

## **Minutes of the Ordinary meeting of St Erth Parish Council held on Tuesday 5 December 2019 in The Vestry Rooms, Fore Street, St Erth, commencing at 7.00pm**

**Councillors present:** K.J. Buzza (Chairman), Mrs. W.M. Chappell, M.J. Hanley, E.B. Jenkin, Ms. J. Kersey, Mrs. J. Lee, N. Player, P. Rodda, A. Spencer-Smith and E.T. Taylor (Vice-Chairman).

**Others present:** seven members of the community, Mr. Bill Coleman (Head of St Erth School), CC L. Pascoe and P. Rylett (Clerk to the Council).

**Apologies for absence:** none.

### **118/19-20 Declarations of interest**

None.

### **119/19-20 Community participation**

Two matters were raised:

#### 1. Overgrown hedges in Jericho Lane.

A resident reported that because the hedges in Jericho Lane were very overgrown, they were forcing walkers out into the road and that the passing places were now unusable.

#### 2. Flooding in Little Mill Lane.

On behalf of several residents, Councillor Buzza reported that he had investigated the potential causes of recent flooding along Little Mill Lane and taken photographs which the Clerk had reported to Cornwall Council.

### **120/19-20 Action required on matters raised during community participation**

#### 1. Overgrown hedges in Jericho Lane.

The Clerk would report this problem to the Community Network Manager and request that work be undertaken to make the area safe.

(Action by: the Clerk)

#### 2. Flooding in Little Mill Lane.

The Clerk would ask the Community Network Manager for an update on the action taken.

(Action by: the Clerk)

### **121/19-20 Planning and Listed Building applications**

a) PA19/09982: Outline planning permission with all matters reserved: Residential development: Land South East of Boscarnek.

The Chairman informed those present of the procedure to be followed which ensured that everyone who wished to speak would have the opportunity to do so.

At the conclusion of the consideration of this application, the Council

**RESOLVED** - that this application be supported on the proviso that the applicant be required to:

1. enter into a S106 Agreement for the provision of contributions related to: affordable housing (physical, on-site); education (financial, off-site); open space (financial, off-site) and highway (physical, off-site);
2. undertake a traffic impact assessment in order to demonstrate that the site is, in principle, suitable for residential development on the indicated scale proposed;
3. undertake an education impact assessment in order to demonstrate that St Erth School can accommodate the potential number of additional school-age children; and
4. that the Local Planning Authority ensures that the community is involved in the preparation and consideration of an application for the reserved matters.

(Action by: the Clerk)

b) PA19/09125: Demolition of existing rear extensions and construction of two-storey replacement and associated works: Gwedna Cottage, 64 Bosence Road, Townshend.

**RESOLVED** - that St Erth Parish Council objects to this application as there is no Heritage Assessment and agrees with the WHS planning advice which says: "The proposed extension, by reason of its substantive bulk and massing, would be of a scale that it would not read as being a subservient addition to the cottage. It would overwrite the cottages original form and its design with the large glazed gable and round windows to the west elevation resulting in a very urbanising and out-of-keeping addition to the original host dwelling.

The WHS Office is of the view that the design is not of a suitable scale or design that conserves or enhances the cottage and whilst it is acknowledged that modern design can be juxtaposed against more traditional forms, in this instance the proposal is overly scaled and simply overwrites much of the character of the host dwelling."

(Action by: the Clerk)

### **122/19-20 Minutes**

**RESOLVED** - that the Chairman signs as true and correct records, the minutes of the:

- a) ordinary meeting of the Parish Council held on 5 November 2019; and
- b) the special meeting of the Parish Council held on 12 November 2019.

The Clerk provided an update on the current position of the planning applications considered at the meeting held on 5 November as follows:

- a) PA19/08623: Conversion and extension of existing barn to provide single dwelling: Barn south west of Treloweth Cottages, Treloweth Lane - awaiting determination.
- b) PA19/08801: Conversion from workshop/studio to self-contained holiday home: Steppy Downs Studio, St Erth Hill - awaiting determination.
- c) PA19/08972: Proposed rear extension: 20 Lanuthnoe Estate, St Erth Hill - awaiting determination.

d) PA19/08673: Change of use of land and proposed installation of a gas tank for existing dwelling: Riverside, Tregembo Hill, Relubbus - awaiting determination.

e) PA19/03929: Retention and completion of two affordable dwellings, one open market dwelling and associated works (re-sited garage at open market dwelling): Land East of Vicarage Gate - awaiting determination.

### **123/19-20 Correspondence from Cornwall Council for information or requiring response**

Localism Summit held on 6 November - the Council noted this item.

### **124/19-20 Reports from Councillors/Clerk on meetings held since the previous meeting of the Council**

1. Councillors had received the presentation slides and the minutes of the informal meeting, held on 19 November, regarding the replacement footbridge at St Erth Railway Station and noted that Network Rail intended to submit the Listed Building application in January 2020.

**RESOLVED** - that the Council recognises and records its thanks to Councillor Hanley for his time, work and energy in contributing to the design process for the new bridge.

2. The Council noted that Councillors Hanley and Player and the Clerk had met with Mr. Bill Coleman (Head of St Erth School) on 29 November at which a range of matters had been discussed including a nature garden project, the Boscarnek planning application and the potential for pedestrian access to the School from the Vicarage Gate area.

### **125/19-20 Receipts and Payments for November 2019**

**RESOLVED** - that:

1. the payments due be authorised;

2. the Council adopts a 'Donations Policy' which requires recipients of any grant funding from the Parish Council to: confirm what the grant will be spent on; that the Parish Council's logo appears on any publicity related to the purpose the grant supports; and that the Parish Council's contribution is also recognised in any publicity related to the purpose the grant supports;

3. payment of the Poll Daddy Pro Subscription be deferred to enable the Clerk to establish whether:

a) the current Google system has this functionality or whether the Council would need to upgrade to Google Business;

b) confirmation that the Council decided previously not to renew the subscription;

c) whether the subscription can be paid at a later date should the Council wish to renew it; and

d) the determination of this matter be delegated to the Chairman and the Clerk.

(Action by: the Clerk).

Allotment rents	£87.50
<b>TOTAL</b>	<b>£87.50</b>

The following had been paid by Direct Debit or Standing Order

Utility Warehouse	£86.63	Landline, broadband and electricity - Vestry Rooms
Cherry Trees	£856.80	Grass cutting - parks, churchyard and cemeteries
SeaDog IT	£25.00	Website hosting fee
Google	£49.68	Gmail account
South West Water	£22.50	Water - Public Conveniences
British Gas	£34.00	Electricity - Public Conveniences
NEST pension scheme	£128.84	Employer contribution of £64.42 and employee contribution of £64.42
BT	£118.92	Quarterly phone bill - Vestry Rooms
<b>TOTAL</b>	<b>£1,322.37</b>	

The following payments were due as at 30 November 2019

P Rylett	£1,325.54	Clerk's salary ( <b>Note 1</b> )
P Rylett	£197.39	Clerk's expenses ( <b>Note 2</b> )
HMRC	£343.61	PAYE and NI
Cormac Solutions Ltd.	£475.19	Cleaning/re-stocking - Public Conveniences in October
St Erth School	£100.00	Annual grant
Hayle Day Care Centre	£100.00	Annual grant
St Erth Lights	£100.00	Annual grant
Headland Printers Ltd.	£114.00	Printing November agenda and reports
Headland Printers Ltd.	£139.20	Printing budget agenda and reports
SeaDog IT	£27.50	Liaison with Google for Shared Drive set-up
Cherry Trees	£200.00	Deep clean of War Memorial
Cherry Trees	£390.00	Insulate roof void & pipes - Public Conveniences
St Ives Town Council	£122.00	Conveniences
SeaDog IT	£175.00	Repairs to guttering - Vestry Rooms
Jon Pender	£225.00	Poll Daddy Pro (for on-line surveys) - annual subscription
		Planning advice on 8 applications and enforcement cases and attending CC
		Planning Committee, representing the Parish Council
<b>TOTAL</b>	<b>£4,054.43</b>	

**Note 1**

The gross monthly pay was £1,610.54. The net pay of £1,325.54 was the amount payable following deductions of tax and national insurance and with a deduction from the net pay of the employee's contribution to the NEST pension scheme of £64.42 as shown above.

## **Note 2**

The sum of £197.39 was comprised of:

Home Office Payment	£18.00	
Reimbursement of:		
Telephone calls	£0	
Postage/stamps	£21.20	Postage of agenda for PC meetings on 5 and 12 November.
Consumables	£70.69	Ink, pens, note book and envelopes.
Office equipment	£37.30	HDMI adapter cable and wireless dongle.
Expenses	£25.00	Wreath for Remembrance Sunday.
Mileage	£25.20	8 November: Hub meeting at County Hall with Councillor Hanley.

### **126/19-20 Business Plan**

The Council considered the current version of its Business Plan and that the next meeting of the Community Network Panel would be held on 20 January 2020 in Hayle.

### **127 Agenda items for a future meeting**

1. Councillor Taylor requested, and the Council agreed, for a report on the possibility of purchasing VE Day commemorative mugs.
2. Councillor Spencer-Smith requested, and the Council agreed, for a report on the use of recycled paper.

(Action by: the Clerk).

### **128/19-20 Exclusion of the press and public**

**RESOLVED** - that in accordance with S.1 (2) of the Public Bodies (Admission to Meetings) Act, 1960, the Press and Public be excluded from the meeting during the consideration of the following business owing to the confidential nature of that business.

### **129/19-20 Soil survey update**

The Council noted the Chairman's update.

### **130/19-20 Job particulars**

The Council considered the list of documents associated with the recruitment of a new Clerk and agreed made minor changes.

The Clerk left the meeting when the Council considered the pay grade for the post, following a benchmarking exercise.

During consideration of the report, the time being 10.00pm, the Council

**RESOLVED** - to continue to sit in order to complete the business on the agenda.

Following further discussion, the Council

**RESOLVED** - that:

1. all of the documents associated with the recruitment of a new Clerk, as amended, be approved;
2. the job advert: be placed on the Parish Council's website; be sent to Cornwall Council for publication on its job website; and be forwarded to CALC and SLCC for circulation to their member councils; and
3. the Clerk and the Chairman be authorised to incur advertisement expenditure up to a maximum of £500.00 if necessary.

(Action by: the Clerk).

The Chairman closed the meeting at 10.21pm

Signed by  
Chairman.....

Date.....  
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