

**St. Mellion Parish Council Meeting**  
**Tuesday 10<sup>th</sup> November 2020 at 7:00pm**  
**Via Zoom™**

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

**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 interests:* None
- 1.4 *To approve written requests for dispensations:* None

**2. Previous Parish Council meeting (13<sup>th</sup> October 2020 & 27<sup>th</sup> October 2020)**

**2.1 To approve the minutes:**

- It was proposed by PS, seconded by NH and **RESOLVED** to approve the minutes of the Ordinary Meeting of the 13<sup>th</sup> October 2020 as a true record of the meeting.
- It was proposed by PS, seconded by NH and **RESOLVED** to approve the minutes of the Extraordinary Minutes of the 27<sup>th</sup> October 2020 as a true record of the meeting.

**2.2 Matters Arising:** None

**2.3 Items Actioned since last meeting:**

- Receipt for documents from Kresen Kernow has been received.

**3. Questions from the public:** No public attended.

**4. Correspondence received:** Callington Lions have sent the following email:

*"The Lions have discussed the possibility of bringing a little cheer to the less able members of our community during the dark months of January and February. We normally host a free lunch and entertainment in January but of course that is out this year. We thought it would be nice to distribute a small plant and letter to (amongst others) the parishioners who received help with shopping and prescriptions during lockdown, not just the ones who were serviced by the Lion's but all of them throughout the parishes.*

*If, as a parish you did organise support then we would be grateful for your help. I know that under GDPR you would not be able to provide us with names and addresses, but if we were to provide the gifts to you, would you be able and willing to utilise the volunteers you recruited to do a one off delivery? We would also like to provide all of your volunteers with a small token of appreciation, again would you be able and willing to help with this?*

*If this letter is of relevance to you, and you feel that you can help in the manner suggested, could you please give us a rough estimate of the number of vulnerable and the number of volunteers in your parish.*

*Once we have heard from all of the parishes, we will finalise our thinking and come back to you"*

**ACTION:** BK to contact Amanda Copson and St. Mellion Park Residents Association to liaise with the Lions directly and identify relevant parishioners. RJ to forward the email to Neil Dunkley.

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

**5.1 Planning Applications:** None.

### 5.2 Enforcement: Refusals, Approvals & Appeals:

- **PA20/06163 - Crown Golf, St Mellion Estate, St Mellion, PL12 6SD**  
Outline application with all matters reserved retirement village, residential nursing home, GP surgery and pharmacy, farm shop etc.  
**Status - Awaiting Decision.**
- **PA20/07313 Miss Jenny Hooper, Woolaton Cottage, St Mellion, PL12 6RN**  
Two storey rear extension.  
**Status - Approved with conditions**
- **PA20/08160 Mr. B. Hammond, Land Adjacent to Church Park St Mellion, PL12 6RG**  
Application for Permission in principle for construction of a maximum of 5 dwellings.  
**Status - Awaiting Decision**
- **PA20/06016 Mr & Mrs R. Caldwell, Chi Lowen 12 Dunstan Lane, St Mellion, PL12 6UE**  
Proposed extension and remodelling.  
**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**

### 5.3 Other Planning Matters:

- **Update on New Planning White Paper:**  
RJ has answered the online survey with a statement of support of the Cornwall Council response.
- **NDP:**  
Previous attempts to organise an NDP in 2014-2015 floundered due to lack of support within the parish. There is now an increased potential for infill development. An NDP would offer protection from over development. Support to resurrect the NDP will need to be established and grant funding sought if it is to be completed.

**ACTION: RJ to forward existing NDP documents to councillors.**

**ACTION: Councillors to enquire as to parish support for an NDP.**

**ACTION: RJ to explore funding options.**

## 6. Highway & Transport:

### 6.1 CNP Highways Scheme update:

Paul Allen has requested an annotated location map of hamlets which need name signs, for which local knowledge is required.

**ACTION: BK to produce an annotated map for review by councillors, then send to RJ.**

### 6.2 Safe Passageway:

Revised plans for Broadmoor estate have been sent to Cornwall Planning, which may feasibly influence the original proposed route from Botus Fleming to Saltash.

## 7. Council Property & Assets:

- The Dunstan Lane grit bin has been righted, PS gave thanks to BK for doing this.
- The wreath has been placed at the War Memorial.

## 8. Project Updates:

### 8.1 Proposed siting of northbound village bus shelter on pt9143:

The formal undertaking to cover Diocesan fees up to a limit of £1000 has been passed to Michele May at Earl & Crocker, no further update has been received.

### 8.2 Telephone Kiosk Refurbishment:

Western Power Distribution will complete works on the power supply to the kiosk when payment received.

### 8.3 AED Defibrillators:

No progress yet as awaiting the revised invoice from Western Power.

**ACTION: RJ to contact Jamie Clark and enquire as to progress on the new invoice.**

### 8.4 Wi-Fi provision for Church Hall:

New charge of £40 per hire of hall to cover Wi-Fi charge, total of £600 per year in budget.

### 8.5 Other Suggestions:

HG has had a meeting with Susan Ogalo, the Head of the Primary School regarding the possibility of the PTA applying for a grant from the Community Fund to aid them in supplying IT equipment for pupils to access tutoring remotely. The school has accessed funding from the PCC to address immediate concerns. There is a need to train staff to use the technology and convert some older laptops and but some new iPads, for which additional funding will be required.

The Head has expressed a desire to become more involved with the local community and would like to come to the January meeting of the Parish Council.

HG is happy to continue as the liaison with the Primary School.

**ACTION: RJ to send an invitation link to Susan Ogalo for the January meeting in due course.**

## 9. Parish Council finances

### 9.1 To review funds available:

S106 Newton Ferrers Solar Farm funds stand at: £39,172.69 after latest payments for works to the phone box.

### 9.2 To approve monthly payment schedule for November 2020

It was proposed by PS, seconded by SC and AGREED to approve the payment schedule for November 2020.

### 9.3 Online Banking

RJ can access both bank accounts online, has registered herself and AG Accounting as payees and can download statements. At least three councillors need to also have access to process any payments.

## 10. Parish Council Governance:

### 10.1 Complaints Policy (draft):

There are three template documents to draw from which have been sourced by BK and RJ. These to be reviewed for the most appropriate or relevant clauses to draft a policy.

### 10.2 Code of Conduct Training:

BB has completed his Code of Conduct training.

## 11. Local Organisations & Stakeholders updates

- Cornwall Council - Budget consultation is currently underway and outcomes of Community Governance Review have been published.
- Next Caradon CNP on 14<sup>th</sup> January via TEAMS.

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

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

- Budget & Precept
- NDP
- School Project update

**14. Date and time of next meeting: January 12<sup>th</sup> 2021.**

The meeting closed at 20:55

RJ left the meeting.

**CLOSED SESSION:**

BK announced the commencement of the closed session Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press (none of whom present at this point) from the meeting for the business specified: to discuss the Clerk's annual performance appraisal and salary review.

<b>St. Mellion Parish Council</b>					
<b>Payment Schedule REVENUE Account</b>					
<b>DATE</b>	<b>November</b>	<b>2020</b>			
<b>PAYEE</b>	<b>Invoice Date</b>	<b>Invoice #</b>	<b>Description</b>	<b>Amount</b>	<b>Cheque #</b>
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£434.44	221
AG Accountancy Ltd	31.10.2020	3052	Payroll Service	£11.20	222
CALC	17.10.2020	2021-291	Code of Conduct Training (BB)	£24.00	223
Royal British Legion	n/a	n/a	Donation	£35.00	224
NEST	09.11.2020	n/a	Employer + Employee contribution to clerk's pension	£35.59	DD
<b>TOTAL</b>				<b>£540.23</b>	
<b>St. Mellion Parish Council</b>					
<b>Payment Schedule CAPITAL Account</b>					
<b>DATE</b>	<b>November</b>	<b>2020</b>			
<b>PAYEE</b>	<b>Invoice Date</b>	<b>Invoice #</b>	<b>Description</b>	<b>Amount</b>	<b>Cheque #</b>
Western Power Distribution	23.10.2020	20063338	Installation of isolation switch in phone kiosk	£218.02	11
Defib Store Ltd	29.10.2020	11220	4 x defibrillator signs for phone kiosk	£108.00	12
<b>TOTAL</b>				<b>£326.02</b>	