



The Vestry Rooms
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I hereby give notice that the Annual meeting of St Erth Parish Council will be held on Tuesday 2nd May 2023 at St Erth School, School Lane, St Erth at 7.00pm

All members of the Council are summonsed to attend the meeting, to which press & public are invited. Business transacted will be according to the agenda below. Where reports are available, these can be accessed by clicking the links in the relevant agenda item.

Please note: under the Openness of Local Government Bodies Regulation 2014, this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public. The Clerk will be recording the meeting solely for the purpose of minute taking.

Dated: 27th April 2023

Signed:  Clerk

AGENDA

- 1. Election of Chair for 2023-24**
- 2. Chair Declaration of Acceptance of Office**
To receive the signed Declaration of Acceptance of Office of the newly elected Chair
- 3. Election of Vice-Chair for 2023-24**
- 4. Vice-Chair Declaration of Acceptance of Office**
To receive the signed Declaration of Acceptance of Office of the newly elected Vice-Chair
- 5. Apologies for absence**
To receive apologies for absence and note apologies not received
- 6. Declarations of interest & requests for dispensation**
To receive declarations of interest relating to any agenda item, and to determine requests for dispensation where applicable
- 7. Community participation**
- 8. Action required on matters raised during community participation**
- 9. Minutes**
To approve that the [Minutes](#) of the Ordinary meeting held on 4th April 2023, having been previously circulated, are a true and accurate record
- 10. Clerk's Report**
To note Clerk's report on any updates from previous minutes – to follow

11. Planning

a) Applications:

- i) [PA23/03001](#): Conversion of existing garage to annexe accommodation, Tolverth, 11 Rose An Grouse, Canonstown
- ii) [PA23/02775](#): Replacement roof covering; 8 Chenhalls Road, St Erth
- iii) [PA23/03063](#): Two-storey side extension, 1 Porthia Cottages, Rose An Grouse, Canonstown
- iv) [PA23/03158](#): Non-material amendment in relation to decision notice PA21/09490 dated 13/10/2022 for increase in footprint of plot 18 (and minor alteration of design and window locations) and increase in stagger between plots 27 and 28; Land N of 31 Treloweth Close, St Erth
- v) [PA23/02916](#): Non material amendment in relation to decision notice PA21/01422 dated 20.04.21 to incorporate a car port within the garage but keep within the existing dimensions of the planning decision and change the materials used from block built to oak framed timber clad garage; Jericho Cottage, Jericho Lane, St Erth Praze

b) Decisions:

- i) [PA23/00604](#): Construction of bungalow; Land West of 10 Calais Road, St Erth Praze; Refused
- ii) [PA23/02581](#): EIA Screening Opinion request for a ground mounted solar photovoltaic panel array; SWW Seage Treatment Works, Treloweth Lane, St Erth
- iii) [PA23/02032](#): Works to Trees within a Conservation area; Battery Mill Play Park, St Erth; decided

c) Appeals:

- i) [APP/D08480/W/23/3319175](#): Appeal against refusal of 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 Hill, St Erth
- d) **To consider any other planning matter received at or before the start of the meeting**

12. Council Meetings

- a) To agree the dates and times for Ordinary meetings for the next municipal year 23/24
- b) To agree the location for Ordinary meetings
- c) To agree a day and time for additional meetings where required

13. Delegation Arrangements

- a) To review the Council's [delegation arrangements](#)

14. Committees and Working Groups

- a) To review all current [Committees & Working Groups](#), agree Terms of Reference, membership & Lead Councillors
 - i) Staffing Committee
 - ii) Budget Working Group
 - iii) Green St Erth Working Group
 - iv) Land Asset Review Working Group
 - v) Mini Skate Ramp Project Working Group
 - vi) Open Spaces Working Group
 - vii) Neighbourhood Plan Review Working Group
 - viii) Vestry Rooms Working Group
 - ix) Communications & Engagement Working Group
 - x) Footpaths Working Group
 - xi) IT Working Group
- b) To consider if any other Committees or Working Groups should be set up

15. Representation on External Bodies & Reporting Arrangements

- a) To review reporting arrangements for [External Bodies](#) and appoint members to serve on:
 - i) West Penwith, St Erth & St Ives Community Area Partnership
 - ii) Hayle Day Care Centre Trust Management Committee
 - iii) South West Water Odour Liaison Group
 - iv) A30 Action Group
 - v) Suez Community Liaison Group
 - vi) Police Liaison Group
 - vii) Hayle River Stakeholders Group
 - viii) Boscarnek Liaison Group
 - ix) Any other relevant Bodies

16. Reports

- a) To receive the Cornwall Councillor's Report
- b) To receive reports on any meetings held since the last Council meeting and agree any appropriate action:
 - i) SUEZ Community Liaison Group – 19th April

17. Financial Matters

- a) To note income & approve expenditure for April – to follow
- b) To note Year End bank reconciliation for March
- c) To agree price increase for monthly play inspections – to follow
- d) To appoint a Councillor to carry out monthly bank reconciliations for 2023/24
- e) To confirm there is no conflict of interest with External Auditor (BDO)
- f) To approve the Year End [Accounts](#) and Earmarked Reserves for 2022/23
- g) To note Year End bank reconciliation for March
- h) To approve the Fixed Asset Register as of 31 March 2023
- i) To receive the report from the Internal Auditor for 2022/23 and agree any action
- j) To complete and approve the Annual Governance Statement for 2022/23
- k) To approve the Accounting Statements for 2022/23
- l) To note the dates for the Publication of Notice of Public Rights

18. Highways Matters

- a) To receive an update on the Village Improvements work
- b) To note road closures as follows:
 - i) [St Erth Coronation Celebrations](#) – part of The Green Lane, St Erth: 7th May 10:00-22:00
 - ii) [Fore Street](#), St Erth: 11th May – 1st June 24 hours

19. Playgrounds

- a) To note monthly inspection report for April and agree any maintenance work
- b) To receive an update on the Mini Skate ramp project

20. Correspondence & Consultations

- To note, or agree response to, any correspondence received up to the time of the meeting:
- a) CALC training bulletin for May 2023
 - b) Citizen's Advice – Key Stats & Cost of Living Crisis in Cornwall funding request
 - c) Hayle Town Council – request for support regarding the dumping of sewage in our seas
 - d) Cornwall Council consultation on Public Space Protection Order (Alcohol Consumption); 26th May 2023
 - e) DLUHC [consultation](#) for the introduction of a use class for short term lets and permitted development rights to provide flexibility where there are no local issues with such uses; 7th June 2023

- 21. Agenda Items for a future meeting** – to be submitted to the Clerk in writing by Tuesday 30th May
- 22. Next Ordinary Meeting**
To note date of the next Ordinary Council meeting
- 23. Exclusion of the Press & Public**
To consider passing the following resolution that in accordance with S.1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Press & Public be excluded from the meeting during the consideration of the following business due its confidential nature:
- 24. Staffing Matters**
- a) To note Clerk's appraisal
 - b) To review workload and hours for April