



The minutes of the meeting held on Tuesday 2nd July 2019 at the St Erme Community Centre

Those present:

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

In attendance:

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

82/19 To accept apologies

Apologies were received and accepted from Cllr Riggs (Unwell)

83/19 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

84/19 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.

There were no members of the public present

85/19 To receive and approve the minutes previously circulated for the meeting held on Tuesday 4th June 2019

The minutes previously circulated were agreed and it was therefore

RESOLVED that the minutes of the meeting held on Tuesday 4th June 2019 be approved as a true record and duly signed

86/19 Councillors to discuss any matters with Cornwall Councillor if present

A member of the council stated that the road markings around Trafalgar round-a-bout in Truro were very faded and require re-painting. Cllr Eathorne-Gibbons agreed and stated that he would look into this.

87/19 Clerks update and report

The clerk reported on the following

- **Car Parking – Chancery Close:** The school has kindly put a polite notice in their school newsletter and the situation will be monitored and Cornwall Housing notified if required. There is also an issue of vehicles/boat that appears to be abandoned in the car park which is not helping the parking situation. The clerk will report this to Cornwall Housing to look into.
- **Climate Emergency Action:** It was agreed that this item will be placed on the agenda of the next meeting to discuss further.
- **Clerk's Holiday:** The clerk reminded members of her scheduled holidays during July/August
- **Cornwall Council:** Members noted a letter received from the Rural Housing Enabler, no action required.

Members were reminded of all forthcoming meetings and training and had been notified of all correspondence received.

88/19 Planning:-

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

No planning applications had been received

b) Update on planning issues:

- **Planning enforcement**

There were no updates

- **Update on planning issues**

There were no updates

- **Burringtons' development (update from Cllr Trethewey)**

Cllr Trethewey reported on the meeting he had with members of the planning department. The footpath will be installed with no kerbs for a softer look within the existing verge at Trispen Hill as the depth is 4/5m. Confirmation has been given that only one tree may be affected and that this will be replanted within the open space to the north of the site. An Arboriculturist will be present during the works to oversee and make sure the trees are not affected.

The new 30mph speed limit sign will be installed at the lower side of the new junction at Great Close if possible instead of the upper side as previously agreed.

The pedestrian crossing will be moved to the top of Eglos Road where the footpath by the open space comes out. There may possibly be another footpath but this has not been agreed.

The footpath between Trispen Hill and Eglos Road to the north of the site will have a street light each end and one in the middle. This will be adopted by highways who will also be responsible for the retaining wall/boundary.

89/19 Highways:

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

There were no updates

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

The feasibility study is due to be carried out before the end of the school term and the report to be received during August

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

Possible ownership has been looked into and the chairman will speak to the residents that it affects.

90/19 To update on the 'Public Rights of Way' (PROW's)

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

The clerk is in discussions with Donald Martin at Cornwall Council regarding this issue.

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

Provisional dates of Thursday 29th August & Monday 2nd September have been set. The St Erme Playing Fields Ltd has agreed to provide a picnic at cost. Cllr Trethewey will speak to the relevant land owners informing them of the works.

91/19 To follow up and resolve a request from St Clement Parish Council regarding a section of St Erme Parish near Pencoose using the road as a natural boundary moving to St Clement Parish under the Community Governance Parish Boundary Review of Cornwall 2019

Cllr Trethewey updated the members on the meeting held with members of St Clement Parish Council, who were looking at using the road as a boundary rather than the current boundary line using the stream/water course. This would affect three dwellings in the Pencoose area of the parish. The chairman had visited the properties and residents that it would affect with a letter explaining the Community Governance Parish Boundary review and the request that St Clement Parish Council have put forward. The views were mixed with one under sided, one was not bothered either way, but felt it was a waste of public money and one was against any changes being made. The parishioner's views were considered and members discussed the boundary in question.

It was felt that if the road was going to be used as a boundary it should be continued all the way to the west boundary incorporating the properties to the north into St Erme parish. However members felt that the

current boundary using the natural stream should remain. The residents that it affects have access to the many local services that are provided within the community of St Erme including the Parish Post which is delivered free of charge to all the rural areas keeping everyone up to date with parish news.

Members therefore

RESOLVED that the clerk reply to the Community Governance Parish Boundary Review consultation stating that they would like the parish boundary of St Erme to remain as it is with no amendments.

The clerk was asked to respond to St Clement Parish Council with their decision and to request that the precept information in their consultation letter to the residents is removed as it does not reflect the wider context of what the precept contributes too' in each parish. The precept also does not form part of the criteria for reviewing the Community Governance Review.

Cllr Eathorne-Gibbons left the meeting

92/19 To receive and respond to the following consultations:

a) Cornwall Council: Polling Districts and Polling Places review – Stage 2

This consultation was considered and there were no comments.

b) Cornwall Council: Planning for Coastal Change - Chief Officer Planning Advice note

This consultation was considered and there were no comments.

93/19 K6 Telephone kiosk Trispen Hill

a) To discuss ideas received and decide the future use of the K6 telephone kiosk.

The ideas put forward by the community consisted of a book swap / library, information centre, and information on the local history. It was felt that all these ideas were feasible and could be incorporated in some way.

It was therefore

RESOLVED to use the old K6 Kiosk at Trispen Hill as an information point for local history and current information as well as a book swap.

b) To agree a budget and to order the necessary materials.

Fitting out the kiosk with shelves and noticeboard was discussed along with a solar LED light fitting/

It was

RESOLVED that the relevant materials to fit out the kiosk can be purchased up to the allocated monies set within this year's budget.

94/19 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 2058 & 2059: Salaries (Month 3) = **£1181.59**

Chq No 2060: HM Revenue & Customs (1st Qtr payment) = **£104.10**

DD: Sage UK (Payroll) = **£7.20**

DD: o2 (Mobile Phone) = **£14.14**

Cheques to be agreed and signed:

Chq No 2061: Mrs S Trethewey (Expenses) = **£30.00**

Chq No 2062: M Pearson (Grass Maintenance 10th June 2019) = **£185.00**

Chq No 2063: M Pearson (LMP footpaths/Trimming Trispen Hill 14th June 2019) = **£610.00**

Chq No 2064: St Erme Playing Fields Ltd (Hall Hire-May) = **£12.50**

Chq No 2065: Vision ICT Ltd (Operation London/Menai Bridge) = **£84.00**

Chq No 2066: A to Z Supplies (Bin Bags / First Aid kit) = **£38.84**

Chq No 2067: BJ Press (NP posters) = **£28.80**

Chq No 2068: SLCC (Annual Membership subscription fee) = **£176.00**

Chq No 2069: South West Sweepers Ltd (Road sweeping) = **£264.00**

Chq No 2070: Lyreco UK Ltd (Stationery) = **£23.58**

Chq No 2071: Printerland (Ink Toner) = **£213.12**

The accounts and budget sheets previously circulated were agreed and it was therefore

RESOLVED that the accounts are agreed and duly signed as a true record and for Cllr Hodgkinson and Cllr S Jones to sign the cheques which were witnessed by Cllr Pound

b) To receive Cllr S Jones report on the internal control checks

Cllr S Jones had carried out the Internal Control checks and reported back to the members. There were no issues highlighted and a copy of the report can be viewed on request.

95/19 To receive and agree on quotations for a new litter bin for the school playing field

Three quotations had been received to replace the bin at the school playing field, members discussed the options and it was

RESOLVED to purchase a new litterbin from Broxap at a cost of £299.95 and to ask the council's contractor M Pearson to install the bin.

96/19 To review the following documents and policies:

- **Standing Orders**

Members discussed and reviewed the Standing Orders taking into consideration CALC's recommendations and updates. It was agreed to include all the recommended updates except the update relating to a Staffing Committee as the council do not currently have such a committee.

- **Financial Regulations**

Members discussed and reviewed the Financial Procedures taking in consideration CALC's recommendations and updates. It was agreed to include all the recommended updates.

- **Equality Policy**

This document was reviewed and no updates were required

- **Discipline and Grievances at Work Procedures**

This document was reviewed and no updates were required

97/19 To receive and adopt the following:

- **The council's review of the 'Internal Audit Procedures and it's Effectiveness'**

The revised document was agreed and it was therefore

RESOLVED to adopt the council's reviewed document of the 'Internal Audit Procedures and its Effectiveness'

98/19 To discuss and agree on providing St Erme Community Centre and refreshments for a Truro & Roseland Community Network meeting

The St Erme Community Centre had been approached to host the Truro & Roseland Community Network meeting on 17th September 2019. The council had previously agreed that they would host and cover the cost of one network meeting a year. It was therefore

RESOLVED that the council will host the Truro & Roseland Community Network meeting at a cost of £17.50 and the clerk agreed to serve the refreshments.

99/19 To update on the St Erme Neighbourhood Development Plan and agree any recommended changes from the Independent Examiner if required.

Cllr Trethewey reported that the Independent Examiner had visited the parish and that we are currently waiting for the examiner's report.

100/19 Councillors to report on any meetings attended as representatives:

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

The Cricket Club will be holding a fundraising event at the weekend raising money for Cancer Research

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

They had not had a meeting, but the committee was looking at weeding the car park area following their new disabled access works being completed

- **Truro & Roseland Community Network AGM (Cllr S Jones)**

Members had all received the draft minutes of this meeting

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

There AGM is due to be held on 16th July 2019. They are holding a Ale, Cider and Gin festival on the bank holiday weekend in August and will be entering a team in the 'It's a Knock Out' at the Fun Day.

- **Cornwall Council: Environmental Growth for Rural Parishes workshop (Cllr Hodgkinson & Cllr Trethewey)**

Cllr Hodgkinson and Cllr Trethewey attended this workshop where they talked about planting on grass verges, community orchards, helping the wildlife and wild flower beds. This item will be discussed further at the next meeting.

101/19 To agree the date of the next meeting to be held on Tuesday 3rd September 2019 at the St Erme Community Centre 7.30pm

The above date and time 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

102/19 To provide and agree cover for the Street Cleaner during annual holidays

This item was discussed and it was

RESOLVED to use the council's contractor M Pearson to cover the street cleaner's holidays on a self-employed basis at his previously agreed contract price.

SIGNED

CHAIRMAN

DATED
