



The Vestry Rooms
25 Fore Street
St Erth TR27 6HT
Tel: 01736 757575
Email: clerk@sterth-pc.gov.uk
Website: www.sterth-pc.gov.uk

Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 7th March 2023 at St Erth School, commencing at 7.00pm

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

In attendance: F Drew (Clerk) and Cornwall Councillor J Martin.

182/03/22-23 Apologies for absence

Councillor J Kersey

183/03/22-23 Declarations of interest & dispensations

None

184/03/22-23 Community participation

None

185/03/22-23 Action required on matters raised during community participation

None

186/03/22-23 Minutes

It was **RESOLVED** that the Chair signs as a true and accurate record the minutes of the Ordinary meeting held on 7th February 2023, as previously circulated. (Action: The Chair)

187/03/22-23 Clerk's Report

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

- **119/10/21-22** Cemetery Gates – the hinge is still out of alignment and work is being done to sort this out.
- **121/11/22-23a)** Battery Mill Play Park Maintenance – work agreed has been completed on the Cable runway and the Multi Play (Junior).
- **122/11/22-23a)** Churchyard Ash Tree – this has been removed.
- **137/12/22-23f)** Civility & Respect Pledge – this has been completed and a certificate received.
- **169/02/22-23ai)** PA23/00125 – 43 Tredrea Lane, St Erth – awaiting decision.
- **169/02/22-23aii)** PA23/00526 – 16 Trevithick Court, St Erth Praze – awaiting decision.
- **169/02/22-23aiii)** PA2300604 – Land West of 10 Calais Road, St Erth Praze – awaiting decision.
- **170/02/22-23biv)** Landmark tree has been planted and the pruning carried out.
- **170/02/22-23biv)** Signage – this is all still outstanding.

- **171/02/22-23h)** Annual Insurance – this has been renewed as agreed.
- **172/02/22-23b)** New Printer – this has been purchased following discussions with the Vice-Chair and Councillor Greatrex.
- **172/02/22-23g)** LMP – Cherry Trees has carried out the work on 111/48/1 at a cost of £150.00; as yet nothing has been forthcoming regarding enhanced LMP funding.
- **174/02/22-23d)** Defibrillator training – this has been agreed for Thursday 30th March at 6.00pm in St Erth Church Hall.
- **176/02/22-23a)** Cornwall Council Devolution Deal – the Clerk submitted a response to the consultation, in conjunction with the Chair & Vice-Chair following feedback.
- **180/02/22-23a)** Car Park Levy – there is no further update on this.

Additional matters to note:

- The Community Network Panel meeting scheduled for 27th February 2023 was postponed and has been rearranged for 20th March.
- The painting on the toilet floor carried out recently will need to be redone in the Ladies as some of it has flaked, potentially due to the colder temperatures whilst it was drying, and the contractor will therefore wait until the weather warms up before making good.
- The Legionella Risk Assessment for the public toilets is due and the Clerk will be making arrangements for this to be carried out.

188/03/22-23 Planning

a) Applications:

i) PA23/00739: Listed building consent for the removal of asbestos tiles, damaged batons, and internal felt from the failing roof. Replacement with improved materials - natural Spanish slate, new batons, lead flashings and felt chimney rebuild with salvaged bricks where possible and like-for-like replacement where not. Future internal replastering with Cornish Lime plaster; 14 Fore Street St Erth. It was **RESOLVED** to support this application but request that consideration be given to using a more natural material like wood boarding rather than felt underlay which would have more longevity, and that the ridge tiles are lime mortar fixed rather than mechanically. (Action: The Clerk)

b) Decisions:

i) PA22/09907: Proposed agricultural storage shed; North Barn, Trelean Barns, Steppy Downs Road, St Erth Praze; Withdrawn

ii) PA22/04682: Change of use of land and the siting of two adjoining mobile homes for residential use and associated development (retrospective); Triview, St Erth; Refused.

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

i) PA23/01759: Non-material amendment in relation to PA21/12013 dated 14/04/2022 for a new scheme of tree protection and the removal of a holly tree on the South West boundary; Land SE of Boscarnek, Plot 1, 43 Boscarnek, St Erth. It was **RESOLVED** to support a reduction in the tree to maintain the maximum healthy height possible to allow basal growth to form a hedgerow, and in addition to request that a native tree is planted in the buffer zone to mitigate this loss. (Action: The Clerk)

189/03/22-23 Reports

a) Cornwall Councillor Report:

Councillor Martin reported on a number of issues that had been raised by residents during his recent campaign including the road surface on both Chapel Hill and Fore Street, the impact of the new developments on water services, and traffic management in the village. He confirmed that he had recently awarded a community chest grant to the Lights Committee. He plans to hold regular surgeries in each parish, has recently met with Derek Thomas in relation to Marazion station and has a meeting planned with the farming community. He sits on two Planning Committees and the Economic Growth & Development Overview Scrutiny Committee and noted that the mayoral debate will be on the agenda for the April Full Council meeting. The Chair & Clerk will meet with Councillor Martin to go through outstanding projects and issues. (Action: The Clerk, Chair & Cllr Martin)

b) Other Reports:

i) Planning Training – Understanding Planning Changes 2023 8th February: Councillor Murley attended this online training and the presentation has been circulated to all Councillors.

ii) SUEZ Community Liaison Group meeting 8th February: Councillor Taylor gave a brief update on current construction and queries raised re traffic movements. Minutes will be circulated when available. (Action: The Clerk)

iii) Land Asset Review Working Group 21st February: Meeting notes have already been circulated. All recommended actions as outlined were noted and will be carried out. (Action: The Clerk)

iv) King Charles II Coronation Event meeting 27th February: Councillor Player reported that a community event will take place on Sunday 7th May and that plans are progressing well.

v) River Hayle Quarterly Stakeholders meeting 6th March: The Clerk gave a brief update on monitoring of the work that had been carried out last September at Carbis Mill and will circulate a Stakeholders report. In addition, green bank repair work has been identified for another section of the river downstream. It was noted that the next meeting is in early June when there should be an update regarding the potential to reopen the path. (Action: The Clerk)

190/03/22-23 Governance

a) Financial Regulations:

It was **RESOLVED** to adopt the Financial Regulations as approved on 7th February 2023.

b) Freedom of Information Policy:

It was **RESOLVED** to approve the continued use of the Freedom of Information policy with no amendments. (Action: The Clerk)

c) Data Protection Policy:

It was **RESOLVED** to approve the continued use of the Data Protection policy with no amendments. (Action: The Clerk)

d) Environmental Vision Statement & Strategy:

It was **RESOLVED** to approve the Statement & Strategy as circulated. (Action: The Clerk).

e) Review of Charges:

The Council considered the Clerk's report outlining current fees and comparing with other local Councils.

i) Cemeteries: It was **RESOLVED** to increase fees for the specific items as outlined in the report, and carry out a more in-depth review in the next financial year. In addition, it was **agreed** to undertake further research on the selling of reserved plots and consider this at a future meeting. (Action: The Clerk)

ii) Allotments: It was **RESOLVED** to maintain allotment fees at current rates. (Action: The Clerk)

f) Mini Skate Ramp Project Working Group & Terms of Reference:

It was **RESOLVED** to set up a working group for the mini skate ramp project to include the Chair, Vice-Chair, Clerk and members of Maverick Industries and approve the Terms of Reference as circulated to include delegated authority as outlined. (Action: The Clerk)

191/03/22-23 Financial Matters

a) Receipts & Payments for February 2023:

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

Receipts received:

None

Regular payments to note:

South West Water	£31.50	Water – Public Conveniences
British Gas	£18.79	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	£2,804.84	February payment
Google	£64.40	Gmail account
TOTAL	£3,944.16	

Payments already approved now due for payment:

Apex Tree Services	£400.00	Tree work at Churchyard (50% of cost)
TOTAL	£400.00	

Payments due:

Corserv Facilities	£534.72	Cleaning Public Conveniences – February
F Drew	£376.40	Clerk’s Expenses (itemised on invoice)
SWPSI	£36.00	Monthly Play Inspection – February
CALC	£36.00	Enforcement & Appeals Training – January
Cherry Trees	£468.00	Plant Jubilee tree & associated pruning / prune apple tree / cut back Footpath 111/48/1
SWPSI	£1,704.00	Battery Mill Play park maintenance work
Cemetery fees	£150.00	Refund of EROB *
TOTAL	£3,305.12	* this will show as a negative income in accounts

Payments for approval and payment in March:

Corserv Facilities (or similar)	* £380.00	Public toilets Legionella Risk assessment
St Erth School	£45.00	Hire of School for 3 meetings (Jan – March)
St Erth Film Club	£500.00	Grant - approved during the meeting
TOTAL	£925.00	(* ex VAT)

b) Monthly bank reconciliation:

Councillor Parris confirmed that he had carried out a satisfactory bank reconciliation for January with the Clerk, noting a transposition in figures which has now been corrected.

c) Grant Applications:

i) St Erth Film Club: it was **RESOLVED** to approve an application for £500.00 for blackout blinds. (Action: The Clerk)

Councillor Murley left the meeting at 8.30pm.

ii) St Erth Lights Committee: it was **RESOLVED** to approve an application in principle for £600.00 for the Coronation Celebration event, if the Committee’s application to the National Lottery fund is unsuccessful. (Action: The Clerk)

d) Investment Options:

The Council considered the Clerk’s report and it was **RESOLVED** to open a Public Sector Deposit Fund account with CCLA and deposit £25,000, with Councillors Greatrex, Lee & Taylor as signatories. (Action: The Clerk)

e) Price Increases:

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

- note the price increase and amend the Standing Order for grass cutting accordingly from 1st April 2023;
- agree the continued use of a direct debit for monthly payments to SeaDog IT;
- make the amendments as outlined in the report to the Google account.

(Action: The Clerk)

f) Utility Contracts:

The Council considered the Clerk’s report and it was **RESOLVED** to approve the following contracts (Action: The Clerk):

i) Public Toilets:

- British Gas Zero Carbon – 1 year fixed at an approximate monthly cost of £21.04;
- Source for Business – 1 year fixed at an approximate monthly cost of £31.59 (acknowledging this will increase dependent on wholesaler price changes in April).

ii) Vestry Rooms:

- British Gas Zero Carbon – 1 year fixed at an approximate monthly cost of £16.38;
- Hello Comtec – 1 year fixed at a monthly cost of £15.00, plus a one off charge of £15.00 to port the phone no 01736 757575.

g) Public Toilets Cleaning Contract:

The Council considered the Clerk's report and it was **RESOLVED** to accept the 10.1% price increase and renew the Service Level Agreement with Corserv Facilities to provide the cleaning contract for the Public Toilets, noting that consumables used will be billed separately. (Action: The Clerk)

192/03/22-23 Public Access Defibrillators (PADs)

a) Shop Defibrillator:

Following discussion, it was **RESOLVED** to purchase a new cabinet for this defibrillator at a cost of £366.75 (ex VAT), plus fitting, splitting the cost with SERA (Action: The Clerk)

b) Potential Sites:

The Council considered the Clerk's report and it was **agreed** to discuss optimum locations across the whole parish with the Ronnie Richards Memorial Charity. (Action: The Clerk)

193/03/22-23 Highways

a) Village Improvements Update:

The Clerk updated on the issues Cormac had whilst attempting to complete the work on the imprint paving at the four-way junction recently. Cormac's Design Lead has offered to hold a site meeting to discuss the unresolved matters raised at the previous meeting in January. It was **agreed** that the Chair, Vice-Chair and Clerk would attend and that all Councillors should email any additional comments not already discussed, that they wished to be considered no later than Wednesday 15th March. In addition, it was **agreed** to contact Highways about the potential to do work on Chapel Hill whilst the road closure is in place and also to get a quote for repair work to the Council's car park at Green Lane. (Action: The Clerk & all Cllrs)

b) Road Closures:

i) Chenhalls Road, St Erth: 22nd – 23rd March 2023: 22:00-06:00 – noted

ii) Station Approach: 23rd – 24th March 2023: 22:00-06:00 – noted

iii) Station Approach: 27th – 29th March 2023: 22:00-06:00 – noted

194/03/22-23 Playgrounds:

a) Battery Mill Maintenance Work:

The Council noted the monthly inspection report and considered the Clerk's report, outlining work now completed and additional work proposed. It was **RESOLVED** to:

- remove the Mini Slide, replace the ply under the slide and remove the dents at £375.00 (ex VAT);
- carry out repairs to the two rockers at £250.00 (ex VAT);
- carry out repairs to the Cradle Swing to include repainting at £175.00 (ex VAT);
- hold work on the roundabout to 2023/24.

(Action: The Clerk)

b) Update on Mini Skate Ramp Project:

The Clerk gave an update regarding amendments to the design following a recent consultation meeting, permissions required, surveys completed and confirmed the funding agreement had been approved by the Council's solicitors. It was **RESOLVED** to approve the final costings from Maverick for the design and build of £69,800, noting that the launch event would still need to be agreed. (Action: The Clerk)

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

195/03/22-23 Correspondence & Consultation

a) Cornwall Council Proposed response to Government consultations on planning changes:

Noted

b) Cornwall Association of Local Councils Community Housing Information event: Heartlands 19th April 4-8pm.

Noted

c) Letter re Green Lane: Following discussion, it was noted that maintenance of bridleways (other than cutting vegetation) is Cornwall Council's responsibility, as is signage on the highway or footpaths. It was **agreed** to signpost the resident to Cornwall Council's Report It function, in addition passing on Councillor Martin's contact details. (Action: The Clerk)

d) Letters re vehicles on bridleways and footpaths: Letters had been received relating to illegal parking, surface damage and lack of signage on Battery Mill Lane, and motorbikes on a byway and footway at Vicarage Gate. It was **agreed** to signpost the residents to Cornwall Council's Report It function, in addition passing on Councillor Martin's contact details. Alternatively, if illegal (e.g. speeding / dangerous driving / riding on footpaths) to signpost to Devon & Cornwall Police online reporting. (Action: The Clerk)

e) Police Surgeries: monthly police surgeries will be starting at Hayle Emergency Services Station; dates will be advertised on the Council's website and social media. (Action: The Clerk)

196/03/22-23 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 March 2023.

197/03/22-23 Meeting Dates

a) Next Ordinary Council Meeting:

It was noted that the next Ordinary Council Meeting will take place at 7.00pm on Tuesday 4th April 2023 at St Erth School.

b) Annual Parish Meeting:

It was **agreed** to hold this on Thursday 27th April 2023 at 7:00pm in St Erth Hall (Old School Rooms), inviting a number of community groups to give reports on their activities. (Action: The Clerk)

198/03/22-23 Staffing Matters

a) Clerk's Hours:

The Clerk had worked her contract hours and taken some annual leave and it was **agreed** that she could carry forward 30 hours to the next financial year.

The Chair closed the meeting at 9.48pm.

Signed: _____ Chair

Date: _____