



## The minutes of the meeting held on Tuesday 4<sup>th</sup> June 2019 at the St Erme Community Centre

### Those present:

Cllr Trethewey (Chairman), Cllr Riggs, Cllr Couch, Cllr Hodgkinson and Cllr P Jones

### In attendance:

Mrs. Sally Trethewey (Clerk) and two members of the public

### 61/19 To accept apologies

Apologies were received and accepted from Cllr S Jones (attending other council business), Cllr Pound (unwell) and Cllr Eathorne-Gibbons, Cornwall Councillor (holiday)

### 62/19 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 disclosed

### 63/19 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 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.

The members of the public present had no questions

### 64/19 To receive and approve the minutes previously circulated for the annual meeting held on Tuesday 7<sup>th</sup> May 2019

The minutes previously circulated were agreed and it was therefore

**RESOLVED that the minutes of the annual meeting held on Tuesday 7<sup>th</sup> May 2019 be approved as a true record and duly signed**

### 65/19 Councillors to discuss any matters with Cornwall Councillor if present

Cllr Eathorne-Gibbons was not present.

### 66/19 Clerks Update and Report

The clerk updated on the following:

- **K6 Telephone Kiosk:** Work is progressing well, the outside is nearly complete and they are due to start working on the glass panels
- **Cornwall Council:**
  - **Housing Supplementary Planning document consultation** - members were informed of this consultation
  - **New area based planning arrangements** – members had received copies of the new arrangements
- **One Vision/Volunteer Cornwall:** The council received details of a new Community Development worker
- **Letters of thanks:** Letters of thanks had been received from Cornwall Hospice Care, Cruse Bereavement Care and Sowenna for their grants

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

#### **67/19 Planning:-**

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

###### **➤ PA19/03903: Hazeldene, St Erme, Truro,**

###### **Proposed loft conversion with dormers and Juliet balcony and internal alterations**

This application was discussed and it was proposed and seconded and therefore

#### **RESOLVED to support this application with no recommendations**

##### **b) To receive and respond to the draft St Clement Neighbourhood Plan Pre-submission consultation**

Members discussed St Clement draft NDP and the clerk was asked to respond to the Pre-Submission consultation; congratulating the Steering Group on their draft Neighbourhood Plan and that we thank them for noting St Erme's aspirations for a direct commuter cycle link to Truro along the A39 and showing their support for this.

##### **c) Update on planning issues:**

###### **• Planning enforcement**

There were no updates

###### **• Update on planning issues**

There were no updates

###### **• Update on the Burringtons' development**

As the site is progressing the compounds car park has now been closed which has caused some parking issues locally, it is a difficult one as the work men do need to park somewhere. We have been in discussion with the site manager and we are looking to see if parking along Trispen Hill would be a better solution in the short term. This will then keep the bus route along Eglos Road clear.

A meeting is still being arranged with Cornwall Council regarding the highways infrastructure of the site.

#### **68/19 Highways:**

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

There are no updates

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

Our scheme has been accepted for a feasibility study and the clerk will check when this is being carried out. We have requested that it is carried out during school term time.

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

Ownership of the wall is still being looked into

#### **69/19 To update on the 'Public Rights of Way' (PROW's)**

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

This is still ongoing and a meeting with the Countryside Officer has taken place.

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

A meeting has been held with the Countryside Access team and Mark O'Brien (Truro & Roseland Community Network Manager). Cllr Hodgkinson and the clerk attended.

The Countryside Access team stated that they will supply all the required way-markers and road signs. They gave us advice on the landowner's responsibilities regarding stiles and have forwarded a standard design for replacement wood stiles. Cornwall Council can supply a tool trailer and a member of their team can supervise and be our 1<sup>st</sup> aider. We are looking at two full days across two weeks the end of August / early September. It was agreed to ask the Community Centre if they can supply a picnic for the volunteers at cost.

#### **70/19 To update on the A30 Designated Fund Route – St Erme to Truro**

Cllr Trethewey and the clerk met with members of Cornwall Council who presented the A30 designated fund schemes for the area. The scheme for St Erme will be a recreational route along the bridleway from Carland Cross then across the A39 down to Lanner Barton and through Idless woods to Truro. At the meeting Cllr Trethewey informed members that the council's preferred route would be a direct commuter route to Truro, but Cornwall Council have said that this is not feasible at this time. Concerns were stated regarding a safe

crossing point of the A39. There may be scope to include better PROW's signage and to include the new route in our proposed PROW information leaflet.

**71/19 To update on the 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 Parish Boundary Review of Cornwall 2019**

An informal meeting had been agreed with St Clement Parish Council on 25<sup>th</sup> June 2019; to see what their proposals were and their justification for the changes. It was agreed for the clerk, Cllr Trethewey and Cllr P Jones to attend.

**72/19 To receive correspondence regarding issues with the parking at the Chancery Close car park.**

Correspondence had been received from a resident that the Chancery Close over spill car park is being used by parents of the school as a drop off and pick up point for their children. This was making car parking difficult during these times.

The car park is owned and maintained by Cornwall Housing, but it was agreed for the clerk to contact the school and ask if they would kindly put a polite notice in their school newsletter. If the problem still continues we will contact Cornwall Housing for further assistance.

**73/19 To update and agree a way forward regarding applying to HM Land Registry regarding the verge at the entrance to the school playing field**

This item was discussed and it had already been researched that the land is not registered. It was agreed to speak to the landowner's adjacent to the site and if agreeable to go ahead and obtain quotations to extend the existing pavement into the playing field gateway

**74/19 Finance:**

- 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 2049: Lyreco UK Ltd (Stationary) = **£33.72**

Chq No 2050 & 2051: Salaries (Month 2) = **£1181.59**

DD: Sage UK (Payroll) = **£7.20**

DD: o2 (Mobile Phone) = **£14.14**

**Cheques to be agreed and signed:**

Chq No 2052: Mrs S Trethewey (Expenses) = **£18.00**

Chq No 2053: M Pearson (Grass Maintenance 13<sup>th</sup>/14<sup>th</sup> May 2019) = **£185.00**

Chq No 2054: Printerland (Ink Toner) = **£193.55**

Chq No 2055: Mr R Larter (Internal Audit Fee) = **£225.00**

Chq No 2056: Wicksteed Leisure Ltd (New Cradle Swing seats and chains x2) = **£429.66**

Chq No 2057: R Trethewey (re-issued for cancelled chq no 2045 Min No 59/19) = **£4.39**

**Total Payments = £2,292.25**

The above accounts were approved and it was therefore

**RESOLVED for Cllr Hodgkinson and Cllr Riggs to sign the cheques which were witnessed by Cllr P Jones**

- b) **To receive and adopt the Annual Report for year ending 31.03.19 and agree to arrange printing for circulation in the parish**

The Annual Report previously circulated was approved and it was therefore

**RESOLVED to adopt the Annual Report for year ending 31<sup>st</sup> March 2019 and to arrange for Cornwall Council to print the report to be circulated to every household in the parish**

- c) **To agree and the allocated monies for the local organisation grants for y/e 31.03.20**

The monies previously agreed within this year's budget were allocated to each organisation as set out in the council's Grant Policy. The clerk will write to each organisation informing them how to apply for the monies to be released.

**75/19 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 discussed the details in the annual internal report and reviewed their 'Internal Audit Procedures and Review of its Effectiveness' and highlighted any areas that that felt required further control's. The clerk will write up the new recommendations to be adopted at the next meeting of the council.

**76/19 To receive and agree on quotations for Road Sweeping for this financial year**

Members discussed the quotations received and it was agreed and therefore

**RESOLVED to use South West Sweepers Ltd; the clerk will arrange for a visit to carry out the first road sweep as soon as possible**

**77/19 To receive and respond to the pre-engagement consultation 'Renewal of existing dogs on beaches restrictions' to come into effect from April 2020**

There were no comments on this consultation

**78/19 To receive and adopt the following 'Policies'**

- Volunteer Policy
- Health & Safety Policy

The above policies were discussed as it was

**RESOLVED to adopt the Volunteer Policy and Health & Safety Policy as presented.**

**79/19 To consider and agree the purchase of a council first aid kit for employees and volunteer projects**

This item was discussed and it was agreed and therefore

**RESOLVED to purchase a travel 1<sup>st</sup> Aid kit from A to Z Supplies at a cost of £12.99, which will be suitable for the council's volunteer projects.**

**80/19 Councillors to report on any meetings attended as representatives:**

- St Erme Cricket Club (Cllr Trethewey)

Cllr Trethewey reported that both teams were struggling this season and had only won one game each so far. They have several fundraising events organised

- St Erme Neighbourhood Plan Steering Group (Cllr Trethewey)

Cllr Trethewey reported that the Independent Examination had now commenced

- St Erme Village Hall Committee (Cllr P Jones)

Cllr P Jones reported that the new disabled access had been installed and was nearly finished.

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

Cllr Trethewey reported that all the highways schemes shortlisted have been supported.

- Cornwall Council: Invitation to Road Safety and Community Speed engagement event (Cllr Trethewey)

Cllr Trethewey reported that there was new enforcement coming into action for road safety in that evidence from a dash cam can be used to prosecute.

The police will be taking over issuing tickets for parking on pavements

- Police Liaison meeting (Cllr P Jones)

Cllr P Jones reported that the crime figures were up by an average of 4.5%. At the moment only 70% of the police force is active (on the streets) with 30% being on sick leave/maternity leave.

**81/19 To agree the date of the next meeting to be held on Tuesday 2<sup>nd</sup> July 2019 at the St Erme Community Centre 7.30pm**

The above date and time were agreed

**SIGNED**

**CHAIRMAN**

**DATED**