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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 5th October 2021 at 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)

106/10/21-22 Apologies for absence

Apologies were received from Councillors E Jenkin, P Rodda and A Spencer-Smith and Cornwall Councillor T Sherfield-Wong.

107/10/21-22 Declarations of interest & dispensations

None

108/10/21-22 Community participation

None

109/10/21-22 Action required on matters raised during community participation

None

110/10/21-22 Minutes

It was **RESOLVED** that the Chair signs as a true and accurate record the minutes of the Ordinary meeting held on 7th September 2021. (Action: The Chair)

111/10/21-22 Clerk's Report

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

- **91/20-21** EN20/01160 – this has now reached Stage 6 of the Enforcement process
- **060/07/21-22a)** Bus Shelter – the new bus shelter has been installed and has received very positive feedback on social media
- **084/08/21-22** Cornwall Council email for feedback – the Clerk has only received feedback from two Councillors and will draft a response, based on these, in conjunction with the Chair and Vice-Chair for the November meeting (Action: The Clerk, Chair & Vice-Chair)
- **085/08/21-22** Buses – Andrew Watts, Derek Thomas' new Communications Officer, is following this up and the Clerk will hold this for a future agenda until a response has been received
- **094/09/21-22** PA21/08129 – Tredrea Barns, 41 Tredrea Lane, St Erth; awaiting decision

- **096/09/21-22a)** Councillor Report – Councillor Linda Taylor responded to the Clerk’s email with a phone message acknowledging the issues; Councillor Sherfield-Wong has now emailed to explain she has been unwell and had a Zoom meeting with the Clerk & Chair to update various issues, although she has not provided a written report but the Clerk will update verbally under this item later
- **096/09/21-22bi)** Solar Panel Meeting – notes have been uploaded onto Drive
- **096/09/21-22iii)** Police Liaison Meeting – notes have been circulated to Councillors
- **096/09/21-22iv)** CNP Highways budget – no Councillors have responded to the Clerk’s request for proposals for consideration on this agenda and this item will be held for the next agenda, provided some suggestions are forthcoming no later than Tuesday 12th October (Action: All Cllrs & The Clerk)
- **096/09/21-22v)** Signage – again no Councillors have responded to the Clerk’s request for feedback; the Comms & Engagement Working Group will discuss the suggestions provided previously by two Councillors, along with their own ideas, at the next meeting
- **097/09/21-22d)** Source for Business – the Clerk has followed this up again and is still waiting for a response regarding the outcome of this
- **097/09/21-22e)** Training – four Councillors have expressed an interest in doing some training; the Clerk will liaise with them regarding dates following this meeting
- **099/09/21-22a)** Footpaths 111/7/2 & 112/52/4 – the Clerk has recently circulated an update from Cornwall Council regarding their plans; it is hoped some work will be completed in October, depending on EA approval
- **100/09/21-22c)** Playing Field Access – work has yet to be completed here

112/10/21-22 Planning

a) Applications:

i) **PA21/08596:** Conversion of garage / workshop building to form dwelling; Rear of Relubbus House, Tregumbo Hill, Relubbus. Following discussion, it was **RESOLVED** to support the application as a separate dwelling as the Council notes that it no longer meets the criteria for an annexe, as per the 2018 application, as it now has its own curtilage and vehicular access. (Action: The Clerk)

ii) **PA21/09710:** Listed building consent for proposed conversion of barns to create a new dwelling and associated works; Tredrea Barns, Tredrea Manor, 41 Tredrea Lane, St Erth. Following discussion, it was **RESOLVED** to support the application, with the same comments as the main application PA21/08129. (Action: The Clerk)

b) Decisions:

None

c) Other:

i) **PA21/08482:** Permission in principle for proposed development of single dwelling; Land South of Number 20 Lanuthnoe Estate, St Erth Hill. It was **RESOLVED** to ratify the following response: St Erth Parish Council objects to this Permission in Principle application (stage 1) for erecting 1 dwelling. It is assumed that the reference in paragraph 5.1.2 of the applicant’s Supporting Statement to “dwellings” is a mistake. SEPC notes the relevant planning history (ref PA20/01657/PREAPP which discouraged the proposal, and the subsequently allowed appeal PA20/00516 on adjacent land). There is also an earlier allowed appeal (ref PA17/10407) for 2 affordable and 1 unfettered houses to be built on land north

of the latter site, but since it was for a rural exception site it was dealt with under policies that are not relevant to the current PIP application. SEPC considers that the issues in PA21/08482 are as discussed in paragraphs 6 to 13 of the appeal decision letter in PA20/00516, in which the Inspector concluded that although that site (like the current proposal) was outside the settlement boundary defined in the Neighbourhood Plan for St Erth, taking its policies HI1 and HI2 together resulted in no conflict with the former policy. He allowed this appeal because he regarded it as rounding off the settlement, having regard especially to the housing adjoining it on the north and the physical barrier of the sand pits (a SSSI) adjoining it on the east. He also commented on the appeal site's visibility within the context of housing. These attributes do not apply to the current application site. It is not directly neighboured by any housing, and is instead physically divided from Lanuthnoe Estate by a lane leading to the sand pits which in SEPC's view forms a clear visual divide between the built-up area of St Erth and the fields extending uphill to the east - the appearance of St Erth Hill from this point is markedly different from Lanuthnoe Estate, so that the current site is appreciated by passers-by on this road as part of the countryside. The current site is not bounded by the sand pits and so there is no comparable strong physical barrier to future growth eastwards beside St Erth Hill as identified in the 2020 appeal. Although there is a building on the site, it is not prominent in public views and covers only a small fraction of its area, the rest of which does not display domestic paraphernalia normally associated with domestic curtilages - its separation from the applicant's house by the lane is further evidence that the site does not have this legal status because it does not form a single enclosure with the house. To sum up, SEPC considers that the current proposal is not rounding off because it is not enclosed by the present built up area and it is instead perceived as part of the countryside. In itself it will visually extend development into the countryside and there are no strong physical barriers to further development eastwards. The same objections apply to the erecting a dwelling on what is argued to be previously developed land on the edge of the settlement. The application therefore conflicts with Cornwall Local Plan Policy 3.3 and Cornwall Council's companion Advice Note (December 2017). The applicant's Supporting Statement makes no reference to the enforcement appeal dismissed in 2018 for a caravan stationed a short distance east of the current site. The reasons for that decision, namely that the development is contrary to Policy 7 of the Cornwall Local Plan relating to housing in the countryside, contrary to Policy HT2 of the St Erth Neighbourhood Plan 2017-2030 relating to single dwellings in the countryside, and in addition fails to accord with section 11 of the National Planning Policy Framework in respect of conserving and enhancing the natural environment, lend weight to SEPC's objections to PA21/08482. SEPC takes this opportunity to emphasise the urgency for enforcement action to remove the caravan in compliance with this enforcement action, in order to demonstrate the protection which this stretch of countryside on the eastern outskirts of St Erth deserves, as well as to help restore public trust in the planning system generally. Please note that, due to the inability to get an extension for this application because of the timeframes in place for an official response from the Planning Officer, this is a delegated response (as resolved at the SEPC meeting on 7th September) which will be formally ratified at the next SEPC meeting on 5th October.

The Clerk confirmed that the decision has now been issued and that the application has been **refused**. It was **agreed** to clarify with the Planning Officer that the comments referring to enforcement in the report are going to be followed up. (Action: The Clerk)

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

None

113/10/21-22 Reports

a) Cornwall Councillor's Report:

The Clerk & Chair met on Zoom with Councillor Sherfield-Wong on 30th September. She is following up on a number of Enforcement cases, has agreed to support an independent safety audit at Gateway Court, remedial action on the riverbank and an application by SEPC to the Community Chest Fund towards the cemetery gates. She has confirmed she intends to attend meetings every two or three months and if she is unable to be there will send apologies and a written report.

b) Other Reports:

i) IT Working Group 9th September – Councillor Greatrex reported that the Working Group discussed a number of issues that they intend to consider going forwards including a review of the need for equipment, policies, training, software & processes and hybrid meetings.

ii) Footpath Working Group 16th September – Council considered the Clerk's report outlining the notes from the meeting. It was **RESOLVED** to request that Cornwall Council consider: adding 111/7/1, 111/7/2 and part of 111/13/2 to next year's schedule; reclassifying 48/1 from bronze to silver; allocating some additional LMP funding to carry out works on a number of paths that are currently impassable in poor weather due to mud. It was **agreed** that the first year had been a learning curve for both Council and contractor but that it was considered a positive move. (Action: The Clerk)

iii) Coastline informal Zoom meeting 15th September – the Chair reported that he, the Vice-Chair and Clerk had attended an informal meeting with a Development Manager for Coastline Housing who have recently bought the land East of Treloweth Lane, which has an existing outline consent for up to 44 homes. The application should be submitted shortly and a Coastline representative is happy to attend the Council meeting when the proposals are considered to answer any questions Councillors may have.

114/10/21-22 Open Spaces Committee Meeting Minutes – 28th September 2021

The Council considered the Minutes from the Open Spaces Meeting and the additional Clerk's report in relation to Vicarage Gate, in light of new information since the last meeting as recommended by the Committee (minute reference OS06/09/21-22ai). Further to discussions of the recommendations made by the Committee the following decisions were made:

a) Vicarage Gate:

i) Maintenance – it was **RESOLVED** that, in addition to the work that had been approved to remove the Activity Trail, (minute reference 100/09/21-22bi, at a cost of £499 ex VAT), to approve additional work to remove the foundations of the trail, fill in the damage with soil and make good at a further cost of £500 (ex VAT). It was noted that the school had thanked the Council but declined the offer of any of the items being removed, and it was **agreed** that all items should be disposed of by the contractor as outlined. (Action: The Clerk)

ii) Future Plans – it was **RESOLVED** to delegate the Clerk, in conjunction with Councillors Greatrex, Murley & Taylor, to carry out a review of the whole area including the play park and football field, to research funding opportunities for different types of play equipment, and

other options going forwards and report back initially to Council at the January meeting. (Action: Cllrs Greatrex, Murley, Taylor & The Clerk)

b) Battery Mill (Playing Fields Association):

i) Future Plans – it was **agreed** to review the play equipment here, and to assess options for the land beyond the play park, to include consideration of skate park equipment and/or an orchard, as part of the longer-term review agreed under Item aii) above.

ii) Maintenance – it was **RESOLVED** to: carry out repairs to the shackles, chains & bushes on the Basket Swing at £275 (ex VAT); put non-slip tape on the Cable Runway platform to reduce slipperiness at £95 (ex VAT); replace the chains on the Cradle Swing at £150 (ex VAT). It was **agreed** to defer a decision regarding the repairs to the Multi Play Junior (equipment) to allow the Clerk to get further details relating to the slide and timbers, with weekly monitoring to be carried out of the equipment in the meantime. It was further **agreed** to defer a decision regarding a monthly operational inspection and related recommendations to the next meeting to allow the Clerk to get additional information relating to training costs for comparison. (Action: The Clerk)

c) Trees:

i) Maintenance – it was **RESOLVED** to carry out the work as outlined in the Tree report dated 03/08/20, not completed in the last financial year, to include: at Battery Mill removing weak stems from two trees and pruning a third at a cost of £300.00 and to check if any further work is required to two other trees as outlined in the report for monitoring; at Vicarage Gate raising the crowns for two trees and felling four at a cost of £350.00. (Action: The Clerk)

ii) Replanting – it was noted that four trees are due to be replanted to replace the three alders removed last year from Battery Mill and the Lawson cypress due to be removed on 11th October from the Churchyard, but as yet no location has been agreed. Tree replanting would be considered as part of the review under aii).

115/10/21-22 Financial Matters

a) Receipts & Payments for September 2021:

It was **RESOLVED** to note receipts received, ratify regular monthly payments made and approve payments due as follows: (Action: The Clerk, Chair & Cllrs Greatrex & Lee)

Receipts received:

Cornwall Council	£30,243.50	Precept – 2 nd payment
Cornwall Council	£778.96	CTS Grant – 2 nd payment
Allotment	£10.00	Rental – new tenant
Cemetery	£460.00	Burial fees
Cemetery	£1,10.00	Memorial fees
TOTAL	£31,602.46	

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	£50.75	Landline, broadband, electricity - Vestry Rms
Nest Pension Scheme	£159.88	ERC of £79.94 and EEC of £79.94
F Drew	£1,605.14	Clerk's Salary
HMRC	£487.45	PAYE Tax & NI
Google	£64.40	Gmail account
TOTAL	£3,327.54	

Payments due:

Cormac	£3,211.08	Public Conveniences – Cleaning April - Sept
F Drew	£80.09	Clerk's Expenses
Jon Pender	£30.00	Advise on Planning Application
NALC (paid by F Drew)	£38.93	Making Rural Housing More Affordable
		Online Training event
TOTAL	£3,360.10	

It was **noted** that a review is needed of current suppliers for utilities and that this would form part of the Green Working Group's discussions. (Action: Green Working Group)

b) Monthly bank reconciliation:

The Vice-Chair confirmed that she had carried out a satisfactory bank reconciliation for August with the Clerk.

c) External Audit Report:

Councillors noted that PKF Littlejohn had issued an email confirming that the Insurance reclaim should have been reported under Other Matters not Except for Matters. The Conclusion of Audit report and External Audit report, to include this explanation, had been published on the website and noticeboard to meet the 30th September deadline.

d) Second Quarter Budget Update:

The Council noted the Clerk's report and that the Clerk would be proposing virement between relevant budgets where overspend had been identified when she presented her budget report to Councillors next month. In addition, she would follow up with Cornwall Council regarding the car park levy (Action: The Clerk)

e) Wreath for Remembrance Sunday:

It was **RESOLVED** that the Clerk would investigate the options to include red and/or white and plastic free if feasible, and, depending on availability, purchase one wreath on behalf of the Council. It was **agreed** that the Chair would represent the Council at the Remembrance Sunday Service at St Erth Church. (Action: The Clerk & Chair)

f) Annual Playground Inspection:

It was **RESOLVED** to place a repeat inspection order with the Play Inspection Company to carry out an annual inspection at Battery Mill Play Park every 12 months at the current price of £100 (ex VAT). (Action: The Clerk)

116/10/21-22 Governance

a) Standing Orders:

The Council considered the Clerk's report and the draft Standing Orders that had been previously circulated. It was **RESOLVED** to approve this draft with no further amendments and this document would be made available on the website and formally adopted at the November meeting. Councillor Murley raised the issue of gender references through the document as a whole and it was **agreed** that he would discuss with the Clerk and bring back recommendations for consideration at a future meeting. (Action: The Clerk & Cllr Murley)

b) Financial Regulations:

The Council considered the Clerk's report and the draft Financial Regulations that had been previously circulated. It was **RESOLVED** to approve this draft with no further amendments and this document would be made available on the website and formally adopted at the November meeting. Councillor Murley had a number of points he wished to review the wording for and it was **agreed** he would discuss with the Clerk and bring back recommendations for consideration at a future meeting. (Action: The Clerk & Cllr Murley)

c) Playing Fields Association (PFA) Management Group:

It was **RESOLVED** to set up a Management Group to manage the Council's requirements as Sole Trustee of the PFA, with Terms of Reference to be drafted by the Clerk for consideration at the next meeting. It was further **RESOLVED** that the Group would consist of the following: Councillors Jenkin, Kersey, Player, Rodda & Taylor & The Clerk. (Action: The Clerk)

117/10/21-22 Revised proposals for School Lane EDG1704 SN06 V2 Outcome:

It was noted that the amended proposals for School Lane had been approved with minor amendments to the location of the 20mph roundels and work should start on the scheme as a whole early in the New Year.

118/10/21-22 Toilets

Recent vandalism to the Wallgate in the Gents toilet was noted, which the Clerk is currently trying to get repaired. It was **agreed** to consider the opening hours as part of the overall review of the toilets due next month. (Action: The Clerk)

Councillor Murley left the meeting at 9.20pm.

119/10/21-22 Cemetery Gates & Community Chest Grant Application

Items a) & b) on the agenda were considered together. The Clerk confirmed that the cost to repair the hinges and rehang both the top and bottom gates would cost a total of £400 (£200 per set of gates) and that the cost of sandblasting, zinc coating and painting each set of gates, thereby extending the life of the gates, would be a total of £752 (ex VAT) (£376 per set of gates). Councillor Sherfield-Wong had agreed to support this latter cost, as a 65% grant of the overall cost of work on the gates £1,152 (ex VAT) and it was **RESOLVED** to apply for this money from her Community Chest Fund and, if successful, go ahead with all the work outlined at a cost to the Council of £400 (no VAT). (Action: The Clerk)

120/10/21-22 Correspondence & Consultations

a) Bude Stratton Town Council:

It was **RESOLVED** to lobby the Government and Cornwall Council to declare a housing emergency based on BSTC's statement: to end the right to buy scheme, to scrutinise the principles of affordable housing with a view to creating links to local earnings, to ensure new homes are prioritised for local need and occupancy, to allow a multiplier of council tax on second homes which is passed onto local communities, to scrutinise the principles of registering houses as businesses and to ensure that housing stock should be delivered to high sustainable living standards and be offered with secure and humane tenancy agreements. (Action: The Clerk)

b) Climate & Ecological Emergency Bill:

It was **RESOLVED** to support the bill and write to Derek Thomas to request he support this bill. In addition, it was **agreed** that the Green Working Group would work towards Council declaring an ecological emergency. (Action: The Clerk & Green Working Group)

c) Community Flood Forum Annual Conference on 5th November – noted

d) Cornwall Council Let's Talk Survey:

It was **agreed** that Councillors would respond to this individually if they wished to do so – closing date 5pm on 8th November.

121/10/21-22 Agenda Items for a future meeting

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

122/10/21-22 Meeting Dates

It was noted that the next Ordinary Council Meeting would take place at 7.00pm on Tuesday 2nd November at St Erth School. Meetings would be arranged prior to the next Council meeting for the IT Working Group (Cllr Greatrex) and the Green Working Group (Vice-Chair).

123/10/21-22 Clerk's Hours

The Clerk had worked within her contracted hours, taken a day's annual leave, but not done any work on her CiLCA training. The intention to work on CiLCA on Fridays had not been feasible through September and was unlikely in October either due to annual leave booked.

The Chair closed the meeting at 9.30pm

Signed: _____ Chair

Date: _____