



The Vestry Rooms
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Minutes of the Annual Meeting of St Erth Parish Council held on Tuesday 2nd May 2023 at St Erth School, commencing at 7.00pm

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

In attendance: F Drew (Clerk), Cornwall Councillor J Martin and 1 member of the public

001/05/23-24 Election of Chair for 2023-24

It was **RESOLVED** that Councillor Player be elected as Chair for 2023-24.

002/05/23-24 Chair Declaration of Acceptance of Office

Councillor Player read out the Declaration of Acceptance of Office as the newly elected Chair and then duly signed it. This was witnessed by the Clerk as the Proper Officer.

003/05/23-24 Election of Vice-Chair for 2023-24

It was **RESOLVED** that Councillor Greatrex be elected as Vice-Chair for 2023-24.

On behalf of the Council, the Chair thanked Councillor Taylor for his contributions to the Council as Vice-Chair and previously Chair over a number of years.

004/05/23-24 Vice-Chair Declaration of Acceptance of Office

Councillor Greatrex read out the Declaration of Acceptance of Office as the newly elected Vice-Chair and then duly signed it. This was witnessed by the Clerk as the Proper Officer.

005/05/23-24 Apologies for absence

Councillors J Kersey & J Lee.

006/05/23-24 Declarations of interest & dispensations

None

007/05/23-24 Community participation

The member of the public had attended for a planning application and the Chair agreed to allow them speak during consideration of that item.

008/05/23-24 Action required on matters raised during community participation

None

009/05/23-24 Minutes

It was **RESOLVED** that the Chair of the meeting signs as a true and accurate record, the minutes of the Ordinary meeting held on 4th April 2023, as previously circulated. (Action: The Chair)

010/05/23-24 Clerk's Report

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

- **170/02/22-23biv)** Signage – still outstanding.
- **187/03/22-23** Public Toilets Legionella Risk Assessment – this has been delayed due to staff sickness at Corserv and is scheduled to be carried out on 10th May.
- **190/03/22-23ei)** Cemetery – reviewing plot reservation policy – still outstanding.
- **191/03/22-23g)** Public Toilets contract – the Clerk is waiting for the SLA from Corserv.
- **192/03/22-23a)** Cabinet for Shop Defibrillator – this has now arrived and is due to be fitted as soon as the electrician has availability to do it.
- **192/03/22-23b)** Potential Defibrillator Locations – Cllr Rodda is due to meet with Paul Williams from RRMCC to look at suitable locations and will report back.
- **194/03/22-23a)** Battery Mill Playpark maintenance – the work booked should be carried out in early May.
- **205/04/22-23ai)** PA23/02500 – Sunrise Farm, Townshend; awaiting decision.
- **205/04/22-23ci)** PA23/02014 – Battery Mill Play Park – awaiting decision.
- **206/04/22-23biii)** GWR Station meeting – actions outstanding.
- **209/04/22-23ai)** Fore Street Road Closure intention – feedback using Casework Assist proved unsuccessful but using other routes the Clerk has now spoken to the Cormac Sub Agent who will be in charge of the work and has informed residents.
- **211/04/22-23** Trees – the tree surveys will be carried out during May.
- **212/04/22-23a)** DLUHC consultation – Jon Pender discussed but felt it not appropriate to put together a response on behalf of the Council in this instance; as agreed the Clerk submitted a response in consultation with Cllr Murley & the Chair.
- **214/04/22-23b)** Annual Parish Meeting – this took place on Thursday 27th April with 39 people present, and included a presentation from Helston Climate Action Group.
- **216/04/22-23** Land Matters – having read the Terms of Reference for the Land Asset Review Working Group the Clerk suggests that this group is suitable to consider these matters.

Additional matters to note:

- The Clerk attended online Climate Change training on 6th April, organised by Cornwall Council and will circulate the slides if they are provided.
- The Clerk attended a recent SLCC Smaller Councils meeting which included two speakers: Vanessa Luckwell who is leading on the Community Capacity Fund and Stephen Foster spoke about the new Community Area Partnerships (CAPs) – meetings will be hybrid and the first one for this area will be held on 5th July.

011/05/23-24 Planning

a) Applications:

i) PA23/03001: Conversion of existing garage to annexe accommodation, Tolverth, 11 Rose An Grouse, Canonstown. The Chair invited the applicant to speak and they clarified about the lack of supporting statement and then outlined how they felt the proposal complied with

Cornwall Council's annexe guidance. It was noted that they will be contacting the Case Officer to formally submit this information. Following discussion, it was **RESOLVED** that, whilst the Council cannot support this application based on the current information supplied, it would be prepared to conditionally support it provided the conditions of the annexe guidance are met via a supporting statement. This would need to demonstrate to the satisfaction of the Case Officer that the proposal meets the general policy considerations as set out and the Council would request a condition, if approved, to ensure the building be tied to the principal dwelling in order that it cannot be sold off separately in the future. In addition, it would request clarification if a contamination report is required based on the responses on page 5 of the application form. (Action: The Clerk)

ii) PA23/02775: Replacement roof covering; 8 Chenhalls Road, St Erth. It was **RESOLVED** to support this application. (Action: The Clerk)

iii) PA23/03063: Two-storey side extension, 1 Porthia Cottages, Rose An Grouse, Canonstow. It was **RESOLVED** to support this application, noting minor concerns regarding the lack of access to the rear garden but the Council is happy to be guided by the Case Officer if they feel the proposed access is sufficient. (Action: The Clerk)

It was **agreed** that the Council would like to put together a best practice statement in relation to sustainability that can be referenced for planning applications. The Clerk will check with the Planning Department what can be considered and what training might be available whilst Councillor Martin will provide the Clerk with a copy of Helston's statement. (Action: The Clerk & C/Cllr Martin)

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. It was **RESOLVED** to support this application with the request that, where feasible, Plot 18 is future proofed to provide for a full range of disabilities going forwards. (Action: The Clerk)

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. It was **RESOLVED** to support this application. (Action: The Clerk)

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 Sewage Treatment Works, Treloweth Lane, St Erth not required

iii) PA23/02032: Works to Trees within a Conservation area; Battery Mill Play Park, St Erth; decided no TPO required

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. It was **RESOLVED** that the Council stands by its original comments, fully supports Cornwall Council's decision to refuse the application and would like to attend the hearing and have the opportunity to speak. (Action: The Clerk)

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

None

012/05/23-24 Council Meeting

a) Dates & Times for Ordinary meetings to May 2024:

It was **RESOLVED** that the next meeting be held on 6th June and **agreed** to defer a decision on the other dates for the rest of the year to the June meeting. (Action: The Clerk)

b) Location for Ordinary meetings to May 2024:

It was **RESOLVED** that all meetings will commence at 7.00pm and be held at St Erth School (Action: The Clerk),

c) Day & time for additional meetings when required:

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

013/05/23-24 Delegation Arrangements

The Council considered the Clerk's report outlining current delegation arrangements. It was **RESOLVED**:

- to remove any powers previously delegated to the Mini Skate Ramp Working Group;
- to delegate to the Clerk, in consultation with the Chair & Vice-Chair, to agree actions and spend to achieve the completion of the Mini Skate Ramp project as set out in the CIL application and Grant Funding Agreement with Cornwall Council;
- to make no other changes to the current delegation arrangements as outlined.
(Action: The Clerk)

014/05/23-24 Committees & Working Groups

a) Review of Terms of Reference, Membership & Lead Councillors:

The Council considered the Clerk's report outlining the current Committees and Working Groups. It was **RESOLVED** to dissolve the following Working Groups: Communications & Engagement, Footpaths & IT. (Action: The Clerk)

Following discussion about the potential to combine some groups, it was **agreed** to defer a decision on the following Working Groups to the June meeting: Land Asset Review, Open Spaces, Vestry Rooms. (Action: The Clerk)

It was **RESOLVED** to approve and adopt the terms of reference as previously circulated, and confirm membership and leads for the following Committee & Working Groups:

- i) **Staffing Committee:** Councillors Greatrex, Lee, Parris, Player (Chair) & Rodda
- ii) **Budget Working Group:** all Councillors
- iii) **Green St Erth Working Group:** Councillors Greatrex, Murley, Rodda & Spencer-Smith (Lead)
- iv) **Mini Skate Ramp Project Working Group:** The Chair (ex-officio) (Lead), Councillor Taylor & the Clerk and three representatives of Maverick
- v) **Neighbourhood Plan Review Working Group:** Councillors Greatrex, Murley, Spencer-Smith & Taylor (Lead)
- v) **Any Other Committees & Working Groups:** It was **agreed** that no other Committees or Working Groups be set up but this would be reviewed if required

015/05/23-24 External Bodies

a) Review of reporting arrangements and representation:

The Council considered the Clerk's report outlining the current arrangements for meetings involving external bodies. It was **RESOLVED** that the following be confirmed:

- i) **West Penwith, St Erth & St Ives Community Area Partnership (CAP):** open to any Councillor to attend; the Chair (ex-officio) and Councillor Murley appointed to attend on behalf of the Council. Meetings are organised by Cornwall Council and will be hybrid. Agenda / reports etc. are sent to the Clerk who forwards to all Councillors. In addition to the reports made to the Council by the Council's representatives, the notes of the meetings are forwarded to Councillors.
- ii) **Hayle Day Care Centre Trust Management Committee:** Councillor Chappell appointed as appointee only to attend on behalf of the Council. Meetings are organised by the Day Care Centre Manager. Agenda and notes are sent direct to Appointee & the Clerk and forwarded to Councillors.
- iii) **South West Water Odour Liaison Group:** The Chair (ex-officio), Vice Chair (ex-officio), Councillor Taylor and the Clerk appointed to attend on behalf of the Council. Meetings are organised by South West Water. Agenda and notes are sent to the Council's representatives. In addition to the reports made to the Council by the Council's representatives, any notes are forwarded to Councillors.
- iv) **A30 Action Group / MP's A30 Group:** open to any Councillor to attend; the Chair (ex-officio) and Councillor Taylor appointed to attend on behalf of the Council. Meetings are organised by the MP and are held virtually and notified by email rather than agenda. The Council's representatives report back to the Council; formal notes are not received.
- v) **SUEZ Community Liaison Group:** Councillors Greatrex, Player & Taylor appointed to attend on behalf of the Council (two to attend each meeting). Meetings are organised by SUEZ. The agenda will be circulated at least 7 days prior to the meeting and the Council's representatives report back to the Council. Minutes will be circulated within 28 days and shared with all Councillors.

vi) Police Liaison Group: Councillor Taylor appointed to attend on behalf of the Council. Meetings are organised by the Sector Inspector for Penzance, St Ives, Hayle and the Isles of Scilly, and notified by email rather than agenda. In addition to the reports made to the Council by the Council's representative, any notes are forwarded to Councillors.

vii) Hayle River Stakeholders Group: Councillor Murley, and, if interested as a substitute Councillor Kersey (to confirm), and the Clerk appointed to attend on behalf of the Council. Meetings are organised by Cornwall Council's Countryside Team, and are held quarterly on Teams. The agenda is circulated prior to the meeting and the to the Council. In addition to the reports made to the Council by the Council's representatives, the notes of the meetings are forwarded to Councillors.

viii) Boscarnek: Representatives for this will be agreed once terms of reference have been set up. (Action: The Clerk)

ix) Any other relevant bodies: It was **agreed** to request setting up Liaison Groups with Coastline during the build at Treloweth and, once a new owner is confirmed, the same for the stalled development at Chenhalls. (Action: The Clerk)

016/05/23-24 Reports

a) Cornwall Councillor's Report:

Councillor Martin reported on his recent visit to St Erth Hill and confirmed he would be attending the appeal hearing as outlined earlier to support Cornwall Council's case. He had also visited The Green Lane to discuss getting assistance for residents from Cormac with hard core. He will be discussing this with Andrew Hoskin, the new Highways Manager, along with road surfacing on Chapel Hill & Fore Street and the potential for road reclassification at the railway bridge. He confirmed that he had received no updates on any enforcement issues but would keep pressing officers for a response.

b) Other Reports:

i) SUEZ Community Liaison Group Meeting, 19th April 2023: Councillors Greatrex, Player and the Clerk had attended the virtual meeting. Phase 1 is now complete and Phase 2 starts this week and is due for completion in December. The Clerk will circulate minutes to all Councillors when available. (Action: The Clerk)

ii) Annual Electors Meeting, 27th April 2023: The Chair reported on a successful meeting and thanked everyone for attending. Reports given during the meeting will be shared as part of the minutes. All questions raised during the meeting related to matters that come under Cornwall Council's remit, but the Clerk has reported the blocked drain at the Treloweth Lane / Tredrea Lane junction which Highways has confirmed requires attention.

017/05/23-24 Financial Matters

a) Income & Expenditure for April 2023:

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

Receipts received:

Cornwall Council	£33,027.50	Precept – first half
Tenants	£60.00	Allotment Rent
HMRC	£5,590.40	VAT reclaim 2022/23
TOTAL	£38,677.90	

Regular Payments to note:

Pennon Water Services	£31.50	Water – Public Conveniences
Hello Comtec		VOIP Phone diversion (pro rata from 07/04) *
British Gas	£0.52	Electricity – Vestry Rooms
British Gas	£22.47	Electricity – Public Conveniences
SeaDog IT Ltd	£29.95	Website hosting fee
Cherry Trees	£963.50	Grass cutting – Chuchyard, Cemetery, Playgrounds
Salaries	£2,587.28	April salary inc tax, NI & pension
Google	£59.19	Gmail account
TOTAL	£3,694.41	

* this will be included with the May invoice/DD

Payments agreed previously and already paid:

Feast & Lights Committee	£600.00	Grant application
Cornwall ALC	£610.88	Annual Membership Fee
ICCM	£95.00	Annual Corporate Membership Fee
TOTAL	£1,305.88	

Payments for approval:

F Drew	42.20	Clerk's expenses (itemised on invoice)
Barbara Goraus	£80.00	Internal Audit 22/23
SWPSI	£36.00	Monthly Play Inspection – April
Maverick Industries	£1,680.00	Topo survey – CAT scan & trial pit (CiL)
Utility Warehouse	£33.85	Utilities – Vestry Rooms – final bill
TOTAL	£1,872.05	

b) Year end bank reconciliation:

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

c) Price Increase for Monthly Play Inspections:

It was **agreed** to accept the proposed price increase but keep the report under review and request that photos used in the report be timestamped. (Action: The Clerk)

d) Councillor to carry out Monthly Bank Reconciliations for 2023/24:

It was **RESOLVED** to appoint Councillor Parris to carry out monthly bank reconciliations and report back to Council.

e) External Auditor (BDO) conflicts of interest:

All Councillors confirmed that they do not have any conflicts of interest with BDO LLP, the External Auditor. (Action: The Clerk)

f) Year End Accounts and Earmarked Reserves as of 31st March 2023:

These had been circulated prior to the meeting and it was **RESOLVED** to approve the document as presented. (Action: The Clerk)

g) Fixed Asset Register as of 31st March 2023:

This had been circulated prior to the meeting and it was **RESOLVED** to approve the document as presented. (Action: The Clerk)

h) Annual Internal Audit Report 2022/23:

This had been circulated prior to the meeting. No recommendations were made and it was **RESOLVED** to receive and note the report. (Action: The Clerk)

i) Section 1 - Annual Governance Statement 2022/23:

The Chair read out each individual statement for the Council to consider, alongside the report that had been circulated previously, and the Annual Governance Statement was completed by the Chair. It was **RESOLVED** that the document be approved and signed by the Chair and Responsible Officer. (Action: The Chair & Clerk)

j) Section 2 - Accounting Statements 2022/23:

The Accounting Statements, prepared and signed by the Responsible Officer, had been circulated prior to the meeting. It was **RESOLVED** that the document be approved as presented and signed by the Chair. (Action: The Chair).

k) Publication of the Notice of Public Rights:

The proposed dates had been circulated prior to the meeting and it was noted that these would be 5th June – 14th July 2023. (Action: The Clerk)

018/05/23-24 Highways Matters

a) Highways Improvements Update:

The Clerk gave an update relating to the resurfacing work that had been carried out at the four-way junction without the appropriate notifications. Cormac's Design Lead has confirmed that all outstanding work should be completed by 6th June with the imprint work due to be carried out with a planned overnight road closure on Monday 5th June.

Councillor Murley left the meeting at 9.10pm.

b) Road Closures:

i) Coronation Celebrations: part of The Green Lane, St Erth, 7th May 2023, 10:00–22:00

ii) Fore Street, St Erth: 11th May – 1st June 2023, 24 hours – work is actually not going to start until 15th May and the road signs that have been put out recently reflect this.

19/05/23-24 Playgrounds

a) Monthly Inspection Report & Maintenance Work:

The inspection report was noted. Damage done to the spring horse was discussed and it was **RESOLVED** to request SWPSI install the spring they already have as outlined, at the cost of labour. In addition, to request a quote for refurbishing the bench when it is removed for the installation of the mini skate ramp, to include, if needed, recycled plastic. (Action: The Clerk)

b) Mini Skate Ramp Project:

The Clerk confirmed that the tree work can now go ahead, and that the proposed date for installation is dependent on when the Certificate of Lawfulness is confirmed.

020/05/23-24 Correspondence

a) CALC training bulletin for May 2023:

Noted

b) Citizens Advice Cornwall - Key Stats & Cost of Living Crisis in Cornwall funding request:

The information was noted and the Clerk will add some links to both Cornwall Council and the Citizen's Advice Bureau. (Action: The Clerk)

c) Hayle Town Council - request for support regarding the dumping of sewage in our seas:

It was agreed to delegate a response supporting this request to the Clerk, in consultation with the Chair & Vice-Chair. (Action: The Clerk, Chair & Vice-Chair)

d) Cornwall Council consultation - Public Space Protection Order (Alcohol Consumption); 26th May 2023:

Councillor Rodda left the meeting at 9.24pm during discussion on this item.

Responses were agreed to the 10 questions in the consultation and the Clerk will submit these via email. (Action: The Clerk)

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

e) DLUHC consultation - 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:

This consultation was noted and it was **agreed** that if Councillors wished to respond they would do so as individuals.

021/05/23-24 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 Tuesday 30th May.

022/05/23-24 Next Ordinary meeting

It was noted that the next Ordinary Council Meeting will take place at 7.00pm on Tuesday 6th June at St Erth School.

023/05/23-24 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.

024/05/23-24 Staffing Matters

a) Clerk's Appraisal:

The Chair confirmed that this had been carried out on 25th April. A written report will be circulated, outlining actions for this year. (Action: Councillors Player, Greatrex & Lee and the Clerk)

b) Clerk's Hours:

The Clerk had worked her contract hours in April having taken back some of the lieu time owing from March.

The Chair closed the meeting at 9.40pm.

Signed: _____ Chair

Date: _____