

**St. Mellion Parish Council Meeting
Tuesday 9th November 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);

ABSENT: Adam Sturtridge (AS)

IN ATTENDANCE: Ren Jackaman - Parish Clerk (RJ) and one member of the public (left at 8:26 p.m.)

1. Councillor matters

- 1.1 *To receive apologies for absences:* Ben Bryan (BB)
- 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

- 2.1 *To approve the minutes of the Ordinary Meeting and AEM of 12th October 2021.*

It was proposed by NH, seconded by HG and RESOLVED to approve the minutes as a true record of the ordinary meeting of the 12th October 2021, all in favour.

It was proposed by PS, seconded by HG and RESOLVED to approve the minutes as a true record of the Annual Electors' meeting of the 12th October 2021, all in favour.

- 2.2 *Matters Arising*

Remembrance Wreath now ordered from RBL as no response received to other enquiries, this has yet to be delivered. The Remembrance Service is on Sunday 14th November at St. Mellanus and BK will attend.

It was proposed by PS, seconded by HG and AGREED to make a donation of £35 to The Royal British Legion, all in favour.

- 2.3 *Items Actioned since last meeting*

- Those interested in free tree packs from the Woodland Trust have been advised of the changes to the Woodland Trust scheme and given the necessary information to apply directly.
- The Bus Shelter cleaning contract has been awarded to Tamar Window Cleaning, the contract has been sent and receipt of a signed contract is pending.
- The Christmas edition of the Mellanus News is currently being drafted. Discussion followed about the likely costs of printing enough hard copies, options for a commercial print run and likely limit to costs. It was determined that some more information as to print run needs was required before a figure could be settled on.

ACTION: RJ to liaise with Amanda Copson to establish needs, then get some printing quotes from local firms. Amanda Copson to be asked to submit a grant application from the community fund to cover printing costs, being supplementary to the digital version.

- The fence by the school is still broken, but the verge has been trimmed and tidied along the length of it, so Highways are aware of the problem.

3. Questions from the public:

The fireworks display on the 5th November, organised by Mr. Bryan Hammond was very successful and popular and was attended by 200+ people. Several councillors attended and Ward Member Sharon Dawe. Mr. Hammond encouraged the Parish Council to consider future firework displays as a way of gathering the community together and offered to help with organising a similar event for the Platinum Jubilee.

4. Correspondence received: None received

5. Planning matters:

5.1 *Planning Applications:*

Ref. No: PA21/09936 Mr. Hollyman, 2 Keason Hill St Mellion PL12 6UU

Proposed extension to a garage to include a new first floor accommodation. Installation of solar panels to the roof and other minor alterations.

Officer: George Shirley

Expiry Date: 4th November - extended to 10th November 2021.

Discussion of the application followed and the plans were viewed on screen.

It was noted that the precedence for this sort of development has been set by previous applications for similar garage conversions on St. Mellion Park, which have been approved.

The new window in the front bedroom seems a little over large in comparison to the other windows in the house, which may have impact on the neighbouring property which faces the development. It was also noted that the bathroom window should be of frosted glass.

It was questioned how many cars would need to be parked on site, since it is clear from the plans that the ground floor of this development would constitute a leisure area, with no space left for a vehicle to be stored. Concern was expressed about the impact of car parking on the highway with regard to implications on road safety.

It was also queried whether this application would therefore constitute a change of use for the existing garage.

It was specified that, if successful, the development should be restricted to residential use as an adjunct to the main property and not for use as a holiday let or temporary letting purposes and should be subject to any existing covenant relating to the issue, which applies to the main property.

It was noted that the proposed height of the development would not block or impact negatively any neighbouring property.

The lack of time allotted for public consultation was highlighted as potentially problematic for nearby residents.

It was proposed by BK, seconded by PS and RESOLVED to support this application, with the caveat that the development be for residential use only, all in favour.

5.2 *Enforcement Refusals, Approvals & Appeals: None*

5.3 *Other Planning Matters*

- **Neighbourhood Development Plan meeting feedback:**
Following the initial meeting at St. Mellion Golf Club on the 25th October, a small working party has been set up and met remotely on Thursday 4th November. It has been agreed that this group will continue to meet regularly up to at least February, at which point the situation will be reviewed and a decision whether there is enough support for an NDP will be made. St. Dominick representatives are keen to canvas within their own parish and report back. Further explanation and information should be made available to all parishioners.

ACTION: RJ to create a generic flyer about NDP, which can be circulated to parishioners in both parishes as a leaflet drop (check for printing costs if using a commercial printer).

- **Housing Needs Survey:**
St. Dominick Parish Council will be discussing the option of sharing costs of a combined Housing Needs Survey at their next meeting and will provide a response thereafter.

Pillaton Parish Council have been offered the opportunity to also take part but have not responded definitively.

Further action on commissioning a survey will be dependent upon the results of the public consultation around the NDP.

6. Highway & Transport

6.1 *Any issues reported:*

Hedges and verges have been trimmed by Cornwall Council, who also appear to have trimmed at the rear of the south bound bus shelter at Crocadon entrance. The trimming has thrown up a lot of hidden litter. A Community Litter Pick will be organised in the new year.

7. Council Property & Assets

7.1 *Any issues reported:*

RJ has updated the insurance schedule prior to renewal notices to include additional grit bins and remove the Macmini, keyboard and screen.

8. Project Updates

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

A response has been received regarding requested alterations to the transfer document, to be discussed and further action decided upon at a meeting with Michelle May, meeting date to be established.

ACTION: Contact Earl & Crocker to establish a date for a meeting of all parties.

8.2 *St. Mellion Park AED Defibrillators:*

One post is installed and the AED is attached. The electrician will be able to connect the power on 7th December. The second AED at Dunstan Lane is now to be located close to the start of Dunstan Lane, outside number 1-4 and will be wired up at as soon as possible.

8.3 *Jubilee Celebrations 2022:*

The PCC have confirmed approval of planting a jubilee tree in the churchyard with the proviso that it is not a conifer and that decision on exact location be planned by PCC.

ACTION: RJ to confirm with PCC that this arrangement is agreeable and that the Parish Council will cover the costs.

A beacon atop the tower is prohibited by the insurance policy and must be at ground level and away from buildings.

The idea of having a bonfire and/or fireworks display as per Mr. Hammond's offer plus possibly a road closure of Church Lane for a street party was met with general approval. Possibilities to be discussed and followed up in future meetings.

9. Parish Council Governance

9.1 *Decision on holding a December meeting*

Consensus was reached that a December meeting was not required and that therefore the next ordinary meeting will be on 11th January 2022

9.2 *Meeting dates for 2022.*

- 11th January
- 8th February
- 8th March
- 12th April
- 10th May (to include AEM and APCM)
- 14th June
- 12th July
- No August Meeting
- 13th September
- 11th October
- 8th November
- 13th December (tbc at November meeting)

10. Parish Council finances

10.1 *To approve monthly payment schedule for November 2021*

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

10.2 *Arrangements for budget & precept meeting*

An informal budget meeting will be held on 14th December at the Who'd of Thought It Inn at St. Dominick to review the proposed budget and decide on the precept.

10.3 *Bank Account transfer - update*

RJ has contacted Unity Bank for an update. New forms have been issued, which were signed by three existing signatories.

11. Local Organisations & Stakeholders updates: none

12. Items for next Parish Council meeting agenda:

- Litter Pick
- Platinum Jubilee

- Budget Approval

13. Date and time of next meeting 11th January 2022

FOLLOWED BY A CLOSED SESSION: Staff Appraisal and pay review

At 8:59 p.m. BK announced the commencement of the closed session Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, to exclude the public and press (none of whom present at this point) from the meeting for the business specified: to discuss the Clerk's annual performance appraisal and salary review.

St. Mellion Parish Council						
Payment Schedule REVENUE Account						
DATE: November 2021						
PAYEE	Invoice Date	Invoice #	Description	Amount	Cheque #	Signed
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£474.88	259	
AG Accountancy Ltd	04.11.2021	3423	Payroll Service	£11.36	260	
RBL	n/a	n/a	Remembrance Day donation	£35.00	261	
NEST	09.11.2021	n/a	Employer + Employee contribution to clerks' pension	£38.20	DD	
TOTAL				£559.44		
Payment Schedule CAPITAL Account						
DATE: November 2021						
PAYEE	Invoice Date	Invoice #	Description	Amount	Cheque #	Signed
Jason Brade	12.10.2021	1005	Completing electrical connection at Phone Kiosk	£95.00	16	
				£95.00		