



The minutes of the Annual meeting held on Tuesday 8th May 2018 at the St Erme Community Centre

Those present:

Cllr Trethewey, Cllr Pound, Cllr Couch, Cllr S Jones (from 7.40pm), Cllr P Jones (from 7.40pm)

In attendance:

Sally Trethewey (Clerk) and Cllr Eathorne-Gibbons (Cornwall Councillor)

19/18 Election of Chairman and signing of the 'Declaration of Acceptance of Office'

Cllr Trethewey was proposed and seconded to stand as Chairman, it was therefore

RESOLVED that Cllr Trethewey be elected as Chairman. Cllr Trethewey signed the 'Chairman's Declaration of Acceptance of Office'

20/18 To accept apologies

Apologies were received and accepted from Cllr Hodgkinson (Prior engagement) and Cllr Riggs (Unwell)

21/18 Election of Vice-Chairman and signing of the 'Declaration of Acceptance of Office'

Cllr Pound was proposed and seconded to stand as Vice-Chairman, it was therefore

RESOLVED that Cllr Pound be elected as Vice-Chairman. Cllr Pound signed the 'Vice-Chairman's Declaration of Acceptance of Office'

22/18 Declarations of Interest in items on the Agenda

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

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

15) Finance

23/18 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

24/18 To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2018 to 31st March 2019

It was proposed and seconded and therefore

RESOLVED for the chairman to sign the asset register as a true record and to appoint Cllr Hodgkinson as the asset controller

Cllr P Jones and Cllr S Jones joined the meeting

25/18 To appoint representatives to outside bodies

The following representatives was appointed:

Truro & Roseland Community Network Meetings: Cllr Trethewey & Cllr S Jones

Cornwall Association of Local Council's: Cllr Pound and Cllr S Jones

St Erme Cricket Club: Cllr Pound

St Erme Playing Field Trust: Cllr Pound and Cllr Couch

St Erme Community Enhancement Group: Cllr P Jones

St Erme Village Hall Committee: Cllr S Jones

Local Maintenance Partnership – PROWS: Cllr Hodgkinson

Police Parish Liaison Group: Cllr Couch

26/18 To agree the continuation of the following Sub Committees:

- **St Erme Emergency Community Plan Committee**

It was agreed for Cllr Trethewey, Cllr Pound, Cllr S Jones and Cllr Hodgkinson to continue on the St Erme Emergency Plan Committee along with the community members

- **St Erme Neighbourhood Plan Steering Group**

It was agreed for Cllr Trethewey, Cllr Pound, Cllr P Jones and Cllr Hodgkinson to continue on the St Erme Neighbourhood Plan Steering Group along with the community members

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.

27/18 To receive and approve the minutes previously circulated for the meeting held on Tuesday 4th April 2018

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

RESOLVED for the minutes of the meeting held on Tuesday 4th April 2018 to be approved as a true record and duly signed by the chairman.

28/18 Councillors to discuss any matters with Cornwall Councillor if present

Cllr Trethewey stated that although the resurfacing had taken place at Tregassow Lane, there had been no patching of the potholes beforehand. This item is as an agenda item later in the meeting.

29/18 Clerks Update and Report

There clerk reported on the following:

- **Highways – Maintenance of trees along Trispen Hill:** It is too late to carry out maintenance of the trees at this time and it was agreed for the clerk to obtain a quotation from the council's contractor to be agreed ready for works to be carried out at the correct time of year.
- **Ownership of the grass verge into the School Park –** The clerk is waiting to hear back from Cornwall Council to see if the education authority is responsible for this area. If we are unable to find ownership, it was agreed to go through land registry

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

30/18 Planning:-

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

- **PA18/04023:** Lanhay, Trispen, Truro - Proposed single storey flat roof extension to rear

The above application was discussed and it was proposed and seconded and

RESOLVED to support the application with the following recommendation but would like to question the regulations on the closeness of the existing septic tank to the new extension

b) Update on planning issues

Members were notified that Progress Land Ltd would be holding a public exhibition consultation event on 23rd May at the St Erme Village Hall between 2.00pm to 7.30pm regarding developing land at Trevispen Veor Farm.

31/18 To agree the annual subscriptions for 2018/2019 as follows:

This item was discussed and it was proposed and seconded and

RESOLVED to continue the following subscriptions

- **Cornwall Association of Local Councils**
- **Society of Local Council Clerks**
- **St Erme & Trispen Village Voice**
- **Data Protection registration**

Cllr Trethewey had declared a pecuniary interest on the next item and left the room:

Cllr Pound as Vice-Chairman took the chair.

32/18 Finance:

- a) **To receive the financial statement of accounts for the year to date and to approve payments as follows:**

Cheques agreed and signed during the last month:

Chq No 1907 & 1908: Salaries (Month 1) = £1144.66
Chq No 1909: Playsafety Ltd (Annual Inspection Report) = £ 172.20
DD: Sage UK (Payroll) = £7.20
DD: o2 (Mobile Phone) = £19.44

Cheques to be agreed and signed:

Chq No 1910: Mrs S Trethewey (Expenses) = £18.00
Chq No 1911: Information Commissioner (Annual Data Protection Registration) = £35.00
Chq No 1912: M Pearson (grass verges) = £185.00
Chq No 1913: Lyreco UK Ltd (Ink Toner/Stationary) = £191.63
Chq No 1914: Cornwall Alc Limited (Annual Subscription) = £419.49
Chq No 1915: Vision ICT Ltd (Annual Website Hosting) = £144.00
Chq No 1916: Cornwall Council (Dog Bin emptying for 2017/2018) = £39.97
Chq No 1917: St Erme WI (Providing Refreshments) = £20.00
Chq No 1918: Signs of Cheshire Limited (New Noticeboard) = £2100.00

Total Payments = £4,496.59

It was proposed and seconded for the Statement of Accounts above to be agreed and it was therefore

RESOLVED for the chairman to sign the financial statement as a true record and for Cllr S Jones and Cllr Pound to sign the cheques which were witnessed by Cllr P Jones.

- b) **To receive and approve the financial statement and end of year accounts for year ending 31st March 2018**

It was proposed and seconded for the Statement of Accounts for year ending 31st March 2018 to be agreed and it was therefore

RESOLVED for the chairman to sign the financial statement for year ending 31st March 2018 as a true record

- c) **To receive and discuss the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2018**

The Internal Report previously circulated was discussed and it was agreed to look at the recommendations in more detail as an agenda item at the next meeting and to put any necessary procedures in place.

- d) **To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2018**

Members read and answered each question of the Annual Governance Statement in turn and it was

RESOLVED for the Chairman to sign the Annual Governance Statement as a true record.

- e) **To receive, approve and sign the Statement of Accounts for the Audit Returns for year ending 31st March 2018**

Members had received copies of the Statement of Accounts for the Audit Return and it was proposed and seconded with all in favour and

RESOLVED for the Chairman to duly sign the Statement of Accounts for the Audit Returns as a true record for year ending 31st March 2018

- f) **To agree a rota to carry out the 'Internal Controls' for the period of 1st April 2018 to 31st March 2019**

A rota was agreed to carry out the internal controls throughout the year to be reported to the full council of the following meeting

Cllr Trethewey re-joined the meeting

33/18 To review and agree the dates of the St Erme Parish Council meetings for 2018/2019

The following full council meeting days were agreed for the forthcoming year:

Tuesday 5th June 2018, Tuesday 3rd July 2018, Tuesday 4th September 2018, Tuesday 2nd October 2018, Tuesday 6th November 2018, Tuesday 20th November 2018 (Public Precept Meeting), Tuesday 4th December 2018 (St Erme Village Hall), Tuesday 8th January 2019 (2nd Tuesday), Tuesday 5th February 2019

Tuesday 5th March 2019, Tuesday 19th March 2019 (Annual Parish Meeting), Tuesday 2nd April 2019, Tuesday 7th May 2019 (Annual Meeting)

34/18 Highways:

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

Viv Bidgood of Cornwall Council had stated by e-mail that they were waiting for permission to enter the site to carry out borehole tests. It was agreed for the clerk to write to Mr Bidgood regarding the resurfacing asking for confirmation if the potholes/patching had been carried out beforehand.

b) To update on the response received from Cormac regarding the flooding at the bottom of Trispen Hill

Cormac have stated that they have checked the drainage at the bottom of the hill stating that they had removed the silt and that the pipe had not collapsed and the issue has been addressed. It was agreed to members to take photos of the drain if the problem arises again and forward to the clerk.

c) To receive a letter from a parishioner regarding visibility from the Truthan View junction and the possibility of double yellow lines

Members discussed this item and members thought that the vehicles in question were within the legal distance from the junction in question. The clerk will respond explaining this and the consultation process if it was thought that yellow lines may be required in the future.

d) To receive and respond to the 'Community Networks Highway Scheme' briefing note

This item was discussed and it was felt that this may be an opportunity to look at applying for a 'Flashing Speed Sign' and speed restrictions. It was agreed to ask Mr Bidgood (Cormac) to attend an informal meeting to discuss this proposed project and the other highways issues.

35/18 'General Data Protection Regulations' (GDPR)

a) To update and put in place procedures for the changes to the 'General Data Protection Regulations' (GDPR)

The clerk is carrying out the relevant changes and will be attending a training course on 16th May 2018 with Cllr Couch. Hopefully more information will be available regarding the DPO and any additional procedures we may need to put in place. It was agreed this will be an agenda item of the next meeting.

36/18 To receive our external play equipment annual inspection reports and address any issues highlighted

Playsafety Ltd had carried out our Annual Inspection during April which included the new equipment purchased last year. The report showed that there were a few low risk remedial works required at the school playing field and it was agreed to ask the Street Cleaner to see he would be able to carry out these small jobs.

37/18 To receive and respond to Cornwall Council's consultation - 'Minerals Safeguarding Development Plan Document – Schedule of Modifications'

This item was discussed and there were no comments to put forward.

38/18 Community Benefits Monies:

To update and finalise on the public meeting to be held on 12th May 2018 to launch the consultation options for the Community Benefit moneys and the format of the meeting

The finer details for this meeting are in place and Cllr Trethewey agreed to open the meeting and introduce each bidder. A few local organisations had agreed to hold a stand and the clerk had advertised the event in the usual places and in the Village Voice.

39/18 To discuss and agree on the installation of the new Noticeboard and associated works

Cllr Hodgkinson had previously informed that clerk that he would be happy to install the new noticeboard with help from other members. It is just a case of removing the old board and replacing with the new one. It was agreed to tidy up the area by repainting the walls and seating. It was agreed for the clerk to purchase materials provided that it stays within the noticeboard budget.

40/18 To receive and agree on quotations for the council's Insurance to commence on 1st June 2018

The clerk had requested three quotations from insurance providers and had received two back. The members had previously looked at the report provided by the clerk on the details of both quotations and the cover they provided.

Following discussion is was proposed and seconded and

RESOLVED to go with Came & Company on a three year agreement at a cost of £856.64pa. It was agreed for the cheque to be signed at the meeting by Cllr S Jones and Cllr Pound

41/18 To receive and agree on quotations for Road Sweeping for this financial year

The clerk had requested three quotations and had received two back which were discussed. It was proposed and seconded and

RESOLVED to use South West Sweepers to carry out the road sweeping for this financial year. It was agreed for the clerk to arrange these works through the year providing the cost is kept within budget.

42/18 To receive and consider renewing the council's mobile phone contract to a 24 month sim only contract at a monthly cost of £11.50.

This item was discussed and it was agreed that as the current mobile phone is still fine for the purpose required the best option would be to keep the phone and change to a 24 month sim only contract. It was proposed and seconded and therefore

RESOLVED to enter a 24 month sim only contract with O² at a cost of £11.50 per month.

43/18 Councillors to report on any meetings attended as representatives:

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

Cllr Pound reported that youth coaching had now started with a good turnout so far and they will be holding a bingo and a race night over the next few months to raise funds.

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

Cllr Trethewey reported that the writing of the plan was progressing well and that hopefully the pre-submission consultation will follow shortly.

- **St Erme Playing Field Trust**

Cllr Trethewey reported that the 'Trust' had sort advice and that their invoicing will now be carried out by the Ltd Company for easier accounting. The trust will then bill the Ltd Company monthly to reimburse. Clients will then only have to deal with one company.

44/18 To agree the date of the next meeting to be held on Tuesday 5th June 2018 at the St Erme Community Centre 7.30pm

The above date and time were agreed.

SIGNED

CHAIRMAN

DATED