

St. Mellion Parish Council Meeting
Tuesday 8th February 2022 at 7:00 p.m.
St. Mellion Church Hall
Minutes

PRESENT:

Bridie Kent - Chair (BK); Hilary Gill (HG); Adam Sturtridge (AS), Pam Sambrook (PS) and Nick Habermehl (NH).

IN ATTENDANCE:

Ren Jackaman - Parish Clerk (RJ) and three members of the public (two left at 19:54, one left at 20:09).

1. Councillor matters

1.1 To receive apologies for absences:

Ben Bryan (BB) sent apologies in advance as he has a prior engagement, which were accepted.

1.2 To receive declarations of pecuniary interests: NH declared an interest in 5.1.

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 11th January 2022

It was proposed by HG, seconded by AS and RESOLVED to approve the minutes as a true record of the ordinary meeting of the 11th January 2022, all in favour (two abstentions NH and PS due to absence from last meeting).

2.2 Matters Arising: None

2.3 Items actioned since last meeting: Nothing not dealt with elsewhere in the agenda.

3. Questions from the public: None

4. Correspondence received: None

5. Planning matters

5.1 Planning Applications:

- **Ref. No: PA22/00451 Messers Hammond - Land West of The Laurels, St Mellion PL12 6RG**

Reserved Matters application following Outline approval PA21/06319 dated 4th October 2021 of access, appearance, landscaping, layout and scale in respect of two dwellings.

Officer: George Shirley

Consultation Expiry: 14th February 2022

NH left the room.

The plans and associated documents were displayed onscreen.

A discussion followed, during which Mr. Hammond was asked for clarification on any matters which were not clear from the documents provided.

The following points were noted:

- In the planning support statement the north house has a sun terrace on top but the design statement states that the houses will face the Golf Course, it was queried whether this would this distract golfers at play. Discussion revealed that this was deemed very unlikely to be an issue and that there will be a ball catcher net at the boundary to the golf course as a safety measure for residents. The distance from the fairways is far enough that no real danger is incurred to either golfers or the residents of the house.
- The proposed planting was deemed appropriate, as was the planting which has already taken place; once mature the trees will screen the site very effectively. The existing boundary hedge on the development plot side, will be pruned and tidied. More landscaping will take place to create garden spaces for each property.
- There has clearly been a lot of thought into the location and design of the properties to have minimal impact on the surroundings. The design is in keeping with the existing aesthetic of the neighbouring houses and the landscaping has been carefully considered.
- The heating system is to be electric and the aim is to be powered by renewable resources, including solar panelling on the roof. A log burner is also included as a back up measure for heating in the event of power cuts.

It was proposed by HG, seconded by AS and unanimously RESOLVED to support this application.

NH re-entered the room.

5.2 Enforcement Refusals, Approvals & Appeals

- **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: Approved with Conditions.

5.3 Other Planning Matters

Neighbourhood Development Plan working group update:

- A meeting was held on 3rd February 2022.
- St. Dominick are currently in consultation with their parishioners and are attempting to establish the boundary of the parish.
- The existing designated area approval for St. Mellion still applies.
- A template survey has been identified, this to be used on Survey Monkey and tablets to be used to visit with residents who do not use IT to complete the questionnaire with them. Some research to be done into appropriate technology for this to be reported to the next meeting.
- The aim is to create an appropriately straightforward, small parish NDP.
- The clerk will need to be engaged to take on extra work hours additional to the employment contract at points during the development of the NDP, to allow for administrative work additional to the normal work of the council. Ideally, this will be flexible.
- A consultant will be hired to draft the plan proper.

It was proposed by BK, seconded by HG and unanimously AGREED to allow a flexibility of up to 5 hours per month, additional to the clerk's existing contracted hours, to be used in part or whole as required, for NDP administration only.

6. Highway & Transport

6.1 *Any issues reported:*

ACTION: RJ to contact Cormac to get updates on the progress with following reported issues: broken bollard, broken fence and road markings.

7. Council Property & Assets

7.1 *Asset Checks:*

- All assets have been checked
- Bus shelter lighting issues to be reported to manufacturer.
- It was noted that the bus shelters have been cleaned.

ACTION: RJ to contact Euroshel to check on the solar lighting kits in bus shelters

8. Project Updates

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

- A site meeting has been arranged with Michelle May from Earl & Crocker for 19th February at 9:00 a.m.
- The Diocesan Solicitor has removed the clause relating to protecting trees and updated the transfer document accordingly.
- HG reported that a member of the public has asked if the existing village bus shelter (southbound) can be moved and the proposed new bus shelter be put further up towards the school, outside the old Rectory entrance. It was clearly understood and communicated that the locations chosen for all bus shelters (both current and proposed) were established in consultation with Cornwall Highways and are the only locations which are appropriate for the traffic which uses the A388.
- The problem of parked cars in the space adjacent to the village bus shelter prohibiting the view of both bus driver and waiting passenger to be addressed to Cornwall Highways and a solution in the form of some sort of barrier to be requested.

ACTION: RJ to ask Cornwall Highways about blocking parking spaces by the village bus shelter.

8.2 *St. Mellion Park AED Defibrillators:*

- All defibrillators are now connected and working.
- The telephone kiosk has been double checked for connection.
- SWASFT will be visiting to sign off on the installation.
- Monthly checks will be completed by BK on the SWASFT system.
- Two training sessions will be provided by SWASFT but will be limited to 12 persons each session due to Covid restrictions, to be held on 16th February and 21st March at 7:00 p.m. in the Golf Club.

ACTION: RJ to advertise these training sessions on Facebook.

8.3 *Platinum Jubilee Celebrations 2022:*

- RJ has sent an email to the PCC, Primary School, WI, The St. Mellion Park and Glebe Residents Associations, together with a general call out on Facebook.

- The School has been approached twice to request use of the school field and options for souvenirs for the pupils but have not replied. The leading souvenir options are mugs or coins. There are many firms offering these.
- The Glebe Residents Association have not responded.
- Expressions of interest in being part of the working group have been received from Amanda Copson and Bryan Hammond.
- The WI and SMPRA are discussing options at their latest meeting and will be in touch in due course.
- The PCC are planning an exhibition in the church, which is being organised by Vivienne Malsom, she is therefore fully committed and unable to take part in the working group.
- The option to plant a Jubilee Tree in the churchyard has been approved by the PCC, who now need to decide on the exact species and location so that a tree can be ordered.
- Bryan Hammond has offered to organise a fireworks display.
- The option to have a parish beacon lit has been abandoned as impractical and potentially hazardous.
- The street party in Church Lane will need significant work to organise and it is preferable that the school field or Glebe field be used as an alternative.
- HG has been asked about the possibility of planting up the bank near the Millennium Bench which borders the A388 and the school path, or alternatively sturdy planters. This bank is under the jurisdiction of Cornwall Highways.

ACTION: RJ to ask Cornwall Highways about possibilities around Jubilee planting on the Millennium Bench bank, potential for funding from the Jubilee reserve fund.

8.4 *Community Litter Pick*

- The Litter Pick has been scheduled for 5th March with Clean Cornwall and the equipment has been booked.
- A poster advertising the event has been shared on Facebook.

ACTION: RJ to ask pasty suppliers for free pasties to be served after Litter Pick and email poster to Neil Dunkley

9. Parish Council Governance

- It was noted that AS has attended Planning Training with CALC on the 24th January 2022.

10. Parish Council finances

10.1 *To approve monthly payment schedule for February 2022*

It was noted that Amanda Copson has asked that the grant payment of £1000 for the Mellanus News be delayed until March 2022, this payment has therefore been removed from the published schedule.

It was proposed by PS, seconded by NH and RESOLVED to approve the payment schedule for February 2022.

10.2 *Quarterly Financial Review (pre-circulated and viewed onscreen)*

It was proposed by HG, seconded by NH and RESOLVED to approve the quarterly review for February 2022.

10.3 Bank Account transfer - update:

The paperwork has come through but the following issues have been noted and passed to Unity Trust for a response:

- The initial deposits of £500 to open the two new accounts have not yet cleared but the accounts appear to have been set up anyway.
- All the signatories received the confirmation letter for three accounts but only two accounts were requested to be set up.
- RJ has received the cheque book and paying in books for two accounts (20453116 and 20453129) which would seem to indicate that account number 20453103 is the result of administrative error, confirmation has been sought.
- It has not been disclosed which new accounts correspond with which Lloyds accounts.
- Each signatory has received two separate login letters and confirmation is sought that only one log in will be required for each person to access both the accounts.
- Signatories have been asked to supply the 'memorable name' used in the application to log in online, but no signatory was asked to provide a memorable name on the application form.
- Confirmation has been sought that the number of signatories required to approve a transaction has been raised from 2 to 3.
- A date for the full transfer has been requested.

11. Local Organisations & Stakeholders updates: None.

12. Items for next Parish Council meeting agenda:

- NDP
- Jubilee
- Litter Pick review

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

Meeting Closed at 21:10

**St. Mellion Parish Council
Payment Schedule
REVENUE Account
DATE: February 2022**

PAYEE	Invoice Date	Invoice #	Description	Amount
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£489.71
AG Accountancy Ltd	02.02.2022	3525	Payroll Service	£11.36
Cornwall Council	07.01.2022	8100215201	May 2021 Election Recharges	£255.00
CALC	25.01.2022	2122-710	Intro to Planning Training for AS	£36.00
NEST	09.02.2022	n/a	Employer + Employee contribution to clerk's pension	£40.41
TOTAL				£832.48