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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 1st August 2023 at St Erth School, commencing at 7.00pm

Present: Councillors W Chappell, T Greatrex (Vice-Chair), J Kersey, J Lee, S Murley, J Parris (arrived at 7.36pm), N Player (Chair), & T Taylor

In attendance: F Drew (Clerk), Cornwall Councillor J Martin and 4 members of the public

063/08/23-24 Apologies for absence

Councillors P Rodda & A Spencer-Smith.

064/08/23-24 Declarations of interest & dispensations

Councillor Lee declared a personal interest in Agenda Item 7ai) – PA23/04225.

065/08/23-24 Community participation

Three members of the public had attended for planning application PA23/04225 and the Chair agreed to allow them to speak during consideration of that item.

066/08/23-24 Action required on matters raised during community participation

None

067/08/23-24 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 July 2023, as previously circulated. (Action: The Chair)

068/08/23-24 Clerk's Report

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

- **049/07/23-24ai)** PA23/03274 – Rose An Grouse Bus Shelter, Canonstown – awaiting decision.
- **049/07/23-24cii)** St Hilary Neighbourhood Plan – Councillor Murley is arranging to meet virtually with the relevant members of SHPC to discuss and will feedback to Council at a future meeting.
- **050/07/23-24biv)** Environment Agency update – this has been delayed.
- **050/07/23-24bv)** CAP Highways / Transport Sub Group – Councillor Murley's application to be a representative on this group has been successful.
- **051/07/23-24a)** Tree Management Policy – the amendments agreed have been made and the policy added to Drive and the Council website.

- **051/07/23-24b)** Neighbourhood Plan Review Working Group review of Terms of Reference – this will be held over to the September agenda to allow a meeting to take place with Neighbourhood Planning Team at Cornwall Council first.
- **052/07/23-24** Council Insurance – the mini ramp has been added to the Council's Public Liability Insurance.
- **053/07/23-24** Highways Improvements Update – the Clerk has informed Cormac that the 20mph roundels need replacing on St Erth Hill; still outstanding.
- **054/07/23-24b)** Legionella Risk Assessment – Corserv has added hot water temperature readings on the Wallgate to the monthly water checks.
- **055/07/23-24a)** Birds Nest Swing – this has now been replaced.
- **055/07/23-24c)** Tree Work quotes – this will be an agenda item for the September meeting.
- **056/07/23-24a)** Defibrillator Locations – this will be an agenda item for a future meeting.

Additional matters to note:

- **056/07/23-24b)** Case for Shop Defibrillator – this has now been fitted.

069/08/23-24 Planning

a) Applications:

Councillor Lee, having declared an interest in this item, left the room at 7.05pm.

- i) PA23/04225:** Proposed ground floor extensions – Ashley Cottage, The Orchard, St Erth. Following discussion, it was **RESOLVED** to support the application with a request that environmentally sustainable materials are used where possible. (Action: The Clerk)

Councillor Lee returned to the room at 7.24pm.

- ii) PA23/05795:** Certificate of lawfulness existing use for use of building as a separate self-contained residential unit; 1 Manor Gardens, St Erth. It was **RESOLVED** that the Council, as a matter of principle, is unable to support this type of application as it feels Enforcement should have stepped in at the relevant time to deal with any unlawful use. The Council acknowledges that if an applicant provides sufficient evidence to satisfy the Case Officer of 'lawfulness' a certificate will be approved. However, in this case Councillors feel there is not enough evidence visible to them to indicate the building has more recently been used as a stand-alone dwelling as opposed to its stated initial use as additional living accommodation ancillary to the main dwelling. The Council would like to request clarification that, if it has been a stand-alone dwelling since October 2016, there is evidence available in the redacted section of the Statutory Declaration to show that it has been registered for Council Tax since this time. (Action: The Clerk)

Councillor Parris arrived at 7.36pm.

- iii) PA23/05756:** Application for Non-Material Amendment to PA21/12013 for 38 dwellings, namely 1) Change of tiles from concrete to slate; Land SE of Boscarnek, St Erth. It was **RESOLVED** to support this application. (Action: The Clerk)

b) Decisions:

- 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; Approved with conditions.

ii) **PA23/04029:** Detached garage without compliance of condition 2 of decision notice PA21/01422; Jericho Cottage, Jericho Lane, St Erth Praze; Approved with Conditions

c) Other:

i) **PA23/05824:** Application for tree works within a Conservation Area: 4 Sycamores crown reduction on four stems – 30 Fore Street, St Erth; Decided not to make a TPO

ii) **PA13/09686 & PA16/10192:** Relating to work at Land NNE of Cemetery, Chenhalls Road. It was **agreed** the Chair, Vice-Chair, Councillor Taylor, Councillor Martin & the Clerk meet with a representative from Carbon Neutral Homes regarding the site. (Action: The Clerk)

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

None

070/08/23-24 Reports

a) Cornwall Councillor's Report:

Councillor Martin gave a verbal report including the following matters:

- Enforcement – no updates received as yet.
- Disability Cornwall is looking to set up a state-of-the-art centre at the Smugglers in St Erth Praze. This will involve a change of use application but the intention is to keep it as a community asset. Councillor Martin will forward the information he has been given.
- Meeting with Highways – Councillor Martin agreed to follow this up with Andy Hoskin. (Action: Cllr Martin)

b) Other Reports:

i) **Highways meeting 6th July:** It was **agreed** this would be discussed under item 10a).

ii) **SUEZ Community Liaison Group 12th July:** The minutes will be circulated when received. (Action: The Clerk)

iii) **SWW Liaison Group 24th July:** Notes from the meeting had been previously circulated. It was noted that meetings are going to be restarted on a quarterly basis; representation for this group had been agreed at the Annual Council meeting in May.

iv) **Estate Working Group 12th June:** The Council noted the Clerk's report and it was **RESOLVED** to engage a surveyor to carry out an asset valuation for all buildings and land (both owned and managed) to include for insurance purposes. (Action: The Clerk)

v) **Treloweth Lane Development Community Liaison Group 31st July:** The Council noted the draft minutes which had been shared prior to the meeting.

vi) **Local Council Planning Induction refresher training:** No-one attend this training.

vii) **Community Area Partnership training:** Councillors Player & Murley attended this online training which outlined details about the two pots of funding and what support was available for submitting applications, noting that there is small window to apply for funding and all money must be spent by March 2025.

071/08/23-24 Financial Matters

a) Income & Expenditure for July 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:

Cemetery	£510.00	Interment
Cornwall Council	£9,940.33	First CIL payment – mini ramp
A30 Action Group	£49.72	Refund of balance of unspent grant
Interest	£93.85	Interest – June
TOTAL	£10,593.90	

Regular Payments to note:

Pennon Water Services	£29.50	Water – Public Conveniences
Hello Comtec	£12.00	VOIP Phone diversion
British Gas	£16.66	Electricity – Vestry Rooms
British Gas	£17.50	Electricity – Public Conveniences
SeaDog IT Ltd	£29.95	Website hosting fee
Cherry Trees	£963.50	Grass cutting – Churchyard, Cemetery, Playparks
Salaries	£2,587.28	Monthly salary inc tax, NI & pension
Google	£56.81	Gmail account
ICO	£35.00	Data Protection annual renewal fee
TOTAL	£3,748.20	

Payments agreed previously and already paid:

Illogan Parish Council	£40.00	Legionella Training – deposit
TOTAL	£40.00	

Payments for approval:

Corserv Facilities	£573.61	Cleaning – Public Conveniences – April
Corserv Facilities	£573.61	Cleaning – Public Conveniences – May
Corserv Facilities	£630.00	Cleaning – Public Conveniences - June
Corserv Facilities	£630.00	Cleaning – Public Conveniences - July
F Drew	£74.43	Clerk's expenses (itemised on invoice)
SWPSI	£40.00	Monthly Play Inspection – July
Maverick Industries Ltd	£60,705.00	Mini Ramp – Construction phase practical completion (less 5% retention)
Maverick Industries Ltd	£1,852.50	Mini Ramp – 2.5% retention release on practical completion
Cherry Trees	£498.00	Battery Mill park – gate & fencing repair
SWPSI	£390.00	Battery Mill park – renovation of bench
SWPSI	£822.00	Battery Mill park – replace basket swing
Corserv Facilities	£342.00	Legionella Risk Assessment
Cherry Trees	£90.00	Allotment Strimming
Cherry Trees	£180.00	Pruning Plum Trees, Chenhalls Road
EMO Electrical Services	£84.00	Fitting new defibrillator case at shop
Corserv Facilities	£89.34	Hygiene Services 2022-23
TOTAL	£67,574.49	

b) Month end bank reconciliation:

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

c) Car Park Levy Proposal:

It was noted that Derek Thomas (MP) is happy to set up a meeting to help move this forward. It was **agreed** that prior to discussing options, the Council take advice for clarity on any legal restrictions related to spending criteria. (Action: The Clerk)

072/08/23-24 Highways Matters

a) Highways Improvements Update:

The Council considered the Clerk's report and it was **agreed** to note that Councillors appreciate the efforts being made to address concerns, and broadly support the changes proposed with the following comments:

- the signage at Green Lane be changed to reflect the priority over the bridge;
- has pedestrian priority signs on existing posts been considered for the virtual footway to provide greater clarity. (Action: The Clerk)

b) Road Closure Intention – School Lane, St Erth 27th August 08:00 - 1600:

Noted.

c) Penzance to Camborne A30 Action Ltd:

It was noted that Penzance to Camborne A30 Action Ltd has been dissolved as a company and the small surplus returned, pro rata, to the Councils who had provided a grant to commission a report for the case to upgrade the A30 between Penzance & Camborne. It was **agreed** to request a copy of the report. (Action: The Clerk)

d) A30 Roadworks:

Councillor Martin reported that any concerns need to be raised directly with National Highways as Cornwall Council has very little remit to act in this instance. It was agreed that the Clerk would share the link for feedback with all Councillors. (Action: The Clerk)

073/08/23-24 Open Spaces

a) Monthly Inspection Report & Maintenance Work:

The inspection report was noted and it was **agreed** to repair or replace the spring on the red entrance gate, as appropriate. (Action: The Clerk)

Councillor Murley left the meeting at 9.12pm

b) Mini Skate Ramp Project:

The Clerk gave a verbal update on the project to date. Following discussion about the issue of mud in the park as a result of the work done during the construction phase of the project

and an increased volume of rubbish, it was **RESOLVED** to delegate any remedial work to address these areas to the Mini Skate Ramp Working Group, agreeing a total spend up to £5,000 as per the ancillary budget previously agreed as part of the CIL funding agreement. (Action: The Clerk)

074/08/23-24 Chenhalls Road Cemetery

a) Sale or Exclusive Rights of Burial to reserve plots in advance:

The Council considered the Clerk's report and it was **RESOLVED** to discontinue the practice of selling reserved plots in the Cemetery. (Action: The Clerk)

075/08/23-24 Correspondence

a) Request to support the Allotment Association's application for grant funding from SWW:

It was **agreed** to support this request (Action: The Clerk)

b) Request to use Council land:

It was **agreed** to support the request from Circuits R Us to continue using Green Lane Park for circuit training rather than Battery Mill Park as previously agreed. (Action: The Clerk)

076/08/23-24 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 Monday 28th August.

077/08/23-24 Meeting Dates

It was noted that the next Ordinary Council Meeting will take place at 7.00pm on Tuesday 5th September 2023 at St Erth School.

078/08/23-24 Staffing Matters

The Clerk had worked less than her contract hours in July, taking back the lieu time accrued back in June.

The Chair closed the meeting at 9.28pm.

Signed: _____ Chair

Date: _____