

**St. Mellion Parish Council Meeting
Tuesday 11th April 2023 at 7:00 p.m.
St. Mellion Church Hall
Minutes**

PRESENT: Cllr Bridie Kent (BK) Chair; Cllr Nick Habermehl (NH); Cllr Hilary Gill (HG).

IN ATTENDANCE: Parish Clerk Ren Jackaman (RJ).

1. Councillor matters

1.1 To receive apologies for absences:

- Cllr Adam Sturtridge (AS) due to family commitments;
- Cllr Pam Sambrook (PS) Vice Chair due to family commitments;
- Cllr Ben Bryan (BB) due to family commitments.

These apologies were accepted and approved.

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 14th March 2023

It was proposed by HG, seconded by NH and RESOLVED to approve the minutes of the meeting on the 14th March, all in favour.

2.2 Matters Arising: None

2.3 Items actioned since last meeting

- The leak from the Golf Club has been confirmed to be a natural spring.
- Tamar Toll Action Group invited but cannot send a representative to this meeting.
ACTION: RJ to invite a representative from Tamar Toll Action Group to the June meeting.
- It has been confirmed that a notice pointing to the AED can be put in the Church Hall Window.
ACTION: RJ to source a suitable AED Defibrillator sign for the window in the Church Hall.

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

4. Planning matters

4.1 Planning Applications:

PA23/O1704 - Mr Peter Newton, Horsepool Lodge, St Mellion, PL12 6RN

Change of use from holiday accommodation to residential property.

Planning Officer: Shauna Vandermeulen

Consultation expiry date: 26th April 2023.

The application documents were viewed on screen.

Concerns were raised that there was no clarification within this application as to the reasons for the change of use, that the property could be purchased as a second home rather than lived in year round and that a precedent could be set for subsequent applications to construct holiday accommodation in the parish becoming subject to similar change of use applications.

It was determined that this application does not contain sufficient justification for the change of use and that consequently, more information is required for an indication of support to be given at this time.

It was proposed by BK, seconded by HG and AGREED not to support planning application PA23/01704 on the grounds of lack of justification, all in favour.

PA23/01936 - Miss Rachael Kendrew of InstaVolt, Land Northwest of St Mellion Golf Club PL12 6SD
Installation of six rapid electric vehicle charging stations within the existing car park.
Planning Officer: Shauna Vandermeulen
Consultation expiry date: 26th April 2023.

The application documents were viewed on screen.

It was noted that this application is of benefit to both users of the Golf Club and potentially to residents of the parish who own electric vehicles and also addresses the need to reduce the carbon footprint of the parish, in accordance with St. Mellion Parish Council Declaration of Climate Emergency and the Neighbourhood Development Plan currently in development.

It was proposed by NH, seconded by HG and AGREED to support planning application PA23/01936, all in favour.

4.2 *Enforcement Refusals, Approvals & Appeals*

PA23/01116 J. Maxwell, 4 The Glebe St Mellion Saltash Cornwall PL12 6RF

Replacement of existing single storey side extension with new two storey side extension and single story extension to rear, replacement of existing chimney stack with new flue to rear elevation, conversion of loft space including new rooflights and installation of solar PV panels to rear elevation

Planning Officer: Shauna Vandermeulen

Consultation expiry date: 17th March 2023.

Status: Approved

4.3 *Other Planning Matters*

- Neighbourhood Development Plan Working Group

The next working group meeting is on 12th April.

Keith Abbott has created a working document which can form the basis of the final draft plan for review at the June meeting of the Parish Council.

5. Highway & Transport

5.1 *Wildflower Planting at Viverdon Roundabout*

RJ has contacted Cornwall Highways/CORMAC about covering costs to plant up Viverdon, no response yet. This issue to be raised at the next CNP/CAP meeting on 20th April.

6. Council Property & Assets

6.1 *Any items to be reported:* None.

7. Project Updates

7.1 *Jubilee Bus Shelter (formerly 4th Bus Shelter on pt9143)*

Invitations to tender were advertised in the Cornish Times 29th March edition.

Three expressions of interest have been received at this time with one completed application received.

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

An open meeting was held on 28th March 2023 during which many ideas were discussed.

Catering services are being sought but an appeal for volunteers to run a BBQ and to facilitate games and activities has also been issued.

Brian Hammond has created the photo board for £80 and will be reimbursed in due course.

The Firework Display will take place on the evening of the Saturday. The Big Lunch event on the Sunday will take the form of a cream tea in the Church Hall, the WI are to help manage the catering of this event. If funds allow at the end of the celebrations, a stone bench to be sought for installation near to the Jubilee Tree.

Approval of upcoming expenditure:

100 commemorative mugs = £606.00

St. John's Ambulance (£184.80 + VAT) = £221.76

Over the Top Pasties (100 medium pasties at £3.75 each) £375.00

It was proposed by NH, seconded by HG and AGREED to approve the expenditure related to the Coronation celebrations as itemised above, all in favour.

ACTION: RJ to create a poster and flyers for the Coronation celebrations.

8. Parish Council Governance:

- 8.1 Confirmation of date for Annual Elector's Meeting and APCM in May.
Confirmed as taking place on Tuesday 9th May 2023.

ACTION: RJ to advertise the AEM to parishioners.

9. Parish Council finances

- 9.1 *To approve monthly payment schedule for April 2023*

St. Mellion Parish Council	Payment Schedule	REVENUE Account			
DATE: April 2023					
PAYEE	Invoice Date	Invoice #	Description	Amount	Payment Type
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£561.27	BACS
Angela Greenhough	31/03/2023	3898	Payroll Services	£11.83	BACS
Tindle Newspapers	31/03/2023	300025366	Cornish Times advert for tender	£187.20	BACS
Zurich Insurance	02/04/2023	522788744	Insurance Renewal	£877.81	BACS
CALC	01/04/2023	2324-169	CALC Membership Fee	£261.19	BACS
NEST	06/04/2023	n/a	Employer + Employee contribution to clerk's pension	£44.88	DD
TOTAL				£1,944.18	

The payment to Zurich Insurance Company is currently awaiting confirmation following the omission from the policy schedule of the fourth bus shelter. This is likely an error in the policy documentation, rather than the renewal premium, since the fourth bus shelter was added to the schedule in January 2023. This item has not been set up for payment to be authorised.

It was proposed by HG, seconded by NH and AGREED to approve the payment schedule for March 2023, all in favour.

9.2 *End of Year financial review*

Total Expenditure for year end 2023 = £16976.91 compared to £9740.94 for ye 2022
(increased amount of expenditure from capital reserves this year is due to the Jubilee, Bus Shelter VAT and defibrillator renewal)

Total Income for year end 2024 = £8741.64 compared to £13518.73 for ye 2022
(reduction of precept from £11500 to £8000 in response to the cost of living crisis)

Balance of funds in Revenue Account carried forward to 1st April 2023 = £18950.74 compared to £27186.01 in ye 2022. The deliberately lowered precept and increase in capital expenditure has reduced the reserves. The budget of December 2023 will see a rise in precept again after two years of lowered precept.

It was proposed by HG, seconded by NH and AGREED to approve the end of year financial report, all in favour.

9.3 Arrangements for External and Internal Audit

Andrew Farr of Dawe, Hawken & Dodd has been approached to conduct the internal audit and is happy to do so.

RJ has prepared the AGAR and associated documents.

It was proposed by BK, seconded by NH and AGREED to approve the appointment of Dawe, Hawken & Dodd as internal auditors for year-end 2023, all in favour.

RJ confirmed that St. Mellion Parish Council is eligible to apply for exemption from external audit as income and expenditure are under £25K.

It was proposed by BK, seconded by NH and AGREED to approve the application for exemption from external audit.

Important Dates for Audit

- The Internal Audit Report, AGAR and associated documents will be approved on 9th May at the Annual Parish Council Meeting.
- Dates for exercise of Public Rights is planned to commence on Monday 5 June ending on Friday 14 July 2023.

9.4 Internal Financial Control Report.

Review current financial regulations with a view to potentially upping the de minimus from £100 to a higher rate.

ACTION: RJ check records for items £100-£250 which have been approved in the past and report back.

9.5 VAT Return

The VAT 126 application has been completed for the sum of £6334.09 and will be submitted this week.

10. Community & Stakeholders:

10.1 Community Area Partnerships

New Community Area Partnerships (CAPs) will replace the 19 Community Networks from May 2023, with the first meetings to be scheduled after the Annual Meeting of Cornwall Council which falls on 24 May 2023. Cornwall Council Cabinet has agreed the framework for the new CAPs. Caradon CNP and Launceston CNP to merge.

10.2 Litter Pick – 15th April 2023

Meet at the Church Hall at 9:45 a.m.

PS has given her apologies.

The posters and Facebook notice has gone out.

SMPRA and Golf Club have been alerted.

The weather forecast is good.

11. Items for next Parish Council meeting agenda:

- Street Lighting (LED and the environmental implications)

12. Date and time of next meeting: 9th May 2023 at 6:30 p.m.

(to include Annual Electors Meeting and Annual Parish Council Meeting)

BK closed the meeting at 20:35.