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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 4th October 2022 at St Erth School, commencing at 7.00pm

Present: Councillors W Chappell, E Jenkin, T Greatrex, J Lee, J Kersey (arrived at 8.05pm), S Murley, J Parris, A Spencer-Smith & T Taylor (Vice-Chair – Acting Chair)

In attendance: Fiona Drew (Clerk), Cornwall Councillor T Sherfield-Wong (left at 7.25pm) & 2 members of the public.

A minute's silence was held as a mark of respect following the death of Her Majesty Queen Elizabeth II.

090/10/22-23 Apologies for absence

Councillors N Player & P Rodda.

091/10/22-23 Letter of Condolence

It was **RESOLVED** that the Council would send a letter of condolence to the Royal Family on behalf of the Parish. (Action: The Clerk)

092/10/22-23 Declarations of interest & dispensations

None

093/10/22-23 Community participation

Following the recent mini skate ramp survey, two residents spoke about their concerns that Vicarage Gate would not be suitable location due to its isolated nature.

A number of residents have contacted both Councillors and the Clerk regarding the current highways improvements works.

094/10/22-23 Action required on matters raised during community participation

Councillor Taylor reassured the residents that the intention is not to locate the mini skate ramp at Vicarage Gate.

The Clerk confirmed that anyone who had contacted the Council direct had been notified that the work would be reviewed once it had all been completed.

095/10/22-23 Minutes

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

096/10/22-23 Clerk's Report

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

- **200/03/21-22e** Toilet Door – when the new frame and door were being fitted problems were discovered with work carried out when the toilets were originally renovated. Additional work will need to be carried out to make good the surround and the Clerk is trying to source a contractor to do this but as yet is unsure of the costs.
- **049/07/22-23a)** Road Closures – work is ongoing on the Highways Improvements. A review of both the work and process will take place once everything has been completed and all parts of the scheme are in place.
- **058/08/22-23** Dog Bins – the Open Spaces Committee meeting had to be cancelled and so this has been held over.
- **065/08/22-23** Landmark Tree & **035/06/22-23** Bench – the Open Spaces Committee meeting had to be cancelled and so this has been held over.
- **079/09/22-23aii)** PA22/06729 – The Old Post Office, 2 School Lane – awaiting decision
- **079/09/22-23di)** PA22/04682 – This application has been invalidated and removed from the Planning portal by the Case Officer whilst they clarify some information. Once it has been revalidated the consultation period will restart and Council will be notified.
- **081/09/22-23** St Erth Boundary Report – the Clerk has still to contact other Councils.
- **082/09/22-23d)** Noticeboard – the Clerk is waiting to hear back from GWR regarding the siting of the board.
- **084/09/22-23** CNP Highways Funding – the Clerk submitted an Expression of Interest form which will be considered at the meeting on 3rd October.
- **088/09/22-23** Open Spaces Committee Meeting – owing to the period of national mourning this meeting, that had been due to be held on 20th September, was cancelled.

Additional matters to note:

- Following the death of Her Majesty Queen Elizabeth II, the Clerk in consultation with the Chair & Vice-Chair:
 - purchased a Book of Condolence and organised photos which were placed in the Church (in discussion with the Parochial Church Council);
 - liaised with SeaDog IT regarding the website front page;
 - issued a statement on behalf of the Chair and posted on social media as appropriate. Information and support were provided by CALC and NACO.
- The Standing Orders and Financial Regulations which had been due for review in October, will be considered later in the year (there is a requirement to review them at least once per municipal year).

The Chair amended the agenda order to move the next item forward.

097/10/22-23 Reports

a) Cornwall Councillor Report:

Councillor Sherfield-Wong gave her condolences following the sad passing of HM the Queen. She reported on the following matters:

- Buses – has contacted Councillor Kersey recently, is looking to run a survey and suggested writing a joint letter to Councillor Desmonde, the Portfolio Holder for Transport;
- Community Chest Grant – this is still available, preferably for grants up to £700;
- Meetings attended – SUEZ Community Liaison & Hayle River;
- Due to attend the Neighbourhoods Committee meeting on 6th October where the future of the Fire Department at Tolvaddon will be on the agenda;

- Will be meeting Derek Thomas MP on 7th October to discuss any issues in the area and has **agreed** to raise the Riverbank and buses as areas of concern for St Erth;
- Waiting for updates on all other outstanding matters.

Councillor Sherfield-Wong left the meeting at 7.25pm.

098/10/22-23 Planning

a) Applications:

i) PA22/08009: Renovation and single storey extension; 48 Fore Street, St Erth. It was **RESOLVED** to support the application but to request that the skylight which is visible from the front of the house be kept as low profile as possible to minimise the impact in the conservation area. (Action: The Clerk)

ii) PA22/08502: Conversion and extension of existing barn to provide single dwelling with variation of condition 4 and 10 of decision notice PA19/08623 dated 17/12/2019; Treloweth Barn, Treloweth Lane, St Erth. It was **RESOLVED** to object to the proposed variations to the conditions as there has been no change since the conditions were originally imposed and they are still relevant to highways safety. (Action: The Clerk)

b) Decisions:

i) PA22/07016: Construction of attached garage / utility room; 6 Calais Road, St Erth Praze; Approved with conditions

ii) PA22/06457: Construction of single storey rear extension; Steppy Downs House, 13 St Erth Hill, St Erth; Approved with conditions

c) Other:

i) PA22/05654: Proposed retention and completion of new annex building; 7 Tredrea Lane, St Erth. It was **RESOLVED** to ratify comments made under the Local Council Protocol to agree to disagree with the Case Officer's recommendations.

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

None

099/10/22-23 Reports

b) Other Reports:

i) Joint meeting of local Councils, 20th September: The Council noted the Clerk's report and actions agreed during the meeting.

ii) Hayle Riverbank meeting, 20th September: The Council noted the Clerk's report and a statement made by Cornwall Council about work completed recently on the section at Carbis Mill has been circulated to the community. Regarding the section of path from the Gauging station to the village it was **agreed** that the Clerk will get some more information on this and include for discussion on a future agenda. (Action: The Clerk)

Councillor Kersey arrived at 8.05pm

iii) St Erth Playing Fields Association (SEPFA) Management Committee meeting, 20th September:

The Council considered the report from the meeting and it was noted that the Committee supported in principle the proposals put forward for the scrubland. It was **agreed** the Clerk would look at options to review the Soil Survey and speak to SERA regarding a feasibility study done previously. It was also noted that the Committee had agreed that the mini skate ramp could be located in the play park should the funding application be successful. (Action: The Clerk)

iv) SUEZ Community Liaison Group, 21st September:

Councillors Player & Taylor attended this virtual meeting. Key points were noted as follows: small alterations are being made to the building size due to drainage issues; the building waste and asbestos skips will be moved to the main site when building commences; Cormac has been appointed to carry out the work which should start towards the end of October. Minutes will be circulated to all Councillors when available. (Action: The Clerk)

v) Community Network Panel meeting, 3rd October:

Councillor Player attend the meeting on behalf of the Council and presented the Expression of Interest for Highways Funding for a 20mph limit in Relubbus. It has been voted through as one of 8 schemes but is the last scheme for this funding as it already has priority for 2024. There was a presentation on the new Shared Prosperity Fund, details of which will be shared and the community element for this year will be launched this week. The meeting had a poor turn out, a new Link Officer has been appointed who is due to start in December and a consultation on how the CNPs will look going forward will be rolled out towards the end of November. (Action: The Clerk)

vi) Neighbourhood Development Plan Review meetings; 8th September & 4th October.

The meeting due to be held tonight had been postponed due to illness and will now be held at 6.00pm on 1st November. The Cornwall Council NDP team has not yet looked at best practice across all plans but intend to look at putting together a policy library. They are also reviewing if the changes that are likely to need to be made to the St Erth NDP will be minor or major, as this will impact on the process and if any funding is required. (Action: The Clerk)

100/10/22-23 Financial Matters

a) Receipts & Payments for September 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:

Cornwall Council	£31,401.00	Precept – second half
Cornwall Council	£384.77	Council Tax Support Grant – second half
Cemetery Fees	£1,410.00	Burials & memorials
TOTAL	£33,195.77	

Regular Payments to note:

South West Water	£29.00	Water – Public Conveniences
British Gas	£70.00	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	£60.57	Landline, broadband, electricity - Vestry Rms
Salaries inc Tax, NI, Pension	£2,378.24	September payment
Google	£64.40	Gmail account
TOTAL	£3,549.78	

Payments due:

Cormac Solutions	£564.64	Cleaning Public Conveniences - September
F Drew	£80.22	Clerk's Expenses (itemised on invoice)
J T Fabrication & Engineering Ltd	£1,998.00	Fabricate & fit new steel toilet door
SeaDog IT	£155.00	Domain renewal – 2 years
SeaDog IT	95.00	Operation London Bridge protocol – website support
Cherry Trees	£1,793.16	Footpath maintenance – 2 nd cut
Argos Fire Protection Ltd	£107.10	Fire Extinguisher service
SWPSI	£36.00	Monthly Play Inspection – September
Play Inspection Company	£120.00	Annual Play Inspection
TOTAL	£4,949.12	

b) Monthly bank reconciliation:

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

c) Second Quarter Budget Update:

The Council noted the Clerk's report. No concerns were raised.

d) Wreath for Remembrance Sunday:

It was **RESOLVED** that the Clerk would purchase a wreath on behalf of the Council. It was **agreed** that either the Chair or Vice-Chair would represent the Council at the Remembrance Sunday Service at St Erth Church. (Action: The Clerk & Chair / Vice-Chair)

101/10/22-23 Governance

a) Subject Access Request Policy:

It was **RESOLVED** to approve the Subject Access Policy as circulated, subject to a minor amendment to the wording in bullet point 4 under the section 'Upon receipt of a SAR'. (Action: The Clerk)

b) Open Spaces Committee v Working Group:

The Council considered the Clerk's report and it was **RESOLVED** to dissolve the Open Spaces Committee. It was further **RESOLVED** to set up an Open Spaces Working Group, agree the Terms of Reference for this as previously circulated and appoint Councillors Jenkin, Kersey, Player, Rodda and Taylor to the Working Party, with the Chair of SERA invited to join, and Councillor Player appointed as Lead Councillor for the Group. (Action: The Clerk)

102/10/22-23 Highways

a) Request from Coastline for Street Names for new development at Treloweth:

It was **agreed** that Councillor Player would speak to St Erth Primary School to request that they run a competition to get three names for Council to select one and Councillors will email their own proposals to the Clerk no later than 12pm on Friday 21st October and a decision be made at the next Council meeting. (Action: The Clerk & Councillor Player)

103/10/22-23 Playgrounds

a) Annual Inspection & SEPFA Management Committee recommendations:

The Council noted the annual inspection report currently showing all areas as low risk and considered the Committee's recommendations. It was **RESOLVED** to carry out all actions listed in the Clerk's report to include monitoring, budget provision for 2023/24, and obtaining quotes where appropriate for Council to consider at a future meeting. It was noted that the basketball post, its potential relocation and any associated costs, would need to be considered at a future meeting. (Action: The Clerk)

b) Youth Shelter Repairs:

The Council considered the Clerk's report and it was **RESOLVED** to carry out the repairs to the roof at a cost of £420 (this price is inclusive of VAT, not exclusive as quoted by the Clerk in error at the meeting). A second quote of £550 (ex VAT) was obtained to make good the fire damage. Councillor Murley suggested the Council seek volunteers from the community to carry out this work to save money and it was **agreed** that he would advertise to see if anyone was interested. It was noted that the Clerk had discussed this with the Community Payback scheme but it was not a big enough project. The Clerk also advised the Council that the work would have to be managed by someone if volunteers undertook it, and materials would need to be sourced. Installing CCTV cameras was raised and it was **agreed** to consider this as a future agenda item. (Action: The Clerk & Councillor Murley)

c) Vicarage Gate Park Repairs:

The Clerk outlined the issues with the gate at the entrance to the park and it was **agreed** to monitor the situation now it had been made safe and the damaged post removed. (Action: The Clerk)

d) Update on Community Infrastructure Levy Fund application:

The Clerk outlined the results of the survey and it was noted that this will be shared with the community in due course once the Clerk has had time to analyse it. Two quotes have been received, including one very comprehensive report. Councillor Player and the Clerk will be working on the application this week and Councillor Greatrex will review it prior to submission (Action: The Clerk & Councillors Player & Greatrex)

104/10/22-23 Trees

The Clerk outlined the issues with two ash trees, one in the Churchyard and one overhanging Chenhalls Road. It was **RESOLVED** to spend £350 on the tree at Chenhalls Road and to write to the Parochial Church Council, to see if they would be prepared to split

the cost of £800 to remove the diseased ash from the Churchyard. It was noted that the Clerk would be reviewing tree costs when drawing up next year's budget. (Action: The Clerk)

105/10/22-23 Correspondence

a) Cornwall Fire Control:

It was **agreed** that the Council sympathizes and would always prefer retaining local jobs and knowledge and that the Clerk would pass the Council's views to Councillor Sheffield-Wong. (Action: The Clerk)

b) Landscape Character Assessment Consultation invitation – 25th October:

The date was noted – Councillor Kersey may attend.

c) Cornwall Community Flood Forum Conference – 4th November:

The date was noted – no representative would attend.

106/10/22-23 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 24th October.

107/10/22-23 Meeting Dates

It was noted that the next Ordinary Council Meeting will take place at 7.00pm on Tuesday 1st November at St Erth School. 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)

108/10/22-23 Clerk's Hours

The Clerk had worked slightly over her contracted hours and taken no annual leave in September. The lieu time would be taken back this month.

The Chair closed the meeting at 9.27pm

Signed: _____ Chair

Date: _____