

**St. Mellion Parish Council Meeting
Tuesday 8th April 2025 at 7p.m.
St. Mellion Church Hall
Minutes**

PRESENT:

Cllr. Bridie Kent (BK) Chair
Cllr. Adam Sturtridge (AS)
Cllr. Ben Bryan (BB)
Cllr. Nick Habermehl (NH)
Cllr. Pam Sambrook (PS)

IN ATTENDANCE:

Parish Clerk Ren Jackaman (RJ).
One member of the public (left at 19:44)

ABSENT:

Cllr. Hilary Gill (HG) (joined the meeting at 19:35)

1. Councillor matters

- 1.1. To receive apologies for absences:* None
- 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 11th March 2025

The minutes of the ordinary meeting of 11th March 2025 were sent as pre-reading and shown onscreen.

It was proposed by BB, seconded by AS and agreed to approve the minutes of the ordinary meeting of 11th March 2025 as a true record of the meeting, all in favour (NH and PS abstained as not present at the last meeting).

2.2 Matters Arising: None

2.3 Clerk's Report & items actioned since last meeting

- Sarah Mason is retiring as County Executive Officer of CALC after 20 years in post. The Board has appointed Lee Dunkley as the new Cornwall County Executive Officer, taking over from Sarah from April 1st, 2025. Sarah will be reducing her hours and moving to a new role of Assistant County Officer supporting Lee over the next 12 months and will continue to deliver training, support and advice for council members and staff.
- An exhibition created by children from Calstock Primary School and young people from Tavistock Youth Café will tour the National Trust's Cotehele and Buckland Abbey this spring. Developed over two years, North Side, South Side: Tamara Riverscape Stories – A Creative Exploration of the River Tamar celebrates the rich natural and cultural heritage of the valley on both sides of the river. It forms part of the Tamara Landscape Partnership Scheme, supported by The National Lottery Heritage Fund, in collaboration with Devon and Cornwall Rail Partnership, the National Trust, Tamar Grow Local, and additional support from the University of Plymouth and Sails and Canvas.

3. Questions from the public & correspondence received: None.

4. Community & Stakeholders

4.1. Litter Pick Feedback:

There was a good turnout of volunteers, and twenty bags of rubbish were collected. The amount of rubbish was notably more than usual, since the last litter pick was cancelled.

A fly tipping report for rubbish left in the old road footpath was given at the time of the litter pick and was cleared the same day.

BK offered thanks to all the volunteers and to the parishioners who litter pick regularly whilst walking their dogs.

4.2. VE Day 2025 – Thursday 8th May 2025

Brian Hammond has purchased fireworks and will purchase catering materials closer to the event.

RJ has ordered a 60" VE Day flag for display in the village.

RJ has requested transfer of remaining S106 funds to put towards the community grant for this event.

ACTION: RJ to create a poster to advertise the VE Day event.

4.3. Mellanus News:

Amanda Copson has been out of the country, but compilation should begin soon.

5. Planning matters

5.1. Planning Applications:

Mr. Brian Greenfield, Axford Farmhouse St Germans Road Callington PL17 7HU:

Proposed Roofing over existing silage clamp.

Application verified: 28th March 2025

Consultation expiry: 21st April 2025

Case Officer: Ellen Lawrence

[PA25/00483](#)

The documents associated with this planning app were shown onscreen and sent as pre-reading:

The following points were noted:

- This is a straightforward application; it is clear that the proposed roof is crucial for preventing water ingress into the silage clamp and thereby serves as an environmental benefit.

It was proposed by BK, seconded by PS and resolved to support this planning application PA25/00483, all in favour.

5.2. Enforcement Refusals, Approvals & Appeals: None

5.3. Neighbourhood Priority Statement Working Group:

BK reported that there have been weekly online meetings with the NDP team at Cornwall Council.

There is now a template for the NPS and a breakdown of the demographics of the parish has been provided.

There is a link to an online survey at Let's Talk Cornwall which is to be released after the local elections.

The NDP team encourage the use of this even though a survey has already been conducted in St. Mellion.

The Public Sector Geospatial Agreement (PSGA) application has been approved, giving access to the Ordnance Survey data and services free of charge.

The next working team meeting will take place next week.

ACTION: RJ to add the online survey link to the NDP page of the website after purdah is over.

6. Highways, Rights of Way, Environment & Transport

6.1. Church Lane & Speedwatch update:

The next Speedwatch day will take place very soon and PC Pip Davey is hoping to attend.

6.2. Any other issues to note:

Cornwall Highways updates will transfer from email notification to [Let's Talk Cornwall](#). This will function as the gateway for all future Roads and Highways consultations.

(HG joined the meeting).

7. Council Property & Assets

7.1. Any issues to note:

The pads in the phone box AED have been replaced by SWASFT.

8. Parish Council Governance

8.1. Local Elections update:

It is now confirmed that the candidates for St. Mellion Parish Council are:

- Dr. Bridie Kent
- Hilary Gill
- Adam Sturtridge
- Ben Bryan
- Nick Habermehl

Therefore, the election is uncontested and the existing councillors, with the exception of PS who is standing down, are duly elected.

Declarations of acceptance of office will be signed prior to the APCM on 13th May 2025.

The vacancy shall be advertised for co-option after the elections.

All those present gave sincere thanks to PS for her service as a parish councillor and presented her with a gift of flowers and a voucher in appreciation.

The candidates for ward councillor of Lynher Ward are:

- Jim Gale – Reform Party
- Adam Sturtridge – Liberal Democrats
- Andrew Budd – Conservative
- Annette Lee – Labour Party
- Martin Corney – Green Party

8.2. Any issues to note: None.

9. Parish Council finances

9.1. To approve monthly payment schedule for April 2025:

St. Mellion Parish Council Payment Schedules					
DATE: April 2025					
REVENUE ACCOUNT					
Payee	Invoice Date	Invoice #	Description	Amount	Type
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements (including backdated pay award)	£622.06	BACS
AG Accountancy Ltd	02/04/2025	4550	Payroll Service	£14.48	BACS
S&S Garden Services	08/04/2025	n/a	Monthly maintenance of Jubilee bus shelter	£150.00	BACS
CALC	01/04/2025	2526_169	Membership renewal 2025/2026	£283.00	BACS
Fernbank Advertising	01/04/2025	29001	Bus Shelter Cleaning 1st quarter	£72.00	BACS
NEST	09/04/2025	n/a	Employer + Employee contribution to clerk's pension	£49.49	DD
Unity Trust Bank	30/04/2025	n/a	Monthly Service Charge (March 2025)	£6.00	SO
TOTAL				£1,197.03	
COMMUNITY ACCOUNT					
Payee	Invoice Date	Invoice #	Description	Amount	Type
Unity Trust Bank	30/04/2025	n/a	Monthly Service Charge (March 2025)	£6.00	SO
TOTAL				£6.00	

It was proposed by NH, seconded by BB and resolved to approve the payment schedule for April 2025, all in favour.

Note that there is a slight error of 70p on February 2025 payment schedule in the clerk's salary, the payslip indicating the lesser amount, but the larger amount was transferred.

It was proposed by NH, seconded by PS and resolved to approve the notation of the error on the signed payment schedule for February 2025, all in favour.

BK and RJ initialled the alteration to the payment schedule of February 2025.

It was noted that £7325.00, being the first instalment of the precept for year-end 31st March 2026 was deposited into the revenue account on 7th April 2025.

9.2. End of Year Financial Review:

The Quarterly Review Spreadsheet was displayed onscreen and sent as pre-reading.

It was proposed by PS, seconded by NH and resolved to approve the year end quarterly review for year-end 31st March 2025, all in favour.

9.3. Internal Audit arrangements:

The Dawe, Hawken & Dodd engagement letter was shown onscreen and sent as pre-reading.

It was proposed by BB, seconded by NH and resolved to approve Dawe, Hawken & Dodd as internal auditors for the 2025 audit, all in favour.

BK and RJ completed and signed the Agreement of Terms document.

9.4. External Audit arrangements:

BDO LLP have released the audit documents and RJ has completed them ready for approval at May meeting. Exemption certificate to be applied for as both income and expenditure are below £25K.

10. Items for next Parish Council meeting agenda:

- Annual Electors meeting
- Chair's Report
- Appointment of Chair
- Appointment of Vice Chair
- Policy review and approvals (individually)
- RFO report on standing orders, mandates etc.
- Review all councillor and committee roles
- Review AGAR documents and approve individually (or possibly June meeting)
- Annual Return (or possibly June meeting)
- Internal Auditor Review of Effectiveness Report (or possibly June meeting)
- Review Insurance Renewal (renewal date 27th May)

11. Date and time of next meeting:

13th May 2025 to include AEM at 6pm. APCM at 6:30pm and Ordinary Meeting from 7pm or later if previous meetings overrun. HG and BK gave their apologies for the next meeting.

BK closed the meeting at 20:22