

St. Mellion Parish Council Meeting
Tuesday 12th October 2021 at 7:00 p.m.
St. Mellion Church Hall
Minutes

PRESENT: Bridie Kent - Chair (BK); Pam Sambrook (PS), Nick Habermehl (NH); Hilary Gill (HG); Adam Sturtridge (AS); Ben Bryan (BB) (arrived at 19:40 due to unavoidable family commitments).

IN ATTENDANCE: Ren Jackaman - Parish Clerk (RJ) and one member of the public (left at 7:36).

1. Councillor matters

- 1.1 *To receive apologies for absences:*
None received.
- 1.2 *To receive declarations of pecuniary interests:*
None received.
- 1.3 *To receive declarations of non-registrable interests:*
None received.
- 1.4 *To approve written requests for dispensations:*
None received.

2. Previous Parish Council meetings (14th September 2021)

- 2.1 *To approve the minutes of the Ordinary Meeting of 14th September 2021:*
It was proposed by HG, seconded by AS and RESOLVED to approve the minutes as a true record of the meeting of the 14th September 2021, all in favour.
- 2.2 *Matters Arising:* None.
- 2.3 *Items Actioned since last meeting:*
 - RJ has created a draft version of the Mellanus News ready to compile the Autumn/Winter edition with Amanda Copson. BK has sent the Parish Council Chair editorial.
 - BK asked Sean to trim by bus shelter at Crocadon.
 - Bodmin Town Council - RJ has sent support for Cllr. Ahearn's letter re: the White Paper has been given.
 - Highways and Environment East contacted re: trimming round road signs and replacing bollard in village:
"The hedge cutting works are programmed in for the service and maintenance cut. This is currently taking place and should be completed within the coming weeks. The bollard will be replaced when we undertake our strategic route maintenance on the A388, this will be later in the year, unfortunately I do not have a date."
No response yet received regarding the broken fence alongside the telephone kiosk.

ACTION: BK will reissue the report of the broken fence as an urgent matter.

3. Questions from the public:

Mr. Bryan Hammond thanked the Parish Council for their contribution to the SE Area Planning Committee meeting regarding his planning application.

4. Correspondence received

None received.

5. Planning matters

5.1 *Planning Applications:* None.

5.2 *Enforcement Refusals, Approvals & Appeals*

- **PA21/06319 Messers Zachariah, Bryan Jnr & Bryan Snr Hammond**
Outline Planning for the construction of two dwellings with all matters reserved - Land west of The Laurels, St Mellion, PL12 6RG.
Status - Approved at SE Area Planning Committee on 4th October 2021.

5.3 *Other Planning Matters*

- Neighbourhood Development Plan:
NDP initial interest meeting on Monday 25th October at 7:00 p.m. at St. Mellion Golf Club. NH will lead the meeting.
- Housing Needs Survey:
Pillaton have been invited to take part in housing survey and NDP meeting.

ACTION: RJ to draft a simple agenda for the NDP meeting and prepare a folder of useful documents to display on screen.

ACTION: RJ to share poster for meeting on website, social media and email to Residents' Associations and St. Dominick and Pillaton Parish Council.

6. Highway & Transport

6.1 *Road Markings:*
Nothing to Report.

6.2 *Parking at Glebe:*
Nothing to Report.

6.3 *Safe Passageway:*
Nothing to Report.

7. Council Property & Assets

7.1 *Any issues reported:*
The solar lighting is working at the Northbound shelter and the shelter at the Crocadon entrance, the village bus shelter has partially operational lights.

8. Project Updates

8.1 *Proposed siting of northbound village bus shelter on pt9143:*
Michelle May has passed on comments on the draft transfer agreement to the appropriate bodies.

8.2 *Telephone Kiosk*
Jason Brade has successfully connected the power to the AED defibrillator, which is now located on the SWASFT system and will be subject to monthly check ups and status updates to SWASFT. The pads have been replaced.

8.3 *St. Mellion Park AED Defibrillators:*
Works commenced on the 21st September, a last minute change of location for one of the posts was required but this was easily resolved. The necessary connections will be completed by the next meeting of the Parish Council.

8.4 *Tree Planting:*

RJ has liaised with the Woodland Trust over the definition of 'publicly accessible land' and the lack of land in St. Mellion which complies. It is now established that there is no land which could fall under this definition in the parish which could be considered to be under the Parish Council's jurisdiction. The advice received from the Woodland Trust as to how to proceed is as follows:

"As you are looking to plant for private gardens I'm afraid you wouldn't be eligible for our larger tree packs (30+ trees). These packs are really designed for community groups and schools looking to plant on publicly accessible land with a strong level of shared community involvement in the planting and ongoing care of the trees.

However, if residents plan to share the trees to green up a neighbourhood, then they can apply to receive our "Urban pack" of 15 trees (crab apple, rowan, hazel) which has been put together for neighbours to share amongst their front gardens. Because of this, the Urban pack can only be ordered as a single pack and isn't available in conjunction with any of our other tree packs.

I'm afraid we aren't able to accept multiple applications from a single source as we feel it's very important that each application is made directly by the groups themselves. We very much welcome the support of organisers to help communities with their planning and planting, however the person who submits the form must be the ongoing long-term contact from within each local group.

This is something we are fairly strict about as it's important that a contact directly linked to each specific planting site takes ownership of the planning, long term goals, and ongoing maintenance of the young trees. Monitoring visits have shown that the trees are more likely to thrive long term when they have been ordered by a group directly, and this also enables us to keep in touch with every site regarding relevant aftercare advice and potential monitoring visits in future years."

ACTION: RJ to contact those who expressed an interest in a tree pack and encourage those who can, to apply for packs directly, also to mention the scheme in the Mellanus News.

PS mentioned that HM the Queen has invited communities to plant a Platinum Jubilee tree in celebration of the 70th anniversary of her accession to the throne. A discussion followed about likely locations for such a tree.

ACTION: RJ to approach St. Mellion PCC as to suitability of the churchyard for a Jubilee Tree.

9. Parish Council Governance: Nothing to report.

10. Parish Council finances

10.1 *To approve monthly payment schedule for October 2021 (shown on screen):*

It was proposed by NH, seconded by HG and RESOLVED to approve the payment schedule of October 2021, all in favour.

10.2 *Quarterly Financial Review (shown on screen):*

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

ACTION: RJ to cancel the Zoom licence from November.

ACTION: RJ to ask St. Mellion Flowers about replacing the Remembrance Wreath.

ACTION: RJ to prepare invoice for Parish Hall Hire.

10.3 Bank Account transfer - update:

Application has been completed and sent.

10.4 Tenders for Bus Shelter cleaning (shown on screen):

Four firms were invited to tender, two responded. The anonymised quotes were viewed onscreen.

It was proposed by NH, seconded by HG and resolved to appoint Tamar Window Cleaning (Contractor B) to undertake to clean the bus shelters on a bi-annual basis.

ACTION: RJ to contact both contractors and advise the outcome of the tendering process.

11. Local Organisations & Stakeholders updates: Nothing to Report.

12. Items for next Parish Council meeting agenda:

- Platinum Jubilee
- Arrangements for budget 2022
- Report on Caradon CNP meeting of 21st October 2021
- NDP Meeting feedback
- Decision on holding a December meeting
- Closed session to review staff appraisal.

13. Date and time of next meeting 9th November 2021 at 7:00 p.m. in the Church Hall

BK closed the meeting at 8:38 p.m.

St. Mellion Parish Council				
Payment Schedule REVENUE Account				
DATE October 2021				
PAYEE	Invoice Date	Invoice #	Description	Amount
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£500.97
AG Accountancy Ltd	05.10.2021	3396	Payroll Service	£11.36
ICO	08.10.2021	00065d150754	Data Protection Registration Fee	£40.00
NEST	08.10.2021	n/a	Employer + Employee contribution to clerk's pension	£38.20
TOTAL				£590.53