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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 5th September 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, N Player (Chair) & A Spencer-Smith

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

079/09/23-24 Apologies for absence

Councillors E Jenkin, P Rodda & T Taylor

080/09/23-24 Declarations of interest & dispensations

None

081/09/23-24 Community participation

None

082/09/23-24 Action required on matters raised during community participation

None

083/09/23-24 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 1st August 2023, as previously circulated. (Action: The Chair)

084/09/23-24 Clerk's Report

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

- **069/08/23-24aii)** PA23/05795 – 1 Manor Gardens, St Erth – awaiting decision.
- **070/08/23-24a)** Meeting with Highways – still outstanding.
- **070/08/23-24bii)** SUEZ Community Liaison Group 12th July – minutes now circulated.
- **070/08/23-24biv)** Asset Valuation – the Clerk is still trying to find a viable quote for this.
- **072/08/23-24c)** Penzance to Camborne A30 Action Ltd – the report has been circulated.
- **073/08/23-24a)** Battery Mill Play Park entrance gate – the spring has now been replaced.

Additional Matters to Note:

- **Toilets:** The Clerk was advised that the water feed on the Wallgate was broken and as she was unable to get a plumber for a couple of days the toilet was closed over the bank holiday weekend (with a notice advising people the other toilet was available). This has now been repaired and the Gents is re-open. In addition, the toilet roll holder in the Ladies / Accessible toilet has broken and a new one has been ordered.

085/09/23-24 Planning

a) Applications:

i) **PA23/06028:** Refurbishment and extension of 71 chalets without compliance with condition 2 of decision notice W1/88/P/0591 dated 05/07/1988; 73 Strawberry Hill Tolroy Manor Holiday Park St Erth Praze. It was **RESOLVED** to ratify the response submitted to support the application subject to the following condition being imposed, and enforced, to confirm holiday use only, that the development hereby permitted shall be used as holiday accommodation only and shall not be occupied as a person's sole or main place of residence. The owners / operators will maintain an up-to-date register of the names of all owners / occupiers of each individual unit on the site, and of their main home addresses, and will make this information available at all reasonable times to the Local Planning Authority. (Action: The Clerk)

ii) **PA23/06353:** Provision of new conservatory for residents use joined to existing buildings; Bosence Farm, 69 Bosence Road, Townshend. It was **RESOLVED** to support the application with the request that any trees removed are replaced and serious consideration be given to the use of environmentally sustainable materials. (Action: The Clerk)

b) Decisions:

i) **PA23/05756:** Application for Non-Material Amendment (no 3) to PA21/12013 for 38 dwellings, namely change of tiles from concrete to slate; Land SE of Boscarnek, St Erth; Approved with conditions

ii) **PA23/04225:** Proposed ground floor extensions – Ashley Cottage, The Orchard, St Erth; Approved with conditions

iii) **PA23/03063:** Two-storey side extension – 1 Porthia Cottages, Rose An Grouse, Canonstown; Approved with conditions

iii) **PA23/00125:** Listed building consent for new vertical slate covering the west end gable; Tredrea Cottage, 43 Tredrea Lane, St Erth; Approved with conditions

c) Other:

i) **PA23/00891/PREAPP:** Pre-application advise for outbuilding to be erected within the residential curtilage to be used as a home office with lighting and electricity; North Barn, Trelean Barns, Steppy Downs Road, St Erth Praze; Advice Given

ii) **PA22/04682:** Appeal against refusal for Change of use of land and the siting of two adjoining mobile homes for residential use and associated development (retrospective). The informal appeal hearing has been set for Wednesday 6th September. It was **agreed** that Councillor Greatrex would attend on behalf of the Council, and the decision taken to engage Jon Pender to write a statement at a cost of £50.00 was ratified. (Action: Cllr Greatrex)

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

Due to the deadline for comment on the following application, it was **agreed** to consider it at this meeting:

i) **PA23/06207:** Listed building consent for installation of speaker columns to provide a wider PA coverage across the platforms; St Erth Station, Station Approach, St Erth. It was **RESOLVED** to object to the application as the proposals to install new columns across the station is not in keeping with the vernacular of the station and is likely to impact local residents with an increased volume of noise. Whilst the Council supports the provision of a better passenger experience, this application does not demonstrate a clear need, beyond that required for the new bridge, to increase the number of speakers from 5 to 67 and the associated increased volume of noise outside the station. As with all planning applications relating to the station, the Council would welcome the opportunity for a site visit with Network Rail to ensure that concerns such as these are incorporated into any future plans. (Action: The Clerk)

086/09/23-24 Reports

a) Cornwall Councillor's Report:

Councillor Martin gave a verbal report including the following matters:

- St Ives School Bus – following communication to raise residents' concerns with Councillors L Taylor (Council Leader) & Pears (Transport Portfolio Holder) has been advised a consultation is currently taking place entitled 'Phasing out Home to School travel assistance on routes deemed suitable for walking' (1st October deadline). The Clerk has requested a Pedestrian Route Assessment (PRA) be carried out on the road from St Erth village to the station and been advised by Cornwall Council Student Travel that this is in progress and will take 40 working days to complete. It was **agreed** to write a letter to support the provision of a bus service and request transport be reinstated until the survey and PRA has been completed, noting that consultation should have been carried out prior to the service having been stopped. This would be sent by the Chair on behalf of the Council to Student Travel copying in Councillors Taylor & Pears, Derek Thomas MP, St Ives School and St Ives Town Council. (Action: The Clerk)
- Planning Appeal for Triview – will be attending on 6th September.
- Green Lane – due to meet residents to discuss where rubble will be left for filling potholes.
- Enforcement – no updates received as yet.
- Disability Cornwall – unable to currently share the information previously discussed.
- Meeting with Highways – continuing to request a meeting with Andy Hoskin.

(Action: Cllr Martin)

b) Other Reports:

i) **Carbon Neutral Homes re Land NNE of Cemetery 8th August:** Councillor Greatrex gave a verbal report outlining the current situation and proposals on how they hoped to finish the properties, including the potential to develop the adjacent land to the site. No feedback was given by Councillors at the meeting and the company was advised that any plans would need to be presented at a full Parish Council meeting. It was **agreed** that:

- it is a matter of public record that the Council strongly objected to this current development, which was finally approved via the appeals process;
- the Council wants this development, to provide at least 70% affordable homes for locals, completed in a timely fashion as it has been left 'abandoned' for too long;
- the Council has a Neighbourhood Development Plan (NDP) which sets out the Council's views on specific development sites including land adjacent to the current development;
- the Council would welcome public conversations regarding the site with any interested parties.

(Action: The Clerk)

ii) **Hayle River Volunteer Day 15th August:** Councillors noted the report by Cornwall Council as previously circulated. The Clerk had attended and advised that there had been an excellent turnout. It was **agreed** to thank everyone involved in making the event happen, noting appreciation of the support of all the volunteers. (Action: The Clerk)

iii) **St Hilary PC Draft NDP Consultation meeting 15th August:** The Council noted Councillor Murley's report.

iv) **NDP Working Group meetings 21st August:** The Clerk advised that Councillor Taylor is writing a report to present at the next Council meeting to advise of proposed next steps. (Action: Cllr Taylor)

v) **Community Area Partnership Police Liaison meeting 22nd August:** The Clerk advised that Councillor Taylor had attended this meeting and raised concerns about the focus currently being on the towns as opposed to the parishes. The Sector Inspector has asked the Hayle Neighbourhood Team to take a look at current graffiti in the parish. Notes from the meeting will be circulated when available. (Action: The Clerk)

vi) **Green Working Group 4th September:** Councillor Spencer-Smith gave a verbal update on progress to include: reviewing current policies to ensure conformity with the Council Environmental Statement; looking at finding another Council to support with the Carbon Audit process; ensuring that any related work is incorporated into the NDP review;

vii) **Recycling Webinar:** Councillor Murley attended and any notes will be forwarded when available. (The Clerk)

087/09/23-24 Financial Matters

a) Income & Expenditure for August 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	£60.00	Memorial fees
Cornwall Council	£52,546.25	Second CIL payment – mini ramp
Interest	£103.54	Interest – July
TOTAL	£52,709.79	

Regular Payments to note:

Pennon Water Services	£29.50	Water – Public Conveniences
Hello Comtec	£12.00	VOIP Phone diversion
British Gas	£14.03	Electricity – Vestry Rooms
British Gas	£18.02	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
TOTAL	£3,711.09	

Payments agreed previously and already paid:

Illogan Parish Council	£126.00	Legionella Training – balance
TOTAL	£126.00	

Payments for approval:

Corserv Facilities	£630.00	Cleaning – Public Conveniences – August
F Drew	£59.99	Clerk’s expenses (itemised on invoice)
SWPSI	£40.00	Monthly Play Inspection – August
Attic Design & Print	£98.20	30” x 48” sign for play park
SWPSI	£108.00	Battery Mill park – gate spring & fence bolts
BDO LLP	£378.00	External audit fee
Plumbing South West Ltd	£126.00	Repair water leak on Wallgate – gents toilets
SeaDog IT	£15.00	Website Accessibility Compliance Test
TOTAL	£1,455.19	

Payments for approval and payment in September:

Jon Pender	£50.00	Planning advice
TOTAL	£50.00	

b) Month end bank reconciliation:

Councillor Parris confirmed a satisfactory bank reconciliation for July had been completed with the Clerk.

c) External Audit Report:

It was noted that the Council had received its notice of conclusion of audit and External Audit report which had raised no issues. The Clerk has already posted the relevant documents on the website and noticeboard.

d) Asset Valuation:

The Clerk advised of the issues trying to source sensible quotes and was still waiting for a response from Miller Commercial. It was **agreed** that if any Councillors had any suggestions who to approach, they would email the Clerk. (Action: All Cllrs)

e) Wreath for Remembrance Sunday:

It was **RESOLVED** that the Clerk would purchase a medium wreath on behalf of the Council from the Royal British Legion Poppy Shop. It was **agreed** that the Chair would represent the Council to lay the wreath. (Action: The Clerk & Chair)

088/09/23-24 Governance

a) Complaints Procedure:

It was **RESOLVED** to approve the amendments to the Complaints Procedure as circulated. (Action: The Clerk)

b) Document Retention Policy:

It was **agreed** to defer a decision on the proposed amendments, subject to clarification in relation to best practice for email retention. (Action: The Clerk)

c) Website Accessibility Statement:

It was **agreed** to amend the order of the paragraphs on the Statement. (Action: The Clerk)

d) Defibrillator Strategy Task & Finish Working Group:

It was **agreed** to defer this item to a future agenda. (Action: The Clerk)

089/09/23-24 Highways Matters

a) Highways Improvements Update:

The Clerk provided a verbal update on discussions with the Project Lead and it was **agreed** to request the remedial work be carried out as soon as possible at the end of November. It was also requested to follow up on any outstanding matters, in particular the white lines outside the school and the advisory sign on Treloweth Lane as it was noted that traffic was still speeding along the top of Treloweth Close. It was also **agreed** that as soon as potential dates have been provided for attendance at a public meeting, the Clerk would email all Councillors to set a date. (Action: The Clerk)

b) Countrywide 20mph Speed Limit for Relubbus Consultation:

Councillor Murley left the meeting during this agenda item at 9:15pm.

It was **RESOLVED** to support the principle of the 20mph limit in Relubbus, but to request the inclusion of associated information signs warning about the blind bend and noting a preference that the national speed limit at the bottom of Gurlyn Hill be changed to 40mph. In addition, to note that the Council's response relates only to the changes in Relubbus, and not the rest of the scheme. (Action: The Clerk)

090/09/23-24 Open Spaces

a) Mini Skate Ramp Project:

The Council noted the Clerk's report. Following discussion, it was **RESOLVED** to:

- purchase a Glasdon Enviropol 100l bin with flaps at a cost of £868.58 (ex VAT), to be installed on the concrete behind the ramp by SWPSI at a cost of £100.00 (ex VAT);
- agree a Service Level Agreement with Cornwall Council to empty the bin at a cost of £173.74 per annum (pro rata for this financial year dependent on start date).

(Action: The Clerk)

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

Councillor Martin left the meeting at 9.32pm.

b) Monthly Inspection Report & Maintenance Work:

The inspection report for Battery Mill play park was noted and it was **RESOLVED** to

- thank the Clerk for carrying out the work to remove the graffiti and pay 2 hours overtime;
- purchase a Glasdon Enviropol 100l bin with flaps at a cost of £868.58 (ex VAT), to replace the old bin, to be installed by SWPSI in the same place at a cost of £100.00 (ex VAT);
- agree a Service Level Agreement with Cornwall Council to empty the bin at a cost of £173.74 per annum (pro rata for this financial year dependent on start date);
- to defer a decision on the bin at Green Lane park to the next meeting.

(Action: The Clerk)

c) Tree Works:

The Council considered the Clerk's report and it was **RESOLVED** to split the work between now and next April to spread the budget over two financial years prioritising as set out in the report, noting that:

- the total cost for this financial year is £2,000 which is slightly over the current tree budget (£150) and will leave nothing for any emergencies between now and March 2024; and
- the total cost for 24/25 is £1,440 but is likely to increase as quotes are valid for 3 months.

(Action: The Clerk)

d) River Hayle Section 2:

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

- cut back the footpath at the three sections as outlined at a cost of £75.00 (ex VAT);
- continue conversations with the Environment Agency and explore potential funding opportunities, with a view to considering in-river work for next summer;
- thank Henry Mariner, West Country Rivers Trust, for providing a comprehensive report;
- request clarification as to what the criteria for a parish to receive Community Infrastructure Levy (CIL) payments is.

(Action: The Clerk)

091/09/23-24 Correspondence

a) Letter from resident regarding school transport issues to St Ives School:

This item was discussed and an action agreed during the Cornwall Councillor's report.

b) Standards Committee Town & Parish Council reps – 15th September 2023:

Noted.

c) CALC Executive Board vacancies – 6th October 2023:

Noted.

d) Letters from residents regarding parking issues:

Residents have been advised to speak to Councillor Martin.

e) Notification of application for Historic Plaque for St Erth Radio Station:

Noted.

f) Concerns regarding proposed solar farms in Gwinear-Gwithian Parish:

The recent planning application that was refused, and the fact that the Council was not aware of the application as it had not been consulted on it, were noted. It was **agreed** that if Councillors become aware of any similar applications, they would notify the Clerk to ensure it could be added to the agenda. (Action: All Cllrs & the Clerk)

Councillors Chappell & Kersey left the meeting at 10:00pm.

092/09/23-24 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 25th September.

093/09/23-24 Meeting Dates

It was noted that the next Ordinary Council Meeting will take place at 7.00pm on Tuesday 3rd October 2023 at St Erth School.

094/09/23-24 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.

095/09/23-24 Legal Matters

a) Car Park Levy:

The Clerk updated Councillors on the legal advice that had been provided by the National Association of Local Councils and it was agreed to contact the Cornwall Council officer to request clarification on what specific legal restrictions are being referred to. (Action: The Clerk)

b) Land Matters:

The Clerk updated Councillors on the current situation regarding the Glebe Land.

096/09/23-24 Staffing Matters

The Clerk had worked her contract hours in August having taken some annual leave.

The Chair closed the meeting at 10:15pm

Signed: _____ Chair

Date: _____