



The Vestry Rooms
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Minutes of the Annual Meeting of St Erth Parish Council held on Tuesday 7th May 2024 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 & T Taylor

In attendance: F Drew (Clerk), Cornwall Councillor J Martin and 9 members of the public

001/05/24-25 Election of Chair for 2024-25

It was **RESOLVED** that Councillor Player be elected as Chair for 2024-25.

002/05/24-25 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.

003/05/24-25 Election of Vice-Chair for 2024-25

It was **RESOLVED** that Councillor Greatrex be elected as Vice-Chair for 2024-25.

004/05/24-25 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.

005/05/24-25 Apologies for absence

Councillors J Lee, J Kersey & A Spencer-Smith.

006/05/24-25 Declarations of interest & dispensations

None

007/05/24-25 Community participation

- i) A resident spoke on behalf of others to outline their objections to PA24/02418.
- ii) A resident spoke regarding their objection to PA24/00294.
- iii) A resident spoke about their concerns regarding the development at Boscarnek
- iv) A resident spoke about their concerns regarding the copper network switch off.
- v) A resident spoke about their frustration at how poorly Cornwall Council was represented at the recent solar panel application appeal.

008/05/24-25 Action required on matters raised during community participation

- i) The Chair advised that this would be discussed later in the agenda.
- ii) The Chair advised that this had been considered at the May meeting and a response already submitted, which the Clerk read out. The Clerk advised the resident to submit their comments direct to the planning portal.
- iii) The Clerk advised that they had discussed the concerns with Gilbert & Goode and Councillor Martin agreed they would arrange a visit with the resident and see what support they could provide.
- iv) The Chair asked Councillor Martin if they could take another look at what Cornwall Council would be doing in relation to the network switch off as this was clearly going to impact the whole county.
- v) The Chair asked Councillor Martin if they could feedback the concerns and find out why this had occurred. It was **agreed** to include a future discussion regarding a reduction in services being provided when residents are paying for those services. (Action: The Clerk)

009/05/24-25 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 9th April 2024, as previously circulated. (Action: The Chair)

The Chair, at the request of the Clerk and with the agreement of Council, moved agenda item 11 forwards.

010/05/24-25 Planning

a) Applications:

- i) **PA24/02418:** Permission in principle for construction of affordable led development (minimum of 2 dwellings, maximum of 4 dwellings); Land Rear Of Godolphin View, Bosence Road, Townshend. It was **RESOLVED** to object to the application as it conflicts with both the Cornwall Local Plan (policies 3.3, 7 & 9) and the St Erth Neighbourhood Plan (policies HI1, HI3, HT4 and OS1). Unlike other developments that have previously been permitted in the area, the proposed land is not a brownfield site and is set back from the B3280, hence it represents an intrusion into the open countryside beyond the confines and linear pattern of the current ribbon development along Bosence Road. The proposed location cannot be considered infill or rounding off, is susceptible to groundwater flooding, is isolated from local facilities and there is no pavement or footpath linking it to the closest settlement. If approved this would set an unwelcome precedent for additional housing behind the present frontage development. (Action: The Clerk)
- ii) **PA24/02996:** 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 without compliance with Conditions 3, 7, 8 and 20 of decision notice PA22/02903 dated 22.11.2022. It was **RESOLVED** that, whilst the Council is disappointed about the retrospective nature of the application, it supports it with a request for clarification as to what time the timer will be set for to switch the roof fans off, should they be forgotten to be switched off manually. (Action: The Clerk)

b) Cornwall Council Decisions:

i) PA24/01249: Proposed demolition of existing garage and construction of single storey side / rear extension; Naivasha, Rose an Grouse, Canonstown; Approved with conditions

ii) PA24/00934: Extend the existing PVC cladding with modern, grey cedar fibre cement weatherboards to cover the upper storey of the house; Strawberry Meadow, 41 Bosence Road, Townshend, Hayle, TR27 6AL; Approved with conditions

iii) 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; Approved.

iv) PA24/00975: Demolition of shed, construction of garage and hard standing for parking; 2 Battery Mill Lane, St Erth; Approved with conditions

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

i) PA24/02723: Proposed 2.5MW Solar Farm Development, Battery Storage, Access Landscaping and Ancillary Infrastructure; Land of Loggans Road, Hayle TR27 4PL. It was **RESOLVED** to submit a response to this application to maintain the Council's consistency in relation to solar farm applications in the area. The Council objects to this application, noting that it is not a consultee but is commenting as a concerned neighbouring parish. Whilst the Council supports the use of solar power it does so through the use of roofs, particularly in industrial locations, or alternative brownfield land locations. This site is located next to a SSSI, is on a floodplain, is rich in biodiversity and will have a negative impact on wildlife in the area. It was noted that Cornwall Council has recently requested a proper review on land being used for solar farms. (Action: The Clerk)

011/05/24-25 Clerk's Report

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

Previous month's minutes:

- **217/04/23-24ai)** PA24/01109 – The May Trees, Steppy Downs Road; awaiting decision.
- **217/04/23-24aii)** PA24/00294 – The Piggery, Townshend; awaiting decision.
- **218/04/23-24)** Vestry Rooms – a whole parish letter drop will be undertaken on 14th & 15th May at a cost of £435 (ex VAT) for delivery plus associated in-house printing costs.
- **220/04/23-24)** Approved Supplier List – references have been requested.
- **224/04/23-24a)** Gypsy, Roma & Traveller Strategy Consultation – response submitted.
- **224/04/23-24b)** Hayle Town Council Mayor Choosing 9th May – apologies given.
- **224/04/23-24e)** Asset of Community Value Registration for Star Inn – outstanding as the Clerk will need assistance to complete the forms showing recent community use.

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 when they have more information – further activity has been noted.
- **144/12/23-24cii)** Lime Trees – now 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 – now completed.
- **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; waiting for National Grid to repair a fault.
- **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.
- **191/03/23-24d)** Cemetery Work – work to ground completed, signs will be put up shortly.
- **206/03/23-24c)** Community Levelling Up Programme (CLUP) Expression of Interest (EOI) has been successful and the Council has been invited to submit a Full Application by 23rd May; awaiting to hear back regarding landowner permission; survey is being included with consultation letter for Vestry Rooms.
- **208/03/23-24bi)** Free Framed Portrait of HM The King – received.
- **208/03/23-24biii)** Community Capacity Fund – no further action due to outcome of EOI for CLUP.

Additional matters to note:

- Whilst undertaking roadworks for Wildanet recently in Chenhalls Road RBS Groundworks offered to fill in the holes in the SEPC car park on the Green Lane at no cost.
- Knotweed has been reported on the riverbank footpath and in the Churchyard – as the landowner SEPC is responsible for treating this and signage has been put in place on the riverbank to advise walkers.
- A willow recently fell over on the riverbank footpath at head height and had to be removed as it was a danger to walkers.
- There has been a lot of graffiti recently in the Ladies / Accessible toilet. Additional graffiti has now been found in the Gents toilet, on the skate ramp and on some road signs, all of which has been reported to the Police. The Clerk will need to investigate options for removal.

012/05/24-25 Council Meeting

a) Dates & Times for Ordinary meetings to May 2025:

It was **RESOLVED** to agree that Ordinary Council meetings will take place on the first Tuesday of every month as follows: 4th June, 2nd July, 6th August, 3rd September, 1st October, 5th November, 3rd December, 7th January 2025, 4th February, 4th March 1st April, noting that the Annual meeting for May 2025 will depend on the election date. (Action: The Clerk)

b) Location for Ordinary meetings to May 2025:

It was **RESOLVED** that all meetings will commence at 7.00pm and be held at St Erth Primary School, noting the current cost is £15.00 per meeting (Action: The Clerk).

013/05/24-25 Delegation Arrangements

The Council considered the Clerk's report outlining current delegation arrangements. It was **RESOLVED** to continue with these arrangements with no changes.

014/05/24-25 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 approve and adopt the terms of reference as previously circulated, and confirm membership for the following, noting that a Chair / Lead Councillor would be appointed at the first meeting of each group (Action: The Clerk):

i) Staffing Committee: Councillors Greatrex, Lee, Parris, Player & Rodda

ii) Budget Working Group: all Councillors (& the Clerk)

iii) Estate Working Group: Councillors Chappell, Greatrex, Lee, Player & Taylor (& the Clerk)

iv) Green St Erth Working Group: Councillors Murley, Rodda & Spencer-Smith

v) Neighbourhood Plan Review Working Group: Councillors Greatrex, Murley, Spencer-Smith & Taylor

vi) Riverbank Community Working Group: Councillors Kersey, Murley & Rodda

vii) Boscarnek Community Liaison Group: Councillors Jenkin & Murley (& the Clerk)

viii) Treloweth Community Liaison Group: Councillors Murley & Player (& the Clerk)

ix) Mini Skate Ramp Project Working Group: It was **RESOLVED** to dissolve this as it has now served its purpose.

b) 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.

015/05/24-25 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** the following be confirmed (Action: The Clerk):

i) Penwith Community Area Partnership: Cllr Murley but open to any Councillor to attend. No change to organisation and reporting.

ii) Hayle Day Care Centre Trust: No representative be appointed.

iii) South West Water Liaison Group: Cllr Taylor. It was suggested to amend the title of the group to remove 'Odour'. No other changes to organisation and reporting.

iv) A30 Rose an Grouse to Newtown Roundabout Highways Group: Cllrs Kersey & Taylor. Meetings are organised by Ludgvan PC Clerk and held online. Notification is made by email rather than agenda and the Council's representatives report back to the Council. Notes are circulated to all Councillors as available.

v) SUEZ Community Liaison Group: Cllrs Greatrex, Player & Taylor (two to attend each meeting). No change to organisation or reporting.

vi) Penwith CAP Police Liaison Group: Cllr Taylor. No change to organisation or reporting.

vii) Hayle River Stakeholders Group: Cllr Murley & the Clerk. No change to organisation or reporting.

viii) Any other relevant bodies: None at this time.

016/05/24-25 Reports

a) Cornwall Councillor's Report:

The Council received Councillor Martin's written report that had been previously circulated noting they were due to meet with Planning regarding outstanding matters later this week.

b) Other Reports:

i) Penwith CAP Meeting 17th April: Councillor Player reported there was a presentation on the new waste recycling followed by a discussion on the Transport Plan which will be looking at linking St Ives / St Just / Penzance and making sure St Erth is included in any plans. Action notes will be circulated when available. (Action: The Clerk)

ii) River Hayle Quarterly Stakeholders Catch up 29th April: The Council noted the report that had been previously circulated.

iii) Boscarnek Development Community Liaison meeting 29th April: The Council noted the draft minutes that had been previously circulated.

iv) Go Collaborate Presentation: The Council noted the presentation that had been previously circulated and the Clerk's feedback that it was not something that was likely to be of benefit to the Council currently.

Councillor Murley left the meeting at 8:55pm.

017/05/24-25 Financial Matters

a) Year End Accounts and Earmarked Reserves as of 31st March 2024:

It was **RESOLVED** to approve these as circulated prior to the meeting. (Action: The Clerk)

b) Year end bank reconciliation:

It was **RESOLVED** to note this as circulated prior to the meeting.

c) Fixed Asset Register as of 31st March 2024:

It was noted that this had already been approved at the meeting on 9th April 2024.

d) Annual Internal Audit Report 2023/24:

It was **RESOLVED** to accept the report which had been circulated prior to the meeting, noting the recommendation to review the level of Fidelity Insurance when the annual insurance was renewed in January. (Action: The Clerk)

e) Section 1 - Annual Governance Statement 2023/24:

The Chair read out each individual statement for the Council to consider, alongside the report that had been circulated prior to the meeting, 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)

f) Section 2 - Accounting Statements 2023/24:

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).

g) 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 7th June – 18th July 2024. (Action: The Clerk)

h) 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)

i) Bank Signatories:

It was **RESOLVED** to make no changes to the bank signatories, namely Councillors Greatrex, Lee & Taylor and the Clerk.

j) Allotment Gate:

It was **RESOLVED** to ratify the decision to replace this at a cost of £251. (Action: The Clerk)

k) Knotweed & Willow Tree:

It was **RESOLVED** to ratify the decision to agree a course of treatment for knotweed on the riverbank footpath and in the Old Churchyard at a cost of £200 per treatment (ex VAT) and to make safe the willow tree that had fallen on the riverbank footpath at a cost of £100. (Action: The Clerk)

l) Income & Expenditure for April 2024:

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	£34,249.00	Precept – first half
Tenants	£52.50	Allotment Rent
CCLA – PSDF	£104.21	Interest – April
HMRC	£19,471.89	VAT reclaim 2023/24
TOTAL	£53,877.60	

Regular Payments to note:

Everflow	£65.16	Public Conveniences - Water - March-May
Everflow	£38.50	Public Conveniences - Water - May / June
Hello Comtec	£12.00	VOIP Landline Phone
British Gas	£19.28	Vestry Rooms – Electricity
British Gas	£22.85	Public Conveniences - Electricity
SeaDog IT Ltd	£29.95	Website hosting fee
Cherry Trees	£986.00	Parks, Churchyards & Cemetery – Grass cutting
Salaries	£2,740.50	April salary inc tax, NI & pension
Google	£59.40	Gmail account
TOTAL	£3,973.64	

Payments agreed previously and already paid:

Greenman Tree Works	£1,700.00	Work to reduce second lime tree
TOTAL	£1,700.00	

Payments for approval:

Cornwall ALC	£629.22	Annual membership 2024/25
ICCM	£100.00	Corporate membership 2024/25
Corserv Facilities	£1,069.79	Public Conveniences - Cleaning - April
Corserv Facilities	£75.44	Public Conveniences - Consumables - Q4
Corserv Facilities	£27.13	Public Conveniences – Hygiene Services Q4
F Drew	£32.00	Clerk’s expenses (itemised on invoice)
SWPSI	£40.00	Monthly Play Inspection – April
Wellers Hedley	£1,071.60	Legal fees for land registration
Wellers Hedley	£330.00	Legal fees for SEPFA land registration
Green Man Treeworks	£100.00	Clear fallen willow from footpath
Cherry Trees	£240.00	Removal of knotweed on footpath
TOTAL	£3,715.18	

Payments for approval and payment in May:

Every Corner Distribution	£522.00	Leaflet drop for consultation
S P Matthews	£251.00	Replacement Allotment gate

Ship Shape Fences	£996.40	Make & install sleeper picnic bench
Barbara Goraus	£80.00	Internal Audit 2023/24
TOTAL	£1,849.40	

m) Councillor to carry out Monthly Bank Reconciliations for 2024/25:

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

018/05/24-25 Highways Matters

a) Highways Improvements Update:

The Clerk advised that lining, signage and a bollard on the island had yet to be completed and would notify Councillors as soon there was a further update regarding this. (Action: The Clerk)

b) Streetlighting Phase 2 switch off:

The Council noted the response received and it was **agreed** to query what guidelines Cornwall Council is working to in relation to streetlighting in a 20mph zone with speed humps. In addition, when it will be collating data regarding the switch off. (Action: The Clerk)

c) Road Closures:

i) Trenhayle Lane, St Erth – 14th June 2024 (08:30 – 14:00) – Sunbelt Rentals: noted.

ii) Chenhalls Close – the Clerk reported the roadworks had been extended to 9th May due to issues with the reinstatement.

19/05/24-25 Open Spaces

a) Monthly Inspection Report:

The inspection report for Battery Mill play park for April was noted. It was **agreed** to remove the moles in the play park as the holes that they were causing was a safety hazard at a cost of £35.00 (ex VAT) per mole. (Action: The Clerk)

b) Lime Tree – Cemetery:

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

020/05/24-25 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. (Action: The Clerk)

b) Request to use Council land for Ascension Day service – 9th May:

It was **agreed** to approve this request subject to the provision of a suitable risk assessment and public liability insurance. (Action: The Clerk)

c) Correspondence received regarding St Ives School Bus update:

The Council noted the comments from the School about their inability to find a replacement bus company to reinstate the service, and the resident's concerns. It was also noted that Cornwall Council's policy is that it is a parents' responsibility to get their child to the bus stop. It was **agreed** to request that Councillor Martin follow this up on the resident's behalf. (Action: The Clerk)

021/05/24-25 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 27th May 2024.

022/05/24-25 Next Ordinary meeting

It was noted that the next Ordinary Council Meeting will take place at 7.00pm on Tuesday 4th June 2024 at St Erth School.

023/05/24-25 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.

024/05/24-25 Staffing Matters

a) Clerk's Appraisal:

Not yet completed.

b) Clerk's Hours:

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

The Chair closed the meeting at 9.27pm.

Signed: _____ Chair

Date: _____