



## **Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 3<sup>rd</sup> November, via Zoom, commencing at 7.00pm**

**Present:** Councillors K Buzza (Chairman), T Greatrex, E Jenkin, J Kersey, J Lee, P Rodda, A Spencer-Smith, T Taylor.

**In attendance:** Fiona Drew (Clerk), Cornwall Councillor L Pascoe, 2 members of the public.

The Chairman welcomed everyone and ran through some housekeeping matters relating to how the meeting would run.

### **101/20-21 Apologies for absence**

Apologies were noted from Councillors W Chappell, I Moore & N Player.

### **102/20-21 Declarations of interest & dispensations**

None.

### **103/20-21 Community participation**

i) Second Lockdown & the potential impact on Facilities: The Chairman raised a concern from a resident querying if there will be any impact on the play areas & toilets as a result of further lockdown restrictions being introduced on 5<sup>th</sup> November.

ii) PA20/02360/PREAPP: A resident spoke regarding their serious concerns about Agenda Item 7cii) and it was noted that a petition against this proposal, signed by 28 residents, had been sent to the Parish Council, Cornwall Council and the Case Officer.

Councillors Jenkin & Spencer-Smith joined the meeting at 7.10pm and the Chairman confirmed with them that neither had any declarations of interest.

### **104/20-21 Action required on matters raised during community participation**

i) Second Lockdown & the potential impact on Facilities: The Chairman confirmed guidance from CALC had been circulated, which advised Councils to continue with existing arrangements for play areas and toilets, and he suggested reviewing the operation of the facilities as necessary should the situation change.

ii) PA20/02360/PREAPP: The Chairman thanked the resident for the paperwork they had submitted to the Clerk and for presenting the case in relation to the pre-application. The Clerk will pass on the feedback and petition from the community to the Case Officer, along with any comments from when the item is discussed later in the meeting. (Action: The Clerk)

### **105/20-21 Minutes**

It was **RESOLVED** that the Chairman signs as a true and accurate record, the minutes of the Ordinary meeting held on 6<sup>th</sup> October 2020.

## 106/20-21 Matters Arising

The Council noted the Clerk's report regarding matters arising as follows, with all outstanding matters to be actioned by the Clerk:

- Noticeboard – this has now arrived and Chris Bray will be putting it up on 4<sup>th</sup> November
- Planning for the Future – a response has been submitted to the full consultation by the Clerk in consultation with the Chairman & Vice-Chairman and will be made available to Councillors on the shared drive
- Soil Survey – work is due to be carried out in the Youth Shelter area and the report should be available in mid-December
- PA20/07032 – Tregenhorne Barton, St Erth Praze – awaiting decision
- PA20/07033 – Listed Building consent, Tregenhorne Barton – awaiting decision
- Battery Mill Maintenance – S W Play should be carrying out this work w/c 15<sup>th</sup> November
- Apex Trees Services will be carrying out the work in Battery Mill shortly
- Tree Replanting – awaiting confirmation of costs
- Footpaths – Chris Bray is carrying out a feasibility study and the Clerk will do an outline report for the 17<sup>th</sup> November meeting
- Parking at the toilets will be on the January agenda
- All documents relating to Governance discussed have now been added to the website
- All Finance documents have been added to the website

## 107/20-21 Cornwall Councillor Report

Councillor Pascoe updated on the outcome of the Community Governance Review following the Full Council meeting held earlier today and confirmed that the amended recommendation had been approved. He also noted the meeting with the Gateway Court residents regarding traffic issues, which will be discussed on the next agenda, and the Suez planning application for the Recycling Centre, confirming that as yet no further response had been received from the Case Officer.

The Chairman thanked Councillor Pascoe for all his support throughout the Community Governance Review process. He felt that it had been a very good outcome for the community, and as a result of the decision today all the houses in Canon's Town will be aligned completely with Ludgvan and those in Rose an Grouse entirely with St Erth. He also thanked the community for their feedback and Councillors for all their work.

## 108/20-21 Planning

### **a) Applications:**

**i) PA20/07635:** Variation of condition 4 in respect of Decision Notice PA12/01026 dated 16.08.2012 (Conversion of garage to annexe); 7 Tredrea Lane, St Erth. Following discussion, it was **RESOLVED** that the Parish Council maintains its comments from the original application in 2012 and cannot support the use of UPVC as opposed to wood for the windows. It is not clear why UPVC windows would be easier to open than timber windows. (Action: The Clerk)

**ii) PA20/07934:** Change of Use of Existing Agricultural Building to Cookery School & Food Facilities to Existing Holiday Cottages (A3 Use Class); Sunrise Farm, Bosence Rd, Townshend. It was **RESOLVED** that the Parish Council supports this application. (Action: The Clerk)

iii) **PA20/05177**: Residential Annexe; Jericho Cottage, Jericho Lane, St Erth Praze. It was **RESOLVED** that the Parish Council maintains its objection to this application as it is still development in the countryside which is against the Cornwall Local Plan. Clear justification has still not been provided to explain why the annexe needs to be in a separate building as opposed to an extension to the main dwelling (as per Cornwall Council's Annexe Guidance Note). Changing the access to the utility room does not provide this justification. (Action: The Clerk)

**b) Decisions:**

i) **PA20/05238**: Listed building consent to provide one new CIS display; St Erth Station, Station Approach, St Erth – Approved with conditions

**c) Pre-Applications:**

i) **PA20/02074/PREAPP**: Pre-application advice for a single No.3 (No.) bedroom bungalow; 59 Chenhalls Rd, St Erth. It was noted that advice had already been given on this. It was **RESOLVED** that the Parish Council writes to the Case Officer to highlight the conflicts with existing policies regarding building on a floodplain and in the countryside, which he had referred to in his advice. (Action: The Clerk)

ii) **PA20/02360/PREAPP**: Pre-application advice for small development on this site, likely to be a pair of semi-detached houses with associated garden land; Land Rear of Church Street, Church Street, St Erth. It was **RESOLVED** to pass on residents' grave concerns about the potential loss of this amenity space, the very limited access to the site, issues regarding overlooking neighbouring properties and the churchyard, the impact on already limited parking and the proximity to the graveyard. In addition, for Councillor Pascoe to speak with the Case Officer to emphasise the strength of feeling in the community. (Action: The Clerk & Councillor Pascoe)

iii) **PA20/02527/PREAPP**: 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) with variation of condition 2 in relation to decision notice PA18/12087; Star Inn, 1 Church Street, St Erth. As there was no clear indication what had changed, it was **RESOLVED** to defer this until there was greater clarity or a formal application was submitted.

**d) Appeals:**

i) **APP/D0840/W/20/3251220**: Land East of Vicarage Gate, St Erth, Hayle TR27 6FL – Appeal Allowed. It was **RESOLVED** to consider passing a resolution at the end of the meeting to allow a confidential discussion regarding the legal implications of this decision.

**e) Other:**

i) **PA20/05624**: Updates on proposed development to the Refuse Waste Transfer Station from Suez. In consultation with the Chairman & Vice-Chairman, the Clerk had provided a response to the Case Officer seeking clarification on a range of issues, as agreed at the last meeting. This response had been circulated to all Councillors. As yet nothing had been received back from Suez. The Chairman has arranged a virtual tour of the Cornwall Energy Recovery Centre via Teams on Monday 9<sup>th</sup> November. He also outlined feedback that he and the Clerk had received from other Councils in similar situations.

ii) **Local Council Planning Conferences 2020** – It was **agreed** that the Chairman and Councillor Taylor would attend the session on 26<sup>th</sup> November via Teams. (Action: The Clerk)

### **109/20-21 Financial Matters**

#### **a) Receipts & Payments for October 2020:**

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

##### **Receipts received:**

Cemetery Fees	£570.00	Interment Fees
<b>TOTAL</b>	<b>£570.00</b>	

##### **Regular Payments to note:**

South West Water	£29.00	Water – Public Conveniences
British Gas	£30.00	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	£44.26	Landline, broadband, electricity - Vestry Rms
Nest Pension Scheme	£154.98	ERC of £77.49 & EEC of £77.49
F Drew	£1564.37	Clerk's Salary
HMRC	£461.77	PAYE Tax & NI
Google	£64.20	Gmail account
<b>TOTAL</b>	<b>£3,247.50</b>	

##### **Payments for approval:**

Cormac Solutions	£489.70	Contract for Public Conveniences for Oct – missing second clean due to CV-19 – extra invoice to follow
F Drew	£56.10	Clerk's expenses (itemised on invoice)
CALC	£72.00	Councillor Training (Code of Conduct)
CALC	£36.00	Councillor Training (Budgeting)
Whitehill Direct Ltd	£850.80	Noticeboard
Headland Printers Ltd	£18.00	No Parking sign for Battery Mill
<b>TOTAL</b>	<b>£1522.60</b>	

#### **b) Monthly bank reconciliation:**

The Chairman noted that Councillor Player had emailed to confirm she had carried out a satisfactory bank reconciliation for September with the Clerk.

#### **c) Replacement IT Equipment:**

The Chairman outlined the importance of technology to enable Councillors that undertake certain functions to carry out their work effectively. He noted an immediate issue regarding the Council iPad that the Vice-Chairman currently uses for his work on planning, meetings, the website etc, and also the need for a longer-term IT strategy for all Councillors. Discussions took place regarding costings, the possibility of a short-term lease until a longer-term solution was put in place next May following elections, and the need for an options appraisal to inform this strategy. It was **RESOLVED** to explore a short-term lease option

but if this was not a financially sound solution, then to allow the Clerk, in consultation with the Chairman & Vice-Chairman, to proceed with purchasing a lower specification and hence lower cost iPad, to include trade-in of the old machine. In addition, to set up a group who will work to inform both the budgeting process and develop an IT strategy for the new municipal year in May. (Action: The Clerk, Chairman & Vice-Chairman)

Councillor Kersey was having connection issues and agreed for the meeting to continue without her.

**d) Review of Charges for Cemeteries & Allotments:**

The Council considered the report of the Clerk outlining current fees and comparing with other local Councils. It was **RESOLVED** to maintain fees for both Cemeteries & Allotments at current rates and to review these again in October 2021.

**110/20-21 Governance**

**a) Review Constitution & Terms of Reference for the Communications & Engagement Committee and request for co-option:**

The Council considered the report of the Clerk outlining the Terms of Reference and the Chairman highlighted the purpose of Committees and Working Groups and the focus for Communications & Engagement. It was **RESOLVED** to change the Committee to a Working Party and agree the Terms of Reference as outlined. It was further **RESOLVED** to co-opt Stephen Murley in a non-voting advisory capacity to the Working Group. (Action: The Clerk)

**b) Budget Working Group and Terms of Reference:**

It was **RESOLVED** to set up a Budget Working Group in place of previous informal budget meetings, to include all Councillors and allow initial work on the budget to take place and then make recommendations to Full Council for approval. The Clerk would draft Terms of Reference for this Group which would meet on 17<sup>th</sup> November to discuss the 2021/22 budget. (Action: The Clerk)

**111/20-21 Highways Improvements**

**a) Feedback following Public Consultation:**

The Chairman noted that the outcome of the Public Consultation was originally due to be communicated on 23<sup>rd</sup> October. This has now been delayed to 3<sup>rd</sup> December due to annual leave of Officers and the volume of feedback received.

**b) Public Consultation for a Safe Crossing Point at Water Lane:**

The Chairman informed Councillors that the consultation was no longer showing on the Cornwall Council website. He asked the Clerk to contact the relevant department to find out what had happened. As the deadline is not until 20<sup>th</sup> November it was **agreed** that the Clerk would circulate the details when available, and it will either be discussed at the next meeting or the Clerk, in consultation with the Chairman and Vice-Chairman and Councillor feedback, will respond on behalf of the Council. (Action: The Clerk)

**112/20-21 Business Plan**

This had been circulated and Councillors noted an additional Ordinary meeting on 15<sup>th</sup> December.

**113/20-21 Agenda Items for a future meeting**

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

**114/20-21 Date of next meetings**

The next Ordinary meeting will take place on 17<sup>th</sup> November at 7.00pm using Zoom.

**115/20-21 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.

**116/20-21 APP/D0840/W/20/3251220**

The Chairman outlined the legal implications of this appeal decision, based on advice taken by the Clerk. The confidential document will be made available to all Councillors and it was **agreed** to take further advice in relation to the Neighbourhood Plan. (Action: The Clerk)

The Chairman closed the meeting at 9.10pm.

Signed: \_\_\_\_\_ Chairman      Date: \_\_\_\_\_