

**St. Mellion Parish Council Meeting
Tuesday 10th May 2022 at 7:42 p.m.
St. Mellion Church Hall
Minutes**

PRESENT: Cllr Bridie Kent (BK); Cllr Pam Sambrook (PS); Cllr Nick Habermehl (NH); Cllr Hilary Gill (HG); Cllr Ben Bryan (BB); Cllr Adam Strurtridge (AS).

IN ATTENDANCE: Parish Clerk Ren Jackaman (RJ) and 7 Members of the public (3 left at 7:57 p.m.)

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

- 2.1 *To approve the minutes of the Ordinary Meeting of 12th April 2022*
It was proposed by HG, seconded by NH and **RESOLVED** to approve the minutes as a true record of the meeting on the 12th April 2022, all in favour.
- 2.2 *Matters Arising*
None
- 2.3 *Items actioned since last meeting*
None not mentioned elsewhere in the agenda.

3. Questions from the public & correspondence received:

No comments received.

4. Planning matters

- 4.1 *Planning Applications:*
- **PA22/03591 Mr. D. Cox, Crocadon Farm, St Mellion, PL12 6RL**
Change of use of barns to cafe/event space and farm shop.
Planning Officer: George Shirley
Expiry Date: 13th May 2022

The plans had been pre-circulated and were viewed on screen.
It was noted that when the Farmer's Market was in operation several years ago, the barn in question was the least developed and that it would benefit from refurbishment.
The parking is adequate for likely numbers and road access is good.
The site is not visible in the surrounding area.
The Ecological Survey was reassuring with mitigations for wildlife.

It was proposed by HG, seconded by NH and **AGREED** to support this application, all in favour.

4.2 *Enforcement Refusals, Approvals & Appeals*

- **PA22/02219 Tom Watson, Crocadon Farm St Mellion Saltash Cornwall PL12 6RL**

To provide a three phase electricity connection to the above address (approximately 600 metres supported by existing wooden poles 45KJ1 through to 4KJ8 (8 poles).

Status: Approved

- **PA22/03406 Mr Dafydd Hollyman, 2 Keason Hill St Mellion Cornwall PL12 6UU**
Proposed works to existing garage to include: - Side extension to provide new stair access to new first floor accommodation. - Replace existing roof with new 45 deg. pitch roof and raised to accommodate new bedroom space with ensuite shower room within roof void along with new front facing dormer. - new installation of solar PV panels to rear section of roof. - Minor internal alterations to existing garage space.
Status: Approved with conditions

4.3 *Other Planning Matters*

- Neighbourhood Development Plan Working Group update
There has been a delay in working group meetings due to Covid 19 amongst members, nothing to report at present.

5. Highway & Transport

5.1 *Update on reported items*

Will Glassup to seek funding from Cornwall Council for the cutting and maintenance of the area south of the Millennium Bench and to repair the fence. This is unlikely to be possible in time for the Jubilee. It's a dangerous section of road for Cormac to work on and will require two way traffic lights and Roadspace booked with Cornwall Councils Streetworks Team.

Will Glassup has asked the Steward for an update on the issue of uneven payments outside the Old Post Office.

Suggest if possible that works to be carried out at pt9143 once transfer has taken place, should be coordinated with the above works to allow for one period of disruption.

6. Council Property & Assets

6.1 *Any issues reported*

None reported

7. Project Updates

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

Update from Savilles - the transfer document is out for signature. The Charity Act report is being finalised and the requisite church notices served on the PCC and vicar.

ACTION: update CORMAC and Transport Cornwall on pt9143 and coordination of roadworks mentioned in 5.1 above.

7.2 *Platinum Jubilee Celebrations 2022*

A follow up meeting took place at the Church Hall on the 25th April and all appears to be in order. Notes from this meeting are attached as Appendix One.

The Jubilee mugs have arrived.

Confirmation and ratification of expenditure for an order of 100 medium pasties from Over the Top Pasties for the Big Lunch, at a charge of £3.30 each, totalling £330.

It was proposed by NH, seconded by AS and **AGREED** to approve the expenditure of £330 to provide free pasties at the Jubilee Big Lunch.

There will be expenditure on June payment schedule, under de minimus of £100 printing up posters and flyers to advertise the events.

Pre-Jubilee Litter pick to be undertaken on Saturday 28th May, commencing at 10 a.m.

ACTION: RJ to register the Litter Pick with Clean Cornwall.

8. Parish Council Governance

No issues.

9. Parish Council finances

9.1 To approve monthly payment schedule for May 2022

PAYEE	Invoice Date	Invoice #	Description	Amount	Payment Type
St. Mellion Parish Council					
Payment Schedule REVENUE Account					
DATE: May 2022					
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£531.54	BACS
Angela Greenhough	30/04/2022	3594	Payroll Services	£11.83	BACS
Zurich	13/04/2022	514358038	Insurance Renewal	£653.71	BACS
Printkick Ltd	26/04/2022	AAAQ25541	72 x Jubilee Mugs	£306.24	BACS
Western Web	29/04/2022	23124	Domain and website hosting renewal	£120.00	BACS
Dawe, Hawken & Dodd	03/05/2022	D1441	Internal Audit Fee	£408.00	BACS
Over the Top Pasties	09/05/2022	Inv-0122	300 pasties for Jubilee Big Lunch	£330.00	BACS
NEST	n/a	n/a	Employer + Employee contribution to clerk's pension	£42.33	DD
Unity Bank	n/a	n/a	Service Charge	£18.00	
TOTAL				£2,421.65	

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

RJ requested that signatories access online banking as soon as possible after the meeting to authorise the above payments.

9,2 Quarterly Review (end of year)

The Quarterly Review spreadsheet had been pre-circulated and was shown on screen.

It was proposed by PS, seconded by NH and **RESOLVED** to approve the end of year quarterly review

9.3 Defibrillator Funding (SMPRA)

BK has received a letter from SMPRA requesting that the ongoing rental costs of the second defibrillator on Dunstan Lane (the payment to acquire this defibrillator having been made by SMPRA). This would involve an increase amount of reserved funds in future budgets to allow for the payment of the rental fee when it becomes due at the end of the first 4 year term.

It was noted that there are areas of the parish where an AED is still inaccessible and it would be recommended that provision of such should be added to the NDP.

It was proposed by BK, seconded by NH and **AGREED** that the ongoing rental costs of the second AED unit on Dunstan Lane to be paid by St. Mellion Parish Council, five in favour, one against, motion carried.

10. Items for next Parish Council meeting agenda

- Quarterly Review
- Jubilee Debrief
- Asset Checks

11. Date and time of next meeting 14th June 2022 at 7:00 p.m. in the Church Hall.

Meeting closed at 8:36 p.m

Appendix One:

NOTES FROM JUBILEE MEETING 7 P.M. ON 28TH MAY 2022 AT CHURCH HALL

EVENTS:

- *Friday 3rd June 9 p.m. Fireworks – to be viewed from school field, catering in the form of BBQ food, teas and coffees.*
- *Saturday 4th June morning (potentially) coffee morning in the hall.*
- *Sunday 5th June from noon Big Lunch on school field, bring your own picnic and pasties and strawberries, tea and coffee free to attendants.*

ACTIONED since last meeting:

- 72 mugs have been ordered from printkick.com (72 is the smallest quantity you can order) to be handed out to children (and others?) at the Big Lunch.
- Permission to use chairs, tables and bunting granted by J. Bennett.

FIREWORKS:

- Bryan has permission to use Phil's field behind the school field.
- Transport for elderly residents of the Glebe to be organised.

CATERING:

- Over the Top Pasties have been approached for the Big Lunch, quoted £3 per pasty, all medium, all flavours.
- BBQ on fireworks night, each person to be issued with a raffle ticket to exchange for a free BBQ item, thereafter, charge for them.
- Veggie options to be provided in both above cases.
- Strawberries and cream to be sourced by A. Copson.
- Church Hall urns to be used on school field as required for tea and coffee.

ACTIVITIES:

- Picture of the Queen competition for the kids, with prizes made by A. Copson and Rosettes.
- Face Painting by A. Copson
- All activities with potential for injury (tug of war for example) to be avoided due to insurance concerns.

PUBLICITY:

- R Jackaman to design poster and flyers.
- Events are in the next Mellanus Newsletter (due out this week)
- Facebook, Council website, local print media to be used to advertise.

WE WILL NEED:

- Litter Bins
- Paper plates and disposable cutlery (not plastic)
- Rosettes

TO BE ASKED:

- A. Copson to ask Sam Ogalo if electricity supply and kitchens can be used.
- A. Copson to ask Sam Ogalo to organise picture of the Queen and Crown Making competition for the children, to be judged by a Parish Councillor