



The minutes of the meeting held on Tuesday 3rd April 2018 at the St Erme Community Centre

Those present:

Cllr Trethewey (Chairman), Cllr Pound (Vice Chairman), Cllr Hodgkinson, Cllr Riggs, Cllr P Jones and Cllr S Jones.

Those Present:

Mrs S Trethewey (Clerk) and Cllr Eathorne-Gibbons (Cornwall Councillor)

1/18 To accept apologies

Apologies were received and accepted from Cllr Couch who was unwell

2/18 Declarations of Interest in items on the Agenda

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

Cllr Trethewey disclosed a pecuniary interest on the following agenda item:

9) Highways

d) To receive notification of 'Stopping Up Order: Pell Mena, St Erme, Truro

3/18 Dispensations

a) 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

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.

There were no members of the public present

4/18 To receive and approve the minutes previously circulated of the meeting held on Tuesday 6th March 2018

The minutes previously circulated were approved subject to an amendment to minute no 191/17, to include apologies received from Cllr S Jones and Cllr P Jones who had returned late from holiday.

It was therefore

RESOLVED to approve the minutes of the meeting held on Tuesday 6th March 2018 with the amendment to minutes no 191/17, to include apologies received from Cllr S Jones and Cllr P Jones who had returned late from holiday.

5/18 Councillors to discuss any matters with Cornwall Councillor if present

There were no items discussed

6/18 Clerks Update and Report

The clerk updated on the following:

- **Cornwall Council** – The council had received an update on the 2018 Off-Street Parking Order
- **Cornwall Glass Fund** – The information for grant funding from the Cornwall Glass Fund had been forwarded to local organisations and advertised in the parish noticeboards.
- **Great Western Railway** – The council had been informed about the notification of extra train capacity for Devon & Cornwall
- **Cornwall Council** – The council received notification of 'Traffic Orders' on roads during the next financial year for proposed maintenance works

- **Chancery Close: Blocked soak-a-way** – This issue has now been resolved
- **Noticeboard** – Cllr Hodgkinson has mended the noticeboard by the shop

Members had been notified of all correspondences received

7/18 Planning:-

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

- **PA18/02131: 2 Hopscotch Cottages, St Erme, Truro**
A two storey extension on the side of the existing dwelling

This application was discussed and it was

RESOLVED to support this application with no recommendations

b) Update on planning issues:

- **Planning enforcement**

There were no updates

- **Update on the Burrington Development**

There were no updates

c) To receive and agree information on Burrington Developments transferring the public open space north of the new development at Trispen Hill to the ownership of St Erme Parish Council.

No information had been received so it was agreed to forward to the next meeting.

8/18 Finance:

a) Cheques agreed and signed during the last month:

- Chq No 1895 & 1896: Salaries (March) = £1077.18
- Chq No 1897: Post Office Ltd (HMRC Payment) = £107.13
- Chq No 1898: Vision ICT Ltd (New Website upgrade) = £585.00
- Chq No 1899: St Erme Playing Fields Trust (Hall Hire February) = £17.50
- Chq No 1900: St Erme Playing Fields Trust (Hall Hire March) = £45.00
- DD: Sage UK (Payroll) = £7.20
- DD: o2 (Mobile Phone) = £18.70
- Cheques to be agreed and signed
- Chq No 1901: Mrs S Trethewey (Expenses) = £18.00
- Chq No 1902: Trispen Methodist Church (Hall Hire) = £10.00
- Chq No 1903: St Erme Village Hall (Grant 2017/2018) = £300.00
- Chq No 1904: M Pearson (Street Cleansing) = £25.00
- Chq No 1905: Lyreco UK Ltd (Ink Toner) = £168.24
- Chq No 1906: Groundwork UK Ltd (Grant refund) = £431.30

The above accounts were agreed and it was therefore

RESOLVED for Cllr Hodgkinson and Cllr S Jones to sign the cheques which were witnessed by Cllr Pound

b) To update and approve the accounts, budget sheets and bank reconciliations

The accounts previously circulated were agreed and it was therefore

RESOLVED for Cllr Pound to sign the accounts as a true record

c) To receive a report from Cllr Pound on the 'Internal Controls' check

Cllr Pound had carried out an internal check of the council's controls on 28th March 2018 and reported that there were a couple of minor discrepancies where a couple of cheque stubs did not have the initials of signatories and some staff timesheets had not been signed by the clerk. It was agreed to ensure that this is carried out in the future.

d) To agree for Cllr Couch to be added as a Bank Signatory to the council's accounts

It was agreed that Cllr Couch should be added as a signatory for the council's bank accounts, in-line with the policy of two signatories being required for all transactions. It was therefore

RESOLVED for Cllr Couch to be added as a signatory for the council's bank accounts. The mandate was authorised by Cllr Pound and Cllr S Jones as existing signatories.

9/18 Highways

a) To update on Tregassow Lane's flooding issues and drainage scheme/resurfacing

There were no updates

b) To receive an e-mail from a parishioner regarding vehicles being parked on the emergency roads through Killigrew Gardens

This item was discussed and there had been concern in the past of vehicles parking on the emergency roads. The road in question is classed as an adoptable pavement with highways and had been looked into before. It was agreed that the best way forward would be to contact the local Neighbourhood Policeman to speak to the people in question and advise accordingly. The clerk will respond to the resident.

c) To receive an e-mail from a parishioner regarding the flooding at the bottom of Trispen Hill and the trees.

There had been issues with flooding at the bottom of Trispen Hill opposite the junction of Eglos Road; this was quite severe and dangerous at one point when we had a long period of wet weather. Cormac had been contacted to clear the blocked drain. The location can be quite dangerous as the entire road can be flooded and you can be driving into it before you see it. The clerk had contacted Cormac to report the ongoing issues and asked for the gully sucker to attend.

The parishioner stated that they felt the water was coming from the Burringtons development site as the bottom of the field floods quite often and feels that the increase in water at Trispen Hill has been caused by this. The members of the council discussed this and agreed that as the development/field is several meters lower than the road the water was not coming from this location. Members had also checked the road during the heavy rain fall and the water was not coming from the field or the new junction into the development. However water was coming from the bottom of Eglos Road after travelling down Church Lane which was not helping. It was felt that the drain at the bottom of the road is silted up and it was possible the pipe had collapsed further in as it had previously. It was agreed for the clerk to contact Cormac and ask them to recheck the drain with a camera to see if the pipe has collapsed and to clean the drains along Church Lane and the bottom of Eglos Road.

Cllr Trethewey had declared a pecuniary interest on the next item and left the room. Cllr Pound stood in as chairman

d) To receive notification of 'Stopping Up Order: Pell Mena, St Erme, Truro

The council had received notification that the 'Stopping Up Order: at Pellmena will be going to the Magistrates court for approval following Cornwall Council's support. As the council had no objections previously when this was discussed there was no further action required.

Cllr Trethewey rejoined the meeting.

e) To discuss maintenance and required work of the trees at Trispen Hill

The trees along Trispen Hill will need to be thinned out and the removal of some of the lower branches where required. If this was going to take place this year it would need to be carried out now before the main growth restarts. It was agreed for the council's contractor to give a quotation to carry out the work and if the cost falls within the budget set for the maintenance of the grass verges the clerk can instruct for the works to be carried out. It was therefore

RESOLVED for the council's contractor to be instructed to carry out the required works on the trees subject to the above conditions.

10/18 To receive a letter of concern from 'Cornwall for Change' regarding Cornwall Council's proposed funding of the 'Cornwall Stadium' being decided at their next full meeting

Cllr Eathorne-Gibbons (Cornwall Councillor) was invited to put his thoughts on the contents of the letter and he stated that the cabinet had discussed the matter and had resolved for the decision to go to full council so all members of the council could have a say. The Cornwall Council contribution will only be for £3 million and the council will not commit to any further funding.

Cllr Eathorne-Gibbons was asked if he supported the proposal and replied stating that he does support the proposals in principle but would have preferred it if Cornwall Council did not have to put monies in. He believes that Cornwall should have a Stadium but had reservations on the location.

Members of the council stated their views on the proposals but they felt that the decision should be decided by the full council.

11/18 To receive an e-mail from the 'Truro Day' committee regarding participating in this year's Truro Day on Sunday 9th September 2018

This item was discussed and it was agreed that we should reply thanking the Truro Day Committee for their invitation, but we would not be participating this year and to wish them all the best.

12/18 To resolve to enter into the following 'Cornwall Council Agency Partnership Agreements' for 2018/2019

- **Street Cleansing**
- **Grass Cutting**
- **LMP – Public Rights of Way**

Members discussed the Agency Partnership Agreements above and it was

RESOLVED to continue with the Agency Agreements for the year ending 31st March 2019.

13/18 'General Data Protection Regulations' (GDPR)

- a) To update and discuss on information received regarding the forthcoming changes the 'General Data Protection Regulations' (GDPR) and the implications to the council.**

Members had received further information regarding the changes to the regulations and the clerk was starting to put in place the necessary procedures to conform to the regulations. We are still waiting on clarification if the clerk can be the 'Data Protection Officer' and if the members would be required to be the 'Data Controllers'.

14/18 Community Benefits Monies:

- a) To discuss and arrange a public meeting to launch the consultation options for the Community Benefit moneys and the format of the meeting.**

This item was discussed and it was agreed to hold an event at the Community Centre on Saturday 12th May 2018 between 1.00pm and 4.00pm. The organisations that have put forward bids will be asked to do a short presentation of their project commencing at 2.00pm. The clerk will invite all the parish organisations to have a stand at the event to promote their club/groups. This will be advertised through the Village Voice, noticeboards, and website and through the organisations themselves.

- b) To agree the format of the consultation questionnaire**

Members discussed the format of the questionnaire and it was agreed that the best way would be to ask parishioners to prioritize the projects they wish to support, this way it would be easier to allocate the monies to one or more projects. The consultation questionnaire will be over a 21 day period to commence after the 12th May and delivered to every household. Questionnaires will be able to be returned to an allocated post box at the Trispen Stores or e-mailed /posted to the clerk

15/18 To review the following:

- **The council's Risk Assessment**

The council's risk assessment was discussed and the areas that will need to be updated are the addition of outside gym equipment and the implications of the new GDPR coming into force.

- **The council's Insurance cover**

Members discussed the council's Insurance cover and checked that we hold adequate cover for the council's functions. The clerk had already updated the insurance to cover all the new equipment recently purchased. It was agreed that the cover was adequate and the clerk was asked to obtain three quotations to consider prior to the renewal date on 1st June 2018

- **The council's Grant's Policy**

Members discussed this policy and felt that no changes were required.

16/18 Councillor's to report on any meetings attended as representatives:

- **St Erme Village Hall Committee (Cllr S Jones)**

Cllr S Jones reported that they were hoping to carry out renovations to the hall floor over Easter. They held a Craft fair on the 24th March, which was a bit quiet but they did make a small profit.

- **St Erme Cricket Club (Cllr Pound)**

Cllr Pound reported that the Cricket season had been put back a week and was due to start on 28th April 2018. The club had agreed to pay a professional player for their 1st team and were holding fundraising events to help offset the costs.

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

The trust had obtained quotations for getting the carpark from the main gate down tarmacked, the cost was extremely high and the committee agreed that they could only afford to tarmac the areas around the building to make sure these areas are suitable for all disabilities to access.

- **St Erme Neighbourhood Plan Steering Group (Cllr Trethewey)**

Cllr Trethewey reported that the Steering Group will be meeting soon and will hopefully have the majority of the plan drafted, which will then need to be looked over by Cornwall Council prior to the pre-submission.

17/18 To next meeting will be the Annual Meeting on Tuesday 8th May 2018 at the St Erme Community Centre at 7.30pm.

The above date and time were agreed

PART 2

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

18/18 To review the salary and terms of employment for the Street Cleaner

This item was discussed and it was

RESOLVED for the Street Cleaner salary to be increased by 3% to commence from the 1st April 2018. The clerk and Cllr P Jones will carry out the job appraisal.

SIGNED

DATED

CHAIRMAN