



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

Those present:

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

In attendance:

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

65/18 To accept apologies

There were no apologies

66/18 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:

19) To review and agree amendments to employee contracts.

67/18 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

68/18 To receive and approve the minutes previously circulated for the meeting held on Tuesday 5th June 2018

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

RESOLVED that the minutes of the meeting held on Tuesday 5th June 2018 be approved as a true record and duly signed by the chairman

69/18 Councillors to discuss any matters with Cornwall Councillor if present

There were no items discussed

70/18 Clerks update and report

The clerk reported on the following:

Highways England: Update on A30 Chiverton to Carland scheme which stated that the landowners that will be affected where currently being contacted.

The grass verge into the School Park: This area is still being looked into and it appears not to be registered and we are currently looking into the next step.

Cornwall Council (Tree Wardens) – After receiving further clarification a tree warden would be responsible to organise and encourage the community to get involved in tree projects in the area. It was decided to put an article in the next issue of the village voice to see if anyone in the community would like to be involved.

Cornwall Council – Events planning: The council had received details regarding informing Cornwall Council to register any community events being held for the '100 years end of the First World War' celebrations

Truro & Roseland Community Network Highways Scheme: The clerk has submitted the 'Expression of Interest' form for a scheme for School Lane and Eglos Road as previously agreed

Noticeboard/Flower Tubs – The clerk was having difficulty in obtaining quotations and has now received one and waiting for a second.

71/18 Planning:-

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

- **PA18/05231: 17 Truthan View, Trispen, St Erme, Truro – proposed extension**

This application was discussed and it was proposed and seconded with all in favour and therefore

RESOLVED to support the application with no recommendations

b) Update on planning issues:

- **Community Led Housing Initiatives in St Erme**

The clerk had informed members that Cornwall Council had written to council's to see if parishes wished to look at community led housing initiatives. It was agreed for the clerk to reply informing that we have already started our Neighbourhood Plan which will take into account the parish's future needs.

- **To receive and respond to a letter from the North Coast Cluster Group regarding 'Neighbourhood Plans, Affordable Housing and Cornwall Local Plan Housing Apportionment'**

After reading the letter and speaking to Cornwall Council it was agreed not to respond at the time. The clerk will forward Cornwall Council's official response to the group's letter once it's on the planning portal. The item can then be put on as a future agenda item if members wish to discuss further.

c) Update on the Burringtons' development

There were no further updates. Cllr Pound asked if the clerk could contact Burrington's with regards to the proposed agreement for the council to take ownership of the open space to the north of the site.

72/18 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 1931: B.T Payphones (Purchase of K6 Kiosk) = £1.00

Chq No 1932 & 1933: Salaries (Month 3) = £1144.66

Chq No 1934: Post Office Ltd (HMRC Payment) = £100.89

DD: Sage UK (Payroll) = £7.20

DD: o2 (Mobile Phone) = £8.98

Cheques to be agreed and signed:

Chq No 1935: Mrs S Trethewey (Expenses) = £18.00

Chq No 1936: M Pearson (grass verges) = £185.00

Chq No 1937: M Pearson (PROWS: LMP maintenance) = £360.00

Chq No 1938: St Erme Playing Fields Ltd (Hall Hire May) = £40.00

Chq No 1939: South West Sweepers Ltd (Road Sweeping 01.06.18) = £396.00

Chq No 1940: Vision ICT Ltd (E-mailing Host) = £151.20

Chq No 1941: Lyreco UK Ltd (Ink Toner) = £168.95

Chq No 1942: M Pearson (Weed treatments) = £485.00

Chq No 1943: St Erme Playing Fields Ltd (Hall Hire June) = £12.50

Total Payments = £3,079.38

The accounts above were previously circulated with the addition of cheques No's 1941, 1942, 1943 added as these invoices were received after the agenda had been displayed but were due for payment prior to the next meeting of the council.

It was proposed and seconded and therefore

RESOLVED for the cheques to be signed by Cllr Riggs and Cllr S Jones which were witnessed by Cllr Pound.

b) To receive and approve the bank reconciliation for the period ending 31.05.18 and budget sheets

The bank reconciliations and budget sheets previously circulated were agreed and it was proposed and seconded and therefore

RESOLVED for the accounts for the period 31.05.18 to be approved as a true record and duly signed.

c) To receive a report from Cllr Couch on the council's internal audit checks

Cllr Couch had carried out the council's internal control checks on 02.07.18 and completed the council's adopted report form. There were no areas of concern, but a couple of points noted. A copy of the report will be retained and can be viewed on request.

73/18 Highways:

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

Members are due to meet with Cormac Ltd on 4th July for an update.

74/18 To consider and respond to the 'Local Government Boundary Commission' consultation: 'Electoral Review of Cornwall – Draft Recommendations'

This item was discussed and it was agreed that no further comment was required

75/18 To update on the 'General Data Protection Regulations' (GDPR).

The clerk is continuing to put measures in place and updated that the e-mail addresses for the clerk and members were now set up and that the 'User Management' section on the website is due to be up and running in the next few days.

76/18 To update and receive an inventory to purchase items for repairing the telephone kiosk at Trispen Hill

The chairman had carried out an inventory of what is required to start the process of restoring the kiosk. A price had been obtained from an approved supplier. The main items costed out to be £400.00 plus the cost of acquiring safety glasses, face masks, wire brushes, paint brushes etc. The only item that could not be found is a new or refurbished door closer. Cllr Hodgkinson stated that he would carry out some research and try to acquire a price for one.

The clerk informed members that the kiosk had been added to the council's insurance for public liability purposes and insured for all risks for £1,000.00. This will be reviewed once the kiosk is refurbished and to take into account its new use.

It was proposed and seconded and therefore

RESOLVED for the clerk to purchase the required items including a new door opening provided the total cost is within the budget.

77/18 To receive and respond to the 'Cornwall ALC Member Survey 2018'

The survey was discussed and completed

78/18 To receive and adopt the following documents:

- 'Review the of Council's 'Effectiveness of Internal Controls'
- The council's 'Risk Assessment'

The above documents previously circulated were agreed and it was proposed and seconded and therefore

RESOLVED that the council's reviewed 'Effectiveness of Internal Controls' report and 'Risk Assessment' be adopted.

79/18 To review the following documents and policies:

- Standing Orders
- Financial Regulations
- Equality Policy
- Discipline and Grievances at Work Procedures

Each document above was reviewed and minor changes made to be adopted at the next meeting of the council.

80/18 To update on the St Erme Neighbourhood Plan

Cllr Trethewey reported that the draft plan had gone in to be looked at by a Cornwall Council officer who was happy with the document and had put it forward to be checked to see if a 'Strategic Environment Assessment' is required. Responses to this should be received by the 10th July 2018. If no assessment is required we will be able to start the pre-submission process.

81/18 Councillors to report on any meetings attended as representatives:

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

Cllr Pound did not attend the last meeting

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

Cllr Couch stated that the 'Trust' had held their AGM and officers were elected for the following year

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

Cllr S Jones reported that they had applied for several grants towards the proposed disabled access for the fire escape.

- **St Erme Emergency Plan Committee (Cllr Trethewey)**

Cllr Trethewey reported that the plan was currently being reviewed and making sure the document is GDPR compliant. The committee is looking at carrying out further 'defibrillator' training in August.

82/18 To agree the date of the next meeting to be held on Tuesday 4th September 2018 at the St Erme Community Centre 7.30pm

The above date and time were agreed.

Cllr Trethewey had declared an interest on the next item and left the room

Cllr Pound stood in as Chairman

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

Cllr Riggs gave his apologies and left the meeting

83/18 To review and agree amendments to employee contracts.

Members had received copies of the proposed amendments to bring the employees contracts up to date. A couple of further amendments were proposed and agreed. The areas that required change were an update to the current basic hours and the date of salary payment.

It was agreed for the clerk to write up the changes and arrange for Cllr Pound (Vice-Chairman) to sign the amendments.

SIGNED

CHAIRMAN

DATED _____.