



The Vestry Rooms
25 Fore Street
St Erth TR27 6HT
Tel: 01736 757575
Email: clerk@sterth-pc.gov.uk
Website: www.sterth-pc.gov.uk

Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 8th March 2022 at St Erth School, commencing at 7.00pm

Present: Councillors W Chappell, T Greatrex, E Jenkin, J Kersey (arrived at 7.08pm), J Lee, J Parris, N Player (Acting Chair), P Rodda (arrived at 7.30pm)

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

192/03/21-22 Apologies for absence

Apologies were received from Councillors S Murley, A Spencer-Smith and T Taylor (Chair) and Cornwall Councillor T Sherfield-Wong.

193/03/21-22 Declarations of interest & dispensations

None

194/03/21-22 Community participation

None

195/03/21-22 Action required on matters raised during community participation

None

196/03/21-22 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 1st February 2022, as previously circulated. (Action: The Vice-Chair)

197/03/21-22 Clerk's Report

Councillor Kersey arrived at 7.08pm in the middle of this item.

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

- **295/20-21b)** Water Usage – South West Water has rejected SEPC's claim for a leak allowance; the Clerk has now completed a complaint form and awaits a response
- **113/10/21-22bi)** IT Equipment for Councillors – this is outstanding for the IT Working Group
- **113/10/21-22bii)** LMP Enhanced Funding – the Clerk has followed this up again with the Countryside Team and is waiting for confirmation what may be offered in terms of surface and drainage works
- **115/10/21-22a)** Review of current utility suppliers – this is outstanding for the Green Working Group

- **134/11/21-22ai)** Battery Mill Maintenance Multi Play Junior – delivery of the posts from Hags was delayed but SWPSI will be carrying out the repairs this month
- **145/12/21-22ai)** PA21/09490 – Land N of 31 Treloweth Close – Coastline has received a response from SWW which will be circulated to all Councillors and Coastline are following up for further advice
- **179/02/21-22ai)** PA22/00276 – Higher Porthcollum Farm, St Erth; awaiting decision
- **179/02/21-22aii)** PA22/00517 – Land North of Cherry Tree Cottage, St Erth; awaiting decision
- **181/02/21-22a)** Statement of Internal Controls – due to the number of items on this agenda the Clerk will draft this document for the next meeting
- **181/02/21-22g)** Temporary Scheme of Delegation – due to the number of items on this agenda the Clerk will draft this document for the next meeting
- **183/02/21-22a)** CNP Highways funding – unfortunately all three schemes were rejected by Highways for consideration – the Clerk will circulate the comments received from the Community Link Officer; either the Chair or Vice-Chair will attend the next CNP meeting on 4th April to see what schemes have been proposed and Council will consider proposals earlier for submission in next year's round of funding
- **183/02/21-22b)** Village Improvements – the Clerk is still waiting for the results of the Chenhalls Road consultation and has chased up with Cornwall Council
- **184/02/21** Playgrounds – the 'steps' have now been received and fitted and are a great improvement; work is due to be completed shortly on raising the canopy of overhanging branches above the runway

The Clerk advised Councillors that Vanessa Luckwell will be moving areas from the end of March and James Hardy will take over St Erth as Community Link Officer. It was **agreed** to write and thank Vanessa for all her support over the years and wish her luck with her new area. (Action: The Clerk)

198/03/21-22 Planning

a) Applications:

i) PA22/01077: Submission of details to discharge Condition 6 in respect of Decision Notice PA20/05624 dated 16.04.2021; Refuse Transfer Station and Household Waste Recycling Centre, Treloweth Lane, St Erth. It was **RESOLVED** to support this application. (Action: The Clerk)

ii) PA22/01858: Submission of details to discharge Condition 5 in respect of Decision Notice PA20/05624 dated 16.04.2021; Refuse Transfer Station and Household Waste Recycling Centre, Treloweth Lane, St Erth. It was **RESOLVED** to support this application. (Action: The Clerk)

iii) PA22/00993: Demolition and erection of replacement single storey extension. Dormer windows to be installed. Replacement of tiles on the rear elevation; 1 Battery Mill Lane, St Erth. It was **RESOLVED** to support this well-presented application, agreeing with the comments made by Historic Environment Planning regarding a preference for cast iron or aluminium heritage moulding units for the rainwater goods. (Action: The Clerk)

iv) PA22/00994: Listed building consent for PA22/00993. It was **RESOLVED** to support this application with the same comments as the main application. (Action: The Clerk)

v) PA22/00620: Conversion of Existing Barn to Form Ancillary Accommodation & Associated Works; Sunrise Farm, 68 Bosence Road, Townshend.

Councillor Rodda arrived at 7.30pm. during discussion on this item. As he missed some of the discussion, he abstained from the vote on this.

It was **RESOLVED** to object to this application in its current form. The ancillary accommodation proposed, or 'annex' as referred to in the Design & Access Statement, does not conform with point d) of the general policy considerations of the Annex Guidance Note. Clear justification has not been provided as to why a barn conversion has been proposed as opposed to a physical extension to the principal dwelling; the barn is not ancillary to the main house given the distance it is located from it; the proposed 'annex' far exceeds 50% of the footprint of the existing dwelling; and it has not been demonstrated how this building would be incorporated into the main dwelling when there is no longer a need for the annex. In addition, Councillors have concerns about the lack of clarity of the application e.g. point 17 of the application form states that the application does not involve a change of use for non-residential floorspace which this clearly does, and the void shown on the floor plan is unclear. Whilst clarification has been provided subsequent to the meeting to confirm that this does meet the criteria of a void on a floor plan, concern still remains around the lack of privacy in the WC area. (Action: The Clerk)

b) Decisions:

i) 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 TR27 6HG; Approved with conditions

ii) PA21/10193: Refurbishment and extension of 71 chalets without compliance with condition 2 (occupancy restriction) of decision notice W1/88/P/0591/F dated 5th July 1988; 50 Trevithick Court, Tolroy Manor Holiday Park, St Erth Praze; Approved with conditions

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

None

199/03/21-22 Reports

a) Cornwall Councillor's Report:

The Council noted Councillor Sherfield-Wong's report, having been circulated previously. In addition, an email from her had also been forwarded to all Councillors.

b) Other Reports:

i) Hayle River Restoration Board Meeting: Council noted the Clerk's report, having been circulated previously.

ii) Jubilee Committee Meetings: Council noted the Vice-Chair's report, having been circulated previously. Councillors were asked to volunteer to assist on Friday 3rd June and it was **agreed** the Clerk would email all to check availability. (Action: The Clerk & all Cllrs)

iii) Playing Fields Association AGM: This had taken place on 1st March as the Council is the Sole Trustee of the PFA. Minutes have been circulated to all Councillors.

iv) **Communications & Engagement Working Group:** Council noted the report from the meeting, having been circulated previously, and the recommendations regarding Agenda Item 12 will be considered then (202/03/21-22).

200/03/21-22 Financial Matters

a) Receipts & Payments for February 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:

| | | |
|--------------|----------------|-------------|
| Cemetery | £660.00 | Burial Fees |
| TOTAL | £660.00 | |

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 | £54.84 | Landline, broadband, electricity - Vestry Rms |
| Nest Pension Scheme | £159.88 | ERC of £79.94 and EEC of £79.94 |
| F Drew | £1,605.14 | Clerk's Salary |
| HMRC | £487.45 | PAYE Tax & NI |
| Google | £64.40 | Gmail account |
| TOTAL | £3,331.63 | |

Payments made under Financial Regulation 4.1:

| | | |
|--------------------------------|---------------|--------------------------------------|
| Des Button Electrical Services | £81.62 | Replace bulb in light outside toilet |
| TOTAL | £81.62 | |

Payments due:

| | | |
|--------------|----------------|---|
| Cormac | £506.84 | Cleaning Public Conveniences – February |
| F Drew | £28.95 | Clerk's Expenses |
| SWPSI | £30.00 | Monthly Play Inspection – February |
| SWPSI | £150.00 | Installation of treads on zip wire |
| TOTAL | £715.79 | |

b) Monthly bank reconciliation:

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

c) National Joint Pay Council Award:

The Council noted the Clerk's report regarding the 2021-22 NJC Pay award of 1.75% and that the Clerk was due back pay from 1st April which would be added to the Clerk's March pay. (Action: The Clerk, Chair & Cllrs Greatrex & Lee)

d) Grant Application – St Erth Lights Committee:

It was **RESOLVED** to approve a grant for £175.00 for the Lights Committee towards new lights. This was not the full amount that had been applied for but it was **agreed** that Council would consider a larger amount next year if a more detailed application was submitted. In addition, the Council would be pleased to support any funding applications the Committee makes from other sources. (Action: The Clerk)

e) Toilet Door:

The Clerk outlined ongoing issues with the door for the Ladies / Disabled Toilet. Having reviewed the budget available, it was **RESOLVED** to agree a delegated spend to the Clerk, in consultation with the Chair and Vice-Chair, of up to £1,700 to source and install a suitable solid door that would cope with the weather. (Action: The Clerk)

f) Price Increases:

i) **Grass Cutting** – it was noted that Cherry Trees will be putting the grass cutting contracts up by 5% from 1st April 2022 (£382.34 ex VAT per area per month) and the Clerk would amend the Standing Order accordingly. This was in line with the tender made in March 2021 for the 3 year contract. (Action: The Clerk)

ii) **Monthly Playground Inspections** – it was noted that SWPSI will be increasing the monthly price to £30.00 (ex VAT). It was **agreed** that the Clerk would find out what the increase covered, get a quote from an alternative supplier and put this on next month's agenda for discussion. (Action: The Clerk)

iii) **Utilities:** it was noted that prices will be increasing across the board from 1st April and the Green Group need to prioritise its review of suppliers. (Action: The Green Group)

201/03/21-22 Governance

a) Equal Opportunities Policy:

It was **RESOLVED** to approve and adopt this policy as previously circulated. (Action: The Clerk)

b) SUEZ Community Liaison Group:

It was **RESOLVED** to replace Councillor Murley with Councillor Player as one of three Council representatives on this group. (Action: The Clerk)

202/03/21-22 Maintenance

a) Playground:

The Council considered the Clerk's report outlining maintenance work that has been completed, work that is outstanding and further work to consider. It was **RESOLVED** to delegate work to the Clerk up to a spend of £900 to prioritize that highlighted in the report. (Action: The Clerk)

b) Trees:

The Council considered the Clerk's report outlining recommended tree work and it was **RESOLVED** to carry out the work outlined to eliminate danger to pedestrians and vehicles of the diseased ash trees behind the Methodist Chapel car park at a cost of £350.00. In addition, to report the yew tree overhanging the utility wires in Church Lane and put the works in the Churchyard on the next agenda for consideration in the new financial year. (Action: The Clerk)

203/03/21-22 Noticeboard at Rose an Grouse

The Council considered the Clerk's report and the recommendations made by the Communications & Engagement Working Group. Due to the costs involved in placing a noticeboard at the post box, it was **RESOLVED** to seek an additional grant from either SUEZ or SWW to carry this out. The Vice-Chair outlined proposals to replace the large black sign at Battery Mill Park and showed a mock up design and it was **RESOLVED** to approve this, either using the Community Chest Grant given previously by Councillor Pascoe totalling £499.00 or from the Comms & Engagement budget line. The Clerk would need to clarify installation costs. (Action: The Clerk & Vice-Chair)

204/03/21-22 Defibrillator

The Council considered the Clerk's report outlining the purchase of a new defibrillator. It was **RESOLVED** that, subject to checking with Zurich regarding insurance for an unlocked cabinet, Council purchases a defibrillator from the Ronnie Richards Memorial Charity (RRMC) at a cost of £1,538.10 (plus £30.00 if a locked cabinet is required). It was **agreed** that the Clerk would try and source a local electrician who would install the defibrillator free of charge as a service to the community. If this was not feasible to use Davey & Gilbert for installation at a cost of £200.00 to be paid for from the general maintenance budget. (Action: The Clerk)

205/03/21-22 Buses

The Council considered Councillor Kersey's report outlining a suggestion for improving the bus service into St Erth. It was **RESOLVED** to support the proposal which would give better connectivity for St Erth and write to Cornwall Council and Derek Thomas. In addition to emphasise the importance of public transport particularly in light of the recent increase in fuel costs, the desire to get away from dependence on fossil fuels, supporting better access to work and leisure, the increased population of the village with the planned developments, and better accessibility to the Multi Modal Hub. If this cannot be included in the current timetable review, then a request be made for it to be looked at going forwards, including examples from other areas. (Action: The Clerk)

206/03/21-22 Correspondence & Consultations

a) Request to use Council land for circuit training:

It was **agreed** to give approval, subject to the provision of a suitable risk assessment and public liability insurance. (Action: The Clerk)

b) Request to use Youth Shelter area for a food festival:

This would be brought back to Council on a future agenda once more information had been received.

c) **Letter from Calstock Parish Council** holiday lets & second homes: noted

d) **Letter from Mevagissey Parish Council** Housing Manifesto: noted

e) **Local Government Association: Statement of Support for Ukraine**

It was **RESOLVED** to sign this statement. (Action: The Clerk)

f) Cornwall Council – Community Infrastructure Levy (CIL) Fund

It was **agreed** that all Councillors would review this and advise the Clerk of any suggested proposals for consideration on the next agenda no later than Monday 28th March. (Action: All Cllrs)

207/03/21-22 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 March.

208/03/21-22 Meeting Dates

It was noted that the next Ordinary Council Meeting would take place at 7.00pm on Tuesday 12th April 2022 at St Erth School (in the Cabin). A Land Asset Review Working Group meeting was due to take place on Wednesday 9th March at 7pm on Google Meet. Other Working Group meetings would be agreed using Doodle. (Action: The Clerk)

209/03/21-22 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.

210/03/21-22 Contracts

a) **Cleaning Contract:**

The Council considered the Clerk's report detailing tenders received and it was **RESOLVED** to continue with Cormac, noting a potential price increase of 72%, exact details of which will be confirmed next month and review this again in November 2022. (Action: The Clerk)

b) **Local Maintenance Partnership (LMP):**

The Council considered the Clerk's report and it was **RESOLVED** to accept the LMP grant offered for 2022/23 and extend Cherry Trees contract as outlined in the report, noting the price quoted for the contract, with the additional cutting, as £2,988.60 ex VAT. (Action: The Clerk)

c) Car Park Levy:

The Council considered the Clerk's report outlining the history relating to this. It was **RESOLVED** to write to Cornwall Council to request confirmation in writing of the exact details for what was agreed. (Action: The Clerk)

211/03/21-22 Staffing Matters

a) Clerk's Hours:

The Clerk had worked her contract hours in February and taken some annual leave. In addition, she had undertaken further CiLCA study. It was noted that she may struggle to take all the holiday planned for March due to current workload and would carry forward 30 hours to next year.

b) Clerk's Appraisal:

It was **agreed** that Councillors Greatrex, Lee and the Vice-Chair would carry out the Clerk's appraisal at a mutually convenient time. In addition, for Council to consider formally setting up a Staffing Committee with appropriate Terms of Reference. (Action: The Clerk, & Cllrs Greatrex, Lee & the Vice-Chair)

The Chair closed the meeting at 9.45pm.

Signed: _____ Chair

Date: _____