

St. Mellion Parish Council Meeting
Tuesday 11th January 2022 at 7:00 p.m.
St. Mellion Parish Church
Minutes

PRESENT: Bridie Kent - Chair (BK); Hilary Gill (HG); Adam Sturtridge (AS); Ben Bryan (BB)
IN ATTENDANCE: Ren Jackaman - Parish Clerk (RJ) and three members of the public (two left at 19:44).

1. Councillor matters

1.1 *To receive apologies for absences:*

Pam Sambrook (PS) and Nick Habermehl (NH) both sent apologies, which were accepted.

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 of 9th November 2021 and the Extraordinary Meeting of 6th December 2021.*

It was proposed by HG, seconded by AS and RESOLVED to approve the minutes as a true record of the ordinary meeting of the 9th November 2021, all in favour.

It was proposed by BB, seconded by HG and RESOLVED to approve the minutes as a true record of the Annual Electors' meeting of the 6th December 2021, all in favour.

2.2 *Matters Arising:* None.

3. Questions from the public:

A member of the public came to ask the advice of the Parish Council in a matter relating to some unsolicited correspondence they have received.

The council noted the concerns expressed.

4. Correspondence received: UK Parliament Awards from Sheryll Murray MP

5. Planning matters

5.1 *Planning Applications:* None

5.2 *Enforcement Refusals, Approvals & Appeals*

- **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.
STATUS: Approved

- **PA21/10761 Mr D Perrin, Roskilly, Church Lane, St Mellion, PL12 6RG**
Proposed rear and side extension to existing detached dwelling, including extensions to existing dormers and replacing existing detached garage with new detached double garage.

STATUS: Awaiting Decision

5.3 Other Planning Matters

- Neighbourhood Development Plan working group update:
St. Mellion NDP Working Group have had several remote meetings and information leaflets have been delivered to local residents.
Pillaton PC have confirmed that they do not intend to create an NDP at this time.
St. Dominick plan to have a public meeting in February to establish support for the NDP in the parish.

6. Highway & Transport

6.1 *Any issues reported:* None

7. Council Property & Assets

7.1 *Asset Checks:* Councillors were asked to report asset updates via email to RJ.

8. Project Updates

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

RJ has asked Michelle May to nominate a date for site meeting which suits her, no response yet.

8.2 *St. Mellion Park AED Defibrillators:*

Final completion is waiting on one electrical connection at Dunstan Lane.

8.3 *Jubilee Celebrations 2022:*

A new set of criteria have been released by Buckingham Palace. A working party needs to be formed to organise events.

There has been a suggestion that the event could be combined with the annual Cherry Feast

ACTION: RJ to research further into arrangements, contact local community groups and recruit a working party via Facebook.

8.4 *Community Litter Pick:* 5th March 2022 was nominated as the date for the next Litter Pick.

ACTION: RJ to register with Clean Cornwall and complete necessary paperwork, check with Callington Litter Pickers group and advertise on Facebook.

9. Parish Council Governance

9.1 *Scheme of Delegation*

In consideration of rising Covid rates and the Omicron Variant, it was determined to adopt the updated version of the Scheme of Delegation in case physical meetings are rendered impractical or prohibited.

It was proposed by HG, seconded by BK and RESOLVED to adopt the updated scheme of delegation, all in favour.

10. Parish Council finances

10.1 *Budget & Precept approval:* (BK moved this item from 10.3)

The budget and precept proposal was reviewed on screen (see Appendix One)

The precept request for year ending 2023 is £8000, which represents a significant reduction from last year's request. This is a reflection of the reduced expenditure resulting from the Covid 19 Pandemic.

Two new reserve expenditure funds have been created allocating £5K each to the NDP Project and to the cost of Platinum Jubilee Celebrations.

It was proposed by BB, seconded by AS and RESOLVED to approve the proposed budget and precept, all in favour.

10.2 To approve monthly payment schedule for December 2021 & January 2022

The payment schedule was reviewed on screen (see Appendix Two).

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

10.3 Quarterly Financial Review

This item was deferred to the next meeting.

10.4 Bank Account transfer - update

Two cheque deposits of £500 for each account have been issues to open the new accounts. RJ has all the paperwork assembled and will send to Unity Bank before the next meeting.

10.5 Grant Application - A. Copson for Mellanus News

Ms. Copson has applied for an annual grant of £1K to cover the quarterly publication costs of the Mellanus News in A5 magazine of up to 28 pages plus sundry costs.

It was proposed by BK, seconded by HG and RESOLVED to approve the Mellanus News grant application, all in favour

11. Local Organisations & Stakeholders updates

None

12. Items for next Parish Council meeting agenda

- Quarterly Review
- Asset Checks
- Platinum Jubilee
- NDP update

13. Date and time of next meeting 8th February 2022

BK closed the meeting at 20:18

APPENDIX ONE - Budget & Precept:

	BUDGET PRO- POSAL YE 2022	ACTUAL AT 31.03.2021	Forecast at 31.03.2022	BUDGET PRO- POSAL YE 2023	Variance %
1 Balances b/f	£17,300.00	£23,408.22	£26,000.00	£26,000.00	50.29%
2 Annual precept	£11,000.00	£11,445.00	£11,500.00	£8,000.00	-27.27%
OTHER INCOME NOT TO BE IN- CLUDED IN BUDGET					
CTS		£155.18	£144.40		
VAT reclaim ye 2020		£192.08	£874.34		
CC community chest grant		£0.00	£0.00		
3 Total other re- ceipts		£347.26	£1,018.74		
Total receipts	£28,300.00	£35,547.74	£38,518.74	£34,000.00	20.14%
4 Staff costs	£6,200.00	£4,992.11	£5,750.00	£6,000.00	-3.23%
5 Loan inter- est/capital repay- ments	£0.00	£0.00	£0.00	£0.00	
Staff reimburse- ments	£450.00	£446.93	£700.00	£750.00	66.67%
Payroll agent fee	£160.00	£143.00	£130.00	£140.00	-12.50%
Zurich insurance premium ye 27.5.21	£750.00	£632.33	£630.13	£750.00	0.00%
Registration with ICO ye 19.11.21	£40.00	£40.00	£40.00	£40.00	0.00%
Internal audit fee for ye 2020	£400.00	£390.00	£396.00	£420.00	5.00%
Legal Fees	£600.00	£434.11	£2,500.00	£1,000.00	66.67%
CALC subscription for ye 2021	£250.00	£220.87	£247.39	£280.00	12.00%
Refilling salt bins	£50.00	£0.00	£50.00	£50.00	0.00%
RBL donation	£35.00	£35.00	£35.00	£35.00	0.00%
Website hosting	£120.00	£108.00	£174.00	£250.00	108.33%

Website amendments	£250.00	£216.00	£72.00	£250.00	0.00%
Church Hall Hire	£650.00	£0.00	£225.00	£500.00	-23.08%
General administration	£300.00	£90.30	£100.00	£300.00	0.00%
Councillor Recruitment associated costs (criminal record checks, advertising etc.)	£200.00	£0.00	£35.00	£200.00	0.00%
Seminars, training, travel/subsistence	£500.00	£51.00	£120.00	£500.00	0.00%
TOTAL ADMINISTRATIVE COSTS	£4,755.00	£2,807.54	£5,454.52	£5,465.00	14.93%
TOTAL COSTS	£10,955.00	£7,799.65	£11,204.52	£11,465.00	4.66%
ALLOCATED RESERVES					
insurance premium provision for amendment charges	£100.00	£100.00	£100.00	£100.00	0.00%
Parish communications	£200.00	£200.00	£200.00	£200.00	0.00%
Vacancy election fee (held as a reserve)	£4,000.00	£4,000.00	£4,000.00	£4,000.00	0.00%
Defibrillator Rental Fee (accrual)	£500.00	£500.00	£500.00	£500.00	0.00%
Community Asset Maintenance Fund	£600.00	£600.00	£600.00	£600.00	0.00%
Devolved services					
Climate Change Contingency Fund	£5,000.00	£5,000.00	£5,000.00	£5,000.00	0.00%
Grant bid writing	£500.00	£500.00	£500.00	£500.00	0.00%
NDP				£5,000.00	
Jubilee Celebrations & Memorial Tree				£5,000.00	
TOTAL ALLOCATED RESERVES	£10,900.00	£10,900.00	£10,900.00	£20,900.00	91.74%

Total payments	£21,855.00	£18,699.65	£22,104.52	£32,365.00	48.09%
7 Balance c/f (held as reserve)	£17,345.00	£27,748.09	£27,314.22	£22,535.00	29.92%
8 Total cash/other investments	N/A	N/A	N/A	N/A	
9 Fixed assets/long term investments	£25,000.00	£25,000.00	£25,000.00	£25,000.00	
10 Total borrowings	£0.00	£0.00	£0.00	£0.00	
SHORTHAND CALCULATIONS					
EXPENDITURE			INCOME		VARIANCE
AMOUNT NEEDED FOR ALLOCATED RESERVES	£20,900.00		BALANCE C/F	£26,000.00	
AMOUNT NEEDED FOR GENERAL EXPENDITURE	£11,465.00		PRECEPT	£8,000.00	
			OTHER	£1,000.00	
TOTAL	£32,365.00		TOTAL	£35,000.00	£2,635.00

APPENDIX TWO - Payment Schedule:

St. Mellion Parish Council				
Payment Schedule REVENUE Account				
DATE: December 2021				
PAYEE	Invoice Date	Invoice #	Description	Amount
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£533.34
AG Accountancy Ltd	01.12.2021	3457	Payroll Service	£11.36
St. Mellion & Pillaton PCC	01.12.2021	SMPC/2021/Q4	Rent of Church Hall for year 2021	£150.00
CALC	23.11.2021	2122-587	Code of Conduct Training	£24.00
Drawn to the Valley	06.12.2021	2363	Printing Costs July-December 2021	£15.30
NEST	09.12.2021	n/a	Employer + Employee contribution to clerks pension	£40.74
TOTAL				£774.74
Payment Schedule REVENUE Account				
DATE: January 2022				
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£493.67
AG Accountancy Ltd	01.01.2022	3488	Payroll Service	£11.36
Unity Bank	n/a	n/a	opening deposit Revenue Account	£500.00
NEST	n/a	n/a	Employer + Employee contribution to clerks pension	£40.41
TOTAL				£1,045.44
Payment Schedule CAPITAL Account				
DATE: January 2022				
PAYEE	Invoice Date	Invoice #	Description	Amount
Unity Bank	n/a	n/a	opening deposit Community Account	£500.00
				£500.00