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Minutes of an Ordinary Meeting of St Erth Parish Council held on Tuesday 7th June 2022 at St Erth School, commencing at 7.00pm

Present: Councillors W Chappell (7.09pm), J Lee, S Murley, J Parris, N Player (Chair), A Spencer-Smith & T Taylor (Vice-Chair)

In attendance: Fiona Drew (Clerk) and Cornwall Councillor T Sherfield-Wong (8.00pm)

024/06/22-23 Memories of Mick Hanley

Councillors who had known Mick, who had been on the Council for a number of years prior to stepping down in March 2020, shared their memories of him. The Vice-Chair had represented the Council at the funeral.

025/06/22-23 Apologies for absence

Councillors E Jenkin, J Kersey & P Rodda

026/06/22-23 Declarations of interest & dispensations

None

027/06/22-23 Community participation

None

028/06/22-23 Action required on matters raised during community participation

None

029/06/22-23 Minutes

It was **RESOLVED** that the Chair signs as a true and accurate record, the minutes of the Annual meeting held on 3rd May 2022, as previously circulated. (Action: The Chair)

030/06/22-23 Clerk's Report

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

- **220/04/21-22** Hayle River Community Project – the next Community Workshop has been postponed and will now take place on 29th June 2022 at St Erth Methodist Hall at 2-7pm
- **223/04/21-22** Trees – work in the Churchyard has now been carried out
- **011/05/22-23ai)** PA22/00620 – Sunrise Farm, Townshend – awaiting decision
- **011/05/22-23aiii)** PA22/03426 – Tregenhorne Farm, St Erth Praze – awaiting decision
- **012/05/22-23** Ordinary meetings dates – these have all been added to Google Calendar and the website

- **018/05/22-23g-j)** Year End Accounts 21/22 – all required paperwork has been submitted to the external auditors and posted on the website
- **020/05/22-23c)** Bamboo in the Churchyard – work on this has now been completed
- **020/05/22-23d)** Jubilee Parade – a resident attended the parade on behalf of the parish with a banner made by the Brownies
- **023/05/22-23a)** Clerk's training – the Clerk did not attend the SLCC training in Exeter due to timing
- **204/03/21-22** Defibrillator training – the Clerk reminded Councillors that training was taking place on Thursday 9th June at 6.30pm and that there were still spaces available
- **218/03/21-22a)** Planning letter – the Clerk had written to Mark Broomhead at Cornwall Council who was investigating the issues raised

031/06/22-23 Planning

a) Applications:

i) 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. It was **RESOLVED** to support this application but request that the RSPB be consulted, due regard be given to safeguarding the existing infrastructure and that the materials used are sensitive to the area, both environmentally and historically. (Action: The Clerk)

b) Decisions:

i) PA22/02364: Listed Building Consent: Minor internal and external amendments in relation to Decision Notice PA17/11439 and PA21/07084; 9 Porthcollum Lane, St Erth; Approved with conditions

ii) PA22/03371: Non-material amendment (NMA2) in relation to decision PA20/05624 dated 16.04.2021 for an amendment to condition 7 (drainage); RTS and HWRC, Treloweth Lane, St Erth; Approved unconditionally

iii) PA22/01077: Submission of details to discharge Condition 6 in respect of Decision Notice PA20/05624 dated 16.04.2021; Refuse Transfer Station and Household Waste Recycling Centre, Treloweth Lane, St Erth; Condition discharged

iv) PA22/03350: Formation of mezzanine floor, installation of new doors, re-cladding externally; Unit A1, St Erth Business Park, Rose an Grouse, Canonstown; Approved with conditions

v) PA22/00993: Demolition and erection of replacement single storey extension. Dormer windows to be installed. Replacement of tiles on the rear elevation; 1 Battery Mill Lane, St Erth; Approved with conditions

vi) PA22/00994: Listed building consent for PA22/00993; Approved with conditions

c) Other:

i) PA22/04007: Non-material amendment to decision PA21/01422 dated 20.04.2021 to widen proposed garage by 1m and change orientation of roof by 90 degrees thus proposed gables will be on the east and west elevations. It was **RESOLVED** to ratify the comments made; Approved unconditional

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

i) PA22/02016: Conversion of Existing Garage to Annex Accommodation; The Fish Farm, The Green Lane, St Erth – amended Design, Access & Heritage Statement. It was **RESOLVED** that if the Case Officer recommends approval the Council would agree with this, provided that a condition be included to ensure that the building remains ancillary to the main dwelling and cannot be sold off separately in the future. (Action the Clerk)

ii) PA22/03676: Construction of dwellings; Land E of Vicarage Gate, Vicarage Gate, St Erth. An email had been received from the Case Officer regarding the 5 day Protocol for Local Councils. It was **RESOLVED** to agree with the Case Officer's recommendation to grant planning permission but to note the following additional points:

- Biodiversity Net Gain – the Council requests that the points outlined in 7.3 & 7.4 of the submitted Preliminary Ecological Appraisal Report relating to the Wildlife Beneficial Landscaping Scheme, which have not been included in the current plans, are included in the condition for ecological enhancements.
- Cornwall Wildlife Trust – the Council is concerned that CWT have not yet responded to the consultation and the Clerk will check if a condition could be included that work could not start until a response had been received.
- Offsite contributions – the Council notes that the Principal Public Space Officer and Education Infrastructure will now be consulted due to the previous development on the same site pushing this over the threshold and hope to see a favourable response regarding this.
- Following comments made by neighbours being overlooked by the development, subsequent to the Council submitting its original response to the consultation, to ask if the Case Officer will be including a condition to ensure that the relevant buildings on that side of the development have appropriate glazing.

(Action: The Clerk)

It was **agreed** to contact the Cornwall Wildlife Trust regarding the SSSI sand pits and requesting a meeting. (Action: The Clerk)

032/06/22-23 Financial Matters

a) Receipts & Payments for May 2022:

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

Receipts received:

HMRC	£7,203.25	VAT reclaim 21/22
Tenants	£172.50	Allotment Rents
TOTAL	£7,375.75	

Regular Payments to note:

South West Water	£29.00	Water – Public Conveniences
British Gas	£32.00	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	£58.33	Landline, broadband, electricity - Vestry Rms
Salaries inc Tax, NI, Pension	£2,449.74	May payment including pay increase as agreed and backdated to April 22
Google	£64.40	Gmail account
TOTAL	£3,581.04	

Payments due:

F Drew	£42.30	Clerk's Expenses (itemised on invoice)
N Player	£6.89	Chair's Allowance – plant & card MH
Trelawney Property Service	£85.00	Toilet door lock & defib sign
Apex Tree Services	£350.00	Trees in Churchyard
SWPSI	£36.00	Monthly Play Inspection – May
Cherry Trees	£360.00	Clear bamboo in Churchyard
TOTAL	£880.19	

b) Monthly bank reconciliation:

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

c) British Gas contract:

It was **RESOLVED** to ratify the decision to agree the British Gas contract to 10th April 2023. and ensure that a full review is carried out of all Utility suppliers prior to the end of this contract.

Councillor Sheffield-Wong arrived at 8.00pm during discussion on this item.

It was **agreed** the Clerk would speak with CALC and the Smaller Council Network group to investigate developing a Procurement Policy for the Council prior to carrying out this review. In addition, to request an agenda item for a future CNP meeting regarding collaborative purchasing of assets and utilities. Councillor Sheffield-Wong **agreed** to find out what Cornwall Council's policy is and its view on collaborative purchasing. Feedback would be added to the August agenda as an item for discussion. (Action: The Clerk & Councillor Sheffield-Wong)

d) Delegation of decisions regarding training events

It was **RESOLVED** to delegate decisions relating to training events costing under £100 to the Clerk, in consultation with the Chair & Vice-Chair. (Action: The Clerk)

e) Grants:

i) Community Infrastructure Levy: it was **RESOLVED** to submit an Expression of Interest for a mini skate ramp to include moving the basketball post. (Action: The Chair & Clerk)

ii) Great Western Railway Community Funding: It was **RESOLVED** to submit two separate applications, one for a defibrillator with 24 hr outside access at the station and one to locate a board at the station to incorporate Parish Council notices and an information section, to include the use of Community Chest funding received previously. (Action: The Clerk)

f) Amended Regular Payments:

It was **RESOLVED** to approve the amended regular payment schedule for use until March 2023 as previously circulated.

033/06/22-23 Reports

a) Cornwall Councillor's Report:

Councillor Sherfield-Wong updated regarding Councillor Desmonde's response about the bus timetable. She proposed writing a brief petition which she would use to get residents support. It was **agreed** that she would discuss this with Councillor Kersey and let the Council see a draft of her proposed wording before seeking signatures for it. She had no further updates on enforcement cases or the traffic situation at Gateway Court as yet and noted the date for the next Riverbank Community Engagement event on 29th June. She also reminded that the Community Chest fund for this year was now open for applications.

b) Other Reports:

i) SUEZ Community Liaison Group Site Visit: The Chair, Clerk and Councillor Sherfield-Wong attended this and the Chair gave a brief report on the visit. Councillor Sherfield-Wong **agreed** to clarify if, once the development has been completed, waste will then be brought in to the site from other areas e.g. Helston & the Lizard. (Councillor Sherfield-Wong)

034/06/22-23 Governance

a) Code of Conduct:

The Council considered the Clerk's report and the draft amendments to the Code of Conduct that had been previously circulated. Councillor Murley had highlighted a number of minor inconsistencies to page numbering and section numbering which the Clerk had now amended. In addition, it was **agreed** to use the word 'their' rather than add 'she' where relevant. It was **RESOLVED** to approve the continued use of this Code of Conduct to include these amendments. (Action: The Clerk)

b) Neighbourhood Plan Review Working Group Terms of Reference:

It was **RESOLVED** to approve and adopt the terms of reference as previously circulated. (Action: The Clerk)

c) Lead Councillors:

It was **RESOLVED** to appoint the following Councillors to take responsibility as the lead for each relevant Working Group or area: Land Asset Review – Councillor Murley; Communications & Engagement – Councillor Player; Footpaths – Councillor Kersey; Green St Erth – Councillor Spencer-Smith; IT – Councillor Greatrex; Neighbourhood Plan Review – Councillor Taylor; Vestry Rooms – Councillor Taylor; Internal Financial Controls – Councillor Parris; Staff Appraisal – Councillor Lee.

035/06/22-23 Jubilee

a) Jubilee Bench:

It was **RESOLVED** to earmark the remaining Jubilee budget money (£450) for a recycled plastic bench to include a suitable plaque to commemorate the Jubilee, with the location and installation costs to be agreed at a future meeting. (Action: The Clerk & Councillor Murley)

b) Landmark Tree:

It was **agreed** to clarify with Forest for Cornwall what space it is anticipated the tree will take and delegate a response to the Clerk regarding proposed location, in consultation with the Chair & Vice-Chair, once this information is available. (Action: The Clerk)

036/06/22-23 Correspondence

a) Traffic Issues in Relubbus:

A resident has sent emails highlighting concerns about speeding and safety issues in Relubbus. Speeding issues were also on St Hilary PC's agenda at the meeting that Councillor Sherfield-Wong had come from. It was **agreed** that Councillor Sherfield-Wong would contact the Highways & Environment Manager (West) at Cormac to request a site visit, to include both parishes, to look at the issues and consider what solutions, if any, can be implemented. (Action: The Clerk & Councillor Sherfield-Wong)

It was also **agreed** that Councillor Spencer-Smith would review the work previously undertaken as part of the Community Governance Review to look at other common issues between parish boundaries. He would write a report outlining areas where a joint strategy with the relevant neighbouring parish may be beneficial, for Council to consider any relevant actions at a future meeting. (Action: Councillor Spencer-Smith)

037/06/22-23 Agenda Items for a future meeting

It was noted that Councillors would submit agenda items for future meetings to the Clerk in writing no later than Friday 24th June.

038/06/22-23 Clerk's Hours

The Clerk had worked her contract hours in May having taken back the remainder of the lieu time from April. In addition, she had undertaken further CiLCA study on Unit 5. Owing to her fractured elbow, it was noted she would be undertaking priority work only for the next few weeks.

The Chair closed the meeting at 9.13pm.

Signed: _____ Chair

Date: _____