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Minutes of the Annual Meeting of St Erth Parish Council held on Tuesday 13th May 2025 at St Erth School, commencing at 7.05pm

Present: Councillors C Dyer, T Greatrex, E Jenkin, J Kersey, J Matthews, S Murley, N Player (Chair), P Rodda, A Spencer-Smith & T Taylor

In attendance: F Drew (Clerk), Cornwall Councillor J Martin (left at 7.17pm) and one member of the public

001/05/25-26 Election of Chair for 2025-26

It was **RESOLVED** that Councillor Player be elected as Chair for 2025-26.

002/05/25-26 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.

003/05/25-26 Election of Vice-Chair for 2025-26

It was **RESOLVED** that Councillor Greatrex be elected as Vice-Chair for 2025-26.

004/05/25-26 Vice-Chair Declaration of Acceptance of Office

Councillor Greatrex signed the Declaration of Acceptance of Office as the newly elected Vice-Chair. This was witnessed by the Clerk as the Proper Officer.

The Chair welcomed Councillors Dyer & Matthews to the Council and Cornwall Councillor John Martin back as the Cornwall Councillor for the division. The Chair thanked Mrs Chappell, who had not stood for re-election, for her 22 years of service to the Council.

005/05/25-26 Apologies for absence

None

006/05/25-26 Declarations of interest & dispensations

None

007/05/25-26 Declaration of Acceptance of Office Forms

The Clerk confirmed that all Councillors had signed their Declaration of Acceptance of Office forms prior to the start of the meeting, which they had witnessed as the Proper Officer.

008/05/25-26 Councillor Vacancies

It was noted that there was one vacancy following the uncontested election and it was **agreed** to advertise to fill this via co-option at the meeting on 3rd June. As per the Co-option Policy, if more than three applications were received then an additional meeting would be required, and it was **agreed** to hold this on 19th June, if necessary. (Action: The Clerk)

009/05/25-26 Community participation

None

010/05/25-26 Action required on matters raised during community participation

None

011/05/25-26 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 April 2025, as previously circulated, noting that the meeting scheduled for 29th April 2025 was inquorate and therefore did not take place. (Action: The Chair)

012/05/25-26 Clerk's Report

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

a) Previous month's meetings:

The Council noted the following updates relating to actions from last month's minutes:

- **257/04/24-25 & 183/01/24-25** HWRC feedback – the Clerk has requested the information regarding kerbside collections and the raw data behind the slides; Cornwall Council will be attending the 3rd June meeting – 6.30pm start
- **258/04/24-25** Policies – all policies have been updated on the website.
- **258/04/24-25c)** Charges – the cemetery fees have been updated and the tenants advised regarding allotment fee changes from 1st April 2026.
- **259/04/24-25a)** Ronnie Richards Memorial Charity VAT issue – the Clerk has discussed with RRMC and an amended invoice, with no VAT, has been issued.
- **259/04/24-25d)** Grass Cutting – the Standing Order for Cherry Trees has been amended.
- **259/04/24-25f)** Earmarked Reserves – these have been updated and included in the year-end figures.
- **261/04/24-25b)** Extended play park area specification draft – due to current workload this is still outstanding.
- **262/04/24-25bi)** Toilet flooring – this was due to be installed w/c 29th April but there have been some issues in relation to damp which need to be addressed first.
- **262/04/24-25bii)** Baby Changer – this has been ordered and needs to be installed.
- **262/04/24-25biii)** Toilet Electrics – work has been completed including disabling the alarm bell.
- **263/04/24-25** Asset of Community Value Registration St Erth Shop – due to current workload this is still outstanding.

b) Ongoing outstanding matters:

The ongoing matters, as listed in the report, were noted and the following updates received:

- **103/09/24-25c)** Bus issues – this has been incorporated into actions for 261/0424-25c) which is being looked at under Item 19e).
- **206/01/24025d)** Transfer to CCLA account – this has been completed and a contract note received from CCLA.
- **224/04/23-24e)** Asset of Community Value Registration Star Inn – the application has now been submitted.
- **242/03/24-25b)** Playground Maintenance – all scheduled work has now been completed apart from the Multi-Play which is currently closed for two weeks.
- **24/03/24-25c)** Cemetery Maintenance – the bin has been installed with work still to be completed on the gate.
- **248/03/24-25** Legal Matters – the TP1 has now been signed by the Chair & Vice-Chair and the land transfer should be completed shortly.

c) Additional Items to note:

- **Treloweth** Development – The update from Coastline was noted regarding including the issue regarding electricity for the defibrillator.
- **Waste collection** – Residents on the new Coastline estate are having issues getting bins from Cornwall Council – the Clerk has reported this via Casework Assist – response has been received.

013/05/25-26 Council Meetings

It was **RESOLVED** to agree that Ordinary Council meetings will take place on the first Tuesday of every month commencing at 7pm at St Erth Primary School, as follows: 3rd June, 1st July, 5th August, 2nd September, 4th November, 2nd December, 6th January 2026, 3rd February, 3rd March, 7th April & 5th May, noting that the October meeting will take place on 30th September. (Action: The Clerk)

014/05/25-26 Annual Meeting Business

a) Business under Standing Order 6j):

The Council considered the Clerk's report and it was **RESOLVED** that the following business be deferred to the June meeting:

- review of delegation arrangements to committees, sub-committees, staff & other local authorities;
- review of the terms of reference for committees;
- appointment of members to existing committees;
- appointment of any new committees in accordance with Standing Order 5.

(Action: The Clerk)

b) Business under Standing Order 6k):

The Council considered the Clerk's report and the proposed schedule for reviewing the relevant items outlined was **agreed**. (Action: The Clerk)

015/05/25/26 General Power of Competence

a) Eligibility:

It was **RESOLVED** that, as of 13th May 2025, the Council meets the criteria for eligibility for the General Power of Competence, namely that:

- at least two-thirds of the members of the Council were elected (uncontested) in May 2025;
- the Clerk holds the Certificate in Local Council Administration and has undertaken relevant training.

b) Adoption:

As the Council meets the criteria for eligibility it was **RESOLVED** to adopt the General Power of Competence.

016/05/25-26 Planning

a) Applications:

i) **PA25/02360:** Replacement windows; 1 Tredrea Lane, St Erth. It was noted that the deadline had now passed for comment on this application. It was **RESOLVED** to support the application subject to due diligence in respect of the building's historic character and that the windows remain in keeping with the house. (Action: The Clerk)

ii) **PA25/02361:** Listed Building Consent for replacement windows; 1 Tredrea Lane, St Erth. It was noted that the deadline had now passed for comment on this application. It was **RESOLVED** to support the application subject to due diligence in respect of the building's historic character and that the windows remain in keeping with the house. (Action: The Clerk)

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. It was noted that the appeal had been allowed.

d) Other:

i) **Trevarthian Solar Farm Update:** The link to the updated proposals had been circulated previously and the Clerk advised of the proposed meetings by St Hilary PC.

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

None

017/05/25-26 Reports

a) Cornwall Councillor's Report:

It was **agreed** to request Councillor Martin includes a monthly update on all outstanding issues to include any action taken. (Action: The Clerk & C/Cllr Martin)

b) Other Reports:

i) Penwith CAP Meeting 2nd April: Councillor Murley had been unable to attend but actions have already been circulated.

ii) Westcountry Rivers Trust Meeting 16th April: The Council considered the Clerk's report and it was **agreed** to request quotes for the work as outlined. (Action: The Clerk)

018/05/25-26 Financial Matters

a) Year End Accounts and Earmarked Reserves as of 31st March 2025:

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

b) Year end bank reconciliation:

It was **RESOLVED** to note this as previously circulated.

c) Fixed Asset Register as of 31st March 2025:

It was **RESOLVED** to approve this as previously circulated.

d) Annual Internal Audit Report 2024/25:

It was **RESOLVED** to accept the report which had been previously circulated, noting there were no recommended actions. (Action: The Clerk)

e) Section 1 - Annual Governance Statement 2024/25:

The Chair read out each individual statement for the Council to consider, alongside the report that had been previously circulated, 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 2024/25:

The Accounting Statements, prepared and signed by the Responsible Officer on 15th April, had been previously circulated. 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 previously circulated and it was noted that these would be 4th June – 15th July 2025. (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) Regular Payment Schedule:

It was **RESOLVED** to approve the following amendments to the regular monthly payments due to the increase in National Insurance contributions from 1st April 2025 – Salary (inc tax, NI & pension) - £3,065.40.

j) Bank Mandate:

It was **RESOLVED** to remove Jean Lee from the bank mandate as they were no longer a Councillor and to add Councillor Dyer to the other bank signatories, namely Councillors Greatrex, Murley, Player & Taylor and the Clerk. (Action: The Clerk)

k) Councillor to carry out Monthly Bank Reconciliations for 2025/26:

It was **RESOLVED** to appoint Councillor Matthews to carry out monthly bank reconciliations and report back to Council. (Action: The Clerk)

l) Income & Expenditure for April 2025:

It was **RESOLVED** to note income received, ratify regular monthly payments made and approve payments due as follows: (Action: The Clerk & Cllrs Greatrex, Murley & Taylor)

Receipts received:

Cornwall Council	£40,229.00	Precept – first half
R Pascoe & Sons	£100.00	Cemetery – memorial
Burroughs & Kearey	£830.00	Cemetery – interment
Tenants	£60.00	Allotment – rents
HMRC	£2,579.22	VAT reclaim – 01/01/25 – 31/03/25
CCLA PSDF	£91.69	Interest – April
TOTAL	£43,889.91	

Regular Payments to note:

Pennon Water	£35.73	Public Conveniences – Water
Safeharbour Support Ltd	£12.00	VOIP Landline Phone
British Gas	£15.96	Vestry Rooms – Electricity
British Gas	£26.60	Public Conveniences – Electricity
SeaDog IT Ltd	£29.95	Website hosting fee
Cherry Trees	£1,045.16	Parks, Churchyards & Cemetery – Grass cutting
Salaries	£3,065.40	Monthly salary inc tax, NI & pension
Google	£74.44	Gmail account
TOTAL	£4,305.24	

Payments approved previously and already paid:

CALC	£661.30	Annual membership renewal
ICCM	£105.00	Annual subscription renewal
Majestic Designs	£1,200.00	Public Conveniences – 50% deposit flooring
FW3 Group Ltd (F Drew)	£134.95	Public Conveniences – baby changing unit
TOTAL	£2,101.25	

Payments approved:

Crystal Clear Ltd	£712.62	Public Conveniences – Cleaning
Crystal Clear Ltd	£264.00	Public Conveniences – initial deep clean
Crystal Clear Ltd	£24.00	Public Conveniences – additional consumables
F Drew	£32.00	Clerk’s expenses (itemised on invoice)

SWPSI	£40.00	Monthly Play Inspection
Barbara Goraus	£85.00	Internal Audit 2024-25
SWPSI	£510.00	Playground maintenance
SWPSI	£270.00	Cemetery maintenance
P Shackleton Electricals	£552.00	Public Conveniences – electrical work
TOTAL	£2,489.62	

Payments for approval and payment in May:

M Blackmore Plumbing	£259.20	Public Conveniences – investigate leaks
P Shackleton Electricals	£144.00	Public Conveniences – install electric socket
TOTAL	£403.20	

m) Payment Card:

The Council considered the Clerk's report and it was **RESOLVED** to approve the purchase of an Equals Money Pre-pay card at a cost of £10.00 for a physical card, and to draft a card use policy for future approval. (Action: The Clerk)

019/05/25-26 Highways Matters

a) Proposed Roadworks:

i) Chapel Hill, St Erth: 2nd – 6th June 2025 – 24-hour road closure; Kier on behalf of SWW. It was **agreed** to request that 'no parking' cones be put along Church Street & Green Lane as although not the diversion route, residents are still likely to use this. (Action: The Clerk)

b) Highways Response re drainage at Green Lane Car Park:

i) Traffic Lights at Station: The Council considered the Clerk's report and it was **agreed** to request that the issue, which doesn't just relate to buses but anyone exiting the station, be reviewed when the car park is full during the summer to coincide with peak usage of the car park, e.g. school pick up time, start or end of the day when local traffic is also on the move as well as holiday makers etc. (Action: The Clerk)

ii) Green Lane Car Park Drainage: It was **agreed** to approve the work proposed by Highways to scrape back the stone and reinstate the drainage run at the edge of the roadway, at no cost to the Council. (Action: The Clerk)

c) Rose an Grouse to Newtown roundabout meeting report:

The Council considered the report and it was **agreed** that Councillor Kersey would endeavour to attend the proposed meeting on 15th May. (Action: The Clerk)

d) St Erth Hill:

The Council considered the request from a resident and it was **agreed** to request that Highways assess the issue in light of the concerns raised. In addition, to suggest the resident contacts C/Cllr Martin to request their support with the matter. (Action: The Clerk)

e) Cornwall Council Response re bus service in St Erth:

The Council considered the response received from Cornwall Council and it was **agreed** to confirm that the mobile signal is good in the bus stop area in relation to a Real Time

Passenger display and to follow up the issues relating to service updates with Go Cornwall as the bus operator, Andrew George MP & C/Councillor Martin for a response. (Action: The Clerk)

Councillor Rodda left the meeting at 8:45pm.

020/05/25-26 Open Spaces

a) Monthly Inspection Report:

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

b) Multi Play Junior Equipment:

The Council considered the Clerk's report and it was **RESOLVED** to purchase and install the crane hoist at a cost of £359.00 plus £75.00 postage, and £100.00 installation (all ex VAT). (Action: The Clerk)

Councillor Spencer-Smith left the meeting at 8:49pm.

c) Nature Park Update:

The Clerk gave a verbal update noting the positive feedback from the Easter Egg Hunt, some of the seeds have been sprinkled, the tool shed is now operational, knotweed has been found beyond the park but still on SEPFA land which Cherry Trees will be addressing at a maximum cost of £500.00 (ex VAT), recent vandalism including the issue regarding difficulties repairing the bench. (Action: The Clerk)

d) Allotments Update:

The Clerk gave a verbal update noting thanks to Councillor Rodda for their help in removing all the wood, Cherry Trees will be doing the strimming of the top area at a cost of £250.00 (ex VAT) and an estimate has been provided for replacing the fencing where required. It was **agreed** to seek at least one more quote for the fencing and delegate a decision to the Clerk with a maximum spend of £750.00 (ex VAT). (Action: The Clerk)

Councillor Jenkin left the meeting at 8:58pm

e) Kew Treguarrak Update:

The Clerk gave a verbal update advising that the land transfer was nearly complete, and noting that it was too late now to put down grass seed, particularly as it has been so dry and that Cherry Trees would put together a management plan over the summer with the grass seed to be sown in the early autumn. (Action: The Clerk)

021/05/25-26 Public Conveniences

The Clerk gave a verbal update regarding issues in the toilets which need to be fixed before the floor can be installed. A plumber had been engaged and after testing it was noted that there were no visible leaks but there were issues in the boxing below the hand basin in the ladies and the floor isn't level. It was noted that a dehumidifier is needed, and that there will be additional costs to stop water coming under the door as currently happens. In addition, there are issues relating to the blocked Wallgate which the Clerk is waiting for someone to

investigate. It was **agreed** that the work needed to be completed and to delegate any decisions to the Clerk, in conjunction with the Chair & Vice-Chair, using the maintenance contingency included in the Public Conveniences budget line. (Action: The Clerk)

022/05/25-26 Police Matters

The Clerk gave a verbal update in relation to recent vandalism, traffic offences, graffiti, etc across the parish, and it was noted that they organise removing any offensive graffiti. It was noted that the Hayle Neighbourhood Policing Team has increased patrols recently stopping and talking to a number of youths. Issues were also discussed in relation to the abandoned development on Chenhalls Road. (Action: The Clerk)

023/05/25-26 Correspondence

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

It was **agreed** that once the new portfolio holder is in place to resend them the email sent by this Council previously, to which no response has been received. In addition, to liaise with the Clerk at Marazion Town Council in relation to their future actions. (Action: The Clerk)

b) Cornwall Council Taxi & Private Hire Consultation – 2nd June:

Noted

024/05/25-26 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 26th May 2025.

025/05/25-26 Meeting Dates

a) Ordinary Council Meeting:

It was noted that the next Ordinary Council Meeting will take place at 7.00pm on Tuesday 3rd June 2025 at St Erth School.

b) Annual Parish Meeting:

It was **agreed** that the Annual Parish Meeting will take place on Thursday 26th June 2025 at 7.00pm at St Erth Church Hall (The Old School) and to invite St Erth band to play whilst people are arriving. In addition, to invite relevant local groups as usual, including the new head of the School if they have been appointed. (Action: The Clerk)

c) Penwith Community Area Partnership Police Liaison Meeting 14th May:

It was **agreed** that Councillor Taylor would attend this meeting to represent the Council until representatives had been formally agreed. (Action: Cllr Taylor)

d) Code of Conduct Training:

It was **agreed** that all Councillors will attend Code of Conduct training on Wednesday 23rd July on Teams from 6-8pm, with the cost of £375 (ex VAT) to be split with Marazion Town Council. (Action; The Clerk)

e) Local Councils Planning Essential Training:

It was noted that the dates for this were 12th & 19th June & 10th July and all Councillors were encouraged to attend if possible. The Clerk will add these dates to Google Calendar. (Action: The Clerk)

f) Cornwall Association of Local Council (CALC) Training Bulletin:

The dates were noted and Councillors were asked to advise the Clerk if they wished to attend any sessions. (Action: All Cllrs)

026/05/25-26 Staffing Matters

a) Clerk's Appraisal:

It was **agreed** that Councillors Greatrex & Player would agree a date with the Clerk and this would be circulated to others to see if anyone else could attend. (Action: The Clerk & Cllrs Greatrex & Player)

b) Staffing Hours:

The Clerk had worked their contract hours and taken some annual leave.

The Chair closed the meeting at 9.25pm.

Signed: _____ Chair

Date: _____