

**St Mellion Parish Council
Annual Parish Council Meeting
Tuesday 12th May 2026 at 6:20pm
St Mellion Church Hall
Minutes**

PRESENT:

Cllr. Bridie Kent (Chair)
Cllr. Hilary Gill (HG) Vice Chair
Cllr. Adam Sturtridge (AS)
Cllr. Ben Bryan (BB) (Arrived at 18:29)
Cllr. Nick Habermehl (NH)
Cllr Angela Perrett (AP)

IN ATTENDANCE:

Parish Clerk Ren Jackaman (RJ).
Four members of the public attended (one arrived at 18:40, one arrived at 18:52)

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-registerable interests:* None
- 1.4. *To approve written requests for dispensations:* None

2. Current Chair's Annual Report

The Chair's report was read out by BK. It appears below as Appendix 1.

3. Appointment of Chair for 12 months to May 2027

HG nominated BK for the position of Chair, AS seconded the nomination and it was RESOLVED that BK be appointed Chairman for St Mellion Parish Council for 12 months to May 2027, all in favour.

BK signed the declaration of acceptance of the office of chair.

4. Appointment of Vice Chair for 12 months to May 2027

AP nominated HG for the position of Vice Chair, NH seconded the nomination, and it was RESOLVED that HG be appointed Vice Chair for St Mellion Parish Council for 12 months to May 2027, all in favour.

5. Internal Audit Report for year ending 31st March 2026

The internal audit report was viewed onscreen and sent as pre-reading.

6. External Audit Submission for year ending 31st March 2026

The following documents had been pre-circulated and were reviewed on-screen

- The Certificate of Exemption for year-end 2026.
- The completed Annual Governance Statement for year-end 2026.
- The Accounting Statements for year end 2026
- Bank reconciliation and Variance Analysis breakdown

6.1. Certificate of Exemption:

It was proposed by BB, seconded by NH and RESOLVED to exempt St Mellion Parish Council from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 because gross income and expenditure for year ending 31st March 2026 was below the £25,000 threshold, all in favour.

BK and RJ signed and dated the Certificate of Exemption on page 3 of the AGAR

6.2. Annual Governance Statement:

It was proposed by HG, seconded by AS and RESOLVED to answer 'yes' to statements 1 to 8 & 10 of Section 1 Annual Governance Statement 2025-2026 with statement 9 marked as 'not applicable', all in favour.

BK and RJ signed and dated Section 1 Annual Governance Statement 2024-2025 on page 5 of the AGAR.

6.3. Accounting Statements:

It was proposed by NH, seconded by BB and RESOLVED to approve the figures in Section 2 Accounting Statements, bank reconciliation and Variance Analysis breakdown for year ending 31st March 2026, all in favour.

BK and RJ signed and dated Section 2 Accounting Statements for 2024-2025 on page 6 of the AGAR.

6.4. Exercise of Public Rights

It was proposed by BK, seconded by HG and RESOLVED to set the public inspection period from Wednesday 3rd June 2026 to Tuesday 14th July 2026, being the earliest dates permitted, all in favour.

7. Review of Existing Parish Council's Policies and Procedures

All the current policies and procedures listed below were sent as pre-reading.

7.1. Standing Orders:

At the APCM on 20th May 2025 it was noted that NALC Legal Team had updated Model Standing Order 14 & 18, namely:

- Model Standing Order 18 further to the recent changes to procurement legislation and to ensure consistency with NALC's Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d and 18.f of the 2022 version.
- Model Standing Order 14 has also been updated to better reflect Code of Conduct requirements. MSO 14.a-c have been removed.
- NALC have also changed the language in the document, so it uses gender-neutral terms. This is in line with NALC policy and the Civility and Respect project.

It was subsequently announced that there are some errors with gender neutral terms - NALC would rectify these errors in due course. After discussion, it was decided to wait until these errors are rectified and then overhauling standing orders at a later date.

RJ has done much work on trying to find the final amended model standing orders dating from 2025 and comparing the two versions. Unfortunately, CALC only has the 2022 version on their website as a resource. This is a major piece of work so RJ requested that a complete overhaul of the existing Standing Orders be conducted for approval at the meeting on 9th June 2026.

It was proposed by AP, seconded by HG and AGREED to allow an overhaul of the current Standing Orders, the new version to be reviewed at the Parish Council meeting in June or July 2026, all in favour.

7.2. Financial Regulations:

The Financial Regulations were most recently updated and adopted in June 2024 following the issuing of new model Financial Regulations on Thursday 9th May 2024.

It was proposed by BB, seconded by AP and RESOLVED to continue with the current Financial Regulations, to be reviewed at the Parish Council annual meeting in 2027 or if/when a need arises sooner, all in favour.

7.3. *Payroll Signatories:*

It was confirmed that the current procedure for payroll authorisation as follows:

- At month end, the Clerk emails hours, reimbursements sheet and receipts to BK, NH and HG for approval.
- Two of the three Councillors must approve the hours and reimbursements by return email.
- The email with approvals plus the reimbursement sheet is forwarded to the payroll agent for PAYE submission prior to the 5th of the following month.
- The payroll administrator processes the information and provides a payslip, RTI and Pension summary, then facilitates the Direct Debit payment to NEST for monthly employer and employee pension contributions.

It was proposed by NH, seconded by AP and RESOLVED to continue with the current payroll procedures, to be reviewed at the Parish Council annual meeting in 2026 or if/when a need arises sooner, all in favour.

7.4. *Bank Mandate:*

All councillors are on the mandate with permission to approve payments and changes. RJ has payment setup approval but no authorisation approval

It was proposed by AS, seconded by AP and RESOLVED to continue with the current mandate signatories, to be reviewed at the Parish Council annual meeting in 2027 or if/when a need arises sooner, all in favour.

7.5. *Financial Risk Assessment:*

The Financial Risk Assessment was last altered to reflect the changes inherent in the transfer from Lloyds Bank to Unity Trust Bank and the adoption of online banking protocols in 2022, which version was adopted at the Annual Meeting on 10th May 2022 and was reviewed at the Annual Parish Council Meeting on 20th May 2025 at which time suggestions for any changes were invited, no suggestions were received.

It was proposed by BB, seconded by NH and RESOLVED that no changes were required to the Financial Risk Assessment adopted on 10th May 2022, to be reviewed at the Parish Council annual meeting in 2027 or if/when a need arises sooner, all in favour.

7.6. *Insurance Cover and Renewal:*

The Policy Schedule has been updated to reflect the removal of the lockable metal cabinet, old projector and obsolete laptop and the addition of the new projector and the adopted defibrillators and their cabinets. The renewal premium is £1136.22

It was proposed by HG, seconded by NH and RESOLVED that the cover provided by Zurich Insurance in the Policy Schedule dated May 2026 is adequate and that consequently the renewal of this policy is authorised. Cover will be reviewed at the Parish Council annual meeting in 2027 or if/when a need arises sooner, all in favour.

7.7. *Asset Schedule for Audit and Insurance and Checks Procedures:*

Both asset schedules were viewed onscreen.

The Asset Schedule for Insurance purposes is based on the insurance schedule for the year ending 27th May 2027 in the Zurich Insurance Policy.

The Asset Schedule for Audit purposes has been endorsed in the Internal Auditors report as appropriately gauged for the assessment of fixed assets.

It was proposed by BB, seconded by NH and RESOLVED that the asset schedule for audit purposes is an accurate reflection of current assets and will be updated if further assets are acquired or existing ones disposed of, and reviewed again at the Parish Council annual meeting in 2027 or if/when a need arises sooner, all in favour.

Asset checks are undertaken quarterly and reported on at ordinary meetings. The asset check spreadsheet was shown onscreen and the allocation of assets to councillors was reviewed.

It was proposed by NH, seconded by BK and RESOLVED that the asset checking procedures are fit for purpose and will be reviewed again at the Parish Council annual meeting in 2027 or if/when a need arises sooner, all in favour.

7.8. *Publication Scheme, including procedures for handling requests made under the FoI Act 2000 and GDPR:*

The Publication Scheme approved on 16th May 2017 was checked against the latest ICO model and updated to include any new policies; it was then adopted at the Annual Parish Council meeting on 14th May 2024. Suggestions for any changes were invited; no suggestions were received.

It was proposed by NH, seconded by AP and RESOLVED that the updated Publication Scheme be adopted, published on the Parish Council website and will be reviewed at the Parish Council annual meeting in 2027 or if/when a need arises sooner, all in favour.

7.9. *Policy for dealing with the press/media:*

The Media Policy is based on the NALC model and was adopted at the Ordinary meeting on 14th July 2015. It was reformatted in April 2024, but the content retained. It was reviewed at the Ordinary Meeting on 9th April 2024. Suggestions for any changes were invited; no suggestions were received.

It was proposed by AP, seconded by HG and RESOLVED that no changes were required to the Media Policy adopted on 14th July 2015, to be reviewed at the Parish Council annual meeting in 2027 or if/when a need arises sooner, all in favour.

7.10. *Complaints Handling Procedure:*

The Complaints Handling Procedure was formally adopted at the Ordinary Meeting on the 9th March 2021. It was reviewed at the Ordinary Meeting on 9th April 2024. Suggestions for any changes were invited; no suggestions were received.

It was proposed by AP, seconded by NH and RESOLVED that no changes were required to the Complaints Handling Procedure adopted on 9th March 2021, to be reviewed at the Parish Council annual meeting in 2027 or if/when a need arises sooner, all in favour.

7.11. *Dignity at Work Policy:*

The Dignity at Work Policy was formally adopted at the Ordinary Meeting on the 9th March 2021. Suggestions for any changes were invited; no suggestions were received.

It was proposed by BB, seconded by AP and RESOLVED that no changes were required to the Dignity at Work Policy, to be reviewed at the Parish Council annual meeting in 2027 or if/when a need arises sooner, all in favour.

7.12. *IT & Cyber Security Policy:*

The IT & Cyber Security Policy was adopted at the Annual Parish Council meeting on 14th May 2024. It has since become a requirement to have an IT Policy to meet the requirements of Assertion 10 of the AGAR. Suggestions for any changes were invited; no suggestions were received.

It was proposed by AP, seconded by HG and RESOLVED that no changes were required to the IT & Cyber Security Policy, to be reviewed at the Parish Council annual meeting in 2027 or if/when a need arises sooner, all in favour.

8. New Parish Council Policies for Adoption: None

9. Review of the Parish Council Community Grant Scheme:

This fund is from the S106 contribution relating to Newton Ferrers Solar Farm, £25K of which was assigned to a fund for the Community Benefit of St. Mellion, and which is available for local organisations and projects to apply for grants of up to £5000 in any one year. Applications for grants from the Community Fund are invited between 1st April and 31st August each year. No applications have yet been received this financial year.

The following applications have been paid out from the Community Fund in the past.

15th Jul 2024	St. Mellion PCC	Repairs to church tower	£2,969.00
17th Jul 2024	Cornish Bloodbikes	Funds to keep motorbikes operational	£3,000.00
1st May 2025	Brian Hammond	St. Mellion Village VE Day Celebration	£425.00
8th May 2025	Kirsteen Mims	St. Mellion Cherry Feast new marquee	£1,000.00
19th Aug 2025	Kelly Louise Davison	New Kissing gate in Glebe Field	£530.00
15th Sep 2025	South West Ambulance	Community First Responders vehicle	£500.00
TOTAL MONIES PAID			£8,424.00

10. Subscriptions to other bodies:

St. Mellion Parish Council currently pays annually for membership of the Cornwall Association of Local Councils (through which the National Association of Local Councils is automatically accessible), the annual renewal of this membership cost £299.98 which payment was approved at the Ordinary Meeting on 14th April 2026.

The council also has a subscription to the Society for Local Council Clerks. This membership is renewed in October and the fee of £144.00 was approved in the payment schedule of August 2025.

It was proposed by AP, seconded by HG and RESOLVED that the membership of CALC and payment of subscription to SLCC should be continued and will be reviewed at the Parish Council annual meeting in 2027 or if/when a need arises sooner, all in favour.

11. Representation on/work with other bodies and arrangements for reporting back:

The current roles are as follows:

- Tamar to Moor Area Partnership – AS
- Tamar Valley Natural Landscape - AP
- St. Mellion Primary School – BB
- St. Mellion Golf & Country Club – HG
- Licensing – OPEN but unlikely to be relevant in the future.
- Police & Crime Commission – BB

12. Parish Council meeting schedule up to/including the 2027 Annual Parish Council Meeting:

- Tuesday 9th June 2026
- Tuesday 14th July 2026
- August = Summer Recess
- Tuesday 8th September 2026
- Tuesday 13th October 2026
- Tuesday 11th November 2026
- December = Christmas Recess
- Tuesday 12th January 2027
- Tuesday 9th February 2027
- Tuesday 9th March 2027
- Tuesday 13th April 2027
- Tuesday 11th May 2027 (to include APCM and AEM)

13. Public comment

14. BK closed the meeting 19:11

APPENDIX ONE: Chairman's Report

Chair St Mellion Parish Council report 2025-2026

This is the annual summary of activity from the St Mellion Parish Council for the year 2025 to 2026. All the work undertaken by Parish Councillors is voluntary and done in 'spare' time; I'd like to take this opportunity to acknowledge their hard work and thank them for their services to the community. We met in 9 out of 12 months, having a break in the summer and in December, and unusually one meeting had to be cancelled at the last minute due to severe weather. We welcomed one new councillor this year, Angela Perret, following the decision by Pam Sambrook to not stand again at the 2025 election. All remaining councillors were re-elected unopposed. Pam had been a parish councillor for a number of years, been elected as vice-chair and had undertaken rarely done duties such as reading the proclamations following the death of Queen Elizabeth II and the subsequent accession to the throne and coronation of King Charles.

In 2025, Cornwall Council started a pilot scheme for small parishes wanting to create a Neighbourhood Priority Statement, a much simpler version of a neighbourhood plan that planning authorities must take into consideration when reviewing their Local Plan. St Mellion was one of the first parishes to join this scheme and we are currently finalising the consultation statement now that the draft Neighbourhood Priority Statement has been agreed. There will be a consultation period starting very soon, which will be advertised using social media and the link will be live on the St Mellion Parish Council website.

This year we held two litter picks which, as usual, were rewarding, with many bags of rubbish collected during each pick. We thank all the volunteers who gave up their time to help us tidy up the lanes within the parish. We would also like to thank those people who live locally who give up their time on other occasions to help keep the verges clear of litter.

The local neighbourhood speed enforcement volunteer team has been active on Church Lane where the speed limit is 20mph. Their actions have served to reduce traffic speed and numbers, with support too from PC Pip from the local community policing team. The majority of traffic uses the road legally, for access to properties and services on Church Lane.

Like many in the local area, the Parish Council welcomed the opening of the Coryton Arms after its extensive refurbishment. It's a valuable asset to the parish and surrounding area.

Thanks are once again extended to Andy Collins from the SWAST community defibrillator team and the SWAST volunteers who helped with our annual defibrillator and basic life support training session.

From next year, the Parish Council will be taking over the management of the currently rented defibrillators in order to ensure that the 3 defibrillators in the parish (on Dunstan Lane and in the old phone box in St Mellion village) continue to be available for use locally.

The area by the lower northbound bus shelter on the A388 in the village has been maintained this year by Mark Cook of S&S Garden Services and we thank him for his services. The trees were surveyed and thankfully no remedial work was needed. We did have a long discussion at our last meeting in April about the proposed use of glyphosate weed killer on highways and pavements. Parish and Town Councils were offered the opportunity to decline involvement in the scheme; however, this would mean that the responsibility for weed management would fall locally, funded out of the annual budget. As a small council such as St Mellion, this was not realistic, with any financial support offered falling way short of what would be needed to fund this work. Very reluctantly we voted to remain part of the proposed scheme (with one abstain) however we have now received a letter from Cornwall Council stating that they are reviewing their plans following significant backlash.

Finally, I'd like to single out Ren, our Clerk to the Parish Council, for thanks as she has supported and guided all the work of the Parish Council this year. We look forward to your continuing support this year.

Dr Bridie Kent
Chair, St Mellion Parish Council
11th May 2026