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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 3rd August 2021 in St Erth School, commencing at 7.00pm

Present: Councillors W Chappell, T Greatrex, J Kersey, J Lee, S Murley, J Parris, N Player (Vice-Chair), T Taylor (Chair)

In attendance: Fiona Drew (Clerk), Cornwall Councillor Lionel Pascoe & 3 members of the public.

068/08/21-22 Apologies for absence

Councillors E Jenkin, P Rodda & A Spencer-Smith gave their apologies.

069/08/21-22 Declaration of Acceptance of Office

The Clerk confirmed that following the Co-option last month Councillors Murley & Parris had signed their Declaration of Acceptance of Office forms, which she had witnessed as the Proper Officer.

070/08/21-22 Declarations of interest & dispensations

None

071/08/21-22 Community participation

A resident spoke on behalf of the rest of the dog walking community to ask if the Parish Council could guarantee that the Riverbank footpath between St Erth and Relubbus would remain open and will it remain a priority for the Parish Council.

072/08/21-22 Action required on matters raised during community participation

The Clerk confirmed that the Parish Council cannot give a guarantee regarding the footpath as it is Cornwall Council's responsibility, but Councillors confirmed that it would remain a priority for the Parish Council.

073/08/21-22 Minutes

It was **RESOLVED** that the Chair signs as a true and accurate record the minutes of the Ordinary meeting held on 6th July 2021. (Action: The Chair)

074/08/21-22 Clerk's Report

The Council noted the Clerk's report regarding updates from previous minutes as follows:

- **211/20-21b) CNP** – Rupert Spencer from Highways has confirmed that they are looking at improvement works to the cycle lane and junction at Chenhalls Rd to make it safer.

Proposals are currently at a design stage but should be drafted and costed in the coming months with a view to construction in this financial year.

- **012/05/21-22** Code of Conduct training – a number of Councillors still need to complete this training. The link has been circulated again to enable Councillors to view this training on You Tube. Councillors must notify the Clerk when they have completed this.
- **051/07/21-22ai)** PA21/04359 – Listed Building consent - South Granary, Tregenhorne Farm – awaiting decision.
- **051/07/21-22aii)** PA21/04640 – 15 Fore Street, St Erth – approved with conditions
- **051/07/21-22aiii)** PA21/04641 – Listed Building consent – 15 Fore Street, St Erth – approved with conditions.
- **051/07/21-22aiv)** PA21/04712 – Listed Building consent – 19 Steppy Downs Rd, St Erth Praze – awaiting decision.
- **052/07/21-22biii)** St Hilary Solar Panel Meeting – a rearranged meeting by invitation only is taking place on 4th August at 6pm at St Hilary Church – the Chair & the Clerk will attend this on behalf of the Council.
- **052/07/21-22bv)** CNP Meeting – Council will be notified when the next Highways Schemes are being considered. Work on the dropped kerbs at Trehayes Meadow is due to take place this month.
- **055/07/21-22a)** Noticeboard – the Clerk is due to meet Rupert Spencer from Highways later in August to agree a suitable location to site the noticeboard.
- **055/07/21-22b)** IT Equipment – the Clerk hasn't received any useful feedback from Cornwall Council regarding an options appraisal. A meeting date will be arranged of the Working Group to progress this.
- **056/07/21-22a)** LMP First Cut – the Clerk has now posted on the website regarding the footpaths and inviting feedback.
- **058/07/21-22a)** Toilets Water Usage – South West Water attended on 26th July to remove the meter which has been sent off for independent testing and the Clerk will update further when the report is received. If no fault is found there will be a charge of up to £160+VAT.
- **059/07/21-22a)** Grave Digging – the Clerk has written to the Grave Digger outlining the Council's requirements going forward for anyone working in the PC Cemetery and is awaiting a response. The Clerk will notify all Funeral Directors of these requirements.
- **059/07/21-22b)** Cemetery Driveway – this has now been completed. Some earth and grass seed are needed to fill in the sides and the Clerk will get a quote and progress this under Financial Regulation 4.1.
- **060/07/21-22a)** Bus Shelter – a response has been received as to why it has to be sited as proposed and has been circulated to all Councillors. Confirmation has been received that work will commence on 13th September with the new shelter being installed on 16th.
- **060/07/21-22b)** Quad bikes on Vicarage Gate – the Neighbourhood Beat team have carried out a number of visits recently to both play parks and have not seen any issues as yet. The Clerk has drafted signage, which the Neighbourhood Beat Manager is happy with, although the Clerk would recommend waiting until the Open Spaces Committee meeting to agree co-ordinated signage across all areas.
- **060/07/21-22d)** Free Landmark Tree – this has been ordered for planting in 2022.
- **060/07/21-22e)** Tree pruning at Battery Mill Lane near electric cables – it has been observed that debris has been left covering the leat on PFA land and the Clerk has contacted Birch Utility to request this is removed.
- **065/07/21-22** Legal Matters – the Container Licence has now been completed and will be signed by the Chair & Vice-Chair, and witnessed by the Clerk as Proper Officer, as per Standing Order 23b).

The Chair brought the next two agenda items forward.

075/08/21-22 Footpaths

a) Footpaths 111/7/2 & 112/52/4:

Following a phone call with Donald Martin, Cornwall Council, the Clerk circulated an update to Councillors prior to the meeting. John Rogers from the West Cornwall Footpath Preservation Society (WCFPS) spoke, referring to the Clerk's update, reminding Councillors that this had been ongoing for over ten years and that Cornwall Council had taken little action despite being aware of the situation. The Clerk will circulate Mr Rogers notes to Councillors. Mr Rogers had contacted both Councillor Sherfield-Wong and Councillor Alvey as the Portfolio Holder for the Environment. It was **agreed** that the Clerk would follow this up with Councillor Sherfield-Wong. Discussion took place around the Environment Agency and their plans for all sections of the river and the impact that the additional footfall may have on erosion due to the section that is closed. Mr Rogers reiterated that action needed to be taken now to avoid further loss of sections of the river bank. (Action: The Clerk)

076/08/21-22 Highways

a) St Erth Village Highways Improvements:

The Chair noted that the final consultation report had been received and circulated previously to all Councillors but that as yet Council was not aware of the next steps in this process. The Chair then reported on the email communication received by the Clerk from Councillor Desmonde, the Portfolio Holder for Transport, outlining his concern over the speed cushions, particularly in School Lane and his refusal to support these. Councillor Pascoe updated regarding his conversation with Councillor Desmonde and, following discussion about the report itself and Councillor Desmonde's concerns, it was **RESOLVED** to accept the removal of the speed cushions in School Lane, provided that Councillor Desmonde supports the rest of the scheme as it is. The Council thanked Councillor Pascoe for his assistance with this matter. (Action: The Clerk)

077/08/21-22 Planning

a) Applications:

i) PA21/06128: Two-storey Side Extension with Annexe, Single-storey Rear Extension & Loft Conversion; 3 St Erth Hill, St Erth. Following discussion about the impact in terms of appearance and size due to the building being an icon landmark, it was **RESOLVED** to support the application with the request that the window size and appearance match the existing house, and that a condition be imposed to tie the annexe to the principal dwelling so that it cannot be sold off as a separate dwelling. (Action: The Clerk)

b) Decisions:

None

c) To consider any other planning matter received at or before the start of the meeting

None

078/08/21-22 Reports

a) Cornwall Councillor's Report:

Councillor Sherfield-Wong had sent her apologies. No written report was received but the Clerk had discussed the Village Improvements report, an ongoing enforcement issue and traffic lights at the junction by the station and Councillor Sherfield-Wong had agreed to email the Clerk with any follow up. (Action: The Clerk)

b) Other Reports:

i) A30 Action Group 28th July: The Chair & Clerk had attended a meeting with Derek Thomas and representatives from Penzance, Marazion & Ludgvan Councils following concerns raised at the last meeting. The Council considered the Clerk's report and following discussion it was **RESOLVED** to release the money from the earmarked reserves to pay the invoice received. It was **agreed** to request that any money not required for the report be returned. (Action: The Clerk)

ii) Cornwall Community Land Trust – 22nd July: The Chair & Clerk had attended a virtual meeting with Andrew George on behalf of CCLT to update regarding the tendering process for the land at Chenhalls Road, following his presentation to Council in February.

079/08/21-22 Financial Matters

a) Receipts & Payments for July 2021:

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

Receipts received:

Cornwall Council	£698.60	Refund non domestic rates public conveniences
Cornwall Council	£475.30	S106 Wind Turbine payment
Cemetery Fees	£25.00	ERoB admin fee
TOTAL	£1,198.90	

Regular Payments to note:

South West Water	£29.00	Water – Public Conveniences
British Gas	£32.00	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	£49.65	Landline, broadband, electricity - Vestry Rms
Nest Pension Scheme	£159.88	ERC of £79.94 and EEC of £79.94
F Drew	£1,605.34	Clerk's Salary
HMRC	£487.25	PAYE Tax & NI
Google	£61.12	Gmail account
TOTAL	£3,323.16	

Payments agreed previously and already paid:

SLCC	£123.80	Local Council Administration (043/06/21-22b)
TOTAL	£123.80	

Payments agreed made under Financial Regs 4.1:

Trelawney Maintenance	£75.00	Maintenance for public conveniences
TOTAL	£75.00	

Payments due:

F Drew	£32.85	Clerk's Expenses
Theobald Tarmacadam	£9,972.00	Resurfacing Cemetery Driveway
Cherry Trees	£1,470.24	LMP First Cut
CALC	£24.00	Code of Conduct Training
SeaDog IT	£13.75	Additional Website Tech Support
PCC St Erth	£36.00	Hire of St Erth Church Hall for May, June & July
Penzance to Camborne A30 Action Ltd	£500.00	Preparation of a Case for Action Report
TOTAL	£12,048.84	

b) Monthly bank reconciliation:

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

080/08/21-22 Working Group Membership

a) Open Spaces Committee: Members previously appointed at the June meeting (032/06/21-22a) were noted as Councillors Jenkin, Kersey, Player, Rodda & Taylor and the Chairman of the St Erth Residents Association co-opted in an advisory non-voting capacity

b) Budget Working Group: All Councillors

c) Communications & Engagement Working Group: it was **agreed** to reduce the number of members of this working group to four and the Terms of Reference will be amended to reflect this. (Action: The Clerk). Councillors Murley, Player, Spencer-Smith & Taylor

d) Footpaths Working Group: Councillors Jenkin, Kersey, Murley & Taylor

e) Green St Erth Working Group: Councillors Greatrex, Murley, Player & Spencer-Smith

f) Vestry Rooms Working Group: Councillors Chappell, Kersey, Lee, Rodda & Taylor

g) IT Working Group: Members previously appointed at the July meeting (055/07/21-22b) were noted as Councillors Greatrex, Player, Spencer-Smith & Taylor

All Councillors are welcome to attend any Committee or Working Group.

081/08/21-22 Communications & Engagement Working Group Report

a) Communications & Engagement Strategy:

The Council considered the Clerk's report and **RESOLVED** to adopt a Communications & Engagement Strategy by which it is:

- regarded as being inclusive through the use of a range of appropriate channels of communication;
- able to demonstrate that its decision-making, on significant issues, is informed and robust, having first had meaningful dialogue with interested parties, where appropriate; and
- able to meet these commitments within the resources of the Parish Council.

b) Implementation of the Strategy:

Councillor Player reported that she will be circulating a report to consider all points discussed to date in relation to implementing this strategy noting which require action. It was **agreed** that she and the Clerk would work on publishing a newsletter, in both electronic and paper format. (Action: The Clerk & Vice-Chair)

082/08/21-22 Governance

a) Terms of Reference:

i) Green St Erth Working Group: It was **RESOLVED** to approve the Terms of Reference as previously circulated with one minor amendment. (Action: The Clerk)

ii) IT Working Group: It was **RESOLVED** to approve the Terms of Reference as previously circulated with one minor amendment. (Action: The Clerk)

b) Policies:

i) Community Engagement Policy: It was **RESOLVED** to approve and adopt this policy as previously circulated with no amendments. (Action: The Clerk)

ii) Press & Media Policy: It was **RESOLVED** to approve and adopt this policy as previously circulated with no amendments. (Action: The Clerk)

iii) Social Media & Electronic Communications Policy: It was **RESOLVED** to approve and adopt this policy as previously circulated with no amendments. (Action: The Clerk)

c) Temporary Scheme of Delegation:

It was **RESOLVED** that the Temporary Scheme of Delegation remain in place with no changes.

083/08/21-22 Footpaths

b) Path Cutting:

The Clerk reported that there were a number of gold paths that may need an additional cut prior to the second cut due in September. It was **RESOLVED** that the Clerk agrees any additional cuts as necessary in consultation with the Chair and Vice-Chair, provided these fell within the budget agreed previously. Issues had also been raised regarding 111/7/1 & 111/7/2 which currently weren't included in the LMP funding. The Clerk has followed this up with Cornwall Council and is awaiting a response. (Action: The Clerk)

084/08/21-22 Correspondence

a) Cornwall Council – Feedback request:

It was **agreed** that the Clerk would contact Councillor Jordan to confirm if Councillors can respond individually, if this is a formal consultation and what action will be taken as a result of the responses received. The Clerk will circulate a list of heading for Councillors to provide feedback to her on and she will then collate this information, with the Chair & Vice-Chair, to provide a report for Council to consider at the October meeting. (Action: The Clerk)

085/08/21-22 Agenda Items for a future meeting

It was noted that Councillors would submit agenda items for future meetings to the Clerk. Requests received include an update on buses and broadband for communities.

086/08/21-22 Meeting Dates

It was noted that the next Ordinary Council Meeting would take place at 7.00pm on Tuesday 7th September at St Erth School. All Working Group meetings would be arranged with the Councillors involved and the dates and agendas circulated to all Councillors to enable anyone who wished to attend to do so. (Action: The Clerk)

087/08/21-22 Clerk's Hours

The Clerk had accrued two days lieu time which she would take in August.

The Chair closed the meeting at 9.02pm.

Signed: _____ Chair Date: _____