



The Vestry Rooms  
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## **Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 2<sup>nd</sup> September 2025 at St Erth School, commencing at 7.10pm**

**Present:** Councillors C Dyer, T Greatrex, J Kersey, J Matthews, S Murley, N Player (Chair), P Rodda & T Taylor

**In attendance:** F Drew (Clerk), Cornwall Councillor John Martin and 1 member of the public

### **085/09/25-26 Apologies for absence**

Councillor E Jenkin, J Parris & A Spencer-Smith

### **086/09/25-26 Declarations of interest & dispensations**

None

### **087/09/25-26 Community participation**

i) A representative attended to speak on behalf of the Methodist Chapel with regards to the Chapel Higher Vestry, to request the Parish Council include an agenda item for the next meeting to consider supporting the demolition of the building.

### **088/09/25-26 Action required on matters raised during community participation**

i) It was **agreed** to wait until after the next meeting of the Methodists, due to take place on 14<sup>th</sup> October, to see what they decide to do with the building. (Action: The Clerk)

### **089/09/25-26 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 5<sup>th</sup> August 2025, as previously circulated. (Action: The Chair)

### **090/09/25-26 Clerk's Report**

#### **a) Previous month's meetings:**

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

- **072/08/25-26ai)** PA25/04503 Solar Farm, Land North of Trevarthian Farm, Plain an Gwarry – awaiting decision.
- **072/08/25-26aii)** PA25/03275 Land NE of Lamb & Flag, Canonstown – awaiting decision.
- **072/08/25-26aiii)** PA25/04125 40 Chenhalls Road, St Erth – awaiting decision.
- **072/08/25-26ei)** PA25/05485 Gear an Kerrow, St Erth Praze – awaiting decision.
- **073/08/25-26biil)** Training - a feedback form has been requested from CALC, but this was not available.
- **074/08/25-26** Governance – the website has been updated with all relevant information.

- **076/08/25-26b)** Station Traffic Lights – a site meeting has been offered by Highways; this would be arranged for after the north car park reopens in October.
- **077/08/25-26bii)** Allotments – the shed has been removed and a new tenant has taken on the plot.
- **077/08/25-26ci)** Youth Shelter – the repairs will be carried out by SWPSI in September.
- **077/08/25-26cii)** Battery Mill fencing – the repairs will be carried out by SWPSI in September.
- **078/08/25-26** Councillor Surgeries – a table has been booked at the Farmer’s Market for 4<sup>th</sup> October and C/Councillor Martin and the local PC have agreed to attend alongside Councillors.

#### **b) Outstanding matters:**

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

- **023/05/25-26a) & 223/02/24-25a)** Vote of No Confidence – the Development Management Group Leader has investigated the list of cases sent by the Clerk and offered meetings with both Planning and Enforcement. It was **agreed** Councillors Greatrex, Taylor and C/Councillor Martin would attend. (Action: The Clerk)
- **034/06/25-26ci) & 187/03/23-24cii)** PA13/09686 & PA16/10192: Land NNE of Cemetery, Chenhalls Road, unfinished development – Cornwall Council has confirmed it is actively exploring options; it was **agreed** to request a timeline for action. (Action; The Clerk)
- **019/05/25-26e)** Bus Service issues – MP Andrew George has responded to suggest a meeting to include himself, the operator and a senior officer from Cornwall Council. It was **agreed** Councillors Kersey, Murley, Taylor and C/Councillor Martin would attend. (Action: The Clerk)
- **118/10/24-25** Laptop – it was noted that the Clerk, in consultation with Councillor Greatrex, has identified a suitable laptop within the previously agreed budget, which they will purchase along with appropriate software and the Council will refund payment for.
- **058/08/22-23** Defibrillators – GWR confirmed a defibrillator has been installed at the station which is available 24/7. A further defibrillator is available 24/7 at Trenhayle Farm.
- **170/02/22-23 & 117/10/24-25** Signage – the Clerk has drafted signage as previously agreed and got quotes to produce, purchase appropriate posts and fittings and installation at a maximum spend of £350 (ex VAT).

#### **c) Additional Items to note:**

- **Treloweth development** – it looks likely the roads will be completed w/c 8<sup>th</sup> September.
- **Footpath 111/39/4** – the fallen tree has been reported and actioned by Cormac.
- **Vandalism** – there was a recent incident with oil being spread on the slide and zip wire steps.
- **Den on riverbank** – a large amount of plastic and rubbish needed to be removed and Councillor Rodda agreed to assist the Clerk. (Action The Clerk & Cllr Rodda)

#### **091/09/25-26 Planning**

##### **a) Applications:**

None

##### **b) Cornwall Council Decisions:**

i) **PA25/03324:** Planning in principle for 1 dwelling (minimum 1 maximum 2); Spring Lily, Steppy Downs, St Erth Praze; **Refused**

ii) **PA24/04671:** Outline Planning Permission with some matters reserved (appearance, landscaping and scale) for residential development of up to 10 dwellings comprising 5 open market dwellings and 5 affordable homes; Land SW Of Marchton, Rose An Grouse, Canonstown; **Withdrawn**

c) **Other:**

i) **PA25/05924:** Works to Trees within a Conservation Area; 2 Little Mill Lane, St Erth; Noted

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

i) **PA24/07655** Permission in principle for construction of one dwelling (minimum 1 maximum 1); 4 Steppy Downs Road, St Erth Praze. The application has been amended to one property as opposed to the original two. Following discussion, it was **RESOLVED** to support this amended application as the main concern related to the number of properties and the impact this would have on the location and this has now been addressed. It was noted that concerns relating to the loss of biodiversity and access to the property can be raised, if and when appropriate, at the technical details stage. (Action: The Clerk)

### 092/09/25-26 Reports

a) **Cornwall Councillor's Report:**

The Council noted C/Councillor Martin's report, which had been circulated prior to the meeting, with C/Councillor Martin also giving a verbal update on the meeting with Marazion regarding their vote of no confidence in Planning and Enforcement.

b) **Other Reports:**

None

### 093/09/25-26 Governance

a) **Transport Working Group Terms of Reference:**

It was **RESOLVED** to approve the Terms of Reference for the Transport Working Group, as previously circulated, with one minor amendment. (Action: The Clerk)

b) **Registered Address:**

The Council considered the Clerk's report and it was **RESOLVED**, to write to the Parochial Church Council to request to be allowed to use the Church Hall as the registered address for the Parish Council, noting that the Parish Council would be happy to pay to ensure the Hall's post box was secure. (Action: The Clerk)

Councillor Rodda left the meeting at 8.05pm.

c) **Volunteer Policy:**

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

## **094/09/25-26 Financial Matters**

### **a) Income & Expenditure for August 2025:**

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

#### **Receipts received:**

Cornwall Council	£634.89	S106 Wind Turbine
David Hendy Funeral Services	£830.00	Cemetery – interment
S Dyer	£80.00	Cemetery - memorial
Tenants	£11.00	Allotment – rent
CCLA PSDF	£174.20	Interest – August
<b>TOTAL</b>	<b>£1,730.09</b>	

#### **Regular Payments to note:**

Source for Business	£172.91	Public Conveniences – Water April-July
Safeharbour Support Ltd	£12.00	VOIP Landline Phone
British Gas	£13.02	Vestry Rooms – Electricity
British Gas	£17.86	Public Conveniences – Electricity
SeaDog IT Ltd	£29.95	Website hosting fee
Cherry Trees	£1,045.16	Parks, Churchyards & Cemetery – Grass cutting
Salaries	£3,397.90	Monthly salary inc tax, NI & pension inc back pay
Google	£76.70	Gmail account
<b>TOTAL</b>	<b>£4,765.50</b>	

#### **Payments approved:**

Crystal Clear Ltd	£855.14	Public Conveniences – Cleaning
F Drew	£49.10	Clerk’s expenses (itemised on invoice)
SWPSI	£40.00	Monthly Play inspection
R Sanders	£570.00	Allotments – shed clearance
<b>TOTAL</b>	<b>£1,514.24</b>	

### **b) Monthly Bank Reconciliation for July:**

Councillor Matthews confirmed that a satisfactory bank reconciliation for July had been completed.

## **095/09/25-26 Highways Matters**

### **a) Proposed Roadworks:**

i) St Erth Station Car Park: 7<sup>th</sup> Sept – 10<sup>th</sup> Oct - partial closure by National Grid / GRW – the works was noted and it was **agreed** to confirm that buses would still be able to access the Multi Modal Hub as normal. (Action: The Clerk)

## **096/09/25-26 Open Spaces**

### **a) Monthly Inspection Report:**

The inspection report for Battery Mill play park for August was noted including the medium risk relating to the rot on the platform of the Junior Multi Play. It was **RESOLVED** to replace two wooden platforms at a cost of £650.00 (ex VAT). (Action: The Clerk)

**b) Defibrillator at Kew Treguarrak:**

The Clerk gave a verbal update and following discussion it was **agreed** that Councillor Taylor would discuss with residents further. (Action: Cllr Taylor)

**c) Enhanced Local Maintenance Partnership Fund:**

The Council considered the Clerk's report and it was **agreed** that the Clerk would submit an application for funding for a number of items, in consultation with Councillors to ascertain exact locations. (Action: The Clerk)

**d) Riverbank Dog Steps:**

The Council considered the report from the Westcountry Rivers Trust (WRT) and it was **agreed**, following the advice given by the WRT experts, that sadly the first step of dog steps would be removed w/c 15<sup>th</sup> September, this being the best and safest options for both dogs and the riverbank at this location. At the same time, a post and brash wall will be installed as outlined to help prevent further bank erosion. There will be no direct cost to the Parish Council as a result of this remedial work. (Action: The Clerk)

**e) CCTV:**

The Clerk gave a verbal update of their meeting with a contractor to consider options for installing CCTV and what benefits could be gained from it. It was **agreed** to wait for further communication from the Church and include on a future agenda when appropriate. (Action: The Clerk)

C/Councillor Martin left the meeting at 8:53pm

**097/09/25-26 Toilets**

**a) Parking:**

The decision made, when the toilets were closed over night during the winter, to allow residents to park there between 6pm and 8am was reviewed, and it was **agreed** to put up appropriate signage to make it clear that, whilst this is permitted overnight, parking during the hours of 8am and 6pm is only for those using the toilets and not general residents parking. (Action: The Clerk)

**b) Hand Drier:**

It was noted that the hand drier had broken in the ladies' toilet and needed replacing and the Clerk had engaged Phil Shackleton to source and install this as soon as possible at a cost of no more than £360.00 (ex VAT).

**098/09/25-26 Correspondence & Consultations**

**a) Cornwall Council Town & Parish Council Newsletter – 1<sup>st</sup> August:**

Noted

**b) Cornwall Council Rights of Way Improvement Plan Survey – 28<sup>th</sup> September:**

Noted

**c) Cornwall Association of Local Councils (CALC) – News Bulletin including training – 25<sup>th</sup> August:**

Noted

**d) Hayle Town Council Civic & Community Parade and Service – 5<sup>th</sup> October:**

It was **agreed** to send apologies as no Councillors were able to attend. (Action: The Clerk)

**099/09/25-26 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 22<sup>nd</sup> September 2025.

**100/09/25-26 Meeting & Other Dates**

**a) Date of Next Ordinary Council Meeting:**

It was noted that the next Ordinary Council Meeting will take place at 7.00pm on Tuesday 30<sup>th</sup> September 2025 at St Erth School, a week earlier than usual.

**b) Councillor Surgery – 4<sup>th</sup> October:**

It was **agreed** that Councillors Dyer & Taylor would attend represent the Council alongside C/Councillor Martin and a police representative and that the Clerk would advertise it. (Action: The Clerk & Cllrs Dyer & Taylor)

**c) St Erth Residents Association Meeting – 29<sup>th</sup> September:**

It was **agreed** that Councillor Matthews would attend on behalf of the Council. (Action: Cllr Matthews)

**d) Cornwall Local Plan Engagement Sessions – 9<sup>th</sup> September:**

No Councillors are able to attend.

**e) SUEZ Site Visit – 9<sup>th</sup> September 6.30pm:**

It was **agreed** that Councillors Dyer, Greatrex, Kersey, Player and Taylor would attend. (Action: The Clerk & Cllrs Dyer, Greatrex, Kersey, Player & Taylor)

**101/09/25-26 Exclusion of the Press & 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.

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

**102/09/25-26 Vestry Rooms**

The Council considered the Clerk's report outlining options for the sale and costings. It was **RESOLVED** to engage Clive Emson Auctioneers and Charles French Solicitors to undertake the sale of the Vestry Rooms, as previously agreed, via auction. (Action: The Clerk)

**103/09/25-26 Staffing Matters**

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

The Chair closed the meeting at 9.50pm.

Signed: \_\_\_\_\_ Chair

Date: \_\_\_\_\_