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**Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 6<sup>th</sup> July 2021 in St Erth Church Hall (The Old School), commencing at 7.00pm**

**Present:** Councillors W Chappell, T Greatrex, E Jenkin, J Kersey, J Lee, N Player (Vice-Chair), P Rodda, A Spencer-Smith, T Taylor (Chair)

**In attendance:** Fiona Drew (Clerk) and 2 members of the public.

**044/07/21-22 Apologies for absence**

None

**045/07/21-22 Declarations of interest & dispensations**

None

**046/07/21-22 Community participation**

None

**047/07/21-22 Action required on matters raised during community participation**

None

The Chair brought the next agenda item forward.

**048/07/21-22 Candidate Presentations**

The two candidates for co-option both gave short presentations about themselves and the Vice-Chair asked the same questions of both of them. The Chair thanked them both for applying and advised them they would be informed of the outcome by the Clerk.

**049/07/21-22 Minutes**

It was **RESOLVED** that the Chair signs as a true and accurate record the minutes of the Ordinary meeting held on 8<sup>th</sup> June 2021. (Action: The Chair)

**050/07/21-22 Matters Arising**

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

- **012/05/21-22** Code of Conduct training – a number of Councillors still need to attend this training. A link has been circulated to enable Councillors to view this training on You Tube. Councillors must notify the Clerk when they have completed this. (Action: All Cllrs)
- **027/06/21-22ai)** PA21/04358 – South Granary, Tregenhorne Farm – awaiting decision

- **027/06/21-22a**) PA21/00011/NDP – Breage NDP – no feedback received from Councillors so no further action taken
- **028/06/21-22b**) G7 update – the Chair attended the daily briefings throughout the week of the event, raised any questions he was asked and gave feedback through emails and on the website / Facebook page.
- **032/06/21-22** Committee & Working Group Members – membership of the Working Groups not yet finalised – this will be an agenda item for August following co-option.
- **034/06/21-22c**) Grant Application from Redruth Rotary – payment has been made and a letter of thanks to Council received.
- **037/06/21-22** Playground Vandalism – the Clerk and Chair met with Paul Morley the Neighbourhood Beat Manager on 3<sup>rd</sup> July; a report on this will be included under Verbal Reports.
- **038/06/21-22** Correspondence – Council Waste Collection and Street Cleansing contingencies during G7 – the Clerk has not received any feedback on whether this caused noticeable issues.

### **051/07/21-22 Planning**

#### **a) Applications:**

**i) PA21/04359:** Listed Building Consent for domestic extension; South Granary, Tregenhorne Farm, Steppy Downs Road, St Erth Praze. It was **RESOLVED** to support this application provided that no internal granite walls are removed and that the change in the building from a historical point of view can still be read, rather than it being too blended. (Action: The Clerk)

**ii) PA21/04640:** Replacement of out building and works to access; 15 Fore Street, St Erth. It was **RESOLVED** to support this application with the conditions that the materials used be approved prior to the work going ahead and that the outbuilding is not allowed to be used for accommodation. (Action: The Clerk)

**iii) PA21/04641:** Listed Building Consent for proposed replacement of out building and works to access; 15 Fore Street, St Erth. It was **RESOLVED** to support this application with the conditions that the materials used be approved prior to the work going ahead and that the outbuilding is not allowed to be used for accommodation. (Action: The Clerk)

**iv) PA21/04712:** Listed Building Consent for new opening between kitchen and dining room; Tregenhorne Barton, 19 Steppy Downs Road, St Erth Praze. It was **RESOLVED** to support this application. (Action: The Clerk)

#### **b) Decisions:**

**i) PA20/11497:** Listed Building Consent: Strengthening works to footbridge (replacement of frames and supports), St Erth Station, Station Approach, St Erth; Approved with conditions

**ii) PA21/01160/PREAPP:** Pre-application advice for reserved matters proposal for 38 dwellings pursuant to outline permission PA19/09982 which was granted on 4 August 2020; Land South East of Boscarnek, St Erth; Advice given

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

None

## 052/07/21-22 Verbal Reports

**a) Cornwall Councillor's Report:** Councillor Sherfield-Wong had sent her apologies and confirmed that she has now spoken with Councillor Pascoe to get up to speed with current issues including footpaths, highways improvements and Gateway Court traffic concerns.

### **b) Other Reports:**

**i) A30 Action Group 15<sup>th</sup> June:** The Chair attended this virtual meeting and an outline of the key points discussed were included in his report that had been previously circulated. Following discussion, it was **agreed** that the Clerk would contact Derek Thomas' office to confirm why the group had been set up as a Ltd Company rather than a Community Interest Company as Councillors had concerns donating to a Ltd Company, and that no payments would be made until this had been clarified. (Action: The Clerk)

**ii) Planning Induction Training 22<sup>nd</sup>, 23<sup>rd</sup> & 24<sup>th</sup> June:** The Chair attended all three virtual training sessions covering National, Local & Neighbourhood Planning Policy, Development Management & Getting Involved, and Enforcement & Compliance / Appeals, and an outline of the key points discussed were included in his report that had been previously circulated. In addition, the presentation of the training days would be made available to all Councillors once it was received by the Clerk. (Action: The Clerk)

**iii) St Hilary Solar Panel Meeting 22<sup>nd</sup> June:** This was cancelled due to the current Covid-19 restrictions and a new date has been set for a Public Meeting on 4<sup>th</sup> August which will be open to anyone who wishes to attend.

**iv) Police Liaison Meeting 24<sup>th</sup> June:** The Chair attended this virtual meeting and an outline of the key points discussed were included in his report that had been previously circulated. The meeting has now taken place between the Chair, Clerk and Neighbourhood Beat Manager which was very positive and the Council has been asked to encourage residents to report all crimes, no matter how small, using 101 (either by email, the online form or by phone). (Action: The Clerk)

**v) CNP Meeting 5<sup>th</sup> July:** The Chair and Vice-Chair attended this virtual meeting and gave a verbal report. Councillor Pascoe was voted in again as Chair. Dr Curry from Public Health gave a Covid-19 update, lateral flow tests and walk-in clinics for vaccines were being promoted. The three new police officers for Pz, Hayle & St Ives were introduced. An update was given on Family Services. Notes from the meeting will be circulated when available and it was **agreed** to check when the next round of Highways Schemes were being considered. (Action: The Clerk)

## 053/07/21-22 Financial Matters

### **a) Receipts & Payments for June 2021:**

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

#### **Receipts received:**

Allotment Rent	£70.00
Cemetery Fees	£160.00
<b>TOTAL</b>	<b>£230.00</b>

**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	£58.16	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	£55.20	Gmail account
<b>TOTAL</b>	<b>£3,325.75</b>	

**Payments due:**

F Drew	£59.36	Clerk's Expenses
Argos Fire Services	£90.00	Annual service fire extinguishers
Cherry Trees	£300.00	Maintenance cut vegetation at Chenhalls Rd
Trelawney Maintenance	£150.00	Maintenance toilet door handles & floor
Trelawney Maintenance	£45.00	Maintenance bins
<b>TOTAL</b>	<b>£644.36</b>	

**Payments to note which would be made prior to July meeting:**

SLCC	£123.80	Local Council Administration (12 <sup>th</sup> Ed)
<b>TOTAL</b>	<b>£123.80</b>	

**b) Monthly bank reconciliation:**

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

**c) First Quarter Budget Update:**

The Council noted the Clerk's report. In addition, the Clerk confirmed regarding the toilets that the cleaning costs had not yet been billed for the first quarter and that the Council was due a refund of two years rates payments following the Non-Domestic Rating (Public Lavatories) Act 2021 being passed recently. No concerns were raised.

**054/07/21-22 Governance**

**a) Governance Working Group:**

The Council considered the Clerk's report outlining the current position relating to Governance and it was **agreed** not to set up a Working Group, to continue to use the Policy review schedule in place and to review this at the Annual meeting in May 2022. (Action: The Clerk)

**b) Green St Erth Working Group Terms of Reference:**

The Council considered the Clerk's report outlining the need to agree what the purpose of this Working Group was. Following discussion, it was **agreed** that the purpose of the Group was to define a list of green objectives and oversee the implementation of them, to include

both internal (carbon audit) and external (community engagement) and to be Councillor led. The Clerk will draft Terms of Reference for the next meeting. (Action: The Clerk)

**c) Temporary Scheme of Delegation:**

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

**055/07/21-22 Council Administration**

**a) Siting & Design of Noticeboard at Rose an Grouse:**

The Council considered the Clerk's report outlining options for the design of the noticeboard that the Council had received a Community Chest grant for. It was **RESOLVED** to purchase either a 12A4 if it was to be wall mounted at £539.00 ex VAT or an 8A4 if posts were required at £589.00 ex VAT. In addition, there would be installation costs. It was agreed to delegate siting to the Clerk in consultation with the Chair & Vice-Chair. (Action: The Clerk, Chair & Vice-Chair)

**b) IT Equipment for Councillors:**

The Council considered the Clerk's report outlining the issues relating to Councillors using their own devices for Council work. Following discussion, it was **agreed** to form an IT Working Group comprising of the Clerk, Chair, Vice-Chair, Councillors Greatrex & Spencer-Smith with the remit to consider if this proposal should be moved forward and what the next steps would be. (Action: The Clerk, Chair, Vice-Chair, Cllrs Greatrex & Spencer-Smith)

**056/07/21-22 Footpaths**

**a) LMP First Cut:**

The Clerk reported that she and the Chair had met with the Manager of Cherry Trees who had gone through the cutting schedule very comprehensively outlining areas which had been particularly overgrown, paths that were well used etc. All the first cuts had now been completed and Councillor feedback would be welcomed before September as this is when Council would need to request any changes to next year's cutting schedule from Cornwall Council. The second cut to the Gold paths, gates & stiles will be done in early September. Some positive feedback was noted along with some discrepancies in the cutting map provided as part of the LMP which the Clerk would follow up. (Action: The Clerk)

**b) Footpaths 111/7/2 & 112/52/4:**

The Clerk gave a brief update on recent communication with Don Martin. Cornwall Council are in discussion with the Environment Agency (EA) looking at the most robust solution for the river and ways of funding a river restoration study for the River Hayle as a whole. They have put together a draft grant application to help inform the wider project and need to discuss some of their proposals with local landowners. In addition, regarding the short-term diversion using the Public Rights of Way routes, Mr Martin has confirmed that the works package has been commissioned but that there are significant resource pressures in actually programming it to be carried out. The Clerk will continue to push to get this implemented as soon as possible and Mr Martin has offered to attend the next meeting. (Action: The Clerk)

Following further discussion, it was **agreed** to email the EA to raise concerns about the erosion on a further section of river bank between the Village bridge and Green Lane bridge as it is considered this will be impassable by winter. (Action: The Clerk)

### **057/07/21-22 Highways**

#### **a) Update on Highways Improvements in the Village:**

The Clerk reported that she had today received a Consultation Report that will be considered by Cornwall Council Transport Board on 23<sup>rd</sup> July and which should then be available to the public by the end of the month. As this is a confidential report the Clerk will update Councillors after Agenda Item 23.

#### **b) Road Closure at The Causeway, Hayle:**

It was noted that roadworks would be carried out here from 5<sup>th</sup> – 16<sup>th</sup> July 7.00pm – 6.00am.

#### **c) Road Closure at Pilgrims Way, Fraddam:**

It was noted that roadworks would be carried out here on 4<sup>th</sup> August 9.30am – 3.30pm.

#### **d) Surface Dressing Work at Treloweth Lane:**

The Clerk and Chair had received a number of complaints regarding the surface dressing work at Treloweth Lane. The Council considered the Clerk's report outlining how surface dressing worked, and noted that the chippings would be swept up once the road had properly bedded in and that the Clerk would respond to the residents. (Action: The Clerk)

### **058/07/21-22 Toilets**

#### **a) Water Usage:**

The Clerk provided a further verbal update to confirm that no leak had been found at the meter, the meter readings over the past two months had been normal and she was still waiting to hear from the High Consumption Team. She had now made a formal complaint in relation to the service that had been received and would update the Council when she had further information. (Action: The Clerk)

#### **b) Extending opening Hours:**

The Council considered the Clerk's report and it was **RESOLVED** to return both toilets to 24 hour opening, to be monitored by the Clerk over the next few months. It was **agreed** to thank Derek Tilby, Chairman of SERA, who had singlehandedly been locking the toilets throughout the last 12 months (Action: The Clerk)

### **059/07/21-22 Cemetery**

#### **a) Grave Digging:**

The Clerk outlined the issues that had been raised in relation to a re-opened grave and the communication between herself, the Chair and the Grave Digger. It was **agreed** that Council, as the Burial Authority, requests a more detailed Risk Assessment and Method

Statement and although it does not require a box system to be implemented at this stage, it would request that any nearby memorial headstones are kept clear of earth when a grave is either dug or re-opened. (Action: The Clerk)

**b) Cemetery Driveway Work:**

It was noted that this was due to be carried out on 13<sup>th</sup> – 16<sup>th</sup> July and the Clerk would put up notices notifying residents that the Cemetery would be closed during this period. (Action: The Clerk).

**060/07/21-22 Correspondence**

**a) Cornwall Council – Bus Shelter:**

The Council noted the Clerk's report and it was **agreed** to check which way round it would be positioned to ensure that passengers be protected from the weather. (Action: The Clerk)

**b) Complaints regarding quad bikes accessing Vicarage Gate playing field:**

The Chair & Clerk had both received complaints recently regarding a quad bike accessing Vicarage Gate through the kissing gate. The Clerk reported that the Council had a byelaw dated 1998 in place prohibiting motor vehicles of any sort from this area, which could be enforced by the police. It was **agreed** that the Clerk would look at appropriate signage at Vicarage Gate, both at the kissing gate and at the far end where the fencing wire had been cut through. (Action: The Clerk)

**c) Various complaints in the village:**

A letter was noted that had been received outlining amongst other things issues in Green Lane regarding speeding, anti-social behaviour etc which Councillor Pascoe had previously got the police involved with. The Clerk has responded to all matters raised.

**d) Free Landmark Trees:**

It was **agreed** to register an interest in applying for a Landmark Tree from the Forest for Cornwall for next year, for a celebratory landmark tree to celebrate a person place or event in the community. (Action: The Clerk)

**e) Birch Utility – trees near wires at Battery Mill play park:**

Western Power has notified the Council that it has commissioned Birch Utility to prune the trees near the wires along Battery Mill play park. The Chair confirmed that the work has been completed and that it had been carried out much more sympathetically than previously.

**061/07/21-22 Agenda Items for a future meeting**

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

**062/07/21-22 Meeting Dates**

It was noted that the next Ordinary Council Meeting would take place at 7.00pm on Tuesday 3rd August in St Erth Church Hall (The Old School). A Communications & Engagement

Working Group meeting would take place on Zoom on Friday 16<sup>th</sup> July at 10.00am. It was **agreed** that meetings from September onwards would be held at St Erth School at a rental charge of £15.00 per meeting to be reviewed monthly. (Action: The Clerk)

**063/07/21-22 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.

**064/0721-22 Co-option of New Councillors**

Following discussion, it was **RESOLVED** that Mr Murley and Mr Parris both be co-opted as Parish Councillors. The Clerk will inform them of this decision and organise all relevant paperwork. (Action: The Clerk)

**065/07/21-22 Legal Matters**

The Clerk updated Council on the work Roger Taylor at Wellers Law Group is doing in relation to Land Registry, the costs involved and the information that is needed from Councillors to move this forward. (Action: The Clerk)

The Clerk also updated Council regarding the container licence and it was noted that the container has now been painted green. (Action: The Clerk)

**066/07/21-22 Clerk's Hours**

The Clerk worked within her contracted hours, including some CiLCA training, and took annual leave in June.

**067/07/21-22 Highways**

**a) Update on Highways Improvements in the Village:**

The Clerk gave Councillors an outline of the Confidential report she had received prior to the meeting.

The Chair closed the meeting at 9.45 pm.

Signed: \_\_\_\_\_ Chair

Date: \_\_\_\_\_