

St. Mellion Parish Council Meeting
Tuesday 13th February 2024 at 7:00 p.m.
St. Mellion Church Hall
Agenda

PRESENT:

Cllr Pam Sambrook (PS) Vice Chair (Acting Chair for this meeting).
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 19:53).

1. Councillor matters

1.1. To receive apologies for absences

Apologies were received in advance from Cllr Bridie Kent (BK) Chair, who is currently out of the country, the reason for her 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 9th January 2024 (sent as pre-reading)

It was proposed by NH, seconded by HG and agreed to approve the minutes of the ordinary meeting of 9th January 2024 as a true record of the meeting, AS abstained as not present at meeting, all in favour.

2.2 Matters Arising:

None.

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

- RJ has registered the council with the Southwest Cyber Resilience Centre SWCRC is a not for profit organisation, funded by the Home Office and regional policing. It exists to help Southwest based small to medium sized businesses, charities and public sector organisations with their cyber security.
- RJ has contacted Earl & Crocker again to ask for a copy of the deed of transfer for the Jubilee Bus Stop site. Michelle May has responded:
"Having checked the application status at the Land Registry, it is still showing as being processed. They have however allocated a new Title Number for the land the Council purchased, which hopefully means we will receive a copy of the completed application shortly. As soon as I receive notification it has been concluded I will forward a copy of the updated Register of Title to you."
- Will Glassup has confirmed that the repairs to Clapper Bridge are scheduled for March. There will be a road closure at that time to allow repairs to take place. RJ has arranged with the Pillaton Parish Clerk for two-way communication about any issues at Clapper Bridge to take place in the future.
- Note the death of Cllr Edwina Hannaford, former Cabinet Member for Climate Change & Neighbourhoods. Her funeral cortege will pass through Looe on the morning of 22nd February 2024.
- Crocadon Restaurant has been awarded a Michelin star in addition to the Michelin Green star awarded last year.

ACTION: BB will draft a letter of congratulation to Crocadon for the Michelin Star award.

ACTION: AS and RJ to attend the funeral of Edwina Hannaford.

3. Questions from the public & correspondence received*

- A letter has been received from a parishioner asking that the hedge at Bealbury Orchard (opposite Bealbury Farm) be trimmed as it is a busy road and the blackthorn and shrubs have encroached onto the highway. Two vehicles can no longer pass and making pedestrians and cyclists forced out into the middle of the road on a bend.
- Pillaton Parish Council have also sought help in having the hedges pruned by the landowner from Tor gateway to the end of the narrow lane towards the weir.
- Callington Town Council have sent an invitation to attend that Civic Service on 3rd March 2024.

ACTION: RJ to report hedge issues to Cornwall Council and/or identify landowner.

4. Community & Stakeholders:

4.1. Community Area Partnership update

Regarding the Stoke Climsland Old School application from the Community Capacity Fund for £9302 to help the Old School at Stoke Climsland "Go Green", a declaration of support has been sent and AS will be on the Funding Committee which considers the application.

5. Planning matters*

5.1. Planning Applications:

None

5.2. Enforcement Refusals, Approvals & Appeals

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.

Status: Rendered invalid and removed from register.

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.

Status: Rendered invalid and removed from register.

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

Construction of two dwellings with garages.

Status: Approved with conditions.

PA23/09703 St Mellion Operations Limited, St Mellion PL12 6SD

Certificate of Lawful Development for proposed use: To confirm that the development of up to 203 holiday lodges benefits from outline Planning Permission PA19/10510 and that the submission of a Reserved Matter application for 203 lodges could lawfully be submitted prior to 28th May 2024.

Status: Permission Granted

PA23/01704 Mr. Peter Newton, Horsepool Lodge, St Mellion, PL12 6RN

Change of use from holiday to residential dwelling.

Planning Officer: Shauna Vandermeulen

Status: Appeal Submitted

5.3. Neighbourhood Development Plan Working Group:

Nothing to report.

6. Highway & Transport

6.1. Wildflower Planting at Viverdon Roundabout:

Nothing to report.

6.2. Traffic Monitoring on Church Lane and Speedwatch Group:

Two of the volunteers have completed the Speedwatch training course and passed, two more are to undertake training. The site on the corner of the school field/churchyard entrance has been approved for monitoring. A police officer will train on site when all the volunteers are ready.

6.3. Any other issues to note:

It was noted that a person or persons have been deliberately driving across the centre of Viverdon roundabout from the Golf Club entrance to the St. Dominic exit.

It was noted that there is a lot of litter through the village and on the way to Saltash.

ACTION: RJ to make Cornwall Highways aware of the damage to Viverdon roundabout.

ACTION: RJ to arrange a village litter pick for 23rd March 2024.

7. Council Property & Assets

7.1. Any issues to note:

NH has installed an inverted gutter over the village noticeboard to try and prevent leakage.

The glebe noticeboard will need replacing soon.

The bus shelters appear not to have been cleaned since last month.

ACTION: RJ to source examples of replacement noticeboard.

ACTION: RJ to contact Fernbank to request an invoice and check on regularity of bus shelter cleaning.

8. Project Updates:

Nothing to Report.

9. Parish Council Governance

9.1. Review Annual Plan for year-end 2025 (sent as pre-reading):

The annual plan was viewed onscreen, and comments and questions invited. No queries were raised.

9.2. Confirm date of AEM and APCM

The date of local elections have not yet been confirmed. The Standing Orders dictate:

"5a. In an election year, the Annual Meeting of the Parish Council shall be held on, or within, 14 days following the day on which the new Councillors elected take office".

In the absence of any further information, the Annual Parish Council Meeting is currently scheduled for the 14th May 2024, which date may be subject to change depending upon the ultimate date of the elections.

9.3. Review of current policies (sent as pre-reading):

- Draft IT policy to consider for approval at May meeting.
- Code of Conduct – no changes
- Standing Orders – reformatted but no changes to content
- Financial Regulations – no changes yet but updates due shortly.
- Media Policy – based on NALC model, reformatted but no changes needed.
- Code of Practice for Complaint Handling was approved on 9th March 2021, no changes needed.

Councillors were invited to submit comments and questions in the period up to May.

10. Parish Council finances

10.1. To approve monthly payment schedule for February 2024 (sent as pre-reading)

Revenue Account	Invoice Date	Invoice #	Description	Amount	Type
PAYEE					
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£576.71	BACS
AG Accountancy Ltd	01/02/2024	4188	Payroll Service	£13.20	BACS
NEST	09/02/2024	n/a	Employer + Employee contribution to clerk's pension	£47.96	DD
TOTAL				£637.87	

It was proposed by NH, seconded by BB and agreed to approve the payment schedule for February 2024, all in favour.

10.2. Tender specification and contract review for maintenance of Jubilee Bus Stop (sent as pre-reading).

There were no comments or requests for alterations to the tender documents.

It was proposed by NH, seconded by HG and resolved that the expenditure on advertising the tender be limited to £250.

ACTION: RJ to prepare an advert for print media.

11. Items for next Parish Council meeting agenda:

- Spring Litter Pick
- Glebe Noticeboard

12. Date and time of next meeting: 12th March 2024

PS closed the meeting at 20:34