

**St. Mellion Parish Council Meeting**  
**Tuesday 12<sup>th</sup> November 2024 at 700 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).  
Four members of the public (left at 19:52)

**1. Councillor matters**

*1.1. To receive apologies for absences:*

Cllr. Adam Sturtridge (AS) due to ill health.

It was proposed by HG seconded by PS and agreed to accept the apologies of Cllr Adam Sturtridge, all in favour.

*1.2. To receive declarations of pecuniary interests:*

HG and BB declared a pecuniary interest for planning app PA24/03866 at 5.1 below.

*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 15<sup>th</sup> October 2024  
(sent as pre-reading)*

It was proposed by BB, seconded by HG and agreed to approve the minutes of the ordinary meeting of 15<sup>th</sup> October 2024 as a true record of the meeting, all in favour.

*2.2 To approve the minutes of the closed meeting on 15<sup>th</sup> October 2024  
(sent as pre-reading)*

It was proposed by NH, seconded by PS and agreed to approve the minutes of the closed session and staff review meeting of 15<sup>th</sup> October 2024 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*

- RJ attended the TVNL Annual Forum on 30<sup>th</sup> October, but this was disrupted by a power cut after the first two lectures.
- RJ attended the Cornwall Council budget briefing on 7<sup>th</sup> November via Teams. The main points are that 100% council Tax premium on second homes is hoped to bring in £23.8M

revenue of which £5M will be transferred to restore depleted reserves. The council has used reserves to balance the budget for several years, there is a £19M overspend forecast in the coming financial year.

Council Tax will stay at 2.99%, which is the maximum. There was no mention of tax thresholds in the recent Chancellor's budget.

- Note that Pillaton Parish Council have changed their domain name to [www.pillaton.org](http://www.pillaton.org)
- The CALC AGM is happening now in Truro, so RJ is not able to attend.

### 3. Questions from the public & correspondence received

- A letter of thanks has been received from Cornwall Blood Bikes for the grant of £3000 towards motorbike repairs and costs.
- PC Pip Davey has given an update via email on the issues raised when she visited the October meeting.
- A member of the public reported that lorries making deliveries to the Golf Club main campus are using the lane to Woolaton and are not braking at the entrance to Church Lane.
- PS mentioned that antisocial behaviour on estates under management of Cornwall Housing can be reported via their website.
- The Remembrance Service on 10<sup>th</sup> November was praised as a worthy event with a good turnout. St. Mellion Flowers kindly donated the wreath placed by BK.

**ACTION: BK to approach the Golf Club management to ask them to place a give way sign at the top end of the Woolaton Lane.**

### 4. Community & Stakeholders

#### 4.1. Church Tower Fund Progress:

The two upcoming fundraising events are:

- 'Disco in Kernow' at 6pm on 16<sup>th</sup> November at the Rifle Volunteer, £5 in advance or £6,50 on the door.
- Callington Singers concert in the church on 12<sup>th</sup> December at 6pm, free admission with a retiring collection.

#### 4.2. Litter Pick Report:

The litter pick on 26<sup>th</sup> October was cancelled due to illness and lack of participants. The next litter pick to be undertaken in the Spring of 2025.

#### 4.3. Any other issues to note:

None

### 5. Planning matters

#### 5.1. Planning Applications :

(HG and BB left the meeting)

#### **PA24/03866 St Mellion Estate PL12 6SD (Revised)**

Application for the approval of reserved matters of appearance, landscaping, layout and scale for up to 160 holiday lodges (Phase 2) details following outline consent PA19/10510 dated 28.05.2020.

Consultation Expiry Date 13<sup>th</sup> November 2024.

Planning Officer George Shirley.

**Status: Awaiting decision.**

- The public engagement event held at the Golf Club on 24<sup>th</sup> September 2024 has been summarised as part of the revised application. This summary was viewed onscreen.

- The comments received at the public consultation event were very similar to those expressed at the time of the application in May 2024. There is a comprehensive list of public comments at the end of the summary.
- Whilst some of the major concerns are tangentially addressed, the summary does not adequately address the concerns expressed about the quality of the units.
- The lodge designs are completely unsuitable and aesthetically very poor.
- The plans were viewed onscreen, and it was noted that they do not appear to have been scaled correctly and the estimate of how many units can be fitted on the space which is actually available is unrealistic.
- The development is still generally unsuitable for the location and not in keeping with the surroundings.
- The only changes appear to relate to a slight reduction in numbers of lodges and increased tree planting, landscaping and footways.
- It was queried how many of the proposed lodges would be sold (at an estimated £500K each) and how many rented out.
- There are still major concerns about the lack of facilities and infrastructure to support the level of development proposed.
- Access for emergency vehicles is problematic.
- It was queried whether risk assessments or health and safety protocols have been implemented in relation to using gas canisters to fuel wooden lodges, especially with regard to fire hazards.

It was proposed by BK, seconded by PS and RESOLVED not to support planning application PA24/03866, all in favour

(HG and BB returned to the meeting),

#### 5.2. Enforcement Refusals, Approvals & Appeals

**23/00224/REF Mr. Peter Newton, Horsepool Lodge, St Mellion, PL12 6RN**

Change of use from holiday to residential dwelling.

Appeal against refusal of PA23/07772.

Case Officer Tamsin Burr.

Start Date 15<sup>th</sup> April 2024.

**Status: Ongoing**

#### 5.3. Neighbourhood Priority Statement Working Group:

The draft Neighbourhood Priority Statement has been submitted to Cornwall Council, but no response has yet been received.

### 6. Highways, Rights of Way & Transport

#### 6.1. Church Lane & Speedwatch update:

Nothing further to report.

#### 6.2. Glebe Field Permissive Path update

As per last meeting, RJ has put PC Pip Davey in touch with Paul Teale of SMVTRA and Kim Williams of Cornwall Housing.

'Keep Dogs on Leads' signage have been put up in the Glebe Field.

The gap in the fence at the Glebe estate end has been addressed by the current tenant.

#### 6.3. Any other issues to note:

Nothing to report.

### 7. Council Property & Assets

**7.1. Any issues to note:**

The first maintenance visit to Bus Stop by S&S Garden Services has taken place, the work has greatly improved the state of both the bus stop and the pavement and was praised by everyone present.

**8. Parish Council Governance:**

None.

**9. Parish Council finances****9.1. To approve monthly payment schedule for November 2024  
(sent as pre-reading)**

It was noted that Unity Trust Bank have changed to monthly bank charges rather than quarterly, the rate remains the same at £6 per month for both accounts.

| REVENUE ACCOUNT     |              |                |   |                  |      |
|---------------------|--------------|----------------|---|------------------|------|
| Payee               | Invoice Date | Invoice #      | Description   | Amount           | Type |
| R Jackaman          | n/a          | n/a            | Clerk Salary and Reimbursements (including backdated pay award) | £761.29          | BACS |
| AG Accountancy Ltd  | 02/11/2024   | 4430           | Payroll Service   | £14.48           | BACS |
| St. Mellion PCC     | 12/11/2024   | SMPC/2024/Q1-4 | Church Hall Hire for Jan-Dec 2024                               | £325.00          | BACS |
| S&S Garden Services | 01/11/2024   | n/a            | Bus Stop Maintenance monthly visit                              | £150.00          | BACS |
| RBL                 | n/a          | n/a            | Remembrance Day donation  | £50.00           | BACS |
| Dr. B.Kent          | n/a          | n/a            | Reimbursement - Renewal of Smart Survey software for NDP        | £388.80          | BACS |
| NEST                | n/a          | n/a            | Employer + Employee contribution to clerk's pension             | £61.13           | DD   |
| Unity Trust Bank    | 31/10/2024   | n/a            | Monthly Service Charge (September)                              | £5.40            | SO   |
| Unity Trust Bank    | 30/11/2024   | n/a            | Monthly Service Charge (October)                                | £6.00            | SO   |
| <b>TOTAL</b>        |              |                |   | <b>£1,762.10</b> |      |
|                     |              |                |   |                  |      |
| COMMUNITY ACCOUNT   |              |                |   |                  |      |
| Payee               | Invoice Date | Invoice #      | Description   | Amount           | Type |
| Unity Trust Bank    | 31/10/2024   | n/a            | Monthly Service Charge (September)                              | £5.40            | SO   |
| Unity Trust Bank    | 30/11/2024   | n/a            | Monthly Service Charge (October)                                | £6.00            | SO   |
| <b>TOTAL</b>        |              |                |   | <b>£11.40</b>    |      |

It was proposed by PS, seconded by NH and resolved to approve the payment schedule for November 2024, all in favour.

**9.2. National Pay Award:**

It was noted that the Local Government Pay Award increase of 63p per hour applies to the clerk's salary from this month and is backdated to April 2024.

**9.3. Budget for YE 2026 review & approval  
(sent in pre-reading, see Appendix 1)**

It was proposed by BK seconded by PS and RESOLVED to approve the proposed budget for YE 2026, all in favour.

**9.4. Precept Request for YE 2026 approval  
(see Appendix 2-3)**

As per the budget approval in 9.3 above, the precept request is to be set at £14,650 for the next financial year. This represents a 12.28% increase on last year, with a Band D rate of £65.01.

It was proposed by NH seconded by PS and RESOLVED to approve the precept request of £14650 for YE 2026, all in favour.

**ACTION: RJ to submit the precept request by the deadline of 31<sup>st</sup> December 2024**

**10. Items for next Parish Council meeting agenda:**

- Asset Checks
- Quarterly Financial Review

**11. Date and time of next meeting:** The council is in recess for December, and will meet again on 14<sup>th</sup> January 2025

**BK closed the meeting at 20:14.**

**APPENDICES**

1. Budget Proposal Ye 2026
2. Council Tax Analysis Ye 2026
3. Council Tax Comparison with Earlier Years

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## APPENDIX 1 – BUDGET PROPOSAL YE 2026

|  | Actual at<br>12.11.2024 | Forecast at<br>31.03.2025 | BUDGET<br>PROPOSAL<br>FOR YE<br>2026 | NOTES   |
|--|-------------------------|---------------------------|--------------------------------------|---|
| 1 Balances b/f                                   |                         | £11,000.00                | £11,000.00                           | Total rounded up from estimate in QR, allows for contingency of £1200 additional to forecast items before 31st March 2025   |
| 2 Annual precept                                 | £12,750.00              | £12,750.00                | £14,650.00                           | Increase to accommodate the costs associated with maintaining new bus shelter site and cleaning of all shelters   |
| <b>OTHER INCOME NOT TO BE INCLUDED IN BUDGET</b> |                         |                           |                                      |   |
| CTS  |                         | £0.00                     |                                      | These amounts are not predictable and are therefore excluded from the budget calculations   |
| VAT reclaim                                      |                         | £615.66                   |                                      |   |
| Refunds  |                         | £0.00                     |                                      |   |
| S106   |                         | £0.00                     |                                      |   |
| CC community chest grant                         |                         | £0.00                     |                                      |   |
| 3 Total other receipts                           |                         | £615.66                   |                                      |   |
| Total receipts                                   |                         | £13,365.66                | £14,650.00                           |   |
|  |                         |                           |                                      |   |
| 4 Staff costs (salary, pension)                  |                         | £7,200.00                 | £7,500.00                            |   |
| Staff reimbursements                             |                         | £950.00                   | £1,000.00                            | Basic reimbursements for mileage and sundries is c.£50 pcm (£600 annually) but mileage varies and stationary purchases etc, are added on. Any hardware purchases will now appear in the IT/COMMS allocated reserve. |
| Payroll agent fee                                |                         | £172.48                   | £200.00                              | AG Accountancy increases their rate incrementally every year in May, currently charging £14.48 pcm.   |
| Zurich insurance premium                         |                         | £1,100.22                 | £1,250.00                            | increase is an estimate based on previous years and additional assets.  |
| Registration with ICO                            |                         | £40.00                    | £40.00                               |   |

|  |  |                           |                           |   |
|--|--|---------------------------|---------------------------|---|
| Internal audit fee for ye 2023   |  | £450.00                   | £900.00                   | Provision for a full audit, which may not be required.  |
| Legal Fees   |  | £0.00                     | £100.00                   | This fee is payable annually for the permissive path agreement.   |
| CALC subscription  |  | £269.03                   | £280.00                   | allowing for small increment  |
| Refilling salt bins  |  | £50.00                    | £50.00                    | this fund not used in last four years   |
| RBL donation & Wreath  |  | £70.00                    | £70.00                    | represents £50 donation plus wreath   |
| Website hosting  |  | £200.00                   | n/a                       | Moved to IT & COMMS RESERVE   |
| Website amendments   |  | £0.00                     | n/a                       | Moved to IT & COMMS RESERVE   |
| Church Hall Hire   |  | £325.00                   | £375.00                   | Cost £25 per hire, allows for 10 ordinary meetings and 5 additional meetings/litter picks   |
| General Administration   |  | £150.00                   | £200.00                   | to include stationary, postage, software fees and hardware purchases (most of these costs are processed as staff reimbursement to clerk but in QR and budget, are noted under this heading. |
| Councillor Recruitment associated costs (criminal record checks, advertising etc.) |  | £0.00                     | £300.00                   | election year so costs may be covered elsewhere unless there is a vacancy after election.   |
| Seminars, training, travel/subsistence   |  | £100.00                   | £200.00                   | no plans for CiLCA this year  |
| Bank Charges   |  | £72.00                    | £80.00                    | allows for a small increment  |
| <b>TOTAL ADMINISTRATIVE COSTS</b>  |  | <b>£3,948.73</b>          | <b>£5,045.00</b>          |   |
| <b>TOTAL COSTS Inc. VAT</b>  |  | <b>£11,148.73</b>         | <b>£12,545.00</b>         |   |
| <b>ALLOCATED RESERVES</b>  |  | <b>ALLOCATED RESERVES</b> | <b>ALLOCATED RESERVES</b> |   |
| insurance premium provision for amendment charges                                  |  | £0.00                     | £200.00                   |   |
| Vacancy election fee (held as a reserve)   |  | £0.00                     | £4,000.00                 |   |
| Defibrillator Rental Fee (to be paid every four years - accrued)                   |  | £0.00                     | £2,500.00                 | to be accrued over four years, so YE2025, this will be £2500  |

|   |  |                   |                   |  |
|---|--|-------------------|-------------------|--|
| Community Asset Maintenance Fund & Planting |  | £2,800.00         | £5,000.00         | Total charges annually are presently estimated at £1800 for monthly maintenance and £288 for monthly cleaning of shelters. The rest is contingency for replacing bins, notice-boards etc. Also, for potentially planting up areas. |
| IT & Comms                                  |  |                   | £1,000.00         | New reserve, to include website costs and any software and hardware purchases (laptop, projector, Cyber Security) Example costs AVG security £39.99, Microsoft subscription £59.99, website hosting £182.40                        |
| NDP   |  | £500.00           | £1,000.00         | Costs associated with referendum, likely in ye 2026  |
| <b>TOTAL ALLOCATED RESERVES</b>             |  | <b>£3,300.00</b>  | <b>£13,700.00</b> |  |
|   |  |                   |                   |  |
| <b>Total actual payments</b>                |  | <b>£13,216.93</b> | <b>£13,105.00</b> |  |

## APPENDIX 2 – COUNCIL TAX ANALYSIS YE 2026

|   | Band<br>A<br>£ | Band<br>B<br>£ | Band<br>C<br>£ | Band<br>D<br>£ | Band<br>E<br>£ | Band<br>F<br>£ | Band<br>G<br>£ | Band<br>H<br>£ |
|---|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Parish Council Tax Charge<br>2024/25          | 38.60          | 45.03          | 51.46          | 57.90          | 70.76          | 83.63          | 96.49          | 115.7<br>9     |
| <i>As a proportion of Band D</i>              | 6/9            | 7/9            | 8/9            | 9/9            | 11/9           | 13/9           | 15/9           | 18/9           |
| Proposed Parish Council Tax<br>Charge 2025/26 | 43.34          | 50.56          | 57.78          | 65.01          | 79.45          | 93.90          | 108.3<br>5     | 130.0<br>1     |
| <b>Annual change (£) for 2025/26</b>          | <b>4.74</b>    | <b>5.53</b>    | <b>6.32</b>    | <b>7.11</b>    | <b>8.69</b>    | <b>10.27</b>   | <b>11.86</b>   | <b>14.22</b>   |
|   | <b>12.28</b>   | <b>12.28</b>   | <b>12.28</b>   | <b>12.28</b>   | <b>12.28</b>   | <b>12.28</b>   | <b>12.29</b>   | <b>12.28</b>   |
| <b>Annual change (%) for 2025/26</b>          | <b>%</b>       | <b>%</b>       | <b>%</b>       | <b>%</b>       | <b>%</b>       | <b>%</b>       | <b>%</b>       | <b>%</b>       |



**APPENDIX 3 COUNCIL TAX COMPARISON WITH EARLIER YEARS:**

| <b>YEAR END</b> | <b>Amount</b> | <b>Variance %</b> | <b>BAND D £</b> |
|-----------------|---------------|-------------------|-----------------|
| YE 2020         | £11,220.00    | 2.00%             | £52.25          |
| YE 2021         | £11,445.00    | 2.01%             | £52.83          |
| YE 2022         | £11,500.00    | 0.48%             | £53.24          |
| YE 2023         | £8,000.00     | -30.43%           | £36.18          |
| YE 2024         | £7,000.00     | -12.50%           | £32.05          |
| YE 2025         | £12,750.00    | 82.14%            | £57.90          |
| YE 2026         | £14,650.00    | 14.90%            | £65.01          |

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