

Minutes of the Annual Meeting of St Erth Parish Council held on Tuesday 14 May 2019 in The Vestry Rooms, Fore Street, St Erth, commencing at 7.11pm

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

Others present: CC Lionel Pascoe and Peter Rylett (Clerk to the Council)

Apologies for absence: Councillor Mrs. W.M. Chappell, E.B. Jenkin and Mrs. J. Lee

4/19-20 Appointment of Chairman

Councillor Buzza had been proposed and seconded and there being no other nominations, the Council

RESOLVED UNANIMOUSLY - that Councillor K. J. Buzza be appointed Chairman of St Erth Parish Council for 2019-20.

Councillor Buzza read out the Declaration of Acceptance of Office and signed it, agreeing to observe the Code of Conduct in the performance of his functions in that Office. The Clerk to the Council signed as witness.

Councillor Buzza thanked his proposer and seconder and the Council for appointing him as its Chairman for a second term of office. He said that being Chairman was an honour and that he felt privileged to be able to continue to serve the Council and the community in this role.

5/19-20 Appointment of Vice-Chairman

Councillor Taylor had been proposed and seconded and there being no other nominations, the Council

RESOLVED UNANIMOUSLY - that Councillor E.T. Taylor be appointed Vice-Chairman of St Erth Parish Council for 2019-20.

Councillor Taylor read out the Declaration of Acceptance of Office and signed it, agreeing to observe the Code of Conduct in the performance of his functions in that Office. The Clerk to the Council signed as witness.

Councillor Taylor thanked his proposer and seconder and the Council for appointing him to this position and said that he looked forward to working alongside fellow Councillors, supporting the Chairman and serving the community.

6/19-20 Chairman's thanks

On behalf of the Council, the Chairman expressed his thanks to Councillor Hanley for all of the work he had undertaken during his term of Office as Vice-Chairman during the previous year.

7/19-20 Declarations of interest

None.

8/19-20 Minutes of the ordinary meeting of the Council held on 2 April 2019

RESOLVED - that the Chairman signs, as a true and correct record, the minutes of the ordinary meeting of the Council held on 2 April, 2019.

The Clerk then updated the Council on the current situation with regard to the planning applications considered at the meeting on 2 April as follows:

- a) PA19/02275: Non-material amendment to replace vertical red cedar cladding board to first floor with horizontal grey cedar cladding board in respect of decision PA17/12111: Tresanton, 7 Water Lane - *approved by the LPA.*
- b) PA19/01904: Proposed Side Extension: The Old Post Office, 2 School Lane - *approved by the LPA.*

9/19-20 Minutes of the meeting of the Governance Committee held on 30 April 2019

The Chairman of the Committee presented these minutes and the Council

RESOLVED - that the minutes of the meeting of the Governance Committee, held on 30 April, 2019 be approved and the recommendations contained therein be adopted.

(Action by: the Chairman of the Governance Committee and the Clerk)

10/19-20 Appointment of existing committees and any proposed new committees etc.

RESOLVED - that the following appointments be confirmed:

- a) **Open Spaces Committee** - Councillors Buzza, Jenkin, Player, Rodda and Taylor.
(The Chairman of the St Erth Residents Association is co-opted in an advisory capacity).
- b) **Charges Committee** - Chairman and Vice-Chairman and Councillors Mrs. Chappell, Ms. J. Kersey and Player.
- c) **Governance Committee** - Councillors Buzza, Mrs. Chappell, Mrs. Lee, Spencer-Smith and Taylor.
- d) **Highway Improvements Working Group** - Councillors Buzza, Hanley and Ms. Kersey.
- e) **General Data Protection Regulations Working Group** - Councillors Buzza, Taylor and Spencer-Smith.
- f) **Vestry Rooms Working Group** - Councillors Mrs. Chappell, Hanley, Rodda and Taylor
(see minute 11/19-20).

11/19-20 Constitutions and Terms of Reference of Committees etc.

RESOLVED - that:

1. the Constitution of the Vestry Rooms Working Group be increased from 3 to 4 Councillors; and
2. the Constitutions and Terms of Reference of the Committees etc. listed under minute 10/19-20 above be approved and adopted.

(Action by: the Clerk)

12/19-20 Review of representation on external bodies and reporting arrangements

RESOLVED - that the following arrangements be confirmed and noted:

a) **Hayle and St Ives Community Network Panel** - open to any Councillor to attend.

Meetings were organised by Cornwall Council and agenda were sent to Councillors and the Clerk. In addition to the reports made back to the Council by the Councillors who attend the meetings, the notes were forwarded to Councillors and reproduced on the agenda for the following meeting of the Council.

b) **The Committee of Management of the Hayle Day Care Centre Trust** - Councillor Mrs. Chappell.

Meetings were organised by the Day Care Centre Manager. Copies of the agenda and notes were sent direct to Councillor Mrs Chappell and the Clerk and were forwarded to Councillors for information.

c) **Penwith Access and Rights of Way Forum** - open to any Councillor to attend.

Any meetings were organised by the Forum Manager. Agenda were sent to the Clerk and forwarded to Councillors for information.

d) **South West Water Odour Liaison Group** - Chairman, Vice-Chairman and the Clerk.

Meetings were organised by South West Water. Agenda and notes were sent to the Council's representatives. In addition to the reports made back to the Council by the Council's representatives, the notes were forwarded to Councillors and reproduced on the agenda for the following meeting of the Council.

e) **A30 Action Group/MP's A30 Group** - open to any Councillor to attend.

Any meetings were organised by the Group/MP. Notification was made by email rather than agenda and the Council's representatives reported back to the Council. Formal notes were not received.

f) **SUEZ Liaison Group** - Chairman and Vice-Chairman or two Councillors which may include the Chairman or Vice-Chairman.

Any meetings were organised by SUEZ. Notification was made by email rather than agenda. The Council's representatives reported back to the Council. Formal notes were not received.

g) **St Aubyn Estates Liaison Group** - Chairman and Vice-Chairman or two Councillors which may include the Chairman or Vice-Chairman. Any meetings of the Group would be arranged by email rather than agenda and the Council's representatives would report back to the Council. Formal notes were not received.

h) **Police Liaison Group** - Councillor Taylor.

Meetings were organised by Police Inspector Nicholas Clarke (Sector Inspector for Penzance, St Ives, Hayle and the Isles of Scilly) and notified by email rather than agenda. In addition to the reports made back to the Council by the Council's representative, any notes were forwarded to Councillors for information.

(Action by: the Clerk)

13/19-20 Reviews required by Standing Orders

Standing Order 5j stated that: *“Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:*

- i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;*
- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;*
- iii. Receipt of the minutes of the last meeting of a committee;*
- iv. Consideration of the recommendations made by a committee;*
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;*
- vi. Review of the terms of reference for committees;*
- vii. Appointment of members to existing committees;*
- viii. Appointment of any new committees in accordance with standing order 4 above;*
- ix. Review and adoption of appropriate standing orders and financial regulations;*
- x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;*
- xi. Review of representation on or work with external bodies and arrangements for reporting back;*
- xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;*
- xiii. Review of inventory of land and assets including buildings and office equipment;*
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;*
- xv. Review of the council’s and/or staff subscriptions to other bodies;*
- xvi. Review of the council’s complaints procedure;*
- xvii. Review of the council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;*
- xviii. Review of the council’s policy for dealing with the press/media; and*
- xviii. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.”*

RESOLVED - that the Governance Committee undertakes a review of those tasks appearing in ***bold type*** above and reports back to the Council during 2019-20.

(Action by: the Clerk)

14/19-20 Dates of Council Meetings

(Councillor Rodda left the meeting at this point).

RESOLVED - that:

1. ordinary meetings of the Parish Council be held on the following dates during

the 2019-20 Municipal Year:

2019: 4 June, 2 July, *13 August, 3 September, 1 October, 5 November and 3 December; and **2020:** *14 January, 4 February, 3 March, 7 April and *12 May. (*13 August rather than 6 August due to the Chairman's availability, *14 January rather than 7 January to be clear of the Christmas and New Year period; and *12 May rather than 5 May to be clear of any election period); and

2. these dates be publicised on the Council's website.

(Action by: the Clerk)

15/19-20 Approval of the Annual Governance Statement 2018-19

The Council considered the report of the Clerk/Responsible Financial Officer and

RESOLVED - that the Annual Governance Statement for 2018-2019 be approved.

(Action by: the Clerk)

16/19-20 Approval of the Accounting Statements 2018-19

The Council considered the report of the Clerk/Responsible Financial Officer and

RESOLVED - that the Accounting Statements for 2018-2019 be approved and adopted.

(Action by: the Clerk)

17/19-20 Planning and Listed Building applications

The Council considered the following applications:

a) PA18/12087: Proposed erection of two semi-detached dwellings and associated landscaping and tree planting, boundary treatments, drainage and ground works, and re-configuration of existing Public House car park (revised siting): Star Inn, 1 Church Street.

To avoid any doubt on what the Parish Council was being asked to consider, the Clerk had requested written clarification from the Case Officer. The Case Officer had confirmed that the two revisions concerned were: permeable paving on the parking bays; and that the terminology for the roofing materials had changed from 'slate tiles' to 'Cornish Slate'.

Councillor Taylor stated that he had misgivings about the original application but the Clerk advised that the Council was only being asked to consider the two revisions, which, following a short debate, were proposed and seconded as acceptable.

The votes were recorded as follows:

Voting for the proposition: Councillors Buzza, Hanley, Ms. Kersey, Player and Spencer-Smith - total 5

Voting against the proposition: none - total 0

Abstaining: Councillor Taylor - total 1

Absent: Councillors Mrs. Chappell, Jenkin, Mrs. Lee and Rodda - total 4

The Clerk declared the proposition to be carried and the Council accordingly:

RESOLVED - that the Parish Council only supports the two revisions notified to it by the Case Officer, namely:

1. on plan number 18.3110.100 (rev 8) the two parking bays on the eastern side of the site have been updated to show that permeable paving will be used rather than granite setts as was previously the case (this is at the request of the tree officer who had concerns about the effects of an impermeable surface on the roots of the adjoining trees); and
2. on plan number 18.3110.102 (rev P5) the only change is that the roof slates are now referred to as Cornish Slate as opposed to slate tiles as was indicated on the earlier plans.

The Parish Council also reminds the Case Officer and the applicant that the St Erth Neighbourhood Plan, Policy GP 4 - Traffic safety, and the text in the preamble to that policy, requires, by planning condition, the applicant to submit a Traffic Management Plan to the LPA where access is currently restricted and Cornwall Council to consult the Parish Council on that Traffic Management Plan.

In this case, the access to the site is particularly difficult, especially at school-run times and a Traffic Management Plan is essential for this build in particular.

(Action by: the Clerk)

b) PA19/03044: Listed Building Consent for the following proposed works at St Erth Station, Station Approach:

Platform 1

remove waiting shelter end panel;
relocate signal box telephone and cable tray presently mounted to external face of end panel; remove vegetation from existing flower bed;
remove flower bed border;
relocate platform lighting column to rear of platform;
relocate Help Point close to top ramp entry;
relocate station sign post/consider alternative mounting option for signage;
prepare and reinstate flower bed to platform surface standard;
provide secure fencing to rear of platform between waiting shelter and platform entry point; and
provide suitable and adequate storage for station mobile platform ramp.

Platform 2 (up direction)

movement of the fence at the bottom of the footbridge so there is an extended fenced run off.

RESOLVED - that consideration of this application be deferred pending a site visit with the applicant, case officer and conservation officer.

The reasons for the request for a site visit are that the application lacks sufficient detail, some works applied for have already been carried out and there are concerns about and objections to some of the proposals.

The Parish Council would be able to formally consider the application, following the site visit, at its meeting on 4 June which would not create an undue delay and would be in the interests of good decision-making.

If, however, the request for a site visit is not supported by the case officer, then the Parish Council objects to the application for the reasons set out above.

(Action by: the Clerk)

18/19-20 Reports from Councillors/Clerk on meetings of outside bodies held since the previous meeting of the Council

The Council considered the notes of the meeting with Wills Bros and others held on 11 April 2019 and

RESOLVED - that the following matters be raised with Cornwall Council and GWR:

1. the Parish Council's previous request for a defibrillator;
2. the provision of a notice board, advertising local businesses etc.;
3. arrangements for future dialogue about the Hub now that the build contract is coming to an end;
4. clarification of the arrangements for the 'go live' date of 1 June 2019;
5. confirmation of the extended opening hours for the toilets at the Hub; and
6. when the Parish Council can expect to receive the traffic monitoring data for the new junction.

(Action by: the Clerk)

During the discussion, the Vice-Chairman referred to the position of signage that had been erected around the Parish, such as at St Erth Praze (behind other signs) and the post on the pavement in Treloweth Lane. He also commented on the ongoing confused state of speed limits - 60mph on Treloweth Lane while a 30mph limit applied to Dump Road etc.

The Chairman replied that the speed limits along Treloweth Lane were still under review and no final decisions had been made.

19/19-20 Receipts and Payments for April, 2019

RESOLVED - that the payments due be authorised.

The following had been received

Precept	£27,614.00
Council Tax Support	£1,080.89
Grant	£560.00
Cemetery fees	£17.50
Allotment rent	
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TOTAL	£29,272.39

The following had been paid by Direct Debit or Standing Order

Utility Warehouse	£9.05	Electricity - Vestry Rooms
Cherry Trees	£856.80	Grass cutting - parks, churchyard and cemeteries

SeaDog IT	£25.00	Website hosting fee
Google	£49.35	Gmail account
South West Water	£0	Water - Public Conveniences (see Note 1)
British Gas	£23.00	Electricity - Public Conveniences
NEST pension scheme	£128.84	Employer contribution of £64.42 and employee contribution of £64.42
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TOTAL	£1,092.04	

The following payments were due as at 30 April 2019

P Rylett	£1,325.54	Clerk's salary (see Note 2)
P Rylett	£53.88	Clerk's expenses (see Note 3)
HMRC	£343.61	PAYE and NI
Cormac Solutions Ltd.	£0	Cleaning/re-stocking - Public Conveniences - April invoice not yet received
Hudson Accounting	£150.00	Year-end accounts, cash book set up and preparation for annual audit
Jon Pender	£50.00	Draft responses to Housing SPD and Planning Inspector for St Aubyn's appeal
Headland Printers Ltd.	£43.20	Agenda for Governance Committee
TT Electrical	£60.00	Installation of data loggers
CVC Solicitors	£358.80	Review of correspondence, meeting with Clerk and residents, notes of meeting and advice
Society of Local Council Clerks (SLCC)	£196.00	Annual membership fee
Cornwall Association of Local Councils (CALC)	£492.66	
D Gallie	£80.00	Annual membership fee Internal audit fee
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TOTAL	£3,153.69	

Note 1

The amount owed to SWW, due to the water leak last year, had been repaid. There was no charge for April and the new monthly payment (to be confirmed) would commence in May.

Note 2

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 3

The sum of £53.88 was comprised of:

Home Office Payment	£18.00
Reimbursement of:	
Telephone calls	£0

Postage/stamps	£0	
Consumables	£0	
Office equipment	£35.88	Encryption security software for laptop
Expenses	£0	
Mileage	£0	

20/19-20 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.

21/19-20 Support to residents - update

The Clerk updated the Council on the legal position for information.

The Chairman closed the meeting at 9.25pm

Signed by
Chairman.....

Date.....
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