

St. Mellion Parish Council Meeting
Tuesday 9th January 2024 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. Ben Bryan (BB)
Cllr. Nick Habermehl (NH)

IN ATTENDANCE:

Parish Clerk Ren Jackaman (RJ)
Two members of the public (both left at 19:52)

1. Councillor matters

1.1. To receive apologies for absences:

Cllr. Adam Sturtridge (AS) offered apologies in advance due to work commitments, the reason for his absence was noted and accepted.

1.2. To receive declarations of pecuniary interests:

Cllr. Nick Habermehl (NH) declared a pecuniary interest in Planning Application PA23/O9621 as his property is adjacent to the proposed site.

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 14th November 2023
(circulated as pre-reading)*

It was proposed by NH, seconded by BB and RESOLVED to accept the minutes of the Ordinary Meeting on 14th November 2023 as a true record of the meeting, all in favour (BK abstained as not present at said meeting).

*2.2 To approve the minutes of the Closed Session of 14th November 2023
(circulated as pre-reading)*

It was proposed by NH, seconded by HG and RESOLVED to accept the minutes of the Closed Session on 14th November 2023 as a true record of the meeting, all in favour (BK abstained as not present at said meeting).

2.3 Matters Arising:

None.

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

Nothing to report as included elsewhere in the agenda.

3. Questions from the public & correspondence received:

Recent damage to Clapper Bridge has been noted on social media and in the draft minutes of Pillaton Parish Council. Unfortunately, there was no direct communication with St. Mellion Parish Council to indicate that an incident had occurred, but action was taken immediately upon hearing of the problem.

RJ has therefore checked with Cornwall Highways and has confirmed that the damage is registered, safety measures have been put in place and repairs potentially scheduled for March 2024.

On the wider issue of preventing the regular damage that occurs at Clapper Bridge, a request was made via the Caradon Community Network Panel (as was) when applications for the first tranche Highways Scheme funding were being considered. At that time Paul Allen (since retired) confirmed that Clapper Bridge is the responsibility of Cornwall Council and not eligible for the CNP Highways Scheme. At that time diverse options were discussed, and it was made clear that the problematic nature of this issue is unlikely to be resolved using any physical traffic calming or restriction methods. Improved signage has been installed on the approaches to the bridge, indicating that it is not suitable for HGVs and long vehicles and that the width limit is 7 ft.

ACTION: AS to raise ongoing problems with Clapper Bridge at the next CAP meeting

ACTION: RJ to contact Chris Sims and ask for Clapper Bridge to be put on the agenda for the next CAP meeting.

ACTION: RJ to contact Pillaton parish clerk and ask for two-way communication regarding any future incidents.

4. Community & Stakeholders:

4.1. 80th anniversary of D-Day

RJ has checked with neighbouring parishes and can report that Callington Town Council have confirmed that they have no budget for D-Day Celebrations but that an event may be organised by the various community groups who have taken over events like the Christmas Celebration and Mayfest.

Saltash Town Council are considering commemorating D-Day 80 in unison with Plymouth including the lighting of a beacon at 9:15pm on 6th June 2024 and the possibility of a 'Ribbon of Poppies' across the Tamar Bridge. A further meeting is proposed in early 2024 to progress the event, working in partnership with Plymouth City Council.

St. Mellion has few resources for organising a celebration short of the Fish & Chip Day option and the cost of celebrating the Jubilee of HM Elizabeth II and the Coronation of HM Charles III have used considerable reserves in the last two financial years, the recommendation is therefore to support and encourage attendance of either the Callington or Saltash events rather than undertake a large-scale event in the parish.

It was proposed by BK, seconded by PS and RESOLVED not to hold a D-Day 80 celebration event.

4.2. Community Area Partnership update

(Draft notes from meeting on 7th December circulated as pre-reading).

AS was unable to attend the most recent meeting.

No points were raised.

5. Planning matters*

5.1. Planning Applications:

PA23/08163: Mr. David Stell, Coryton Arms, St Mellion, PL12 6RJ

Proposed refurbishment and improvement of the existing public house and construction of new single and two-storey extensions to replace dilapidated twentieth century additions.

Planning Officer: Ellen Lawrence

Consultation Expiry: 11th January 2024

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

The following points were noted:

- The changes from the original application appear to relate to the increased living areas for both staff and holiday let and reduced catering capacity. It is appreciated that this is a result of the changes in the economic situation since the original application was made.
- There appears to be some confusion or difference of opinion about which parts of the building are listed and which are not.
- There was a general view that the proposed changes remain beneficial to the area in terms of commerce, community and meeting the demand for holiday accommodation and will not be detrimental to the building.
- The aim of preserving the building and providing a vital community resource for the area have been met.

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

PA23/08164: Mr. David Stell, Coryton Arms, St Mellion, PL12 6RJ

Listed Building Consent for proposed refurbishment and improvement of the existing public house and construction of new single and two-storey extensions to replace dilapidated twentieth century additions.

Planning Officer: Ellen Lawrence

Consultation Expiry: 11th January 2024

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

The following points were noted:

- The changes from the original application appear to relate to the increased living areas for both staff and holiday let and reduced catering capacity. It is appreciated that this is a result of the changes in the economic situation since the original application was made.
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- There was a general view that the proposed changes remain beneficial to the area in terms of commerce, community and meeting the demand for holiday accommodation and will not be detrimental to the building.
- The aim of preserving the building and providing a vital community resource for the area have been met.

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

NH recused himself and left the meeting.

PA23/09621: Messers Samuel & Jack Hammond, Golf Rise, St Mellion, PL12 6RG

Construction of two dwellings with garages.

Planning Officer: Shauna Vandermeulen

Consultation Expiry: 10th January 2024

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

The following points were noted:

- The design of the houses is identical to the two already on the site and would classify as infill.
- The two additional houses would complete infill capacity and no further developments should be undertaken or considered (the location of the septic tank and lack of access to other areas of the site precludes this risk).
- The view of the church from the Golf Club is preserved in this proposal.
- The comments made online relating to noise of works and potential light pollution were noted.

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

NH rejoined the meeting.

5.2. Enforcement Refusals, Approvals & Appeals

PA23/07772: Mr. Peter Newton, Horsepool Lodge, St Mellion, PL12 6RN

Change of use from holiday to residential dwelling.

Planning Officer: Shauna Vandermeulen

Consultation Expiry: 17th November 2023

Status: Refused

5.3. Neighbourhood Development Plan Working Group:

Cornwall Council have reviewed the initial draft of the NDP document and have made comments. They have recommended that the document be converted to the shorter 'Priority Statement' which was not an option when the NDP was originally undertaken.

As of November 2023, eight families are on the list seeking affordable housing in St. Mellion.

A meeting of the NDP group will take place soon to discuss this feedback.

6. Highway & Transport

6.1. Wildflower Planting at Viverdon Roundabout:

Nothing to report.

6.2. Traffic Monitoring on Church Lane and Speedwatch Group:

Will Glassup has confirmed that a traffic monitoring device will be placed on Church Lane for seven days in early 2024.

Following the recent apprehension of a criminal on the Golf Course in which he was able to assist the Devon & Cornwall Constabulary via footage on his CCTV, Mr. B. Hammond made a request to the officers attending that they use Church Lane whenever they pass through in order to deter inappropriate use as an access road, which they gladly agreed to do.

St. Mellion Primary School children have created designs for road safety signs. HG has a selection for consideration and will choose any suitable examples.

NH has done the necessary training to lead a Speedwatch group and is recruiting volunteers.

7. Council Property & Assets

7.1. Asset Checks (shown onscreen)

The Asset Check spreadsheet was completed, no issues were raised.

8. Project Updates

8.1. Coronation Projects update:

A selection of bulbs has been purchased and planted. The Coronation project is now completed. The original fund for the Jubilee celebrations was £5000 and a total of £1516.85 was spent and the rest was vired over to the Coronation fund in the year end 2023 budget, a total of £2363.09 has been spent on the Coronation.

9. Parish Council Governance

9.1. Civility & Respect Pledge

This project was set up following the murder of Jo Cox MP and, when first promoted, it inspired the creation of the Dignity at Work Policy and robust Complaints Procedures, which were adopted by St. Mellion Parish Council in March 2021.

By signing the Pledge, the council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

It was proposed by BK, seconded by NH and RESOLVED to formally sign the Civility & Respect Pledge, all in favour.

10. Parish Council finances

10.1. To approve monthly payment schedule for December 2023 & January 2024 (shown onscreen and circulated as pre-reading)

St. Mellion Parish Council					
Payment Schedule REVENUE Account					
DATE: December 2023					
PAYEE	Invoice Date	Invoice #	Description	Amount	Type
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements + £245 back pay	£859.89	BACS

			as result of National Pay Award		
AG Accountancy Ltd	02/12/2023	4125	Payroll Service	£13.20	BACS
ROOTED Tree Surgery & Arboriculture	24/11/2023	76	Planting works at Jubilee Bus Stop site	£1,190.00	BACS (Paid)
NEST	n/a	n/a	Employer + Employee contribution to clerk's pension	£69.52	DD
Unity Trust Bank	n/a	n/a	Bank Charges	£18.00	DD
TOTAL				£2,150.61	
DATE: January 2024					
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£570.50	BACS
AG Accountancy Ltd	02/01/2024	4156	Payroll Service	£13.20	BACS
NEST	n/a	n/a	Employer + Employee contribution to clerk's pension	£47.96	DD
TOTAL				£631.66	

It was proposed by PS, seconded by NH and RESOLVED to approve the payment schedule for December 2023 and January 2024, all in favour.

10.2. Budget Approval & Precept (shown onscreen and circulated as pre-reading)

The budget details and precept request were shown on screen, and it was noted that in the previous two fiscal years the budget was deliberately lowered, and reserves were used to alleviate the effects of the cost of living crisis on the electorate. The available reserves have now been depleted and therefore the precept has been raised to an appropriate level to cover the administrative costs of the council.

It was proposed by HG, seconded by BB and RESOLVED to approve the budget recommendation year-end 31st March 2025, all in favour.

It was proposed by NH, seconded by PS and RESOLVED to approve the precept request of £12750.00 for year-end 31st March 2025, all in favour.

10.3. Quarterly Review (shown onscreen and circulated as pre-reading)

No issues were raised.

It was proposed by PS, seconded by HG and RESOLVED to approve the Quarterly Review Report, all in favour.

11. Items for next Parish Council meeting agenda:

BK gave her apologies for the next meeting.

- Tender specification and contract review.
- Review Annual Plan for year-end 2025.

12. Date and time of next meeting: 13th February 2024

BK closed the meeting at 20:49