



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 Annual Meeting of St Erth Parish Council held on Tuesday 3rd May 2022 at St Erth School, commencing at 7.00pm

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

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

001/05/22-23 Election of Chair for 2022-23

It was **RESOLVED** that Councillor Player be elected as Chair for 2022-23.

002/05/22-23 Chair Declaration of Acceptance of Office

Councillor Player read out the Declaration of Acceptance of Office as the newly elected Chair and then duly signed it. This was witnessed by the Clerk as the Proper Officer.

On behalf of the Council, the new Chair thanked Councillor Taylor for his contributions to the Council as Chair over the past year.

003/05/22-23 Election of Vice-Chair for 2022-23

It was **RESOLVED** that Councillor Taylor be elected as Vice-Chair for 2022-23.

004/05/22-23 Vice-Chair Declaration of Acceptance of Office

Councillor Taylor read out the Declaration of Acceptance of Office as the newly elected Vice-Chair and then duly signed it. This was witnessed by the Clerk as the Proper Officer.

005/05/22-23 Apologies for absence

Councillors T Greatrex, E Jenkin, J Lee & Cornwall Councillor T Sherfield-Wong

006/05/22-23 Declarations of interest & dispensations

Councillor Murley declared an interest in Item 20c as he is on the Parochial Church Council.

007/05/22-23 Community participation

The members of the public had attended for a planning application and the Chair agreed to allow them speak during consideration of that item.

008/05/22-23 Action required on matters raised during community participation

None

009/05/22-23 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 12th April 2022, as previously circulated. (Action: The Chair)

010/05/22-23 Clerk's Report

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

- **200/03/21-22fi)** Price Increases Grass Cutting – the Clerk has amended the Standing Order for Cherry Trees as agreed – paperwork to be signed by bank signatories
- **204/03/21-22** Defibrillator – this has now been fitted outside the toilets and training will be arranged for both this and the one by the Shop with RRMC
- **210/03/21-22a)** Toilet cleaning contract – the Clerk has received confirmation from Corserv that the increase is 5.5% plus the cost of consumables and has requested a breakdown for usage from the last financial year and unit prices
- **218/04/21-22ai)** PA22/02016 Conversion of Existing Garage to Annex Accommodation; The Fish Farm, Green Lane – waiting decision
- **218/04/21-22aii)** PA22/02364 – Listed Building Consent; 9 Porthcollum Lane, St Erth – waiting decision
- **218/04/21-22aiii)** PA22/02093 – Amendment to plans and hours of operation from PA20/05624; St Erth Refuse Transfer Station – waiting decision
- **218/04/21-22ciii)** Transfer of land – the Clerk has requested the information from Coastline and engaged the Council's solicitors to undertake any legal work required
- **220/04/21-22** Hayle River Community Project – the Clerk submitted comments using the online survey; the next Community Workshop is due to take place on Thursday 26th May at St Erth Methodist Hall from 2-7pm
- **221/04/21-22** Buses – the Clerk is waiting for information from Councillors before submitting a response
- **224/04/21-22c)** Price Increases – the Clerk was unable to amend the Standing Order for SeaDog IT as they changed to a Ltd company and so has had to set up a Direct Debit instead – paperwork to be signed by bank signatories
- **224/04/21-22e)** Earmarked Reserves – these have all been set up as agreed and can be seen in the Year End paperwork at Agenda Item 18
- **224/04/21-22f)** South West Water bill – the Clerk has submitted an impact statement and Source for Business has completed a timeline on our behalf and submitted the allowance application – awaiting a decision
- **225/04/21-22a)** St Aubyn Estates Ltd Mounts Bay Memory Passes – those nominated had expressed their thanks to the Council
- **229/04/21-22** Car Park Levy – the Clerk has requested a meeting to discuss and is waiting for a response

011/05/22-23 Planning

a) Applications:

i) **PA22/00620:** Demolition of existing three bay, two storey agricultural barn & construction of lower impact three bay parking / farm storage with incidental use on first floor; Sunrise Farm, 68 Bosence Road, Townshend. It was **RESOLVED** to object to the amended application as the only change was one plan with no additional explanations. Had the applicants not been present to outline what their intentions were, Councillors would not have been aware of this from the documents presented. A flat, as outlined by the applicants and

which by their own admission would be an annex to their property, is not incidental use, would require a change of use of the building, and plans of the flat should be included in the application. It was requested that the application be resubmitted in a form that anyone reading it would know what was being proposed and request the opportunity to reconsider any documents at the next meeting on 7th June. Should an extension to do this not be approved, then it was **agreed** to delegate a response to the Clerk, in conjunction with the Chair & Vice-Chair, based on the comments made at the meeting. (Action: The Clerk, Chair & Vice-Chair)

ii) PA22/03350: Formation of mezzanine floor, installation of new doors, re-cladding externally; Unit A1, St Erth Business Park, Rose an Grouse, Canonstown. It was **RESOLVED** to support this application. (Action: The Clerk)

iii) PA22/03426: Listed Building Consent: Replacement of timber French Doors to patio with new timber French doors; Tregenhorne Farm, South Stables Steppy Downs Road, St Erth Praze. It was **RESOLVED** to support this application. (Action: The Clerk)

iv) PA22/03676: Construction of dwellings; Land E of Vicarage Gate, Vicarage Gate, St Erth. It was **RESOLVED** that the reasons Council had objected to PA20/00516, for permission in principle in the same location, had not changed, namely that it does not meet the Neighbourhood Plan with regards to infilling and rounding off. However, Council is aware that application was approved on appeal and therefore has no objection to this application, provided a number of matters are addressed:

- the application is inaccurate as it states that it is not land 'adjacent to features of geological conservation importance', however it sits very close to a SSSI;
- given the close proximity of the site to the SSSI (particularly of the proposed 4 bed house) a condition be included to state that no materials, machinery or plant shall be stored or disposed of within the boundary of the St Erth's Sand Pits Site of Special Scientific Interest (SSSI) and no machinery or plant shall be driven or operated within the boundary of the SSSI; all contractors working on site should be made aware of this and should be provided with a map that clearly shows the boundaries of the St Erth's Sand Pits SSSI in relation to the development site;
- greater biodiversity net gain – although Cornwall Council's policy is a requirement of 10% for major developments, the Council hopes this could be implemented for this site given its location; in the current plans the biodiversity increase is very poor – a condition requesting details of the boundary planting, treatments, lighting and fencing to be used (and its impact on wildlife), in line with SENP Policy OS5;
- Cornwall Wildlife Trust, as owners of the SSSI, be consulted on this application;
- drainage and rainwater – a sustainable drainage system (SuDS) and rainwater harvesting be used rather than overload existing drains;
- concerns regarding access and visibility along a gold footpath;
- what scope is there for an offsite contribution relating to either education or public open space, given that this development does not include any affordable housing.

(Action: The Clerk)

b) Decisions:

i) PA21/12013: Reserved matters following outline approval PA19/09982 dated 04.08.2020 for 38 dwellings, formation of access from Boscarnek and associated works - Land South East of Boscarnek, St Erth; Approved with conditions

ii) **PA22/00276:** Conversion of Existing Barn to Form Self Contained Accommodation Linked to Main Dwelling House - Higher Porthcollum Farm, 7 Porthcollum Lane, St Erth; Approved with conditions

c) **Other:**

i) **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. To consider Case Officer's comments. It was **RESOLVED** to agree with the Case Officer's comments and raise no further objection to the application. (Action: The Clerk)

ii) **PA21/00011/NDP:** Breage Parish Neighbourhood Development Plan; amendment to Policy H7 to apply to the village of Praa Sands only; Breage Parish. It was **agreed** to make no comment.

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

None

012/05/22-23 Ordinary Council Meeting dates, time & place to May 2022

It was **RESOLVED** to agree the following Ordinary Council meetings (all on the first Tuesday of each month except for January): Tuesday 7th June, Tuesday 5th July, Tuesday 2nd August, Tuesday 6th September, Tuesday 4th October, Tuesday 1st November, Tuesday 6th December, Tuesday 10th January 2023, Tuesday 7th February, Tuesday 7th March, Tuesday 4th April & Tuesday 2nd May (Annual Meeting). (Action: The Clerk)

All meetings will commence at 7.00pm and, until further notice, will be continue to be held at St Erth School (Action: The Clerk),

It was also **agreed** to set aside the third Tuesday in each month for any Working Group or Committee meetings as required.

013/05/22-23 Delegation Arrangements

It was **RESOLVED** that no changes were required to the delegation arrangements currently in place to committees (none), working groups (none) and staff. It was also **agreed** that when the Standing Orders are reviewed later this year, the Clerk will draft a section relating to managing planning in between meetings. (Action: The Clerk)

014/05/22-23 Committees & Working Groups

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

a) **Open Spaces Committee:** Councillors Jenkin, Kersey, Player, Rodda & Taylor & the Chair of the St Erth Residents Association co-opted in an advisory non-voting capacity

b) **Staffing Committee:** Councillors Greatrex, Lee, Parris, Player & Rodda

c) **Any Other Committee:** It was **agreed** that no other Committees were required to be set up but this would be reviewed if required

d) **Budget Working Group:** all Councillors

- e) **Communications & Engagement Working Group:** Councillors Murley, Player, Spencer-Smith & Taylor.
- f) **Footpaths Working Group:** Councillors Jenkin, Kersey & Murley
- g) **Green St Erth Working Group:** Councillors Greatrex, Murley, Rodda & Spencer-Smith
- h) **IT Working Group:** Councillors Greatrex, Player, Spencer, Smith & Taylor
- i) **Land Asset Review:** Councillors Greatrex, Murley, Player & Taylor
- j) **Vestry Rooms Working Group:** Councillors Chappell, Kersey, Lee, Rodda & Taylor
- k) **Any Other Working Group:** It was **RESOLVED** to set up a Neighbourhood Development Plan Review Working Group and the Clerk would draft Terms of Reference to be agreed at the next meeting. Councillors Murley, Parris, Spencer-Smith & Taylor were appointed to the Working Group. (Action: The Clerk)

015/05/22-23 Terms of Reference for Committees & Working Groups

It was **RESOLVED** to approve and adopt the terms of reference as previously circulated for the Staffing Committee and to confirm that, having reviewed the documents circulated, no changes were required to any other Terms of Reference. (Action: The Clerk)

016/05/22-23 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) **Platinum Jubilee Committee** – Councillor Player. All organisations in the Village have got together to formulate a plan to celebrate the Queen's Platinum Jubilee from Thursday 2nd June – Sunday 5th June. Meetings will be held as required and Councillor Player will report back to Council as and when.
- b) **Hayle & St Ives Community Network Panel** – Councillor Murley and either Chair or Vice-Chair, and open to any Councillor to attend. 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.
- c) **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.
- 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** – Councillor Spencer-Smith and open to any Councillor to attend. Meetings are organised by the MP and are currently held virtually.

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** – Councillors Greatrex, Player & Taylor and the Clerk (two to attend each meeting). Meetings are organised by SUEZ. The agenda will be circulated at least 7 days prior to the meeting and the council's representatives report back to the Council. Minutes will be circulated within 28 days and shared with all Councillors.
- g) **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.
- h) **Local Transport Board, St Ives Town Deal** – Councillors Kersey & Spencer-Smith – Council has not yet been advised of reporting arrangements.

017/05/22-23 Reports

a) Cornwall Councillor's Report:

Councillor Sherfield-Wong had given her apologies but will attend the June meeting.

b) Other Reports:

- i) **SUEZ Community Liaison Group Meeting:** Councillor Greatrex had circulated an email regarding this meeting. The Vice-Chair confirmed that a site visit was planned.
- ii) **Cornwall Council Finance Briefing:** The Clerk had attended some of the virtual presentation and had circulated the slides from it to all Councillors.

018/05/22-23 Financial Matters

a) Hand drier Service Contract for Gents Toilets:

The Council considered the Clerk's report and it was **RESOLVED** not to renew the service contract with Wallgate and the Clerk to check compliance with electrical safety requirements. (Action: The Clerk)

b) Receipts & Payments for April 2022:

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

Receipts received:

Cornwall Council	£31,401.00	Precept – first half
Cornwall Council	£384.77	Council Tax Support grant – first half
Tenant	£52.50	Allotment Rent
W J Winn	£85.00	Cemetery Fees
TOTAL	£31,923.27	

Regular Payments to note:

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	£54.84	Landline, broadband, electricity - Vestry Rms
Salary inc Tax, NI & pension	£2,306.74	April payment
Google	£64.40	Gmail account
TOTAL	£3,434.55	

Payments due:

Cornwall ALC	£593.09	Annual Membership Fee
F Drew	£24.00	Clerk's Expenses (itemised on invoice)
ICCM	£95.00	Annual Corporate Membership Fee
Barbara Goraus	£80.00	Internal Audit
SWPSI	£36.00	Monthly Play Inspection – April
SWPSI	£879.00	Clear & re-sand the play area at Battery Mill
Cherry Trees	£360.00	Allotments – replace gate post
TOTAL	£2,067.09	

c) Monthly bank reconciliation:

The Chair confirmed that she had carried out a satisfactory year end bank reconciliation for March with the Clerk. As it is not good practice for either the Chair or a bank signatory to carry out these checks it was **agreed** Councillor Parris would undertake this role for the next financial year. (Action: The Clerk & Cllr Parris)

d) Jubilee Grant Application – Methodist Chapel:

It was **RESOLVED** to approve a grant of £50.00 for the Methodist Chapel towards tableware for the Jubilee Street party. (Action: The Clerk)

e) Year End Accounts and Earmarked Reserves as of 31st March 2022:

These had been circulated prior to the meeting and it was **RESOLVED** to approve the document as presented.

f) Asset Register as of 31st March 2022:

This had been circulated prior to the meeting and following a brief discussion it was **RESOLVED** to approve the document as presented.

g) Annual Internal Audit Report 2021/22:

This had been circulated prior to the meeting. Two recommendations were made by the auditor relating to the need to adopt an Investment Strategy and handling information when reporting on personal payments and it was **RESOLVED** to receive and note the report, with the Clerk to address the points raised. (Action: The Clerk)

h) Section 1 - Annual Governance Statement 2021/22:

The Clerk read out each individual statement for the Council to consider, alongside the report that had been circulated previously, and the Annual Governance Statement was completed by the Chair. It was **RESOLVED** that the document be approved and signed by the Chair and Responsible Officer. (Action: The Chair & Clerk)

At 9.30pm it was **RESOLVED** to continue the meeting to complete the business on the agenda. Councillors Chappell, Kersey & Murley left the meeting.

i) Section 2 - Accounting Statements 2021/22:

The Accounting Statements, prepared and signed by the Responsible Officer, had been circulated prior to the meeting. It was **RESOLVED** that the document be approved as presented and signed by the Chair. (Action: The Chair).

j) Publication of the Notice of Public Rights 2021:

The proposed dates had been circulated prior to the meeting and it was noted that these would be 13th June – 22nd July 2022. (Action: The Clerk)

019/05/22-23 Highways Matters

a) Revised proposals for Chenhalls Road EDG1704 Outcome:

It was noted that the amended proposals for Chenhalls Road had been approved with minor amendments to the traffic calming features.

b) Road Closure at Wheal Alfred Road, Hayle:

It was noted that the road would be closed for works by Openreach on 13th May 09.30-15:30.

c) Road Closure Intentions:

The following road closure intentions were noted, as part of the Highways Improvements works due to start in August:

- i) The Green Lane, St Erth – 30th August – 9th September 2022 – 24 hours
- ii) Tredrea Lane & Treloweth Lane – 12th – 23rd September 2022 – 24 hours

020/05/22-23 Correspondence

a) Request to use the Youth Shelter area for the Vintage Bike Ride 9th – 11th Sept 2022:

It was **RESOLVED** to approve this request from the Lights Committee, 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. (Action: The Clerk)

b) National Association of Local Councils (NALC) Smaller Councils Committee:

It was **agreed** to respond that Council has concerns about how planning applications are currently being validated with errors and inconsistencies and ask if there is a national picture relating to issues with planning agents. (Action: The Clerk)

c) Parochial Church Council - Bamboo in the Churchyard:

It was **RESOLVED** to carry out a cut back of the bamboo as a one off prior to the mapping of the graves but that going forwards grave maintenance would need to be carried out either by the owners of the Exclusive Right of Burial or by volunteers from the Church. (Action: The Clerk)

d) Lord lieutenant's & Bishop of Truro's Jubilee Parade:

It was **agreed** that the Clerk would invite a representative to attend this event on behalf of the Council. (Action: The Clerk)

021/05/22-23 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 Thursday 26th May.

022/05/22-23 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.

023/05/22-23 Staffing Matters

a) Clerk's Appraisal:

The Chair gave a verbal report on the Clerk's appraisal that she and Councillors Greatrex and Lee had carried out on 20th April. All Councillors had been invited to give feedback for the appraisal. A written report would be circulated, outlining actions for this year and it was **RESOLVED** that the Clerk be moved up to Pay Scale 26 as of 1st April 2022. In addition, that the Clerk's Working from Home allowance be increased to £26 per month as of 1st May. It was also **agreed** that the Clerk attend the South West SLCC conference in Exeter on 25th May and to approve the attendance fee of £85.00 (ex VAT) and associated travel costs. (Action: Councillors Player, Greatrex & Lee and the Clerk)

b) Clerk's Hours:

The Clerk had worked her contract hours in April having taken back some of the lieu time from March. In addition, she had undertaken further CiLCA study and completed Unit 4.

The Chair closed the meeting at 9.51pm.

Signed: _____ Chair

Date: _____