



The Vestry Rooms
25 Fore Street
St Erth TR27 6HT
Tel: 01736 757575
Email: clerk@sterth-pc.gov.uk
Website: www.sterth-pc.gov.uk

Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 2nd March 2021, via Zoom, commencing at 7.00pm

Present: Councillors K Buzza (Chairman), W Chappell (left at 9.55pm), T Greatrex, E Jenkin, J Lee, J Kersey, I Moore, N Player, P Rodda, A Spencer-Smith, T Taylor

In attendance: Fiona Drew (Clerk), Cornwall Councillor Lionel Pascoe, Don Martin Countryside Team Leader Cornwall Council, & 6 members of the public.

223/20-21 Apologies for absence

None

224/20-21 Declarations of interest & dispensations

None.

225/20-21 Update on Footpaths 111/7/2 & 112/52/4

Don Martin, the Countryside Team Leader for Cornwall Council (CC), gave an update on the current situation following recent meetings between CC and the Environment Agency (EA) and answered questions from Councillors and the public. CC is continuing to consider options to divert the paths to secure a permanent solution to the problem, due to the ongoing cost that would be involved with intervention at the riverbank itself. CC is keen to give the Parish Council the opportunity to feed into the process and will provide clarity on proposals once more detail is available.

226/20-21 Footpaths

The Chairman noted that Mr Martin would provide a further update either by 23rd March or if not 13th April and thanked him for his attendance and also thanked Councillor Pascoe for his assistance with maintaining the pressure on this issue. (Action: The Clerk)

227/20-21 Community participation

1. Issue relating to proposed Campsite – two residents raised concerns regarding this and the Chairman advised that any enforcement matters should be reported directly to Cornwall Council. The Chairman of SERA commented on this matter on behalf of the association.
2. Footpaths – A representative of the West Cornwall Footpaths Preservation Society (WCFPS) spoke about the history of the footpath issues on the riverbank and potential solutions they have suggested using reeds, and it was **agreed** to maintain contact with the Society on this matter going forward. (Action: The Clerk)

228/20-21 Action required on matters raised during community participation

No additional action required.

229/20-21 Minutes

It was **RESOLVED** that the Chairman signs as a true and accurate record, the minutes of the Ordinary meeting held on 16th February 2021.

230/20-21 Matters Arising

The Chairman updated on what is being taken forward for:

- 95/20-21biv) CNP Highways Projects –
 - i) design work has been started on signs for the low bridge at the Causeway;
 - ii) it looks likely that engineering work will be carried out to block off the gap in the hedge and that the access route from Hayle Cycle path to Causeway would be a good project for the next round of funding to provide a safe route for cyclists and pedestrians;
 - iii) preparatory work has started on the drop kerbs at Trehayes Meadow

The Council noted the Clerk's report regarding matters arising as follows:

- 173/20-21e) Community Chest Grant Application – Councillor Pascoe has been able to agree an extra £249 in relation to the noticeboard making a total grant of £499 for this
- 210/20-21ai) PA21/11483 – Strawberry Meadow, 41 Bosence Rd, Townshend – awaiting decision
- 210/20-21aii) PA21/00486 – Bostrase, Tolroy Rd, Hayle – awaiting decision
- 212/20-21a) Highways Improvements – Councillor Pascoe has followed this up with Nicola Yeates
- 214/20-21 Cemetery Driveway – The Clerk is waiting for feedback from the contractor regarding the issues discussed previously before work goes ahead
- 217/20-21 Overgrown Tree in Churchyard – the PCC has confirmed they are happy with the proposal to remove the tree and the Clerk will make the necessary arrangements
- 221/20-21 Land at Rear of Church Street – the Clerk is waiting for a response from the Council's solicitor

231/20-21 Planning

a) Applications:

None

b) Decisions:

i) PA20/09409: 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 Houses car park (revised siting) with variation of condition 2 in relation to decision notice PA18/12087 dated 23.05.18; Star Inn 1, Church Street, St Erth; Approved with conditions

ii) PA21/00123: Timber framed garden room. The frame will sit on a concrete base. It will be insulated and have a fibreglass roof, finished with stone coloured cladding to blend in with existing property ; 1 Vicarage Gardens, School Lane, St Erth; Approved with conditions

iii) **PA21/00707**: Non-material amendment to planning permission PA15/05656 to Condition 3 to state: No vehicle other than those of site staff shall enter or leave the approved RTS site area and no operations shall take place except between the following hours:- . 0700-1700 hours Monday-Friday . 0730-1200 hours Saturdays . 0730-1700 hours on the first Saturdays following the Christmas and New Year Bank Holidays . 0730-1200 hours Sunday (1st April-30th September) - St Erth Refuse Transfer Station And Civic Amenity Site Treloweth Lane St Erth TR27 6JP; Approved

232/20-21 Verbal Reports

a) Cornwall Councillor Report:

Councillor Pascoe reported that: he had already contacted Enforcement regarding the matter raised during Public Participation; he had not received any response from Nicola Yeates regarding the Highways Improvements and would follow this up; he had spoken with Tim Warne regarding the amended Suez application.

b) Gateway Court Highways Meeting:

The Chairman reported on the meeting that he, the Vice-Chairman, the Clerk, Councillor Pascoe and a representative of Derek Thomas had attended with Rupert Spencer from Highways in relation to the issues at Gateway Court. Mr Spencer will be sharing notes from the meeting in due course.

233/20-21 Financial Matters

a) Receipts & Payments for February 2021:

It was **RESOLVED** to note receipts received, ratify regular monthly payments made and approve payments due as follows:

Receipts received:

None

Regular Payments to note:

South West Water	£29.00	Water – Public Conveniences
British Gas	£29.00	Electricity – Public Conveniences
SeaDog IT Ltd	£25.00	Website hosting fee
Cherry Trees	£436.96	Grass cutting – Churchyard & Cemeteries
Cherry Trees	£436.96	Grass cutting – Play areas
Utility Warehouse	£51.85	Landline, broadband, electricity - Vestry Rms
Nest Pension Scheme	274.18	ERC of £137.09 and EEC of £137.09
F Drew	£2,517.97	Clerk's Salary inc add 100 hrs (222/20-21)
HMRC	£1,144.19	PAYE Tax & NI inc add 100 hrs (222/20-21)
Google	£59.80	Gmail account
TOTAL	£5,004.91	

Payments previously agreed and paid:

Zurich	£650.79	Insurance (196/20-21a)
Friends of St Erth School	£150.00	Grant (196/20-21ei)
Hayle Day Care Centre	£150.00	Grant (196/20-21eii)
TOTAL	£950.79	

Payments for approval:

Cormac Solutions	£489.70	Contract for Public Toilets for February – missing second clean – extra invoice to follow
F Drew	£65.41	Clerk's expenses (itemised on invoice)
C MacDonald Builders	£36.00	Toilet door kickplate
Trelawny Maintenance	£122.20	Toilet seat & door lock
TT Electrical	£140.00	Toilet lights
Cherry Trees	£840.00	LMP Enhanced work on Gates & Stiles – to be claimed back from CC less VAT
Apex Tree Services	£350.00	Fell trees in Battery Mill Playpark
TOTAL	£2,043.31	

b) Monthly bank reconciliation:

Councillor Player confirmed that she had carried out a satisfactory bank reconciliation for January with the Clerk.

c) Appoint Internal Auditor:

It was **RESOLVED** to appoint David Gallie to carry out the annual Internal Audit for 20-21. (Action: The Clerk)

234/20-21 Facilities provided by the Parish Council

a) Public Toilets – review:

The Council considered the Clerk's report highlighting the current situation and government guidance. Following discussion, a motion to open the Gents fully to include use of the urinals and for both toilets to be open 24 hours a day fell. It was then **RESOLVED** that, from 12th April, the cleaning in the Ladies / Accessible toilet be reduced to one clean per day and the Gents be re-opened, subject to the following actions being implemented prior to opening:

- deep clean by Cormac;
- appropriate sanitiser dispenser put up;
- appropriate signage outside to highlight social distancing;
- appropriate signage inside to highlight good handwashing techniques & hygiene;
- remove the closed sign and change signage on Ladies / Accessible Toilet;
- ensure service of Wallgate hand-drier has been carried out;
- cover over the urinals temporarily so that only the toilet itself was open.

In addition, both toilets would be opened at 9am by the Cleaner and closed at 7pm. (Action: The Clerk)

b) Play Parks – review:

The Council considered the Clerk's report highlighting the current situation and government guidance. It was **RESOLVED** to reopen Vicarage Gate on 12th April, subject to the following actions being implemented prior to opening:

- carry out any general maintenance highlighted in the Annual Play Inspection (cost to remove rotten timbers – £100+VAT);
- put up appropriate signage relating to social distancing, personal hygiene, supervision of children and taking personal responsibility.

(Action: The Clerk)

235/20-21 Governance

a) Elections:

The Council noted the Clerk's report highlighting details of the election process and timetable. These will be made available on the website and noticeboard. (Action: The Clerk)

b) Meetings after 7th May:

The Council considered the Clerk's report outlining the situation regarding virtual meetings following the 7th May unless legislation changes. It was **RESOLVED** to hold a virtual Annual Parish Meeting, followed by an Ordinary Parish Council meeting on Tuesday 4th May. (Action: The Clerk)

It was further **RESOLVED** to hold the Annual Council Meeting on Thursday 20th May at the Old School Rooms (to be moved to Tuesday 18th if space was available elsewhere or virtual meetings are able to continue), and that the Clerk would explore other options for physical meetings including the School and the Chapel. (Action: The Clerk)

236/20-21 Playing Field and Allotments at Vicarage Gate

The Council considered the Clerk's report highlighting the issues relating to motorbikes on the Playing field and the options that had been investigated following the last meeting. In addition, the Clerk reported back on her discussions with the Allotment Association who were in favour of a kissing gate provided they were allowed access to the main gate, Councillor Kersey read out a letter from a resident, and consideration was given to access through adjoining land and possible signage. It was **RESOLVED** to lock the gate at the entrance to the Vicarage Gate play area, clear the scrub area to the left of this and install a kissing gate, to be wide enough to allow pushchair access at a cost of £675+VAT. (Action: The Clerk)

Discussion then took place regarding the current open boundary at the play area. Consideration was given to various options including fencing and natural planting and associated ongoing costs. It was **RESOLVED** to install a post and wire fence along the road edge and the play area at £977.08+VAT. (Action: The Clerk)

237/20-21 Correspondence

a) Slow Down Relubbus & St Hilary: a newly formed group to address the issue of speeding has requested Council's support with this and the Clerk has requested they come back once they have more information for Council to consider. (Action: The Clerk).

b) Sustainability in Cornwall Survey: as the closing date for this is 5th March it was **RESOLVED** that a response be delegated to the Clerk, in consultation with the Chairman and Vice-Chairman. (Action: The Clerk, Chairman & Vice-Chairman)

c) Climate Emergency Development Plan Document Consultation: the closing date is 16th April. Councillor Greatrex left the meeting at 9.15pm. It was **agreed** that each Councillor would provide feedback on a specified section to the Clerk by 18th March for consideration by Council at its next meeting prior to a response being formed. (Action: The Clerk & All Councillors)

238/20-21 Agenda Items for a future meeting

It was noted that Councillors would submit agenda items for future meetings to the Clerk.

239/20-21 Meeting Dates

It was noted that the next Ordinary meeting will take place on 23rd March 2021 at 7.00pm using Zoom and other dates were noted as agreed earlier in the meeting.

240/20-21 Exclusion of the Press and Public

It was **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.

241/20-21 Tenders

Councillor Greatrex returned to the meeting at 9.25pm.

a) Playground Grass Cutting:

It was **RESOLVED** to appoint Cherry Trees Garden Services on a three-year contract from 1st April 2021 – 31st March 2024. (Action: The Clerk)

b) Cemetery Grass Cutting:

It was **RESOLVED** to appoint Cherry Trees Garden Services on a three-year contract from 1st April 2021 – 31st March 2024. (Action: The Clerk)

c) Footpaths:

It was **RESOLVED** to appoint Cherry Trees Garden Services on a one-year contract from 1st April 2021 – 31st March 2022 with the option to extend this for a further two years to 31st March 2024 should Council continue with the LMP grant. (Action: The Clerk)

It was further **agreed** that Councillors Kersey & Taylor would work with the Clerk to look at prioritising any additional spend and other matters. (Action: The Clerk)

242/20-21 Soil Survey Update

The Chairman summarised the recommendations from the Soil Survey and confirmed that the matter was now satisfactorily closed with minimal actions by Council to include for all three areas surveyed:

- continue to use the open space as normal;
- advise contractors carrying out work to follow safety guidance;
- follow normal hygiene precautions regarding hand washing;
- advise Cornwall Council of any works being carried out in the area;
- put up relevant signage;
- advise insurers that recommended action has been taken.
- (Action: The Clerk)

243/20-21 Parish Assets

The Council considered the Clerk's report summarising the Council's Assets and what paperwork is currently available for these. Discussion took place regarding this and other areas in the Parish and ways to move this forward.

Councillor Chappell left the meeting at 9.55pm

At 10.00pm, during the discussion on this item, it was **RESOLVED** to continue the meeting until all business had been concluded.

It was **agreed** that the Clerk would prioritise the list of assets to include potential outgoings, risk liability and community interest and report back to Council at a future meeting to include how to resource any work that might be needed. (Action: The Clerk)

244/20-21 Clerk's Hours

The Clerk had worked within her contracted hours and Leave had been taken for February.

The Chairman closed the meeting at 10.06pm.

Signed: _____ Chairman Date: _____