

**St. Mellion Parish Council Meeting  
Tuesday 13<sup>th</sup> July 2021 at 7:00 pm  
St. Mellion Parish Church  
Minutes**

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

**IN ATTENDANCE:** Ren Jackaman - Parish Clerk (RJ) and seven members of the public (one left at 19:40)

**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 meetings (April-June 2021)**

2.1 *To approve the minutes of the Ordinary Meeting of 27<sup>th</sup> April 2021.*

It was proposed by BB, seconded by PS and RESOLVED to approve the minutes as a true record of the meeting of the 27<sup>th</sup> April 2021.

2.2 *To approve the minutes of the Annual Meeting of 18<sup>th</sup> May 2021*

It was proposed by NH, seconded by HG and RESOLVED to approve the minutes as a true record of the meeting on 18<sup>th</sup> May 2021.

2.3 *To approve the minutes of the Extraordinary Meeting on 8<sup>th</sup> June 2021*

It was proposed by HG, seconded by NH and RESOLVED to approve the minutes as a true record of the meeting on 8<sup>th</sup> June 2021.

2.4 *Matters Arising:* None

2.5 *Items Actioned since last meeting:*

- Various Highways issues have been reported to Highways & Environment East at the request of PS.
- The response from Will Glassup indicates that there is nothing to be done about tyre marks on verges or parking for Coryton Arms (it is not anticipated that parking on A388 would be likely). Solutions may become available as development of the Coryton Arms continues.
- The Road Safety team have yet to respond about planting up the roundabout with trees.
- The new Glebe Grit bin has been delivered.

**3. Questions from the public:**

None.

**4. Correspondence received:**

- Cornwall Council offer of a 'landmark tree' for Parishes.
- The deadline for applications is August 2<sup>nd</sup>.
- The tree can be planted on any 'community accessible land' (e.g. parish, community or private with good community access) for which permission has been granted and an undertaking to care for its ongoing maintenance for 15 years has been made.
- The suggestion was made that Vivadon Roundabout would be an appropriate location.

**ACTION:** RJ to approach road safety team about planting landmark tree on Vivadon roundabout.

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

### 5.1 Planning Applications:

#### **PA21/05617: Mr. N. Kelly, Bealbury Orchard, St. Mellion, PL12 6RX**

Outline application for the construction of two dwelling houses with all matters except access reserved.

Case Officer: George Shirley Expiry Date: 15<sup>th</sup> July 2021

Mr. Kelly was invited to make a presentation and confirmed that NH has been to the site to view it. No hedgerow removal is required, there are two static caravans on site and a Nissen hut, all of which have been on site for 15+ years.

Discussion followed and it was noted that:

- The development would be market housing but as only outline planning there are no design details yet.
- There was a previous application in 2010 which indicated that the static caravans had been on site for 10+ years at this point.
- None of the non-permanent structures have been occupied for many years.
- There would be no visual changes from the road as the site is bounded on all sides by a Cornish hedge with trees incorporated.
- The plot is near a hamlet of five permanent dwellings but still potentially constitutes housing in the open countryside and would therefore contravene policy 7 of the Local Plan.
- This would not be considered a rural exception site and Policy 9 of the Local Plan would not apply as affordable housing is not being proposed.
- There is a septic tank on site.
- There are some apple trees on the site, but apart from these and the non-permanent structures, it is an open field.
- There is some question of whether this is a brownfield site, which the Planning Officer has not been able to answer yet.
- There is no history of previous development on the site, so the assumption is that it is not a brownfield site.
- It was considered that this site would not constitute rounding off.
- It was considered that this proposal does not constitute infill.
- A tree survey should be undertaken prior to any permission being granted.

It was proposed by BK, seconded by PS and AGREED unanimously not to support this application on the grounds that the development does not constitute rounding off and does not constitute proportional replacement of existing structures.

### 5.2 Enforcement: Refusals, Approvals & Appeals: None

### 5.3 Other Planning Matters:

#### Neighbourhood Development Plan:

- RJ has downloaded a lot of advice and shared it in a folder on Google Drive.
- The clerk at St. Dominic has confirmed that a combined approach is welcome.
- It was agreed to plan for September as a potential start.
- Housing survey to be updated prior to September.

**ACTION: RJ to progress the above during the month of August when the council are in recess.**

## 6. Highway & Transport:

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

- It was noted that the scheme is drawing towards a close.
- Remainder monies are being pooled by Launceston and Caradon CNP to achieve joint projects, such as the improvements to Polhilsa junction on the A388.

### 6.2 Glebe Parking update:

- An update was requested from relevant parties on 30.06.2021.

- There is a suggestion that options for electric vehicle recharging points also be considered here.
- Helen Fincham of Caradon CNP and Stuart Blackie of Cornwall Housing have been liaising on sourcing possible funding.
- There could be possible match funding available from Parish Council S106 funds, if deemed appropriate.
- Cllr Sharon Daw is also pursuing funding for this project.

#### 6.3 Hamlet signage update: (CAR 24 in the CNP Highways Scheme)

- List of responses (anonymised) has been sent to Helen Fincham to pass on.
- The majority of those who responded were in favour of the idea.
- There was some confusion about where the money for the scheme comes from, RJ has been able to clarify that it is not from the Highways budget, Parish Council funds or precept but from the CNP Highways Scheme budget.
- RJ is having a remote meeting with Helen Fincham and Will Glassup of Cornwall Highways to identify the correct locations for signage.
- RJ is going to request a site visit.

#### 6.4 '20 is Plenty' Campaign (circulated as pre-reading):

- "20's Plenty for Cornwall" is a community led campaign for slower vehicle speeds on residential streets and places where people live, shop, work and go to school.
- The campaign is affiliated to the nationwide 20's Plenty for Us organisation [www.20splenty.org](http://www.20splenty.org).
- There is also a Facebook group.
- Parish & Town Councils in Cornwall have been asked to officially support the campaign.
- Discussion followed in which several declassified roads in the parish were identified as applicable and that reducing speed limits would be a welcome step.

It was proposed by BK, seconded by PS and AGREED to formally support the '20 is Plenty for Cornwall' campaign.

**ACTION: RJ to communicate formal support of campaign to organisers.**

## 7. Council Property & Assets:

### 7.1 Glebe Residents Grit Bin:

Approval for the adoption of the grit bin opposite the Church Hall has been sought and granted by the Glebe Tenants & Residents Association.

It was proposed by NH, seconded BK and RESOLVED to adopt the Glebe grit bin

**ACTION: RJ to add this to the asset check schedule and forward new list to councillors.**

### 7.2 Asset Checks updates:

- All asset checks to be prepared for report at September meeting.

## 8. Project Updates:

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

- Truro Diocese are to deal with problematic trees at an increased cost of purchase price.
- Michael Greet has offered the option of 'early entry' to tidy up the site but this would need to be coordinated to take place after any tree work is completed.
- Lee Quinney of Cornwall Council has been in touch with regard to progressing plans for the bus shelter once the land transfer has taken place.

### 8.2 Telephone Kiosk:

- There is an AED now in the phone box and operational.
- Western Power have still not connected the power to the kiosk, so there is no heat pack yet.
- Defibrillator signage is ready to be put up.

- BK will be meeting with SWASFT representative and new training session to be organised for parishioners.

#### **8.3 St. Mellion Park AED Defibrillators:**

- The proposed siting of the AED units has had to change subtly due to change of ownership of one of the properties.
- The updated quote for the connection work at St. Mellion Park has been received.
- The letter of agreement has been signed and will be sent to Western Power Distribution with the cheque payment following this meeting.

#### **8.4 Litter Pick**

- To plan next event pending lifting of Covid 19 restrictions.
- Covid 19 will still be a factor, so improved risk assessment and measures will need to be in place.
- Saturday 4<sup>th</sup> September was agreed as a suitable date.

**ACTION: RJ to notify Biffa, Clean Cornwall and Callington Litter Pickers and advertise the event.**

#### **8.5 Other upcoming events**

- The Cherry Feast has been cancelled.
- The deferred Annual Electors Meeting to be held prior to the meeting on 14<sup>th</sup> September.

#### **8.6 Mellanus News**

- Amanda Copson was asked to comment on the possibility of Parish Council providing practical support for the production of the newsletter.
- RJ agreed to compile the newsletter with Ms. Copson as Editor in a quarterly publication.
- A digital edition to be made available via the Parish Council website and shared to social media.
- Ms. Copson to complete an application for a grant to cover printing and other costs from the Community Benefit Fund.

**ACTION: RJ to liaise with Amanda Copson to coordinate grant application and first edition for September/October.**

### **9. Parish Council finances**

#### **9.1 To approve monthly payment schedule for May, June & July 2021:**

It was proposed by PS, seconded by HG and RESOLVED to approve the payment schedules en bloc for May, June and July, all in favour.

#### **9.2 To approve the quarterly financial review:**

It was proposed by NH, seconded by PS and RESOLVED to approve the Quarterly Financial Review.

#### **9.3 External Audit update:** Nothing to report.

#### **9.4 Update on PTA grant application:** Nothing to report.

#### **9.5 Online Banking update:**

- Attempts to progress the setting up of signatory approval have floundered.
- Discussion followed of the possibility of transferring the account to Unity, who are set up to cater for the needs of local authorities with regard to multiple signatory approval, their fee would be £6 pcm.

**ACTION: RJ to research options and opinions around switching bank accounts to Unity Bank.**

### **10. Parish Council Governance:**

#### **10.1 Notification of vacancy for a Parish Councillor:**

- The notice of a Casual Vacancy has been put up on noticeboards and website.

**10.2 Code of Conduct Training update:**

- NH, BB, PS and HG are booked on 21<sup>st</sup> July 2021.
- BK has already completed the training.

**ACTION:** RJ to follow up to check whether the link for Code of Conduct training has been issued yet.

**11. Local Organisations & Stakeholders updates:****12. Items for next Parish Council meeting agenda:**

- NDP

**13. Date and time of next meeting:** 14<sup>th</sup> September 2021 potentially in the Church Hall (to be preceded by the Annual Electors Meeting at 6:30 pm)

BK closed the meeting at 20:54

<b>St. Mellion Parish Council</b>				
<b>Payment Schedule REVENUE Account</b>				
<b>DATE: July 2021</b>				
<b>PAYEE</b>	<b>Invoice Date</b>	<b>Invoice #</b>	<b>Description</b>	<b>Amount</b>
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£484.83
AG Accountancy Ltd	02.07.2021	3301	Payroll Services (inc redeclaration of compliance)	£11.36
NEST	09.07.2021	n/a	Employer + Employee contribution to clerks pension	£38.20
<b>TOTAL</b>				<b>£534.39</b>

<b>Payment Schedule CAPITAL Account</b>				
<b>DATE: July 2021</b>				
<b>PAYEE</b>	<b>Invoice Date</b>	<b>Invoice #</b>	<b>Description</b>	<b>Amount</b>
CORMAC	25.06.2021	IN120873	Grit Bin	£215.89
Western Power Distribution	05.07.2021	4023077	Installation works for AEDs at St. Mellion Park	£4,192.27
				<b>£4,408.16</b>