

St. Mellion Parish Council
Annual Parish Council Meeting
18th May 2021 at 6:30 pm in St. Mellion
Parish Church*

Minutes

PRESENT: Pam Sambrook - Acting Chair (PS); Nick Habermehl (NH); Ben Bryan (BB); Hilary Gill (HG);

IN ATTENDANCE: one member of the public

MINUTES: Ren Jackaman - Parish Clerk

1. To receive apologies for absences:

Bridie Kent (BK) was unable to attend due to a prior commitment.

2. Appointment of Chair

PS gave thanks to the PCC for allowing the use of the Parish Church to meet in a space which allow adequate social distancing.

PS opened the meeting by reading the Annual Report of Bridie Kent, outgoing chair (see Appendix 1).

It was proposed by PS, seconded by HG and RESOLVED to appoint BK as Chairman, all in favour.

3. Appointment of Vice Chair

It was proposed by NH, seconded by BB and RESOLVED to appoint PS as Vice Chairman, all in favour.

4. Notice of Vacancy and of co-option opportunity:

A vacancy exists for a councillor following the uncontested elections, applications are invited for any eligible persons to attend the next physical meeting of the PC to present themselves as candidates. Date and venue of meeting tbc in due course.

5. Adoption of revised Code of Conduct 2021 - Local Councils 10.5 (circulated as pre-reading):

It was proposed by PS, seconded by HG and RESOLVED to adopt the revised Code of Conduct, all in favour.

6. Approval of Scheme of Delegation prior to full lifting of Covid 19 restrictions (circulated as pre-reading).

The Council delegates authority to the Clerk in consultation with the Chairman and Vice Chairman to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than September 2021.

It was proposed by HG, seconded by NH and RESOLVED to approve the Scheme of Delegation, all in favour.

7. Internal audit report for year ended 31st March 2021 (circulated as pre-reading)

It was proposed by NH, seconded by PS and RESOLVED to approve the Internal Auditors Report, all in favour.

8. External audit submission for year ended 31st March 2021 (circulated as pre-reading)

• *Annual Governance Statement*

It was proposed by BB, seconded by NH and RESOLVED to approve the Annual Governance Statement, all in favour.

• *Accounting Statement*

It was proposed by PS, seconded by HG and RESOLVED to approve the Accounting Statement, all in favour

• *Certificate of Exemption:*

It was proposed by NH, seconded by HG and RESOLVED to approve the Certificate of Exemption, all in favour

• *Notice of Public Rights*

It was proposed by PS, seconded by NH and RESOLVED to approve the Notice of Dates for Public Rights, all in favour

9. Notice of potential deferral of Annual Parish Assembly.

The parishioners and stakeholders have previously been consulted as to whether they would be willing to attend a remote Parish Assembly, only one reply was received.

It has not been possible to hold a physical parish assembly due to the continued restrictions on meeting physically. It is now no longer possible to hold the meeting via remote means prior to the deadline of 1st June. Discussion took place around how to make a suitable compromise around this difficult issue.

It was determined that there was a general desire to hold a meeting or celebration for the parish once Covid 19 is ended. This aspiration to be pursued as and when appropriate.

10. Review of Parish Council's policies and procedures

It was determined that the Standing Orders and Financial Regulations have both been reviewed during 2020 under Covid 19 measures and therefore do not need to be reviewed again at this time.

It was determined that in the interests of public safety, review of all other policies of the parish council to be deferred and carried out throughout ye 2022.

11. Review of Parish Council's Community Grant Scheme

It was determined that in the interests of public safety, this item be deferred to next ordinary meeting to take place when Covid 19 restrictions have been lifted.

12. Councillor roles/responsibilities:

It was determined that in the interests of public safety, this item be deferred to next ordinary meeting to take place when Covid 19 restrictions have been lifted.

13. Public comment:

The member of the public expressed the hope that the newly elected County Councillors and Parish Councillors achieve much in the new roles and wished them all good luck. A general discussion then took place of how to get parishioners to engage with the work of the parish council.

14. The meeting closed at 19:35

*Note: this meeting took place in the Parish Church under strict Covid 19 protocols. Attendees were obliged to wear a facemask, maintain social distancing and follow the directions given to ensure public safety. Attendees were required to sign in and a log kept of contact details. This was necessary following the failure to renew the temporary legislation allowing Parish and Town Councils to meet remotely during Covid 19. Consequently, as many items as possible were deferred and a scheme of delegation ratified in order to allow the council to operate without the requirement of meeting physically until it was safe to do so.

APPENDIX ONE - Chair's Annual Report:

2020 will be a year that will never be forgotten for many reasons but for the Parish Council, the restriction imposed by the UK Government as a result of the covid-19 pandemic led to many changes that affected the way the way we did our business. The rules around face-to-face attendance at meetings changed to allow, for the first time in the history of the Parish Council, meetings to be held remotely. It took us all a little time to get used to the technology, and we held informal meetings initially as we tested out the various systems. Then by the middle of the year, Zoom became our way of meeting and it was good to see so many people from the parish join us for some or all of the meetings. In 2021, this is about to change again, as the rules change once more, and it will mean that we will have to be quite creative in how and where we meet. The ongoing restrictions mean that the hall in the village is too small for us to meet safely and so for the forthcoming months either the church, or the glebe field look like the venue; we will keep you updated.

We remain keen to smarten up our parish and so in February we held one of our regular litter picks. This was the last to take place before the national lockdown came into force and we have been unable to arrange any since. However, we are planning to do one as soon as restrictions allow.

Lockdown clearly gave people time to review plans and it resulted in a number of planning applications being submitted to the Cornwall Council Planning Portal, for the Parish Council to comment on, which we duly did. We take an impartial and objective stance when reviewing each one; some were supported, others were not for reasons relating to the national and Cornwall planning guidance.

A point of celebration was the approval of plans by the Planning Office, submitted by the owners of the Coryton pub in the village. The renovation of this very run-down building is something that we should all look forward to. The process for approval took many months, with lots of hard work and persistence by many people but it got there in the end. We intend to follow the work with lots of interest.

In this last year the purchase of the old telephone box in the village was approved and this has had a make-over with fresh paint, a good clean and it now houses a defibrillator. We hope it is never needed, but it is there for immediate use. Training was delivered in 2019 and we intend to redo this as soon as restrictions allow. We encourage as many people in the village to attend and learn about basic life support. Some minor cabling work is still needed to enable a heat pad to function which will prevent the gel pads from freezing when the weather is cold. There will be two other defibrillators installed St Mellion Park, but the pandemic has led to delays in Western Power installing the essential power supplies. We are chasing this up.

We have purchased a new noticeboard for the village , located by the old telephone box as the old one was rotten.

We have had plans accepted to put up new hamlet signs around the Parish so that smaller settlements such as Bealbury, Amy Tree, and Dunstan Quoin can be found much more easily. We have contacted households in those locations to determine their views and if the idea is supported, then we will progress this through the Caradon Network.

Early in 2020, we declared our support for protecting the environment and the ensuing Climate Emergency. This is an important campaign that will require us all to make changes to the way we live and work, in order to protect the environment for future generations.

Finally, we want to acknowledge the fantastic work undertaken at the start of the pandemic by Amanda Copson and the team of volunteers who came together to provide support to the people of the Parish. During the lockdowns, this team quietly worked together to ensure that food, medicines and other help was provided for those in need.

We want to say a massive thank you to Steve Crook who has served as a Parish Councillor for 8 years and has now stepped down to take on new challenges.

We now look forward to a busy 2021, with plans being made for the creation of a Neighbourhood Development Plan, which is important for us all in the Parish as we grow and develop.

Dr Bridie Kent

Chairperson.