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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 1st February 2022 at St Erth School, commencing at 7.00pm

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

In attendance: Fiona Drew (Clerk)

173/02/21-22 Apologies for absence

Apologies were received from Councillor S Murley and Cornwall Councillor T Sherfield-Wong.

174/02/21-22 Declarations of interest & dispensations

None

175/02/21-22 Community participation

None

176/02/21-22 Action required on matters raised during community participation

None

177/02/21-22 Minutes

It was **RESOLVED** that the Chair signs as a true and accurate record the minutes of the Ordinary meeting held on 4th January 2022, as previously circulated. (Action: The Chair)

178/02/21-22 Clerk's Report

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

- **085/20-21** Buses – the Clerk has been advised that First Bus are working with Cornwall Council to establish a Bus Service Improvement Plan which is currently with the Department of Transport for review and the hope is that time-saving measures can be introduced which will allow the T1 to be diverted into the hub; the S1 service will not however be extended into the village by GWR
- **295/20-21b)** Water Usage – the Clerk followed up again and is still awaiting a response
- **148/12/21-22a)** Complaint to Monitoring Officer – a response has been received which will be circulated to all Councillors and published on the Cornwall Council website
- **162/01/21-22ai)** PA21/12013 – Land South East of Boscarnek, St Erth; awaiting decision
- **162/01/21-22aii)** PA21/11603 – Lamb & Flag Inn, Canonstown; awaiting decision
- **164/01/21-22c)** Third Quarter Budget Update – the Clerk will provide a report on the levy for the March meeting

- **166/01/21-22c)** Risk Register – amendments have been made as agreed and the document uploaded to the website and Drive
- **167/01/21-22a)** Cornwall Council Budget Consultation – the draft response, as circulated to all Councillors, was submitted on behalf of the Council
- **167/01/21-22b)** Cornwall Council Local Council Survey on Nature – the draft response, with the amendments as outlined, will be submitted on behalf of the Council by the 4th February
- **Youth Shelter Area** – the Clerk noted recent issues in the Youth Shelter Area which she has reported to the police

179/02/21-22 Planning

a) Applications:

i) PA22/00276: Conversion of Existing Barn to Form Self Contained Accommodation Linked to Main Dwelling House; Higher Porthcollum Farm, 7 Porthcollum Lane, St Erth. It was **RESOLVED** to support the application with the following requests:

- that there is clarification on how the sewage is being managed;
- engineered timber windows are used in order to maintain the style with the age of the building;
- a condition is included to link the accommodation to the main dwelling house in order that it cannot be sold off separately.

(Action: The Clerk)

ii) PA22/00517: Use of field for dog agility training; Land North of Cherry Tree Cottage, Green Lane, St Erth. Following lengthy discussion, it was **RESOLVED** to object to this application as it currently stands due to the access, both along the lane and exiting the property. The lane itself is narrow, with few passing places and mainly residential and not suitable for the increased volume of traffic proposed, whilst the exit from the site has poor visibility when turning out. In addition, other issues were discussed relating to concerns about drainage and flooding, given the proximity to a watercourse and historic flooding in the area, and noise and lighting impact on neighbouring properties. The pre-application advice, given last year, had advised that various matters should be addressed as part of any application to include a noise assessment, a Phase 1 hazard assessment and a Flood Risk Assessment, none of which have been provided. Without these documents it is impossible to respond to these aspects of the application. Furthermore, the Council would request that Environment Protection be consulted, regarding the potential noise disturbance and light pollution impact on neighbouring properties, again as outlined in the pre-application advice given. Whilst the applicant has provided a statement advising that there have been no issues at the location currently used, it should be noted that this is not in a residential location. (Action: The Clerk)

b) Decisions:

i) PA21/09705: Listed Building consent for conversion and extension of curtilage listed barns to form a dwelling; 9 St Erth Hill, St Erth; Approved with conditions

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

None

180/02/21-22 Reports

a) Cornwall Councillor's Report:

Councillor Sherfield-Wong had sent an email to the Clerk which would be shared with Councillors regarding her non-attendance at meetings and recent poor communication. Her report spoke briefly of the Cornwall Council budget and about passengers now being able to use one bus ticket to move between providers. She had requested a meeting with the Clerk & Chair to go through outstanding issues. (Action: The Clerk)

b) Other Reports:

i) Community Network Panel Meeting: The notes from the meeting had already been circulated, with the Highways Funding due to be discussed later on the agenda.

ii) Hayle River Restoration Board Meeting: This has been postponed until 7th February. The Clerk has circulated the report from the Westcountry Rivers Trust regarding the work to the riverbank from the concrete bridge down to the closure at Carbis Mill. In addition, she has had confirmation that work is due to be carried out shortly to cut breaches in the bund to release the standing water currently affecting the alternative route. An update on the longer terms plans should be available following the meeting which the Clerk is due to attend. (Action: The Clerk)

181/02/21-22 Governance

a) Internal Auditor:

The Council considered the Clerk's report and it was **RESOLVED** to appoint Barbara Goraus as Internal Auditor for the 2021/22 year end, at a cost of £80.00, and for the Clerk to draft a Statement of Internal Controls for Council to consider at the next meeting. (Action: The Clerk)

b) Insurance Renewal:

The Council considered the Clerk's report and it was **RESOLVED** to approve the insurance renewal as outlined with Zurich at £667.36. (Action: The Clerk)

c) SUEZ Community Liaison Group:

The Council considered the Clerk's report and it was **RESOLVED** to appoint Councillors Greatrex, Murley & Taylor as representatives on the Community Liaison Group with meetings to start in April prior to work commencing in May. (Action: The Clerk)

d) Open Spaces Review:

The Council considered the Clerk's report and it was **RESOLVED** that a Land Asset Review Working Group is formally agreed, to include the Clerk and group of Councillors originally tasked to carry out the review of the Open Spaces. The Terms of Reference for this group were **agreed** with the purpose 'To carry out a review of all Parish Council owned and managed land assets and make recommendations to the Council in relation to a strategy for managing these assets in both the short term and long term. To consider any other assets the Council may wish to obtain. To set a timeframe for the review, to allow the proposed strategy to be consulted on by the public.' (Action: The Clerk)

e) Jubilee Planning Meetings:

The Vice-Chair reported on the two planning meetings that she had attended recently and it was **RESOLVED** to formally appoint her as the Parish Council representative on the Jubilee Committee that had been formed. A request had been made to use the Youth Shelter Area during the celebrations. This was **agreed**, subject to the completion and return of a risk assessment and copy of Public Liability Insurance for the event, and an assurance that the area would be returned to its original state following use. Discussion took place regarding potential use of the budget set aside for this event and some clarity will be sought as to exactly what is needed. (Action: The Vice-Chair & Clerk)

f) Grant Policy:

It was **RESOLVED** to approve the continued use of the Grant Policy with no amendments required. (Action: The Clerk)

g) Temporary Scheme of Delegation:

It was **RESOLVED** that the Temporary Scheme of Delegation remain in place with no changes, with an agreement to consider the adoption of a permanent scheme on the next agenda. (Action: The Clerk)

182/02/21-22 Financial Matters

a) Receipts & Payments for January 2022:

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	£2,920.75	Local Maintenance Partnership Grant
Allotment	£5.00	Fees – new tenant
TOTAL	£2,925.75	

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	£53.49	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	£3,330.28	

Payments agreed previously and now paid:

St Erth Directory	£20.00	¼ page advert
Daniel Welding & Fabrication	£985.00	Slide for Multi Play Activity equipment
TOTAL	£1,005.00	

Payments due:

Cormac	£506.84	Cleaning Public Conveniences – January
F Drew	£24.00	Clerk's Expenses
SWPSI	£30.00	Monthly Play Inspection – January
Cornwall Council	£255.00	May 2021 Election Recharges
Cornwall ALC	£36.00	Breakthrough Communications Training
SeaDog IT	£13.75	Website support
Zurich	£667.36	Annual insurance renewal
TOTAL	£1,532.95	

b) Monthly bank reconciliation:

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

183/02/21-22 Highways**a) Community Network Highways funding:**

It was **agreed** to report back that the system is unequal as smaller rural parishes miss out on funding to the large towns. Following lengthy discussion, three proposals were considered:

- i) Grass area on School Lane – to assess if this dead space could be utilised more efficiently to ease traffic congestion, e.g. turning area, parking;
- ii) Chapel Hill, Church Lane & Green Lane – to assess the feasibility of putting in a one-way system to ease traffic congestion;
- iii) Station Approach – to assess if the pinch point under the bridge could be reclassified and downgraded from two lanes to one.

It was **RESOLVED** to request Councillor Sherfield-Wong put forward proposals i) & ii) with iii) to be kept in reserve if either of the first two options were not considered suitable for inclusion in the Expressions of Interest. The Clerk will clarify what will happen if Councillor Sherfield-Wong is not available to present these proposals. (Action: The Clerk)

b) Village Improvements:

The Clerk gave an update advising that work has been postponed until August in order to meet deadlines elsewhere in Cornwall. The Clerk has already written to Cornwall Council to express disappointment and query why the Council was not informed of this postponement, why the work has been postponed in favour of other areas and regarding the proposed start date being in the middle of the summer holidays. A response has been received assuring the Council that funding is secure for the project. The outcome of the Chenhalls Road consultation is not yet available but will be shared with Councillors when it is published. (Action: The Clerk)

c) Road Closures:

Chenhalls Road – 7th–18th February 24 hours – this road closure, originally scheduled as part of work for the village improvements, will still go ahead to carry out ditching works and CCTV of the drainage system to try and identify and alleviate flooding issues in the area.

184/02/21-22 Playgrounds

The Clerk updated Councillors regarding the ramp for the cable runway – KOMPAN has agreed to supply 'steps' for the ramp free of charge and it was **RESOLVED** to get SWPSI to fit them at a cost of £125 (ex VAT). This should be completed next week and the Clerk will then carry out a new risk assessment of this equipment. In addition, Council approved payment for £125 (ex VAT) to carry out work to cut back and raise the canopy of overhanging branches above the runway. (Action: The Clerk)

185/02/21-22 Noticeboard at Rose an Grouse

The Council considered the Clerk's report and it was **agreed** for the Clerk to investigate if it would be feasible to install the noticeboard by the post box on the A30. (Action: The Clerk)

At 9.30pm it was **RESOLVED** to continue the meeting to complete the business on the agenda.

186/02/21-22 Correspondence & Consultations

a) **Community Flood Forum Warder Taster Training Workshop 10th February:** noted

b) **Cornwall Association of Local Councils AGM 7pm on 8th March**

It was **agreed** that the Vice-Chair would attend this meeting on behalf of the Council. (Action: The Clerk & Vice-Chair)

187/02/21-22 Agenda Items for a future meeting

It was noted that Councillors would submit agenda items for future meetings to the Clerk in writing no later than Monday 28th February.

188/02/21-22 Meeting Dates

It was **RESOLVED** to move the next Ordinary Council Meeting to Tuesday 8th March 2022. This would take place at 7.00pm at St Erth School. In addition to move the April meeting date to 12th April and to set the Annual Parish Meeting at 6.45pm on 3rd May. The AGM for the Playing Fields Association Trustees meeting was **agreed** for 1st March at 7.00pm on Google Meet, to be followed by a meeting of the Communications & Engagement Working Group. Other Working Group meetings would be agreed via email. (Action: The Clerk)

189/02/21-22 Clerk's Hours

The Clerk had worked her contract hours and taken some annual leave. In addition, she had successfully completed Unit 1 of her CiLCA.

190/02/21-22 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.

191/02/21-22 Contracts

The Council considered the Clerk's report outlining proposed tender arrangements and draft specifications for the toilet cleaning contract that was due for renewal in April. It was **RESOLVED** to invite tenders for this contract, based on the specifications circulated, and to consider these at the Council meeting on 8th March. (Action: The Clerk)

The Chair closed the meeting at 9.46pm.

Signed: _____ Chair

Date: _____