



The Vestry Rooms
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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 13th April 2021, via Zoom, commencing at 7.00pm

Present: Councillors K Buzza (Chairman), W Chappell, T Greatrex (arrived at 7.40pm), E Jenkin, J Lee, J Kersey, N Player, P Rodda (left at 8.00pm), A Spencer-Smith, T Taylor

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

The Chairman started the meeting with a minute's silence in memory of Prince Philip, Duke of Edinburgh.

263/20-21 Apologies for absence

None

264/20-21 Declarations of interest & dispensations

None

265/20-21 Update on Footpaths 111/7/2 & 112/52/4

Don Martin, the Countryside Team Leader for Cormac, had not been able to attend the meeting so the Clerk shared an email update, which included a map of a short-term option Cormac were looking at to form a circular route to walk around the closed section of the path at Carbis Mill, and confirmed that Cormac had been consulting with the Environment Agency (EA) on this matter.

266/20-21 Footpaths

Discussion took place about what options there were and what Cornwall Council's responsibilities for maintaining footpaths was. It was **agreed** that the Clerk contact the EA for a copy of its report and clarification on the stance they were taking on this section of the river. It was further **agreed** to invite Don Martin to the 4th May meeting for an update on the proposals that had been made and for Cormac's views on WCFPS's proposal for a more natural way of defending the river bank and path using a palisade and reeds. The Highways Act was discussed in relation to changes that were being proposed to the paths. (Action: The Clerk)

267/20-21 Community participation

1. Issues regarding disturbance in Green Lane: Councillor Pascoe had been contacted by a resident regarding problems in Green Lane with small motorbikes. Residents have reported verbal abuse and some items have been stolen. Councillor Pascoe has reported this to the police and will share any feedback with the Clerk.

268/20-21 Action required on matters raised during community participation

1. Issues regarding disturbance in Green Lane: Councillor Taylor advised that every time something happened each resident needed to report this to the police to ensure there was a log of incidents. Councillor Pascoe will share the correspondence he has received with the Clerk and the Clerk will then contact Inspector Cheminant. (Action: Councillor Pascoe & the Clerk)

Councillor Greatrex joined the meeting during discussion on this item at 7.40pm.

269/20-21 Minutes

It was **RESOLVED** that the Chairman signs as a true and accurate record, the minutes of the Ordinary meeting held on 23rd March 2021.

270/20-21 Matters Arising

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

- **156/20-21** Zip Wire – this is now complete and Cornwall Council have paid the balance outstanding for the S106 money, resulting in a total cost to the Council of £635.75; there have been a number of reports regarding slipping on the platform – the Clerk has discussed this with the contractor and manufacturer who have advised that it complies with all safety standards and that if any changes are made the equipment the warranty will be invalid
- **172/20-21** Website – this has gone live and is in a soft launch period which will allow SeaDog IT to bug fix, install some security plugins, and analytics and run some backend tweaks; training is planned for the Clerk and Councillors Taylor & Player on Wednesday 14th April via zoom
- **234/20-21a)** Public Toilets – the Gents toilet reopened on 12th April and cleaning has reverted to one clean per day
- **251/20-21aii)** PA21/01422 – Jericho Cottage, St Erth Praze – awaiting decision
- **251/20-21aiii)** PA21/02199 – 88 Strawberry Hill, Tolroy Manor Holiday Park – awaiting decision
- **251/20-21b)** PA21/02843 – Screening Opinion for EIA, Trevarthian Farmhouse, Plain An Gwarry – awaiting decision
- **252/30-21** Cornwall Council's Waste & Recycling Arrangements – an email has been sent to the relevant Portfolio Holders and the Clerk is awaiting a response
- **254/20-21** Governance – all policies & Terms of Reference have been added to the new website
- **256/20-21** Water Lane Consultation for crossing improvements – the Clerk has circulated the response received from the Officer in charge of the consultation regarding why the location was chosen – awaiting outcome
- **256/20-21** Boscarnek Consultation for removal of disabled parking bay – awaiting outcome

271/20-21 Planning

a) Applications:

None

b) Decisions:

None

c) Other:

i) **PA20/05624:** Proposed redevelopment of St Erth Refuse Transfer Station (RTS) Minute reference 251/20-21ai). It was **RESOLVED** to ratify the delegated response to confirm acceptance of the proposed conditions and the compromise on the extended hours.

272/20-21 Verbal Reports

Councillor Pascoe updated on two current Enforcement issues and concerns related to the G7 Conference.

Councillor Spencer-Smith reported on three meetings he had attended, two related to the Climate Emergency DPD and the third regarding the St Ives Town Deal. The first two he would discuss under the later relevant agenda item. During the St Ives Town Deal meeting, discussion had taken place around transport and access including the Multi Modal Hub and the St Erth Roundabout. Councillor Spencer-Smith had a follow up discussion with the Project Manager, who had agreed to keep him updated if a Transport & Access Panel was reconvened.

Councillor Rodda left the meeting at 8.00pm.

273/20-21 Financial Matters

a) Receipts & Payments for March 2021:

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

Receipts received:

Insurance Claim	£1,436.00	Received in February (missed from R&P report)
Cemetery Fees	£80.00	Memorial Fees
Cornwall Council	£700.00	Reimbursement for work carried out on footpath gates & stiles by Cherry Trees
TOTAL	£2,216.00	

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	£49.04	Landline, broadband, electricity - Vestry Rms
Nest Pension Scheme	154.98	ERC of £77.49 and EEC of £177.49
F Drew	£1,564.17	Clerk's Salary
HMRC	£461.97	PAYE Tax & NI
Google	£59.80	Gmail account
TOTAL	£3,246.88	

Payments for approval:

Cormac Solutions	£489.70	Contract for Public Toilets for March – missing second clean – extra invoice to follow
Cormac Solutions	£734.30	Second Clean for February & March
Cormac Solutions	£-0.01	Credit outstanding from 06/09/19
F Drew	£93.67	Clerk’s expenses (itemised on invoice)
TK Play	£8,951.55	Balance for Cable Runway
Cherry Trees	£173.96	Supply and plant 3 Fruit Trees
Cherry Trees	£810.00	Kissing gate at Vicarage Gate
Cherry Trees	£1,172.50	Fencing at Vicarage Gate
Cherry Trees	£120.00	Remove rotten timber at Vicarage Gate
Cherry Trees	£228.00	Replace rotten gate post at Vicarage Gate
Trelawny Maintenance	£175.00	Repair bin door at Battery Mill & various maintenance bits for Toilets
TOTAL	£12,948.67	

b) Monthly bank reconciliation:

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

c) Service Contract for the Wallgate Hand-drier in the Gents Toilet:

The Council considered the Clerk’s report and it was **agreed** that the Clerk would continue to investigate an extension on the current contract and in addition consider other options for repair and replacement if required and report back to Council. (Action: The Clerk)

d) Bank Signatories:

It was **RESOLVED** that Councillors Greatrex & Lee become additional bank signatories, to include online banking, and the Clerk would sort out the relevant paperwork. (Action: The Clerk)

e) Receipts & Payments to 12th April 2021:

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

Receipts received:

Precept	£30,243.50	First ½ year payment
Council Tax Support Grant	£778.96	First ½ year payment
S106 Grant	£6,323.87	Balance of payment for Cable Runway
Allotment Rent	£17.50	
TOTAL	£37,363.83	

Payments already made under Financial Regs 4.1:

Jacob Kitchen	£30.00	Emergency Call out for Toilets
TOTAL	£30.00	

Payments for approval:

Cornwall ALC	£578.62	Annual Membership Fee
Cornwall Council	£349.30	Non domestic rates Public Conveniences

Cornwall Council	£0.00	Non domestic rates Vestry Rooms (small business rates relief)
TOTAL	£927.92	

f) Regular Payment Schedule for 2021-22:

It was **RESOLVED** to approve the following regular monthly payments:

Regular Payments:

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	£Varies	Landline, broadband, electricity - Vestry Rms
Nest Pension Scheme	£tbc	ERC of £tbc and EEC of £tbc
F Drew	£tbc	Clerk’s Salary
HMRC	£tbc	PAYE Tax & NI
Google	£59.80	Gmail account

The list would be updated and circulated following the conclusion of the meeting and the Clerk’s appraisal. (Action: The Clerk)

274/20-21 Governance

a) Meetings from 7th May 2021: As it currently stands the Annual Council Meeting on 18th May has to take place in person and will be in the Old School Rooms with no virtual aspect to it, unless the Judicial Review taking place on 19th April leads to any changes to legislation. The Clerk will keep Councillors updated of the situation and this can be discussed further at the meeting on 4th May if anything changes. (Action: The Clerk)

275/20-21 Consultation

a) Climate Emergency Development Plan Document: Councillor Spencer-Smith reported on the meetings he had attended recently regarding Cornwall Council’s commitments to achieving a net zero output and the impact on the Neighbourhood Development Plan. The Chairman thanked Councillor Player for assisting the Clerk to pull together a response from Councillors’ feedback. The response was noted and the Clerk would submit this on behalf of the Council. (Action: The Clerk)

276/20-21 Correspondence

None

277/20-21 Agenda Items for a future meeting

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

278/20-21 Meeting Dates

It was noted that the Annual Parish Meeting would take place at 7.00pm on Tuesday 4th May on Zoom, to be followed by an Ordinary Parish Council meeting at 7.15pm.

279/20-21 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.

280/20-21 Parish Assets

The Council considered the Clerk's report outlining the current assets and the risks and benefits of these assets. Councillor Taylor left the meeting at 9.10pm during the discussion on this item and returned at 9.18pm before a vote was taken. Following lengthy discussion, it was **RESOLVED** to register the four pieces of land identified as PC1, PC2, PC5a & PC10 in the report and the Clerk was instructed to engage a Solicitor to move this forward. It was further **agreed** that the Clerk speak with the Solicitor to get clarity on PC6 and PC9 and to bring this back to Council for further consideration. (Action: The Clerk)

281/20-21 Legal Matters

a) Siting of Container:

It was **agreed** that no decision could currently be reached until further work had been completed and the Clerk would continue dialogue with the Committees to request that nothing was put in the container at this stage. (Action: The Clerk)

282/20-21 Clerk's Appraisal & Hours

a) Appraisal:

Councillor Player gave a verbal report on the Clerk's appraisal that she and Councillors Greatrex and Lee had carried out on 8th April. All Councillors had been invited to give feedback for the appraisal. A written report would be circulated, outlining actions for this year and it was **RESOLVED** that the Clerk be moved up to Pay Scale 25 as of 1st April 2021. (Action: Councillors Player, Greatrex & Lee and the Clerk)

b) Hours & Annual Leave:

The Council considered the Clerk's report regarding her March hours and annual leave. Following discussion of how to manage this going forward, it was **RESOLVED** to allow the Clerk to carry forward a further 6 days annual leave, to be taken over the next two holiday years, in addition to the 5 days previously agreed that were being taken in April. (Action: The Clerk)

The Chairman closed the meeting at 9.55pm.

Signed: _____ Chairman Date: _____