

Minutes of the Ordinary Meeting of St Erth Parish Council held on Tuesday 2nd December 2025 at St Erth School, commencing at 7.00pm

Present: Councillors C Dyer, T Greatrex (Vice-Chair – Acting Chair), E Jenkin, J Matthews, S Murley, J Parris, P Rodda & T Taylor

In attendance: F Drew (Clerk), C/Councillor J Martin (part) and 1 member of the public

141/12/25-26 Apologies for absence

Councillors J Kersey, N Player, A Spencer-Smith

142/12/25-26 Declarations of interest & dispensations

None

143/12/25-26 Community participation

None

144/12/25-26 Action required on matters raised during community participation

None

145/12/25-26 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 4th November 2025, as previously circulated. (Action: The Chair)

146/12/25-26 Clerk's Report

a) Previous month's meetings:

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

- **125/11/25-26i)** Chapel Higher Vestry – the Clerk has put the residents in touch with Methodist Circuit Property Team.
- **125/11/25-26iii)** Neighbourhood Watch Scheme – a link has been added to the website.
- **129/11/25-26biv)** St Erth Interchange Lights – awaiting feedback from Cornwall Council.
- **131/11/25-26a)** Appointment of Internal Auditor – letter of engagement has been sent.
- **133/11/25-26b)** Communities Highways Improvement Programme – the application for Treloweth Lane needs to be completed no later than 27th February 2026; the Clerk is currently liaising with Hayle Town Council regarding the proposal for the Causeway.
- **135/11/25-26d)** Understanding Cornish Places – updates have been submitted.
- **135/11/25-26e)** EA Consultation on St Erth Flood Alleviation Scheme – questions have been submitted and awaiting a response.

b) Outstanding matters:

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

- **077/08/25-26cii)** Battery Mill fencing – work has now been completed.
- **096/09/25-26a)** Junior Multi Play – work has now been completed.
- **115/09/25-26d)** Battery Mill extension cutting – work has now been completed.

c) Additional Items to note:

- **Tree work** – in line with Financial Regulations 5.15 the Clerk, in consultation with the Chair & Vice-Chair, engaged Green Man Treeworks to prune overhanging branches above the skate ramp at a cost of £150.00 before the annual playground inspection.
- **Land at Kew Treguarrak** – the land has now been formally registered with Land Registry.

147/12/25-26 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. It was **RESOLVED** to support this application. The Clerk to seek clarification as to why there was no application form on the planning portal. (Action: The Clerk)

ii) **PA25/04756:** Listed Building Consent for the retrospective replacement of uPVC windows with high quality traditional wooden windows; 42 Fore Street, St Erth. Whilst the Council would not usually support retrospective applications on principle as it firmly believes applications should be submitted prior to work being carried out, it notes the mitigating circumstances as to why no application was made. It was therefore **RESOLVED** to support on this occasion as the replacement windows are an improvement on the old uPVC windows and in keeping with other buildings in the area. (Action: The Clerk)

iii) **PA25/08496:** Construction of Garage; The Fish Farm, The Green Lane, St Erth. It was noted that the Council does not object to the principle of a garage in this location, subject to relevant conditions to restrict use as a garage or storage only. However, it was **RESOLVED** to object to the application as it currently stands as it appears to be unnecessarily large both in terms of floor space and height, although it is difficult from the plans shown to work out the exact sizing, and the design is not in keeping with the area particularly given its location next to a public right of way. (Action: The Clerk)

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 Road update. 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 this agenda item owing to the confidential nature on legal grounds, and for the matter to be moved to the end of the meeting.

ii) Cornwall Council Call for Sites.

The Clerk provided a brief verbal update on the information circulated previously by Cornwall Council. C/Councillor Martin **agreed** to provide feedback to the Clerk regarding the impact this may have for the parish for circulation. (Action: C/Cllr Martin)

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

None

148/12/25-26 Reports

a) Cornwall Councillor's Report:

C/Councillor Martin provided a brief verbal update noting that they attended the Bus meeting with Parish Councillors at New County Hall. They also noted the Government's recent recognition of Cornwall as a special case for individual administration in relation to devolution and agreed to send details to the Clerk for circulation. (Action: C/Cllr Martin)

b) Other Reports:

i) ICCM Management of Memorials training 10th November: The Clerk gave a brief verbal outline of the benefits of the training and confirmed they will be looking to carry out topple testing, in conjunction with Long Rock Memorials in the new year. (Action: The Clerk)

ii) Cornwall Council Finance Briefing for Local Councils 13th November: The Council noted the presentation that had been shared. C/Councillor Martin was asked if Cornwall Council has a plan to avoid a deficit given that funding is being reduced by Central Government. The Clerk advised that Cornwall Council had today published a Town & Parish Council Bulletin with details of consultations on both their draft budget and Priorities Plan, which will be included on the January agenda. (Action: The Clerk)

iii) Opening of St Erth Station lift 14th November: Councillors Kersey, Taylor & the Clerk attended the official opening ceremony on behalf of the Council. It was **agreed** to contact Network Rail regarding the area by the entrance to the north car park to find out what the long-term plans are noting it has not been returned to its original state. (Action: The Clerk)

iv) CALC & NALC Assertion 10 Briefings 18th November & 2nd December: The Clerk attended both briefings and it was noted that whilst compliant in relation to a gov.uk website and Councillor email addresses, some work and additional training may be required regarding data protection and checking accessibility on the website. (Action: The Clerk)

v) Penwith Community Area Partnership (CAP) Police meeting: Councillor Dyer attended the meeting and provided a brief verbal update noting the key points that were discussed including the sector priorities, staffing and lack of police visibility. Notes and actions will be circulated when available. (Action: The Clerk)

vi) Meeting re Bus Service 15 28th November: Councillors Kersey, Taylor & the Clerk attended a meeting with the MD of Go Cornwall Bus (GCB), Cornwall Council's Integrated Network and Partnerships Manager, C/Councillor Martin and a representative of Andrew George MP. GCB shared punctuality data, acknowledging the current service wasn't good enough and agreed to review ways with Cornwall Council that this could be improved. The

Council's priority for reliability and not skipping the village were noted, Cornwall Council's current funding gap discussed and the fact the 15 route was a subsidised school service. Following lengthy discussions, it was agreed to write to Cornwall Council and GCB to thank them for attending the meeting and agreeing to review the service to improve performance, noting several points regarding the proposed review, timetables, passenger numbers, consultation, effective accountability, coordinating services and funding. (Action: The Clerk)

149/12/25-26 Governance

a) Membership of Professional Bodies:

The Council considered the Clerk's report, and it was **RESOLVED** to

- continue with membership of the Cornwall Association of Local Councils with the renewal due in April 2026;
- continue with membership of the Institute of Cemetery and Crematorium Management with the renewal due in April 2026;
- continue to pay the Clerk's membership fees for the Society of Local Council Clerks at a cost of £240.00 with payment to be made in December 2025 ahead of renewal.

(Action: The Clerk)

b) Reserves Policy:

It was **RESOLVED** to approve the amendments to the Reserves Policy as circulated. (Action: The Clerk)

c) Annual Investment Strategy:

It was **RESOLVED** to approve the amendments to the Annual Investment Strategy as circulated. (Action: The Clerk)

d) Delegation to Clerk:

The Clerk advised that work had been needed to a few memorial stones in the Churchyards recently on health and safety grounds. The Clerk will put up relevant notices advising relatives with concerns to contact the Parish Council. It was **RESOLVED** to delegate authority to the Clerk to agree any future urgent maintenance work to memorials, and any associated costs in consultation with the Chair & Vice Chair, on health and safety grounds. (Action: The Clerk)

150/12/25-26 Financial Matters

It was **agreed** to move the next item up the agenda for discussion.

f) Defibrillator Battery replacement:

It was **RESOLVED** to purchase a new defibrillator battery for the defibrillator located at the Public Toilets at a cost of £201.00 (ex VAT) including delivery. (Action: The Clerk)

a) Income & Expenditure for November 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:

W J Winn Funeral Directors	£170.00	Cemetery – interment
Grave owner	£55.00	Cemetery – memorial
Martin & Sons Stonemasons	£25.00	Cemetery – memorial
Cornwall Council	£4,134.98	LMP Grant
CCLA PSDF	£163.60	Interest – November
TOTAL	£4,548.58	

Regular Payments to note:

Safeharbour Support Ltd	£12.00	Phone – VOIP Landline
British Gas	£12.60	Vestry Rooms – Electricity
British Gas	£20.01	Public Conveniences – Electricity
SeaDog IT Ltd	£36.00	Website hosting fee
Cherry Trees	£1,045.16	Parks, Churchyards & Cemetery – Grass cutting
Salaries	£3,397.90	Monthly salary inc tax, NI & pension
Google	£76.70	Gmail account
TOTAL	£4,600.37	

Payments approved:

Crystal Clear Ltd	£855.14	Public Conveniences – Cleaning
F Drew	£113.90	Clerk's expenses (itemised on invoice)
SWPSI	£40.00	Monthly Play inspection
Green Man Treeworks	£150.00	Battery Mill park – tree work
SWPSI	£420.00	Battery Mill park – repair chain link fencing
SWPSI	£780.00	Battery Mill park – repair Multi Play platforms
SWPSI	£300.00	Battery Mill park – replacement sand
St Erth Methodist Church	£10.00	Christmas Tree Festival – donation
Defib Store	£241.20	iPAD SP1 replacement of defibrillator battery
Councillor Dyer	£5.00	Farmers Market stall
Councillor Taylor	£19.80	Mileage bus meeting Truro
TOTAL	£2,935.04	

b) Monthly Bank Reconciliation for October:

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

c) Draft Budget:

The Council considered the Clerk's report, which had been prepared following the meeting of the Budget Working Group on 18th November 2025.

i) Revised Budget 2025/26: It was **RESOLVED** that the revised budget for 2025-26, as outlined in the report, be approved, with associated virements between budget lines. (Action: The Clerk)

ii) Earmarked Reserves (EMR): It was **RESOLVED** to make the following virements from earmarked reserves to associated budget lines:

- IT Equipment: £698.00 – new laptop and associated costs;
- Elections Contingency: £328.00 – May uncontested election costs;
- Improvement Projects to Riverbank Maintenance: £250.00 – dog steps additional remedial work;

- Building Maintenance to Vestry Rooms: £2,850.00 – associated sale costs.

In addition, it was **RESOLVED** to:

- transfer any underspend from the following budget lines to the relevant EMR at year end:
 - Community Engagement & Communications
 - Defibrillator
 - Tree Maintenance
 - S106 Expenditure
- set up a Grounds Maintenance EMR for emergency unplanned repair work, transferring any underspend from the Nature Park 25/26 budget at year end.
(Action: The Clerk)

iii) Budget 2026/27: The Council noted that by agreeing to set the budget proposed, it would result in no change to a Council Tax Band D property (0% increase) and that the Parish Council proportion of Council Tax for a Band D property would remain at £135.86 per annum in 2026-27. It was **RESOLVED** that the budget for 2026-27, as outlined, be approved and adopted. (Action: The Clerk)

iv) Precept 2026/27: Having approved the budget, it was **RESOLVED** to approve a precept request for 2026/27 of £88,754.00, the precept being the balancing figure of estimated expenditure, less estimated income taking into account the use of any reserves. (Action: The Clerk)

d) Local Maintenance Partnership Grant (LMP):

The Council considered the 2.2% increase offered and it was **agreed** to request that Cornwall Council reconsider a fair increase, either using RPI, CPI or precept increase, to reflect rising costs, more in line with the proposed rise by Cornwall Council for 2026/27 for the Council contract for waste cleaning services, otherwise the Council will need to consider whether it is financially viable to continue the service. (Action: The Clerk)

e) Online Donations & Payments Service Provider:

It was **RESOLVED** to approve the use of GOV.UK Pay to collect online donations, setting up two separate QR codes for the public toilets and the riverbank. (Action: The Clerk)

151/12/25-26 Highways Matters

a) Proposed Roadworks:

i) Closure Order Station Approach, St Erth; 18-19th December (22:30 – 05:00) – Network Rail Infrastructure – Bridge Inspection – **approved**

152/12/25-26 Open Spaces

a) Monthly Inspection Report:

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

b) Battery Mill Park Maintenance:

It was **RESOLVED** to replace the wooden posts by the pedestrian gate, remove the front pole from the surround of the basket swing and cut back the side poles at a total cost of £315.00 (ex VAT). (Action: The Clerk)

c) Nature Park Maintenance:

It was **RESOLVED** to undertake remedial work to a dead willow and damaged sycamore on the woodland path at a cost of £500.00 (no VAT) and undertake some clearance work on the paths of overgrown and broken branches / vegetation around the park at a cost of £300.00 (no VAT). (Action: The Clerk)

d) Tree Inspection Survey:

The Council considered the Clerk's report and it was **RESOLVED** to appoint Objective Tree Consultancy to carry out tree surveys on all Council owned / managed land assets and liabilities at a cost of £1,497.50 (no VAT). (Action: The Clerk)

e) Toolshed:

It was **RESOLVED** to install a new concrete base and secure the toolshed at a cost of £425.00 (ex VAT). (Action: The Clerk)

153/12/25-26 Correspondence & Consultations

a) Cornwall Council – Town & Parish Council Newsletter 7th November:

Noted

b) Cornwall Association of Local Councils (CALC) – News Bulletin 14th November:

Noted

c) CALC – Training Update Planning & Finance Sessions:

Noted

d) Hayle Town Council – letter to Devon & Cornwall Chief Constable:

Noted

e) St Ives Town Band Celebration Event:

Noted

154/12/25-26 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 23rd December 2025.

155/12/25-26 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 6th January 2026 at St Erth School.

156/12/25-26 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.

157/12/25-26 Legal Matters

a) Vestry Rooms:

The Clerk updated the Council regarding the outcome of the offer previously accepted. It was noted that the next auction closes on 11th December and an agreement reached regarding action following the auction. (Action: The Clerk)

b) St Erth Playing Fields Association Land:

It was **RESOLVED** that as no response had been received to correspondence sent previously, to purchase and install a number of posts to delineate the PFA boundary. (Action: The Clerk)

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

c) PA13/09686 & PA16/10192: Land NNE of Cemetery, Chenhalls Road. The Clerk provided an update confirming the land owner was pursuing matters to secure the site.

158/12/25-26 Staffing Matters

The Clerk had worked their contract hours for November.

The Chair closed the meeting at 9.38pm.

Signed: _____ Chair

Date: _____