



The minutes of the Annual meeting held on Wednesday 19th May 2021 at the St Erme Community Centre.

Those present:

Cllr Rob Trethewey (Chairman), Cllr Nick Light, Cllr Phil Hodgkinson, Cllr Edwin Riggs, Cllr Kevin Barnes, Cllr Sally Jones and Cllr Phil Jones.

In attendance:

Mrs Sally Trethewey (Clerk) and Cllr Karen Glasson (Cornwall Councillor)

29/21 Election of Chairman and signing of the 'Chairman's Declaration of Acceptance of Office.'

It was proposed and seconded with all in favour to elect Cllr Trethewey, it was therefore,

RESOLVED to elect Cllr Trethewey as Chairman. The Chairman signed the 'Chairman's Declaration of Acceptance of Office.'

30/21 To accept apologies.

There were no apologies received.

31/21 Election of Vice-Chairman

It was proposed and seconded that Cllr Hodgkinson be voted on as Vice-Chairman, therefore it was,

RESOLVED that Cllr Phil Hodgkinson be elected as Vice-Chairman.

32/21 Declarations of Interest in items on the Agenda

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

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

- 19) To receive an email from the St Erme Playing Field Trust asking for a letter of support for their application to Cornwall Council to release s106 monies for new equipment for Trencreek Park.

33/21 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.

34/21 To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2021 to 31st March 2022

The asset register previously circulated was agreed and it was therefore,

RESOLVED to approve the 'Asset Register' as a true record and to appoint Cllr Hodgkinson as a controller for 1st April 2021 to 31st March 2022.

35/21 To appoint representatives to outside bodies.

It was,

RESOLVED to appoint the following members as representative to outside bodies:

- **Truro & Roseland community Network Area:** Cllr Trethewey & Cllr S Jones
- **Cornwall Association of Local Council's:** Cllr S Jones & Cllr Light
- **Police Liaison Group:** Cllr P Jones and Cllr Riggs
- **LMP – Public Rights of Way:** Cllr Hodgkinson
- **St Erme Cricket Club:** Cllr Light
- **St Erme Playing Field Trust (PFT):** Cllr Riggs
- **St Erme Village Hall Committee:** Cllr S Jones

36/21 To agree the continuation of the following Sub Committees:

- **St Erme Emergency Community Plan Committee**

It was proposed and seconded with all in favour to continue the St Erme Emergency Plan Committee and it was therefore,

RESOLVED that the St Erme Emergency Plan continue as a sub-committee of the Council and that Cllr Trethewey, Cllr Hodgkinson, Cllr S Jones, and Cllr Barnes are the parish council representatives along with four members of the public.

- **St Erme Neighbourhood Plan Steering Group**

It was proposed and seconded with all in favour to continue the St Erme Neighbourhood Development Plan Steering Group and it was therefore,

RESOLVED that the St Erme Neighbourhood Development Plan Steering Group continue as a sub-committee of the Council and that Cllr Trethewey, Cllr Hodgkinson, Cllr P Jones and Cllr Barnes are the parish council representatives along with four members of the public.

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.

37/21 To receive and approve the minutes previously circulated for the extraordinary meeting held remotely on Tuesday 27th April 2021 via Zoom.

The minutes previously circulated were agreed and it was therefore,

RESOLVED that the minutes of the remote extraordinary meeting held on Tuesday 27th April 2021 via Zoom be approved as a true record and duly signed by the Chairman.

38/21 Councillors to discuss any matters with Cornwall Councillor if present.

The Chairman congratulated Cllr Karen Glasson on her new appointment for the Probus and St Erme division.

Cllr Glasson said that she is looking forward to working with us over the next few years. Cllr Glasson stated that she has an interest in campaigning to reduce speeds limits in villages and had noted that this is something we are currently looking at within our parish. Cllr Glasson will provide the council with a written report each month to update us on her work and Cornwall Council's.

39/21 Clerks update and report.

The Clerk reported on the following:

Highways:

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

We have received an update stating that the proposed timescales are going out to consultation in May (post elections) and anticipated commencement of works in November.

Mark O'Brien said that he has not seen any revised plans but will check if they include the changes we requested. Mark stated that we will have a chance another chance to respond to the statutory consultation.

b) 'Interactive Speed 'signage for the Parish

Cllr Hodgkinson, Cllr P Jones and the Clerk met to look at the locations for the 'mobile speed signs at the agreed locations. The form has been submitted to highways for consideration and we are waiting to hear back.

c) Emergency access road through Killigrew Gardens - Consultation

This item will be on the agenda of the June meeting.

d) The A39 and junctions from the village.

This item will be on the agenda of the June meeting.

Code of Conduct Training

The clerk reminded members that they are all required to attend Code of Conduct training within 6 months of appointment.

Cllr S Jones, Cllr P Jones and Cllr Hodgkinson will be attending the remote training being held by Cornwall Council during May.

Cllr Trethewey, Cllr Riggs, Cllr Light and Cllr Barnes will be attending the remote training on 28th July 2021 being held by the Cornwall Association of Local Council's at a cost of £20.00 per delegate.

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

40/21 To update on the St Erme Emergency Plan response to COVID 19 and support of the community.

The clerk reported that 40 families in the parish were receiving support from the Community Larder. They are currently considering opening up the larder further with drop-in sessions rather than appointments. It was suggested that the larder consider promoting itself in terms of helping to reduce food waste, which may open the larder up further to those that may be reluctant to attend.

41/21 Planning: -

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

- **PA21/03324: Parklands Toyota, Carland Cross, Mitchell
New workshop extension**

This application was discussed, and it was agreed and therefore,

RESOLVED to support the application with no recommendations

b) Update on planning issues:

Cornwall Council Planning Decisions

PA21/02209: Carland Cross Solar Farm – APPROVED with conditions

PA21/01089: Kaduna House, St Erme – APPROVED with conditions

Burrington's Trispen Development – Open Space to the north of the site.

The Chairman reported that the 'French Drains' have now been completed, the earth looks to have been raked and stones picked, and grass seeded. The gate and fencing have been completed for maintenance access from Eglos Road. The outstanding works are the planting of trees, possibly the wildflower seed and the ramp for disability access from the footpath to the estate road.

42/21 To agree the annual subscriptions for 2021/2022 as follows:

- **Cornwall Association of Local Councils:**
- **Society of Local Council Clerks:**
- **St Erme & Trispen Parish Post:**
- **Data Protection registration:**
- **Microsoft Office 365**

The annual subscriptions were agreed, and it was therefore,

RESOLVED that the above annual subscriptions for year ending 31st March 2022 be approved and for the clerk to arrange payment on receipt of invoice.

43/21 Finance:

- a) To receive the financial statement of accounts, including expenditure against budget and to approve payments.

The financial statement previously circulated was agreed and it was,

RESOLVED that the 'Statement of Accounts' be approved as a true record and duly signed and for the Clerk to arrange payment of the following invoices.

| Name | Details of payment | Cost | VAT | Total | Paid By |
|------------------|-----------------------|----------|---------|------------------|-----------------|
| Sage UK | Payroll | £ 7.00 | £ 1.40 | £ 8.40 | Direct Debit |
| R Larter | Internal Audit Fee | £ 175.00 | | £ 175.00 | On-line Banking |
| Printerland | Ink Toner | £ 106.57 | £ 21.31 | £ 127.88 | On-line Banking |
| Cornwall ALC Ltd | Annual Membership fee | £ 466.67 | £ 75.64 | £ 542.31 | On-line Banking |
| Playsafety | Annual Inspection | £ 147.50 | £ 29.50 | £ 177.00 | On-line Banking |
| Vision ICT Ltd | Website Hosting | £ 120.00 | £ 24.00 | £ 144.00 | On-line Banking |
| O2 | Mobile Phone | £ 11.97 | £ 2.39 | £ 14.36 | Direct Debit |
| Mrs S Trethewey | Expenses | £ 18.00 | | £ 18.00 | On-line Banking |
| Mrs S Trethewey | Salary Month 2 | | | | On-line Banking |
| Mr G Brunsdon | Salary Month 2 | | | | On-line Banking |
| M Pearson | LMP Maintenance | £ 575.00 | | £ 575.00 | On-line Banking |
| M Pearson | Grass Maintenance | £ 185.00 | | £ 185.00 | On-line Banking |
| | | | | | |
| TOTAL | | | | £3,352.20 | |

- b) To receive and approve payments and direct debits delegated to the clerk for year ending 31st March 2022.

The following payments and direct debits were considered, and it was proposed and seconded and therefore,

RESOLVED to approve the following payments and direct debits be delegated to the clerk for payment for the year ending 21st March 2022.

The following schedule of payments can be paid by the Clerk via on-line banking, for payment outside of meetings; any payments made will be shown on the schedule of payments at the next meeting of the Council:

- Basic Salaries and approved overtime
- Maintenance Contracts – M Pearson
 - Grass maintenance
 - Public Rights of Way maintenance
 - Weed treatments.
- Sage UK (Payroll) – Direct Debit
- O² Mobile (Mobile Phone) - Direct Debit
- Public Works Loan Board (Loan repayments) - Direct Debit
- The Information Commissioner Office (Data protection fee) - Direct Debit
- Microsoft 365 (Computer Software) - reimburse the Clerk on receipt.

The Clerk is also able to make payments in relation to the following:

- Items highlighted and delegated to the Clerk within the Council's Financial Regulations and Supplementary Financial Regulations

c) To agree a rota to carry out the 'Internal Controls' for the period of 1st April 2021 to 31st March 2022.

It was agreed for the clerk to make a Rota for members to carry out the internal controls on the council's procedures at least quarterly. The requested information from Councillors will be forwarded electronically where possible and the remaining controls will take place at an agreed location / date following the current government guidelines for the COVID-19 pandemic. Members are also able to request to carry out any additional internal checks by contacting the clerk.

d) To receive quotations and agree the renewal of the Council's annual insurance.

Following the review of the Council's insurance policy, the clerk had requested three quotations from insurance providers. The members had previously looked at the report provided by the clerk on the details of the quotations and the cover they provided. Following discussion, it was proposed and seconded and therefore,

RESOLVED to go with Zurich on a three-year agreement at a cost of £816.40pa. It was agreed for the clerk to arrange payment via on-line banking before the next meeting.

e) To review the council's current bank procedures and approve new signatories for the Bank Accounts.

Members reviewed the current banking procedures and the on-line access and payments put in place during the COVID-19 pandemic. Members considered the risk and internal controls of the Council's procedures and it was agreed and therefore,

RESOLVED to update and add Cllr Barnes and Cllr Light as new bank signatories and remove Colin Pound. The Clerk was also asked to look at arranging a £1,000 payment limit for on-line banking for the Clerk as a single access user and to set up on-line payment authentication for two members to approve transactions and to register members for Internet Banking.

44/21 To review and agree the dates of the St Erme Parish Council meetings for 2021/2022

The following dates and times were agreed for subject to any government COVID – 19 guidelines. It was therefore,

RESOLVED to agree the schedule of meetings for 2021/2022 to be held at the St Erme Community Centre at 7.30pm as follows:

Tuesday 1st June 2021
Tuesday 6th July 2021
Tuesday 7th September 2021
Tuesday 5th October 2021
Tuesday 2nd November 2021
Tuesday 16th November 2021 (Public Precept Meeting)
Tuesday 7th December 2021
Tuesday 11th January 2022
Tuesday 1st February 2022
Tuesday 1st March 2022
Tuesday 15th March 2022 (Annual Parish Meeting)
Tuesday 5th April 2022
Tuesday 3rd May 2022
Tuesday 7th June 2022

45/21 To receive further advice from the Cornwall Association of Local Council's regarding the return to physical meetings and agree any changes for the delivery of COVID secure meetings and delegation procedures.

Members had received copies of the document received by the Cornwall Association of Local Council's on the return to physical meetings & 'Delivering COVID 19 Secure Meetings'. It was felt that we should meet face to face as per our normal schedule of meetings, but that we should put provisions in place for delegation in case of a local COVID -19 outbreak or if government guidelines change. A risk assessment and procedures have already been put in place

for face to face meetings. Members of the public are asked to register to attend a meeting or to forward any comments to the clerk that they wish to make on any agenda items.

It was agreed to adopt a broad scheme of delegation to the clerk, this will allow the Council to be able to continue to operate between meetings if we were unable to meet face to face. This will only be used as an emergency measure, when meeting would be inappropriate, unsafe, or impossible. Providing we meet at least three further times during the year, without a 6-month gap you are covering your statutory duties. The current temporary planning protocols can remain in place to use if required under the scheme of delegation.

Members have reviewed the current bank procedures within Minute No: 39/21e.

Following discussion, it was proposed and seconded with all in favour and therefore,

RESOLVED to adopt the following 'Scheme of Delegation' to be used if required if the Council are unable to meet due to the COVID19 pandemic, the scheme of delegation will be updated in the Council's 'Supplementary Standing Orders and Financial Regulations.

"That the Council delegates authority to the Clerk in consultation with the Chairman, Vice Chairman or another member of the Council to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than September 2021."

46/21 To review and update the following documents under the Coronavirus Act 2020

- **Supplementary Standing Orders**

The Clerk to update the Supplementary Standing Orders as per legislation on the removal of the 'Remote Access to Meetings' for members and public and the reintroduction of face-to-face meetings as per the Council's Standing Orders. With the change that members of the public and press register to attend a meeting or can forward comments to be read out on an agenda item. Access to information will remain for inspection preferred via the website or electronically where possible.

The Clerk will draft the 'Supplementary Standing Orders' to be adopted at the next meeting of the council on 1st June 2021

- **Supplementary Financial Regulations**

The Clerk to update the Supplementary Financial Regulations to include the revised delegation as follows:

"That the Council delegates authority to the Clerk in consultation with the Chairman, Vice Chairman or another member of the Council to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than September 2021."

The payments and on-line banking procedures will remain in place until the new procedures are implemented.

The Clerk will draft the 'Supplementary Financial Regulations to be adopted at the next meeting of the council on 1st June 2021.

Cllr Trethewey, Cllr Light, Cllr Riggs and Cllr Hodgkinson had declared a non-pecuniary interest on the next item and left the room.

It was proposed and seconded for Cllr S Jones to Chair the next item.

47/21 To receive an email from the St Erme Playing Field Trust asking for a letter of support for their application to Cornwall Council to release s106 monies for new equipment for Trencreek Park.

Members discussed this item, and it was agreed and therefore,

RESOLVED to support the St Erme Playing Field Trust in their application to release S106 monies towards new play equipment for Tren creek Park.

Cllr Trethewey, Cllr Light, Cllr Riggs and Cllr Hodgkinson rejoined the meeting. Cllr Trethewey Chaired the remaining meeting.

48/21 To discuss and agree to look at holding an ‘Open Event’ for parish residents and local organisations at the end of July 2021.

Members relooked at holding an ‘Open Event’ for residents and local organisations and it was felt that we should provisionally book Saturday 31st July 2021. This will be subject to the government’s COVID 19 road map for lifting restrictions. It was felt that this would help and support local organisations to promote their groups and perhaps raise some money by holding a stall. The annual fun day has been postponed until 2022, which is usually held on the same weekend. The football field and the main hall of the Community Centre could be used. The clerk will write to all the local organisations to see if they would like to attend the event between 12.00 and 5.00pm. If there is enough interest the Council will look at providing some children’s entertainment.

49/21 To receive our external play equipment annual inspection reports and address any issues highlighted.

There were no high risks highlighted in the reports; only a few remedial works are required. It was agreed for the clerk to ask M Pearson for a quotation to carry out the works and to place a post on the Council’s Facebook page inviting contractors to quote for the works.

The picnic bench will need to be replaced, and the clerk was asked to obtain three quotations. Monies for this work and the new picnic bench be from the play equipment budget.

50/21 To receive and adopt the following revised documents/policies:

- **The council’s Risk Assessment**

The reviewed ‘Risk Assessment’ was discussed, and it was,

RESOLVED to adopt the council ‘Risk Assessment’ and procedures as a live document to update when required.

- **The council’s Grant’s Policy**

The reviewed ‘Grant Policy’ was agreed, and it was therefore,

RESOLVED to adopt the council Grant Policy.

- **Code of Conduct**

Members had received copies of the draft Code of Conduct and it was proposed and seconded with all in favour and therefore,

RESOLVED for the Council to adopt the new Code of Conduct.

51/21 To agree the date of the next meeting to be held on Tuesday 1st June 2021 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.

52/21 To update, discuss and agree on items regarding the open space at the North of the Burrington development regarding the transfer of land.

There were no updates on this item.

SIGNED

CHAIRMAN

DATE