



## **Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 7<sup>th</sup> July, via Zoom, commencing at 7.15pm (delayed start due to system access issues)**

**Present:** Councillors K Buzza (Chairman), E Taylor (Vice-Chairman), W Chappell, J Kersey, J Lee, N Player, P Rodda.

**In attendance:** Fiona Drew (Clerk), Councillor L Pascoe (Cornwall Council) and 1 member of the public.

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

### **13/20-21 Apologies for absence**

It was **RESOLVED** to accept apologies received from Councillor Spencer-Smith. Apologies were noted from Councillor Jenkin.

### **14/20-21 Declarations of interest & dispensations**

None.

### **15/20-21 Community participation**

The Chairman reported the sad news that a 71-year-old cyclist had died in an incident under the railway bridge last Thursday. When more details are available in due course the Council will consider if there are any actions necessary relating to road safety.

Three matters were raised by a member of the public as follows:

1. PA20/04415: This was on an iron age prehistoric fort and as such Cornwall Council should refer it to the archaeological unit.

Councillor Chappell joined the meeting at 7.20pm.

2. Toilet numbers & signage: The statistics for the toilets were requested to see whether they provided value for money. A request was also made for the toilets to be signed from the footpaths as although locals knew they were there, walkers might not.

3. Tree survey & replacement of trees: A question was raised about what happened in relation to the two replacement saplings when the fencing was carried out by the toilets. Following the last tree survey, it was agreed with the previous Clerk that a discussion would take place with the PCC about any proposed works before it was undertaken. It was noted that the PCC was keen to agree a joint scheme to replace any trees that were felled in the Churchyard.

## **16/20-21 Action required on matters raised during community participation**

1. PA20/04415: The comments made would be considered under the relevant agenda item.
2. Toilet numbers & signage: The Chairman reported that 2019 data analysis was available for the Ladies but not the Gents as yet and this was publicly available. Data relating to both toilets was currently being reviewed and should be available at the next meeting. Councillor Taylor noted that it was a public facility and a survey conducted indicated that the community wanted the toilets to be retained. It had already been agreed that a review will be carried out of the toilets in the autumn which will include usage and running costs. It was agreed that signage to the toilets would be investigated. (Action: The Clerk)
3. Tree survey & replacement of trees: Councillor Taylor confirmed that three trees had been planted at the Youth Shelter following the work at the toilets. It was agreed that where trees were lost when work was carried out by the Council, it would consider replacing them. When this related to work in the Churchyard, the Council would discuss with the PCC and look at agreeing a joint replacement scheme. (Action: The Clerk)

## **17/20-21 Minutes**

It was **RESOLVED** that the Chairman signs as a true and accurate record, the minutes of the Ordinary meeting held on 2<sup>nd</sup> June 2020.

## **18/20-21 Matters Arising**

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

### **1. 6/20-21 – Matters Arising**

3b) PA20/00516: Permission in principle for construction of dwellings; land east of Vicarage Gate – the appeal had now been submitted – any representations must be received by 5<sup>th</sup> August and it was agreed to consult with Jon Pender and for a delegated response to be made under Standing Order 25, as the deadline is before the next Council meeting.

7. 179/19-20 Soil survey update - the Clerk continues to follow up with Cornwall Council.

### **2. 7/20-21 – Ratify decisions taken under Standing Order 25**

SO25/2 - To amend Regulation 4.1 to cover Clerk's ability to spend - amendments to Financial Regulations to be considered on August agenda.

### **3. 8/20-21 – Ratify decisions taken under Emergency Scheme of Delegation**

ESD/11 - PA19/09982: Land SE of Boscarnek, St Erth - awaiting decision.

ESD/15 - PA19/09125: Gwedna Cottage, 64 Bosence Road - awaiting decision.

### **4. 9/20-21 Facilities provided by the Parish Council**

(b) Allotments - updated risk assessment to be considered on August agenda

(c) Cemeteries - updated risk assessment to be considered on August agenda

## 5. 11/20-21 Agenda Items for a Future Meeting

4. Highways Issues: overgrown verges at Jericho Lane, Trenhayle Lane & Water Lane have been reported, acknowledged as needing work and is currently showing as pending.

It was agreed to amend the agenda order and to discuss Items 11a) & b) next.

### 19/20-21 Footpaths

#### a) Footpath 111/7/2 & 112/52/4 from Relubbus to St Erth

Councillor Pascoe updated on the temporary closure of the footpaths and outlined the plans from Cormac to reinstate and protect the section at Carbis Mill using the insertion of gabions. They are liaising with the Environment Agency who need to agree any works in advance. The footpaths will remain closed until work is complete and Cormac hope to complete the works before October (subject to EA consent). It was agreed that the Council would liaise with the Countryside Team to keep track of the work. (Action: The Clerk)

#### b) Footpath 111/51/1 from St Erth to Hayle Causeway

The Clerk updated on discussions with Vanessa Luckwell regarding potential funding to look at addressing the flooding / tidal issues here to enable a flood free path. The Bay to Bay Cycle path and the route it was likely to take was also discussed. It was agreed that the Clerk would contact Greg Kerry to discuss the EA's future plans and continue to follow up any funding opportunities. (Action: The Clerk)

### 20/20-21 Planning

#### a) Applications

i) **PA20/04415:** Proposed Extensions; 10 St Erth Hill, St Erth. It was **RESOLVED** that St Erth Parish Council, whilst it is minded to support the application in terms of its design, finish and size, requests before a decision is made that a survey is carried out in relation to the impact this work will have on the iron age fort in the area. It believes that a thorough investigation must be done of what is actually on this site, and is concerned that no mention of the historic nature of the site has been made in the application or that there has been no heritage consultation on this, given that the site is well documented on Cornwall Council's interactive mapping system and the Ordnance Survey map. Councillor Pascoe agreed to discuss these concerns with the Planning Officer. (Action: The Clerk)

ii) **PA20/04116:** Refurbishment and extension of 41 chalets with variation of condition 2 in relation to decision notice W1/88/P/0647; 27 Tudor Court, Tolroy Manor Holiday Park, St Erth Praze. It was **RESOLVED** that St Erth Parish Council supports this application subject to the following condition being imposed, and enforced, to confirm holiday use only, that the development hereby permitted shall be used as holiday accommodation only and shall not be occupied as a person's sole or main place of residence. The owners / operators will maintain an up to date register of the names of all owners / occupiers of each individual unit on the site, and of their main home addresses, and will make this information available at all reasonable times to the Local Planning Authority. (Action: The Clerk)

## b) Decisions

- i) **PA20/01493**: Trelean Barns, Steppy Downs Road – approved with conditions
- ii) **PA20/02486**: Birch Cottage, Jericho Lane – approved with conditions
- iii) **PA20/01458**: Listed Building Consent, St Erth Station – approved with conditions
- iv) **PA20/02695**: Listed Building Consent, Vestry Rooms – approved with conditions
- v) **PA20/02582**: 24 Church Street – approved with conditions

## c) Other:

i) **To ratify decision taken under Standing Order 25 relating to PA20/04692**: Non material amendment in relation to decision notice PA18/12087: Amendment to exterior finish; Star Inn 1, Church Street, St Erth. It was **RESOLVED** to ratify the following response: St Erth Parish Council objects to this application to amend the exterior finish previously approved in PA18/12087. It does not feel that this is a non-material amendment as, if granted, it will result in a change to the appearance of the buildings. This is more than a small change to the previous application, it is a way to alter condition 3 that was imposed relating to the material to be used, namely natural stone. There is strong public feeling about this small development and the proposed change in finish does not fit with either setting. The reason given for this amendment may be viability but the applicant would have been aware of the costs when the original application was made. As the homes are not affordable housing, the costs for an appropriate finish would be included in the asking price for the houses when the developer sells them.

**Decision**: Refused as the amendments cannot be considered as non-material in relation to the original planning permission.

## 21/20-21 Reports

The Chairman reported on the Community Network Panel meeting that took place on Teams recently. Discussions included updates on impact of Covid-19, future agenda items and frequency and timings of future CNP meetings. Future agenda items requested included updates on the Community Governance Review and the Loggan's Moor roundabout development. It was noted that these meetings would continue virtually every quarter. The minutes would be circulated when available. (Action: The Clerk).

Councillor Pascoe left the meeting at 8.20pm.

The Clerk reported on two webinars relating to re-opening Toilets & Playgrounds and the Smaller Councils meeting she had attended. It was noted that Cornwall Council and CALC had found virtual meetings a useful way of disseminating information and have discussions and they would be looking to continue these going forward.

## 22/20-21 Facilities provided by the Parish Council

### a) Toilets – review of temporary closure

The Council considered the Clerk's report, highlighting matters relating to government guidance, the risk assessment and costs involved if the toilets were to be reopened safely, and a number of questions were raised in relation to these costings and cleaning. Councillor Rodda left the meeting at 8.50pm. Following lengthy discussion, it was **RESOLVED** that the Ladies / Accessible toilet be temporarily re-opened, to be reviewed at the September

meeting to see whether this would continue or not based on updated government guidance, costings etc, and subject to the following actions being implemented prior to opening:

- General maintenance carried out including replacing door
- Full system disinfection, testing and deep clean carried out
- Legionella risk assessment and fixed wire test completed
- Dispensers for sanitiser and / or wipes installed
- Appropriate signage put up relating to social distancing, handwashing techniques & hygiene
- Signage amended to show Gents closed and Ladies / Accessible toilet for use by all
- Confirm with Cormac to open at 9.00am following first clean, second clean to be carried out around 12.00-1.00pm and a volunteer rota to be agreed to close at 7.00pm
- Cormac to flush the Gents daily to avoid the build-up of legionella

It was noted that, due to the timescale in relation to the legionella testing which was a minimum of two weeks, the goal would be to open the toilet no later than 1<sup>st</sup> August (depending on availability of contractors). It was also agreed that the Clerk would monitor the situation once the toilet is reopened and liaise closely with Cormac and keyholders locking up the facility. (Action: The Clerk)

#### **b) Play grounds – review of temporary closure**

The Council considered the Clerk's report highlighting matters relating to government guidance and the risk assessment. Councillor Rodda returned to the meeting at 9.10pm. Following discussion, it was **RESOLVED**, based on usage, type of equipment and accessibility of the toilets and waste bins, to open Battery Mill park & the Youth Shelter area only (leaving Vicarage Gate closed for now) subject to the following actions being implemented prior to opening:

- Carry out any general maintenance highlighted
- Appropriate signage put up relating to social distancing, personal hygiene, supervision of children and taking personal responsibility

It was agreed that the parks would be inspected at least weekly to ensure that signage is still in place and areas are clean and tidy, and that the Clerk would monitor the situation and liaise with the grass cutting contractor. (Action: The Clerk)

### **23/20-21 Maintenance Work**

#### **a) Recommendations following annual play inspection**

The Council considered the Clerk's report and it was noted that there were no high or very high-risk issues. Queries were raised in relation to the quotes provided for low risk work relating to the Hags Multi play equipment. It was **RESOLVED** that the general maintenance highlighted in the report be carried out including the removal of the timber around the basket swing at Battery Mill and the Clerk would seek alternative quotes relating to the basket swing, the multi-play equipment and general rust/paint work required. It was noted that none of these items were high risk and could be dealt with once the parks were open. It was further agreed that the bin shelter be removed by the Youth Shelter owing to continued vandalism of the door and to put up a No Dog Sign at the entrance. (Action: The Clerk)

It was agreed to hold an Open Spaces Committee meeting in August to discuss Vicarage Gate and other plans. (Action: The Clerk)

## **b) Remedial tree work and tree survey**

The Council considered the Clerk's report, following a concern raised by a resident in relation to tree branches in the Churchyard, and last year's tree survey for the Churchyard and Cemetery. It was **RESOLVED** that Apex Tree Services carry out the work highlighted in the report, first consulting with the PCC in relation to works in the Churchyard, and carry out an inspection of the play grounds and provide a written report as quoted. (Action: The Clerk)

## **24/20-21 Highways Improvements Project Update**

The Chairman updated on the proposed plans following a discussion with Nicola Yeates from Cornwall Council and Jason Hoole-Jackson of Cormac relating to Highways Improvements in the Village and shared draft plans. Some of the 20mph signs, cushions and yellow lines were missing, the buffer zone, additional build outs, HGV exclusion zone and speed on Treloweth Lane all needed reviewing. A discussion took place regarding the draft plans and the timescales involved, and it was noted once amended plans were received, they would be circulated to Council for full discussion prior to any public consultation. (Action: The Clerk)

Councillor Chappell left the meeting at 10.00pm.

It was **RESOLVED** to continue the meeting to complete the business on the agenda.

## **25/20-21 Community Governance Review Update**

A meeting of the Electoral Review Panel will take place on 15<sup>th</sup> July although there is no agenda published as yet. Cornwall Council have now confirmed that they have received all the feedback forms submitted in Stage 3 of the process. The Clerk will monitor the agenda details. (Action: The Clerk)

## **26/20-21 Co-option of Councillor process**

The Council considered the Clerk's report highlighting the need for a process regarding co-option. It was **RESOLVED** to adopt the draft Co-option Policy and Procedures previously circulated, along with an eligibility form, application form and person specification.

It was further agreed, as there are currently two Councillor vacancies, that the Clerk would advertise these vacancies with a view to co-opting at the next meeting. If more than three applications were received then an additional meeting would be needed and it was agreed that the Clerk would contact Councillors to check availability for 18<sup>th</sup> August if required. (Action: The Clerk)

## **27/20-21 Cemetery Regulations & Records**

The Council considered the Clerk's report highlighting the Council's responsibilities as a Burial Authority. It was noted that as a result of historic issues the required records are not currently in place, but that going forward action has been taken to ensure that all future records will meet statutory legislation and that an effort will be made to produce historic records as far as is possible. It was agreed to consider the draft Regulations at the next meeting. (Action: The Clerk)

## **28/20-21 Parish Assets**

The Clerk updated on the current FOI request relating to land owned by the Parish Council and it was noted that until the records office at Kernow Kresen reopened, this couldn't be moved forward. Once feasible, work would be done to confirm what the Parish Council own and ensure it is registered, and Councillor input to this process would be vital for the Clerk. (Action: The Clerk)

## **29/20-21 Financial Matters**

**a) Receipts & Payments for June 2020** – It was **RESOLVED** to note receipts received, ratify regular monthly payments made and approve payments due as follows:

### **Receipts received:**

S106 payment	£ 461.88
Cemetery Fees	£ 560.00
Allotment Rents	£ 42.50
Allotment Rent	£ 35.00
<b>TOTAL</b>	<b>£1,099.38</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 - Church Yard & Cemeteries
Cherry Trees	£ 436.96	Grass cutting - Play areas
Utility Warehouse	£ 50.16	Landline, broadband, electricity - Vestry Rms
NEST Pension Scheme	£ 150.84	ERC of £75.42 and EEC of £75.42
F Drew	£1,524.86	Clerk's Salary
HMRC	£ 444.40	PAYE Tax & NI
Google	£ 49.68	Gmail account
<b>TOTAL</b>	<b>£3,177.86</b>	

### **Payments for approval:**

Cormac Solutions	£ 258.54	Contract for Public Conveniences for June - invoice reduced by 50% due to CV-19
Cormac Solutions	£ 229.50	Annual Play Equipment Inspection
F Drew	£ 32.39	Clerk's Expenses
F Drew	£ 174.00	12 hours holiday for 2019/20 accrued during handover period based on hours worked
<b>TOTAL</b>	<b>£ 694.43</b>	

## **b) First Quarter Budget Update**

The report was available for Councillors to view on Drive and it was agreed to defer discussion to the next agenda. (Action: The Clerk)

## **30/20-21 Correspondence**

**a) Hayle Growth Area Concept Plan Consultation** – the deadline for comment is 10<sup>th</sup> August and it was agreed that the Clerk would respond to this in consultation with the Chairman and Vice-Chairman. Please pass on feedback to the Clerk. (Action: The Clerk, Chairman & Vice-Chairman)

**b) LGA Model Member Code of Conduct Consultation** – the deadline for response is 17<sup>th</sup> August. It was agreed that Councillor Player and the Clerk would draft a response for consideration at the next meeting. (Action: The Clerk & Councillor Player)

**c) Luxylan Parish Council letter** – noted

**31/20-21 Agenda items for a future meeting**

Standing Orders, Financial Regulations and the Risk Register will be considered on the August agenda, along with Co-option of new Councillors.

**32/20-21 Date of next meeting**

The next meeting will take place on 11<sup>th</sup> August 2020 at 7.00pm using Zoom.

**33/20-21 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.

**34/20-21 Clerk's Probation Review**

It was **RESOLVED** that the Clerk's probationary period has been successfully completed.

The Chairman closed the meeting at 10.20pm.

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