



The minutes of the remote meeting held on Tuesday 6th October 2020 via Zoom.

Those present:

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

In attendance:

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

57/20 To accept apologies:

Apologies were received and accepted from Cllr Couch (who was unwell)

58/20 Declarations of Interest in items on the Agenda

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

Cllr Trethewey declared a non-pecuniary interest on the following agenda items:

- 11) To receive and consider grants requests as per the council's Grant Policy:
- St Erme Cricket Club: £500.00 towards a new mower

Cllr Trethewey declared a pecuniary interest on the following item:

- 17) Clerk's salary review, appraisal and authorisation of overtime payments.
- a) To review the clerk's salary and expenses and to arrange for the clerk's appraisal.
 - b) To consider and agree overtime payment of 15.5 hours

Cllr S Jones and Cllr P Jones declared a non-pecuniary interest in agenda item:

- 11) To receive and consider grants requests as per the council's Grant Policy:
- St Erme Village Hall Committee: £900 towards a new kitchen

59/20 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

60/20 To approve the minutes of the remote council meeting held on Tuesday 1st September 2020 via Zoom

The minutes previously circulated were agreed and it was therefore

RESOLVED that the minutes of the remote meeting held on Tuesday 6th October 2020 via Zoom 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.

61/20 Councillors to discuss any matters with Cornwall Councillor if present

There were no items discussed

62/20 Clerks update and report

The clerk's report is as follows:

- Members had received an update from Cornwall Council regarding the Community Governance Review and the next steps
- **BT Kiosk** – The external works were now completed, and the clerk will look into and arrange for a notice board to be installed. It was agreed to hold off on the book swap, at the current time due to COVID 19. Cllr Phil Hodgkinson was thanked for all his work in getting the kiosk back in good order.
- **Defibrillator Trispen Stores**- The batteries have now been replaced and the defibrillator is back in the cabinet and working
- **Staff Holidays** - The clerk reminded members that she will be on holiday w/c 19/10/20 for one week
- **Local Council Planning Conference**
Wednesday 21st October 2020 to be held via Microsoft Teams at 10.00am. Cllr P Jones will be attending this event

Members were informed of all correspondences and reminded of forthcoming meetings

63/20 Planning: -

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

- **PA20/07570: Daisy Cottage, Resugga Farm, St Erme, Truro**
Alterations to existing garages and letting accommodation to form a separate dwelling

Members previously viewed this application and following discussion it was agreed and therefore

RESOLVED to support this application with no recommendations

b) Update on planning issues:

- **Update on Cornwall Council planning decisions**

PA20/04961: This application has been approved by Cornwall Council

- **Burringtons' development**

The clerk and Chairman will continue to follow up the outstanding items with Cornwall Council

64/20 Highways:

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

There were no further updates

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

Cormac have informed us that recent CCTV images of the pipework have highlighted a collapsed pipe going towards and under the A39. Due to the likely cost of repair the works have been forwarded to Cornwall Council to be prioritised with other works in their area. The clerk will chase a time span for when these works are likely to be completed.

In the meantime, the clerk will request that more permanent flood warning signage with sandbags and flashing bollards are placed at this location.

c) To receive and discuss the Highways and Environment update

The clerk has received a reply from Cormac and has been given another contact in Cornwall Council with regards to having a higher level of maintenance of the grass within the public open spaces next year.

d) To receive a letter from a parishioner regarding the increase in traffic and speed of vehicles along the roads around the Killiserth to Pengelly area, and to consider traffic calming and a reduced speed limit of 20mph from Killiserth Bridge to the crossroads with soft verge signs.

Members discussed this it and it was felt that due to the road being a minor road in a rural location, any speed restrictions would not be a Cornwall Council priority and therefore not something that they would consider. Members of the council are aware of increased travel along this road and sympathise with the resident. It was agreed that the best way forward would be to write to highways and request that they place signs to warn drivers of the soft verges on this stretch of road. The clerk will write to the local farmers and businesses in the area asking them to speak to their employees, guests and contractors to keep their speed down and to consider that the road is used by pedestrians, horse riders and residents etc. The clerk will also respond to the resident explaining the above.

65/20 To update on the St Erme Emergency Plan response to COVID 19 and support of the community.

The clerk reported 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.

We are expecting to receive further requests for help during the next few months and will be contacting those that we have previously supported.

We will be carrying out another leaflet drop informing the community that we are able to support those that require shopping/medication collected and delivered; due to shielding or self-isolating etc.

Existing volunteers will be contacted to make sure that they are still available and wish to remain on our database.

The 'St Erme Community Larder' is still supporting in the region of 70 individuals and this will be ongoing, The St Erme Playing Field Trust have applied for further grants and should hear back during October. 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 and 'Gift Aid' is currently being set up to accept cash donations.

66/20 Finance:

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

Statement of Accounts for September/October 2020

Previously approved by email				
Name	Details of payment	Cost	VAT	Total
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40
o2	Mobile Phone	£ 11.81	£ 2.36	£ 14.17
Mrs S Trethewey	Salary Month 6			
Mr G Brunsdon	Salary Month 6			
M Pearson	Weed Treatments 11.09.20	£ 495.00		£ 495.00
				£ 1,854.02
To be approved at the meeting held on Tuesday 6th October 2020				
Mrs S Trethewey	Expenses for August	£ 18.00		£ 18.00
HMRC	2nd Qtr payment	£ 109.15		£ 109.15
X2 Connect Ltd	Repairs to K6 Kiosk	£ 19.75	£ 3.95	£ 23.70
A to Z Supplies	Refuse Bags	£ 20.20	£ 4.04	£ 24.24
St Erme Playing Field Trust	Grant - COVID 19	£ 1,007.00		£ 1,007.00
				£ 1,182.09
Deposit Account	£ 26,910.94			
Current Account	£ 29,962.89			
Total	£ 56,873.83			
O/S Cheques	-£ 30.00			
Bank Balance 28.08.20	£ 56,843.83			
Sept/Oct Payments	-£ 7,294.69			
Total	£ 49,549.14			

The 'Statement of Accounts' previously circulated were agreed and it was therefore

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

b) To consider the draft precept for y/e 31st March 2022 and discuss a format for consultation on the draft budget being held by zoom.

This item was considered and it was agreed to hold our annual Public Precept meeting remotely via Zoom, to give parishioners a chance to have their say on the proposed budget and precept for the year commencing 1st April 2021.

The clerk will advertise the meeting in the council's noticeboards, on the website and local Facebook pages, informing residents of the meeting and how to register to attend via Zoom. There will also be an option for residents to view the draft precept on the council's website prior to the meeting and to be able to put comments forward either by email or letter prior to the meeting date.

Cllr Trethewey agreed to take this presentation and Cllr Hodgkinson will host the meeting.

c) To adopt the council's 'Internal Audit Procedures and Review of its Effectiveness' for 2020/2021

The council's 'Internal Audit Procedures and Review of its Effectiveness' had been reviewed and it was therefore

RESOLVED that the council's 'Internal Audit Procedures and Review of its Effectiveness' be adopted by the council.

67/20 To receive and consider grants requests as per the council's Grant Policy:

Cllr Trethewey had declared a non-pecuniary interest on the next item and was placed in the waiting room.

Cllr Pound as Vice-Chairman chaired this item:

- **St Erme Cricket Club: £500.00 towards a new mower**

This request was considered, and it was agreed and therefore

RESOLVED to grant the sum of £500.00 to the St Erme Cricket Club towards the cost of a new mower as per the council's Grant Policy.

Cllr Trethewey rejoined the meeting and stood back in as Chairman.

Cllr S Jones and Cllr P Jones had declared a non-pecuniary interest on the next item and were placed in the waiting room.

- **St Erme Village Hall Committee: £900 towards a new kitchen**

This item was considered, and it was agreed that once the relevant paperwork had been received as per the council's Grant Policy, the members would be happy to grant the monies. It was therefore

RESOLVED to grant the sum of £900.00 to the St Erme Village Hall Committee towards the cost of a new kitchen as per the council's Grant Policy. The clerk can arrange payment once the relevant paperwork has been received.

Cllr S Jones and Cllr P Jones rejoined the meeting.

68/20 To adopt the reviewed documents and policies:

- **Standing Orders**
- **Financial Regulations**
- **Discipline and Grievances Procedures**
- **GDPR Procedures and Annual Report**

The reviewed documents listed above were agreed and it was therefore

RESOLVED to adopt the council's Standing Orders, Financial Regulations, Discipline & Grievances Procedures and the GDPR Procedures.

69/20 To consider and adopt the following policies:

- **Enforcement Procedures and Environmental Crime Policy**

Members discussed the Enforcement Procedures and Environmental Crime Policy and approved them in principle subject to any alterations that are advised once the clerk has received clarification on items from Cornwall Council. This will be put forward again at the next meeting of the council.

- **Lone Worker Policy**

This policy was considered, and it was agreed and therefore

RESOLVED to adopt the council's Lone Working Policy

- **Safeguarding Policy**

This policy was considered, and it was agreed and therefore

RESOLVED to adopt the council's Safeguarding Policy

- **Whistleblowing Policy**

This policy was considered, and it was agreed and therefore

RESOLVED to adopt the Whistle Blowing Policy

70/20 Members to report on any meetings or training attended as representatives:

- **Police Liaison meeting (Cllr Couch)**

Cllr Couch was not present, but members had received copies of the draft minutes of the meeting and crime figures for the area. There were no items discussed

- **Local Planning Conference (Cllr Hodgkinson)**

Cllr Hodgkinson stated that he found the meeting interesting, there were not many questions asked by the attendees.

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

71/20 To discuss and update on the leasing or freehold of Council land.

72/20 To update and agree items regarding the FPN Enforcement Officer.

Cllr Trethewey declared a pecuniary interest on the next item and was moved to the waiting room.

Cllr Pound as Vice Chairman stood in as chair.

The clerk was moved to the waiting room.

73/20 Clerk's salary review, appraisal and authorisation of overtime payments.

a) To review the clerk's salary and expenses and to arrange for the clerk's appraisal.

Members discussed this item, and it was therefore

RESOLVED for the clerk's salary to be increased in April in line with the National Association of Local Council's (NALC's) recommendations.

There were no changes to the clerks 'Working from Home Allowance' and a date needs to be agreed for the clerk's appraisal.

b) To consider and agree overtime payment of 15.5 hours

This item was discussed, and it was

RESOLVED that the clerk receives 15.5hrs overtime for catch up works carried out following annual holiday leave; to be paid within October's salary.

Cllr Trethewey and the clerk rejoined the meeting

74/20 To agree the date and time of the next meeting for Tuesday 3rd November 2020 and the Public Precept meeting on Tuesday 17th November 2020 held remotely via Zoom at 7.30pm

The above dates and times were approved.

SIGNED

CHAIRMAN

DATE
