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**I hereby give notice that an Ordinary meeting of St Erth Parish Council will be held on Tuesday 2<sup>nd</sup> December 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: 27<sup>th</sup> November 2025

Signed:  Clerk

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## AGENDA

### 1. Apologies for absence

To receive apologies for absence and note apologies not received

### 2. Declarations of interest & requests for dispensation

To receive declarations of interest relating to any agenda item, and to determine requests for dispensation where applicable

### 3. 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

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

### 5. Minutes

To approve that the [Minutes](#) of the Ordinary meeting held on 4<sup>th</sup> November 2025, having been previously circulated, are a true and accurate record

### 6. Clerk's Report

To note Clerk's report on any updates from previous minutes

### 7. Planning

#### a) Applications:

- i) [PA25/06601](#): Construction of 2 storey extension, change of use of land for additional residential curtilage and construction of detached garage; 62 Bosence Road, Townshend
- ii) [PA25/04756](#): Listed Building Consent for the retrospective replacement of uPVC windows with high quality traditional wooden windows; 42 Fore Street, St Erth
- iii) [PA25/08496](#): Construction of Garage; The Fish Farm, The Green Lane, St Erth

#### b) Cornwall Council Decisions:

- i) [PA25/04644](#): Development of a re-use area; Civic Amenity Site, Trelowth Lane, St Erth;  
**Approved with conditions**
- c) **Other:**
- i) **PA13/09686 & PA16/10192**: Land NNE of Cemetery, Chenhalls Rd – to receive an update
- ii) Cornwall Council – Parish Council Call for Sites update – November 2025
- d) **To consider any other planning matter received at or before the start of the meeting:**

## 8. Reports

- a) To receive the Cornwall Councillor's report – to follow
- b) To receive reports on any meetings held or training attended since the last Council meeting, consider any recommendations and agree any appropriate action
- i) ICC Management of Memorials training 10<sup>th</sup> November – Clerk
- ii) Cornwall Council Finance Briefing for Local Councils 13<sup>th</sup> November
- iii) Opening of St Erth Station lift 14<sup>th</sup> November – Cllrs Kersey, Taylor & Clerk
- iv) CALC & NALC Assertion 10 Briefings 18<sup>th</sup> November & 2<sup>nd</sup> December – Clerk
- v) Penwith CAP Police meeting 26<sup>th</sup> November – Cllr Dyer
- vi) Meeting re Bus Service 15 28<sup>th</sup> November – Cllrs Kersey, Taylor & Clerk

## 9. Governance

- a) To review the Council's and / or employee's [membership of any Professional Bodies](#)
- b) To review and agree proposed amendments to the [Reserves Policy](#)
- c) To review and agree proposed amendments to the [Annual Investment Strategy](#)
- d) To delegate authority to the Clerk to agree urgent maintenance work to memorials

## 10. Financial Matters

- a) To note income & approve expenditure for November – to follow
- b) To note monthly bank reconciliation for October
- c) To consider the [budget report](#) and agree:
  - i) Virements for the 2025/26
  - ii) Changes to Earmarked Reserves
  - iii) Budget for 2026/27
  - iv) Precept request for 2026/27
- d) To consider the Local Maintenance Partnership [grant offer](#) for 2026/27
- e) To approve the use of online donations and agree a [payment service provider](#)
- f) To agree the purchase of a new battery for the defibrillator at the toilets

## 11. Highways & Transport Matters

- a) To note any proposed roadworks:

## 12. Open Spaces

- a) To note monthly playground inspection report for November and agree any action
- b) To agree quotes for maintenance work in Battery Mill Park
- c) To agree quotes for maintenance work in the Nature Park
- d) To agree quote for tree surveys to be carried out on all Council land assets and liabilities
- e) To agree quote for installing a level base for the toolshed

## 13. Correspondence & Consultations

- To note, or agree response to, any correspondence received up to the time of the meeting:
- a) Cornwall Council – Town & Parish Council Newsletter – 7<sup>th</sup> November
  - b) Cornwall Association of Local Councils – News Bulletin – 14<sup>th</sup> November
  - c) Cornwall Association of Local Councils – Training Update Planning & Finance Sessions
  - d) Hayle Town Council – letter to Devon & Cornwall Chief Constable Vaughan

#### **14. Agenda Items for a future meeting**

To be submitted to the Clerk in writing by 23<sup>rd</sup> December 2025

#### **15. Meeting & Other Dates**

a) To note date of the next Ordinary Council meeting as Tuesday 6<sup>th</sup> January 2026, agree any additional [meetings](#) where appropriate and note new external meetings

#### **16. Exclusion of the Press & Public**

To consider passing the following resolution that in accordance with S.1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Press & Public be excluded from the meeting during the consideration of the following business due its confidential nature

#### **17. Legal Matters**

- a) To receive an update regarding the sale of the Vestry Rooms, discuss the clearance of the building and agree any associated expenditure
- b) To consider action in relation to the Playing Fields Association land and agree any associated expenditure

#### **18. Staffing Matters**

To review workload and hours worked for November