

St. Mellion Parish Council
Annual Parish Council Meeting
9th May 2023 at 7:00 pm
St. Mellion Church Hall
Minutes

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

IN ATTENDANCE: Parish Clerk Ren Jackaman (RJ), one member of the public.

1. Councillor matters

1.1 To receive apologies for absences:
Cllr Nick Habermehl (NH)

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. Current Chair's annual report: (see Appendix)

3. Appointment of Chair for 12 months to May 2024:

BK has indicated that she is willing to stand as Chair for another year.
No other nominations were received in advance.
BK opened nominations from the floor, none were forthcoming.

It was proposed by PS, seconded by HG and RESOLVED to appoint BK as Chair for 12 months to May 2024, all in favour.

4. Appointment of Vice Chair for 12 months to May 2024:

PS has indicated that she is willing to stand as Vice Chair for another year.
No other nominations were received in advance.
BK opened nominations from the floor, none were forthcoming.

It was proposed by HG, seconded by BB and RESOLVED to appoint PS as Vice Chair for 12 months to May 2024, all in favour.

5. Internal audit report for year ended 31st March 2023

The internal auditor has advised that it would be good practice to undergo an external audit this year and that consequently the Internal Audit Report is not yet ready, so this item is deferred until the June meeting of the council.

6. External audit submission for year ended 31st March 2023

The internal auditor has advised that it would be good practice to undergo an external audit this year and consequently the AGAR 3 form will need to be completed, so this item is deferred until the June meeting of the council.

7. Review of Parish Council's policies and procedures

7.1 Standing Orders and Financial Regulations
Standing Orders – no changes are required.

Financial Regulations – RJ has advised an increase in de minimus from £100 to £250 to reflect the rise in the cost of living.

It was proposed by BK, seconded by BB and RESOLVED to increase the de minimus to £250, all in favour.

7.2 Other Parish Council Policies

Existing Policies are:

- Complaints Policy
- Dignity at Work Policy
- Equal Opportunities Policy
- Financial Risk Assessment.

No suggestions for new policies were received.

7.3 Inventory of assets (sent as pre-reading)

Noted the addition of Jubilee Bus Shelter.

The Ginkgo Tree which was gifted to the PCC in memory of the Jubilee will not appear on the asset schedule.

7.4 Insurance cover (sent as pre-reading)

Noted the addition of Jubilee Bus Shelter.

7.5 Subscriptions to other bodies:

Current subscriptions to CALC, ICO, Clerk membership of SLCC is paid for from council funds.

No further suggestions received.

7.6 Review of Community Grant Fund:

No applications for grants this year.

SMVRA have been encouraged to apply for the car park development costs when the project gets underway.

8. Representation on/work with other bodies and arrangements for reporting back:

The following representatives will serve for the year ending May 2024.

- Launceston & Caradon Community Area Partnership: AS
- Tamar Valley Area of Outstanding Natural Beauty: HG
- St. Mellion Park Residents Association: BK
- St. Mellion Village Residents Association: RJ
- Community Policing Group: BB
- Crown Golf: BB
- Licensing of Premises: PS
- St. Mellion Primary School: HG

9. Public comment: Thanks were given by B. Hammond for the work of the Parish Council over the last year.

10. Close: BK closed the meeting at 19:49

APPENDIX – Chair’s Report 2023:

This is the annual summary of activity from the St Mellion Parish Council for the year 2022 to 2023. All the parish councillors are volunteers and so this work in their often limited, spare time; once again I’d like to acknowledge their hard work and thank them for their service to the community.

In 2023, reflecting the concerns related to the rising costs of living facing everyone, the PC decided once again to not increase the precept. We hope that this is appreciated by all those who contribute to this charge.

The Neighbourhood Development Plan has been a planned activity for this last year, and we are pleased with the progress. Thank you to all those who participated in the survey that was distributed towards the end of 2022; this has helped inform the content of the plan. The NDP working party have been busy moving the plan forward and I wish to acknowledge all their hard work. I’d also like to single out the contributions of Mr. Keith Abbott who has helped us immensely by writing the first draft of the plan. We are finalising the document and we hope that this will be submitted to Cornwall Council before the summer break. We will then respond to their feedback, make any revisions, and share it with the community for input from you all.

In 2022, we were able to purchase a small plot of land adjacent to the A388 in the village of St Mellion, upon which there is now a ‘living’ bus shelter. The roof will soon be planted with seeds and plants and help to offset climate change factors.

In 2022/23, we held two litter picks which as usual were rewarding, with over 10 bags of rubbish collected during each pick. These were scheduled to tidy up the parish prior to the late Queen’s jubilee celebrations and most recently, the King’s coronation.

Thank you to all who helped to make both celebrations a big success – I won’t single out individuals as I might miss someone, but all your hard work is truly acknowledged. On both occasions everyone who attended had a great time, with amazing fireworks and wonderful food. We planted a Gingko tree in the churchyard in recognition of the 75 years of the Queen’s reign and hope that many people, for years to come, will remember the tremendous service given by the late monarch.

We, like many, were saddened to learn of the death of Queen Elizabeth II in September – this was not unexpected but still a somber and sad event.

Thanks to all who have helped us in our endeavours this year and we look forward to working with you all on our planned activities in this coming year. I’d like to single out Ren, our Clerk to the Parish Council. Once again Ren has informed and guided us in our work and made a significant contribution to the whole parish.

Dr Bridie Kent
Chair, St Mellion Parish Council
9th May 2023