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## **Minutes of an Ordinary Meeting of St Erth Parish Council held on Tuesday 6<sup>th</sup> September 2022 at St Erth School, commencing at 7.00pm**

**Present:** Councillors W Chappell, E Jenkin, J Kersey, S Murley, J Parris, N Player (Chair), P Rodda (arrived at 8.14pm), A Spencer-Smith & T Taylor (Vice-Chair)

**In attendance:** Fiona Drew (Clerk) & 1 member of the public.

### **073/09/22-23 Apologies for absence**

Councillors T Greatrex & J Lee and Cornwall Councillor Tara Sherfield-Wong.

### **074/09/22-23 Declarations of interest & dispensations**

None

### **075/09/22-23 Community participation**

None

### **076/09/22-23 Action required on matters raised during community participation**

None.

### **077/09/22-23 Minutes**

It was **RESOLVED** that the Chair signs as a true and accurate record, the minutes of the Ordinary meeting held on 2<sup>nd</sup> August 2022, as previously circulated. (Action: The Chair)

### **078/09/22-23 Clerk's Report**

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

- **200/03/21-22e)** Toilet Door – the Ladies / Accessible door – the door and frame are now being powder coated and will be hung when weather permits.
- **032/06/22-23c)** Utility Contracts – Cornwall Council Procurement & Joint Purchasing – waiting for an update from Cllr Sherfield-Wong for a future agenda item.
- **033/06/22-23a)** Cornwall Councillor Report - Bus Petition & other outstanding matters – waiting for an update from Cllr Sherfield-Wong.
- **048/07/22-23di)** GWR Community Funding – the project lead has confirmed that GWR has not supported the application for a grant for a defibrillator as they have plans to install one anyway and the Clerk has asked for confirmation when this is likely to be.
- **049/07/22-23a)** Road Closures – work has started on the Highways Improvements. The original closure for Trenhayle & School Lanes was extended for a further week and this will impact on the dates for the other work on Green Lane, & Treloweth & Tredrea Lanes.

- **050/07/22-23** Vandalism to the Youth Shelter – the Clerk will include this on the next Open Spaces Committee agenda.
- **058/08/22-23** Dog Bins – the Clerk will include this on the next Open Spaces agenda.
- **059/08/22-23a)** PA22/06457 – Steppy Downs House, 12 St Erth Hill – awaiting decision
- **062/08/22-23a)** Street Names for new Boscarnek Development – the Clerk has submitted the comments, including a brief outline from Councillor Kersey, and Gilbert & Goode will let the Clerk know the outcome in due course.
- **062/08/22-23b)** Traffic Incident – the Clerk wrote to thank the Police for their quick action which has been acknowledged by the Beat Manager. The Tri Service Safety Officer has spoken to the Clerk regarding Volunteer First Responders in the surrounding area and will be advertising for recruits during September which the Clerk will share online.
- **064/08/22-23** Hayle River Community Project – the Project Team is looking to set up a meeting with St Erth & St Hilary in the second or third week of September – the date has now been agreed for 20<sup>th</sup> September at 6pm.
- **065/08/22-23** Landmark Tree & **035/06/22-23** Bench – the Forest for Cornwall Officer has confirmed they can supply a Rowan tree; the EA is considering the request to locate the tree and bench at the top of the embankment, although the initial reaction is that it is unlikely to be agreed due to its location on a flood defence asset. This will be discussed further at the Open Spaces meeting.
- **066/08/22-23** Mayor for Cornwall – the Clerk has sent the response agreed to Cornwall Council's Leader & Chief Executive, copying in Councillor Sherfield-Wong, and has also notified 'Let Cornwall Decide' and shared details online as agreed.
- **067/08/22-23c)** Environment Agency repair work to outfall – this has been postponed and will be rescheduled in due course.
- **067/08/22-23d)** NALC briefing paper – Consultation re Holiday Lets – the Clerk has submitted a response to NALC using Councillor Kersey's comments as no other Councillors had given feedback.
- **070/08/22-23** Legal Matters – the Clerk has contacted the Planning Department and the response has been circulated to Councillors.
- **071/08/22-23** Car Park Levy – the Clerk has contacted the new officer at Cornwall Council who has promised she will look into and respond regarding the concerns raised.
- **119/10/21-22** Cemetery Gates – the bottom ones are waiting to be removed to be sandblasted, zinc-coated and then rehung.

## **079/09/22-23 Planning**

### **a) Applications:**

**i) PA22/05654:** Proposed retention and completion of new annex building; 7 Tredrea Lane, St Erth. It was **RESOLVED** that the Council cannot support this application on principle as it firmly believes applications should be submitted prior to work being carried out, rather than retrospectively. If the Case Officer is minded to approve the application, then the Council would request that conditions be included to ensure that the building remains ancillary to the main dwelling and cannot be sold off separately in the future, and that it remains as a single storey building with no further conversions permitted. (Action: The Clerk)

**ii) PA22/07016:** Construction of attached garage / utility room; 6 Calais Road, St Erth Praze. It was **RESOLVED** to support this application and request that conditions be included to ensure that the building remains ancillary to the main dwelling and cannot be sold off separately in the future, and that the garage shall not be used other than for the parking of domestic vehicles and domestic storage. (Action: The Clerk)

iii) **PA22/06729**: Proposed works are to install weatherboard-type cladding to the old extension of the main building; The Old Post Office, 2 School Lane, St Erth. It was **RESOLVED** to support this application. (Action: The Clerk)

**b) Decisions:**

i) **PA22/00620**: Demolition of existing timber barn and construction of annexe and store; Sunrise Farm, 68 Bosence Road, Townshend – amended application; Approved with conditions

ii) **PA22/04664**: Listed Building Consent for the repair of the existing invert of Hayle Causeway East Culvert with a new concrete invert; The Causeway, Hayle; Approved with conditions

iii) **PA22/06112**: Proposed new ancillary outbuilding to dwelling to accommodate home gym and craft room; Trelean Barns, North Barn, Steppy Downs Road, St Erth Praze; Withdrawn

iv) **PA20/06733**: Proposed amendment to PA19/08623 (Proposed conversion and extension of existing barn to provide single dwelling) in respect of change of access; Barn South West of Treloweth Cottages, Treloweth Lane, St Erth; Withdrawn

**c) Other**

i) **PA22/05221**: Conversion of barn to residential and extension/alterations to existing dwelling; Treven Farm, 1 Treven Lane, St Erth Praze. It was **RESOLVED** to ratify comments made under the Local Council Protocol to agree with the Case Officer's recommendations; Approved with conditions.

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

i) **PA22/04682** – the Clerk had been granted an extension for consultee comments to be submitted so that this application will be considered at the 4<sup>th</sup> October Council meeting. It was **agreed** that the Clerk would seek advice from the Council's planning advisor prior to the meeting. (Action: The Clerk)

**080/09/22-23 Cornwall Councillor**

**a) Report:**

Councillor Sherfield-Wong had emailed the Clerk to send her apologies and the following meeting update: "*Attached is the latest update from the Lamb and Flag (this included a link on an appeal for a planning application near the Lamb & Flag at Canonstown that is in Ludgvan not St Erth); the link following refers to the Disposal of Land from South Car Park to facilitate pedestrian footbridge (this had been sent previously to the Clerk and circulated). I request that the Parish send me enforcement case numbers if they would like updates on cases, I cannot get information without this (these have been provided previously to Councillor Sherfield-Wong).*"

No updates have been received on the outstanding matters from previous meetings, as emailed by the Clerk to Councillor Sherfield-Wong last week as a reminder of issues the Council was waiting for an update on.

**b) Meeting dates:**

It was **agreed** that Councillors and the Clerk would attend a meeting with Councillor Sherfield-Wong on Wednesday 14<sup>th</sup> September at 6.00pm at the Murley Hall, Ludgvan, as had been requested at the last meeting.

Councillor Sherfield-Wong had also offered a 'group meeting where Clerks, Chairmen and any other Councillors can attend as sometimes things crop up', with the first date offered as 20<sup>th</sup> September at 6.00pm followed by Monday 10<sup>th</sup> October at 6.30pm. It was noted that the Council already had a meeting about the Riverbank on the 20<sup>th</sup> and would like to invite Councillor Sherfield-Wong to attend if the group meeting did not go ahead. In addition, to request that all outstanding matters be dealt with first and then ascertain what the purpose of these meetings would be in order that Council could make a decision as to whether to attend or not. (Action: The Clerk)

**c) Request to alter November PC meeting date:**

It was **RESOLVED** to refuse Councillor Sherfield-Wong's request to change the date of the November Council meeting to either 7<sup>th</sup> or 8<sup>th</sup> November as this would have an impact on too many other people. (Action: The Clerk)

**081/09/22-23 Reports**

**a) Neighbourhood Development Plan Review meeting:**

The Clerk outlined the meeting held with Cornwall Council regarding reviewing the Neighbourhood Plan. A follow up meeting will review the appeals that have impacted on the plan, look at policy wording and ways to strengthen policies. It was suggested to request if Cornwall Council has looked at best practice across all plans in order to review if there are any fundamental items that have been missed from the plan. (Action: The Clerk)

Councillor Rodda arrived at 8.14pm.

**b) Councillor Spencer-Smith's St Erth Boundary Report:**

The Council considered this report and it was **agreed** that the Clerk would contact the appropriate neighbouring authorities to see if they are interested in starting discussions about the opportunities for a joined-up approach on the relevant boundaries. (Action: The Clerk)

**082/09/22-23 Financial Matters**

**a) Receipts & Payments for August 2022:**

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

**Receipts received:**

Cemetery Fees	£820.00	Burials
Tenant	£27.00	Allotment Rent
<b>TOTAL</b>	<b>£847.00</b>	

### **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	£58.75	Landline, broadband, electricity - Vestry Rms
Salaries inc Tax, NI, Pension	£2,378.24	August payment
Google	£64.40	Gmail account
<b>TOTAL</b>	<b>£3,547.96</b>	

### **Payments due:**

Cormac Solutions	£2,823.20	Cleaning Public Conveniences (April – Aug)
F Drew	£56.98	Clerk’s Expenses (itemised on invoice)
SWPSI	£36.00	Monthly Play Inspection – August
<b>TOTAL</b>	<b>£2,916.18</b>	

### **b) Monthly bank reconciliation:**

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

### **c) External Audit Report & Conclusion of Audit for 2021/22:**

It was noted that the Council had received their notice of conclusion of audit and External Audit report which had raised no issues. The Clerk had posted the relevant documents on the website and noticeboard.

### **d) Noticeboard:**

The Council considered the Clerk’s report and it was **RESOLVED** to agree an additional spend of up to £750 (ex VAT) to get the board installed at the Station as previously discussed. (Action: The Clerk)

### **e) Jubilee Grant Application – St Erth Lights Committee:**

Following discussion, it was **RESOLVED** to approve a grant of £450 to the Lights Committee towards expenses incurred for the Jubilee street party, as a gesture of goodwill, as the Council is aware that the Committee was between Treasurers at the time the application should have been submitted (as advised by both the Clerk & Chair). In addition, to note that any future applications will not be considered unless they are submitted prior to the event and in writing, either via the website or a paper form, to the Clerk. (Action: The Clerk)

## **083/09/22-23 Governance**

### **a) Appointment of External Auditor:**

The Council considered the Clerk’s report and it was **RESOLVED** to continue with the External Auditor appointed by the Smaller Authorities Audit Appointments (SAAA). (Action: The Clerk)

## **b) Subject Access Request Policy**

Councillor Murley had concerns regarding some of the wording and it was **agreed** to defer a decision to allow them to draft a report outlining what wording they proposed to amend prior to approval and this would be considered at the next meeting. (Action: Councillor Murley)

### **084/09/22-23 Highways**

#### **a) Community Network Panel Highways Funding:**

It was **RESOLVED** to submit an expression of interest form, in conjunction with St Hilary Parish Council, for a 20mph limit / zone (dependent on advice received from Highways and the Police) from Tregembo Hill to Relubbus Hill along the B3280. The Clerk confirmed that Councillor Sherfield-Wong had already agreed to support this application. (Action: The Clerk)

### **085/09/22-23 Playgrounds**

#### **a) Monthly Inspection:**

The Council noted the monthly inspection report, previously circulated by the Clerk, currently showing all areas as low risk. The Clerk advised Councillors that the annual inspection that should have taken place in August had been delayed due to illness, but should be completed prior to this month's Open Spaces Committee meeting.

### **086/09/22-23 Correspondence**

#### **a) Cormac Meet the Team invitation – various dates in September:**

This was noted but no-one would be attending due to the location.

#### **b) Councillor Training:**

It was noted that Councillors would be attending training as follows: Introduction to Planning Training – Councillors Greatrex & Murley; Planning Refresher Course – Councillor Taylor & Enforcements & Appeals – Councillor Taylor. The cost for each course was noted as £30 (ex VAT). (Action: The Clerk)

#### **c) South West Water workshop – 9<sup>th</sup> September**

Councillor Taylor and Murley would be attending this online workshop.

### **087/09/22-23 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 26<sup>th</sup> September.

### **088/09/22-23 Meeting Dates**

It was noted that the next Ordinary Council Meeting will take place at 7.00pm on Tuesday 4<sup>th</sup> October at St Erth School. An Open Spaces Committee Meeting will take place at

7.00pm on Tuesday 20<sup>th</sup> September at St Erth School, followed immediately by a Playing Fields Association Committee Meeting, and the Budget Working Group will take place using Google Meet at 7.00pm on Tuesday 15<sup>th</sup> November.

**089/09/22-23 Clerk's Hours**

The Clerk had worked their contracted hours and taken annual leave for August.

The Chair closed the meeting at 8:59pm.

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

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