



The DRAFT minutes of the meeting held on Tuesday 1st September 2020 held remotely by Zoom

Those present:

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

In attendance:

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

40/20 To accept apologies:

Apologies were received and accepted from Cllr Pound (on holiday) and Cllr Couch (work commitments)

41/20 Declarations of Interest in items on the Agenda

a) Councillors to disclose any declarations of interests on any agenda items

Cllr Trethewey and Cllr Hodgkinson both declared a non-pecuniary interest on the following agenda item:

9) The community and COVID 19 update

a) To receive and consider a request from the St Erme Playing Field Trust regarding support towards their utility bills used in relation to the support provided to the COVID19 pandemic

42/20 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

43/20 To approve the minutes of the remote council meeting held on Tuesday 7th July 2020 via Zoom

The minutes previously circulated were agreed and it was therefore

RESOLVED that the minutes of the meeting held via Zoom on Tuesday 7th July 2020 be approved as a true record and duly signed

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.

44/20 Councillors to discuss any matters with Cornwall Councillor if present

There were no items discussed

45/20 Clerks update and report

The clerk reported on the following:

Cornwall Council

- Fixed Penalty Notice training – 13th August via Microsoft Teams – Mr Brunsdon attended this training
- Financial Support for Town & Parish Council's through COVID-19
- The Cornwall We Want – Public Feedback - notices have been displayed
- Any members update on the 'Live Planning Reform 2020' event – there were no updates

Letter from a Parishioner – Ref: Chairman's Report & Maintenance of PROWS

A member of the public informed the council of some maintenance required on the Public Rights of Way and informed them that they fully support the council's aspirations for a direct commuter cycle path to Truro

BT Kiosk – Additional glass has been ordered, and we can then look at fitting out of the interior

Defibrillator (Trispen Stores)– The defibrillator at Trispen Store is out of action whilst waiting for replacement batteries

Council's Website – Accessibility Compliance and report has been completed and the SSL Certificate has been applied to the website

Clerk's Holiday – The clerk informed members of forthcoming holidays in September / October / December

E-mail received from the Parishes of Crantock, Cubert, and St Newlyn East – Members received Information regarding 'Affordable Housing – Secondary Parish Definitions'

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

46/20 Planning: -

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

- **PA20/04961: Ventonteague CC Wind Turbine Site, Zelah**
Advertisement consent for board sign fixed to an existing fence at the site entrance

Members considered this application and it was agreed and therefore

RESOLVED to support the application with no recommendations.

b) Update on planning issues:

- **Update on Cornwall Council planning decisions**

Planning application PA20/04397, Egloserme Farm, St Erme has been approved by Cornwall Council

- **Burringtons' development**

We had been informed that works to the street lighting and footpath at Trispen Hill will commence on 14th September, and the remaining landscaping will follow. Members are still concerned with the leveling of the open space to the north of the site and will be looking to see if this is carried out to the agreed plans. This will key to be able to maintain the site in the future.

47/20 Highways:

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

The clerk reported that Option 4 proposed by Kea Parish Council was agreed for each scheme by the Truro & Roseland Community Network members. Parish Council's will contribute £366.00 each, to their scheme. This will mean that the three schemes put forward by Cornwall Councillor's may not be supported this year. This does not affect our parish. The Highways Design Team will now prepare briefs for each project with more detailed costings

b) To update on the flooding at the bottom of Trispen Hill

We are currently waiting for an update from highways on this item.

c) To receive and discuss the Highways and Environment update

Members discussed this item and agreed with the principle and scheme for 'Making Space for Nature' but felt that the recreational spaces within Polisken Way, Killigrew Gardens, Polglase Walk and Tower Road require additional cutting than what was carried out this year. Members were aware that some of the cutting regime was paused during the COVID-19 lockdown, but these areas are important amenity spaces. It was agreed for the clerk to contact Cornwall Council and investigate the cutting regime for these areas to request additional cutting for next year.

48/20 The community and COVID 19 update

Cllr Trethewey & Cllr Hodgkinson declared a non-pecuniary interest on the next item and left the meeting.

It was proposed and seconded for Cllr S Jones to stand in as Chairman for the next agenda item

a) To receive and consider a request from the St Erme Playing Field Trust regarding support towards their utility bills used in relation to the support provided to the COVID19 pandemic

The St Erme Playing Field Trust is currently providing the distribution of food parcels for those registered in the community. This includes the storage of chilled and frozen produce and being open for pre-arranged allocated slots for collection.

Hot meals have been cooked and provided by delivery on a Sunday to members of the community.

The 'Trust' is happy to support the community in this way and have received grant funding and receive weekly food donations from supermarkets and other charitable distributions.

They are requesting the council consider a grant towards the cost of the utility bills such as electric for providing these services; allowing the use of the grant funding from outside agencies to be used for supporting the community as above. The 'Trust' had worked out and provided evidence that during the COVID-19 pandemic the electricity used had cost them £1007.00 to provide the above services.

Members discussed this item and it was agreed that the council should support the 'Trust' by granting the monies to cover this cost. It was therefore

RESOLVED that the sum of £1007.00 be granted to the St Erme Playing Field Trust to cover their electricity costs. These monies will be paid out under the LGA 1972 S137 monies,

Cllr Trethewey and Cllr Hodgkinson rejoined the meeting.

Cllr Trethewey stood back in as Chairman

b) General update on the community COVID 19 support

The clerk updated as follows:

Requests to help with shopping and collection of medication have reduced with only a couple of residents still receiving some support. There have been a few calls asking for advice on various issues which the clerk has helped with.

The St Erme Playing Field Trust will be reducing their Sunday meals on wheels from September as some beneficiaries are now able to get out and about. However, they are hoping to be able to offer a Sunday roast at the centre once a month as the centre is reopening from 4th September. Any residents that have been receiving a hot meal can still request a delivery if they are unable to attend the centre; there will now be a small charge for this service to help with the cost. If anyone is struggling and needs support with a hot meal, they are happy to help where required.

There are currently over 30 families receiving support in the community with food parcels. This support provided through the St Erme Playing Field Trust will be continuing and will be known as the 'St Erme Community Larder'. A permanent room at the centre has been set up as a Community Larder and they will continue to offer this service in the long run. At present they have enough grant funding to support this service as it is until the end of October. They have applied for various further grants and are awaiting confirmation. In the long term they have secured foods on a weekly basis from Fareshare and regular donations from supermarkets. A donation basket has been set up at the centre if anyone wishes to donate food items.

49/20 Finance:

- a) **To receive and approve the previously agreed 'Statement of Accounts for July/August 2020' as a true record and agree any additional invoices for payment.**

Name	Details of payment	Cost	VAT	Total
PWLB	1st Qtr loan repayment	£ 3,102.72		£ 3,102.72
Sage UK Ltd	Payroll	£ 7.00	£ 1.40	£ 8.40
O2	Mobile Phone	£ 11.81	£ 2.36	£ 14.17
Mrs S Trethewey	Salary Month 5	██████████		██████████
Mr G Brunsden	Salary Month 5	██████████		██████████
Mrs S Trethewey	Expenses (August)	£ 269.36		£ 269.36
Vision ICT Ltd	Website Accessibility	£ 285.00	£ 57.00	£ 342.00
Cornwall Council	FPN Training	£ 100.00		£ 100.00
M Pearson	Grass Maintenance	£ 185.00		£ 185.00
PKF Littlejohn LLP	External Audit Fee	£ 200.00	£40.00	£ 240.00
St Erme PFL	Hall Hire (March)	£ 19.50		£ 19.50
	TOTAL PAYMENTS			£ 5,518.63

Members had received a copy of the 'Statement of Accounts' in the report previously circulated. The accounts were agreed, and it was therefore

RESOLVED that the 'Statement of Accounts' for July/August 2020 be approved as a true record and duly signed.

b) To update on the Annual Return for year ending 31.03.20

The Annual Return for year ending 31st March 2020 had been received and there were no areas of concern highlighted. The clerk will arrange for the 'Notice of Conclusion of Audit' to be displayed

c) To consider the draft precept for y/e 31st March 2022 and discuss a format for consultation on the draft budget

The budget for next year was discussed and items forwarded to the clerk to prepare the draft budget.

It was agreed due to the current situation with the COVID 19 pandemic to hold a virtual Public Precept meeting this year via Zoom

d) To review the council's 'Internal Audit Procedures and Review of its Effectiveness'

Members are required to review our 'Internal Audit Procedures and Review of its Effectiveness'. There have been no areas highlighted through our 'Independent Internal Audit' or our External Annual Audit Return report.

Areas considered are the changes that have had to be made due to the COVID -19 pandemic. The usual internal checks carried out by members are not be able to take place during the current situation.

We have put in place the following procedures:

- Delegation to the clerk to be able to make payments for the day to day running of the council
- We have set up on-line banking and the clerk has full access to be able to make payments for council expenses.
- We are now able to make decisions by Virtual Zoom meetings and by e-mail if required
- A strong system of recording of delegated and remote decisions are in place, so there is a robust audit trail
- Relevant risk assessments have been put in place to consider the financial obligations and controls for COVID-19

Members agreed that the measures above are to be included and highlighted in the review and that internal controls can take place electronically by members. Cllr Hodgkinson agreed to carry out the first internal checks and the clerk will forward he requested information.

50/20 To consider and respond to the following consultations:

- **Cornwall Council 'Climate Emergency Development Plan Document (DPD)**

There were no comments on this consultation

- **Cornwall Council 'Draft Marine and Estuarine European Sites Supplementary Planning Document'**

There were no comments on this consultation

51/20 To consider and agree on the distribution of grants to parish organisations for 2020/2021

This item was discussed, and it was agreed and therefore

RESOLVED to allocate the following monies to be paid out on receipt of application requests as per the council's Grant Policy

St Erme Church - £1,500

St Erme Cricket Club - £500

St Erme Parish Post - £200

St Erme Silver Circle - £100

St Erme Village Hall Committee - £900

St Erme Playing Field Trust - £300

Misc - £200

52/20 To review the following documents and policies:

- **Standing Orders**
- **Financial Regulations**

- **Discipline and Grievances Procedures**

The above documents were reviewed, and no changes were required at this time

53/20 To adopt the documents and policies reviewed at the last meeting:

- **Grants Policy**
- **Volunteer Policy**
- **Health & Safety Policy**
- **Risk Assessments**

The previously reviewed documents above were agreed, and it was therefore

RESOLVED to adopt the following policies:

- *Grants Policy*
- *Volunteer Policy*
- *Health & Safety Policy*
- *Risk Assessments*

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

54/20 To discuss and update on the leasing or freehold of Council land.

55/20 To discuss and agree on the job description, salary, and hours for our Street Cleansing Enforcement Officer and associated costs for uniform and bodycam.

56/20 The agree the date and time of the next meeting for Tuesday 6th October 2020 held remotely via Zoom

The above date and time were agreed

SIGNED

CHAIRMAN

DATED