St. Mellion Parish Council Meeting
Tuesday 10th November 2026 at 7:00 p.m.
St. Mellion Church Hall
Minutes

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

IN ATTENDANCE:
Ren Jackaman – Clerk & RFO
Jim Gale – Ward Member for Lyhner
Two members of the public (all left at 19:45)

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 of 13th October 2026:

The minutes of the ordinary meeting on 13th October were circulated as pre-reading.

It was proposed by NH, seconded by HG and resolved to approve the minutes of the Ordinary Meeting on 13th October 2026 as a true record of the meeting, all in favour (BB & AS abstained as not present at this meeting).

2.2Matters Arising: None

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

- Cornwall Council has launched 'Your Council Performance', a new resident-friendly summary providing an accessible, easy to read overview of the Council's progress against the outcomes it aims to achieve for Cornwall.
- Cornwall Council have issued a useful breakdown of the Chancellor's budget, (included as pre-reading).
- The Office of the Police and Crime Commissioner (OPCC) encourages all councillors to join the Advocate Scheme to help strengthen connections between local policing teams and the communities they serve.
- RJ has created a logo for St. Mellion Parish Council.

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

4. Report of County Councillor for Lynher - Jim Gale:

- Cornwall Local Plan consultation is still open until 16th November 2026.

- 'Let's Talk Cornwall' site is still open for discussion on antisocial behaviour, a strategy will be formed and responses will influence this.
- The CEO of Cornwall Council has now resigned, as have several others in the highest ranks of Cornwall Council.
- The next full council meeting is on 24th November 2026.

5. Community & Stakeholders

5.1. Defib Training 2pm to 5pm on 23rd November at St. Mellion Golf Club Hotel:
There are now five applicants for this event, there are twenty places on the course.

6. Planning matters

6.1. Planning Applications: None.

6.2. Enforcement Refusals, Approvals & Appeals:
PA25/00001/NDP Callington and Kelly Bray Neighbourhood Development Plan
STATUS Awaiting Decision

PA26/05591 **Jope, Keason Farm, Pillaton, PL12 6QP**
Construction of livestock building.
STATUS: Awaiting Decision

PA26/06877 **Mr. Colin Lucas, Ashdon Farm, PL12 6RX**
Prior notification of agricultural or forestry development for: Erection of an agricultural building for agricultural storage purposes
STATUS: confirmed the prior approval is not required.

6.3. Neighbourhood Priority Statement Working Group:
Following the consultation process, the consensus document is now being finalised.
HG met with Steve Moss on 23rd October and reminded him about the NPS consultation.
BK attended meeting of Landulph PC to advise about the process of creating an NPS.

7. Highway & Transport

7.1. Any issues to note:

- The following road closure has been published on the St. Mellion & Pillaton Hub Facebook page:
  Road Traffic Regulation Act 1984 S.14: Temporary Prohibition of Traffic:
  Location: A388 Between The Glebe And Vernigo Roundabout, St Mellion
  Timing: 24th November 2026 to 25th November 2026 (19:00 to 06:00 hours)
- HG has asked Steve Moss about the issues relating to parking on the verges on the road going to Woolaton, his advice is to ring the police if any obstruction is caused as emergency vehicles would not be able to get through. The possibility of adding double yellow lines to this area was discussed.
- St. Mellion Golf Club have created a woodland walk for members of the public, its very well signposted and has activities for children.

ACTION: RJ to investigate getting yellow lines added to the road to Wollaton.

8. Council Property & Assets

8.1. Update on Tree Survey:
The tree survey has been completed and indicates that no immediate work needs to be done, although it is recommended that all the trees need the crown lifting to 6m to avoid traffic. This work will require a tree surgeon.

8.2. Any issues to report:
HG has asked Steve Moss to organise trimming the branches about the old golf club entrance bus stop so that the solar panels can get enough UV to provide light.

9. Parish Council Finances

9.1. To approve monthly payment schedules for November 2026:

REVENUE ACCOUNT

Payee	Invoice Date	Invoice #	Description	Amount	Type
R Jackaman	n/a	n/a	Clerk Salary and Reimbursements	£729.12	BACS
AG Accountancy Ltd	03/11/2026	5015	Payroll Service	£15.62	BACS
St. Mellion PCC	01/11/2026	SMPC/2026/Q1-4	Church Hall Hire for Jan-Dec 2026	£250.00	BACS
S&S Garden Services	10/11/2026	n/a	Bus Stop Maintenance monthly visit	£150.00	BACS
RBL	n/a	n/a	Remembrance Day donation	£50.00	BACS
Evolve Tree Consultancy	02/11/2026	5235-SP4787-2	Tree Survey at Jubilee Bus Stop	£480.00	BACS
HMRC	n/a	n/a	National Insurance contribution	£35.80	BACS
NEST	09/11/2026	n/a	Employer + Employee contribution to clerk's pension	£57.71	DD
Unity Trust Bank	30/11/2026	n/a	Monthly Service Charge	£7.00	SO
TOTAL				**£1,775.25**	

COMMUNITY ACCOUNT

Payee	Invoice Date	Invoice #	Description	Amount	Type
Unity Trust Bank	30/11/2026	n/a	Monthly Service Charge	£7.00	SO
TOTAL				**£7.00**	

BALANCES on 31st October 2026:
Revenue Account: £15121.99
Community Account: £13,760.72

It was proposed by NH, seconded by BB and resolved to approve the payment schedule for November 2026, all in favour.

9.2. Budget year end 2028

The budget and precept request proposal was sent as pre-reading and shown onscreen (see Appendix)

It was proposed by NH, seconded by AP and resolved to approve the annual budget proposal for yearend 31st March 2028, all in favour.

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9.3. Precept Request year end 2028

It was proposed by BB, seconded by NH and resolved to approve the annual precept request of £16,000 for yearend 31st March 2028, all in favour.

10. Parish Council Governance

10.1. Confirm December recess:

No members asked for a December meeting and therefore the Christmas recess was confirmed.

10.2. Data Protection Policy draft

The Draft Data Protection Policy was sent as pre-reading and shown onscreen.

It was proposed by BK, seconded by BB and resolved to adopt the Data Protection Policy, all in favour.

11. Items for next Parish Council meeting agenda:

- Quarterly Financial Review
- Asset Checks
- Litter Pick planning
- Setting up Emergency Plan Working Group

12. Date and time of next meeting 12th January 2027

No members of the public were present when the meeting closed.

BK closed the Ordinary Meeting at 20:08

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SMPC/YE2027/41

APPENDIX:

BUDGET & PRECEPT REQUEST FOR YEAREND 31/03/2028:

	BUDGET YE 2027	Forecast 31.03.2027	BUDGET YE 2028
Balances b/f	**£10,459.58**	**£12,000.00**	**£12,000.00**
Annual precept	**£15,250.00**	**£15,250.00**	**£16,000.00**
Total receipts	**£15,250.00**	**£15,771.60**	**£16,000.00**
Staff costs	**£8,870.00**	**£9,000.00**	**£9,500.00**
Staff reimbursements	£1,100.00	£1,000.00	£1,250.00
Payroll agent fee	£200.00	£171.21	£200.00
SLCC Membership for Clerk	£170.00	£158.00	£170.00
Seminars, training, travel	£200.00	£45.00	£150.00
Zurich insurance premium	£1,500.00	£1,136.22	£1,500.00
Audit fees	£900.00	£540.00	£900.00
Bank Charges	£80.00	£78.00	£85.00
Permissive Path Licence	£100.00	£142.00	£142.00
Registration with ICO	£60.00	£52.00	£60.00
CALC Membership	£300.00	£299.98	£350.00
Website Hosting	£375.00	£220.00	£300.00
Website Amendments	£650.00	£0.00	£250.00
Equipment Purchase	£0.00	£284.04	£500.00
Church Hall Hire	£350.00	£250.00	£350.00
General Administration	£50.00	£0.00	£25.00
Salt Bins	£0.00	£360.82	£0.00
S&S Garden Services	£2,000.00	£1,800.00	£2,000.00
Fernbank Advertising	£1,250.00	£1,152.00	£1,250.00
Tree Survey	£800.00	£480.00	£600.00
RBL Donation & Wreath	£50.00	£50.00	£75.00
Other (specify)			
TOTAL ADMIN COSTS	**£5,685.00**	**£4,737.27**	**£10,157.00**
TOTAL COSTS	**£14,555.00**	**£13,737.27**	**£19,657.00**
ALLOCATED RESERVES			
insurance premium provision for amendment charges	**£200.00**	£0.00	**£200.00**
Vacancy election fee & new councillor recruitment &training	**£4,500.00**	£0.00	**£4,500.00**
Defibrillator Maintenance/ replacement	**£3,750.00**	£0.00	**£2,000.00**
Community Asset Maintenance & Planting Contingency Fund	**£1,000.00**	£0.00	**£2,000.00**
NPS	**£2,000.00**	£0.00	**no longer applicable**
Emergency Plan	**£0.00**	£0.00	**£2,000.00**
Events & Celebrations	**£2,000.00**	£0.00	**£2,000.00**
TOTAL ALLOCATED RESERVES	**£13,450.00**	**£0.00**	**£12,700.00**
Total potential payments	**£28,005.00**	**£13,737.27**	**£32,357.00**
Balance c/f (held as reserve)	**£11,154.58**	**£14,034.33**	**£8,343.00**

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