

St. Mellion Parish Council Meeting
Tuesday 10th October 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 Nick Habermehl (NH)

IN ATTENDANCE:

Parish Clerk Ren Jackaman (RJ).
Two members of the public (one left at 19:51, one left at 20:10)

1. Councillor matters

1.1. To receive apologies for absences:

Cllr Ben Bryan (BB) gave his apologies due to a work commitment, the reason for his absence was noted and accepted.

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 12th September 2023 (sent as pre-reading)

It was proposed by PS, seconded by HG and agreed to approve the minutes of the ordinary meeting of 12th September 2023 as a true record of the meeting, all in favour.

2.2 To approve the minutes of the Closed Session of 12th September 2023 (sent as pre-reading)

It was proposed by HG, seconded by PS and agreed to approve the minutes of the closed session of 12th September 2023 as a true record of the meeting, all in favour.

2.3 Matters Arising: None

2.4 Clerk's report & items actioned since last meeting:

- The Clerk apologised for inadvertently listing the wrong date for the next meeting on the published agenda, it should read 14th November 2023.
- The Clerk has registered for the FiLCA qualification.
- A report has been made to Highways & Environment East about damage to fruiting trees at old road footpath, they have responded that this has been done either by the Forestry Commission who are renting the space, or by the landowner. No further action at this stage.
- A sign for defibrillator has been made and displayed in the Church Hall window.
- Defibrillator Training sessions are booked at the Golf & Country Club on 16th October at noon and 19th October at 4.30pm. Limited to 12 persons each session and St. Mellion parish residents only. St. Mellion Park Residents Association have been made aware, a poster is on the noticeboards and on Facebook.
- A notice of a review of polling districts and places has been issued by Cornwall Council, public consultation runs from 2nd October – 6th November. If anyone has any suggestions, please let the Clerk know.
- Tamar Crossings have released a consultation leaflet and questionnaire in relation to funding Tamar Bridge and the Torpoint Ferry. It is also available via St. Mellion & Pillaton Hub on Facebook. There are proposals to increase the bridge toll again and the Tamar Toll Action Group is holding a meeting on Wednesday 18th October at Saltash Football Club at 7:00pm.
- The latest traffic figures for the A388 have been received (shown onscreen).

- The latest edition of the Mellanus News is to be published imminently.

ACTION: RJ to readvertise the AED training sessions.

ACTION: RJ to request a full traffic count report for the A388.

3. Questions from the public & correspondence received

A request has been received from Cornwall Air Ambulance for a council grant.

ACTION: RJ to contact Cornwall Air Ambulance and discuss options for an application from the Community Fund.

The traffic issue on Church Lane was raised again. Traffic has increased and a person was reputedly nearly clipped by a wing mirror of a car using the lane to access the Golf Club. There is considerable concern that a pedestrian will be injured if something cannot be done.

The Parish Council have pursued every option available to improve the situation via Highways & Environment East and CORMAC but as there is clear signage and speed bumps, every request for additional measures has been declined.

It was strongly recommended that the Speedwatch Group be set up to provide a community based involvement. It was also suggested that if a PCSO could be made available to give a talk to the public about the use of the road, which might raise awareness amongst drivers.

ACTION: RJ to request a PCSO to be made available for a public awareness session about the use of Church Lane.

ACTION: HG to liaise with St. Mellion School to see if a project can be set up to involve the pupils in speed awareness projects.

ACTION: RJ to request passing place signs to be set up on the road through the Golf Club to Woolaton, to avoid them being used as parking spaces by golfers.

ACTION: RJ to draft a formal letter from the Parish Council to the Golf Club to inform of these issues and request their engagement with potential solutions.

4. Community & Stakeholders:

4.1. *To discuss progress on setting up a Speedwatch Group:*

NH agreed to undertake the application process to set up a Speedwatch Group as there are potentially four persons who are willing to volunteer.

4.2. *To discuss options for celebrating 80th anniversary of D-Day on 6th June 2024:*

Crocadon and Coryton Arms have been approached about D-Day Commemorative Events, both have responded positively but a format for the event is needed.

Amanda Copson has some previous research on the War Memorial which she is happy to share.

If enough material can be gathered, the possibility of a small booklet on St. Mellion during WWII was also discussed, with options for involving the pupils at the school.

The Fish & Chip Supper proposal has met with general approval.

5. Planning matters

5.1. *Planning Applications.*

PA23/07719: Mr & Mrs Lai-Hung, Andros Dunstan Quoin St Mellion, PL12 6RX

Erection of garage/ gym/games room and workshop

Planning Officer: Ellen Lawrence

Consultation Expiry: 16th October 2023

Plans and associated documents were shown onscreen, and a discussion followed.

The following points were noted:

- The land is not overlooked and is bounded by a piece of waste land.
- The neighbouring property is at a distance which indicates that it is unlikely to be affected by the proposed development.
- The Bat and Bird Survey was clear.

- The proposed plans look to improve on the existing buildings considerably.

It was proposed by BK, seconded by HG and resolved to support this application, all in favour.

5.2. *Enforcement Refusals, Approvals & Appeals: None*

5.3. *Other Planning Matters*

- Neighbourhood Development Plan Working Group
The recently received traffic figures will be added to the current draft, then it will be sent to Cornwall Council for approval and thereafter a referendum can be undertaken.
The 'Smart Survey' subscription is due for renewal at the end of October, £388.80. This will be required for the referendum and a request was made that this expenditure be ratified.

It was proposed by BK, seconded by NH and resolved to approve the renewal of the Smart Survey subscription, all in favour.

6. Highway & Transport

6.1. *Wildflower Planting at Viverdon Roundabout:*

The roundabout has recently been mown.

No further updates have been received regarding volunteer planting.

6.2. *Safe Passageway*

To record a formal declaration of support to Cllr A. Long for the proposed cycle route from Dupath turning to Ashton turning on A388. Cllr Long has indicated that the offer of support would be very helpful and therefore a formal letter is required.

ACTION: RJ to draft a letter of support for approval, outlining the history of the Safe Passageway Scheme.

6.3. *Update on Hedge Trimming:*

No trimming appears to have happened in problem areas such as Bealbury.

ACTION: BK to report via the Cornwall Council interactive map.

6.4. *Litter Pick*

Booked for Saturday 21st October, advertised on Facebook, in Mellanus News and noticeboards.

ACTION: RJ to request pasties from Ginsters for volunteers.

7. Council Property & Assets

7.1. *To report any issues:* Nothing to report.

7.2. *To review options for new PC laptop:*

RJ has been able to purchase a laptop with the specifications recommended in the cyber risk review for a reduced price of £549, this to be added to reimbursements via payroll and VAT can be reclaimed. Office 365 software also needs to be purchased.

It was proposed by BK, seconded by NH and agreed that expenditure on appropriate hardware and software be approved to enable council functions, all in favour.

ACTION: RJ to seek options for discount code for Office 365 for Local Government use.

8. Project Updates

8.1. *Coronation Projects update*

The Coronation Bench has been ordered for delivery on 18th October. Clearance of the site is to be undertaken by James Hooper, free of charge. There was a 10% discount at the point of purchase and so the final fee was £484.00.

9. Parish Council Governance

9.1. To approve meeting dates for year ending 31st March 2025

9th April 2024
 14th May 2024 (to include APCM and AEM – Possible local elections)
 11th June 2024
 9th July 2024
 August – Council in recess
 10th September 2024
 8th October 2024
 12 November 2024
 December – Council in recess
 14th January 2025
 11th February 2025
 11th March 2025

It was proposed by BK, seconded by PS and resolved to approve the dates for council meetings to 31st March 2025, all in favour.

10. Parish Council finances

10.1. To approve monthly payment schedule for October 2023

St. Mellion Parish Council					
Payment Schedule REV-ENUE Account					
DATE: October 2023					
PAYEE	Invoice Date	Invoice #	Description	Amount	Payment Type
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£1,198.94	BACS
AG Accountancy Ltd	03/10/2023	4068	Payroll Services	£13.20	BACS
SLCC	19/09/2023	QL203941-1	FILCA registration fee	£144.00	BACS (paid 19/09/2023)
TDP	25/09/2023	111018	Coronation Bench	£484.80	BACS
St. Johns Ambulance	29/09/2023	SP23007353	Attendance at Coronation Lunch	£221.76	BACS (paid 29/09/2023)
ICO	08/10/2023	00065d15095a	Data Protection Fee	£40.00	Cheque # 300007
NEST	n/a	n/a	Employer + Employee contribution to clerk's pension	£44.88	DD
Unity Trust Bank	n/a	n/a	Bank Charges	£18.00	DD (cleared on 30/09/2023)
TOTAL				£2,165.58	
Community Account					
PAYEE	Invoice Date	Invoice #	Description	Amount	Type
Unity Trust Bank	31/03/2023	n/a	Bank Charges	£18.00	SO
TOTAL				£18.00	

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

- 10.2. *To approve transfer of S106 funds from Community to Revenue Account:*
£1060.00 being reimbursement for payments related to clearance and fencing of the Jubilee Bus Stop site.

It was proposed by BK, seconded by NH and resolved to approve the transfer of £1060.00 from the Community Account to the Revenue Account, all in favour.

- 10.3. *Quarterly Review*
The bank reconciliation, cash book and actual vs budget spreadsheets were viewed onscreen.

It was proposed by PS, seconded by NH and resolved to approve the quarterly review for October 2023, all in favour.

- 10.4. *To approve donation to RBL and purchase of wreath*

A new wreath is required, BK suggested asking St. Mellion Flowers to create another wreath for Remembrance Sunday. It was agreed that £45 should be donated to RBL.

It was proposed by HG, seconded by AS and resolved to approve the donation to RBL and purchase of a Remembrance Wreath, all in favour.

ACTION: RJ to request a wreath from St. Mellion Flowers.

11. **Items for next Parish Council meeting agenda:**
Arrangements for Budget Meeting

BK offered her apologies for the next meeting, PS will chair.

12. **Date and time of next meeting:** 14th November 2023