

**St. Mellion Parish Council Meeting
Tuesday 27th April 2021 at 7:00pm
Via Zoom™ - Minutes**

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

ABSENT: Ben Bryan (BB) joined at 19:17

IN ATTENDANCE: Ren Jackaman - Clerk (RJ), one member of the public (left at 19:20 after 5:2)

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 (9th March 2021)

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

It was proposed by PS, seconded by SC and RESOLVED to approve the minutes as a true record of the meeting, all in favour.

2.2 *Matters Arising:* None

2.3 *Items Actioned since last meeting:* all matters dealt with as agenda items.

3. Questions from the public: None

4. Correspondence received:

PS commented that she has received verbally concerns about:

- Coryton Arms parking spaces being sufficient for likely visitors when it reopens.
- The Main road only has a white solid line which means that it could be parked on.
- The grass verge between the old entrance of the Golf Club and Vivadon roundabout has become churned by tyres.
- The Vivadon roundabout looks quite bland, is there any option for planting it up, possibly with sponsorship.

ACTION: RJ to contact H&EE and enquire on all issues raised by PS.

5. Planning matters

5.1 *Planning Applications:*

PA21/01164/PREAPP Messrs Zachariah, Bryan (Jnr) And Brian (Snr) Hammond
Land Adjacent to Church Park, St Mellion, PL12 6RG.
Pre application advice for construction of two dwellings.

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 - Permission Refused at Area Planning Meeting.*

5.3 *Other Planning Matters:*

RJ recently attended a CNP meeting at which a representative of Planning Enforcement answered queries and gave a presentation. It was explained that Enforcement investigations take a long time because the right of appeal is included from the very beginning. The default position is to avoid enforcement and find another solution. For this reason, the Planning Enforcement team ask that any complaints are triaged in parish and if they obviously comply with local planning requirements, then a retrospective planning application should be recommended.

6. Highway & Transport:

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

The meeting on the 1st April gave the following scheme updates:

CAR 22 - Pillaton Flood Prevention has been designed and agreed.

CAR 24 - St. Mellion hamlet signage, still waiting on photos and survey from councillors.

CAR 28 - Church Lane signs has been designed and is now with programming teams.

CAR 24 - BK & NH have leafleted the relevant areas (Bealbury, Dunstan Quoin and Amytree) RJ has yet to collate the responses but the majority are clearly in favour of the scheme.

A suggestion has been made that the use of the What3Words app should be encouraged throughout the parish.

6.2 Glebe Parking update:

This matter is now in the hands of Cornwall Housing, who manage this particular piece of land.

RJ has put Stuart Blackie in touch with Jim Flashman to go over the details of the design.

7. Council Property & Assets:

Discussion took place about the grit bin on the verge opposite the church as it is unclear who it belongs to. Further investigation to be undertaken and if no owner identified, or if owner is willing, this could be added to the asset check list.

ACTION: RJ to contact Paul Teale and ask if this grit bin is owned by Residents Association.

8. Project Updates:

8.1 Proposed siting of northbound village bus shelter on pt9143:

Nothing to report, Earl & Crocker are still to complete the transfer process.

ACTION: RJ to write to Anthony Earl and ask for intervention to take place to move this matter to conclusion.

ACTION: RJ to ask Michael Greet if the Diocese can fix the broken fence as a public safety issue.

8.2 Telephone Kiosk Refurbishment & AED Defibrillators:

SC has been in contact with Western Power Distribution and reported that Covid 19 restrictions are still impeding the completion of works at the telephone kiosk.

ACTION: RJ to forward the relevant Western Power paperwork to SC.

ACTION: SC to forward contact details of appropriate officer to RJ for repeat of request to undertake works.

ACTION: BK to install the AED unit in the phone box without the heating power and RJ to let SWASFT know when done.

9. Parish Council finances

9.1 To approve monthly payment schedule for April 2021:

It was proposed by NH, seconded by BB, and RESOLVED to approve the payment schedule, all in favour.

9.2 To approve end of year financial report & audit update:

Approve application for certificate of exemption as income and expenditure are below £25K threshold for external audit.

It was proposed by PS, seconded by SC and RESOLVED to approve the end of year financial report, all in favour.

It was proposed by NH, seconded by HG and RESOLVED to apply for exemption from external audit, all in favour.

9.3 Online Banking update:

Still awaiting the processing of the two signatory approval to be confirmed.

9.4 Insurance Renewal Quotes:

Insurance quotes and policy schedules from Zurich and BHIB were reviewed on screen and compared.

It was proposed by BK, seconded by HG, and RESOLVED to renew the policy with Zurich Insurance.

9.5 Replacement Grit Bin costs:

The options from Cornwall Council were reviewed on screen and compared

It was proposed by NH, seconded by SC, and RESOLVED to order the Salt bin 0.17 m³ filled with salt (holds 204 kg) for £179.91, all in favour.

ACTION: RJ to order grit bin from Cornwall Council.

10. Parish Council Governance:

10.1 Review of election procedures:

Only five candidates have stood for election and therefore a vacancy will exist after May 6th. The process of looking for candidates to co-opt will therefore begin after the May meeting, with candidates being reviewed and co-opted at the meeting in June. BK offered thanks to all councillors who have stood for election and gave a vote of thanks to SC who is not standing, for his eight years of service on the Parish Council.

10.2 Remote Meetings and Annual Parish Council Meeting:

RJ gave a recap of the legal situation with regard to the rescinding of remote meeting legislation after 6th May. The result of the NALC court case will be released this week, if remote meeting is permissible after May 6th, the May and June meetings will be held via Zoom, if not then the meetings will need to take place outdoors with social distancing and PPE.

Decision to be deferred until after the result of the court case.

10.3 Annual Electors Meeting:

RJ has only had one reply from the enquiry relating to the electors meeting.

The death of HRH Prince Philip and the restrictions on holding meetings during the mourning period means that time has run out to give seven clear days' notice of the Annual Electors meeting before the rescinding of remote meeting legislation after May 6th.

It was proposed by BK, seconded by NH and AGREED to hold the Annual Electors Meeting prior to the Annual Parish Council Meeting on May 11th, all in favour.

10.4 Cornwall Legal renewal of service level agreement:

The Service Level Agreement was reviewed and discussed.

It was proposed by BK, seconded by PS and AGREED to renew the Cornwall Legal Service Agreement, all in favour.

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:

- Processing new councillors
- Annual Electors Meeting
- Annual Parish Council Meeting

ACTION: RJ to check all DBS check dates for councillors and order renewals for any which have expired.

14. Date and time of next meeting (to include annual meeting): 11th May 2021 (details of location or medium tbc)

BK closed the meeting at 20:52

St. Mellion Parish Council				
Payment Schedule REVENUE Account				
DATE: April 2021				
PAYEE	Invoice Date	Invoice #	Description	Amount
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£418.26
Angela Greenhough	06.04.2021	3220	Payroll Services	£11.20
CALC	01.04.2021	2122_170	CALC Membership Fee	£247.39
Western Web	09.04.2021	22383	Adding 'Death of VIP' option to website	£72.00
NEST	09.04.2021		Employer + Employee contribution to clerk's pension	£37.20
TOTAL	n/a			£786.05