

**St. Mellion Parish Council Meeting**  
**Tuesday 12<sup>th</sup> September 2023 at 7:06 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) (left at 19:43)

**IN ATTENDANCE:**

Parish Clerk Ren Jackaman (RJ).  
One member of the public (left at 20:06)

**1. Councillor matters**

*1.1. To receive apologies for absences*

Cllr Nick Habermehl (NH) sent apologies in advance as unable to attend this meeting due to family commitments. The reason for his absence was noted and accepted.

*1.2. To receive declarations of pecuniary interests:* None received.

*1.3. To receive declarations of non-registrable interests:* None received.

*1.4. To approve written requests for dispensations:* None received.

**2. Previous Parish Council meetings**

*2.1 To approve the minutes of the Ordinary Meeting of 11<sup>th</sup> July 2023 (shown onscreen and sent as pre-reading).*

It was proposed by PS, seconded by AS and agreed to approve the minutes of the ordinary meeting of 11<sup>th</sup> July 2023 as a true record of the meeting, all in favour.

*2.2 Matters Arising:* None.

*2.3 Clerk's Report & Items actioned since last meeting:*

- The old road footpath is currently being used to store very large piles of felled timber and consequently should be used with care. It was noted that a flail has been used to trim back the vegetation along the pathway and this has caused a good deal of damage to fruiting trees at a time when wildlife relies on them for food.
- Fernbank have been asked to check that the solar light system at the Jubilee bus stop is working and have confirmed that it is on their list for installation but that they wait until the Autumn to install.
- The latest edition of the Mellanus News is currently being compiled, articles and adverts for inclusion should be sent to Amanda Copson in the first instance or emailed to RJ to pass on.

**ACTION: RJ contact Cornwall Highways & Environment East to report the issue of damage to fruiting trees.**

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

- It was noted that the hedgerows are quite overgrown at the moment, and it is affecting visibility. This issue to be noted and if not trimmed by next meeting Highways & Environment East to be approached about problem areas.
- The traffic on Church Lane has reduced a little.
- Refresher training from SWASFT on how to use the defibrillators is currently being organised, to be hosted at St. Mellion Golf & Country Club.

**ACTION: RJ to chase up the defibrillator signage for the Church Hall window.**

**4. Community & Stakeholders:**

*4.1. To discuss progress on setting up a Village Tidy Volunteer Group*

Mr. Shinn has indicated that he has had too much work on to pursue anything at present.

*4.2. To discuss progress on setting up a Speedwatch Group*

So far potential volunteers number four with NH as the lead. No update at present.

*4.3. TVAONB Annual Forum:*

The TVAONB Annual Forum will be held at Buckland Abbey on the 21<sup>st</sup> September between 2:45pm-7:00pm, RJ volunteered to attend but cannot stay until the end.

*4.4. To discuss options for celebrating 80<sup>th</sup> anniversary of D-Day on 6<sup>th</sup> June 2024*

Preliminary review of the proposals for local celebrations indicate that a beacon lighting ceremony is requested, this was ruled out for reasons of practicality and safety at the time of the recent Jubilee, and it is anticipated that Callington Town Council will take the lead as usual and organise a beacon on Kit Hill.

Other recommendations include a poem for schools and a proclamation, or the eating of fish & chips as it is also National Fush & Chips Day. Communities are welcome to produce their own alternative celebrations. A discussion followed and many options were considered.

**ACTION: Local venues to be approached as possible hosts for D-Day celebratory events.**

**ACTION: Research WWII participation of parishioners listed on the war memorial, with help of local residents.**

**5. Planning matters**

*5.1. Planning Applications: None.*

*5.2. Enforcement Refusals, Approvals & Appeals*

**PA23/04910 – St Mellion Estate, PL12 6SD**

Certificate of Lawful Development to confirm lawful implementation of Planning Permission PA19/10510

Case Officer: Chris Cooper-Young

Consultation expiry date: 10<sup>th</sup> July 2023 (extension granted).

**STATUS: Withdrawn**

**PA23/01704 - Horsepool Lodge, St Mellion, PL12 6RN**

Change of use from holiday accommodation to residential property

Planning Officer: Shauna Vandermeulen

Consultation expiry date: 26<sup>th</sup> April 2023.

**STATUS: Refused**

*5.3. Other Planning Matters*

- Neighbourhood Development Plan Working Group:

The last meeting was on 10<sup>th</sup> September, the penultimate draft is currently being proofread and will be circulated to councillors before being sent to Cornwall Council. The NDP planning support section of Cornwall Council has been in touch to offer support and will be asked about getting mapping for the final plan document.

(BB left the meeting).

**6. Highway & Transport**

*6.1. Wildflower Planting at Viverdon Roundabout: Nothing to report.*

*6.2. Safe Passageway:*

Cllr Andrew Long has been pursuing approval for a section of cycleway between Dupath Well junction and Ashton turning, this is currently being costed by CORMAC but has been indicated as a low priority as there is an alternative route.

**ACTION: RJ to offer formal support from St. Mellion Parish Council to Cllr Long.**

*6.3. Litter Pick:*

The next litter pick date was set for Saturday 21<sup>st</sup> October 2023.

**ACTION: RJ to book litter equipment, book Church Hall, advertise event and register Litter Pick date with Clean Cornwall.**

**7. Council Property & Assets**

*7.1. Quarterly Asset Checks*

The asset check list was completed, and no issues noted.

**8. Project Updates**

*8.1. To consider the purchase of a Coronation Bench*

The options were shown onscreen and sent as pre-reading.

The Wirksworth Coronation Bench has been approved by PCC for location near the newest graves, where it is likely to be of benefit to those tending graves of relatives. 1.5 metres has been confirmed as ideal size, cost £457.15 and soft ground anchoring required at £81.50, therefore, total cost maximum of £538.65, leaving £2603.40 of original £5K reserve for the Coronation expenditure.

It was proposed by BK, seconded by HG and agreed to approve the purchase of the Wirksworth Coronation Bench and anchoring equipment at a cost of £538.65 from the remaining funds in the Coronation Reserve, all in favour.

**ACTION: RJ to order the Wirksworth Coronation bench and fittings and seek quotes for clearance.**

*8.2. To consider option for planting a Coronation Garden at the Jubilee Bus Shelter*

The two quotes and plan for planting options were shown onscreen and sent as pre-reading.

Quote 1 for basic weed control, planting of lavender and wood chip estimate £1190.

Quote 2 for a sensory garden estimate £2150

Discussion followed; it was noted that there was a request for planting of a deterrent thorn along the fence bordering the house behind the bus stop.

It was proposed by BK, seconded by HG and agreed to approve the commissioning of planting at the Jubilee Bus Shelter from ROOTED Arboriculture in accordance with quote 1, estimated cost £1190 with the caveat of additionally planting a thorn next to the fence, to be taken from the remaining funds in the Coronation Reserve, all in favour.

**ACTION: RJ to confirm works with ROOTED Arboriculture.**

**9. Parish Council Governance**

*9.1. Confirmation of contested elections charges*

The charge for an election has been confirmed £3485.80, so no need to increase the amount in the budget.

*9.2. To note options for Cyber Insurance:*

Notes and quotes were shown onscreen and sent as pre-reading.

A cyber risk assessment has confirmed that current practice is resulting in a very low risk.

RJ has begun work on a robust IT policy to support best practice and allow for future proofing.

The cost of separate cyber insurance is high considering the risk and RJ recommends that when the general insurance policy is due for renewal in May 2024, the insurance companies be asked to quote for a policy to include cyber insurance.

**ACTION: RJ to seek prices for a new laptop as per specification recommended in cyber insurance query.**

**10. Parish Council finances**

*10.1. To approve monthly payment schedule for August & September 2023*

<b>St. Mellion Parish Council</b>					
<b>Payment Schedule REVENUE Account</b>					
<b>DATE: August 2023</b>					
<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 Reimbursements	£555.15	BACS
AG Accountancy Ltd	02/08/2023	4010	Payroll Services	£13.20	BACS
ROOTED Tree Surgery & Arboriculture (Billy Shinn)	26/07/2023	31	For fencing repairs at Jubilee Bus Stop site	£660.00	BACS
NEST	n/a	n/a	Employer + Employee contribution to clerk's pension	£44.88	DD
<b>TOTAL</b>				<b>£1,273.23</b>	

**DATE: September 2023**

PAYEE	Invoice Date	Invoice #	Description	Amount	Payment type
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£548.95	BACS
AG Accountancy Ltd	04/09/2023	4039	Payroll Services	£13.20	BACS
Rooted Tree Surgery & Arboriculture	25/08/2023	51	Bus Stop site maintenance (bi-monthly)	£100.00	BACS
BDO LLP	11/09/2023	00421811	External Audit Fee	£378.00	BACS
NEST	n/a	n/a	Employer + Employee contribution to clerk's pension	£44.88	DD
<b>TOTAL</b>				<b>£1,085.03</b>	

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

Note that reimbursement of the £1060 spent on clearance and fencing has been requested from S106 funds and should be received in due course, £419.45 remains to be spent from the S106 fund. The second instalment of the precept (£3500) has been received and cleared on 7<sup>th</sup> September 2023.

#### 10.2. Annual Audit outcomes

The external auditor asked for a complete breakdown of costs associated with the Jubilee bus stop, which was duly provided, and the audit completion notice has now been issued and will be put on the website shortly. No recommendations were made.

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

- Approve calendar dates for meetings in ye 2025
- Remembrance Sunday (wreath and donation)
- Quarterly Review
- Speedwatch Group
- Hedge Trimming update

#### 12. Date and time of next meeting: 10<sup>th</sup> October 2023

#### 13. Closed session for annual staff appraisal and pay review.

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 from the meeting for the business specified: to discuss the Clerk's annual performance appraisal and salary review.

**BK closed the Ordinary Meeting at 20:41**