



The minutes of the meeting held on Tuesday 2nd October 2018 at the St Erme Community Centre

Those present:

Cllr Trethewey (chairman), Cllr Pound (Vice-Chairman), Cllr Riggs, Cllr Couch and Cllr S Jones (from 7.35pm)

In attendance:

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

106/18 To accept apologies

Apologies were received and accepted from Cllr Hodgkinson (Holiday) and Cllr P Jones (Away)

107/18 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:

16) Clerk's review and appraisal

- a) To review the clerks salary and expenses and to arrange for the clerks appraisal.

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

7) Planning:-

- a) To consider any planning applications received up to the date of the meeting: -
 - PA18/08284: 94 Trenchcreek Close, Trispen TR4 9RA

108/18 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

Cllr S Jones joined the meeting

109/18 To receive and approve the minutes previously circulated for the meeting held on Tuesday 4th September 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 4th September 2018 be approved as a true record and duly signed.

110/18 Councillors to discuss any matters with Cornwall Councillor if present

There were no items discussed

111/18 Clerks update and report

The clerk reported on the following:

Ownership -of the grass verge into the School Park is still on-going

North Coast Cluster Group – 'Public Availability for Economic Viability Appraisals' and 'Affordable Housing and Cornwall Local Plan Housing Apportionment'

K6 Telephone Kiosk – All parts have now been received and refurbishments can now start.

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

Cllr Riggs declared and interest on the next item and left the room.

112/18 Planning:-

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

- **PA18/08284: 94 Tren creek Close, Trispen TR4 9RA**
Replace the existing attached garage to side with a two storey extension including integral garage

This planning application was discussed and it was

RESOLVED to support this application

Cllr Riggs re-joined the meeting

- **PA18/08836: Lanhadron, Trispen, Truro**
Listed building consent for demolition of unsafe chimney and reconstruction of same to height to comply with the Building Regulation requirements for a flue adjacent to a thatched roof

This planning application was discussed and it was

RESOLVED to support this application

b) Update on planning issues:

- **PA18/07971: Land south of Tallamar, Trispen – notification of ‘Discharge of Conditions’**

Members were informed of the above

c) Update on the ‘Burringtons’ development

It was agreed to request that white lining to mark the junction into the new road should be carried out and to ask for an update about the transfer of the open space to the north of the site

It was agreed to bring the following agenda item forward:

113/18 Highways:

a) To update on Tregassow Lane’s flooding issues and drainage scheme

There were no further updates and the clerk will chase again

b) To update on the issues with the emergency roads within Killigrew Gardens.

All agencies were in agreement to produce our own letter/leaflet from all parties to deliver direct to the properties at Killigrew Gardens, except Cormac Ltd who would like us to use a leaflet already endorsed. It was agreed to save time to agree with this and the local policeman and fire department will go out delivering in the area. Cormac also stated that they would not support the cost of bollards if required and that the parish council would have to cover these costs if we decided to install them.

c) To update on the CNA Highways Scheme submission for St Erme.

St Erme has been highlighted in the top three schemes with two options, one to go with the 20mph zone in parts of the village and the other to carry out a feasibility study for the whole village. The details of the options are not clear and it was agreed for the clerk to find out further information

114/18 Finance:

a) To receive the financial statement of accounts, bank reconciliation and budget sheets for the year to date and to approve payments.

Cheques agreed and signed during the last month:

Chq No 1956 & 1957: Salaries (Month 6) = £1223.14

Chq No 1658: HM Revenue & Customs (2nd Qtr. HMRC payment) = £123.89

DD: Sage UK (Payroll) = £7.20

DD: o2 (Mobile Phone) = £13.80

Cheques to be agreed and signed:

Chq No 1959: Mrs S Trethewey (Expenses) = £48.00

Chq No 1960: M Pearson (grass verges) = £185.00

Chq No 1961: St Erme Playing Fields Ltd (Hall Hire August) = £5.00

Chq No 1962: Lyreco UK Ltd (Stationary) = £107.51

Chq No 1963: PKF Littlejohn LLP (Assurance review of Annual & Accountability Return) = £480.00

Chq No 1964: X2Connect Ltd (K6 Kiosk parts for repair) = £431.53
Chq No 1965: Trispen Methodist Church (Community Benefits Monies) = £626.00
Chq No 1966: A to Z Supplies (Refuse Bags) = £26.39
Chq No 1967: Lyreco Uk Ltd (Toner/stationary for the Neighbourhood Plan) = £337.19
Total Payments = £3614.65

The above accounts were agreed and it was proposed and seconded and therefore

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

b) To consider and agree to transfer funds from the optional costs budget to the running costs budget.

Members had received information on the budget revenue to date and due to additional costs to the website and new members e-mail's to conform with the new GDPR Regulations it was proposed and seconded to and therefore

RESOLVED to transfer £200.00 from the optional costs budget to the running costs budget.

c) To receive the 'Annual Return -Limited Insurance Review' of the year ending 31st March 2018

Members had received copies of the 'Annual Return – Limited Insurance Review' and a copy had been put on the council's website and noticeboards.

d) To consider the draft budget and precept for the year ending 31st March 2020 and the Public Precept meeting to be held on 20th November 2018

Members looked at the 1st draft budget

e) Cllr Riggs to report on the council's Internal controls check

Cllr Riggs carried out the internal controls and reported that there were no concerns. A copy of the report is kept on file.

115/18 To receive and respond to the following consultations:

a) Cornwall Council: Licensing Act Policy Consultation

Members discussed the consultation and there were no comments

116/18 To receive a request from a parishioner to consider getting the locally known roads of Chapel Road and School Lane officially registered.

This item was discussed the clerk had contacted Cornwall Council to see what would be involved. We would need to write to all addresses that it would effect to see if everyone is in agreement. There may be some costs to residents as they would need to update all the correspondence addresses if it went ahead. If everyone was in agreement the council would contact Cornwall Council to progress to the next stage.

It was agreed to write to all residents first explaining the situation and gauge their opinion before continuing

117/18 To consider and agree to purchase a secure paper shredder

Due to the security of the disposal of confidential information the clerk has requested the purchase of a secure paper shredder. Members have received three quotations and it was agreed to purchase shredder from Lyreco UK. It was therefore proposed and seconded and

RESOLVED to purchase a shredder from Lyreco UK Ltd at a cost of £99.86

118/18 To discuss and agree to swap the council's filing cabinet to a lockable cabinet

The council had been offered a free lockable filing cabinet to replace the council's current cabinet which did not lock. This is required to conform to the GDPR Regulations to secure confidential information. It was therefore proposed and seconded and

RESOLVED for the clerk to accept the free filing cabinet and for the old cabinet to be disposed of

119/18 Councillors to report on any meetings/training attended as representatives:

• St Erme Cricket Club (Cllr Pound)

The club will be holding their end of season do and presentation at the Community Centre on the 19th October. The first team will be relegated next season and the second team are looking at changing to the West Division.

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

The Neighbourhood Plan Pre-Submission 6 week consultation commences on 15th October 2018, with public consultation events on 21st October and 24th October.

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

The annual Firework night is scheduled for 3rd November

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

They are continuing to raise funds for their disabled access and have held another Craft Fair. The recent Macmillan Coffee morning was very well attended and raised a record amount this year.

- **Councillor Skills Day (Cllr Couch)**

Cllr Couch found this day very interesting and was able to carry out her Code of Conduct training at the same time.

120/18 To agree the date of the next meeting to be held on Tuesday 6th November 2018 and the Precept Public meeting on Tuesday 20th November 2018 at the St Erme Community Centre 7.30pm

The above dates and times 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

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

121/18 Clerk's review and appraisal

a) To review the clerks salary and expenses and to arrange for the clerks appraisal.

Members reviewed the clerks salary and it was proposed and seconded and therefore

RESOLVED to increase the clerk's salary as per the National Association of Local Council's recommendation from April 2019. The clerk's appraisal will be carried out in November/December.

SIGNED

CHAIRMAN

DATED
