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## **Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 12<sup>th</sup> April 2022 at St Erth School, commencing at 7.00pm**

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

**In attendance:** Fiona Drew (Clerk), Cornwall Councillor T Sherfield-Wong and 1 member of the public

### **212/04/21-22 Apologies for absence**

Apologies were received from Councillors W Chappell & E Jenkin

### **213/04/21-22 Declarations of interest & dispensations**

Councillors Parris, Spencer-Smith and the Vice-Chair declared personal interests in Agenda Item 7a(ii) - PA22/02364.

### **214/04/21-22 Community participation**

None

### **215/04/21-22 Action required on matters raised during community participation**

None

### **216/04/21-22 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 8<sup>th</sup> March 2022, as previously circulated. (Action: The Chair)

### **217/04/21-22 Clerk's Report**

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

- **134/11/21-22ai)** Battery Mill Maintenance Multi Play Junior – work has now been completed but additional work was needed to the slide due to graffiti (photos circulated)
- **150/12/21-22b)** Membership of ICCM – the Clerk has completed the application form to run from 1<sup>st</sup> April as previously agreed
- **198/03/21-22ai)** PA22/01077 – Waste Transfer Centre – discharge of condition re Community Liaison Group – waiting decision
- **198/03/21-22aiii&iv)** PA22/00993&00994 – 1 Battery Mill Lane and associated Listed Building Consent – waiting decision
- **198/03/21-22av)** PA22/00620 – Sunrise Farm, Townshend – waiting decision
- **199/03/21-22bii)** Jubilee – Cllrs availability to assist – thank you to everyone who has responded – availability has been passed on to the Committee via the Vice-Chair

- **200/03/21-22e)** Toilet Door – the Clerk is still trying to find someone to complete the work with a suitable door – cost to be included for discussion under Agenda Item 10e)
- **200/03/21-22fiii)** Utilities price increase – a meeting is needed of the Green Working Group
- **202/03/21-22a)** Playground Maintenance – sand has been ordered to top up all areas as required and will be accrued in last year's accounts; work on the rockers will be scheduled for the new financial year
- **202/03/21-22b)** Trees – work was completed as agreed on 30<sup>th</sup> March
- **203/03/21-22** Noticeboard – SUEZ grants are not suitable for this as SEPC don't own the land and the SWW fund is currently closed as all grants have been allocated; the Clerk and the Vice-Chair will progress the sign by the Play Park as previously agreed
- **204/03/21-22** Defibrillator – this has now arrived and Des Button has agreed to fit it free of charge (any materials will be billed at cost); in addition, a saving of £261.35 was made as the price originally agreed included VAT which the Council will be able to claim back
- **206/03/21-22f)** Cornwall Council CIL Fund – this was included at the recent CNP meeting
- **210/03/21-22a)** Toilet cleaning contract – the Clerk is waiting for confirmation on consumables prices from Cormac
- **211/03/21-22b)** Clerk's Appraisal – this is due to take place on 20<sup>th</sup> April with feedback to the 3<sup>rd</sup> May meeting

## **218/04/21-22 Planning**

### **a) Applications:**

**i) PA22/02016:** Conversion of Existing Garage to Annex Accommodation; The Fish Farm, The Green Lane, St Erth. It was **RESOLVED** to object to this application in its current form as there are too many inaccuracies / omissions to be able to make an informed judgement. The Design, Access & Heritage Impact Statement is missing section 4 that is listed in the contents; no reference is made to how the proposed annexe will be used as ancillary to the main dwelling or any of the points that should be considered as shown in the Cornwall Council Annex Guidance Notes; no reference is made to the St Erth Neighbourhood Plan. The application form states that it is not a change of residential use but it is currently being used as a garage. Further comments were made in relation to whether the Environment Agency should have been consulted due to flood issues and concerns it had raised relating to a previous application in a similar nearby location. (Action: The Clerk)

In addition, it was **agreed** to write to the Planning Department and Cornwall Association of Local Councils regarding ongoing concerns about planning applications being validated with inaccuracies and omissions, and copy in Councillor Sherfield-Wong who agreed to follow this up for the Council. (Action: The Clerk & Cllr Sherfield-Wong)

Councillors Parris, Spencer-Smith & the Vice-Chair, having declared personal interests, left the room at 7.21pm for the consideration of the next item

**ii) PA22/02364:** Listed Building Consent: Minor internal and external amendments in relation to Decision Notice PA17/11439 and PA21/07084; 9 Porthcollum Lane, St Erth. The Chair allowed the member of the public present to answer questions from Councillors. It was **RESOLVED** to support this application (Action: The Clerk).

Councillors Parris, Spencer-Smith & the Vice-Chair, returned to the meeting at 7.34pm.

iii) **PA22/02903**: Proposed redevelopment of St Erth Refuse Transfer Station (RTS) to include an extension to the existing waste transfer building, the provision of new external bays (for glass and clinical waste) and external enclosed bays (for wood wastes), associated infrastructure (eg. provision of weighbridge etc), reversing the traffic flow through the RTS facility and changes to operating hours of the RTS and HWRC – (see planning statement for further details). The application site boundary also includes the Household Waste Recycling Centre (HWRC) with non-compliance with condition 3 and 14 in relation to decision notice PA20/05624 dated 16.04.2021; RTS and HWRC, Treloweth Lane, St Erth. It was **RESOLVED** to support the minor amendments proposed to the site layout to include a covered bay over the hazardous waste area, additional welfare office and extension of the weighbridge office to increase the efficiency of the site. It was further **RESOLVED** to object to the additional hours proposed for bin exchanges at the HWRC during construction of the transfer station, but to suggest a compromise of 7.30am-7.00pm for 12 months, from the commencement of the development, to be reviewed after that period to assess whether it should continue for a further temporary period. (Action: The Clerk)

iv) **PA22/03371**: Non-material amendment (NMA2) in relation to decision PA20/05624 dated 16.04.2021 for an amendment to condition 7 (drainage); RTS and HWRC, Treloweth Lane, St Erth. It was **RESOLVED** to object to this amendment as the reason given for the condition when the planning was approved has not changed, i.e. to ensure that the development is undertaken in a manner which reduces any potential impact on water interests, which must be completed prior to development commencing. (Action: The Clerk)

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

i) **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; Condition discharged

#### **c) Other:**

i) **PA21/09490**: 5 Day Local Councils Protocol response – it was noted that Council had agreed with the Case Officer's recommendation for approval.

ii) **PA21/12013**: 5 Day Local Councils Protocol response – it was noted that Council had raised concerns relating to the dwelling finishes and the issue regarding parking and had requested again that a condition be imposed to prevent garages being converted to accommodation. The Case Officer had agreed to both these proposals and a condition would be imposed as part of the approval.

iii) **Transfer of land by Coastline**: It was **agreed** to clarify what asset means as far as the S106 is concerned, to request if services can be integrated to the piece of land during construction and check if there are any drainage issues or environmental factors in terms of risk. In addition, it was **RESOLVED** to engage the Council's solicitor to undertake any legal work required by the Council for the transfer and to clarify if the land could be transferred in future to a Community Interest Group. (Action: The Clerk)

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

i) **PA22/00276**: Higher Porthcollum Farm – the Case Officer had emailed responding to Council's queries relating to drainage and timber windows and to confirm that a condition will be included to link the annexe to the main dwelling.

## 219/04/21-22 Reports

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

Councillor Sherfield-Wong reiterated the written apology she had given previously for not attending meetings over the past eleven months. She then:

- gave updates on a number of Enforcement Cases currently ongoing;
- agreed to follow up with the Case Officer regarding PA21/11603;
- reported on a resident's concerns about the new speed calming in Treloweth Lane;
- agreed to follow up with Highways regarding the overgrowth in the cycle lane here;
- noted that she was still waiting for a response regarding Gateway Court and would follow up again with Rupert Spencer;
- confirmed she had written to Councillor Desmonde (Portfolio Holder for Transport) on a number of occasions regarding the proposal Council had submitted to improve the village bus service;
- reported on improvements to the trainline for St Erth to Ives which would mean an extended platform at St Erth.

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

**i) Jubilee Committee Meetings:** The Vice-Chair reported that there had been no further meetings and would advise the Committee that any grant applications needed to be submitted to Council no later than 25<sup>th</sup> April in order to be considered at the May meeting. (Action: The Vice-Chair)

**ii) Police Liaison Group Meeting:** The Chair had attended this meeting and reported on the new staff in the area, graffiti issues and CCTV. The Clerk would update when she had received any feedback on CCTV. (Action: The Clerk)

**iii) Community Network Panel Meeting:** The Vice-Chair & Councillor Murley had attended this meeting. Agenda items included Highway Funding, where it was **agreed** that Council needed to know what plans were rejected and why going forward, and CiL money which would focus on children and youth projects. The Clerk would re-circulate the guidance for this to Councillors and include as an agenda item for the June meeting. (Action: The Clerk & All Cllrs)

The Chair then amended the agenda order to move the next two items forward to enable Councillor Sherfield-Wong to take part in the discussions.

## 220/04/21-22 Hayle River Community Project

A number of Councillors had attended the presentation on 5<sup>th</sup> April and gave feedback. It was **agreed** that the Clerk would make contact with the representative from the RSPB who managed the site at the Estuary and Marazion Marshes. It was **agreed** to delegate a response to the survey to the Clerk, in consultation with the Chair & Vice-Chair, to include: community access, accessibility and connectivity along the whole river; the importance of the riverbank as a naturally flat circular walk; concerns regarding destruction of habitats; safeguarding what is already there to avoid further loss which may involve short term intervention e.g. reed work, duckboards. (Action: The Clerk, Chair & Vice-Chair)

Any Councillor who wished to expand on the points discussed, should email the Clerk no later than 6pm on Wednesday 13<sup>th</sup> April. (Action: All Cllrs)

## 221/04/21-22 Buses

The Council considered the response received to the proposal it had submitted to Cornwall Council regarding a suggestion to improve the bus service into St Erth. It was **agreed** to delegate a response to the Clerk, in consultation with Councillors Greatrex, Kersey and the Chair, to include: double or single decker buses; number of journeys are shown as single journeys and therefore misleading; timings of buses make them unusable; currently no service to St Ives so impossible to compare usage; what evidence is there regarding lack of use; parking in village doesn't affect current buses so would be no different for other buses; what would be the cost implications for the changes proposed; case studies from the village. (Action: The Clerk, Chair & Cllrs Greatrex & Kersey)

Councillor Sherfield-Wong left the meeting at 9.10pm.

## 222/04/21-22 Reports

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

**iv) Land Asset Review Working Group Meeting:** The Vice-Chair reported that the Group had agreed that its priority was carrying out consultation to inform plans and that the survey was being amended and would be sent out to residents. (Action: Working Group)

**v) IT Working Group Meeting:** The Vice-Chair reported that the Group recommendation was that there is no current need for provision of Council IT equipment for all. They would follow up on the actions that had been agreed relating to policies to address access needs and current use of equipment and draft a brief of what is required, looking at possible options linked to election cycles. It was noted that an earmarked reserve would be needed going forward and this would be discussed under Agenda Item 10e). (Action: Working Group)

## 223/04/21-22 Maintenance

### **a) Fencing in Youth Shelter:**

It was noted that a repair had been carried out to the fencing by the gate entrance to the riverbank at a cost of £208.33 (ex VAT). It was **RESOLVED** to vire £104.00 from Cemetery Maintenance to General Maintenance to balance overspend. (Action: The Clerk)

### **b) Allotment Gate:**

It was noted that the left-hand gate post at the entrance to the allotments needed replacing at a cost of £208.33 (ex VAT). Work had been agreed prior to year-end but delayed due to Covid. It was **RESOLVED** to vire £112.00 from Cemetery Maintenance to Allotment Maintenance to balance overspend. (Action: The Clerk)

### **c) Graffiti:**

It was noted that there had been a number of recent incidents of graffiti in the village and that anti-graffiti paint had been purchased to try and make removal easier going forwards. In addition, that work had been required to repaint the slide at a cost of £250.00 (ex VAT). It was **RESOLVED** to vire £77.00 from Room Rental to Playground Maintenance to balance overspend. (Action: The Clerk)

#### d) Footpath:

It was noted that a tree and associated vegetation had fallen on footpath 111/51/5 during the storms last month and had been removed under the LMP grant at a cost of £208.33 (ex VAT).

#### e) Trees:

The Council considered the Clerk's report outlining recommended tree work and it was **RESOLVED** that Apex Tree Services carry out the work in the Churchyard at a cost of £350.00. (Action: The Clerk).

This will be included in the new financial year but following the work completed last month it was **RESOLVED** to vire £130.00 from Training to Tree Maintenance, as recommended during the March meeting, but not formally agreed. (Action: The Clerk)

#### f) Monthly Playground Inspections:

The Council considered the Clerk's report and it was **RESOLVED** to continue to use SWPSI to carry out its Monthly Playground inspections at a cost of £30.00 (ex VAT) and review this again in January 2023. In addition, to use SWPSI as the Council's preferred supplier for general playground maintenance but that all work must be approved first by Council, removing the £75.00 spend authorised previously, unless it is deemed by the Clerk, in consultation with the Chair & Vice-Chair, to be of such an emergency that it falls under Financial Regulation 4.5. (Action: The Clerk)

Councillor Murley left the meeting at 9.32pm.

### 224/04/21-22 Financial Matters

#### a) Receipts & Payments for March 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:

None	£0
<b>TOTAL</b>	<b>£0</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	£53.75	Landline, broadband, electricity - Vestry Rms
Nest Pension Scheme	£193.48	ERC - £96.74 & EEC - £96.74 (inc. back pay)
F Drew	£1,874.14	Clerk's Salary (inc. back pay)
HMRC	£679.61	PAYE Tax & NI (inc. back pay)
Google	£64.40	Gmail account
<b>TOTAL</b>	<b>£3,825.30</b>	

**Payments agreed previously and now paid:**

Ronnie Richards Memorial Charity	£1,568.10	Defibrillator (203/02/21-22)
St Erth Lights Committee	£175.00	Grant (200/03/21-22d)
<b>TOTAL</b>	<b>£1,743.10</b>	

**Payments due:**

Cormac	£506.84	Cleaning Public Conveniences – March
F Drew	£268.66	Clerk’s Expenses (itemised on invoice)
St Erth School	£45.00	Hire of School for meetings (Jan – March)
Cornwall Council	£2,550.00	Battery Mill Play Area Survey (2021)
SWPSI	£30.00	Monthly Play Inspection – March
SWPSI	£2,250.00	Work in Battery Mill Play Area
Cherry Trees	£250.00	Youth Shelter Area – replace fence post
Apex Tree Services	£350.00	Eliminate danger of ash trees over highway
Cherry Trees	£200.00	Clear tree and vegetation blocking footpath
<b>TOTAL</b>	<b>£6,450.50</b>	

**b) Monthly bank reconciliation:**

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

**c) Price Increases:**

It was noted that SeaDog IT will be putting the website hosting fee up to £29.95 from 1<sup>st</sup> April 2022 and it was **RESOLVED** to accept this increase and for the Clerk to amend the Standing Order accordingly. (Action: The Clerk)

**d) Regular Payment Schedule for 2022-23:**

It was **RESOLVED** to approve the following regular monthly payments:

South West Water	£29.00	Water – Public Conveniences
British Gas	£32.00	Electricity – Public Conveniences
SeaDog IT Ltd	£29.95	Website hosting fee
Cherry Trees	£458.81	Grass cutting – Churchyard & Cemeteries
Cherry Trees	£458.81	Grass cutting – Play areas
Utility Warehouse	£Varies	Landline, broadband, electricity - Vestry Rms
Nest Pension Scheme	£162.68	ERC of £81.34 and EEC of £81.34
F Drew	£1,615.73	Clerk’s Salary
HMRC	£528.73	PAYE Tax & NI
Google	£59.80	Gmail account

**e) Earmarked Reserves:**

The Council considered the Clerk’s report and it was **RESOLVED** to transfer any underspend on the following budget lines to the related Earmarked Reserve: Community Engagement & Communications, Green Initiatives, S106 Wind Turbine and to transfer £2,000 of underspend from Improvement Projects with the balance going into General Reserves. (Action: The Clerk)

In addition, it was **RESOLVED** to set up new Earmarked Reserves as follows: Defibrillator – any underspend from budget line, IT Equipment - £2,000, Toilet Door - £1,700. (Action: The Clerk)

**f) South West Water bill:**

The Clerk updated Council on the current situation and it was **agreed** that she would submit an impact statement regarding payment of the bill to Source for Business who were assisting to build a case for an allowance from South West Water. (Action: The Clerk)

**225/04/21-22 Correspondence & Consultations**

**a) St Aubyn Estates Ltd:**

It was **agreed** to nominate three residents for the Mounts Bay Memory Passes for their service to the village. (Action: The Clerk)

**b) Cornwall Hospice Care:**

It was **agreed** to respond that any applications for funding should be submitted using the Council's grant application form and refer to the grant policy. (Action: The Clerk)

**c) Citizen's Advice Cornwall:**

It was **agreed** to respond that any applications for funding should be submitted using the Council's grant application form and refer to the grant policy. (Action: The Clerk)

**d) Homes for Ukraine:**

It was **agreed** to disseminate the information to the community. (Action: The Clerk)

**e) Lord Lieutenant's & Bishop's Platinum Jubilee Parade invitation:**

It was **agreed** that someone would attend to represent the Parish Council (to be decided at the May meeting) and ask the Brownies to create a banner for the parade. (Action: The Clerk)

**226/04/21-22 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 25<sup>th</sup> April.

**227/04/21-22 Meeting Dates**

It was noted that the Annual Council Meeting would take place at 7.00pm on Tuesday 3<sup>rd</sup> May at St Erth School to be preceded by the Annual Parish Meeting starting at 6.45pm.

**228/04/21-22 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.



**229/04/21-22 Car Park Levy:**

The Council considered the response received and it was **agreed** to delegate further correspondence to the Clerk, in consultation with the Chair & Vice-Chair. (Action: The Clerk, Chair & Vice-Chair)

**230/04/21-22 Staffing Matters**

The Clerk had worked over her contract hours in March and taken some annual leave. In addition, she had undertaken further CiLCA study (some in her own time) and completed Unit 2. She would take back the lieu time from March in April and carry forward 28.5 hours annual leave to the new holiday year.

The Chair closed the meeting at 10.12pm

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

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