



Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 6th October, via Zoom, commencing at 7.00pm

Present: Councillors K Buzza (Chairman), W Chappell, T Greatrex, E Jenkin, N Player, A Spencer-Smith, T Taylor.

In attendance: Fiona Drew (Clerk), Cornwall Councillor L Pascoe, 4 members of the public.

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

88/20-21 Apologies for absence

Apologies were noted from Councillors J Kersey, J Lee, I Moore, P Rodda.

89/20-21 Declarations of interest & dispensations

None.

90/20-21 Community participation

1. Caravan: The Chairman reported that he had been notified of the unauthorised siting and use of a caravan and that this had been reported to Cornwall Council. He reminded everyone that members of the public are encouraged to report things like this direct to Cornwall Council and that the Clerk can assist if needed.

2. Soil on land: The Chairman reported that he had been notified of a large amount of soil that had been placed on land near the riverbank. This had been reported to the Environment Agency in case it resulted in any issues with flooding.

3. Toilets: The Chairman of SERA, Derek Tilby, asked for a vote of thanks to be passed on to Cormac as the current cleaner of the toilets is doing a very good job. The Chairman thanked Derek for the work he was doing in relation to monitoring the toilets. A resident then spoke about the parking outside the toilets and the current contract with Llawncroc.

91/20-21 Action required on matters raised during community participation

1. Caravan: Already reported.

2. Soil on land: Already reported.

3. Toilets: This will be discussed later on the agenda.

92/20-21 Minutes

It was **RESOLVED** that the Chairman signs as a true and accurate record, the minutes of the Ordinary meeting held on 8th September 2020.

93/20-21 Matters Arising

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

- Footpaths 111/7/2 & 112/52/4 – nothing further has been received from the Countryside Team as yet
- PA20/05624 – St Erth Refuse Transfer Station – comments have been sent to the Planning Officer and Suez - responses have been uploaded to the planning portal. As a response is required prior to the next meeting, it was **agreed** to delegate this to the Clerk, in consultation with the Chairman and Vice-Chairman and Councillors are asked to feedback to the Clerk no later than midday on Friday 9th October. (Action: The Clerk)
- PA20/06083 – Star Inn Church Street, St Erth – refused
- PA20/06733 – Treloweth Cottages, Treloweth Lane, St Erth – awaiting decision
- Bus Stops – this has been reported to Cornwall Council including the state of the shelter
- St Erth sign – this has been reported to Cornwall Council
- The Noticeboard has been ordered and should take 3-4 weeks to arrive
- Planning for the Future – a response has been submitted to the short-term proposals and the Clerk, in consultation with the Chairman & Vice-Chairman, will respond to the main part, as agreed, by 29th October.
- Climate Emergency Development Plan Document – a response has been submitted
- Covid-19 Letters of Thanks – nominations have been passed on to the Lord-Lieutenant
- Soil Survey - the work has been commissioned as agreed and reports will be circulated when available

94/20-21 Planning

a) Applications:

i) **PA20/07032:** Single Storey extension (granny annex); Tregenhorne Barton, 19 Steppy Downs Road, St Erth Praze. Following discussion, it was **RESOLVED** that the Parish Council support this application. (Action: The Clerk)

ii) **PA20/7033:** Listed building consent: Single Storey extension (granny annex); Tregenhorne Barton, 19 Steppy Downs Road, St Erth Praze. It was **RESOLVED** that the Parish Council support this application with the proviso that the applicant complies with keeping the materials as outlined in the plans. (Action: The Clerk)

b) Decisions:

i) **PA19:09125:** Change of use of existing field to domestic curtilage and replacement two storey extension; Gwedna Cottage, 64 Bosence Road, Townshend – Refused

ii) **PA20/05470:** Porch extension to the front of the property with balcony to the first floor; 1 Godolphin View, Bosence Road, Townshend - Approved

iii) **PA20/05433:** Listed building consent to re roof single storey rear utility, store and WC; 2 Battery Mill Lane, St Erth – Approved with conditions

iv) **PA20/04415:** Proposed extensions; 10 St Erth Hill, St Erth – Approved with conditions

c) Other:

i) Local Council Planning Conferences 2020 – It was **agreed** that the Chairman would attend the meeting on 21st October via Teams and if any other Councillor wished to do so they would contact the Clerk. (Action: The Clerk)

95/20-21 Verbal Reports of Meetings attended

a) Cornwall Councillor's Report – Councillor Pascoe updated on the recent Electoral Review Panel meeting he had attended. He raised a query he had received from a resident at Gateway Court who was having problems getting out onto the road and a discussion took place regarding issues at the A30 junction. It was **agreed** that Councillor Pascoe would liaise with Nicola Yeates to organise the traffic review that had been promised following completion of the Multi Modal Hub. (Action: Councillor Pascoe). He had also attended the recent Community Network Panel (CNP) meeting which the Chairman would report on.

b) Other Reports:

i) Planning Conference – The Chairman and Councillor Moore attended this on 22nd September. This included presentations from Hayley Jewells, Head of Development Management, an infilling and rounding off session led by John Drew of Enforcement & Appeals and a session regarding the Planning for the Future consultation. Slides should follow and will be available to all Councillors. (Action: The Clerk)

ii) Community Governance Review (CGR) – The Chairman gave an update regarding the current amended recommendation by Officers which includes Rose an Grouse being part of St Erth and Canonstown being part of Ludgvan. This amended recommendation is a result of the feedback received by Cornwall Council during the public consultation period. Both Councillor Pascoe and Councillor Elliott for Ludgvan gave their support to the Panel for this recommendation. This will now go to Full Council on 3rd November with a recommendation for approval.

iii) Higher Vestry Working Group – The group had met with representatives of the Chapel Committee on 29th September and will meet again once the Committee has decided how they wish to move forward, to see if the Council can provide any non-financial support.

iv) CNP – The Chairman had attended this on 5th October. The topics covered were how to carry out a Carbon Audit, details of which are available to all Councillors, an update on Family Services and meeting Rupert Spencer, the new Highways & Environment Manager. Under Highways, it was noted that the crossing point at Water Lane had been agreed in the previous round of funding and the design and updates to progressing this will be shared with Council. The Chairman submitted three proposals under the expressions of interest for current funding, which were not directly related to the highways improvements now under consultation, as follows: i) height warning signage on Causeway in both directions, ii) signage and access on B3301 at the same junction for cyclists, iii) dropped kerbs at Trehayes Meadow. The next CNP meeting will be via Teams on 7th December.

96/20-21 Committee Meeting Minutes

The Council considered the Clerk's report following the two Open Spaces Committee Meetings held recently. Further to discussions of the recommendations made by the Committee, the following decisions were made:

a) Vicarage Gate:

It was **RESOLVED** to keep this closed at present due to Covid restrictions; to continue to maintain the site but not undertake any renewal of equipment, with a review to take place in line with future development at this end of the village at Boscarnek; to get a cost to remove any timber posts that have been highlighted as medium risk. (Action: The Clerk)

b) Battery Mill:

i) **Zip Wire** – it was **RESOLVED** to use the S106 money available to purchase a new zip wire, on the proviso that three quotes were obtained and that the total came within budget, including any associated works. (Action: The Clerk)

ii) **Skate Park** – it was **RESOLVED** to allow the Committee to look further into design, costings and funding to assess what would be feasible. (Action: The Clerk & Open Spaces Committee)

iii) **Maintenance** – it was **RESOLVED** to carry out maintenance work highlighted in the Clerk's report: to the Basket Swing Frame as quoted by South West Play at £698.00; to replace the rotting timber on the Junior Activity equipment as quoted by South West Play at £297.00; to budget for general rust and damaged paintwork in 2021/22; (Action: The Clerk)

c) Trees:

i) **Old Churchyard** – it was **RESOLVED** to monitor the lime tree that had been reported, based on Apex Tree Services advice. (Action: The Clerk)

ii) **Playgrounds** – it was **RESOLVED** to contract Apex Trees to fell the alder trees in Battery Mill highlighted in the survey at a cost of £350.00, with the proviso that the trees would be placed on a list to be replaced at some time in the future although not necessarily in this area; to include the remaining work as outlined in the report in the 2021/22 budget - £300.00 for Battery Mill & £350.00 for Vicarage Gate; to remove the branches covering the sign by the road and consider moving the sign to the entrance of the play park. (Action: The Clerk)

iii) **Replanting** – it was **RESOLVED** to plant two fruit trees at St Erth School and one fruit tree outside the Church, the latter to be joint funded by the PCC, on the proviso that the need for a faculty did not make the cost prohibitive (Action: The Clerk & Derek Tilby); this recommendation is dependent on costings, scale and size to ensure they are appropriate for the areas and the Clerk would provide this information to Council. (Action: The Clerk)

d) Footpaths:

It was **RESOLVED** to get Chris Bray to do a feasibility study to assess the current state of the paths in order to allow Council to determine if taking on the LMP grant and associated work is a viable option prior to budgeting for next year, at a cost of £250 + VAT. In addition, to contact the Ramblers Association to assess usage on local paths. (Action: The Clerk)

97/20-21 Toilets

The Council considered the Chairman's report. Following discussion, it was **RESOLVED** to continue with the opening of the Ladies / Accessible toilet only, to be reviewed again in January or earlier if the situation in relation the pandemic changes; to consider ways to

reduce the operating costs e.g. cost efficiency of cleaning contract, voluntary user contributions etc; to review all data again in November 2021. (Action: The Clerk)

Discussion then took place regarding the car parking at the toilets and it was **RESOLVED** to carry out a review of this in December, once the highways improvements consultation had been concluded, as the outcome may have an impact on parking. This review could be deferred to the new year if all the information needed was not available.

98/20-21 Highways Improvements

Following lengthy discussion regarding the different aspects of the scheme the Chairman took a vote on each individual feedback criteria and it was **RESOLVED** to support all six statements. The Chairman reminded Councillors that they could comment as private individuals if they wished to do so regarding any particular aspects of the scheme.

At 10.00pm, during the discussion on this item, it was **RESOLVED** to continue the meeting until 10.15pm.

99/20-21 Governance

a) Standing Orders: It was **RESOLVED** to adopt the Standing Orders approved at the meeting on 18th August 2020.

b) Financial Regulations: It was **RESOLVED** to adopt the Financial Regulations approved at the meeting on 18th August 2020.

c) Committee Memberships: It was **RESOLVED** to amend the Governance and Charges Committee memberships by moving Councillor Chappell to the Charges Committee and Councillor Moore to the Governance Committee.

d) Higher Vestry Working Party Terms of Reference: It was **RESOLVED** to approve the terms of reference as circulated.

100/20-21 Financial Matters

a) Regular Payment Schedule:

It was **RESOLVED** to approve the amended regular payment schedule for use until March 2021 as previously circulated.

b) Receipts & Payments for September 2020:

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

Receipts received:

Precept	£29,065.00	Second payment
Council Tax Support Grant	£879.91	Second payment
Cemetery Fees	£160.00	Interment & Memorial Fees
TOTAL	£30,104.91	

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	£52.49	Landline, broadband, electricity - Vestry Rms
Nest Pension Scheme	£175.70	ERC of £87.85 & EEC of £87.85
F Drew	£1729.93	Clerk's Salary (to include backdated pay)
HMRC	£580.59	PAYE Tax & NI
Google	£57.96	Gmail account
TOTAL	£3,554.59	

Payments for approval:

Cormac Solutions	£850.21	Contract for Public Conveniences for Sept – includes second clean due to CV-19
Cormac Solutions	£510.00	Remedial work on Electrics in Ladies Toilet
F Drew	£42.24	Clerk's expenses (itemised on invoice)
SeaDog IT	£155.00	Domain renewal (2 years)
C McDonald Builders Ltd	£148.80	Lead Tray for Vestry Room Chimney
C McDonald Builders Ltd	£1,723.30	Repairs to Vestry Room Chimney (insured)
Cherry Trees	£175.00	Additional maintenance work in Closed Churchyard
TOTAL	£3,604.55	

c) Monthly bank reconciliation:

Councillor Player confirmed she had carried out a bank reconciliation for August with the Clerk.

d) Second Quarter Budget Update:

This has been circulated to Councillors previously and was noted.

e) Replacement IT Equipment:

During discussion on this item, at 10.15pm it was noted that this and the other items remaining on the agenda would be considered at the next meeting.

The Chairman closed the meeting at 10.15pm.

Signed: _____ Chairman Date: _____