



The Vestry Rooms
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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 7th February 2023 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) & A Spencer-Smith

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

163/02/22-23 Apologies for absence

Councillors J Lee, P Rodda & T Taylor (Vice-Chair) & Cornwall Councillors L Pascoe & L Taylor.

164/02/22-23 Declarations of interest & dispensations

None.

165/02/22-23 Community participation

A representative from the Feast Committee spoke regarding funding for Coronation events.

166/02/22-23 Action required on matters raised during community participation

The Chair advised that there are grants available from the National Lottery. Grants from Council, and how the process will be managed, will be discussed during agenda item 10g).

167/02/22-23 Minutes

It was **RESOLVED** that the Chair signs as a true and accurate record the minutes of the Ordinary meeting held on 10th January 2023, as previously circulated with the minor amendments as advised subsequent to circulation. (Action: The Chair)

168/02/22-23 Clerk's Report

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

- **119/10/21-22** Cemetery Gates – both sets of gates have now been repaired, sand blasted, zinc coated, painted and rehung. The hinge needs adjusting and the gates will then need the paint touching up – this is in hand.
- **032/06/22-23eii) & 082/09/22-23d)** Noticeboard – this has been ordered and delivered to St Erth Station. GWR has funded the installation which has now been completed.
- **104/10-22-23** Trees – work on the ash tree on Chenhalls Road should be carried out in the next 4-6 weeks.
- **117/11/22-23b)** Utilities – a report will be included on the March agenda to incorporate the utilities for both the Vestry Rooms and the Toilets.

- **121/11/22-23a)** Battery Mill Play Park Maintenance – work agreed will be taking place in the next 4-6 weeks.
- **122/11/22-23a)** Churchyard Ash Tree – this is being removed on 22nd & 23rd February, with the agreement of the Old School Rooms Committee.
- **153/01/22-23bii)** Village Improvements – the Clerk has advised residents of plans for outstanding work and emailed the Project Manager regarding Little Mill Lane, receiving a response earlier today which will be circulated. (Action: The Clerk)
- **154/01/22-23** Dignity at Work Policy – the Clerk has made the minor amendments agreed.
- **155/01/22-23e)** Soil Survey Data – the Clerk has accepted Cornwall Council's quote and will update when the report has been completed.
- **156/01/22-23** Salt Bins – Highways has confirmed that the bin by the Shop isn't currently on their system but that they will add it going forwards.

Additional matters to note:

- A review of charges will be carried out and a report included on the March agenda.
- Cemetery Maintenance work is due to be carried out over the next couple of weeks; topple testing has recently been carried out and some remedial work will be required.
- The Clerk will be drafting a paper newsletter for circulation later this month to include budget and precept information.

169/02/22-23 Planning

a) Applications:

i) PA23/00125: Listed building consent for new vertical slate covering the west end gable; Tredrea Cottage, 43 Tredrea Lane, St Erth. It was **RESOLVED** to object to this application. Whilst the Council is sympathetic to the problems faced, it feels that not enough has been done to explore other options to justify the impact that this work will have on a grade two listed building that will not be in keeping with the area. (Action: The Clerk)

ii) PA23/00526: Refurbishment and extension of 71 chalets without compliance with condition 2 (occupancy restriction) of decision notice W1/88/P/0591/F dated 5th July 1988; 16 Trevithick Court, Tolroy Manor Holiday Park, St Erth Praze. It was **RESOLVED** to support this application subject to the following condition being imposed, and enforced, to confirm holiday use only, that the development hereby permitted shall be used as holiday accommodation only and shall not be occupied as a person's sole or main place of residence. The owners / operators will maintain an up-to-date register of the names of all owners / occupiers of each individual unit on the site, and of their main home addresses, and will make this information available at all reasonable times to the Local Planning Authority. (Action: The Clerk)

iii) PA23/00604: Construction of Bungalow; Land West of 10 Calais Road, St Erth Praze. It was **RESOLVED** to object to this application in its current form. Whilst the Council does not object in principle to a building in this location for a permanent residence and not holiday use, it would argue that what has been proposed is not in keeping with neighbouring buildings and the surrounding area. In addition, the application does not contain enough detailed information and has a number of inconsistencies. Clarity is need on which material will be used for the roof (natural slate or fibre cement), the location of hedges on site (where stated none), the fenestration on the west elevation (which will overlook neighbouring properties) and the allocation of living space (as room sizes appear very small). (Action: The Clerk)

b) Decisions:

i) PA22/07670: Proposed 12no. motorhome pitches and camping area for guest use along with reception building, four individual WC/shower blocks, separate parking/turning facilities at the existing entrance, refuse/recycling facilities, associated permeable tracks, footpaths and landscaping of the site and private fenced motorhome and caravan storage; Land East Of 13 Conker Road St Erth Praze; Refused

ii) PA21/11603: Conversion of redundant building to form five apartments; Lamb & Flag Inn, Canonstown; Refused

iii) 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 TR27 6JD. Approved with conditions.

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

i) Preapplication letter from Cornerstone for proposed upgrade of existing base station installation; Tolroy Motors, Mellanear Road, Hayle. It was **agreed** to note this and Council will consider the details once the application is submitted. (Action: The Clerk)

ii) PA22/09907: Proposed agricultural storage shed; North Barn, Trelean Barns, Steppy Downs Road, St Erth Praze. Following the Local Council 5-day protocol, it was **RESOLVED** to agree with the Case Officer's recommendation for refusal. (Action: The Clerk)

iii) PA22/11412: Development comprising 320 no. new homes; associated highways and accesses; PZ-H4 Land at Trannack Farm, Penzance. It was **RESOLVED** to submit a comment to outline concerns that the proposed access will result in a huge increase in traffic congestion which will impact wider than just the Penzance area. (Action: The Clerk)

170/02/22-23 Reports

a) Cornwall Councillor Report:

None

b) Other Reports:

i) Marazion Town Council Civic Service 15th January: The Chair reported that they had attended on behalf of the Council.

ii) CNP Emergency meeting re Devolution Deal 25th January: The Clerk and Councillors Greatrex, Murley & Player attended this online event and will give feedback when a response is discussed to the consultation under agenda item 14a).

iii) Planning Training – Enforcement & Appeals 31st January: Councillor Taylor attended this online training and the Clerk will circulate the slides. (Action: The Clerk)

iv) Open Spaces Working Group & SEPFA Committee meetings 31st January: The Council considered the Clerk's report and it was **RESOLVED** to:

- plant the Landmark Rowan tree at the Tredrea Lane end of Battery Mill Play Park and carry out pruning of the nearby hawthorn and alder trees, at a total cost of £120 (ex VAT);
- replace the sign outside Battery Mill Play Park, using the design as outlined and delegating the finished wording to the Clerk & Chair, at a max cost of £200 (ex VAT); and
- put in new signage at the Cemetery and Green Lane Park, delegating the design to the Clerk & Chair, to coordinate with the Battery Mill Play Park sign. (Action: The Clerk)

v) Memorial Service: Councillor Spencer-Smith reported that he had attended the memorial service for John Pollard in Truro on 10th January 2023.

171/02/22-23 Governance

a) Standing Orders:

It was **RESOLVED** to adopt the Standing Orders as approved on 10th January 2023.

b) Financial Regulations:

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

c) Risk Register:

It was **RESOLVED** to approve the amendments proposed to the Risk Register, as previously circulated, with minor changes agreed to reinstate reference to general pandemic measures as opposed to Covid-19. (Action: The Clerk)

d) Safeguarding Statement:

It was **RESOLVED** to approve the minor amendment to the Safeguarding Statement as previously circulated. (Action: The Clerk)

e) Disciplinary Procedures:

It was **RESOLVED** to approve the Disciplinary Procedures as previously circulated with minor amendments as discussed. (Action: The Clerk)

f) Expenses Policy:

It was **RESOLVED** to approve the Expenses Policy as previously circulated with minor amendments as agreed. (Action: The Clerk).

g) Sickness Absence Policy:

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

h) Annual Insurance Renewal:

The Council considered the Clerk's report and it was **RESOLVED** to approve the insurance renewal as outlined with Zurich at £696.97 with a full review to be carried out in December at the end of the three-year agreement. (Action: The Clerk)

i) Internal Auditor:

The Council considered the Clerk's report and it was **RESOLVED** to appoint Barbara Gorau as Internal Auditor for the 2022/23 year end, at a cost of £80.00. (Action: The Clerk)

j) Coronation Event planning:

It was **agreed** that Councillor Player would represent the Council at any relevant event planning meetings. (Action: Councillor Player)

172/02/22-23 Financial Matters

Following agreement, the Chair moved the next item up the agenda.

a) Celebrations Budget:

Following discussion, it was **agreed** to advertise the grants available from both this year's general grants budget line and next year's celebratory budget line, requesting that all applications relating to any Coronation events be received no later than 1st March, either using the online form on the website or the paper grant application form. (Action: The Clerk)

b) New Printer:

It was **RESOLVED** to delegate the Clerk to purchase a new Council printer using the IT budget. (Action: The Clerk)

c) Receipts & Payments for January 2023:

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:

None

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	£77.06	Landline, broadband, electricity - Vestry Rms
Salaries inc Tax, NI, Pension	£2,514.77	January payment
Google	£64.40	Gmail account
TOTAL	£3,635.30	

Payments already approved in January now due for payment:

Whitehill Direct	£1,496.40	Noticeboard for Station
His 'n' Hers	£400.00	Maintenance – Public Conveniences painting
TOTAL	£1,896.00	

Payments due:

Corserv Facilities	£534.72	Cleaning Public Conveniences – January
F Drew	£57.80	Clerk's Expenses (itemised on invoice)
SWPSI	£36.00	Monthly Play Inspection – January
SeaDog IT	£105.00	Annual licence key upgrade
Sandow's Services	£902.40	Sand blast, zinc coat & paint cemetery gates
T G Welding *	£400.00	Remove, repair & rehang cemetery gates
Joseph Beard	£50.00	Maintenance – Cemetery topping up graves
Zurich	£696.97	Annual insurance renewal
TOTAL	£2,782.89	

* It was **agreed** to hold this payment until the issue relating to the hinge had been resolved and the patches of undercoat touched up. (Action: The Clerk)

d) Monthly bank reconciliation:

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

e) Half Year bank reconciliation:

Councillor Parris confirmed that they had carried out a half yearly bank reconciliation with the Clerk, finding one error in the July Receipts & Payments report although the cash book was correct.

f) Investment Options:

The Council considered the Clerk's report and, following lengthy discussion, it was **agreed** to defer a decision to the March meeting, to allow further investigation into the green credentials of Churches, Charities and Local Authority (CCLA). In addition, for all Councillors to do some independent research and feedback to the Clerk no later than 18th February. (Action: The Clerk)

Councillor Murley left the meeting at 9.15pm.

g) Local Maintenance Partnership (LMP) Grant:

The Council considered the Clerk's report and it was **RESOLVED** to:

- accept the LMP grant offered for 2023/24, noting Cherry Trees price for cutting as per the agreed schedule; and
- delegate the Clerk, in consultation with the Chair & Vice-Chair, to negotiate a price with Cherry Trees for an additional cut to 111/48/1 prior to the end of this financial year to clear it before it becomes part of the regular cutting schedule for 2023/24, and to investigate enhanced LMP funding to undertake this work. (Action: The Clerk, Chair & Vice-Chair)

173/02/22-23 Mini Skate Ramp:

a) Funding Award:

The Council considered the Clerk's report and it was **RESOLVED** to agree to the funding agreement in principle as outlined in the funding decision letter, subject to exact details. It was noted that the Clerk had received a draft project agreement from Cornwall Council and it was **agreed** that this would be sent to the Parish Council's solicitors for advice prior to signing. (Action: The Clerk)

b) Appointment of Contractor:

The Council considered the Clerk's report, and, having considered the risks, it was **RESOLVED** to suspend Financial Regulations for this item to appoint Maverick Industries for this project, rather than undertake a tendering process, for the following reasons:

- it is a specialist field;
- the ability to meet the timescale involved (planning permission must be achieved within 6 months as a condition of the funding);
- excellent local track record and come highly recommended;
- visited the site to provide a comprehensive assessment of the project with clarity of information;
- quote included added value – initial topographical survey, support with planning and consultation process. (Action: The Clerk)

174/02/22-23 Public Access Defibrillators (PADs)

At 9.30pm during discussion on this item, it was **RESOLVED** to continue the meeting to complete any business on the agenda.

a) Shop Defibrillator:

Following discussion, it was **agreed** to defer a decision to the March meeting to allow the Clerk to investigate funding with SERA. (Action: The Clerk)

b) Potential Sites:

It was **agreed** to defer a decision to the March meeting and the Clerk will circulate the map that Councillor Murley has drawn up. (Action: The Clerk)

c) Maintenance:

It was **RESOLVED** that if Coastline agrees to install a defibrillator at the new Treloweth Lane Estate then the Council will take on the maintenance costs going forward. (Action: The Clerk)

d) Training:

The Old School Rooms Committee has agreed to provide the location and the Clerk is liaising with the Ronnie Richards Memorial Charity regarding suitable dates and will then advertise this to residents. (Action: The Clerk)

175/02/22-23 Highways

a) Highways Letter re Relubbus:

Noted

b) Road Closure Bosence Road, Townshend: 22nd February 2023: 09:30 – 15:30

Noted

c) Road Closure The Green Lane, Tredrea Lane, Chapel Hill & Chenhalls Road: 27th & 28th February 2023: 19:00 – 06:00

Noted

176/02/22-23 Correspondence & Consultation

a) Cornwall Council Proposed Cornwall Devolution Deal Consultation: 17th February 2023:

It was **agreed** that the Council supports the principle of devolution but does not support the need for a Mayor as currently presented. The Clerk will circulate the consultation questions to all Councillors who should provide feedback no later than Tuesday 14th February. It was **RESOLVED** to delegate a response to the Clerk, in consultation with the Chair & Vice-Chair. (Action: The Clerk)

b) Cornwall Association of Local Councils AGM – 21st February 2023 in Bodmin:

It was noted that no-one would be attending this meeting.

c) Cornwall Council Town & Parish Council Newsletter – 13th January 2023:

Noted

177/02/22-23 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 27th February 2023.

178/02/22-23 Meeting Dates

a) Next Ordinary Council Meeting:

It was noted that the next Ordinary Council Meeting will take place at 7.00pm on Tuesday 7th March 2023 at St Erth School, and a Land Asset Review Working Group meeting will take place on Google meet at 6.30pm on Tuesday 21st February 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 & the Clerk)

b) Annual Parish Meeting:

It was **agreed** to defer this item to the March meeting. (Action: The Clerk)

179/02/22-23 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.

180/02/22-23 Legal Matters

a) Car Park Levy:

The Chair reported back on the meeting that had taken place recently and a proposal was **agreed** to present to Cornwall Council as requested. (Action: The Clerk)

181/02/22-23 Staffing Matters

a) Clerk's Hours:

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

The Chair closed the meeting at 9.53pm

Signed: _____ Chair

Date: _____