



The Vestry Rooms
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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 6th June 2023 at St Erth School, commencing at 7.00pm

Present: Councillors W Chappell, T Greatrex (Vice-Chair), J Lee, S Murley, J Parris, N Player (Chair) & T Taylor

In attendance: F Drew (Clerk), Cornwall Councillor J Martin and 2 members of the public

025/06/23-24 Apologies for absence

Councillors E Jenkin, J Kersey, P Rodda & A Spencer-Smith

026/06/23-24 Declarations of interest & dispensations

Councillor Player declared a non-pecuniary interest in Item 15c) (039/06/23-24c).

027/06/23-24 Minutes

It was **RESOLVED** that the Chair of the meeting signs as a true and accurate record, the minutes of the Annual meeting held on 2nd May 2023, as previously circulated. (Action: The Chair)

028/06/23-24 Clerk's Report

The Council noted the Clerk's report, including some verbal additions, regarding updates from previous minutes as follows:

- **170/02/22-23biv)** Signage – outstanding.
- **190/03/22-23ei)** Review of Cemetery plot reservations – outstanding.
- **191/03/22-23g)** Public Toilets contract – the Clerk is waiting for the SLA from Corserv; the Clerk advised that a change in price to that previously agreed has now been requested and this will be included for discussion on the next agenda.
- **192/03/22-23a)** Cabinet installation for Shop Defibrillator – outstanding; due to availability, the Clerk may need to source another electrician to fit this and there is likely to be a cost involved.
- **192/03/22-23b)** Potential Defibrillator Locations – Cllr Rodda is due to meet with Paul Williams from RRMC to look at suitable locations and will report back.
- **206/04/22-23biii)** GWR Station meeting notes – outstanding.
- **209/04/22-23ai)** Fore Street Road Closure – work was completed by Cormac on behalf of SWW on Friday 26th May.
- **011/05/23-24ai)** PA23/03001 – Tolverth, Rose an Grouse; awaiting decision.
- **011/05/23-24aiii)** PA23/03063 – 1 Porthia Cottages, Rose an Grouse; awaiting decision
- **011/05/23-24** Best practice statement – the Clerk has circulated links for Cornwall Council's Climate Emergency DPD and guidance on how to use the policies, and has now circulated a copy of Helston's draft statement.

- **011/05/23-24ci)** APP/D08480/W/23/3319175 – Triview, St Erth Hill – the Clerk has submitted the Council’s comments and is waiting to hear when the hearing is scheduled.
- **016/05/23-24a)** Chapel Hill & Fore Street resurfacing – following a meeting between Cllr Martin & Andy Hoskin we have been advised that work will be carried out on a date to be confirmed once all other works have been completed; once the Clerk has confirmation of the exact details, she will advise Councillors and residents.
- **017/05/23-24c)** Monthly Play inspections – it is not feasible to timestamp the photos due to the programme used to generate the reports, but new photos are now being used.

Additional matters to note:

- Station Defibrillator – GWR has advised that one is due to be fitted in the next few weeks.
- Footpath cutting – the first cuts are due to be started this week. The pavement on Chenhalls Road is currently overgrown and has been reported to Cornwall Council.

As two members of the public had arrived during the Clerk’s report the Chair agreed to hold community participation and any actions required on matters raised next.

029/06/23-24 Community participation

- i) A representative of the Methodist Chapel requested that the Chapel be allowed to use the picnic area at the end of July for an out-door service.
- ii) A representative of the Methodist Chapel asked whether the Parish Council would support a request to demolish the Higher Vestry Rooms.
- iii) A resident spoke about the issues they were having with ball games on a shared amenity space damaging property (agenda Item 15c), and requested permission to put up signage on private garages.

030/06/23-24 Action required on matters raised during community participation

- i) The Chair confirmed that this would be included on the next agenda for formal approval, and that the Council would require a copy of the risk assessment and public liability insurance for the event. (Action: The Clerk)
- ii) It was noted that the Council had objected to the previous application for demolition in 2014, which had been refused by Cornwall Council. The Clerk will forward details of current funding options to see what may be available to refurbish and retain the building and Councillor Murley offered his assistance. (Action: The Clerk)
- iii) It was noted that the Council cannot approve or object as it is not Council land. The resident was advised to check whether the road was Highways or not and obtain landowner permission where relevant.

031/06/23-24 Planning

a) Applications:

- i) **PA23/03345:** Conversion of barn to residential and extension/alterations to existing dwelling without complying with condition 2 of decision PA22/05221 dated 24/08/22; Land West of Treven Farm, 1 Treven Lane, St Erth Praze. It was **RESOLVED** to support the application with no objections to the amendments. (Action: The Clerk)

ii) **PA23/03403**: Listed Building Consent for the installation and commissioning of five PVALs, one cabinet, fibre cabling and splice boxes; St Erth Station, Station Approach, St Erth. It was **RESOLVED** to object to the application as the proposed locations of the terminals on Platform 1 are detrimental to the character of the listed buildings. The Council would like to see a proposal for different locations with less visual impact on the listed buildings, which it would be happy to consider. (Action: The Clerk)

b) Decisions:

i) **PA23/02500**: Ground & First Floor extensions; Sunrise Farm 68 Bosence Rd Townshend; Approved with conditions

ii) **PA23/02775**: Replacement roof covering, 8 Chenhalls Road, St Erth; Approved with conditions

iii) **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; Not acceptable as amendment

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; Approved with conditions

c) Other:

i) Discharge of conditions 3&4 and partial discharge of condition 5 in relation to decision notice **PA20/01458** dated 20.05.20 for Listed Building Consent: Erection of pedestrian footbridge, including removal of existing footbridge and associated works, Sr Erth Station – noted.

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

i) **PA23/04029**: Detached garage without compliance with condition 2 of decision notice PA21/01422 dated 20/04/2021; Jericho Cottage, Jericho Lane, St Erth Praze. Although this application had been received after the agenda was published it was **agreed** to consider it under this agenda item. It is identical to the non-material amendment PA23/02916 which had been discussed in May but has now been required by the Planning Department to be submitted as a full application. It was **RESOLVED** to support this application. (Action: The Clerk)

032/06/23-24 Council Meetings

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

It was **RESOLVED** to agree the following Ordinary Council meetings (all on the first Tuesday of each month except for January): Tuesday 4th July, Tuesday 1st August, Tuesday 5th September, Tuesday 3rd October, Tuesday 7th November, Tuesday 5th December, Tuesday 9th January 2024, Tuesday 6th February, Tuesday 5th March, Tuesday 2nd April & Tuesday 7th May (Annual Meeting). (Action: The Clerk)

b) Other meeting dates & day/time for additional meetings when required:

Meetings were noted as follows: Neighbourhood Plan Review Working Group (15th June - 7pm Google Meet), Green Working Group (20th June - 7pm Google Meet), Community Area Partnership (CAP) (28th June 6pm - St John's Hall), SUEZ Community Liaison (28th June - 6pm Teams). (Action: The Clerk)

It was **agreed** that no specific dates would be set aside for additional meetings and that these would be agreed to suit members of specific Working Groups as and when required.

033/06/23-24 Reports

a) Cornwall Councillor's Report:

Councillor Martin reported as follows:

- met with the Green Working Group (as a Helston Councillor);
- met with Andy Hoskin (Highways) who is happy to meet with Councillors to discuss the configuration of the road under the railway bridge and options for change; the 20mph rollout for Relubbus will be consulted on in August; Cormac has agreed to provide rubble to residents in Green Lane to fill in the potholes where the road becomes a private bridleway; resurfacing on Chapel Hill and Fore Street has been agreed, although awaiting confirmation re timings and what work exactly will be carried out;
- met with Mark Broomhead (Planning) who has advised that Enforcement will be updating on current cases but is still waiting to receive these updates;
- a resident has raised concerns regarding wire fencing at Treloweth Close backing on to the new development;
- the applicant for PA22/00517 has discussed their outstanding application;
- given apologies for the Hayle River Stakeholders meeting.

b) Other Reports:

i) Green Working Group meetings, 22nd May 2023 & 5th June: Councillor Greatrex reported that discussions had included carbon monitoring/review/offset, policy reviews to incorporate sustainability including procurement, and integrating sustainability into the Neighbourhood Development Plan. In addition, Councillor Greatrex reported on the meeting with Helston Community Action Group about challenges they had encountered, lessons learned and useful contacts going forwards. The importance of community engagement was highlighted as the intention is to improve the health and lives of parishioners in a sustainable way, and it was suggested that the CAPs be involved to pool resources.

ii) CAP / Police Liaison meeting, 23rd May 2023: Councillor Taylor was unable to attend but the Clerk has already circulated the notes.

iii) River Hayle Stakeholders meeting, 5th June 2023: Councillor Murley & the Clerk attended this virtual meeting with Cornwall Council (CC), the Environment Agency (EA), West Country Rivers Trust (WCRT), Sustrans and members of the public. The Clerk gave an update on the work at Carbis Mill and photos were shared. CC has identified other priority areas downstream of Carbis Mill which it is looking to carry out work on in August to be overseen by WCRT and which will include volunteers if there is enough interest. The EA is still finalising its modelling report which will inform its plans for the maintenance of the river and it was **agreed** that the Chair & Clerk would meet with Lisa Goodall to discuss the Council's aspirations for Section 2. (Action: The Chair & Clerk)

034/06/23-24 Governance

a) Review of Terms of Land Asset Review, Open Spaces & Vestry Rooms Working Groups:

The Council considered the Clerk's report outlining the purpose of these Working Groups and it was **RESOLVED** to dissolve all three Working Groups. (Action: The Clerk)

b) Estate Working Group:

It was **RESOLVED** to set up an Estate Working Group, approve and adopt the terms of reference as previously circulated, and confirm membership of the group as follows: Councillors Chappell, Greatrex, Lee, Player & Taylor, with Councillor Player nominated as Lead and Councillor Taylor as a substitute if required. It was noted that the first meeting of the group would take place on 12th June at 7pm using Google meet. (Action: The Clerk)

c) Treloweth Lane Development Community Liaison Group:

It was **RESOLVED** to set up a Treloweth Lane Development Community Liaison Group, approve and adopt the terms of reference as previously circulated and nominate Councillors Murley & Player and, if agreeable, Councillor Jenkin as a substitute (to confirm) as Council representatives. Two members of the public have indicated they would be interested in being community representatives and the Clerk will pass their details on to Coastline. (Action: The Clerk)

d) Boscarnek Development Community Liaison Group:

It was **RESOLVED** to set up a Boscarnek Development Community Liaison Group, but defer approval of the terms of reference until Gilbert & Goode has agreed these, and nominate Councillors Murley & Player and, if agreeable, Councillor Jenkin as a substitute (to confirm) as Council representatives. (Action: The Clerk)

e) Code of Conduct:

It was **RESOLVED** that no amendments be made to the Code of Conduct.

Councillor Murley left the meeting at 8.53pm.

035/06/23-24 Financial Matters

a) Income & Expenditure for May 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)

Income received:

Tenants	£142.50	Allotment Rent
Interest	£80.19	Interest – April
Interest	£98.69	Interest – May
TOTAL	£321.38	

Regular Payments to note:

Pennon Water Services	£31.50	Water – Public Conveniences
Hello Comtec	£21.60	VOIP Phone diversion – part April & May
British Gas	£8.46	Electricity – Vestry Rooms – part March
British Gas	£16.30	Electricity – Vestry Rooms – April
British Gas	£20.85	Electricity – Public Conveniences
SeaDog IT Ltd	£29.95	Website hosting fee
Cherry Trees	£963.50	Grass cutting – Churchyard, Cemetery, Playparks
Salaries	£2,587.28	April salary inc tax, NI & pension
Google	£56.81	Gmail account
TOTAL	£3,736.25	

Payments for approval:

F Drew	32.00	Clerk's expenses (itemised on invoice)
Cherry Trees	£120.00	Vicarage Gate – remove fence, make goal post safe
SWPSI	£40.00	Monthly Play Inspection – May
Apex Tree Service	£380.00	Battery Mill Playpark – tree work for Skate Ramp project
Cornwall Council	£696.00	Land Quality Assessment Report
SWPSI	£1,080.00	Battery Mill Playpark – repair to equipment
TOTAL	£2,348.00	

Payments for approval and payment in June:

Objective Tree Consultancy	£1,052.50	Tree Surveys PC / PFA land
Cornwall Council	£342.00	Legionella Risk Assessment
TOTAL	£1,394.50	

b) Month end bank reconciliation:

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

c) Amendment to Internal Audit Report:

The Council considered the Clerk's report and the amendment to the response to Statement L in the Internal Audit reports was noted.

036/06/23-24 Highways Matters**a) Highways Improvements Update:**

The Clerk gave an update relating to the imprint work currently taking place at the four-way junction without the correct notifications for a road closure. Cormac's Design Lead has confirmed that all outstanding work had been delayed and should be completed by the end of June, although they have no control over the dates that the lights will be connected. They are meeting with the resident in Little Mill Lane regarding concerns about access and the Clerk has been invited to attend. (Action: The Clerk)

b) CNP Highways Fund update & 20mph rollout in Relubbus:

The Clerk reported that the parish was not invited to the recent Stakeholders meeting where the 20mph rollout for Relubbus was discussed. Plans for this are due to be consulted on in August but both discussions are taking place about potential amendments to the plans based on previous resident's concerns. It has been confirmed by Steve Bayley (Cornwall Highways Network Manager) that a small sum of money has been allocated from the CNP Highways fund for some minor improvements in Relubbus for signing and road marking improvements to enhance the village gateway entry points and measures to narrow the junction entrance into Gurlyn Hill. It is understood these will be managed in conjunction with the 20mph rollout which has been prioritise for this financial year.

037/06/23-24 Toilets

a) Legionella Risk Assessment:

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

- undertake a deep clean of the handwash basin and water heater outlets in both toilets as outlined at a cost of £114 (ex VAT);
- liaise with Corsev Facilities to address the Important Actions as outlined;
- add a review date of March 2025 to the calendar to ensure that the next Risk Assessment is completed in a timely fashion;
- undertake work to insulate the pipework as outlined at a maximum cost of £174 (ex VAT), if it is not feasible to carry out the insulation at no cost.

038/06/23-24 Open Spaces

a) Monthly Inspection Report & Maintenance Work:

The inspection report was noted including work carried out since last month. It was **RESOLVED** to carry out refurbishment of the bench when it is removed for the installation of the mini skate ramp, at a cost of £325 (ex VAT).

b) Mini Skate Ramp Project:

The Clerk confirmed that the Certificate of Lawfulness has now been issued and the tree work agreed previously has been completed. The Clerk will speak to Maverick to agree an installation date and finalise the CIL agreement with Cornwall Council. (Action: The Clerk)

c) Land Quality Assessment Report:

The Council considered the Clerk's report and it was **agreed** to recommend to the St Erth Playing Fields Association Management Committee that, if any future work is agreed here in relation to a community garden it does not include any fruit trees. (Action: The Clerk)

d) Tree Surveys:

The Council considered the Clerk's report and it was noted that there were no high-risk issues raised and it was **agreed** that the Estate Working Group would consider the surveys at its next meeting. (Action: The Clerk)

039/06/23-24 Correspondence

a) Request to use Council land for circuit training:

It was **agreed** to approve this request from Circuits R Us, subject to the provision of a suitable risk assessment and public liability insurance, and in addition agree that Green Lane park could be used when Battery Mill park is closed for the mini skate ramp installation. (Action: The Clerk)

b) CALC training bulletin for June / July / August 2023:

Noted

c) Letter from resident re ball games:

No further action required as this was discussed under item 030/06/23-24iii).

d) Recent noise complaints at St Erth STW:

The Clerk read out an email from Derek Folds (SWW Waste Water Operations Manager W Cornwall) in relation to noise complaints that they had received. He advised this related to burning off of a methane powered engine which had been off line and hoped it would be mended in the next few weeks. Councillors queried if the noise issue actually related to a generator and it was **agreed** the Clerk would follow this up. (Action: The Clerk)

040/06/23-24 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 26th June.

041/06/23-24 Next Ordinary meeting

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

042/06/23-24 Staffing Matters

a) Clerk's Hours:

The Clerk had worked her contract hours in May having taken back the remainder of the lieu time owing from March and some annual leave. It was **agreed** that the Clerk attend the joint Devon & Cornwall SLCC branch meeting on 29th June in Saltash, travelling by train.

The Chair closed the meeting at 9.24pm.

Signed: _____ Chair

Date: _____