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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 7th September 2021 at St Erth School, commencing at 7.00pm

Present: Councillors W Chappell, T Greatrex, E Jenkin, J Kersey, S Murley, J Parris, N Player (Vice-Chair), P Rodda (arrived at 20:30), A Spencer-Smith & T Taylor (Chair)

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

The meeting started at 7.10pm due to technical issues.

088/09/21-22 Apologies for absence

Councillor J Lee gave her apologies.

089/09/21-22 Declarations of interest & dispensations

None.

090/09/21-22 Community participation

The Chair **agreed** for the applicants to speak during the relevant item on planning.

091/09/21-22 Action required on matters raised during community participation

None.

092/09/21-22 Minutes

It was **RESOLVED** that the Chair signs as a true and accurate record the minutes of the Ordinary meeting held on 3rd August 2021. (Action: The Chair)

093/09/21-22 Clerk's Report

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

- **95/20-21biv)** CNP – the dropped kerb at Trehayes Meadow has now been completed
- **059/07/21-22b)** Cemetery Driveway – the earth and grass seed needed to fill in the sides has now been completed
- **060/07/21-22a)** Bus Shelter – in light of the Parish Council and residents' concerns Cornwall Council has reconsidered and will be turning the bus shelter to face the other way; work will still commence on 13th September with the new shelter being installed on the 16th
- **080/08/21-22** Working Group Membership – the website has been updated with all relevant details
- **082/08/21-22** Governance – the website has been updated with all relevant details

- **083/08/21-22b)** Footpaths – 111/7/1 & 111/7/2 will be considered by Cornwall Council to add to next year's schedule; as yet no additional cuts have been carried out as the second cuts are scheduled for September anyway
- **084/08/21-22** Cornwall Council email for feedback – the Clerk has confirmed that Councillors are able to respond individually, 'it is not just a paper exercise' and Cornwall Council want to 'work better and more inclusively with Town & Parish Councils'; a list of headings will be circulated to Councillors and a response is requested no later than 27th September for the Clerk to collate for discussion at the October meeting (Action: All)
- **085/08/21-22** Buses – the Clerk has contacted Derek Thomas to follow up on previous requests re support for the parish bus service and will add this as an agenda item at the next meeting (Action: The Clerk)

094/09/21-22 Planning

a) Applications:

i) PA21/08129: 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, subject to the conditions requested by Historic Environment Planning and the Ramblers Association. (Action: The Clerk)

b) Decisions:

i) PA21/04640: Replacement of out building and works to access; 15 Fore Street, St Erth; Approved with conditions

ii) PA21/04641: Listed Building Consent for proposed replacement of out building and works to access; 15 Fore Street, St Erth; Approved with conditions

iii) PA21/04712: Listed Building Consent for new opening between kitchen and dining room; Tregenhorne Barton, 19 Steppy Downs Road, St Erth Praze; Approved with conditions

iv) PA21/06128: Two-storey Side Extension with Annexe, Single-storey Rear Extension & Loft Conversion; 3 St Erth Hill, St Erth; Approved with conditions

c) Other:

i) PA21/07084: Certificate of lawfulness for existing use for a material start of foundation works for an extension to a domestic annex granted on 25.04.08 under consent PA17/11438; 9 Porthcollum Lane, St Erth; Application now granted.

ii) PA21/07991: Application for tree works within a Conservation Area namely: T1 Lawson Cypress intending to fell due to concerns over proximity to wall; St Erth Church Hall, St Erth; Decided not to make a TPO

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

i) PA21/08482: Permission in principle for proposed development of single dwelling; Land adjacent to 20 Lanuthnoe Estate, St Erth Hill, St Erth. This application was received after the agenda had been circulated. The Clerk has requested an extension but as yet has had no response. Following discussion, it was **RESOLVED** to delegate a response to the Clerk,

in consultation with the Chair & Vice-Chair if no extension is granted, to engage Jon Pender to give advice, to circulate all relevant paperwork to Councillors and for Councillors to feedback to the Clerk their views no later than 5.00pm on Monday 13th September. (Action: The Clerk)

The Chair brought the next two agenda items forward.

095/09/21-22 Highways

a) St Erth Village Improvements Consultation Outcome:

The formal response that had been sent to all who had taken part in the consultation had been circulated to Councillors and was noted. The whole scheme has been approved apart from amended proposals for part of School Lane which has now gone out for consultation.

b) Revised proposals for School Lane EDG1704 SN06 V2:

The amended proposals for School Lane were discussed, as previously circulated. Following lengthy discussion, it was **RESOLVED** to support the proposals outlined but query the effectiveness of the location of the 20mph roundel to the right of the Boscarnek entrance. In addition, to express disappointment that the consultation wasn't clear in showing the whole of School Lane, to include details of the scheme that were not being changed, as many had been unaware that only some aspects were being reconsulted on. (Action: The Clerk)

The Council formally thanked Councillor Pascoe for his ongoing assistance and support with this process, particularly as he was no longer the Parish's Cornwall Councillor.

096/09/21-22 Reports

a) Cornwall Councillor's Report:

None. No response had been received to emails sent regarding concerns raised previously. It was **agreed** that the Clerk would write to Linda Taylor as Conservative Leader to express the Council's concerns at the lack of engagement from Councillor Sherfield-Wong. (Action: The Clerk)

b) Other Reports:

i) Solar Panel Meeting 4th August: The Vice-Chair and Clerk attended this meeting at the invitation of St Hilary PC as outlined in the attached meetings report. Notes of the meeting have now been received from the Clerk of SHPC and will be circulated to Councillors along with some observations from the Vice-Chair. (Action: The Clerk)

ii) CC Precept & Finance 18th August: The Clerk attend a virtual presentation and the link has already been circulated to all Councillors.

iii) Police Liaison Meeting 19th August: The Chair attend this meeting and a brief written report had been circulated prior to the meeting. Notes will be circulated when available. (Action: The Clerk)

iv) CNP Meeting 6th September: The Vice-Chair and Councillor Murley attended this meeting. There was a presentation on the Stennack Sensory & Memorial Garden, an update on the Community Chest Grant available to each Cornwall Councillor which was noted as £3,000 and an update on all Highways Schemes currently taking place. Councillor Pascoe noted that the next round for the Highways budget had not yet been set and advised putting in applications early. It was **agreed** to put this on the next agenda for proposals and Councillors were asked to let the Clerk know if they had any specific proposals that they wished to be considered no later than Friday 24th September. (Action: The Clerk)

v) Communications & Engagement Working Group Report: Councillors considered the Clerk's report that had been previously circulated and it was noted that they should provide feedback regarding signage to the Clerk no later than 14th September. Positive comments were noted from residents regarding both the paper newsletter and the electronic updates. (Action: All Cllrs)

097/09/21-22 Financial Matters

a) Receipts & Payments for August 2021:

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

Receipts received:

Cemetery Fees	£120.00	Memorial fees
Cemetery Fees	£1,310.00	ERoB & Burial fee
TOTAL	£1,430.00	

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	£1,605.34	Clerk's Salary
HMRC	£487.25	PAYE Tax & NI
Google	£64.40	Gmail account
TOTAL	£3,327.54	

Payments due:

F Drew	£64.54	Clerk's Expenses
Cherry Trees	£597.60	Top soil & grass seed cemetery drive edges
Cherry Trees	£85.00	Repair vandalised wire fencing
CALC	£24.00	Chairmanship Training
PKF Littlejohn	£360.00	External Audit
T Oates-White	£130.00	Fix flush on Ladies toilet
Play Inspection Company	£240.00	Annual playground inspections
Cornish Drainage Solutions	£216.00	Emergency call out for blocked drains at toilets due to wet wipes
Trelawney Property	£65.00	Refitting emergency pull cord
TOTAL	£1,782.14	

b) Monthly bank reconciliation:

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

c) External Audit Report:

The Clerk reported that the external audit report had been received but that she was challenging that the comment under Except for Matters should have been included under Other Matters. She will update and circulate to Councillors when she has a response from PKF Littlejohn. (Action: The Clerk)

d) Source for Business Bill:

A bill including charges for £2850.04 was noted which is currently on hold until investigations are completed into the water meter. (Action: The Clerk)

Councillor Rodda joined the meeting.

e) County Association Training events:

It was **RESOLVED** that Councillors email the Clerk by Monday 13th September to let her know what courses, if any, they are interested in attending (Action: All Cllrs)

f) NALC online event Making Rural housing More Affordable

It was **RESOLVED** that the Chair attend this event on 17th November on behalf of the Council at a cost of £30. (Action The Clerk & Chair)

098/09/21-22 Governance

a) Document Retention Policy: It was **RESOLVED** to approve and adopt this policy as previously circulated with the addition of a sentence to say that disposal of all confidential waste should be carried out securely. (Action: The Clerk)

b) Temporary Scheme of Delegation:

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

099/09/21-22 Footpaths

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

The Clerk had attended a meeting recently regarding other stretches of the river, not at Carbis Mill, that require work to limit further erosion. A more formal update will be circulated once it is available from Cornwall Council, who have now engaged the Rivers Trust to look at small scale interventions with specific designs. There is nothing further to update at present on any longer-term options for Carbis Mill itself, as discussions are still ongoing with various proposals currently being discussed. (Action: The Clerk)

b) Environment Agency (EA) response regarding the riverbank erosion between Green Lane Bridge & St Erth Village

The Clerk reported on the response received from the EA, which she will forward to all Councillors. Design proposals are in hand to reinstate the eroded sections of the riverbank although construction work in the river channel won't commence until next June. All work that the EA will carry out is to remediate flood risk issues only as they are not responsible for maintaining the footpath. The Parish Council will be informed when construction work will commence. (Action: The Clerk)

100/09/21-22 Playgrounds

a) Battery Mill Lane Annual Inspection:

The Council considered the Clerk's report and it was **agreed** that the Clerk get quotes to repair the moderate risks highlighted in the inspection report to the Multi Play Junior Activity equipment. In addition, the Clerk would get quotes for the areas of general maintenance highlighted in her report and follow up with Kompan regarding the Cable Runway ramp. All quotes would be discussed by the Open Spaces Committee, alongside longer-term options, at its next meeting. (Action: The Clerk)

b) Vicarage Gate:

i) Annual Inspection: The Council considered the Clerk's report and it was **RESOLVED** to remove the whole Activity Trail due to the rot that had been identified in most items making it unsafe for children to play on at a cost of £499+VAT. It was further **agreed** that the Clerk would discuss with the school if they wanted any of the timber for the Forest School and to consider how to recycle any parts that were still fit for purpose. Discussion took place about what would be done next and it was **agreed** that the Open Spaces Committee would discuss options for the area at its next meeting. (Action: The Clerk)

ii) Vandalism to Fence: The Council considered the Clerk's report and it was **agreed** to take no action at present and monitor the situation for any further issues. (Action: The Clerk)

c) Playing Field access:

The Clerk reported that the hedges along the access path to the playing field by the allotment had become very overgrown at the top section which wasn't part of the grass cutting contract. It was **RESOLVED** to clear this at a cost of £300+VAT. (Action: The Clerk)

101/09/21-22 Cemetery

a) Cemetery Gates:

The Clerk reported that the hinges had dropped on the bottom set of gates and they were difficult to open. To remove, repair the hinge and rehang would cost £200 and a further £376+VAT to sandblast, zinc coat and paint thereby extending the life of the gates. Similar issues were also noted with the top gates and it was **agreed** that the Clerk would investigate costs for these further. Following discussion, it was **RESOLVED** to approach Councillor Sherfield-Wong to see if she would support a grant from her Community Chest Fund towards the overall costs for both gates and, if this was not forthcoming, repair & rehang the front gates only and consider including the other work for a future budget. (Action: The Clerk)

102/09/21-22 Correspondence

a) **Bude Stratton Town Council** – email request for support regarding Housing – it was **agreed** to support the principle and include this on the next agenda for Councillors to pass a Parish Council resolution on. (Action: The Clerk)

b) **Cornwall Council** – Climate Change & Community Resilience event on 10th September – noted

c) **Transition Penwith – Levelling Up our response to the Climate Emergency** on 18th September – noted

d) **CALC – Executive Board vacancies** – closes 1st October. Councillor Spencer-Smith put himself forward and it was **RESOLVED** to support his nomination. (Action: Cllr Spencer-Smith)

e) **Cornwall AONB – Management Plan 2022-27 Consultation** closes 8th October – noted

f) **CALC – LGA Localism report** – it was noted that this document would be a useful reference when looking at a future business plan.

103/09/21-22 Agenda Items for a future meeting

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

104/09/21-22 Meeting Dates

It was noted that the next Ordinary Council Meeting would take place at 7.00pm on Tuesday 5th October at St Erth School. The Open Spaces Committee Meeting would take place on Tuesday 28th September at the Vestry Rooms and the IT Working Group would take place on Zoom at 7pm on Thursday 9th September. The Clerk would email relevant Councillors to arrange a suitable date and time for the Footpath Working Group (Action: The Clerk)

105/09/21-22 Clerk's Hours

The Clerk had worked within her contracted hours, taken the lieu time accrued in July and some annual leave, but was finding it hard to allocate hours to her CiLCA training. With Council's agreement she would therefore be working Mondays – Thursdays for the foreseeable future and working on her CiLCA on Fridays.

The Chair closed the meeting at 9.40pm.

Signed: _____ Chair

Date: _____