



The Vestry Rooms
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Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 9th April 2024 at St Erth School, commencing at 7.00pm

Present: Councillors W Chappell, T Greatrex, E Jenkin, J Kersey, J Lee, J Parris, N Player (Chair) & A Spencer-Smith

In attendance: F Drew (Clerk), Cornwall Councillor J Martin (left at 7:40pm) & three members of the public.

211/04/23-24 Apologies for absence

Councillor S Murley, P Rodda, T Taylor

212/04/23-24 Declarations of interest & dispensations

The members of the public had all attended for planning application PA24/01109 and the Chair agreed to allow them to speak during consideration of that item.

213/04/23-24 Community participation

None

214/04/23-24 Action required on matters raised during community participation

None

215/04/23-24 Minutes

It was **RESOLVED** that the Chair of the meeting signs as a true and accurate record, the minutes of the extra Ordinary meeting held on 26th March 2024, as previously circulated. (Action: The Chair)

216/04/23-24 Clerk's Report

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

Previous month's minutes:

- **184/03/23-24** Trenhayle Lane potholes – nothing is currently showing on the Cornwall Council portal as outstanding.
- **187/03/23-24ai)** PA23/06207: St Erth Station – awaiting decision.
- **187/03/23-24aii)** PA24/01349: Naivasha, Rose an Grouse – awaiting decision.
- **187/03/23-24aiii)** PA23/09696: Lanyon Farm Solar Farm – awaiting decision.
- **189/03/23-24** Governance – all amended policies have been updated on the website.
- **189/03/23-24c)** Grave Digging Policy & Procedures – the Clerk has contacted relevant Grave Diggers and Funeral Directors regarding the policy.

- **191/03/23-24d)** Cemetery Work – the remedial work is still outstanding & the signs have been purchased but are yet to be installed.
- **191/03/23-24a)** Traffic Consultation Gurlyn Hill – response submitted.
- **197/03/23-24** Contracts – awaiting signature.
- **205/03/23-24ai)** PA24/00934: 41 Bosence Rd, Townshend – awaiting decision.
- **205/03/23-24aii)** PA24/00975: 2 Battery Mill Lane, St Erth – awaiting decision.
- **206/03/23-24c)** Community Levelling Up Programme (CLUP) Expression of Interest (EOI) – all actions are currently awaiting completion.
- **208/03/23-24bi)** Free Framed Portrait of HM The King – awaiting delivery.
- **208/03/23-24bii)** Electric Vehicle Charging Points – EOI submitted.
- **208/03/23-24biii)** Community Capacity Fund – this will depend on the outcome of the CLUP EOI submission.

Ongoing outstanding matters:

- **127/11/23-24f)** Copper network switch off – Cornwall Council Emergency Plan.
- **139/12/23-24bi)** APP/DO8480/W/23/3319175: Triview, St Erth appeal – Cllr Martin has still not received a response regarding what actions Cornwall Council will be taking to assist the applicant – Cllr Martin agreed on 05/03 to follow this up and copy in the Clerk.
- **140/12/23-24** Activity on the Causeway – Cllr Martin to update in due course.
- **144/12/23-24cii)** Lime Trees – one tree remains to be completed.
- **152/01/23-24i)** Green Lane Signage – Cllr Martin will update when the proposed signage is available for discussion
- **160/01/23-24d)** Picnic Bench – not yet completed due to weather.
- **172/02/23-24bvii)** A30 issues – Highways England scheduled electrician's visit to address lighting defects in the area around the Station junction not yet completed.
- **175/02/23-24c)** Streetlighting Initiative Feedback – still no response received to requests made in feedback.
- **187/03/23-24ci)** APP/D0840/W/23/3318316: Lamb & Flag Inn, Canonstow conversion – the Case Officer has no update regarding compliance with appeal conditions as yet.
- **187/03/23-24cii)** PA13/09686 & PA16/10192: Land NNE of Cemetery, Chenhalls Road, unfinished development – no response received to follow up emails.

217/04/23-24 Planning

a) Applications:

i) PA24/01109: Conversion and extension of store / garage to a dwellinghouse; Land North of The May Trees, Steppy Downs Road, St Erth Praze. The applicant's planning consultant, spoke on their behalf and answered Councillors queries. It was **RESOLVED** to support the application for permanent residential use with a request that the use of a more environmentally sustainable material for the windows be considered. (Action: The Clerk)

ii) PA24/00294: Conversion of existing garage to house annex; The Piggery, Bosworgy Road, Townshend. It was **RESOLVED** that the Council cannot support this application based on the information supplied, as there is nothing to show in the Design & Access Statement how it complies with the Annexe Guidance. However, the Council would be prepared to conditionally support it provided the applicant can demonstrate to the satisfaction of the Case Officer that the proposal meets the general policy considerations as set out. The Council would request, if approved, that a condition be included to ensure the building be tied to the principal dwelling in order that it cannot be sold off separately in the future and that it can only be occupied by members of the family or non-paying guests of the occupiers of the main dwelling house. Furthermore, the Council is unable to comment

on the materials for the windows and doors as no information is provided but would request that environmentally sustainable materials be considered. (Action: The Clerk)

b) Decisions by Cornwall Council:

None

c) Other:

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. Network Rail's response was noted.

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

i) PA24/02353: Application for Non-Material Amendment to PA22/02903 for Proposed redevelopment of St Erth Refuse Transfer Station(RTS) to include an extension to the existing waste transfer building, the provision of new external bays (for glass and clinical waste) and external enclosed bays (for wood wastes), associated infrastructure (e.g. provision of weighbridge etc), reversing the traffic flow through the RTS facility and changes to operating hours of the RTS and HWRC - (see planning statement for further details). The application site boundary also includes the Household Waste Recycling Centre (HWRC) with non-compliance with condition 3 and 14 in relation to decision notice PA20/05624 dated 16.04.2021, namely 1) Amend condition 4 to 'There shall be no external construction working on site including construction vehicles / lorries (other than those associated with construction staff) entering or leaving the site except between the following hours: between 0800 and 1800 hours Mondays to Fridays, between 0800 and 1800 hours on Saturdays, between 0900 and 1600 hours on Sundays and Bank/Public Holidays and internal construction works within the transfer station building at any time provided that such activities are not audible beyond the site boundary'; Refuse Transfer Station And Household Waste Recycling Centre Treloweth Lane St Erth. It was **RESOLVED** to support this amendment subject to no objections from neighbours and to request that consideration be given to undertaking low noise activities only on a Sunday. (Action: The Clerk)

The Chair, with the agreement of the Council, moved Agenda Item 9 forwards in order that the Council's planning consultant be available to answer any queries the Council might have.

218/04/23-24 Vestry Rooms

The Council considered the Estate Working Group's report, clarification was provided regarding types of planning permission and all Councillors were invited to voice their individual views on the options outlined in the report. Following lengthy discussion, it was **RESOLVED** that the Council's preferred option, as recommended by the Working Group, is to apply for planning permission to convert to residential use and sell with permission in place, as the building currently sits within a residential area so would fit with the locality, the outer character of the building would be retained, and it would generate a significant amount of money that can then be used to fund other capital projects that will benefit the community as opposed to the building being an ongoing drain on the community purse.

In addition, it **RESOLVED** that:

- any action is first subject to appropriate whole community consultation, to include local community groups, to be carried out via a letter drop to include the rationale behind the

Council's preferred option, the intention to capture the cultural heritage of the building in an appropriate fashion going forwards and invite residents feedback;

- the Building Maintenance Earmarked Reserves be used for any costs incurred;
- if appropriate, to engage the relevant professionals to undertake the work required;
- the management of the community consultation and associated costs be delegated to the Clerk to undertake in the most cost-effective way, in conjunction with the Estate Working Group. (Action: The Clerk)

219/04/23-24 Reports

a) Cornwall Councillor's Report:

The Council noted Councillor Martin's written report that had been previously circulated and had no questions.

b) Other Reports:

i) Estate Working Group meeting 11th March & 3rd April: This had been dealt with under Agenda Item 9 and the Clerk also gave an update on how the land registration was progressing.

ii) Treloweth Community Liaison Group meeting 18th March: The Council noted the draft minutes that had been previously circulated.

iii) SUEZ Community Liaison Group meeting 20th March: The Council noted Councillor Player's report that had been previously circulated.

iv) Police Penwith CAP Liaison Meeting 21st March: The Clerk provided a brief verbal update from Councillor Taylor and the minutes from the meeting will be circulated when available. (Action: The Clerk)

v) Boscarnek Community Liaison Group meeting 25th March & Site meeting 8th April: The Council noted the draft minutes that had been previously circulated. Councillor Greatrex had attended the site meeting and gave a brief update confirming it is progressing to plan.

vi) Riverbank Community Working Group meeting 27th March: The Clerk advised that the notes have yet to be completed from this meeting and will be circulated when available. (Action: The Clerk)

220/04/23-24 Governance

a) Information Technology Policy:

It was **RESOLVED** to approve the amendments to the Information Technology Policy as previously circulated. (Action: The Clerk)

b) Approved Supplier List:

The Council considered the Clerk's report, and following discussion, it was **RESOLVED** that, in relation to approving Grave Diggers to work in Chenhalls Road Cemetery:

- Joseph Beard be approved subject to satisfactory references including at least one Council reference and confirmation of agreement to the policy;
- Stephen Burrows be approved subject to satisfactory references;

- Malcholm Heather be approved subject to satisfactory references and provision of an appropriate method statement. (Action: The Clerk)

In addition, it was **RESOLVED** to add the following to the Approved Suppliers list:

- General Maintenance – S P Matthews
- Signage – Attic Design (Action: The Clerk)

221/04/23-24 Financial Matters

a) Income & Expenditure for March 2024:

It was **RESOLVED** to note income received, ratify regular monthly payments made and approve payments due as follows (noting that payments to 25th March had already been approved at the meeting on 26th March): (Action: The Clerk, & Cllrs Greatrex, Lee & Taylor)

Income received:

CCLA – PSDF	£111.13	Interest – March
TOTAL	£111.13	

Regular Payments to note:

Pennon Water Services	£29.50	Water – Public Conveniences
Pennon Water Services	£64.09	Water – Public Conveniences – final bill
Hello Comtec	£12.00	VOIP Phone diversion
British Gas	£15.86	Electricity – Vestry Rooms
British Gas	£23.62	Electricity – Public Conveniences
SeaDog IT Ltd	£29.95	Website hosting fee
Cherry Trees	£963.50	Grass cutting – Churchyard, Cemetery, Playparks
Salaries	£2,740.50	Monthly salary inc tax, NI & pension
Google	£56.81	Gmail account
TOTAL	£3,935.83	

Payments agreed previously and now paid:

Attic Design	£52.14	Signage for Cemetery
Green Man Treeworks	£1,400.00	Work to Lime Trees (part payment)
TOTAL	£1452.14	

Payments for approval:

F Drew	£54.43	Clerk's expenses (itemised on invoice) – March
SWPSI	£40.00	Monthly Play Inspection – March
TOTAL	£94.43	

b) Month end bank reconciliation:

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

c) Earmarked Reserves:

The Council considered the Clerk's report and it was **RESOLVED** to transfer any underspend on the following budget lines to the related Earmarked Reserve (EMR): IT Equipment £500.00, Election Contingency £200.00, Defibrillator £305.00, Green Initiatives £200.00, S106 Wind Turbine £580.00. (Action: The Clerk)

In addition, it was **RESOLVED** to:

- transfer £300.00 of the unspent balance from the Grants budget to the Celebrations EMR;
- transfer the unspent balance of £1,607.00 from the Public Conveniences budget to the Building Maintenance EMR. (Action: The Clerk)

d) Regular Payment Schedule for 2024-25:

It was **RESOLVED** to approve the following regular monthly payments:

Everflow	£Varies	Water – Public Conveniences
Hello Comtec Ltd	£12.00	Phone – VOIP service for 01736 757575
British Gas	£Varies	Electricity – Public Conveniences
British Gas	£Varies	Electricity - Vestry Rooms
SeaDog IT Ltd	£29.95	Website hosting fee
Cherry Trees	£986.00	Grass cutting – Parks, Churchyard & Cemeteries
Salary	£2,740.50	Monthly salary inc Tax, NI & Pension
Google	£59.80	Gmail account

(Action: The Clerk)

e) Asset Register to 31st March 2024:

It was **RESOLVED** to approve the amendments to the Asset Register as previously circulated. (Action: The Clerk)

222/04/23-24 Highways Matters

a) Roadworks:

The following road closure intention notices were noted:

i) Station Approach, St Erth: 21st – 22nd May 2024 (21:00 – 06:00) – Sunbelt Rentals

223/04/23-24 Open Spaces

a) Monthly Inspection Report:

The inspection report for Battery Mill play park for March was noted.

224/04/23-24 Correspondence

a) Consultation on Gypsy, Roma & Traveller Strategy:

It was **RESOLVED** to provide feedback that the Vision needs to ensure the provision of support and infrastructure to prevent use of private land belonging to others and protect the countryside. (Action: The Clerk)

b) Hayle Town Council Annual Council meeting & Mayor Choosing Ceremony 9th May:

The Clerk will liaise with the Chair regarding this. (Action: The Clerk & Chair)

c) CALC Training Bulletin for April & May 2024:

Noted

d) Cornwall Council Town & Parish Council Newsletter – 5th April 2024:

Changes to publicity Cornwall Council will now provide regarding planning applications was noted.

e) Query from resident re Star Inn’s Asset of Community Value registration:

It was noted that the Star Inn’s registration had expired on 19th March 2024 and it was **agreed** to re-register this as an asset of community value. (Action: The Clerk)

225/04/23-24 Agenda Items for a future meeting

It was noted that Councillors should submit agenda items for future meetings to the Clerk in writing no later than Monday 29th April 2024.

The Clerk had been advised just prior to the meeting that the allotment gate was now beyond repair and would need replacing. It was **agreed**, as until it was fixed allotment users could not easily access their plots, that the Clerk would seek quotes for this work and carry it out under Standing Order 28, including it as an agenda item for the next meeting for the Council to ratify as it had not been an agenda item for the current meeting. (Action: The Clerk)

226/04/23-24 Meeting Dates

It was noted that the Annual Council Meeting will take place at 7.00pm on Tuesday 7th May 2024 at St Erth School. Councillor Player advised of their intention to stand down as Chair.

227/04/23-24 Staffing Matters

The Clerk had worked her contract hours in March, and had 1.5 hours of annual leave remaining from 2023/24 which the Council **agreed** would be carried forward.

The Chair closed the meeting at 9.25pm.

Signed: _____ Chair

Date: _____