

Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 4 June 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 (arrived at 7.12pm) and E.T. Taylor (Vice-Chairman)

Others present: three members of the community, Jon Pender (SEPC Planning Consultant), Vanessa Luckwell (CC Community Network Manager) and Peter Rylett (Clerk to the Council)

Apologies for absence: Councillor A. Spencer-Smith and CC L. Pascoe

22/19-20 Declarations of interest

Councillor Buzza declared a non-pecuniary interest in planning application PA19/02731: Remove conservatory and replace with extension: 9 Treloweth Lane.

23/19-20 Community participation

Three matters were raised:

1. Planning application PA19/02731: Remove conservatory and replace with extension: 9 Treloweth Lane. The applicants offered to answer any questions the Parish Council had on the application.
2. On behalf of residents, Councillor Ms. Kersey reported that: the public footpaths at Penberthy Farm, St Erth Hill and the former POW camp, (behind Lanuthnoe House), all needed cutting; and that the footbridge over the ditch, also on the former POW camp footpath, required repair as it was now in a dangerous state and could cause injury to walkers.
3. On behalf of the owners of the Shop/Post Office, Councillor Ms. Kersey asked if any progress had been made on re-locating the directional advertising sign (to the shop/Post Office) in/on the hedge of the private land opposite the junction of Treloweth Lane and Tredrea Lane.

24/19-20 Action required on matters raised during community participation

1. Planning application PA19/02731 - the Council thanked the applicants for their offer.
2. Public footpaths etc. - the Clerk would report these matters to the Community Network Manager, requesting that the Countryside Access Team take appropriate action.

(Action by: the Clerk).

3. Advertising sign - Councillor Taylor confirmed that he was in discussion with CC Pascoe about this and intended to have an answer by the time of the next meeting.

(Action by: Councillor Taylor and the Clerk).

25/19-20 Planning and Listed Building applications

The Council considered the following applications:

a) Vestry Rooms - Listed Building Pre-Application.

The Council considered the report of its Planning Consultant and Cornwall Council's Conservation Officer, noting that the Vestry Rooms Working Group would meet to consider: the appointment of an Architect to draw up plans for submission with the planning and Listed Building applications; the appointment of a grant finder; and resolution of the legal aspects before reporting back to the Council.

(Action by: the Clerk)

b) PA19/04263: Retention and alteration of dormer windows, internal alterations and installation of three timber double glazed windows to the rear with variation of conditions 1, 2 and 3: Anvil House, 15 Fore Street.

(Councillor Rodda joined the meeting at this point).

RESOLVED - that St Erth Parish Council acknowledges that the principle of rear dormer windows on this property has been accepted by the LPA.

The Parish Council believes, however, that the dormers which have been constructed are larger than those approved and appear to be very similar to those proposed in the application submitted in 2017 which was withdrawn because they were considered by the Conservation Officer to be too large.

(The Parish Council asked that it also be recorded in its response that its consideration of the current application has been hindered by the fact that many details of the 2017 application had been removed from Cornwall Council's website.)

The Parish Council concludes, therefore, that the current proposal is unacceptable in terms of the significance of the heritage asset represented by this listed building within a Conservation Area and so requests that the application be refused and appropriate enforcement action be taken.

(Action by: the Clerk)

c) 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.

RESOLVED - that St Erth Parish Council maintains two of its previous objections in that the Ramblers Association comments are still not known and the overbearing affect the proximity of the garage will have on the public footpath.

(Action by: the Clerk)

d) PA19/02731: Remove conservatory and replace with extension: 9 Treloweth Lane.

(Councillor Buzzza repeated his interest in this matter, withdrew from the meeting during its consideration and the Vice-Chairman took the Chair.)

RESOLVED - that this application be supported.

(Action by: the Clerk)

e) 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 this application be supported and with the following comments:

1. GWR be requested to provide signs clearly displaying the opening times of the ticket office as this was causing confusion;
2. the new concrete post and chain link fence outside the copse should be removed and replaced with fencing more in-keeping with the listed railway station (spearhead railings for example); and
3. with regard to the 'trap door' (photograph sent to Case Officer), the Parish Council suggests that if it is of historical importance, it should be signed to say what it is for public interest as a feature of the station.

(Action by: the Clerk)

f) PA19/03986: Non Material Amendment (6) in respect of PA11/09753 (Construction of a public transport interchange incorporating three car parks and new traffic signal junction): Changes to the locations of Bird and Bat Boxes (habitat enhancements): Land East South East of St Erth Railway Station, Station Approach.

RESOLVED - that St Erth Parish Council does not feel able to make a recommendation on this application due to a lack of information but would be happy to reconsider it when the expert reports are available.

(Action by: the Clerk)

g) PA19/03672: Listed Building Consent: Installation of a stepped and ramped access between the south car park (multi-modal hub) and Platform 1 with variation of condition 2 in relation to decision notice PA18/11513: St Erth Station, Station Approach.

RESOLVED - that this application be supported.

(Action by: the Clerk)

26/19-20 Minutes

The Council considered the minutes of the Annual Parish meeting and the Annual meeting of the Parish Council held on 14 May 2019.

The Clerk reported that the words “(Vice-Chairman)” after the name of Councillor Taylor in both sets of minutes should be deleted and read out an amended version of minute 17/19-20 (that related to application PA18/12087), which included the details of the recorded vote and advice received from the Case Officer.

RESOLVED - that subject to the amendments above and minute 17/19-20 being amended as set out below, the Chairman signs as true and correct records, the minutes of the Annual Parish meeting and the Annual meeting of the Parish Council held on 14 May 2019.

Minute 17/19-20 to read as follows:

“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 groundworks, and reconfiguration 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)”

The Clerk then provided an update on the current position of the planning applications considered at the Annual meeting of the Parish Council as follows:

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

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

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remove waiting shelter end panel;
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Platform 2 (up direction)

movement of the fence at the bottom of the footbridge so there is an extended fenced run off - *awaiting determination by the LPA.*

27/19-20 Reports from Councillors/Clerk on meetings held since the previous meeting of the Council

- The Chairman and Councillor Hanley had attended a meeting of the Community Network Panel on 3 June and reported that presentations had been made on: Cornwall's Adult Social Care Directorate by Helen Charlesworth-May (Adult Social Care Directorate); Shaping Our Future - NHS Kernow Locality by Dr Neil Walden, Kate Mitchell and Rachel Murray on the services provided at Edward Hain Hospital and the Hayle Day Centre; West Cornwall Dark Skies by CC Sue James; and Climate Change and What Councils Can Do - Good Champions.

The Council noted that the parish of St Erth had not been included in the Dark Skies project

and requested the Clerk to establish the reasons for this from the Community Network

Manager. Councillor Hanley also referred to the Climate Change documents he had made available to Councillors and that he would raise this under agenda item 15 - agenda items for a future meeting).

(Action by: the Clerk and Councillor Hanley).

- Councillor Taylor and the Clerk had attended a meeting of the SWW Odour Liaison Group on 3 June and updated the Council on the key points discussed, which included progress being made on the action plan and the outcomes of the investigation of the six complaints received between 1 February and 30 April 2019.

The Council thanked those who had attended the meetings and noted their reports.

28/19-20 Governance Reviews - neighbouring councils

The Council considered the report of the Clerk and the Chairman outlined the details of the governance reviews being undertaken by Ludgvan Parish Council and Gwinear-Gwithian Parish Council. At this point, these were the only proposals which had been received but it was understood that Hayle Town Council was also drawing up a proposal. Following discussion and referring to the recommendations in the report, the Council

RESOLVED - that:

1. St Erth Parish Council appoints a Governance Review Working Group to consider and respond to all proposals which affect the St Erth parish. (Councillors Buzza, Hanley, Rodda and Spencer-Smith were appointed);
2. the Clerk draws up a Constitution and Terms of Reference for that Working Group and circulates it to members of the Group; and
3. the Council notes that its Governance Review Working Group will meet with representatives from Ludgvan, Gwinear-Gwithian and Hayle on 11 June to discuss their proposals.

(Action by: the Clerk)

29/19-20 Updates to Standing Orders and Financial Regulations

The Chairman reported, and the Council noted, that a report on these updated documents would be made, if time permitted, to the meeting of the Parish Council on 2 July.

(Action by: the Chairman and the Clerk)

30/19-20 Correspondence from Cornwall Council for information or requiring response

The Council noted that there was none.

31/19-20 St Erth Family Activity Trail

The Clerk had received a request for a financial contribution towards the cost of updating and reprinting this document, the details of which were set out in the report.

During the discussion, several questions were raised which could not be answered at the meeting and so it was

RESOLVED - that Councillors email their questions to the Clerk so that he can investigate and report back to the Parish Council meeting on 2 July.

(Action by: the Clerk)

32/19-20 Receipts and Payments for May 2019

RESOLVED - that the payments due be authorised.

The following had been received

Cemetery fees	£185.00
TOTAL	£185.00

The following had been paid by Direct Debit or Standing Order

Utility Warehouse	£14.59	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	£0	Water - Public Conveniences - new direct debit payment (for May) not taken
British Gas	£23.00	Electricity - Public Conveniences
BT	£110.40	Quarterly phone bill - Vestry Rooms
NEST pension scheme	£128.84	Employer contribution of £64.42 and employee contribution of £64.42
TOTAL	£1,208.31	

The following payments were due as at 31 May 2019

P Rylett	£1,325.54	Clerk's salary (Note 1)
P Rylett	£159.24	Clerk's expenses (Note 2)
HMRC	£343.61	PAYE and NI
Cormac Solutions Ltd.	£0	Cleaning/re-stocking - Public Conveniences - April and May invoices not yet received
Headland Printers Ltd.	£115.20	Printing annual meeting agenda
Information Commissioner's Office	£40.00	Annual data protection fee
TOTAL	£1,983.59	

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 £159.24 was comprised of:

Home Office Payment	£18.00	
Reimbursement of:		
Telephone calls	£0	
Postage/stamps	£32.26	Postage of agenda for meetings on 14 May and 4 June and Annual Return to external auditors
Consumables	£0	
Office equipment	£108.98	New battery, factory reset and data cleanse (to comply with GDPR) on original laptop
Expenses	£0	
Mileage	£0	

33/19-20 St Erth Bus Survey

The Council considered the report of the Clerk which contained the analysis of the responses to the residents' survey undertaken jointly by the Parish Council with Derek Thomas MP and following discussion, it was

RESOLVED - that the Council:

1. notes the outcome of the survey;
2. thanks Derek Thomas MP for his support;
3. writes a follow-up letter to Nigel Blackler, reminding him of the promise he made to the Parish Council for "*Cornwall Council (David Edwards) to investigate the potential of providing a bus service for St Erth, subsidised in part by income from the Park & Ride car park and St Erth Parish Council to identify local requirements for a bus service*";
4. requests Nigel Blackler to keep the Parish Council regularly informed of progress in the redesign of the new bus service, especially in view of the fact that some of the Parish Council's car park levy could be used towards the cost of improving the bus service for its parishioners; and
5. pledges its continuing support to Cornwall Council to improve public transport for its parishioners.

(Action by: the Clerk)

During consideration of this item Councillors Mrs. Lee and Ms. Kersey reflected on the confusion with the current temporary bus service and noted that all efforts would be made to establish the details of the trial service and publicise them to residents.

34/19-20 Business Plan

The Council noted the current version of this plan and that a report on the progress of the Governance Review would be made to the meeting on 2 July.

35/19-20 Agenda items for a future meeting

1. Councillor Hanley referred to the previous discussion (minute 27/19-20) relating to the meeting of the Community Network Panel and specifically about the presentation on “Climate Change and What Councils Can Do.”

The Council considered what actions St Erth Parish Council could undertake, working with the community, to demonstrate its commitment to combatting climate change and global warming and agreed that Councillors Hanley and Player and the Clerk, meet to formulate a list of ideas, events and other suggestions in order to develop this initiative and report back to the next appropriate meeting of the Council.

(Action by: Councillors Hanley, Player and the Clerk).

2. Councillor Taylor suggested, and the Council agreed, that an holistic approach should be taken for the parish-wide provision of defibrillators. Currently, one unit was located outside of the shop, another was planned for installation on the public conveniences and discussions had been held with GWR about provision of one or more units at the Hub. The Council supported this approach and asked Councillor Taylor and the Clerk to take this initiative forward and report back to the next appropriate meeting of the Council.

(Action by: Councillor Taylor and the Clerk).

3. Councillor Jenkin raised the ongoing problem of fly tipping which he believed had been ‘encouraged’ by the restrictive practices and charges being imposed by the operators of the household waste and recycling centre. The Council requested the Clerk to: a) consult the Community Network Manager on the most effective way for Councillors and the public to report occurrences of fly tipping; and b) invite Cornwall Council and SUEZ to review the current policies and charging arrangements with the aim of reducing fly tipping in the parish and throughout the county.

(Action by: Councillor Jenkin and the Clerk).

4. The Chairman stated that he recognised that recent events concerning the advertisement of the parking space at the public conveniences, had created some local social media interest and believed that this was now an opportune time to review the ways in which the Council engaged with the community. He suggested, and the Council agreed, that a first step would be to reform the former Communication and Engagement Committee and asked the Clerk to draw up a Constitution and Terms of Reference for consideration at the meeting of the Council on 2 July.

(Action by: the Clerk).

The Chairman closed the meeting at 9.25pm

Signed by

Chairman.....

Date.....

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