



The Vestry Rooms
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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 8th June 2021 in St Erth Church Hall (The Old School), commencing at 7.00pm

Present: Councillors W Chappell, T Greatrex, N Player (Vice-Chair), P Rodda, T Taylor (Chair)

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

021/06/21-22 Apologies for absence

Councillors Jenkin, Kersey, Lee & Spencer-Smith gave their apologies.

022/06/21-22 Declarations of interest & dispensations

None

023/06/21-22 Community participation

A resident spoke of concerns about the pavement along Chenhalls Road being overgrown between Chenhalls Close and the bus stop. In addition, the steps outside the shop, which they believed to be Cornwall Council owned, not being cleaned by the road sweeper.

024/06/21-22 Action required on matters raised during community participation

The Clerk would sort out the border of the Parish Council owned land along Chenhalls Road and see if she could find out who owned the rest of the land. In addition, she would report the steps to Cornwall Council. (Action: The Clerk)

025/06/21-22 Minutes

It was **RESOLVED** that the Chair signs as a true and accurate record, the minutes of the Annual meeting held on 18th May 2021. (Action: The Chair)

026/06/21-22 Matters Arising

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

- **288/20-21** New Cable Runway Platform – the Clerk has raised the matter with Kompan following further complaints and is waiting for an update; in addition, she will raise with the Play Inspection Company when they carry out their inspections in July
- **295/20-21b)** Water Usage – the Clerk has gone back to SW Water as it appears that the leak is at the meter; they should be sending someone to follow this up (they have until 14th June otherwise they will be open to punitive measures)
- **012/05/21-22** Code of Conduct training – a number of Councillors still need to attend this training. A link has now 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)

- **016/05/21-22ci)** PA21/01160/PREAPP – Reserved matters at Land SE of Boscarnek – awaiting advice
- **017/05/21-22a)** Bank Mandate – this has now been completed and Councillors Lee & Greatrex will be shortly set up for online banking
- **017/05-21-22b)** CiLCA training – the Clerk attended the introductory session, is now signed up for this and will have 12 months to complete from 1st August; ZPC has agreed to contribute £100 towards funding, although there may be some additional costs in study materials required
- **017/05-21-22e-h)** AGAR – this has been submitted to PKF Littlejohn, the External Auditors, and published on the website and noticeboard

027/06/21-22 Planning

a) Applications:

i) PA21/04358: Domestic extension; South Granary, Tregenhorne Farm, Streppy 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) PA21/00011/NDP: Plan proposal submitted for Breage Neighbourhood Development Plan. Councillors have not commented on NDPs for neighbouring parishes previously but it was **agreed** that Councillors would feedback to the Clerk if they felt there was anything specific that should be commented on and it could be discussed further if required. (Action: All Cllrs)

b) Decisions:

i) PA21/04515: Non-Material Amendment in relation to Planning Permission PA20/05624 dated 16.04.21; Refuse Transfer Station & Household Waste Recycling Centre, Treloweth Lane, St Erth; Approved

ii) PA21/00513/PREAPP: Pre-application advice for the relocation of dog agility training business; Cherry Tree Cottage, 6 The Green Lane, St Erth; Advice given

iii) PA21/02843: Screening opinion for proposed installation of a solar PV farm and battery energy storage, plus ancillary infrastructure and equipment, landscaping and access; Trevarthian Farmhouse Plain An Gwarry Marazion; EIA required. St Hilary Parish has invited SEPC, Ludgvan and Marazion to a meeting to discuss the proposals and its impact on the area and it was **agreed** that the Chair & Councillor Rodda would attend on a date to be agreed. (Action: The Chair & Cllr Rodda)

c) Other:

i) Planning Induction Training using Microsoft Teams – it was **agreed** that Councillors would let the Clerk know by 14th June if they wanted to attend (recordings will be available for circulation to all Councillors after the events): Tuesday 22nd June National, Local & Neighbourhood Planning Policy; Wednesday 23rd June Development Management & Getting Involved; Thursday 24th June Enforcement & Compliance & Appeals. (Action: All Cllrs & the Clerk)

028/06/21-22 Verbal Reports

a) Cornwall Councillor's Report: The Clerk read out a brief report from Councillor Sheffield-Wong.

b) Other Reports:

i) Footpaths 111/7/2 & 112/52/4: The Clerk reported on the recent meeting with Cornwall Council, the Environment Agency, WCFPS, the Ramblers Association & representatives from SEPC and St Hilary PC looking at short- and long-term options. When she has a formal update from Don Martin on the planned way forward, she will circulate this to all Councillors. (Action: The Clerk)

ii) CNP meeting & G7 summit update: The Chair reported on the G7 Stakeholders meetings and it was noted that legacy funding would be available although it was not as yet clear which areas would benefit from this. Queries were raised if bicycles count as pedestrians and about potential rough campers sleeping in the parish. The Chair would take these questions back to the meeting on Wednesday morning and circulate the response to Councillors. (Action: The Chair)

029/06/21-22 Delegation Arrangements

It was **RESOLVED** that no changes were required to the delegation arrangements currently in place in the Standing Orders and Financial Regulations, and that the Temporary Scheme of Delegation remain in place.

030/06/21-22 Committees & Working Group Structure

The Council considered the Clerk's report outlining the current committee and working group structure. It was **RESOLVED** to dissolve the following committees and working groups:

- b) Charges Committee
- c) Governance Committee: look to set up a Working Group
- g) Community Governance Review Working Group
- i) General Data Protection Regulations Working Group
- k) Higher Vestry Working Group
- l) Highway Improvements Working Group
- n) Website Working Group

031/06/21-22 Terms of Reference for Committees & Working Groups

It was **RESOLVED** to approve and adopt the terms of reference as previously circulated as follows:

- a) Open Spaces Committee
- e) Budget Working Group
- f) Communications & Engagement Working Group
- h) Footpaths Working Group
- m) Vestry Rooms Working Group

It was further **RESOLVED** for the Clerk to draft terms of reference for the Green St Erth Working Group and a Governance Working Group for consideration at the next meeting. (Action: The Clerk)

032/06/21-22 Committees & Working Group Membership

It was **RESOLVED** that the following appointments be confirmed:

- a) **Open Spaces Committee:** Councillors Jenkin, Kersey, Player, Rodda & Taylor and the Chairman of the St Erth Residents Association co-opted in an advisory non-voting capacity
- f) **Communications & Engagement Working Group:** Councillors Kersey, Player, Spencer-Smith & Taylor with one vacancy to be filled following co-option and Stephen Murley co-opted in an advisory non-voting capacity
- e) **Budget Working Group:** all Councillors
- c) **Governance Working Group:** if set up, members to be agreed following co-option
- h) **Footpaths Working Group:** members to be agreed following co-option
- j) **Green St Erth Working Group:** members to be agreed following co-option
- m) **Vestry Rooms Working Group:** members to be agreed following co-option

033/06/21-22 Representation on External Bodies & reporting arrangements

The Council considered the Clerk's report outlining the current reporting process for meetings involving external bodies. It was **RESOLVED** that the following be confirmed:

- a) **Hayle & St Ives Community Network Panel** – open to any Councillor to attend. The Clerk will ensure prior to each meeting that a representative will be attending. Meetings are organised by Cornwall Council. Agenda etc. are sent to Councillors and the Clerk. In addition to the reports made back to the Council by the Councillors who attend the meetings, the notes of the meetings are forwarded to Councillors.
- b) **Hayle Day Care Centre Trust Management Committee** – Councillor Chappell as appointee only. Meetings are organised by the Day Care Centre Manager. Agenda and notes are sent direct to Councillor Chappell and the Clerk and are forwarded to Councillors for information.
- c) **Penwith Access and Rights of Way Forum** – open to any Councillor to attend. Meetings are organised by the Forum Manager. Agendas are sent to the Clerk and forwarded to Councillors for information.
- d) **South West Water Odour Liaison Group** – Chair, Vice-Chair & Clerk. Meetings are organised by South West Water. Agenda and notes are sent to the Council's representatives. In addition to the reports made back to the Council by the Council's representatives, the notes are forwarded to Councillors.

- e) **A30 Action Group / MP's A30 Group** – open to any Councillor to attend; Chair will attend to represent the Council. Meetings are organised by the MP and are currently held on Zoom. Notification is made by email rather than agenda and the Council's representatives report back to the Council. Formal notes are not received.
- f) **SUEZ Community Liaison Group** – Chair & Vice-Chair or in their absence two other Councillors. Meetings are organised by SUEZ. Notification is made by email rather than agenda and the Council's representatives report back to the Council. Formal notes are not received.
- g) **St Aubyn Estates Liaison Group** – Chair & Vice-Chair or in their absence two other Councillors. Any meetings of the Group are arranged by email rather than agenda and the Council's representatives report back to the Council. Formal notes are not received.
- h) **Police Liaison Group** – Councillor Taylor. Meetings are organised by the Sector Inspector for Penzance, St Ives, Hayle and the Isles of Scilly, and notified by email rather than agenda. In addition to the reports made back to the Council by the Council's representative, any notes are forwarded to Councillors for information.
- i) **Local Transport Board, St Ives Town Deal** – Councillor Spencer-Smith. As this is a new group reporting arrangements are not yet known.

034/06/21-22 Financial Matters

a) Receipts & Payments for May 2021:

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

Receipts received:

Allotment Rent	£100.00
Cemetery Fees	£410.00
VAT reclaim (2020-21)	£8,360.13
TOTAL	£8,880.13

Regular Payments to note:

South West Water	£29.00	Water – Public Conveniences
British Gas	£29.00	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	£42.13	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	£56.68	Gmail account
TOTAL	£3,308.20	

Payments already made under Financial Regs 4.1:

TT Electrical	£130.00	Replace disabled call point (295/20-21)
TOTAL	£130.00	

Payments due:

Heart Safe (Derek Tilby)	£125.75	Replacement Pad Pak for Defibrillator
Commissioners Office	£35.00	Annual Data Protection Free
F Drew	£100.53	Clerk's Expenses
C MacDonald	£60.00	Put a cowl on Vestry Rooms chimney
CALC	£240.00	CiLCA training course
SLCC	£410.00	CiLCA Fees
Treve Oates-White	£100.00	Repair leak in ladies toilet
TOTAL	£1,071.28	

Payment approved if necessary:

Source for Business	£540.00	Call out to investigate underground leak
TOTAL	£540.00	

b) Monthly bank reconciliation:

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

c) Grant Application from Redruth Rotary:

It was **RESOLVED** to approve an application from Redruth Rotary for £75.00 towards their Safeguarding for Key Stage 2 Project to provide a book to all Key Stage 2 pupils at St Erth Primary School. (Action: The Clerk)

035/06/21-22 Governance**a) Complaints Procedure:**

It was **RESOLVED** to approve and adopt the Complaints Procedure as circulated. (Action: The Clerk)

b) Safeguarding Statement:

It was **RESOLVED** to approve and adopt the Safeguarding Statement as circulated. (Action: The Clerk)

036/06/21/22 Council Administration

Councillors considered the Clerk's report regarding document sharing and meeting preparation. It was **RESOLVED** that:

- all reports (other than those related to a confidential matter on the agenda) be published on the website as a reports pack with the agenda, to assist with transparency;
- where practicable applicants and / or agents are informed when their planning application will be considered by Council;
- the Clerk will complete a report for consideration at the next meeting relating to the purchase of IT equipment for Councillors. (Action: The Clerk)

037/06/21/22 Playground Vandalism

The Clerk reported that there had been a couple of incidents of vandalism recently at Battery Mill Play Park including broken glass in the sand under the basket swing and graffiti on the

new cable runway. The latter had been reported to the police as it constitutes actual criminal damage. This will enable them to carry out additional patrols in the area.

038/06/21-22 Correspondence

a) Cornwall Council Waste Collection & Street Cleansing contingencies during G7:

It was **RESOLVED** to agree to the request for Biffa to use the alternative route via Tredrea Lane, Chenhalls Road and Water Lane, in the event that traffic on other routes make it necessary to do so on Thursday 10th or Friday 11th but would ask that should they have to use this route they avoid school drop off and pick up times. (Action: The Clerk)

039/06/21-22 Agenda Items for a future meeting

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

040/06/21-22 Meeting Dates

It was noted that the next Ordinary Council Meeting would take place at 7.00pm on Tuesday 6th July in St Erth Church Hall (The Old School). The Clerk would liaise with Councillor Player regarding organising a meeting for the Comms & Engagement Working Group. (Action: The Clerk & Cllr Player)

041/06/21-22 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.

042/06/21-22 Legal Matters

a) Parish Assets:

Council considered the Clerk's report outlining the current situation. Following discussion, it was **RESOLVED** to register PC9 to include the surrounding land, and in addition to amend the address on any necessary deeds so that all Council paperwork is registered to the Vestry Rooms. (Action: The Clerk).

b) Siting of Container:

Following discussion, it was **RESOLVED** that the container be allowed to remain where it is with the Council to enter into an appropriate lease with the Lights & Feast Committees on the basis discussed, on the proviso that it was ensured that the container is sited on a suitable surface and that the Committees would agree the fence with the Council prior to installation. (Action: The Clerk)

043/06/21-22 Clerk's Appraisal & Hours

a) Clerk's Hours:

The Clerk had worked within her contracted hours and taken 17 hours leave for May.

b) Clerk's Appraisal:

Council considered the Clerk's report noting the actions that had been taken to date. It was **RESOLVED** that the Clerk purchase a sim card for Council business. In addition, that she purchases a 12th edition of Arnold Baker on Local Council Administration to assist with her CiLCA training and for referencing any legal matters for Council going forward. (Action: The Clerk)

The Chair closed the meeting at 9.28pm.

Signed: _____ Chair

Date: _____