



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 10th January 2023 at St Erth School, commencing at 7.00pm

Present: Councillors W Chappell, E Jenkin, J Lee, T Greatrex, S Murley, J Parris, N Player (Chair) & P Rodda

In attendance: Fiona Drew (Clerk), Cornwall Councillor P Channon (arrived at 7.37pm and left at 7.50pm) and no members of the public.

146/01/22-23 Apologies for absence

Councillors J Kersey, A Spencer-Smith & T Taylor (Vice-Chair) & Cornwall Councillor L Taylor.

147/01/22-23 Declarations of interest & dispensations

None.

148/01/22-23 Community participation

None.

149/01/22-23 Action required on matters raised during community participation

None.

150/01/22-23 Minutes

It was **RESOLVED** that the Chair signs as a true and accurate record the minutes of the Ordinary meeting held on 6th December 2022, as previously circulated. (Action: The Chair)

151/01/22-23 Clerk's Report

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

- **117/11/22-23a)** Toilet Door Frame – this has now been completed at £150 less than the original quote and has included the painting (although not originally quoted for).
- **117/11/22-23b)** Vestry Room utilities – this will be an agenda item for February.
- **120/11/22-23a)** Street Names – Gilbert & Goode has confirmed the three names put forward by SEPC are being considered by Cornwall Council.
- **134/12/22-23ai)** PA22/09907 – North Barn, Trelean Barns, Steppy Downs Road, St Erth Praze – awaiting decision
- **134/12/22-23aii)** PA22/04682 – Triview, St Erth Hill – awaiting decision
- **134/12/22-23c)** PA22/10374 & PA22/10519 – Discharge of conditions for Treloweth & Boscarnek – the Clerk has raised the concerns regarding drainage and pipe capacity with the Case Officer. Coastline has confirmed that they have groundworkers onsite at

Treloweth finishing up the compound set-up. They will then de-mobilise until planning condition 12 is discharged (which also includes the Archaeological Evaluation which has been included as part of the initial enabling works that have just been carried out).

- **135/12/22-23bii)** Helston Town Council presentation to SEPC – Councillor Greatrex is waiting to hear back in relation to organising this.
- **135/12/22-23biii)** Alternative Riverbank Footpath – the Clerk reported the concerns and the Countryside Officer has confirmed that they will write a works instruction to reprofile the ground levels to stop water pooling in this area.
- **135/12/22-23bv)** Good Employer Training – Sickness, Disciplinary and Absence Policies still to draft; Grievance Policy included on this agenda.
- **135/12/22-23bvi)** Safeguarding Policy – this will be added to the February agenda for review.
- **137/12/22-23a)** Membership of Professional Bodies – the Clerk’s membership of SLCC has been renewed as agreed.
- **137/12/22-23d)** Investment Strategy – the Clerk is investigating investment options and will provide a report to Council for consideration.
- **138/12/22-23e)** Precept – this has been submitted to Cornwall Council.
- **140/12/22-23)** St Erth Station – the Clerk has requested a meeting which will need to be with GWR & Cornwall Council.
- **145/12/22-23b)** Clerk’s Pay Scale – the Clerk is sorting out a contract variation letter for the Staffing Committee to agree.

152/01/22-23 Planning

a) Applications:

i) **PA22/10802:** Non-material amendment in relation to decision notice PA21/12013 dated 14/04/2022 for changes to fenestration in order to meet Part O Building Regulation Changes, patio door sizes changed to rear, Plot 2 window tax detail added and removal the rear dormer gables to plot 4 and 7; Land South East of Boscarnek, Boscarnek, St Erth. It was **RESOLVED** to ratify the comments already submitted, due to the submission deadline, that the Parish Council has no objections to these amendments.

b) Decisions:

i) **PA22/08009:** Renovation and single storey extension; 48 Fore Street, St Erth. Approved with conditions

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

i) **PA23/00125:** Proposal Listed Building Consent for new vertical slate covering the west end gable; Tredrea Cottage 43 Tredrea Lane St Erth. The Clerk has requested an extension for this application as it has only just been received. It was **agreed** that if no extension is granted then the Council will delegate a response to the Clerk, in conjunction with the Chair & Vice-Chair. (Action: The Clerk)

153/01/22-23 Reports

a) Cornwall Councillor Report:

Councillors have been advised of Councillor Sherfield-Wong’s resignation and that Councillor L Taylor will be covering until the by-election (scheduled for 16th February).

Councillor Taylor has sent a report which has already been circulated. Councillor Channon confirmed he has attended this meeting on her behalf in case Councillors have any queries to raise. He advised that St Erth will be joining the West Penwith CAP as part of the Community Network review. He discussed the current housing development at Chenhalls Road, which the Clerk had recently contacted the Portfolio Holder for Housing & Planning about, advising that Cornwall Council were looking into this. The Chair asked Councillor Channon for his views on the Devolution deal – he noted that nothing was certain as yet and they were waiting for more information, but that there won't be a whip and Cornwall Councillors will be able to vote as they want on the decision.

b) Other Reports:

i) SUEZ Community Liaison Meeting, 7th December 2022: Councillors Greatrex & Taylor had attended this virtual meeting. Minutes had already been circulated. A discussion took place about the issue of traffic under the railway bridge and it was noted this was a general issue rather than a SUEZ specific one. (Action: The Clerk)

ii) Village Improvements meeting with Cormac – 3rd January 2023: Seven Councillors attended this meeting and notes had already been circulated. The Project Manager had informed the Clerk that it was likely that a temporary sign could go up on Treloweth Lane to advise traffic of the changes to the speed limit. The proposed dates for the road closure and work at the junction had been received (27th & 28th February), and the Clerk will ensure this, and other outstanding works, are publicised to residents. All other matters are being followed up and the Clerk will update Councillors when there is more information. In addition, it was **agreed** to raise the issue of traffic exiting from Little Mill Lane. (Action: The Clerk)

154/01/22-23 Governance

a) Standing Orders:

The Council considered the Clerk's report and the draft Standing Orders that had been previously circulated. It was **RESOLVED** to approve this draft with the amendments as discussed and this document would be made available on the website and formally adopted at the February meeting. (Action: The Clerk)

b) Dignity at Work Policy:

It was **RESOLVED** to approve the Dignity at Work Policy as previously circulated with minor amendments as discussed. (Action: The Clerk)

c) Grievance Policy:

It was **RESOLVED** to approve the Grievance Policy as previously circulated. (Action: The Clerk)

155/01/22-23 Financial Matters

a) Receipts & Payments for December 2022:

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

Receipts received:

D Hendy & Sons	£1,310.00	Cemetery Fees
TOTAL	£1,310.00	

Regular payments to note:

South West Water	£31.50	Water – Public Conveniences
British Gas	£0.00	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	£74.93	Landline, broadband, electricity - Vestry Rms
Salaries inc Tax, NI, Pension	£2,514.77	December payment
Google	£64.40	Gmail account
TOTAL	£3,633.17	

Payments agreed previously and already paid:

Terry Williams Builder	£450.00	Repair work to frame of Ladies toilet door
SLCC	£236.00	Clerk's Annual membership
CALC	£36.00	Good Employer Training
TOTAL	£722.00	

Payments due:

Cormac Solutions	£534.72	Cleaning Public Conveniences – December
F Drew	£36.00	Clerk's Expenses (itemised on invoice)
SWPSI	£36.00	Monthly Play Inspection – December
TOTAL	£606.72	

Payments for approval and payment in January:

SLCC	£1,496.40	Whitehill Direct (noticeboard for Station)
Toilet Floor	£450.00	Max amount – contractor to be confirmed
TOTAL	£1,946.00	

b) Monthly bank reconciliation:

Councillor Parris confirmed that he had carried out a satisfactory bank reconciliation for November with the Clerk.

Councillor Channon left the meeting at 7.50pm.

c) Third Quarter Budget Update:

The Council noted the Clerk's report. No concerns were raised. (Action: The Clerk)

d) Investment Options:

This item was deferred to the next agenda to allow the Clerk to present a written report. (Action: The Clerk)

e) Soil Survey Data:

Following an update of previous actions by the Clerk to attempt to source other options, it was **RESOLVED** to accept the quote provided by Cornwall Council to carry out the literature review and report in relation to the scrubland beyond the play park at a cost of £580 (ex VAT). (The Clerk)

156/01/22-23 Highways

a) Cornwall Council Winter Maintenance Schedule & Salt Bins:

Cornwall Council's maintenance schedule was discussed and it was **agreed** to check when the bin outside the Post Office was last filled. (Action: The Clerk)

b) Traffic Regulation Order Proposed 30/40mph Speed Limit Carnsew Road:

A discussion took place relating to this but no response was agreed.

157/01/22-23 Correspondence & Consultation

a) Cornwall Council Draft 2023/24 Budget Consultation – 15th Jan 2023:

Noted

b) Cornwall Council Proposed Cornwall Devolution Deal Consultation: 17th Feb 2023:

It was **agreed** to add the Emergency CNP meeting with this issue as a one item agenda on 25th January 2023 to Google Calendar for Councillors and defer a response to the next meeting. (Action: The Clerk)

c) Marazion Town Council invitation to Annual Civic Service – 15th Jan 2023:

The Chair will be attending on behalf of the Parish Council. (Action: The Chair)

d) Cornwall Association of Local Councils AGM – 21st Feb 2023 in Bodmin:

It as **agreed** to ask if Councillor Spencer-Smith would like to attend on behalf of the Council. (Action: The Clerk)

158/01/22-23 Agenda Items for a future meeting

It was noted that Councillors should submit agenda items for the next meeting to the Clerk in writing no later than Monday 30th January 2023.

159/01/22-23 Meeting Dates

It was noted that the next Ordinary Council Meeting will take place at 7.00pm on Tuesday 7th February 2023 at St Erth School, and an Open Spaces Working Group meeting will take place on Google meet at 6.30pm on Tuesday 24th January 2023. Lead Councillors will organise appropriate Working Group meetings and notify the Clerk once they have done so in order that they can be added to the Council's calendar. (All Lead Councillors and the Clerk)

160/01/22-23 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.

161/01/22-23 Legal Matters

a) Car Park Levy:

It was noted that the Chair, Vice-Chair and Clerk would attend the meeting being held this week at County Hall and feedback to Councillors before any decision is made. (Action: The Clerk, Chair & Vice-Chair)

b) Land Registry:

Councillors noted all the paperwork had been submitted to Land Registry and the potential timeframes involved.

c) Legal Advice received:

Councillors noted the advice received and it was **agreed** to wait until the land registration documents had come back in relation to the PFA land. (Action: The Clerk)

d) Council representative for land matters relating to the School:

It was **RESOLVED** to appoint Councillors Greatrex and / or Jenkin to attend any relevant meetings, along with the Clerk. (Action: The Clerk)

162/01/22-23 Staffing Matters

a) Clerk's Hours:

The Clerk had worked her contract hours and taken some annual leave.

The Chair closed the meeting at 9.29pm

Signed: _____ Chair

Date: _____