



The minutes of the annual meeting of the council held on Tuesday 7th May 2019 at the St Erme Community Centre

Those present:

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

In attendance:

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

34/19 Election of Chairman and signing of the 'Declaration of Acceptance of Office'

It was proposed and seconded and therefore

RESOLVED to elect Cllr Trethewey as Chairman, Cllr Trethewey signed the 'Declaration of Acceptance of Office'

35/19 To accept apologies

Apologies were received and accepted from Cllr S Jones and Cllr P Jones who were on holiday

36/19 Election of Vice-Chairman and signing of the 'Declaration of Acceptance of Office'

It was proposed and seconded and therefore

RESOLVED to elect Cllr Pound as Vice-Chairman, Cllr Pound signed the 'Declaration of Acceptance of Office'

37/19 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 items:

- 16) Finance: see Appendix 1
 - b) To receive and approve payments and direct debits made outside of council meetings for year ending 31st March 2020
 - c) To receive and approve the financial statement and end of year accounts for year ending 31st March 2019
 - d) To receive and discuss the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2019
 - e) To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2019
 - f) To receive, approve and sign the Statement of Accounts for the Audit Returns for year ending 31st March 2019
 - g) To agree a rota to carry out the 'Internal Controls' for the period of 1st April 2019 to 31st March 2020

38/19 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 disclosed

39/19 To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2019 to 31st March 2020

Cllr Hodgkinson had carried out the inventory and asset register check and it was therefore

RESOLVED that the Asset register be approved as a true record and to appoint Cllr Hodgkinson as the controller for year ending 31st March 2020

40/19 To appoint representatives to outside bodies

This item was discussed and it was

RESOLVED to appoint members as representatives of the following organisations:

- Local Maintenance Partnership (x1)(Footpaths): **Cllr Hodgkinson**
- Truro & Roseland Community Network Area Committee (x2): **Cllr Trethewey & Cllr S Jones**
- Cornwall Association of Local Councils (x2): **Cllr Pound and Cllr S Jones**
- St Erme Playing Field Trust (x2): **Cllr Pound and Cllr Couch**
- St Erme Village Hall Committee (x1): **Cllr S Jones**
- St Erme Community Enhancement Group (x1): **Cllr P Jones**
- St Erme Cricket Club (x1): **Cllr Pound**
- Police Parish Liaison Group (x1): **Cllr Couch**

41/19 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

42/19 To receive and approve the minutes previously circulated for the meeting held on Tuesday 2nd April 2019

The minutes previously circulated were approved and it was therefore

RESOLVED that the minutes of the meeting held on Tuesday 2nd April 2019 be approved as a true record and duly signed

43/19 Councillors to discuss any matters with Cornwall Councillor if present

Cllr Eathorne-Gibbons explained that the new recycling center at Truro will be re-tendered following the previous company going into administration.

44/19 Clerks Update and Report

The clerk reported and updated on the following:

- **K6 Telephone Kiosk:** Work has now commenced, Cllr Hodgkinson asked for further help if anyone is available.
- **Cornwall Council:** Members had received copies of the 'New area based planning arrangements'
- **Street Naming – Chapel Road/School Lane:** Residents had been followed up and an informal meeting will be arranged with those opposed to the proposed street naming
- **A30 Designated Fund Route:** An informal meeting had been arranged to update members on the proposed cycle link scheme for St Erme
- **Letters of thanks:** have been received from Cornwall Hospice Care, Cruse Bereavement Care and the Sowenna Appeal for their grants

Members had been notified or all correspondences received and reminded of forthcoming meetings.

46/19 Highways:

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

There were no further update at this time

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

The St Erme scheme has been put forward for a feasibility study, which should be agreed at the next CNA meeting

c) To update on the damaged wall at Eglos Road/Trenceek Close and agree any further action

Cornwall Council was unable to assist further so it was agreed to contact HM Land Registry to find out the ownership of the wall. Once this has been carried out the clerk will look at obtaining quotations for the work and facilitate a meeting with the owners to discuss options and the payment for the wall to be re-instated.

47/19 To update on the 'Public Rights of Way' (PROW's)

a) Damaged bollard footpath 321/12 adjacent to Trispen Stores

The clerk will continue to follow up with the Countryside Access team regarding this issue, as Cormac are still stating that it is not their department

b) PROW's project to update signage/awareness and the Community Network areas 'SOS' Project

The clerk has completed the 'Expression of Interest' form and is waiting to hear back. Further information on the project will need to be forwarded for the next stage and the clerk is now putting this together. The clerk will contact the Countryside Access Team to see if they will work in partnership on the cost of improving the signage and stiles. It was agreed to advertise for community volunteers to help.

It was agreed to bring forward agenda item 22

48/19 To consider a request from St Clement Parish Council regarding a small section of St Erme parish near Pencoose using the road as a natural boundary moving to St Clement parish under the Governance Review of Cornwall 2019

This item was discussed and it was agreed to arrange a meeting with St Clement Parish Council to discuss further. It was agreed that if any changes were to take place; consultation with the residents that would be affected would take place before any decisions are made.

49/19 Planning:-

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

- PA19/02801: Rinsey House, Trispen Hill, Trispen, Truro
Extension and alterations to existing bungalow

This application was discussed and it was

RESOLVED to support the application with no recommendations

b) Update on planning issues:

- **Planning enforcement**

There were no new enforcement complaints and one still being investigated

- **Update on planning issues**

There were no updates

- **Update on the Burringtons' development**

The clerk had received a complaint regarding working hours, which have since been addressed. There were no further updates and the clerk was still awaiting a response to arrange a meeting to discuss the highways alterations.

50/19 To agree the annual subscriptions for 2019/2020 as follows:

- **Cornwall Association of Local Councils: £419.52**
- **Society of Local Council Clerks: tbc**
- **St Erme & Trispen Village Voice: £200.00**
- **Data Protection registration: £40.00**

The above annual subscriptions were discussed and agreed and it was therefore

RESOLVED to approve the above subscriptions for year ending 31st March 2020

51/19 Finance: see Appendix 1

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

Cheques and Payments agreed and signed during the last month:

Chq No 2033 & 2034: Salaries (Month 1) = **£1181.59**

DD: Sage UK (Payroll) = **£7.20**

DD: o2 (Mobile Phone) = **£14.14**

Cheques to be agreed and signed:

Chq No 2035: Mrs S Trethewey (Expenses) = **£18.00**

Chq No 2036: St Erme Playing Fields Ltd (Hall hire April 2019) = **£17.50**

Chq No 2037: St Erme WI (reimburse cost of refreshments for 19.03.19) = **£20.00**

Chq No 2038: Came & Company (Insurance Renewal) = **£779.50**

Chq No 2039: M Pearson (Grass Maintenance 23rd/24th April 2019) = **£230.00**

Chq No 2040: Information Commissioner (Data Protection annual registration fee) = **£40.00**

Chq No 2041: BJ Press Ltd (NP Newsletters) = **£140.00**

Chq No 2042: St Erme & Trispen Fun day Committee (Parish Post newsletter) = **£200.00**

Chq No 2043: Vision ICT Ltd (E-mail address hosting June 2019 to May 2020) = **£151.20**

Chq No 2044: Cornwall ALC Ltd (Annual membership subscription 2019/2020) = **£469.84**

Chq No 2045: Mr R Trethewey (Cllr Allowances 01.01.19 to 31.03.19) = **£4.39**

Chq No 2046: Vision ICT Ltd (Annual Website Hosting fee) = **£144.00**

Chq No 2047: Playsafety Ltd (Annual Play Equipment inspection) = **£177.00**

Chq No 2048: M Pearson (Weed Treatments) = **£495.00**

The above accounts were agreed and it was therefore

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

Cllr Trethewey had declared a pecuniary interest on the next items and left the room.

Cllr Pound stood in as Chairman

b) To receive and approve payments and direct debits made outside of council meetings for year ending 31st March 2020

The payments were discussed and approved and it was therefore

RESOLVED that the clerk can arrange payment for the following items outside of a council meeting.

Direct Debits for year ending 31st March 2020

- o Sage UK: Monthly (Payroll)
- o O² Mobile: Monthly (Mobile Phone)
- o PWLB: Twice yearly (Loan Repayment)
- o Microsoft Office 365: Monthly

The Clerk/RFO shall have delegated authority to authorise and arrange the following payments outside of a meeting; a schedule of payments made will be reported to the next meeting of the council:

- o Staff salaries
- o Maintenance Contracts
- o If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998 and the due date for payment is before the next scheduled Meeting of council.
- o Fund transfers within the councils banking arrangements up to the sum of £5,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

c) To receive and approve the financial statement and end of year accounts for year ending 31st March 2019

The accounts previously circulated were discussed and approved. It was therefore

RESOLVED for the accounts for year ending 31st March 2019 to be approved as a true record and duly signed

d) To receive and discuss the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2019

The Internal Examination report had been previously circulated; there were no issues of concern highlighted.

e) To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2019

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.

f) To receive, approve and sign the Statement of Accounts for the Audit Returns for year ending 31st March 2019

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 2019

g) To agree a rota to carry out the 'Internal Controls' for the period of 1st April 2019 to 31st March 2020

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

52/19 To review and agree the dates of the St Erme Parish Council meetings for 2019/2020

The scheduled full council meetings and public meetings were agreed as follows:

Tuesday 4th June 2019, Tuesday 2nd July 2019, Tuesday 3rd September 2019, Tuesday 1st October 2019, Tuesday 5th November 2019, Tuesday 19th November 2019 (Public Precept Meeting), Tuesday 3rd December 2019, Tuesday 7th January 2020, Tuesday 4th February 2020, Tuesday 3rd March 2020 Tuesday 17th March 2020 (Annual Parish Meeting), Tuesday 7th April 2020, Tuesday 5th May 2020 (Annual Meeting)

53/19 'General Data Protection Regulations' (GDPR)

a) To update and carry out the Annual Data Protection Report and review Policy/Privacy policies

THE GDPR policies and privacy notice were reviewed, no changes were required. Members carried out the Annual Data Protection report and the clerk will address the areas highlighted.

54/19 To consider and agree update the council's Microsoft Office software to Office 365 Business

Members considered the different options and it was agreed to update the Microsoft Office software. It was therefore

RESOLVED to update the council's Microsoft Office Software to Office 365 Business at a cost of £7.90 per month to be paid by Direct Debit.

55/19 To receive our external play equipment annual inspection reports and address any issues highlighted

The annual inspection report had been received and there were no areas of concern. The older safety surface in the school playing field required infilling around the edges and there was some rust on the climbing frame that would benefit from being treated. It was agreed to ask Mr Brunsdon to carry out the required works and to pay the relevant overtime. There were two fittings/links showing a medium risk, Cllr Trethewey will look to see if these can be replaced.

56/19 To consider and approve the purchase of replacement cradle swings and chains for school playing field

The cradle swing at the school park had been removed for safety reasons and it was agreed to purchase a new set of seats and chains for this item.

It was therefore

RESOLVED to purchase two sets of cradle seats and chains from Wicksteed at a cost of £358.05

57/19 To adopt the following revised documents/policies:

- The council's Risk Assessment
- The council's Grant's Policy

It was agreed and therefore

RESOLVED to adopt the council's reviewed Risk Assessment and Grant Policy

58/19 To receive and agree on quotations for Road Sweeping for this financial year

This item will be forwarded to the next meeting

59/19 Councillors to report on any meetings attended as representatives:

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

There was no update

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

Cornwall Council's six week consultation is due to end on 16th May 2019 an Independent Examiner will then be appointed.

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

A new fence is due to be fitted prior to half term and the transfer/sale of land of the Cricket Field is going through

60/19 To agree the date of the next meeting to be held on Tuesday 4th June 2019 at the St Erme Community Centre 7.30pm

The above date and time were agreed

SIGNED

CHAIRMAN

DATED
