resort, St Mellion, PL12 6SD

Submission of details to discharge conditions 7 (landscaping) and 11 (drainage) in respect of decision notice PA19/10510 dated 28th May 2020. **Status - Decided, not all conditions agreed.**

5.3 Other Planning Matters:

i. Proposed Changes to Planning Laws:

The new planning laws are designed to ease the planning process for new residential accommodation and mitigate the negative effects of Covid 19 on hospitality industry. The main changes are licences to serve alcohol and food outside existing businesses, adding storeys to existing residential buildings, change of use of commercial High Street properties to residential.

- #### ii. BK raised concerns about posts and netting being put up in a field on Church Lane, the purpose was unclear and the apparatus has since been dismantled. Any further developments to be monitored, especially if there seems to be a change of use issue.

6. Highway & Transport:

6.1 CNP Highways Scheme update:

Tranche 3 Expression of Interest relating to name signs for hamlets has been submitted. Bealbury, Dunstan, Newton Ferrers and Amytree, Woolaton have been suggested, more can be added. The latest report on the progress of the scheme was circulated in pre-reading.

BK asked if the traffic calming measures in Church Lane could be improved and/or developed further. NH suggested re-wording of the 'Access Only' signage to 'Residents Only' or 'No Access to the Golf Club'. Clearer signage indicating the A388 route for Golf Club. Not suitable for HGV.

ACTION: RJ to ask Helen Fincham about possibilities for Church Lane.

ACTION: BK to report fly tipping at Mud Lane via County Council website.

6.2 Safe Passageway:

RJ has been contacted by Derek Holley about the original feasibility study, as it appears there may be some interest in reinvigorating the idea from Saltash. He recommends that we periodically remind Cornwall Council about the proposal and ask if any funding has become available.

ACTION: RJ to contact Cornwall Council and ask if there are any new options for funding the Safe Passageway scheme.

6.3 Verge and Hedgerow trimming: To note that the Autumn cut is about to take place.

7. Council Property & Assets: Nothing to Report.

8. Project Updates:

8.1 Proposed siting of northbound village bus shelter on pt9143:

Michele May of Earl of Crocker has been contacted via phone and email but no response. The diseased ash trees have been marked for removal.

ACTION: RJ to check with H&EE if they are planning to remove the diseased ash trees from pt9143.

8.2 Glebe Field Path Licence:

A signed copy of the completed licence is now in the possession of RJ. Now require signage to indicate that it is a permissive path.

ACTION: RJ to source permissive path signage.

8.3 Telephone Kiosk Refurbishment

Jason Brade has the paint in his possession and refurbishment will begin next week if weather permits. He can fit the defibrillator and noticeboard immediately and invites site visits on Monday to drop off the noticeboard and AED Defibrillator.

ACTION: RJ to source defibrillator signage for phone box and ask H&EE if any signage available for A388.

ACTION: BK & NH to liaise with Jason Brade for delivery of the noticeboard and AED defibrillator.

8.4 AED Defibrillators

Jamie Clarke of Western Power has been contacted and authorised to action the work quoted for in May, no response has been received.

ACTION: RJ chase up Western Power for action on authorised work.

8.5 Wi-Fi provision for Church Hall

SC was not able to attend to give an update. There is a phone point in the office, so Wi-Fi should be possible. Agreement to be sought from PCC.

8.6 Siting of New Noticeboard

See 8.3 above.

8.7 Framing of parish map

BK has not been able to visit Framin Crafty to get a quote. Intends to visit on Friday 11th September.

8.8 Other Suggestions NONE

9. Parish Council finances

9.1 To review funds available

i. S106 funds available from Newton Ferrers solar farm:

The balances of the S106 fund, Revenue and Capital Accounts were noted.

9.2 To confirm approval of purchase of Zoom licence:

RJ has purchased a monthly licence using her personal credit card, as this seemed the only method to achieve the desired result quickly. The fee is to be reclaimed as reimbursements, 50/50 share with Stoke Climsland Parish Council.

9.3 To approve monthly payment schedule for August/September 2020

It was proposed by NH, seconded by PS and AGREED to approve the payment schedule for August & September 2020.

9.4 Quarterly Financial Review:

BK deferred to next meeting as awaiting the latest bank statement.

9.5 Online Banking:

RJ has contacted Lloyds Business banking and it is possible for the clerk to have delegated access to online banking without becoming a signatory. Therefore, the clerk can create an online payment and three signatories can log in to approve it. RJ has begun the process of registering herself for this option and can give instructions to the signatories to begin the process.

It was proposed by BK, seconded by PS and RESOLVED that online banking should be facilitated and that the Financial Regulations and Standing Orders be amended accordingly.

ACTION: RJ to begin the process of activating the online banking feature on the revenue account and redraft the FR and SO as appropriate.

10. Parish Council Governance:

10.1 Latest updates on Coronavirus and Parish Councils:

Councils are prohibited from meeting physically for the foreseeable future, existing legislation lasts until May 2021.

11. Local Organisations & Stakeholders updates

- i. *Caradon Community Network Panel update:*
The next meeting is on 14th October RJ to attend.
- ii. *Tamar AONB:*
The Tamar Valley Centre remains closed but the SHARE recycling scheme has gone mobile and has regular collection days in the Car Park.

12. Premises licensing: to receive an update on recent applications None Received.

13. Items for next Parish Council meeting agenda

- Asset Checks
- Online Banking
- Standing Orders & Financial Regulations updates
- Quarterly Review

14. Date and time of next meeting: 13th October 2020 via Zoom™

Meeting closed 20:49

St. Mellion Parish Council				
Payment Schedule				
REVENUE Account				
DATE	August 2020			
PAYEE	Invoice Date	Invoice #	Description	Amount
R Jackaman	05.08.2020	n/a	Clerk Salary and Reimbursements	£407.78
AG Accountancy Ltd	03.08.2020	2967	Payroll Services	£11.20
Dawe, Hawken & Dodd	15.07.2020	C9767	Audit Fee	£390.00
Cornwall Legal	29.06.2020	8100022521	Legal fees for May 2020	£83.93
Cornwall Legal	27.07.2020	8100031247	Legal fees for June 2020	£47.96
NEST	07.08.2020	n/a	Employer + Employee contribution to clerks pension	£33.73
TOTAL				£974.60
DATE	Sept 2020			
PAYEE	Invoice Date	Invoice #	Description	Amount
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£402.13
AG Accountancy Ltd	03.09.2020	2876, 2938, 2996	Payroll Services (cancelled cheques 207 & 208 lost by Starling Bank + current invoice)	£42.55
Cornwall Legal	12.08.2020	8100037079	Legal Fees for July	£71.94
Western Web	31.08.2020	21941	WCAG compliance work	£216.00
NEST	09.09.2020	n/a	Employer + Employee contribution to clerks pension	£33.15
TOTAL				£765.77