

**St. Mellion Parish Council Meeting**  
**Tuesday 10<sup>th</sup> January 2023 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 Adam Sturtridge (AS); Cllr Ben Bryan (BB)

**IN ATTENDANCE:** Parish Clerk Ren Jackaman (RJ) and no members of the public

**1. Councillor matters**

- 1.1 *To receive apologies for absences:* Cllr Hilary Gill (HG) on grounds of ill health.
- 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 8<sup>th</sup> November 2022*  
The minutes could not be formally approved as not enough councillors who were present at the 8<sup>th</sup> November meeting were available to make a quorate vote.  
BK noted that she will be absent from the next meeting, so the approval of the minutes of 8<sup>th</sup> November 2022 is deferred until the meeting on 14<sup>th</sup> March 2023.

2.2 *Matters Arising:* None.

2.3 *Items actioned since last meeting*

- RJ has asked Western Web whether they can set up an NDP page on the website, who have indicated that they can provide *an editable section, a documents section and a photo gallery. The cost to set up would be £90 + VAT.*

It was proposed by BK, seconded by NH and RESOLVED unanimously to approve the expenditure associated with adding an NDP page to the St. Mellion Parish website.

**ACTION: RJ to contact Western Web and request NDP page setup.**

- The insurance claim for bus shelter glass has been completed, Zurich have deposited £196.10 in the revenue account.
- HG has talked to Mike Bush of St. Mellion Golf about the wilding options on Vivadon Roundabout. Mr. Bush has asserted that it is a contractor from St. Dominick who undertakes this work under CORMAC contract, RJ has therefore asked for clarification from R. Dickson at CORMAC Volunteer Scheme

**3. Questions from the public & correspondence received**

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

A letter from a parishioner was found in the Church Hall letter box at the beginning of the meeting, which detailed requests to improve access on three bridleway/footpath sections in St. Mellion:

1. Path Ref No: 631/3/1 the blocked section at the end of Vivadon Down (this is private land and the landowner has revoked the permissive path).
2. Path Ref No: 631/4/1 the overgrown section at the end of the bridleway which runs past the Car Boot field – RJ will log this with Cornwall Council and ask that the vegetation be cut back.
3. Path Ref No: 631/5/1 the old road path exits straight onto the A388, RJ has asked Cornwall Highways and CORMAC about possibilities of installing a safe footpath at this and other points on the A388 and they will not undertake it due to high cost and road/verge width issues.

**ACTION: RJ to register item 2. above on the interactive map and contact parishioner to explain the above issues.**

#### 4. Planning matters

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

##### 4.1 *Planning Applications:*

**Ref no: PA22/10423 Mr. Simon Graham, The Tan Dunstan Lane, PL12 6UE**

Erection of timber double garage and timber garage/workshop

**Case Officer:** Shauna Vandermeulen

**Date of validation:** 28<sup>th</sup> November 2022

**Consultation Expiry Date:** 11<sup>th</sup> January 2023

The plans and associated documents were viewed onscreen.

It was noted that the hedge and fencing on site will screen the garages from view.

There have been no objections voiced either in person or via the online planning register.

It was proposed by BK, seconded by NH and AGREED unanimously to support this application.

##### 4.2 *Enforcement Refusals, Approvals & Appeals*

**Ref. No: PA22/O9190: Mr and Mrs Philip & Joanne Dark, 15 Keason Hill, St. Mellion, PL12 6UU**

Single-storey rear extension to the main house and office extension above the garage.

**STATUS – Approved with conditions**

It was noted that the amendments recommended had been implemented.

##### 4.3 *Other Planning Matters*

Neighbourhood Development Plan Working Group:

- The Working Group has collated the survey responses using Smart Survey.
- Early indications are that
- 75 responses were received from 190 distributed.
- 91% of responses were from owner occupiers.
- Only six of the households which responded had children.
- The majority of responders were over 65.
- The most popular requests were for more amenities such as pub, shop, post office.
- Other issues: controlling the size of any new developments, improving road safety.
- Comments related to keeping hedges and verges cut back; an interest in rewilding; lack of car parking.
- Immediate improvements requested to water runoff on roads, road maintenance, broadband connectivity.
- A summary report will be issued by the working group shortly.

#### 5. Highway & Transport

##### 5.1 *Any reported items and updates*

- It was noted with sadness that there was a recent fatal accident on A388, which fell just outside the parish boundary on the far side of the Amytree turnoff.
- Accidents appear to be on the increase on this stretch of road.
- The CNP expression of interest relating to 'dragon's teeth' on the approach to the Vivadon roundabout is a much needed measure and if any other opportunities to improve this section of road using CNP Highways Scheme funds, they should be pursued.
- PS noted that the grass on the Vivadon roundabout had been damaged by a tractor and that she will report this on the interactive map.

#### 6. Council Property & Assets

##### 6.1 *Any reported items and updates*

- NH reported that he has not yet been able to move the Church Lane hedge grit bin to the noticeboard, as planned following the recent icy weather, but will do so as soon as possible.
- SWASFT have alerted that the rental package for the defibrillators is coming up for renewal in March, an invoice will be sent. The amount is as quoted four years ago and therefore comes

under the existing agreement. The budget includes funds in capital reserves to pay the four year renewal.

- The base of the posts on the noticeboard by the phone box are becoming unstable. NH to attempt a repair.

## 7. Project Updates

### 7.1 *4<sup>th</sup> Bus Shelter on pt9143 – to formally approve tender specifications for maintenance of the site.*

The tender specifications were reviewed on screen and suggestions and amendments were noted. It was decided to separate the initial clearance and landscaping of the site from the annual maintenance tender.

**ACTION: RJ to create tender documents and specifications for advertising to local firms.**

### 7.2 *Planning community celebrations for Coronation of Charles III.*

- The government has confirmed that there will be an additional UK-wide bank holiday in 2023 to mark the coronation of His Majesty King Charles III next year.
- The coronation is on Saturday 6 May and Monday 8 May 2023 will be a celebratory bank holiday.
- No further instructions have been issued by St. James's Palace to date.
- Pillaton are planning an event on the Monday Bank Holiday.
- Priority to get a working party together, advertise for participants and set a date for first meeting.
- Eco-Bunting is now required, which is non plastic; reusable bunting can be purchased or approach WI, Tamar Valley Wombles, local ladies to make from scrap fabric.

**ACTION: RJ to contact local parishes to find out plans and avoid clashes.**

**ACTION: RJ to source eco-bunting.**

**ACTION: RJ to contact members of the Jubilee Working Party and see if they are happy to form a Coronation Working Party.**

## 8. Parish Council Governance

### 8.1 *To set dates for the ye 2024 meetings, including AEM and APCM.*

PROPOSED MEETING DATES FOR YEAR ENDING 31st March 2024

- Tuesday 11th April 2023
- Tuesday 9th May 2023 (to include Annual Electors' Meeting and Annual Parish Council Meeting).
- Tuesday 13th June 2023
- Tuesday 11th July 2023
- AUGUST no meeting (option of Tuesday 8th August if required)
- Tuesday 12th September 2023
- Tuesday 10th October 2023
- Tuesday 14th November 2023
- DECEMBER no formal meeting (informal budget meeting on Tuesday 12th December)
- Tuesday 9th January 2024
- Tuesday 13th February 2024
- Tuesday 12th March 2024

It was proposed by BK, seconded by NH and RESOLVED unanimously to approve the proposed meeting dates for the year ending 2024.

### 8.2 *To review plan of activities for ye 2024*

The draft annual plan was viewed onscreen and met with approval.

## 9. Parish Council finances

### 9.1 *To approve monthly payment schedule for December 2022 & January 2023*

The payment schedules were viewed onscreen.

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

PAYEE	Invoice Date	Invoice #	Description	Amount	Type
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£808.85	BACS
AG Accountancy Ltd	02/12/2022	3795	Payroll Service	£11.83	BACS
St. Mellion & Pillaton PCC	05/12/2022	SMPC/2022/Q2	Rent of Church Hall for year 2022	£75.00	BACS
Dr. B. Kent	28/10/2022 07/11/2022	12812 & 59702	ABC Printers & Smart Survey subs (for NDP) and stationery reimbursement to BK	£474.80	BACS
Callington Glass & Glazing	07/12/2022	C1562	For replacing pane of glass in bus shelter	£355.32	BACS
NEST	n/a	n/a	Employer + Employee contribution to clerk's pension	£67.39	DD
<b>TOTAL</b>				<b>£1,793.19</b>	

DATE: January 2023

R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£548.94	BACS
AG Accountancy Ltd	03/01/2023	3826	Payroll Service	£11.83	BACS
NEST	n/a	n/a	Employer + Employee contribution to clerk's pension	£44.88	DD
<b>TOTAL</b>				<b>£605.65</b>	

It was proposed by NH, seconded by PS and RESOLVED unanimously to approve the payment schedules for December 2022 and January 2023.

- 9.2 *To approve the proposed budget for ye 2024 and note the precept requested.*  
 The proposed budget was viewed onscreen.

It was proposed by PS, seconded by NH and RESOLVED unanimously to approve the proposed budget for year ending 2024.

- 9.3 *To approve Quarterly Review of 3<sup>rd</sup> quarter to 31<sup>st</sup> December 2022:*  
 The Bank Reconciliation, Cashbook and Actual vs Budget to 31<sup>st</sup> December 2022 were viewed onscreen.

It was proposed by BB, seconded by AS and RESOLVED unanimously to approve the quarterly review for the 3<sup>rd</sup> quarter to 31<sup>st</sup> December 2022.

## 10. Community & Stakeholders:

- 10.1 *Outcomes of CNP Meeting on Thursday 10th November 2022:*

PS and AS attended online. The action points have been circulated from the meetings.

- 10.2 *To note that the next CNP meeting is on 12<sup>th</sup> January 2023:* RJ and AS to attend.

- 10.3 *To set a date for the next Litter Pick:*

Saturday 15<sup>th</sup> April 10 am to noon, rather than February, so that the village is tidy for the Coronation.

**ACTION: RJ to book the Litter pick with Clean Cornwall.**

11. **Items for next Parish Council meeting agenda:** None

12. **Date and time of next meeting:** 14<sup>th</sup> February 2023

BK closed the meeting at 21:04