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**I hereby give notice that the Annual meeting of St Erth Parish Council will be held on Tuesday 13<sup>th</sup> May 2025 at St Erth School, School Lane, St Erth at 7.00pm**

All members of the Council are summonsed to attend the meeting, to which press & public are invited. Business transacted will be according to the agenda below. Where reports are available, these can be accessed by clicking the links in the relevant agenda item.

Please note: under the Openness of Local Government Bodies Regulation 2014, this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public. The Clerk will be recording the meeting solely for the purpose of minute taking.

Dated: 8<sup>th</sup> May 2025

Signed:

A handwritten signature in black ink, appearing to be 'R. ...', written over a horizontal line.

Clerk

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## AGENDA

- 1. Election of Chair for 2025-26**
- 2. Chair Declaration of Acceptance of Office**  
To receive the signed Declaration of Acceptance of Office of the newly elected Chair
- 3. Election of Vice-Chair for 2025-26**
- 4. Vice-Chair Declaration of Acceptance of Office**  
To receive the signed Declaration of Acceptance of Office of the newly elected Vice-Chair
- 5. Apologies for absence**  
To receive apologies for absence and note apologies not received
- 6. Declarations of interest & requests for dispensation**  
To receive declarations of interest relating to any agenda item, and to determine requests for dispensation where applicable
- 7. Declaration of Acceptance of Office Forms**  
To confirm receipt of Declaration of Acceptance of Office Forms from all Councillors prior to the start of the meeting
- 8. Councillor Vacancies**  
To note a vacancy following the uncontested election and agree to enact Co-option Policy with a view to co-opting at the next Council meeting
- 9. Community participation**  
As per the Council's Standing Orders the period of time designated for public participation shall not exceed 15 minutes unless directed by the Chair of the meeting and a member of the public shall not speak for more than 3 minutes

## 10. Action required on matters raised during community participation

### 11. Minutes

To approve that the [Minutes](#) of the Ordinary meeting held on 1<sup>st</sup> April 2025, having been previously circulated, are a true and accurate record

### 12. Clerk's Report

To note Clerk's [report](#) on any updates from previous minutes

### 13. Council Meetings

To agree the dates, time & place for Ordinary [meetings](#) for the next municipal year 2025/26

### 14. Annual Meeting Business

- a) To resolve that any other [business](#), as stated under Standing Order 6j which is not included on this agenda, be deferred to the next Council meeting
- b) To note all other [business](#) listed under Standing Order 6k) that is required to be reviewed annually, but not necessarily at the annual meeting, will be reviewed during 2025/26

### 15. General Power of Competence

- a) To agree that the Council meets the [criteria for eligibility](#) (two thirds elected members and CiLCA qualified Clerk)
- b) To agree to adopt the General Power of Competence

### 16. Planning

To consider the following matters and agree a response where relevant:

#### a) Applications:

- i) [PA25/02360](#): Replacement windows; 1 Tredrea Lane, St Erth – past consultation
- ii) [PA25/02361](#): Listed Building Consent for replacement windows; 1 Tredrea Lane, St Erth

#### b) Cornwall Council Decisions:

- i) [PA24/08140](#): DOM to replace the definition of Shared Ownership Lease with the correct definition in a Designated Protected Area; South East of Boscarnek, St Erth; **Approved with conditions**

#### c) Appeals:

- i) [APP/DO840/W/24/3349443](#): Appeal against refusal of PA24/02418 Permission in principle for construction of affordable led development (minimum 2 dwellings, maximum 4 dwellings); Land Rear of Godolphin View, Bosence Road, Townshend; **Appeal allowed**

#### d) Other:

- i) Trevarthian Solar Farm [update](#) following Public Consultation

#### e) Any other planning matter received at or before the start of the meeting:

### 17. Reports

- a) To receive the Cornwall Councillor's Report
- b) To receive reports on any meetings held or training attended since the last Council meeting and agree any appropriate action:
  - i) Penwith Community Area Partnership (CAP) [meeting](#) – 2<sup>nd</sup> April
  - ii) Westcountry Rivers Trust meeting – 16<sup>th</sup> April

### 18. Financial Matters

- a) To approve the Year End [Accounts](#) and Earmarked Reserves for 2024/25
- b) To note Year End bank reconciliation for 31<sup>st</sup> March 2025
- c) To approve the Fixed Asset Register as of 31 March 2025
- d) To receive the report from the Internal Auditor for 2024/25 and agree any action
- e) To complete and approve the Annual Governance Statement for 2024/25
- f) To approve the Accounting Statements for 2024/25

- g) To note the [dates](#) for the Publication of Notice of Public Rights
- h) To confirm there is no conflict of interest with External Auditor (BDO)
- i) To approve amendments to the regular payment schedule for 2025/26 previously agreed
- j) To review the current bank mandate
- k) To appoint a Councillor to carry out monthly bank reconciliations for 2025/26
- l) To note income & approve expenditure for [April](#)
- m) To consider applying for a [payment card](#)

## 19. Highways & Transport Matters

- a) To note road closure intention notices as follows:
  - i) 2<sup>nd</sup> – 6<sup>th</sup> June (24 hours) – [Chapel Hill](#), St Erth, SWW
- b) To consider Highways [proposal](#) regarding the drainage issue at Green Lane car park
- c) To consider report from Rose an Grouse to Newtown roundabout meeting on 21<sup>st</sup> March
- d) To consider resident's request regarding St Erth Hill
- e) To consider [response](#) from Cornwall Council regarding current bus service

## 20. Open Spaces

- a) To note monthly playground inspection report for April and agree any action
- b) To agree replacement [sand item](#) for Multi Play Junior equipment
- c) To receive an update regarding the Nature Park and agree any action
- d) To receive an update regarding the Allotments and agree any action
- e) To receive an update regarding the land at Kew Treguarrak and agree any action

## 21. Public Conveniences

To receive an update regarding issues found and action taken and agree any further action

## 22. Police Matters

To receive an update regarding anti-social behaviour and agree any action

## 23. Correspondence & Consultations

To note, or agree response to, any correspondence received up to the time of the meeting:

- a) Marazion Town Council – Motion of no confidence in Cornwall Council's Planning & Enforcement – Next Steps

## 24. Agenda Items for a future meeting

To be submitted to the Clerk in writing by Monday 26<sup>th</sup> May

## 25. Meeting & Training Dates

- a) To note date of the next Ordinary Council meeting as Tuesday 3<sup>rd</sup> June 2025
- b) To agree a date for the Annual Parish meeting – Thursday 26<sup>th</sup> June 2025
- c) To agree a representative to attend the Penwith CAP Police Liaison meeting on 14<sup>th</sup> May
- d) To agree Code of Conduct training on Wednesday 23<sup>rd</sup> July 6-8pm Teams, with cost to be split with Marazion Town Council
- e) To note Local Councils Planning Essential Training dates – 12<sup>th</sup> & 19<sup>th</sup> June & 10<sup>th</sup> July
- f) Cornwall Association of Local Council (CALC) Training bulletin – March-July 2025

## 26. Staffing Matters

- a) To agree a revised date for the Clerk's appraisal
- b) To review workload and hours worked for April