



The minutes of the annual meeting of St Erme Parish Council held on Tuesday 5th May 2026 at the St Erme Community Centre.

Those present:

Cllr Trethewey (Chairperson), Cllr Light, Cllr Hodgkinson, Cllr S Jones, and Cllr P Jones.

In attendance:

Cllr Karen Glasson (Cornwall Councillor), Sally Trethewey (Clerk), and Nathan Gilbert (Kinsley Developments Ltd).

27/26 Election of Chair and Vice-Chair and signing of the 'Chair/Vice Chairs Declaration of Acceptance of Office.'

It was proposed and seconded and therefore,

RESOLVED for Cllr Trethewey to be elected as Chairperson. Cllr Trethewey signed the 'Declaration of Acceptance of Office.'

It was proposed and seconded and therefore,

RESOLVED for Cllr Light to be elected as Vice-Chairperson.

28/26 Apologies.

There were no apologies received and Cllr Baird was not in attendance.

29/26 Declarations of Interest and Dispensations.

a) Councillors to disclose any declarations of interests on any agenda items.

Cllr Trethewey had declared a pecuniary interest on the following agenda items.

14) Finance:

f) To receive, approve and sign the 'Statement of Accounts for the Annual Audit Return' for year ending 31st March 2026.

b) Member/s to request a dispensation for an item on the agenda that has just become apparent at this meeting.

There were no dispensations requested.

30/26 To receive and approve the minutes previously circulated for the meeting held on Tuesday 14th April 2026.

The minutes previously circulated were agreed and it was proposed and seconded and therefore,

RESOLVED that the minutes of the meeting held on Tuesday 14th April 2026 be approved as a true record and duly signed.

Public Participation (15 minutes)

The public are given 15 minutes to discuss any item on the agenda, after this period the members of the public may stay at the meeting but will not be able to comment or participate.

Nathan Gilbert spoke in favour of their (Kinsley Development Ltd) planning application and answered questions from members.

31/26 Planning:

a) To consider any planning applications received up to the date of the meeting:

- **PA26/02081: Land East of Treview Terrace, Trispen, Truro**
Full planning application for 10 detached dwellings

Members discussed this application in depth, and it was proposed by Cllr Light and seconded by Cllr P Hodgkinson with Cllr S Jones and Cllr Trethewey in support of the application. Cllr P Jones wished for it to be included in the minutes that he voted against the application. It was therefore,

RESOLVED to support the application for the following reasons:

St Erme Parish Council supports this application with the following recommendations and reasons:

There needs to be efficient low-level column streetlights that are on dusk to dawn alongside the roads rather than on the individual houses, for safety and security.

The access junction needs to be made slightly wider for easier access for larger vehicles and visibility; but retaining as much of the hedgerow as possible which defines the settlement edge.

The maintenance of the drainage and soakaways for the roads will need to be stipulated and included in the Management Companies responsibilities.

The reason for approval is that we feel that the St Erme Local Landscape Assessment notes this parcel of land should retain as much of the hedgerow screening along the parcel edge boundary which has been retained in these proposals other than the access. The parcel of land is built on three sides and the hedgerow to the South and East will be retained.

The important well used PROW needs to be considered and not effected by the proposals.

The proposal is for bungalows, which has been highlighted as a need within the Parish, these will sit within the site and will be less visible, houses (two storey dwellings) would not have been supported in this location. It is important that the screening is put in place as per the plans.

This support should not set a precedent for the remaining fields to the East as these are of a much higher sensitivity to the landscape, historical field patterns and the village settlement as per the St Erme Local Character Assessment, the St Erme NDP and as a Candidate AGLV.

- **PA26/02698: Land southwest of st Erme House, S Erme, Truro**
Overhead electricity lines to alter the direction of a 11kv overhead line as per plan 5700617.

This application was agreed and it as proposed and seconded and therefore,

RESOLVED to support this application.

b) To update on Cornwall Council planning decisions.

There were no updates.

c) Other planning items.

The Clerk informed members that planning application No PA25/04749 – land south of 51 Polisken Way (Polisken Green) for 'Permission in Principle for up to three dwellings has gone to appeal and will be considered under written representations to the Planning Inspectorate. It was agreed to ask our solicitors to respond on behalf of the Council to strengthen our original objection to this application. It was proposed and seconded and therefore,

RESOLVED to ask our solicitors to respond on our behalf to this appeal.

32/26 Highways:

a) To update on the Community Highways Improvement Programme and the submission of the 'Expression of Interest.'

There were no updates.

b) To update on abandoned cars and general upkeep of village areas.

There were no updates.

c) To update on the highways works and road 'Closure Intention' for School Lane.

As the works have overrun, we have been informed that it has been decided to pause the works for now and continue in the summer holidays. This is to remove the disruption to the school given that the works could not be completed during the easter holidays as planned. The contractor will be finishing works until Friday and then return in the summer. Letters etc will be distributed again before the works occur.

33/26 To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2026 to 31st March 2027.

Cllr Light reported on the Council's Asset register, and it was proposed and seconded and therefore

RESOLVED to sign the Asset Register as a true record. Cllr Light will be the controller for the Council's assets for y/e 31st March 2027.

34/26 To appoint representatives to outside bodies.

The following representatives were appointed.

Roseland and Truro Community Area Partnership – Cllr S Jones and Cllr Trethewey.

Cornwall Association of Local Council's- Cllr Light and Cllr Trethewey.

Police Liaison Group- Cllr P Jones and Cllr Hodgkinson.

St Erme Playing Field Trust (PFT) – Cllr Hodgkinson.

St Erme Village Hall Committee – Cllr Light.

St Erme Cricket Club – Cllr P Jones.

St Erme Community Enhancement Group – Cllr Trethewey.

35/26 To agree the Council's Committees and Working Groups.

St Erme Neighbourhood Priority Statement Committee: Cllr Trethewey, Cllr Hodgkinson and Cllr P Jones, Michael Edwards, Richard Kerswell, Clive Grose, 1 vacancy.

St Erme Emergency Plan Committee: Cllr Trethewey, Cllr Hodgkinson & Cllr Light, David Matthews, Mark O'Brien and Emma Goodall

Health & Wellbeing Working Group: Rob Trethewey, Lynda Quee, Helen Cole, Nick Cole, Lynn Chapman and Jake Trethewey.

36/26 Councillors to discuss any matters with Cornwall Councillor if present.

There were no items discussed.

Cllr Glasson left the meeting.

37/26 Clerks update and report.

The clerk reported on the following:

Casual Vacancy: The position still has not been filled so it was agreed to organise an open event for members of the public to come along and ask any questions about the position. This will be held on a Saturday between 11.00am and 12 noon.

2026 Off Street Parking Order: Notification has been received from Cornwall Council on amendments following their consultation.

S106 Off Site Public Open Spaces Monies: Advice had been received regarding eligibility of 'Churchyards' applying for this fund. The details have been forwarded to the Church.

ElanCity Batteries: The new batteries have now been received.

Training: It was agreed for the clerk to attend 'Accessible Documents' training through CALC at a cost of £12.50.

Members were informed of all correspondence received and reminded of forthcoming meetings and training.

38/26 To agree the annual subscriptions for 2026/2027.

It was proposed and seconded and therefore,

RESOLVED to approve the following annual subscriptions for 2026/2027.

- Cornwall Association of Local Councils
- Society of Local Council Clerks
- Rural Village Service Group Membership
- St Erme Parish Post
- Data Protection registration
- Cornwall Council
- Microsoft Office 365:
- McAfee Total Protection:

39/26 To agree the renewal of the Council's annual insurance for 2026/2027.

The Council's insurance had been reviewed at the previous meeting, it was proposed and seconded and therefore,

RESOLVED for the Clerk to arrange payment for the annual insurance with Zurich due on 1st June 2026.**40/26 Finance:**

- a) **To receive the financial statement of accounts, including expenditure against budget and to approve payments.**

Name	Details of payment	Cost	VAT	Total
Lloyds Bank	Charges	£4.25		£4.25
O2	Mobile Phone	£12.73	£2.55	£15.28
Kernowek Gardeners Ltd	Grass Maintenance - Jan/Feb/March	£750.00	£150.00	£900.00
Mrs S Trethewey	Salary Month 1			
Mr M Kendall	Salary Month 1			
Nest	Pension Contribution (April)			
Mrs S Trethewey	Clerks Expenses	£26.00		£26.00
Printerland	Ink Toner	£169.45	33.89	£203.34
Cornwall Council	Litterbin Emptying 2026/2027	£407.36	81.47	£488.83
Elan City Ltd	Mobile Speed Camera Batteries	£309.84	61.97	£371.81
Rural Services Partnership	Annual Subscription	£55.12	11.03	£66.16
Vision ICT Ltd	Website Hosting & Support	£148.35	£29.67	£178.02
Zurich Town & Parish, Insurer Trust Account	Annual Insurance	£1,081.34		£1,081.34
		£4,391.11	£370.58	£4,761.70

It was agreed to add the following invoices to the above for approval.

LJC Bookkeeping Services (Internal Audit Report) = £250.00

St Erme PFL (Hall Hire 30.04.26) = £23.00

The 'Statement of Accounts' which included the bank reconciliation previously circulated were agreed and it was proposed and seconded and therefore,

RESOLVED that the 'Statement of Accounts' be approved as a true record and duly signed. The clerk will arrange payment of the invoices.

- b) **To receive and approve payments and direct debits delegated to the clerk for year ending 31st March 2027.**

It was proposed and seconded and therefore

RESOLVED that the following payments are delegated to the clerk:-

- Basic Salaries and approved overtime
- Maintenance Contracts – M Dalby Kernowek Gardeners Ltd
 - Grass maintenance
 - Public Rights of Way maintenance
 - Weed treatments.
- Sage UK (Payroll) – Direct Debit
- O2 Mobile (Mobile Phone) - Direct Debit
- The Information Commissioner Office (Data Protection Fee) - Direct Debit
- Microsoft 365 (Computer Software) - reimburse the Clerk on receipt.
- McAfee Total Protection Internet Security (Computer Software) - reimburse the Clerk on receipt.

The Clerk is also able to administer payments for authorisation by two members in relation to the following:

- Items highlighted and delegated to the Clerk within the Council's Financial Regulations.

c) To receive and approve the financial statement and end of year accounts for year ending 31st March 2026.

The financial accounts previously circulated were agreed and it was proposed and seconded with all in favour, and it was therefore,

RESOLVED that the 'Financial Statement and accounts for year ending 31st March 2026' be approved as a true record and duly signed.

d) To receive the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2026.

Members had received copies of the 'Internal Examination of the Council's Procedures' for year ending 31st March 2026 and there were no areas of concern highlighted.

e) Members to consider any conflicts of Interest with BDO LLP who are carrying out our Annual Governance Review.

There were no conflicts of interest declared.

f) To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2026.

Members read and answered each section of the 'Annual Governance Statement' for year ending 31st March 2026.

Cllr Trethewey declared a pecuniary interest and left the room. Cllr Light chaired the next item.

g) To receive, approve and sign the 'Statement of Accounts for the Annual Audit Return' for year ending 31st March 2026.

The accounts previously circulated were agreed and it was proposed and seconded and therefore,

RESOLVED that the 'Statement of Accounts for the Annual Audit Return for year ending 31st March 2026' be approved as a true record and duly signed.

Cllr Trethewey rejoined the meeting.

h) To review the council's current bank procedures for the Bank Accounts.

This item was discussed and members considered the risks associated and it was proposed and seconded with all in favour and, therefore,

RESOLVED to add Cllr Trethewey as an on-line signatory to authorise on-line payments. The Clerk and Cllr Light will arrange the updates to the mandate. The Clerk is only an administrator for the bank accounts, and two signatories or on-line approvals will still be required for all payments.

41/16 To review and agree the dates of the St Erme Parish Council meetings for 2026/2027.

The following dates were agreed.

Tuesday 2nd June 2026, Tuesday 7th July 2026, Tuesday 1st September 2026, Tuesday 6th October 2026, Tuesday 3rd November 2026, Tuesday 17th November 2026 (Public Precept meeting), Tuesday 1st December 2026, Tuesday 12th January 2027, Tuesday 2nd February 2027, Tuesday 2nd March 2027 Tuesday 16th March 2027 (Annual Parish Meeting), Tuesday 6th April 2027, Tuesday 4th May 2027 (Annual meeting of the Council) and Tuesday 1st June 2027.

All full meetings of the Council are usually held at the St Erme Community Centre commencing at 7.30pm, unless otherwise stated on the agenda.

42/26 To review members expenses for 'Travel & Subsistence' outside of the parish.

Members and employees can claim 'Travel & Subsistence' expenses for attending Council meetings or training sessions outside of the parish. The Council's Policy was reviewed and updated with the current recommendations.

43/26 To receive and consider correspondence from different agencies and an update from Cornwall Council regarding the use 'Glyphosate' for weed treatments.

Members received and considered the correspondence and will look at alternate methods of treatment for the following financial year.

44/26 To receive quotations to repair, treat and varnish the Council's wooded noticeboard and seating.

The wooden noticeboard at Trispen Hill needs work and has evidence of woodworm. An estimate from a local tradesperson to treat, sand and re varnish the noticeboard has been received at a cost of £160 plus materials estimated at £40.00. A total estimated total cost of £200.00.

It was agreed that if we treat and carry out these repairs now it will prolong the life of the noticeboard and will save money overall by having to replace it.

It was proposed and seconded and therefore,

RESOLVED for the works to be carried out at the estimated cost of £200.

45/26 To review and update the following documents.

- **Standing Orders.**

The Council's 'Standing Orders' were reviewed and it was agreed that no changes were required at this time.

- **Financial Regulations.**

The Council's 'Financial Regulations' were reviewed and it was agreed that no changes were required at this time.

- **Community Benefit Fund Policy.**

The Council's 'Community Benefit Policy' was reviewed, and it was agreed that no changes were required at this time.

46/26 To receive a report from the Neighbourhood Priority Statement Committee.

Cornwall Council have replied with suggested amendments and comments to consider being included in the draft NPS document. The NPS Committee will be meeting to consider any changes and amendments. This will then be returned and the document formatted ready for the statutory consultation.

47/26 To receive a report from the Health & Wellbeing Working Group.

The Group have not met since our last meeting and are due to meet in June. They have received interest from two members of the public in organising a walking and running group and we will be arranging a meeting with them. The clerk is in the process of checking with our insurance if these groups would be covered under the Council's Public Liability as volunteers, and if not what the increased premium would be.

A couple of people may be interested in helping at a Repair Cafe, but this will need readvertising for more interest if we were to take this forward.

48/26 Councillors to report on any meetings attended as representative:

- **St Erme Playing Field Trust (Cllr Hodgkinson)**

There was no report.

- **St Erme Community Enhancement Group (Cllr Trethewey)**

The community compost scheme went very well, and a small profit was made which will be used towards the community garden. They are looking at having an irrigation system off the water butt on the shed to help with watering. They will be asking the community to help with the community garden, village flower beds and painting the play equipment.

- **St Erme Village Hall (Cllr Light)**

Cllr Light reported that the Village Hall Committee were not sending him the agenda and minutes of their meetings, so was unable to give an update. The Clerk will contact the committee and request that Cllr Light is sent the agenda and minutes for each meeting.

- **St Erme Cricket Club (Cllr P Jones)**

Cllr P Jones reported that at the last meeting they were talking about the current seasons teams and looking at organising the out-field work at the end of the season.

- **Roseland & Truro CAP (Cllr S Jones)**

Cllr S Jones had attended the meeting via teams, and the Clerk will forward the minutes of the meeting to members.

- **Police Liaison meeting (Cllr P Jones)**

Cllr P Jones said that there was nothing to report and it was a short meeting.

49/26 To agree the date of the next meeting to be held on Tuesday 2nd June 2026 at the St Erme Community Centre 7.30pm.

The above date and time were agreed.

SIGNED

CHAIRPERSON

DATE

PART 2 – CONFIDENTIAL

Pursuant to section 1(2) of Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following agenda items.

The minutes of the annual meeting of St Erme Parish Council on Tuesday 5th May 2026 at the St Erme Community Centre.

Those present:

Cllr Trethewey (Chairperson), Cllr Light, Cllr Hodgkinson, Cllr S Jones, and Cllr P Jones.

PART 2 – CONFIDENTIAL

Pursuant to section 1(2) of Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following agenda items.