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**Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 7<sup>th</sup> December 2021 at St Erth School, scheduled to start at 7.00pm but commencing at 7.30pm immediately following the public meeting with Coastline**

**Present:** Councillors W Chappell, T Greatrex, J Kersey, J Parris, N Player (Vice-Chair – Acting Chair), P Rodda (arrived at 8.27pm)

**In attendance:** Fiona Drew (Clerk), 2 representatives from Coastline and 7 members of the public

**141/12/21-22 Apologies for absence**

Apologies were received from Councillors J Lee, S Murley, A Spencer-Smith & T Taylor.

**142/12/21-22 Declarations of interest & dispensations**

The Vice-Chair declared a non-pecuniary interest in agenda item 9f) – 149/12/21-22f).

**143/12/21-22 Community participation**

None. All residents present had raised their queries regarding PA21/09490 during the public meeting immediately prior to this meeting.

**144/12/21-22 Action required on matters raised during community participation**

None

**145/12/21-22 Planning**

**a) Applications:**

**i) PA21/09490:** Application for approval of reserved matters following outline planning permission ref PA17/12089: Appearance, landscaping, layout and scale; Land N of 31 Treloweth Close, St Erth. Residents comments made during the public meeting regarding issues with drainage and foul sewerage had been noted, although were not part of this application. Georgina Hayman from Coastline **agreed** to contact South West Water to flag up the concerns raised and it was noted that foul and surface water drainage conditions had been imposed as part of the outline permission granted and would need to be fully discharged prior to commencement of any work. Following discussion and consideration of public and consultee comments on the planning portal, it was **RESOLVED** to support the application on the proviso that the applicant be required to:

- include a mixture of different coloured renders and more stone to give a more individual feel to the buildings that were more reflective of the village;
- include taller planting of native trees in more areas to break up the space – this, coupled with the mixed colours, for a more appealing look both at the front and behind the estate across the valley;

In addition, that what is included in the community space at the bottom of the site, to replace the allotments that there is no current need for, should be subject to consultation with residents and appropriate funding being found. (Action: The Clerk)

All members of the public and Coastline representatives left the meeting at 7.55pm.

**ii) PA21/10346:** Adjustment of the positions of existing windows in the north elevation of Boswyns wing of Bosence Farm Community building to suit internal modifications; Bosence Farm Comm Ltd, Bosence Farm, 69 Bosence Road, Townshend. It was **RESOLVED** to support this application. (Action: The Clerk)

**iii) PA21/11090:** Refurbishment and extension of 71 chalets with non-compliance with condition 2 of W1/88/P/0591/F dated 05/07/1988; 37 Tudor Court, Tolroy Manor Holiday Park, St Erth Praze. It was **RESOLVED** to support 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)

As Council regularly considers a number of similar requests, it was **agreed** the Clerk contact the LPA to see what actions are being taken to enforce this condition. (Action: The Clerk)

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

**i) PA21/09608:** Certificate of lawfulness for existing use in respect of the use of building as self-contained dwelling; Trees Dale Cottage, Rose an Grouse, Canonstown; Granted

**ii) PA21/08596:** Conversion of garage / workshop building to form dwelling; Rear of Relubbus House, Tregumbo Hill, Relubbus; Approved with conditions

**iii) PA21/08129:** Conversion of barns to create a new dwelling and associated works; Tredrea Barns, Tredrea Manor, 41 Tredrea Lane, St Erth; Approved with conditions

**iv) 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; Approved with conditions

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

It was **agreed** to discuss this item as it was a standard application.

**i) PA21/10193:** Refurbishment and extension of 71 chalets without compliance with condition 2 (occupancy restriction) of decision notice W1/88/P/0591/F dated 5<sup>th</sup> July 1988; 50 Trevithick Court, Tolroy Manor Holiday Park, St Erth Praze. It was **RESOLVED** to support 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)

## 146/12/21-22 Minutes

It was **RESOLVED** that the Chair of the meeting signs as a true and accurate record the minutes of the Ordinary meeting held on 2<sup>nd</sup> November 2021, as previously circulated. (Action: The Vice-Chair)

## 147/12/21-22 Clerk's Report

The Council noted the Clerk's [report](#) regarding updates from previous minutes. In addition, the Clerk gave further updates as follows:

- **099/09/21-22a)** Footpaths 111/7/2 and 112/52/4 – the Clerk had received an email from the West Cornwall Footpaths Preservation Society (WCFPS) noting that the riverbank defence work that had been carried out in October by Cormac and the Westcountry Rivers Trust seemed to be holding up well
- **134/11/21-22ai)** Battery Mill Maintenance Multi Play Junior – the slide was removed last week and the area made safe to use whilst the slide was away for repair;
- **114/10/21-22ai)** Vicarage Gate Maintenance – work on removing the Activity Trail had now been completed
- **135/11/21-22a)** Road Closures – a proposed closure had now been received for Chenhalls Road for 7<sup>th</sup>-18<sup>th</sup> February 2022 and the Clerk had been notified by the Project Engineer for the Village Improvements scheme that a public consultation would be happening this month to consider an alternative design to the extended footway on Chenhalls Road; the Clerk will publish this when it is available and Council will be able to consider it at the January meeting (Action: The Clerk)

## 148/12/21-22 Reports

### **a) Cornwall Councillor's Report:**

Councillor Sherfield-Wong had not sent apologies for this meeting or either of the public planning meetings, and the Clerk had had no response to emails sent. Following discussion, regarding this and previous lack of communication that had already been raised, it was **agreed** that this needed to be addressed and the Chair would write to other Councils in the area to see if they were experiencing similar issues. (Action: The Chair & Clerk)

Councillor Rodda arrived at the meeting at 8.27pm during discussion on the above item.

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

**i) Making Rural Housing More Affordable NALC online event 17<sup>th</sup> November** – the Clerk attend this event on behalf of the Chair; a report had been circulated prior to the meeting and was noted.

**ii) Public Meeting with Gilbert & Goode Boscarnek 23<sup>rd</sup> November** – the presentation and notes from the meeting had been circulated prior to the meeting and were noted.

**iii) Clerks Meeting** – the Clerk met with other local Clerks on 26<sup>th</sup> November – this had proved to be a useful networking exercise and meetings were planned to continue on a quarterly basis.

## 149/12/21-22 Financial Matters

### a) Receipts & Payments for November 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:

Cemetery	£85.00	Burial fees
<b>TOTAL</b>	<b>£85.00</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	£50.71	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	£64.40	Gmail account
<b>TOTAL</b>	<b>£3,327.50</b>	

#### Payments due:

Cormac	£506.84	Public Conveniences – Cleaning November
F Drew	£30.00	Clerk's Expenses
Trelawney Property Maintenance	£90.20	Fix lock on ladies toilet door
Cherry Trees	£564.00	Removal of Activity Trail at Vicarage Gate
<b>TOTAL</b>	<b>£1,191.04</b>	

#### Payments due on completion of work:

D Button Electrical Services	57.96	Replacing dusk to dawn sensor at toilets
SWPSI	624.00	Maintenance work in Battery Mill play park
Apex Tree Services	£650.00	Tree work at Battery Mill & Vicarage Gate
Cherry Trees	£600.00	Additional work at Vicarage Gate
SLCC	£200.00	Clerk's membership renewal – 6/7 of total *
St Erth School	£75.00	Hire of Hall for Meetings (Sept – Dec)
St Erth Directory	£20.00	¼ page advert to promote Newsletter
Daniel Vasilescu	£1,000.00	Slide for Multi-Play Activity equipment
<b>TOTAL</b>	<b>£3,226.96</b>	

\* This payment was subject to agreement of Agenda Item 10b) which was subsequently approved later in the meeting (150/11/21-22b).

### b) Monthly bank reconciliation:

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

### **c) Revised Budget 2021/22:**

The Council considered the Clerk's report, which had been prepared following the meeting of the Budget Working Group on 16<sup>th</sup> November. It was **RESOLVED** that the [revised budget](#) for 2021-22, as set out in the appendix to the report, be approved. (Action: The Clerk)

### **d) Budget 2022/23:**

The Council considered the Clerk's report which had been prepared following the meeting of the Budget Working Group on 16<sup>th</sup> November. The Council noted that by agreeing to set the budget proposed, it would result in an increase of 1.56% on a Council Tax Band D property and that the Parish Council proportion of Council Tax for a Band D property would be £117.79 per annum in 2022-23 (an increase of £1.81 per annum or 15p per month). It was **RESOLVED** that the budget for 2022-23, as [outlined](#), be approved and adopted. (Action: The Clerk)

### **e) Precept 2022/23:**

It was **RESOLVED** to approve a precept request for 2022/23 of £62,802. (Action: The Clerk)

### **f) Grant Application from Friends of St Erth School:**

The Vice-Chair, having declared an interest as a member of the PTA group, left the room for this agenda item at 9.04pm. It was **RESOLVED** that Councillor Chappell take over as Chair for this item.

It was **RESOLVED** to approve the grant request for £200.00 towards printing costs for the School Centenary book. (Action: The Clerk)

The Vice-Chair returned to the room at 9.09pm and resumed duties as Chair.

## **150/12/21-22 Governance**

### **a) Financial Regulations:**

It was **RESOLVED** to adopt the Financial Regulations as approved at the meeting on 2<sup>nd</sup> November 2021. (Action: The Clerk)

### **b) Membership of Professional Bodies:**

The Council considered the Clerk's report outlining the benefits of the Council's membership of the Cornwall Association of Local Councils (CALC) and of joining the Institute of Cemetery and Crematorium Management (ICCM), and the Clerk's membership of the Society of Local Council Clerks (SLCC).

It was **RESOLVED** to

- continue with membership of CALC, with the renewal due in April 2022;
- joins ICCM at a cost of £95 per annum (membership is 1<sup>st</sup> April – 31<sup>st</sup> March) from 1<sup>st</sup> January 2022 (the cost would be pro rata); (Action: The Clerk)
- continue to pay 6/7 of the Clerk's membership fees for the SLCC (split between SEPC & Zennor PC based on hours worked), with the renewal due in January 2022 (payment to be made in December 2021 ahead of renewal - £200 as noted on the payment schedule). (Action: The Clerk)

### **c) Gender Neutral terms:**

As this item had been proposed by Councillor Murley, who was not present, it was **agreed** to defer a decision to the January meeting. (Action: The Clerk)

### **d) Terms of Reference SUEZ Community Liaison Group:**

It was **agreed** to defer this item to the January meeting when the Senior Community Liaison Manager for Suez would be attending the meeting. (Action: The Clerk)

### **e) Temporary Scheme of Delegation:**

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

### **151/12/21-22 Toilets**

The Council considered the Clerk's report outlining usage, opening hours, current contracts, maintenance, parking, cost per head and community feedback and it was **RESOLVED** that:

- Council continues to provide a valuable public resource for the benefit of both the residents of the parish and the wider community;
- the opening hours of the toilets remain as 24/7 as otherwise volunteers will be required to close them each evening and it is not fair to rely on one member of the community to do this on an ongoing basis;
- the Clerk seeks three quotes for the cleaning contract for Council to consider at its February meeting; (Action: The Clerk)
- the Clerk speaks to other local Councils to ascertain if there is an alternative option to the Wallgate service contract; (Action: The Clerk)
- the Green St Erth Working Group consider alternative 'green' utility suppliers as part of its review; (Action: Green St Erth Working Group)
- the Clerk seeks quotes for a replacement door for the Ladies / Accessible toilet that would be more cost effective to avoid ongoing minor repair work to the current door and fixtures; (Action: The Clerk)
- Council waits to consider the impact of the Village Improvements on the parking in Tredrea Lane and associated roads before it makes any decision in relation to parking outside the toilets and as such extends its contract with Llawnroc Parking Services (at no cost to the Council) until such time as a decision has been made.

### **152/12/21-22 Correspondence & Consultations**

#### **a) Cornwall Council Transport Consultation – closes 24<sup>th</sup> December 2021:**

It was **RESOLVED** to delegate a response to the Clerk, in conjunction with the Vice-Chair & Councillor Murley. (Action: The Clerk, Vice-Chair & Cllr Murley)

#### **b) A30 Action Group request for a written statement of support to Highways England:**

It was **RESOLVED** to delegate a response to the Clerk in conjunction with the Chair & Vice-Chair to reflect Council's previous discussion on this matter. (Action: The Clerk, Chair & Vice-Chair)

**153/12/21-22 Agenda Items for a future meeting**

It was noted that Councillors would submit agenda items for future meetings to the Clerk, no later than 22<sup>nd</sup> December, due to the need to publish the agenda early because of Christmas.

**154/12/21-22 Meeting Dates**

It was noted that the next Ordinary Council Meeting would take place at 7.00pm on Tuesday 4<sup>th</sup> January 2022 at St Erth School.

**155/12/21-22 Clerk's Hours**

The Clerk had worked 3 hours over her contracted hours for November which she would take back in December, and taken no annual leave.

The Chair closed the meeting at 9.30pm.

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

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