



The minutes of the meeting held on Tuesday 5th June 2018 at the St Erme Community Centre

Those present:

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

In attendance:

Mrs Sally Trethewey (clerk) and Cllr Eathorne-Gibbons (Cornwall Councillor)

45/18 To accept apologies

There were no apologies

46/18 Declarations of Interest in items on the Agenda

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

There were no declarations of interest received

47/18 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 declarations of interest 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

48/18 To receive and approve the minutes previously circulated for the annual meeting held on Tuesday 8th May 2018

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

RESOLVED to approve the minutes of the annual meeting held on Tuesday 8th May 2018 as a true record which were duly signed by the Chairman

49/18 Councillors to discuss any matters with Cornwall Councillor if present

There were no items discussed

50/18 Clerks Update and Report

The clerk updated on the following:

Truro Cycling Campaign – It was agreed to arrange an informal meeting with the Truro Cycling Campaign Group regarding future cycling provision. Members of both the parish council and the Neighbourhood Plan Group will be invited.

Ownership of the grass verge into the School Park from School Lane – This land is not currently registered and the clerk will look into the process of getting this land registered to the council.

PC Hosking (Devon & Cornwall Police) – The council had received an update regarding parking issues at Killigrew Gardens from PC Hosking,

Cornwall Council (Tree Wardens) – The clerk will try to find more information on this item. Cllr Riggs said that he would be interested in being a tree warden for the parish.

Noticeboard – The old noticeboard will be removed and the new one put in place over the next two to three weeks.

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

51/18 Planning:-

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

- **PA18/04390 -The Coach House, Truthan, St Erme, Truro**
Construction of single storey outbuildings for storage to replace existing outbuildings damaged by fallen tree

This application was discussed and it was proposed and seconded and

RESOLVED to support the application with no recommendations

- **PA18/04617 – Resugga Farm, St Erme, Truro**
Sub-division of existing dwelling to create two dwellings

This application was discussed and it was proposed and seconded and

RESOLVED to support the application with no recommendations

- **PA18/04575 - Tresithick Vean, St Erme TR4 9AU**
Proposed subdivision of the property to separate the annexe from the dwelling

This application was discussed and it was proposed and seconded and

RESOLVED to support the application with no recommendations

b) Update on planning issues

There were no updates

c) Update on the Burringtons' development

Burrington's are due to start the next phase of the Eglos Road development during June.

52/18 Finance:

a) To receive the financial statement of accounts for the year to date and to approve payments.

Cheques agreed and signed during the last month:

Chq No 1919: Came & Company (Annual Insurance) = £856.64

Chq No 1920 & 1921: Salaries (Month 2) = £1144.66

DD: Sage UK (Payroll) = £7.20

DD: o2 (Mobile Phone) = £19.44

Cheques to be agreed and signed:

Chq No 1922: Mrs S Trethewey (Expenses) = £42.00

Chq No 1923: M Pearson (grass verges) = £250.00

Chq No 1924: Cornwall Alc Limited (GDPR Training) = £108.00

Chq No 1925: A to Z Supplies (Street Cleaning Equipment) = £2.03

Chq No 1926: A to Z Supplies (Street Cleaning Equipment) = £29.38

Chq No 1927: St Erme Playing Fields Ltd (Hall Hire April) = £17.50

Chq No 1928: Rob Larter (Internal Audit Fee) = £225.00

Chq No 1929: SLCC (Annual Membership) = £158.00

Total Payments = £2,859.85

It was agreed to add the following payment that had been received after the agenda had been published.

Chq No 1930: Lyreco UK Ltd (Ink Toner) = £337.19

It was proposed and seconded and therefore

RESOLVED to approve the statement of accounts as above. Cllr Hodgkinson and Cllr S Jones signed the cheques which were witnessed by Cllr Pound.

b) To receive and approve the bank reconciliation for the period ending 31.04.18 and budget sheets

The bank reconciliation and budget sheet previously circulated were agreed and it was proposed and seconded and therefore

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

- c) **To receive and adopt the Annual Report for year ending 31.03.18 and agree to arrange printing for circulation in the parish.**

The draft Annual Report previously circulated was agreed and it was proposed and seconded and therefore

RESOLVED to adopt the Annual Report for year ending 31st March 2018 and arrange the printing and delivering of the report to parishioners. A copy will also be displayed on the council's website.

53/18 Highways:

- a) **To update on Tregassow Lane's flooding issues and drainage scheme and the recent resurfacing.**

Members discussed the response received from Cormac regarding the recent surfacing who stated that the road was extensively patched prior to surface dressing. Members are not convinced that this was carried out appropriately and have asked the clerk to reply with photos showing where the road is already breaking up.

The clerk informed members that the landowner should now have given Cormac permission to carry out borehole tests for the drainage scheme.

It was agreed for the clerk to chase the highways manager with regards to the informal meeting and to include the above issues.

- b) **To receive further information to the 'Community Networks Highway Scheme' briefing note and agree to put forward a scheme for a 'Flashing Speed Sign' and speed restrictions for School Lane.**

Members discussed this item and it was agreed that we should submit an application to the 'Community Networks Highway Scheme' for the speed reduction of traffic along School Lane. To include possible flashing speed monitor, 20mph restrictions, signs and awareness leaflet for the promotion of walking/cycling to school. The clerk will contact the school to see if they would like to be involved with the project. The council already have £6,000 set aside that could be put towards the project.

It was proposed and seconded and therefore

RESOLVED to apply as above to the 'Community Network Highway Scheme' towards the project for School Lane.

54/18 'General Data Protection Regulations' (GDPR):

- a) **To receive a report from the clerk on the GDPR training attended and agree to put in place procedures and the purchase of any required IT software for the changes to the 'General Data Protection Regulations' (GDPR).**

Members discussed the necessary procedures that need to be put in place and it was agreed that the members of the council and the clerk should each have an e-mail address set up provided by the council for council use only. After researching the best options it was agreed to go with Vision Websites to provide secure e-mail addresses that can be accessed through normal methods. This would cost £18.00 per address per year and eight would be required.

To view sensitive documents it was felt that the best way forward would be to ask our website host Vision ICT to set up a secure 'User Management Area' for members to sign in. Vision ICT can offer this for a one off set up fee of £75.00 which would include three separate user areas. One can then be set up for the Emergency Plan coordinators to access the Plan.

The draft 'Privacy Policy' previously circulated was agreed.

The internal controls and annual reporting for the GDPR will be set up and discussed further as part of the council's risk management and internal control procedures as per agenda item 13.

It was proposed and seconded with all in favour and therefore

RESOLVED to adopt the council's 'Privacy Policy' and to arrange the set up of e-mail addresses' for the clerk and members at cost of £18.00 per account per year; also the 'User Management Area' at a one off cost of £75.00. These will both be through the council's website host Vision ICT.

55/18 Community Benefits Monies:

To receive letters from the organisations that submitted bids stating that they would be happy to reduce their bids by 5% which would fall within the monies available and to resolve how to proceed.

This item was discussed and by reducing each bid by approximately 5%, the bids would then fall within the available monies and each bidder would then benefit for their project. Members felt that the community had had the opportunity to attend and to put across their comments at the recent public presentation. There had been no objections so it was therefore proposed and seconded and

RESOLVED to approve the bids for the Community Benefits monies subject to the bidders completing and returning the application form and relevant information as set out by the council's policy for applying for grants.

The clerk will update the community through the next issue of the Village Voice.

56/18 To receive the formal contract to sign as previously agreed (Minutes number 121/16 meeting held on 4th October 2016) to purchase the Trispen Hill telephone box at a cost of £1.00 from BT Plc

Members discussed this item and had received and read a copy of the contract and it was proposed and seconded and therefore

RESOLVED to adopt the telephone kiosk at Trispen Hill and to request that the electric is left in place if possible for the sum of £1.00. The Chairman signed the contract and it was agreed that the monies from the Council Tax Support Grant for this financial year be placed in a budget for the necessary costs for repairs, insurance premiums and associated costs.

The clerk will ask in the Village Voice for ideas to be put forward for the future use of the kiosk.

57/18 Council's Internal Controls

- a) To consider the council's Internal Audit report and 'Review the Council's 'Effectiveness of Internal Control' and address any recommendations**

Members considered the areas highlighted in the Internal Audit report and reviewed the council's 'Effectiveness of Internal Controls' and put new controls in place to cover the new GDPR regulations. This will then be circulated to members and adopted at the next meeting.

The clerk had sought advice from CALC regarding the areas highlighted on the council's asset register and was advised that our current procedures were adequate and that we did not require an independent valuation of our assets.

- b) To receive Cllr S Jones report on the Internal controls check for the first quarter.**

Cllr S Jones had been unwell and it was agreed that Cllr Couch will carry out the internal controls prior to next month's meeting.

58/18 To receive a report from the clerk and consider whether the council should have a Staffing Committee

Members read and considered the report and felt that a Staffing Committee was not required. Members asked the clerk to draft up the relevant policies that were required. The staff's contracts required updating and a draft amendment will be made for the change in contracted hours to be agreed and placed with the current contracts.

59/18 To receive a schedule of training events from CALC and agree any attendance by members or the clerk

Members had received copies of the training still available and it was proposed and seconded and

RESOLVED for Cllr Riggs and Cllr Couch to attend the 'Councillors Skills Day' on the 7th July 2018 at a cost of £65.00 each.

60/18 To receive a request for a litterbin at the Chancery Close car park.

This item was discussed and the clerk informed members that the council had a spare bin with a wooden post that could be used. It was proposed and seconded and

RESOLVED for the litterbin to be placed at the Chancery Close car park on a trial basis.

61/18 To review and agree the council's works schedules and tenders that are due for renewal from 1st April 2019 for grass maintenance, PROW's and weed treatments

Members discussed this item and agreed that the current level of maintenance was adequate and that the clerk put out to tender the contracts on a three year agreement to commence on 1st April 2019. This will be advertised locally and in the West Briton during August. It was therefore

RESOLVED for the clerk to pay and place a boxed advert in the West Briton for one issue in August.

62/18 To consider the council's grant requests for y/e 31.03.19 and resolve to allocate funds to organisations that have applied as per the council's Grant Policy.

The available funds as set out in the precept were agreed for each application and the clerk will inform each organisation of their allocated funds and how to claim their grants as per the council's Grant Policy.

63/18 Councillors to report on any meetings attended as representatives:

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

There were no updates

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

Cllr Trethewey informed members that the draft plan will be going to Cornwall Council for advice by the end of the week.

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

There were no updates

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

Cllr S Jones reported that the Village Hall had held their AGM and the officers and committee remained the same. The maintenance to the hall floor had now been completed

- **Truro & Roseland Community Network meeting (Cllr Trethewey)**

Cllr Trethewey reported that they had received a talk from Biffa regarding the waste collections and there was an overview on the new 'Community Networks Highway Scheme'

64/18 To agree the date of the next meeting to be held on Tuesday 3rd July 2018 at the St Erme Community Centre 7.30pm

The above date and time was agreed

SIGNED

CHAIRMAN

DATED