

St. Mellion Parish Council Meeting
Tuesday 9th April 2024 at 7:00 p.m.
St. Mellion Church Hall
Minutes

PRESENT:

Cllr Pam Sambrook (PS) Acting Chair
Cllr Hilary Gill (HG).
Cllr Adam Sturtridge (AS).

IN ATTENDANCE:

Parish Clerk Ren Jackaman (RJ).
Three members of the public (two left at 20:19).

1. Councillor matters

1.1. To receive apologies for absences:

Cllr Bridie Kent (BK) due to work commitments.
Cllr Nick Habermehl (NH) is out of the country.
Cllr Ben Bryan (BB) for family reasons.

It was proposed by HG, seconded by AS and agreed to approve the reasons for absence as given.

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 March 2024

Note the correction of an error on payment schedule of March 2024, which had recorded the NEST payment as £44.88, when it was in fact £47.96. This was a human error and has been corrected in the unapproved minutes, the payment schedule to also be amended accordingly.

It was proposed by HG seconded by AS and agreed to adopt the amendment outlined above, all in favour.

BK and RJ initialled and dated the amended the signed payment schedule for March 2024.

It was proposed by AS seconded by HG and resolved to approve the amended minutes of the Ordinary Meeting of 12th March 2024 as a true record of the meeting, all in favour.

2.2 Matters Arising:

AS attended the Pillaton Parish Council meeting and was asked about the report of hedge trimming at the weir and at Bealbury. AS told the meeting that the matters had been reported to Cornwall Highways and Environment who were going to action them in due course. This information has also been shared to the clerk of Pillaton Parish Council.

HG has checked for the repairs at Clapper Bridge and noted that the coping stones are still missing.

ACTION: RJ to ask Cornwall Highways for updates on all the recently reported issues and on Clapper Bridge repairs and share results with Pillaton PC Clerk.

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

- RJ attended CORMAC Spring Session at Launceston on 23rd March, spoke to Melissa Ralph who runs the efforts to make space for nature in urban areas as part of the commitment to improve biodiversity

by 2030. She was able to confirm that in the absence of other options, 'seed bombing' is a great idea.

- Note that the way of defining public rights of way is changing from the 'Bronze, Silver, Gold' classifications to 'Urban, Urban Fringe, Countryside, Wilderness.' This will not change the responsibility for upkeep of St. Mellion Public Rights of Way but there is an option to take on management and apply for LMP grants to cover costs (up to £13,750.00), it may also be possible to help create new paths in the future.

3. Questions from the public & correspondence received:

A member of the public asked if the Glebe Field is available to rent for the community.

ACTION: RJ to approach the Diocesan Solicitor about possibilities about using Glebe Field for the benefit of the community.

It was noted that the water under the bridge at the Golf Club end of Church Lane is full of drink cans and bottles, which it would appear are either being washed down from the golf course and/or left by golfers.

ACTION: HG to ask Steve Moss to clear out the rubbish from the brook.

4. Community & Stakeholders:

4.1. Community Litter Pick 23rd March 2024:

The last litter pick was a successful event and was attended by ten persons, fourteen bags of rubbish were collected along with several bits of motorcycles and cars.

4.2. St. Mellion & Pillaton PCC:

The PCC are currently looking at options for fundraising to repair the floor of the clock room in the church tower. Any financial contribution to this effort from the parish council was formerly prohibited under the Local Government Act. However, NALC have issued two pieces of guidance following the passing of the Levelling Up bill, stating that the restrictions in the LGA 1894 section 8 no longer prevent councils from using other powers to fund church property. Spending is limited to S137 (as amended by the 1989 Local Government & Housing Act). It may therefore be possible to offer some financial assistance in the form of a grant to help the PCC with fundraising. This would be limited to the S137 allowance of £10.81 per elector for the year and the council would need to allow for other calls upon this fund made throughout the next fiscal year. Such a grant should be used for match funding or to support a fundraising event rather than just gifted.

ACTION: RJ to contact St. Mellion & Pillaton PCC to discuss options for a grant application.

5. Planning matters

5.1. *Planning Applications:* None

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

5.3. *Neighbourhood Development Plan Working Group:* Nothing to report.

6. Highway & Transport

6.1. Church Lane & Speedwatch:

The first three Speedwatch sessions have taken place and have been a success in terms of educating drivers about the access only status of Church Lane. Another session will take place as soon as all the monitors are available. A second location has been approved in the gateway to Golf Rise.

6.2. *Any other issues to note:* Yellow marks have appeared on the highways, suggesting that resurfacing works are likely to occur soon.

7. Council Property & Assets

7.1. Quarterly Asset Check

The asset check spreadsheet was viewed onscreen and checked off.

7.2. *Noticeboard Update:* The Glebe Noticeboard has collapsed and been removed. The Village noticeboard has been repaired.

7.3. Approve costs of tree survey at Jubilee Bus Stop

Preliminary research indicates that this will cost more than the de minimus of £250 and that therefore, a tendering process needs to be undertaken.

ACTION: RJ to prepare tender for tree surveying.

8. Project Updates No current projects.

9. Parish Council Governance

RJ reminded councillors to check that their Register of Interest is up to date.

10. Parish Council finances

10.1. To approve monthly payment schedule for April 2024

The first precept payment of £6375.00 has been received into the revenue account on Monday 8th April 2024.

St. Mellion Parish Council				
Payment Schedule Revenue Account				
DATE	April 2024			
PAYEE	Invoice Date	Invoice #	Description	Amount
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£641.80
AG Accountancy Ltd	31/03/2024	4229	Payroll Services	£13.20
CALC	01/04/2024	2425_169	Membership renewal	£269.03
Tindle Newspapers	31/03/2024	TCN0324-0042	Advert for tender in Cornish Times	£93.60
NEST	09/04/2024	n/a	Employer + Employee contribution to clerk's pension	£47.96
TOTAL				£1,065.59

It was proposed by AS, seconded by HG and Agreed to approve the payment schedule for April 2024, all in favour.

10.2. End of Year Financial Review (shown in screen and sent as pre-reading)

Revenue Account Total Income & Expenditure for year ending 31st March 2024:

Balance carried forward on 1st April 2023: £ 18950.74

Income: £15164.69

Expenditure: £22777.06

Closing Balance on 31st March 2024: £ 11338.37

It was noted that the decision to reduce the precept for the last two fiscal years and to use built up reserves has been a complete success, the closing balance now matches the budget and the precept for year ending 31st March 2025 is returned to an appropriate level.

It was proposed by AS, seconded by HG and agreed to approve the end of year financial report, all in favour.

10.3. Internal Audit Arrangements:

Dawe, Hawken & Dodd have confirmed that they are happy to undertake the internal audit.

10.4. Options for External Audit Exemption:

The forms have been received from External Auditors BDO LLP. It is now confirmed that the income and expenditure for year end 2024 is under £25K and that therefore exemption can be applied for.

It was proposed by PS, seconded by AS and resolved to apply for exemption for external audit, all in favour.

10.5. Review of Internal Financial Controls and Financial Risk Assessment (sent as pre-reading)
The Financial Risk Assessment has been reviewed and no changes proposed.

11. Items for next Parish Council meeting agenda:

- *Outcome of Tender for maintenance of Jubilee Bus Stop*
- *Update about church fundraising*
- *Annual Electors Meeting*
- *Annual Parish Council Meeting*

12. Date and time of next meeting: 14th May 2024

PS closed the meeting at 08:39.