

**St. Mellion Parish Council Meeting**  
**Tuesday 9<sup>th</sup> February 2021 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); 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 (12<sup>th</sup> January 2021)**

2.1 *To approve the minutes of the Ordinary Meeting:*

- It was proposed by HG, seconded by PS and RESOLVED to approve the minutes of the Ordinary Meeting of the 12<sup>th</sup> January 2021 as a true record of the meeting, all in favour.

2.2 *Matters Arising:* All matters arising are addressed in the agenda.

2.4 *Items Actioned since last meeting:* All items actioned are addressed in the agenda.

**3. Questions from the public:** No members of the public were present.

**4. Correspondence received:** None received.

**5. Planning matters**

5.1 *Planning Applications:* NONE

5.2 *Enforcement: Refusals, Approvals & Appeals:*

- **PA20/11275 - Messrs Zachariah, Bryan (Jnr) And Brian (Snr) Hammond, Land Adjacent to Church Park, St Mellion, PL12 6RG.** Outline application for construction of up to two dwellings with all matters reserved. *Status - Awaiting Decision.*  
It was noted that concern has been expressed to one of the councillors by a member of the public that the caravan on the site is being lived in.
- **PA20/11300, Mr F Rogers, Amy Down Quarry Blunts Saltash PL12 6RX**  
Construction of extension to existing agricultural building. *Status - Approved with conditions.*
- **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.*

5.3 *Other Planning Matters:*

- *Neighbourhood Development Plan:*

RJ has been in touch with Sarah Furley, Group Leader for Neighbourhood Planning at Cornwall Council, who advises that that the first step is to undertake community engagement; this will be largely impossible before the pandemic ends.

RJ recommends the Botus Fleming PC NDP webpage as a good example of a completed NDP for a similar sized parish. HG and PS also recommended the Menheniot draft NDP as a good example of the use of Social Media as an engagement tool.

NH has enquired with local resident Ralph Evans, who was involved in the previous explorations of the NDP and he is willing to be involved again.

There is also the possibility of using the election campaign period to highlight the desire to create an NDP in the next council term.

**ACTION: BK to set up a Google Drive folder to share documents and files relating to NDP.**

## **6. Highway & Transport:**

### **6.1 CNP Highways update (circulated as pre-reading):**

The following have been put forward as the preferred options for using up residue funds from the CNP Highways Fund:

- The reinstatement of double yellow lines and white lines on the road through the Golf Club and road to Dunstan Lane.
- Signage stating that the laybys on this road are "passing places" to stop them being used as parking bay and reduce the amount of reversing needed on this single-track lane.
- Speed humps in Church Lane need to be improved as the current ones haven't deterred traffic from coming through or reducing speed.
- Fluorescent bollards in the middle of the road through St Mellion village are difficult to see in the dark, some have obviously been hit by cars, can these be replaced?
- Possibly new signage in St. Mellion village on A388.

RJ has sent a map of placenames to Paul Allen for Tranche 3 - CAR 24 (hamlet signage). Now they require a councillor to visit the hamlets of Amytree, Bealbury and Dunstan and take photos to establish good locations for signage and talk to residents about their requirements.

**ACTION: NH volunteered to gather this information from Amytree, BK from Bealbury & Dunstan.**

## **7. Council Property & Assets:**

### **7.1 Asset Checks:**

The asset check spreadsheet is complete with no major issues.

The following was reported:

- The new noticeboard needs weather proofing (NH is making enquiries).
- The right hand grit bin at Dunstan Lane layby may need replacing as the lid is disintegrating but is still waterproof and will serve for some time to come.
- The village bus shelter solar lighting does not appear to be working.

The next asset check to take place in April 2021.

**ACTION: RJ to report solar lighting issue to Euroshel.**

**7.2 Insurance Policy Review (Current Policy Schedule circulated as pre-reading):**

Items to be removed: MacMini and screen and keyboard as no longer assets.

Items to be added: telephone kiosk.

**8. Project Updates:**

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

The confirmation of approval to meet the additional fees of the Diocese has been received by Earl & Crocker who are passing it on to Diocesan Solicitor, thereafter the transfer should be able to take place.

**8.2 Telephone Kiosk Refurbishment & AED Defibrillators:**

SC reported back on Western Power works, these are delayed due to Covid 19.

**8.3 Tree Planting:**

Several expressions of interest have been received from members of the public for both trees and hedging packs.

The Woodland Trust tree packs are only free if planted on land which is publicly accessible, therefore the identification of suitable land is a priority.

Michael Greet of Savilles has indicated that planting cherry trees on the Glebe field is not out of the question but given likely future uses, the location of the trees would need to be carefully chosen. RJ has asked for clarification and Mr. Greet will enquire with the Diocese if any land is available to rent to the PC for the purpose of planting.

The Glebe Field will be coming up for let again soon and RJ has enquired about likely rent and conditions for information purposes.

**ACTION: RJ to collate expressions of interest in tree planting packs.**

**9. Parish Council finances**

**9.1 To approve monthly payment schedule for February 2021:**

It was proposed by PS, seconded by NH and RESOLVED to approve the payment schedule for February 2021

**9.2 Online Banking update:** Signatories need to access and register for online banking.

**9.3 Proposed grant for PTA update:**

The Head Teacher of St. Mellion School was unable to attend so discussion of this topic was deferred.

**10. Parish Council Governance:**

**10.1 Dignity at Work Policy for approval (circulated as pre-reading):**

A discussion took place and the following elements were requested:

- Clarification of methods/means of raising complaints of bullying.
- A timescale of 20 working days for an initial response.
- Clarification of rights of appeal.

**ACTION: RJ to circulate amended policy to councillors and CALC.**

**10.2 Complaints Handling Policy for approval (circulated as pre-reading):**

A discussion took place and the following elements were requested:

- Clarification of timescale for an initial response.

**ACTION: RJ to circulate amended policy to councillors and CALC.**

**10.3 Cornwall Plan 2020-2050 (Localism Strategy) to adopt (circulated as pre-reading):**

A discussion followed and it was determined that the councillors would like more time to research the document and the County Council Localism webpage in time for further review at the next meeting.

**ACTION: BK to contact Edwina Hannaford for clarification of the Localism Plan.**

**10.4 Remote Meetings (proposed changes to legislation):**

The Government has indicated that there are no plans to renew the temporary legislation which allows remote meeting and which expires in May, CALC has requested that all councillors write to their local MP to ask for this legislation to be renewed and made permanent.

**ACTION: All councillors to contact Sheryll Murray to request that she raises this in Parliament.**

**11. Local Organisations & Stakeholders updates: None received.**

**12. Premises licensing - to receive an update on recent applications: None received.**

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

- Elections Preparation
- PTA Grant
- Glebe Car Parking
- Dignity at Work & Complaints Policies
- Localism Strategy 2020

**14. Date and time of next meeting: 9<sup>th</sup> March 2021 via Zoom**

**BK closed the meeting at 21:00**

St. Mellion Parish Council		Payment Schedule REVENUE Account		
DATE	February 2021			
PAYEE	Invoice Date	Invoice #	Description	Amount
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£447.99
AG Accountancy Ltd	31.01.2021	3158	Payroll Service	£11.20
NEST	09.02.2021	n/a	Employer + Employee contribution to clerk's pension	£37.20
<b>TOTAL</b>				<b>£496.39</b>