

**St. Mellion Parish Council Meeting**  
**Tuesday 11<sup>th</sup> October 2022 at 7:00 p.m.**  
**St. Mellion Church Hall**  
**Minutes**

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

**IN ATTENDANCE:** Parish Clerk Ren Jackaman (RJ) and one member of the public (left at 20:10).

### 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 9<sup>th</sup> August 2022*

It was proposed by NH seconded by HG and RESOLVED to approve the minutes of the Ordinary Meeting of 9th August 2022 as a true record of the meeting, all in favour.

- 2.2 *Matters Arising:*

- BK gave sincere thanks to PS, HG and all councillors for taking her place at formal functions during the mourning period for HM Queen Elizabeth II lately deceased.
- The Coronation of Charles III has been scheduled for 6<sup>th</sup> May 2023.

**ACTION: NH to get a spare set of keys cut for the noticeboards.**

**ACTION: RJ to ask Vivienne Malsom if it would be possible to keep the spare set in the church.**

- 2.3 *Items actioned since last meeting:*

- RJ has uploaded the Levelling Up briefing note to the website. RJ attended the online briefing on financial implications.
- RJ has contacted the Saltash Area Team of D&C Police to ask if any police presence can be arranged to visit at Church Lane to discourage the illegal use of the road. No response yet.
- BB has reported back to Steve Moss of St. Mellion Golf Club and politely declined the offer to run a Farmer's Market and reiterated the access issue at Church Lane.
- BK has also flagged this issue with the SMPRA.
- RJ attended CORMAC day at Launceston Rugby Club on 27<sup>th</sup> September.
- RJ took part in Power of General competence briefing by CALC.
- BK and AS went to the sustainability event on the 1<sup>st</sup> October at St. Mellion Golf Club.

### 3. Questions from the public & correspondence received: None.

### 4. Planning matters

*(to include any applications received after this agenda is published but prior to the meeting)*

- 4.1 *Planning Applications:* None
- 4.2 *Enforcement Refusals, Approvals & Appeals:* None
- 4.3 *Other Planning Matters*

- Neighbourhood Development Plan Working Group  
The NDP group met on Tuesday 4<sup>th</sup> October and the draft survey is now compiled and approved. A printed version should be ready for delivery around the parish towards the end of October. It

can also be sent out electronically. Smart Survey will charge £20 per month for compiling the results.

## 5. Highway & Transport

### 5.1 *Any reported items and updates*

- CORMAC will shortly be refilling salt bins.
- Safe Passageway Project: TVAONB have asked for information on the original plans as part of their project to join the network of footpaths from the north coast to the south along the Tamar Valley Basin. RJ has sent the original feasibility study.

### 5.2 *CNP Highways Scheme 2.0 expressions of interest*

The next CNP meeting is on Thursday 13<sup>th</sup> September at Callington Town Hall, AS will attend. RJ has asked Will Glassup to advise of any schemes which St. Mellion Parish Council could successfully apply for.

The place name signs at Amytree have been installed (CAR24).

### 5.3 *CORMAC Volunteers Scheme:*

This scheme offers assistance with getting permissions and insurance for projects which aim at community based horticultural projects on CORMAC administered land. A community group can be as few as two people and can be for one-off projects, or for ongoing projects with big groups.

**ACTION: RJ to publicise the option of CORMAC volunteer schemes in Mellanus News and Facebook.**

## 6. Council Property & Assets

### 6.1 *Asset Checks*

Councillors reported on assets and the results of the checks were recorded on the asset spreadsheet.

## 7. Project Updates

### 7.1 *4<sup>th</sup> Bus Shelter on pt9143.*

A new name for pt9143 to be decided upon.

The bus shelter plans and quote were shown on screen. The original quote was changed to reflect the addition of a front panel to protect from road splash. It is formally confirmed that S106 states the contribution is to be used for community benefit in the parish of St Mellion so a bus shelter would fit this criteria. There is £27,715.93 remaining to be spent. The updated quote is for £28,334.19 meaning £618.26 to come from Community Asset Maintenance Fund in Capital Reserves, which is set at £600.

**ACTION: RJ to check that assumptions and exclusions are not included from the quote on purpose.**

It was proposed by BK, seconded by NH and RESOLVED to approve the use of S106 and Maintenance Fund from capital reserves to fund the 4<sup>th</sup> bus shelter project, all in favour.

## 8. Parish Council Governance

Nothing to Report.

## 9. Parish Council finances

### 9.1 *To approve monthly payment schedule for September & October 2022*

St. Mellion Parish  
Council  
Payment Schedule  
REVENUE Account

**DATE: September 2022**

<b>PAYEE</b>	<b>Invoice Date</b>	<b>Invoice #</b>	<b>Description</b>	<b>Amount</b>	<b>Payment type</b>
R Jackaman	n/a	n/a	Clerk Salary and Re-imbursements	£500.69	BACS
AG Accountancy Ltd	05/09/2022	3711	Payroll Services	£11.83	BACS
A Copson	n/a	n/a	Reimbursement of Jubilee Expenses (paid at August meeting, cleared 28.08.2022)	£158.23	300005
Cornwall Legal	15/08/2022	8100286305	Legal Fees for July 2022	£293.94	BACS
NEST	n/a	n/a	Employer + Employee contribution to clerk's pension	£40.04	DD
<b>TOTAL</b>				<b>£1,004.73</b>	

**DATE October 2022**

<b>PAYEE</b>	<b>Invoice Date</b>	<b>Invoice #</b>	<b>Description</b>	<b>Amount</b>	<b>Payment type</b>
R Jackaman	n/a	n/a	Clerk Salary and Re-imbursements	£499.52	BACS
AG Accountancy Ltd	03/10/2022	3732	Payroll Service	£11.83	BACS
Cornwall Legal	12/09/2022	8100294840	Legal Fees for August 2022	£255.60	BACS
ICO	n/a	n/a	Data Protection Registration Fee	£40.00	Chq# 30006
NEST	n/a	n/a	Employer + Employee contribution to clerk's pension	£40.04	BACS
<b>TOTAL</b>				<b>£846.99</b>	

A query arose with regard to the Cornwall Legal fees for August and September 2022 and these costs are to be investigated prior to paying, since the invoice appears to be services which have not been received.

**ACTION: RJ to contact Cornwall Legal and query recent invoices.**

It was proposed by BB seconded by NH and RESOLVED to approve the payment schedule for September and October 2022, with the exception of Cornwall Legal fees, all in favour.

**9.2 Quarterly Review**

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

**9.3 To review tenders for remedial work at PT9143:**

Quotes requested to clear vegetation from both fences at pt9143 from:  
TM Garden & Tree Service: no quote given.

Heard Garden Services: c.£200  
Lucy Bryant Gardening Services: Declined to quote.

It was proposed by HG, seconded by NH and RESOLVED to accept the quote from Heard's Garden Services with the additional request to take away all cut vegetation, all in favour.

**ACTION: RJ to add pt9143 to the insurance schedule and check with Earl & Crocker for signed deed.**

9.4 Remembrance Wreath & RBL donation  
The wreath from 2021 is still fit for use.  
The budget allows for a £35 total donation.

It was proposed by BK, seconded by PS and RESOLVED to send a £35 donation to RBL, all in favour.

#### 9.5 Options for spending remaining Jubilee Fund

Expenditure yet to come:

- The memorial tree to be ordered this month. Ginkgo Menhir has been chosen:

This purchase and associated costs of delivery, plaque, planting:

Ginkgo (menhir variety) from Burncoose nurseries	= £65
Plaque commemorating the Jubilee	= c.£100
Planting	=c.£100

- Cath Gillo has organised a Platinum Jubilee photographic book, which was examined at the meeting. It records the Fireworks, Jubilee lunch and Exhibition and will be a good record for the village. Ms. Gillo has expended £47.43 and is requesting reimbursement.

It was proposed BK, seconded HG and RESOLVED to approve the costs associated with the purchase of the memorial tree and the photographic book, all in favour.

Other possible Jubilee projects:

The options of a commemorative menhir and/or bench were considered and examples had been pre-circulated. This topic to be considered at further meetings.

It was proposed by BK, seconded by AS and RESOLVED to vire any remaining Jubilee Funds into the Coronation Fund for the budget of year end 2024, all in favour

**ACTION: RJ to visit Darley Ford quarry to assess what is available in terms of size of commemorative stone.**

## 10. Community & Stakeholders:

### 10.1 Any reports or requests received:

TVAONB and Tamara Landscape Project are planning for the Great River Festival 2024 and are holding some public consultation events in the next few weeks.

## 11. Items for next Parish Council meeting agenda:

Budget 2023 preparations.  
Jubilee Stone options.  
Coronation Update.

**12. Date and time of next meeting 8<sup>th</sup> November 2022**

Closed at 20:55.

Followed by CLOSED SESSION: Staff Appraisal and Pay Review

At 20:55 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.