



The Vestry Rooms
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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 6th December 2022 at St Erth School, commencing at 7.00pm

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

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

128/12/22-23 Apologies for absence

Councillors J Lee & A Spencer-Smith.

129/12/22-23 Declarations of interest & dispensations

None.

130/12/22-23 Community participation

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

131/12/22-23 Action required on matters raised during community participation

None.

132/12/22-23 Minutes

It was **RESOLVED** that the Chair signs as a true and accurate record the minutes of the Ordinary meeting held on 1st November 2022, as previously circulated. (Action: The Chair)

133/12/22-23 Clerk's Report

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

- **099/10/22-23biii)** Soil Survey options – the Clerk has emailed LandIS but has had no response to date.
- **115/11/22-23ai)** PA22/07670 – Land East of 13 Conker Road, St Erth Praze – awaiting decision
- **115/11/22-23c)** APP/D0840/W/22/3295428 – Appeal against refusal of PA21/08482 – Land S of No 20 Lanuthnoe Estate, St Erth Hill – awaiting decision
- **116/11/22-23c)** Lamb & Flag Smelter Works – the Clerk has emailed the Historic team at Cornwall Council and copied in the Cornwall Buildings Group who have this building listed on their 'top 15 at risk buildings in Cornwall'. The Clerk has been advised to contact Enforcement for an update as there is already an ongoing case registered which she has done.

- **117/11/22-23a)** Toilet Door Frame – work is currently being carried out on this; the Council will need to find someone to paint the framework once it is complete.
- **117/11/22-23b)** Vestry Room utilities – Councillor Taylor has been carrying out some research into this and will report back at the next meeting.
- **120/11/22-23a)** Street Names – Gilbert & Goode have apologised if they have offended the Council regarding the proposed street names at Boscarnek and agreed to proceed with the names previously suggested (priority order **agreed** as 1. Bosbrogh, 2 Boslowarn, 3 Ryb an Skol). The Clerk has submitted the proposed Street Names to Coastline for Treloweth.
- **121/11/22-23a)** Battery Mill Play Park maintenance – the order has been placed and the Clerk will update when work is due to take place.
- **121/11/22-23b)** Youth Shelter Repairs – the Clerk will include this issue in the next paper newsletter; she met with the neighbourhood PCSO and has spoken to the Community Link Officer; she has contacted Tolvaddon and neighbouring parishes to get prices for CCTVs and will include a report on this for Councillors to consider on a future agenda.
- **122/11/22-23a)** Churchyard Ash Tree – the Clerk will notify the PCC when a date has been scheduled for the work to be undertaken (likely to be January). Apex Trees has confirmed the tree will be chipped when it is removed.
- **122/11/22-23b)** Landmark Tree – this has now arrived and is being stored in a pot by Cherry Trees. Council will need to agree at the next meeting where it should be located and Councillors are asked to give this some thought prior to the meeting.

134/12/22-23 Planning

a) Applications:

The Chair changed the order of the two planning applications listed on the agenda.

i) PA22/09907: Proposed agricultural storage shed; North Barn, Trelean Barns, Steppy Downs Road, St Erth Praze. It was **RESOLVED** to support the application with the request that conditions be included to restrict the building's use to non-residential only and it be tied to the main dwelling so that it cannot be sold off separately in the future (Action: The Clerk)

ii) PA22/04682: Change of use of land – Residential use of two mobile homes with linking structure and associated development (retrospective); Triview, St Erth Hill, St Erth. It was **RESOLVED** that the Council does not support retrospective applications. In addition, to strongly object to the application due to the development being in the open countryside, outside the areas identified in the Neighbourhood Plan and on agricultural Grade 3a land. The Council considered the applicant's circumstances but believes that these do not outweigh the conflict with planning law and is concerned about the precedent that this application may set. It referred to the decision in Appeal Case APP/D0840/C/18/3198181. It was **agreed** to delegate the wording of the response to the Clerk, in consultation with the Chair & Vice-Chair, to take into account these points. (Action: The Clerk)

b) Decisions:

i) PA22/03676: Construction of dwellings; Land E of Vicarage Gate, Vicarage Gate, St Erth. Approved with conditions

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. Withdrawn

iii) **PA22/02903**: Proposed redevelopment of St Erth Refuse Transfer Station (RTS) - 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. Approved with conditions

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

PA22/10374 & PA22/10519 – both applications relate to discharge of conditions for the two new estates at Treloweth & Boscarnek. The Parish Council is not a consultee for these types of applications, but the Clerk has received correspondence from residents who are concerned regarding flooding and drainage. It was **agreed** to contact the Case Officer to highlight these concerns, particularly in terms of pipe capacity and ask what calculations South West Water are required to provide to prove adequate capacity. (Action: The Clerk)

135/12/22-23 Reports

a) Cornwall Councillor Report:

None. There appears to be no support available for either Cornwall Councillors or parishes for long term absences. It was **agreed** to follow this up with Councillor Linda Taylor and copy in the Community Link Officer regarding concerns raised. (Action: The Clerk)

b) Other Reports:

i) Community Network Panel meeting, 7th November: The Chair & Clerk had attended this meeting and the Chair gave a brief outline of the key points discussed regarding the proposed new Community Area Partnerships. Minutes will be circulated when available. (Action: The Clerk)

ii) Green Working Group meeting, 15th November: Councillor Spencer-Smith reported by email that a Mission and Vision statement was discussed along with some initial ideas. This will be reviewed and agreed at the next Working Group meeting to then present to Council for approval. Councillor Greatrex confirmed he was liaising with Helston Town Council regarding making a presentation to SEPC. (Action: Councillors Greatrex & Spencer-Smith)

iii) Hayle River Quarterly meeting, 23rd November: The Clerk provided a verbal update and would circulate some notes to all Councillors. Concerns were raised regarding problems on the alternative footpath and it was **agreed** that Councillor Kersey would provide the Clerk with further details so it could be followed up. (Action: Councillor Kersey & the Clerk)

iv) Planning Training: Councillor Murley attended this virtual training and a report had been previously circulated on key points discussed.

v) Good Employer Training: Councillor Lee attended this virtual training and a report had been previously circulated on key points discussed. The Clerk had also attended and advised that some policies needed writing relating to employment matters and would draft these for Council to consider at a future meeting. (Action: The Clerk)

Councillor Kersey left the meeting at 8:20pm.

vi) Safeguarding Training: Councillor Player attended this virtual training and provided a verbal update on key points discussed. The Clerk has already circulated the presentation. It was **agreed** that the Safeguarding policy should be reviewed. (Action: The Clerk)

136/12/22-23 General Power of Competence

a) Eligibility:

It was **RESOLVED** that the Council currently meets the criteria for eligibility for the General Power of Competence, namely that:

- at least two-thirds of the members of the Council were elected (uncontested) in May 2021;
- the Clerk holds the Certificate in Local Council Administration and has undertaken relevant training.

b) Adoption:

As the Council meets the criteria for eligibility it was **RESOLVED** to adopt the General Power of Competence.

137/12/22-23 Governance

a) Membership of Professional Bodies:

The Council considered the Clerk's report outlining the benefits of the Council's membership of the Cornwall Association of Local Councils (CALC) and of joining the Institute of Cemetery and Crematorium Management (ICCM), and the Clerk's membership of the Society of Local Council Clerks (SLCC). It was **RESOLVED** to

- continue with membership of CALC, with the renewal due in April 2023; (the Clerk to clarify if Councillors can access the NALC & CALC websites);
- continue with membership of ICCM with the renewal due in April 2023;
- continue to pay the Clerk's membership fees for the SLCC at a cost of £236 (noting that the Clerk has resigned from Zennor Parish Council) with the renewal due in January 2023 (payment to be made in December 2022 ahead of renewal).

(Action: The Clerk)

b) Training & Development Policy:

It was **RESOLVED** to approve the Training & Development Policy as previously circulated.

(Action: The Clerk)

c) Reserves Policy:

It was **RESOLVED** to approve the amendments to the Reserves Policy as previously circulated, confirming a 3 month minimum for General Reserves (Action: The Clerk)

d) Annual Investment Strategy:

It was **RESOLVED** to approve the Annual Investment Strategy as previously circulated.

(Action: The Clerk)

e) Approved Suppliers List:

It was **RESOLVED** to agree the Approved Suppliers List with the addition of Cherry Trees for Tree work and a section relating to Playground Inspections to include Southwest Playground Safety Inspections (SWPSI) and The Play Inspection Company . (Action: The Clerk)

f) Civility & Respect Pledge:

It was **RESOLVED** to sign up to the Civility & Respect Pledge as circulated. In addition, for the Clerk to draft a Dignity at Work Policy for Council to consider at a future meeting. (Action: The Clerk)

138/12/22-23 Financial Matters

a) Receipts & Payments for November 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	£510.66	S106 Wind Turbine
Cornwall Council	£3,545.39	LMP Grant
TOTAL	£4,056.05	

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	£59.23	Landline, broadband, electricity - Vestry Rms
Salaries inc Tax, NI, Pension	£3,587.33	November payment
Google	£64.40	Gmail account
TOTAL	£4,690.03	

Payments agreed previously and already paid:

St Erth Lights Committee	£450.00	Jubilee Grant (Minute Ref 082/09/22-23e)
TOTAL	£450.00	

Payments due:

Cormac Solutions	£534.72	Cleaning Public Conveniences – November
F Drew	£60.68	Clerk's Expenses (itemised on invoice)
SWPSI	£36.00	Monthly Play Inspection – November
Cornwall ALC	£72.00	Planning Training x 2 – October
Jon Pender	£35.00	Planning Advice
St Erth School	£75.00	Hire of School for 5x meetings (Aug – Dec)
TOTAL	£813.40	

Payments for approval and payment in December:

SLCC	£236.00	Clerk's Annual Membership
TOTAL	£236.00	

b) Monthly bank reconciliation:

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

c) Revised Budget 2022/23:

The Council considered the Clerk's report, which had been prepared following the meeting of the Budget Working Group on 16th November. It was **RESOLVED** that the revised budget for 2022-23, as outlined, be approved. (Action: The Clerk)

d) Budget 2023/24:

The Council considered the Clerk's report which had been prepared following the meeting of the Budget Working Group on 15th November. The Council noted that by agreeing to set the budget proposed, it would result in an increase of 0.72% on a Council Tax Band D property and that the Parish Council proportion of Council Tax for a Band D property would be £118.64 per annum in 2023-24 (an increase of 85p per annum or 7p per month). It was **RESOLVED** that the budget for 2023-24, as outlined, be approved and adopted. (Action: The Clerk)

e) Precept 2023/24:

It was **RESOLVED** to approve a precept request for 2023/24 of £64,055. (Action: The Clerk)

f) National Joint Council (NJC) Pay Award:

The Council noted the Clerk's report regarding the 2022-23 NJC pay award backdated to 1st April 2022, which had been added to the Clerk's November pay.

139/12/22-23 Highways

a) Penzance to Camborne A30 Action Ltd Year End Accounts:

The accounts as previously circulated were noted.

b) Village Improvements Work update:

No update had been received by Cormac. It was **agreed** to request a meeting with the Project Manager in early January to update on work that had been completed, what was still outstanding, and any safety concerns raised. (Action: The Clerk)

Councillor Murley left the meeting at 8:59 pm.

140/12/22-23 St Erth Station

The Council considered Councillor Greatrex's report and it was **RESOLVED** to contact GWR and / or Highways to request a meeting to review the layout of the station drop off, bus bay layout and car park access and signage to improve pedestrian safety. (Action: The Clerk)

141/12/22-23 Correspondence & Consultation

a) Cornwall Council Town & Parish Bulletin – 17th November & 2nd December 2022:

Noted

b) CALC Town & Parish Council Budget Update Briefing – 8th December 2022:

The Clerk will be attending this online briefing and will feedback to Councillors. (Action: The Clerk)

c) Proposed Changes to Speed Limits on B3301 Carnsew Road:

Correspondence had been received from Hayle Town Council supporting this scheme and asking to extend it along Chenhalls Road and Water Lane. The consultation is due to close on 13th January 2023 and the Clerk will include it on the next agenda. (Action: The Clerk)

142/12/22-23 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 Tuesday 3rd January 2023.

143/12/22-23 Meeting Dates

It was noted that the next Ordinary Council Meeting will take place at 7.00pm on Tuesday 10th January 2023 (note not the first Tuesday of the month) 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)

144/12/22-23 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.

145/12/22-23 Staffing Matters

a) Clerk's Hours:

The Clerk had worked her contract hours, taken back the lieu time accrued in the last two months and taken some annual leave.

The Clerk left the meeting for the next item.

b) Clerk's Pay Scale:

At 9.30pm it was **RESOLVED** to continue the meeting to complete the business on the agenda.

The Council considered the Clerk's report and it was **agreed** in principle to support a one-point SCP increase following successful completion of the Certificate in Local Council Administration, backdated to 1st November 2022, provided the appropriate paperwork is put in place. (Action: The Clerk & Staffing Committee)

The Chair closed the meeting at 9.32pm

Signed: _____ Chair

Date: _____