

Minutes of the Ordinary meeting of St Erth Parish Council held on Tuesday 3 April 2018, in The Vestry Rooms, Fore Street, St Erth, commencing at 7.00pm.

Councillors present: K. Buzza, Mrs. W. M. Chappell, M. J. Hanley (Chairman), E.B. Jenkin (arrived at 7.05p.m.), Ms. J. Kersey and E.T. Taylor (Vice-Chairman)

Others present: 7 members of the community, CC Lionel Pascoe and Peter Rylett (Clerk to the Council)

Apologies for absence: Councillors P. Rodda and A. Spencer-Smith

171/17-18 Chairman's thanks

Councillor Hanley stated that he wanted to record his gratitude to his Vice-Chairman, Councillor Taylor, for so ably undertaking many of the Chairman's duties while he had been suffering ill health and undergoing treatment.

172/17-18 Declarations of interest

None.

173/17-18 Community participation

Three matters were raised:

1. The poor state of repair of the roads

Two residents highlighted, specifically: the junction of Water Lane with Chenhalls Road; Chenhalls Road around the housing development site; and from the A30/Station Approach junction until the junction with the service road to the Waste Transfer Station etc. and the apparent lack of repairs by Cornwall Council.

2. Road sweeping on Easter Sunday

A resident asked if the Parish Council knew why this had taken place at a time when it was likely that the operatives would be paid at more than their usual hourly rate and questioned whether that was a good use of public money.

3. Planning applications PA17/11439 and PA17/11438:

The Clerk reminded the Council that it had considered these applications previously but had requested Cornwall Council to provide the advice of its Historic Environment Planning Officer to help it make a better informed response and that this advice was now available. The applicant and her agent outlined the applications.

174/17-18 Action required on matters raised during community participation

1. The poor state of repair of the roads

The Vice-Chairman stated that the poor state of the roads was reported regularly to Cornwall Council but that if no action was taken within a reasonable time, then he found that reporting the problem via the "Fix my Street" website had proved to be an effective way of getting a response.

Furthermore, it had already been suggested to Cornwall Council that because the poor state of the road surface in the Station Approach area was not solely caused by Wills Bros. but also by SUEZ and SWW, which were responsible for hundreds of HGV movements every month, then the cost of resurfacing should be shared and not all fall on the public purse.

2. Road sweeping on Easter Sunday

The Vice-Chairman believed that the road sweeping on that day may have been an historical arrangement following the annual Duck Race, even though it had not taken place this year.

3. Planning applications PA17/11439 and PA17/11438

The applicant and her agent also answered Councillors questions and the Chairman stated that their comments and answers would be taken into account when the Council considered the applications.

[175/17-18 Planning and Listed Building applications](#)

The Chairman stated that the following two applications would be considered first and taken together:

e) PA17/11439: Listed building consent for internal and external alterations to Farmhouse including installation of rooflights, construction of storm porch, re-roofing single storey lean-to together with regularisation of works carried out to roof and external walls prior to listing. Refurbishment and extension of former goat house to form residential annex for use ancillary to main dwelling. Refurbishment of former cow house to form workspace. Construction of external paved areas: 9 Porthcollum Lane; and

f) PA17/11438: Change of use of former agricultural land to the north of the farmhouse, including the former cow house, to residential curtilage. Internal and external alterations to Farmhouse including installation of rooflights, construction of storm porch and re-roofing single storey lean-to together with regularisation of works carried out to roof and external walls prior to listing. Refurbishment and extension of former goat house to form residential annex for use ancillary to main dwelling. Refurbishment of former cow house to form workspace. Construction of external paved areas: 9 Porthcollum Lane.

RESOLVED - that St Erth Parish Council supports these applications provided that the applicant:

1. complies with all of the requirements of and advice from: Historic Environment Planning; Historic England; and English Heritage; and
2. all of the buildings in the complex are conditioned to be ancillary to the main farmhouse and cannot be sold off separately.

a) PA18/02134: T1 Birch (Fell) and T2 Ash (Reduce from 15m to 12m): Lanuthnoe Cottage, 25 Church Street (This application was noted as the Parish Council was not invited to comment).

b) PA18/02245: Non-material amendment to alter drainage arrangements in respect of decision notice PA11/09753: Land Adjacent to St Erth Railway Station.

RESOLVED - that whilst St Erth Parish Council supports this application, it is concerned about the safety of pedestrians and cyclists when the road closure comes into effect. Wills Bros. have offered to provide a shuttle bus service for the duration of the road

closure and so the Parish Council requests that this offer be the subject of a planning condition.

If the Local Planning Authority is not prepared to impose such a condition, the Parish Council insists that Cornwall Council undertakes a Road Safety Audit to ensure that safety arrangements are in place for pedestrians and cyclists when the road closure comes into effect.

c) PA18/01077: Use of 12A St Erth Hill as a separate property with reinstatement of boundary with 13 St Erth Hill: Construction of new entrance and driveway: Steppy Downs House, 13 St Erth Hill.

RESOLVED - that this application be supported.

d) PA18/02522: Extension to rear of garage: 41 School Lane.

RESOLVED - that this application be supported.

g) PA17/11072: Continued use, consolidation of existing permissions and proposed year-round use of land as Holiday Park: River Valley Caravan Park, Relubbus.

RESOLVED - St Erth Parish Council supports this application with conditions to ensure the Caravan Park is retained for holiday use only and for 11 months only use per annum.

176/17-18 Treloweth Lane Improvement Scheme

The Chairman stated that as no officers from Cornwall Council or Cormac were able to attend, the presentation which had been requested was not possible and so this matter would be considered under item 8 on the agenda.

177/17-18 Minutes

The Council considered the minutes of the ordinary meeting held on 6 March during which the Clerk provided an update on the current position with the applications considered at the previous meeting:

a) PA17/12111: Construction of new 4 bedroom dwelling replacing existing two storey building/workshop on site: Tresanton, 7 Water Lane - *approved*

b) PA18/00918: Construction of two dwellings and formation of new vehicular access: Land east of Vicarage Gate - *approved*.

c) PA18/00852: Tree 1 - Crown reduce and remove branch interfering with power cables and Tree 2 - Reduce: Poppy Cottage, School Lane (*For information - Parish Council not invited to comment*).

d) PA18/01051: Demolition of existing mid C20 building and retaining wall and construction of roof covering to existing farm yard: Treloweth Farm, 10 Treloweth Lane; and

e) PA18/01052: Listed Building Consent for the demolition of existing mid C20 building and retaining wall and construction of a roof covering to existing farm yard: Treloweth Farm, 10 Treloweth Lane - *both awaiting determination*.

With regard to minute 169/17-18 Chenhalls Road Cemetery, Councillor Ms. Kersey had requested that all three options set out in the report, be included in the minute, rather than just the proposal which had been voted on.

The Clerk explained that as the report had been confidential, his view was that adequate information had been provided and that the minute was accurate. He stated that it was, of course, a matter for the Council to decide whether the minute should contain more information.

Following discussion, it was proposed, seconded and

RESOLVED - that minute 169/17-18 be amended to read as follows:

“169/17-18 Chenhalls Road Cemetery

The Chairman stated that a recorded vote would be taken on this matter. The Council then considered the report of the Clerk which included information from Cornwall Council and legal advice from its own Solicitor. The Council discussed the potential advantages, disadvantages and the ‘unknowns’ of transferring the cemetery to Cornwall Council for future maintenance and that there were three potential options on how to proceed, namely:

- 1. The Parish Council could, “under the statutory procedure” transfer all responsibility for the cemetery to Cornwall Council (in the knowledge that Cornwall Council “is looking to” transfer it back to the Parish Council under a Service Level Agreement (SLA); or*
- 2. The Parish Council could transfer the responsibility for the cemetery, except for grass cutting, which would then have to be agreed separately with Cornwall Council - probably an agreement relating to the minimum number of grass cuts per annum; or*
- 3. The Parish Council could do nothing and thereby, by default, keep responsibility for all aspects of maintenance in the future.*

Following discussion, the Chairman proposed and it was seconded “that the Parish Council retains responsibility for all aspects of the maintenance of this cemetery in the future” and there being no amendments, it was put to the vote.

The votes were recorded as follows:

Voting for the proposition: Councillors Taylor, Mrs. Chappell and Rodda - total 3

Voting against the proposition: Councillors Buzza, Spencer-Smith and Ms. Kersey - total 3

Abstaining from voting: Councillor Jenkin - total 1

There being an equality of votes, the Chairman exercised his casting vote in favour of the proposition and accordingly, it was

RESOLVED - *that the Parish Council retains responsibility for all aspects of the maintenance of this cemetery in the future.”*

RESOLVED - that the Chairman signs, as a true and correct record, the minutes of the ordinary meeting held on 6 March 2018 as amended.

178/17-18 Reports from Councillors/Clerk on other meetings held during the previous month

- **8 March: Neighbourhood Plan post examination meeting with CC -**
- **12 March: CC Planning Committee meeting -**
- **14 March: South West Water Liaison Group meeting -**
- **14 March: St Aubyn Estates planning application meeting with CC and others (for consideration in the confidential section of the agenda).**

- **15 March: Wills Bros - meeting concerning A30/Station Approach** - the Council noted the report of the Vice-Chairman and that the concerns about the traffic management arrangements and road surface etc. had been raised with Wills Bros and Ward Williams. Owing to a lack of response, the issues had been escalated to the MP and others and would be considered at the next meeting with Ward Williams on 17 April.
- **20 March: New Passenger Railway Bridge meeting with CC and others** - the Council noted this report and the timetable involved.
- **21 March: Improving drainage meeting with 3MS Construction** (for consideration in the confidential section of the agenda).
- **21 March: Inspection for repairs to Toilets - meeting with KPK Builders** - the Clerk reported and the Council noted, that the toilets had re-opened before Easter, following repairs and safety checks but that there was further work to undertake.
- **27 March: Wills Bros. - Hub liaison meeting** (meeting postponed).
- **27 March: Treloweth Lane Improvement Scheme meeting with CC** - the Council noted that a site visit had been arranged for 6.00pm on 10 April with a representative from Cormac.

179/17-18 Neighbourhood Plan - provisional arrangements for the Referendum

The Council received the report of the Neighbourhood Plan Project Manager which set out the anticipated key dates and activities from now until the Referendum on 24 May 2018.

On consideration, the Council

RESOLVED - that the Neighbourhood Plan Project Manager be authorised to finalise the following details:

- prepare the timetable from now until the Referendum;
- establish the volunteers and which delivery area they will each be responsible for;
- provide the Health and Safety Briefing;
- design and arrange the printing of the post card;
- undertake the postage of the remaining postcards;
- prepare website features;
- undertake any other Referendum related business; and
- all of the above in consultation with the Chairman of the Council and Chairman of the Neighbourhood Plan Steering Group and having regard to the requirements of the Council's documents of Governance and allocated budget.

180/17-18 Agenda items for meeting of Community Network Panel (CNP) on 21 May

The Council noted that a presentation on the A30 (T) Hayle and St Erth Scheme Development Progress had been requested and added a request for an update on The Hub Project - including: traffic management arrangements of the A30/Station Approach junction; the 18 month road closure and arrangements for the safe transport of pedestrians and cyclists around the closed route; and the state of the road surface from the A30/Station Approach junction to the service road to the Recycling Centre/SWW Plant.

181/17-18 Receipts and Payments for March 2018

The Council

RESOLVED - that the payments due be authorised.

The following have been received

	£0
TOTAL	£0

The following have been paid by Direct Debit or Standing Order

Utility Warehouse	£14.83	Electricity - Vestry Rooms
Chris Bray	£840.00	Grass cutting - parks, churchyard and cemeteries
SeaDog IT	£18.95	Website hosting fee
Google	£23.76	Gmail account
South West Water	£22.50	Water - Public Conveniences
British Gas	£25.00	Electricity - Public Conveniences
NEST pension scheme	£105.18	Employer contribution of £58.43 and employee contribution of £46.75
TOTAL	£1,050.22	

The following payments are due as at 31 March 2018

P Rylett	£1,551.34	Clerk's salary (net pay - see Note 1 below)
P Rylett	£148.83	Clerk's expenses (see Note 2 below)
HMRC	£524.70	PAYE and NI
Cormac Solutions Ltd.	£1,682.18	Toilet cleaning - balance of outstanding account for the year (see Note 3 below)
Jon Pender	£50.00	Advice on PA17/10407 (Vicarage Gate)
Jon Pender	£114.40	Advice to date on PA17/12089 (St Aubyn Estates)
Chris Bray	£120.00	Installation of restricted parking signs
SeaDog IT	£225.00	Transfer of sterth-pc.gov.uk Wordpress installation to upgraded server, testing and bug fixes
Apex Tree Service	£610.00	Planned tree work in parks, churchyard and cemeteries
Cornwall Council	£12.00	Delegate fee for planning training
Chris Bray	£2,160.00	Phase 1 fencing at Public Conveniences
KPK Builders Ltd.	£524.40	Repairs to Public Conveniences
TOTAL	£7,722.85	

Note 1

The gross monthly pay is £1,515.83 + £432.00 for Neighbourhood Planning work undertaken in March.

The net pay of £1,551.34 is the amount payable following deductions of tax and national insurance and with a deduction from the net pay for the employee's contribution to the NEST pension scheme of £46.75 as shown above.

Note 2

The sum of £148.83 is comprised of:

Home Office Payment	£18.00	
Reimbursement of:		
Telephone calls	£0	
Postage/stamps	£8.08	
Consumables	£10.00	Notepad and copier paper
Office equipment	£0	
Expenses	£11.35	Refreshments for meetings on 8/3 and 12/3 and car park fee for meeting on 27/3
Mileage	£101.40	Truro on 8/3 for NP meeting, Camborne on 12/3 for CC Planning Committee, Camborne on 14/3 for CC/St Aubyn Estates meeting and Truro on 27/3 for Treloweth Lane Improvements meeting

Note 3

The Clerk and the Chairman of the Governance Committee, having regard to the Service Level Agreement with Cormac, have reviewed all invoices and payments, including deductions for the periods when the toilets were closed, to confirm, as accurate, the actual amount owed, as shown above.

182/17-18 Business Plan

The Council noted the current version of its Business Plan.

183/17-18 Agenda items for a future meeting

There were none.

184/17-18 Exclusion of the Press and Public

To consider passing the following resolution:

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:

185/17-18 St Aubyn Estate's planning application meeting with CC and others on 14 March

The Council noted the report of the Clerk on this meeting.

186/17-18 Improving drainage meeting with 3MS Construction on 21 March

The Council noted the report of the Clerk on this matter concerning rectification of continued flooding to the public footpath following associated works and asked the Clerk to inform the neighbour of the attempts to improve the situation.

The Chairman closed the meeting at 9.47pm

Signed by

Chairman.....

Date.....

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