

**St. Mellion Parish Council Meeting
Tuesday 13th June 2023 at 7:00 p.m.
St. Mellion Church Hall
Minutes**

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

IN ATTENDANCE: Parish Clerk Ren Jackaman (RJ), 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 11th April 2023 (deferred from last meeting)*

It was proposed by NH, seconded by HG and agreed to approve the minutes of the Ordinary meeting of 11th April 2023 as a true record of the meeting, all in favour.

- 2.2 *To approve the minutes of the Ordinary Meeting of 9th May 2023*

It was proposed by HG. seconded by PS and agreed to approve the minutes of the Ordinary meeting of 9th May 2023 as a true record of the meeting, all in favour.

- 2.3 *To approve the minutes of the Annual Electors Meeting of 9th May 2023*

It was proposed by PS, seconded by HG and agreed to approve the minutes of the Annual Electors meeting of 9th May 2023 as a true record of the meeting, all in favour.

- 2.4 *To approve the minutes of the Annual Parish Council Meeting of 9th May 2023*

It was proposed by BB. seconded by AS and agreed to approve the minutes of the Annual Parish Council meeting of 9th May 2023 as a true record of the meeting, all in favour.

- 2.5 *Matters Arising:* None

- 2.6 *Items actioned since last meeting:*
Nothing not dealt with in the agenda.

3. Questions from the public & correspondence received:

It was noted that the traffic using Church Lane to access the Golf Club was increasing again.

ACTION: BB to remind management at the Golf Club to ensure that staff do not use Church Lane to access the Golf Club.

ACTION: RJ to contact Speedwatch to see if they can come and monitor Church Lane.

ACTION: RJ to ask if Cornwall Council can loan a traffic monitoring system to monitor traffic on Church Lane.

BB gave an update that Crocadon Restaurant has received a green star from the Michelin guide, which indicates outstanding food and a focus on ethics and sustainability, there are only 448 green stars worldwide.

It was proposed by BB, seconded by NH and AGREED to extend formal congratulations to Crocadon for this achievement, all in favour.

ACTION: BB will draft the text of a letter of congratulations addressed to Crocadon management.

4. Planning matters

4.1 *Planning Applications:* None

4.2 *Enforcement Refusals, Approvals & Appeals*

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.

STATUS: Awaiting Decision

PA23/O1936 - 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.

STATUS: Approved

4.3 *Other Planning Matters*

- Neighbourhood Development Plan Working Group:

HG met with Angela Perrett and sorted out the section relating to the Golf Club following the outcome from the residents' survey that large holiday developments would be problematic. The farming section has also been completed. Progress is being made and a draft of the NDP report will be available soon.

5. Highway & Transport

5.1 *Wildflower Planting at Viverdon Roundabout*

Will Glassup has responded to indicate that Cormac do not cut Viverdon Roundabout, this is cut privately maintained. Alistar Wenmouth, is an approved contractor Cormac use for verge maintenance, he has not been instructed to cut this roundabout for some time as it is usually maintained. However, this is programmed and managed by Cormac on behalf of Cornwall Council, to cut the verges twice a year on a safety and maintenance cut. He will have to confirm with Cormac's Road Safety Team if they are happy for this roundabout to be planted. It has a history for being driven over and collision data will follow. He will enquire first and update with the opinions of the Road Safety team.

5.2 *Safe Passageway*

Steve Crook and Jacquie Rapier - Good Growth Delivery Facilitation Officer have been put in touch with one another.

RJ attended an SLCC training session on how to apply for funds from COMMUNITY OWNERSHIP FUND which is taken from the levelling up funds made available by central government, to see if this project would be eligible but these funds are being made available for existing assets only.

5.3 *Street Lighting, LED and the Environment:*

Cornwall Council are addressing this issue over the next three years: LED STREETLIGHTING UPGRADE
NH confirmed that some of the streetlights in Church Lane have been converted to nature friendly streetlights.

6. Council Property & Assets

6.1 *Quarterly Asset Checks*

The bus shelter solar lights appear to be working intermittently and the trees at the Golf Club entrance site are impeding the solar sensor. The roof of the Jubilee bus shelter has now been planted up by Fernbank.

6.2 *Bus Shelter Cleaning*

Lee Quinney has recommended Fernbank to undertake cleaning. RJ has made preliminary enquiries with Fernbank and asked for a quote and has been quoted £20 + VAT per shelter per month, they recommend monthly cleaning, so this would be £864 per annum (the Jubilee Shelter is already cleaned by Fernbank as part of the installation and maintenance contract).

It was proposed by BK, seconded by HG and resolved to approve the expenditure as quoted for Fernbank to undertake cleaning the three original bus shelters for £20 + VAT per month.

ACTION: RJ to confirm the contract with Fernbank and to check if the Jubilee bus shelter solar lighting is faulty.

7. Project Updates

7.1 Jubilee Bus Shelter

Billy Shinn has begun clearing the site. He has discovered an ash tree which appears to have previously been marked for felling and may be in danger of falling into the road. RJ has contacted the Diocesan Solicitor and asked about liability to pay for the costs of removing it.

The Diocesan Solicitor has indicated that this tree was inspected in May 2023 by the Diocese appointed tree surveyor and he has deemed the tree an acceptable safety risk despite early signs of ash dieback. The tree safety surveyor has recommended reinspection within 24 months. The Diocese did comply/honour the expensive tree safety works prior to completion and the Diocese are not responsible for any tree works following the completion of the sale to the Parish Council in August 2022.

Mr. Shinn has asked whether the PC prefers to buy plants or whether he should do it and add to the invoice, RJ has said that adding to the invoice would be best but that all purchases will need to be approved in advance – vote on this expenditure.

ACTION: RJ to invite Billy Shinn to the next meeting.

7.2 To consider the uses for unspent reserves from the Coronation budget

Coronation Expenditure		
St. John's Ambulance	Coverage of Coronation Big Lunch Event	£221.76
Over the Top Pasties	100 medium pasties	£375.00
Dash UK Ltd.	100 x coronation mugs	£606.00
Hilary Gill	Coronation Expenses Reimbursements	£35.10
Brian Hammond	Coronation Expenses Reimbursements	£491.06
Amanda Copson	Coronation Expenses Reimbursements	£69.50
Christine Henley	Coronation Expenses Reimbursements	£59.53
TOTAL		£1,857.95
RESERVES ALLOCATED		£5,000.00
REMAINDER		£3,142.05

The following options were considered:

- Wooden memorial Coronation benches are available commercially for £700-£900, all are made of wood and therefore non-permanent, no metal ones appear to be available commercially.
- A stone memorial bench akin to the Millennium Bench could be sourced locally, there is certainly enough money left to cover this.
- If a bench is to be purchased, a suitable location needs to be identified. The preference is that the bench be located near the Queen's Jubilee tree in the churchyard.
- If not possible to spend the remaining fund on a Coronation memorial item, the money should be vired over to another reserve and used for the benefit of the community.

ACTION: RJ to approach the PCC to formally establish if the bench could go next to the Queen's Jubilee tree in the churchyard and whether they be willing to maintain it or would prefer the Parish Council to undertake this.

8. Parish Council Governance

8.1 To consider the alternative email system offered by Western Web:

Western Web are making available an alternative email system which is much easier to set up, and which also has a comprehensive webmail service so that councillors do not need to install anything to access their email. For your current usage you are paying about £30 + VAT per year for email storage. The new service will cost £72 + VAT per year and it gives you 10GB storage – roughly double your current usage

The service offers out-of-office, autoreply, forwarding and signatures, and is much simpler to set up on phones, tablets and computers if councillors do not want to stay using webmail.

Councillors can also change their passwords, and the clerk has a control panel which allows access to adding and deleting accounts, etc. The existing accounts can be transferred to the new service if required.

It was proposed by BK, seconded by NH and resolved to employ the new email system from Western Web, all in favour.

9. Parish Council finances

9.1 To approve monthly payment schedule for June 2023

St. Mellion Parish Council	Payment Schedule REVENUE Account	DATE: June 2023			
PAYEE	Invoice Date	Invoice #	Description	Amount	Payment Type
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£558.90	BACS
Angela Greenhough	02/06/2023	3959	Payroll Services	£13.20	BACS
Hilary Gill	n/a	n/a	Coronation Expenses Reimbursements	£35.10	BACS (paid)
Brian Hammond	n/a	n/a	Coronation Expenses Reimbursements	£291.07	BACS (paid)
Amanda Copson	n/a	n/a	Coronation Expenses Reimbursements	£69.50	BACS (paid)
Christine Henley	n/a	n/a	Coronation Expenses Reimbursements	£109.53	BACS (paid)
Community Account	15/05/2023	Transaction Code 121644805	VAT refund re: 4th Bus Shelter	£5,247.30	Transfer (paid)
NEST	06/05/2023	n/a	Employer + Employee contribution to clerk's pension	£43.95	DD
TOTAL				£6,368.55	

It was proposed by NH. seconded by PS and agreed to approve the payment schedule for June 2023, all in favour.

ACTION: RJ to check status of BB on mandate for both accounts.

9.2 To approve and sign the Annual Governance & Accountability Return (AGAR)

It was proposed by PS, seconded by BB and resolved to approve Annual Governance & Accountability Return, all in favour.

BK and RJ signed the Accounting Statement and Annual Governance Statement.

9.3 To review the Internal Audit Report

The report was viewed on screen and examined; no queries were forthcoming.

9.4 To review the Explanation of Variances & Bank Reconciliation

The report was viewed on screen and examined; no queries were forthcoming.

9.5 To confirm and sign the Conflict of Interest confirmation

No declarations of conflict of interest were forthcoming. BK and RJ accordingly signed the Confirmation of Conflict of Interest.

9.6 To confirm and approve the revised dates for the Exercise of Public Rights

It was proposed by BK. seconded by PS and resolved to set the dates for the exercise of public rights between 3rd July-11th August, all in favour.

9.7 To consider the offer of a 10% refund from Dash UK

It was queried whether the 10% refund quoted at £50.50 would include VAT in the final payment.

ACTION: RJ to check whether the amount quoted will have VAT added to bring from £50.50 up to £60, being 10% of the total fee.

9.8 Quarterly Review

Deferred to July meeting due to lack of time.

10. Community & Stakeholders:

10.1 Village Tidy Volunteer Group

RJ and Billy Shinn have started work on recruiting volunteers to form a village tidying group.

10.2 Report of Launceston & Caradon CAP meeting on 25th March 2023 (AS)

As reported that this meeting was a great networking opportunity. AS highlighted the traffic problem on Church Lane and a lot of similar issues relating to road safety were raised by other parishes. Other issues raised related to improving housing and dealing with climate change and the environment.

11. Items for next Parish Council meeting agenda:

- Tamar Toll Action Group Presentation
- Coronation Bench
- Billy Shinn & Jubilee Bus Shelter
- Quarterly Review

12. Date and time of next meeting: 11th July 2023