



The minutes of the meeting held on Tuesday 1st October 2019 at the St Erme Community Centre

Those present:

Cllr Trethewey (Chairman), Cllr S Jones, Cllr Couch, Cllr Hodgkinson and Cllr P Jones.

In attendance:

Mrs S Trethewey (Clerk)

131/19 To accept apologies

Apologies were received and accepted from Cllr Riggs (unwell), and Cllr Eathorne-Gibbons (Cornwall Councillor)

132/19 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 item:

- 21) Clerk's salary review, appraisal and authorization of overtime payments.
 - a) To review the clerks salary and expenses and to arrange for the clerks appraisal.
 - b) To consider and agree overtime payment of 14.5 hours

And a Non Pecuniary interest on agenda item:

- 17) To receive and consider a request from the St Erme Cricket Club for a grant of £250.00 towards the cost of new junior equipment

133/19 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

134/19 To receive and approve the minutes previously circulated for the extraordinary meeting held on Monday 23rd September 2019

The minutes previously circulated were agreed and it was therefore

RESOLVED that the minutes of the extraordinary meeting held on Monday 23rd September 2019 be approved as a true record and duly signed

135/19 Councillors to discuss any matters with Cornwall Councillor if present

Cllr Eathorne-Gibbons forwarded the following report.

In terms of a CC Report I continue to be busy in 3 areas:

Next year's CC Budget where capital and revenue pressures are significant; some difficult decisions will be required on service arrangements to achieve a balanced budget.

In early November proposals are likely to be finalised on significant changes to 2 key elements of my Cabinet portfolio- namely property and IT. The former will see a significant reduction in the number of Council offices whilst the latter will see significant investment in new systems to bring the council into the 21st century.

Elsewhere in my portfolio, Corserv continues to develop with new management bedding down, but with challenges to meet the annual cash return to CC, and strategic reviews underway on CDC (Cornwall

Development Company) and Cornwall Airport Ltd. The former is likely to focus on EU projects (recently bolstered by Government statements to maintain funding levels) and the other elements of property and special projects being transferred elsewhere within CC. The latter (CAL) is likely to focus on property activities within and on the edge of the airport perimeter, and whether Spaceport should be part of CDC or remain within CC.

136/19 Clerks update and report

The clerk reported and updated on the following:

Cornwall Council- Notification had been received for the following road closure:

A39 Carland Cross to Union Hill: 28th October 2019 to 31st October 2019 between 19.00 to 7.00 hour weekdays

Weed Treatments – The road sweeper carried out a road sweep of the village on 17th September 2019

Members were informed of all correspondences received and reminded of forthcoming meetings and training events.

137/19 Planning:-

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

There were no planning applications received

b) Update on planning issues:

- **Update on planning issues**

There were no updates

- **Burringtons' development**

Works on the footpath at Trispen Hill have commenced and we have been informed that no trees will need to be removed

138/19 Highways:

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

The clerk has continued to look into this issue. Every aspect has been looked into to get the wall re-instated and unfortunately the council and Cornwall Council are unable to assist with the rebuilding as we do not have a Statutory Power to be able to carry out these works as the wall in question is privately owned.

139/19 To update on the 'Public Rights of Way' (PROW's)

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

Cormac have informed us that this will be replaced / mended and a ticket for the works has been drawn up.

b) To update on the outstanding works for the Community Network areas 'SOS' Project

A new sign opposite the Chapel has been put up and the outstanding works on the stile is being chased.

140/19 To receive and respond to the following consultations:

a) Cormac: Trispen Hill, St Erme – Proposed extension of the 30mph Speed Limit and street lighting in relation to the new housing development.

This is as per the planning application for the site and the council has no comments on the consultation

141/19 To receive and respond to an invitation to be part of this years 'Remembrance Service' at St Erme Church on 10th November 2019 and to arrange for a Wreath for the War Memorial.

This item was discussed and it was agreed and therefore

RESOLVED for Cllr Trethewey to attend the Remembrance Service at St Erme Church and for Cllr Riggs to attend Truro's. The clerk will arrange for two wreaths at a cost of £17.00 each

142/19 To update on the Truro & Roseland CNA Highway's Scheme for the proposed speed limit reduction measures for St Erme

A meeting has been scheduled for 23rd October 2019 with Cormac, Mark O'Brien and Cllr Eathorne-Gibbons to discuss the areas the council would like altered on Option 3 of the 1st drafts. Cllr Couch will attend along with the clerk

143/19 To receive and consider the draft 'St Erme Parish Council' – 'Retention and Disposal' Policy for council documents and records

The draft document previously circulated was discussed and it was agreed and

RESOLVED that the draft document be put forward at the next meeting for adoption as it is.

144/19 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:

DD: Sage UK (Payroll) = **£7.20**

DD: o2 (Mobile Phone) = **£14.14**

Chq No 2089 & 2090: Salaries (Month 6) = **£1181.59**

Chq No 2091: HMRC (2nd qtr. payment) = **£104.10**

Chq No 2092: M Pearson (LMP) = **£400.00**

Chq No 2093: M Pearson (Litterbin Installation) = **£100.00**

Cheques to be agreed and signed:

Chq No 2094: Mrs S Trethewey (Expenses) = **£18.00**

Chq No 2095: M Pearson (trimming hedges and around trees) = **£180.00**

Chq No 2096: St Erme Playing Fields Ltd (Hall Hire- July) = **£12.50**

Chq No 2097: St Erme Playing Fields Ltd (Hall Hire- August) = **£5.00**

Chq No 2098: BJ Press Ltd (NP Leaflets/Posters) = **£110.00**

Chq No 2099: PFK Littlejohn LLP (Limited Assurance Review fee) = **£360.00**

Chq No 2100: Fenland Leisure Products Ltd (Wet pour Filler) = **£21.60**

Chq No 2101: Printerland (Ink Toner) = **£228.96**

Chq No 2102: A to Z Supplies (Bin Bags – Street Cleansing) = **£24.42**

The accounts were approved and it was therefore

RESOLVED to approve the financial statement of accounts and for Cllr Hodgkinson and Cllr S Jones to sign the cheques which were witnessed by Cllr P Jones.

- b) To discuss the drafting of the precept for year ending 31.03.21 and organise the Public Precept meeting for Tuesday 19th November 2019**

The 1st draft precept was discussed and the clerk will make further changes to be agreed at the next meeting prior to the public precept meeting.

Cllr P Jones will give the presentation on the precept and Cllr Trethewey will give a talk on an action plan for 'Climate Change'. The clerk will also ask if the NP Steering Group would like to give an update on the referendum result. St Erme WI will be asked if they would like to make and serve the refreshments.

- c) To receive the 'Annual Return -Limited Insurance Review' of the year ending 31st March 2019**

The 'Limited Assurance Review' has been received and there were no comments or recommendations. The clerk has displayed the necessary notices on the website and in the parish noticeboards.

- d) Cllr Couch to report on the council's Internal controls check**

Cllr Couch reported that she had carried out an 'Internal Control' check of the council's procedures and there were no areas of concern. Members received a copy of the report.

145/19 To discuss and receive quotations and information on the repairing of the display cabinets and the polycarbonate in the three village noticeboards at Eglos Road, Trencreek Park and Trispen Hill

Various options were considered and it was felt that the best option in the long run would be to replace the whole of the front units on the three large noticeboards. It was agreed for the council to replace two this year and the third one in the new financial year.

It was therefore

RESOLVED to purchase two new cabinets from Contract Signs at a cost of £1,200 as quoted.

146/19 To consider and agree for council staff to attend Fixed Penalty Notice (FPN) training at a cost of £100.00 per person for environmental crime incidences

This item was discussed and it was agreed that this would be beneficial to the council, there may be additional costs involved regarding uniforms and wage costs which will need to be considered when preparing for next year's budget.

It was therefore

RESOLVED that the council's street cleanser attend training for issuing Fixed Penalty Notices for Environmental Incidences at a cost of £100.00

Cllr Trethewey had declared a non-pecuniary interest and left the room. It was proposed and seconded for Cllr S Jones to stand in as Chairman for the next agenda item.

147/19 To receive and consider a request from the St Erme Cricket Club for a grant of £250.0 towards the cost of new junior equipment

This item was discussed and it was agreed and therefore

RESOLVED to grant the sum of £250.00 to St Erme Cricket Club towards the cost of new junior equipment as per the council's Grant Policy.

Cllr Trethewey rejoined the meeting as Chairman

148/19 To update on the St Erme Neighbourhood Development Plan and forthcoming Referendum

The clerk had been in discussion with the electoral office due to the non-delivery of some Polling Cards. The relevant statutory notices have been displayed and legally everything is in place. The Electoral Office has agreed to redeliver the Polling Cards, and have confirmed that everything is legally in place for the referendum.

149/19 Councillors to report on any meetings attended as representatives:

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

Cllr S Jones reported that the Village Hall Committee is looking at carrying out works on the kitchen to re-tank the walls and install a new fitted kitchen and oven. The quotation received is in the region of £7,500.

• **Truro & Roseland Community Network AGM**

Members had previously received the draft minutes of the last meeting

• **St Erme Playing Field Trust**

Firework night is scheduled for Saturday 2nd November. The committee has ordered new front doors as they need replacing.

• **Police Liaison meeting**

Cllr Couch had attended and the draft minutes have been circulated to members.

150/19 To agree the date of the next meeting to be held on Tuesday 5th November 2019 and the Public Precept meeting on Tuesday 19th November 2019 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 on the next item and left the room. It was proposed and seconded for Cllr S Jones to chair the next agenda item.

The clerk left the room.

151/19 Clerk's salary review, appraisal and authorization of overtime payments.

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

Members discussed this item and it was

RESOLVED for the clerks salary to be increased in April in line with the National Association of Local Council's (NALC's) recommendations and to review again in April once these recommendations have been received. The clerk's appraisal will be carried out by the end of this year.

b) To consider and agree overtime payment of 14.5 hours

Members discussed and agreed and therefore

RESOLVED that the clerk receives 14.5hrs overtime for catch up works carried out following annual holiday leave; to be paid within October's salary.

SIGNED

CHAIRMAN

DATED
