



## The minutes of the meeting held on Tuesday 6<sup>th</sup> July 2021 at the St Erme Community Centre

### Those present:

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

### In attendance:

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

### 71/21 To accept apologies

Apologies were received and accepted from Cllr Light (self-isolating). Cllr S Jones (unwell) and Cllr Barnes (personal reasons)

### 72/21 Declarations of Interest in items on the agenda

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

There were no declarations of interest disclosed

### 73/21 Dispensations

- **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

### 74/21 To approve the minutes of the meeting held on Tuesday 1<sup>st</sup> June 2021

The minutes previously circulated were agreed and it was therefore

**RESOLVED that the minutes of the meeting held on Tuesday 1<sup>st</sup> June 2021 be approved as a true record and duly signed.**

### Public Participation (15 minutes)

The public are given 15 minutes to discuss any items on the agenda, after this period the members of the public may stay in the meeting but will not be able to comment or participate.

There were no members of the public present.

Cllr P Jones wished to speak as a member of the public and asked if the council would look at purchasing a defibrillator to go on the outside of the Village Hall as it was felt that it would be beneficial to have one at that end of the village. The Chairman stated that this should be considered and asked Cllr P Jones to request that the St Erme Village Hall Committee write to the council regarding this so it can be added to the agenda of the next meeting.

### 75/21 Councillors to discuss any matters with Cornwall Councillor if present

Cllr Glasson stated that she had attended several meetings and that the next full council meeting was due to take place the following week. Several local people had contacted her regarding various issues and that she was currently looking and responding to these individually.

### 76/21 Clerks update and report

The clerk updated and reported on the following:

**New defibrillator** pads have been received from the British Heart Foundation ready to replace the current ones which are coming up to their expiry date.

**Southwest Water** have dealt with the foul water leak at School Lane and further investigation will be carried out around the area of the leak. The clerk was asked to follow this up in a few weeks

**Cornwall Council** had responded regarding warning signage for 'Deer' crossing on the A39 and stated that they had not received any reports to date of deer injured or being hit along this stretch of road. They would not be able to install any signage unless they had received several reported incidences at this location over a period of time.

**Anti-Virus Software** was due for renewal on 31.07.21, it was agreed for the clerk to renew with McAfee Anti-Virus Software 'Total Protection' and for the clerk to be reimbursed the sum of £89.99 for this.

Members were reminded of the dates and times of forthcoming training and meetings. The training events are as follows:

**CALC Code of Conduct Training via Zoom**

28<sup>th</sup> July 2021: Cllr Trethewey, Cllr Barnes, Cllr Riggs and Cllr Light are booked in.

**CALC Chairmanship Training via Zoom**

Wednesday 22<sup>nd</sup> September 2021: Cllr Trethewey and Cllr Hodgkinson are booked in.

**77/21 Planning: -**

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

- **PA21/05348: Pengelly View, Pengelly Farm, St Erme, Truro**  
**Extension to dwelling and change of use of agricultural land to domestic curtilage.**

This application was discussed, and it was proposed and seconded and therefore

**RESOLVED to support this application with no recommendations**

**b) Update on planning issues:**

- **Update on Cornwall Council planning decisions:**

There were no updates.

**78/21 Highways:**

**a) To receive and agree on quotations received for 'Interactive Mobile 'signage and associated costs**

The clerk had obtained three quotations for consideration and after discussion it was proposed and seconded, with three members in support and one abstention from Cllr P Jones. It was therefore

**RESOLVED to purchase an interactive mobile speed camera and associated equipment from Elancity to be used at the previously agreed locations in the village and to arrange for RBS Ltd to purchase and install one post required for Eglos Road as per their quotations.**

**b) To update and agree options on reducing the number of vehicles driving on the emergency access roads at Killigrew Gardens.**

This item was discussed, Cllr Hodgkinson and the Clerk had previously attended a site meeting with Cllr Glasson (Cornwall Councillor) regarding this issue.

It was felt that the only option to help to reduce the number of vehicles would be to arrange for signage stating, 'No Vehicles – Emergency Access Only'. It was agreed that the existing sign of Killigrew Gardens could have an additional plaque underneath stating the above and to order two new posts at the same time to repair the damage to this existing sign. It was felt that an additional sign should be mounted on the wall at the entrance. It was agreed for the clerk to see if these costs could be included and covered within our Community Network Highways Scheme. If this is not possible the clerk will arrange for three quotations for supply and fitting of the signage.

**c) To update on reducing the speed limit past the village on the A39.**

The Clerk had received an email from Cornwall Council/Cormac stating that they still did not feel that there was an issue with the speed of the traffic along the A39 past the village. The reported incidences did not highlight that a speed reduction was required and did not meet their criteria.

Members were not happy with the response they received and asked Cllr Glasson (Cornwall Councillor) to speak to the Cornwall Council Portfolio Holder Cllr Desmonde for his support regarding their concerns on this issue. Cllr Glasson stated that she would be happy to and the Clerk will forward any relevant correspondence on this matter to Cllr Glasson.

**d) To discuss verges and curbing at Rouses corner**

Cllr Trethewey stated that the verge around Rouses corner by the school needed attention as there were sharp stones sticking out of the verge where it is wearing away and felt that this area required concrete curbs to protect the verge and vehicles.

It was agreed for the Clerk to see if these works could be included and covered within our Community Network Highways Scheme.

**79/21 To update on the St Erme Emergency Plan response to COVID 19 and support of the community.**

There are 40 families registered who collect regularly, this is now being solely run by the St Erme Playing Field Trust, with contact details of the Clerk to the Council (as a volunteer) and the St Erme Playing Field Trust..

The St Erme Community Larder is now open for drop in collections on a Monday 1.00pm to 3.00pm and 4.00pm to 6.00pm and on a Tuesday 10.00am to noon.

There is a new focus to promote the Community Larder in terms of helping to reduce food waste, whilst helping the Community. This will hopefully open the larder to those that may not have felt comfortable in attending.

The St Erme Emergency Plan Committee will be meeting shortly to update on the COVID response and the Emergency Plan in general.

**80/21 Finance:)**

**a) To receive the financial 'Statement of Accounts' for the year to date and to approve payments.**

To be approved at the meeting held on Tuesday 6th July 2021							
Name	Details of payment	Cost	VAT	Total	D*	Paid By	Paid On
M Pearson	Weed Maintenance	£ 495.00		£ 495.00		On-line Banking	10.06.21
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40		Direct Debit	17.06.21
O2	Mobile Phone	£ 11.97	£ 2.39	£ 14.36		Direct Debit	24.06.21
Mrs S Trethewey	Salary Month 3					On-line Banking	30.06.21
Mr Brunsden	Salary Month 3					On-line Banking	30.06.21
M Pearson	Grass Verges	£ 185.00		£ 185.00		On-line Banking	30.06.21
Mrs S Trethewey	Expenses	£ 18.00		£ 18.00		On-line Banking	
HMRC	1st Qtr Payment	£ 86.94		£ 86.94		On-line Banking	
British Heart Foundation	Defibrillator Supplies	£ 96.67	£ 19.33	£ 116.00		On-line Banking	
St Erme PFL	Facility Hire	£ 19.50		£ 19.50		On-line Banking	
Fenland Leisure Products Ltd	Wetpour Repair Kit	£ 108.00	£ 21.60	£ 129.60		On-line Banking	
M Pearson	Play Equipment Repairs	£ 448.00		£ 448.00		On-line Banking	
				£ 2,906.05			

The following invoices were also agreed for payment by on-line banking at the meeting:

M Pearson (Grass Maintenance) = £185.00

St Erme PFL (Hall Hire – June) = £13.50

Wicksteed (Replacement Bolts) = £27.46 + £5.49 VAT = £32.95

The invoices above were agreed and it was proposed and seconded and therefore

**RESOLVED that the Statement of Accounts and invoices for payment be approved.**

**b) To receive and discuss the council's receipts and payments against the budget.**

Members had received copies of the accounts against budget and the bank reconciliation and there were no questions.

**c) To receive a report on the council's internal controls carried out by Cllr P Jones.**

Cllr P Jones had carried out the internal controls and the report will be circulated ready for the next meeting.

**81/21 To update on the items highlighted in the GDPR Annual report**

The clerk reported that following the Annual Report and review the Council's Policy of Retention of Documents has been updated to include the following:

- **General emails & correspondences:** -  
Retained for as long as needed and to a maximum of 3 years.
- **Documents required relating to Information Technology**  
Email: Minimum Retention Period is 2 years – to satisfy complaints.

Members were asked to sign a 'General Data Protection Awareness Checklist for Councillors', confirming that they are aware of procedures regarding the Data Protection when using their own electronic devices and the use of their Councillor email address.

- **Information Protection Policy:**

Members have received a copy of the draft 'Information Protection Policy' to be considered for adoption at this meeting under agenda item 12)

**82/21 To receive and adopt the following Policies:**

- **Environmental Policy**
- **Information Protection Policy**
- **Reviewed Document Retention Policy**
- **Reviewed Complaints Procedure Policy**

Members had previously received copies of the policies above and it was proposed and seconded with all in favour and it was therefore

**RESOLVED to adopt the Council's following Policies:**

- **Environmental Policy**
- **Information Protection Policy**
- **Reviewed Document Retention Policy**
- **Reviewed Complaints Procedure Policy**

**83/21 To update and decide the next steps to set up a Climate Adaption Working Group to take forward the Council's Environmental Policy.**

The clerk will have a display board at the Council's Open Event on 31st July asking for volunteers from the Community to join a Working Group to take forward the council's Environmental Policy. This will be advertised in the next issue of the Parish Post and the council's social media pages.

It was agreed to register an interest in Cornwall Council's project for a 'Landmark Tree' for 2022/2023

It was agreed to acquire some free daffodil bulbs to plant in the Autumn for the verge at Eglos Road. Cllr P Jones stated that Cllr S Jones would be able to arrange this on the Council's behalf. The Clerk will contact Cllr S Jones regarding this.

**84/21 To receive quotations for a new picnic bench and installation for the School Playing Field**

Three quotations had been acquired and members discussed the options, and it was proposed and seconded with all in favour and therefore

**RESOLVED to purchase a Sneyd Hill wheelchair accessible picnic bench from Broxap at £542.00 cost and for M Pearson to install the bench at a cost of £60.00**

**85/21 Play Equipment:**

- a) **To update on the urgent repairs carried out under the scheme of delegation on the play equipment at the school playing field and agree on any further work required.**

Mr Pearson has been asked to carry out the urgent repairs on the play equipment at the School Playing Field which was agreed through delegation by the Chairman and Vice-Chairman due to the urgency and nature of the repairs required.

To carry out the works to repair the damage to the wet pour (can take 4 to 6 hours to dry dependent on the weather), it was felt that as the contractor is required to stay on site for the above, that it would be cost effective to carry out the remaining works while on-site which includes treating the rust on the Climbing Frame'

The cost of this was as follows:

M Pearson - Labour	£360.00
M Pearson (Primer & Paint)	£88.00
Wet Pour Repair Kit	£108.00
Replacement Bolts for Buddyboard	£27.46

Members were informed of the above by email prior to the works being carried out and agreed that urgent action was required.

**Damaged Cradle Seat**

The cradle seats at the school park have been damaged, the supplier (Wicksteed) thought this may be due to vandalism and they have been cut by a knife. This has been reported to the Police. The replacement Cradle Seats are just outside of the two-year guarantee, Wicksteed have agreed to forward two new bars free of charge and instructions on how to replace this section.

The climbing frame and slide will need welding some time in the future where the slide joins the main frame and on the foot. The clerk will look at obtaining quotes for this work, which is not urgent at this time.

- b) **To consider quotations received for works on the Toddler and Gym equipment at Trispen football field.**

The cost to carry out the maintenance repairs to the toddler tunnel and gym equipment and safety surface, with the Council supplying the materials and Mr M Pearson labour costs would be £228.80

This was discussed and it was proposed and seconded and therefore

**RESOLVED for the works to be carried out by M Pearson and the materials supplied by the Council at a cost of £228.80**

**86/21 To receive and consider an email from the group '20's Plenty for Cornwall' calling the council to support their aim for a default 20mph limits initiative.**

This item was discussed and members stated that they support the '20's Plenty for Cornwall' campaign and asked the Clerk to write a letter of support.

**87/21 To receive and consider a letter from the St Erme WI requesting the use of the Council's emblem in celebrating the WI Centenary in April 2022**

Members discussed this item and it was felt that this is an important milestone for the St Erme WI and one that the council should support. It was proposed and seconded and agreed to support this request if the Council are able to sponsor the event. Cllr P Jones wished for it to be minuted that he voted against the proposal. It was therefore

**RESOLVED for the Clerk to write to the St Erme WI stating that we would consider sponsoring their Centenary Badge which would enable the Council's emblem to be**

**included. The St Erme WI would need to forward further details of the cost etc. for the Council to consider the sponsorship if they are in agreement with this.**

**88/21 To update and agree on holding the proposed Community Open event on 31<sup>st</sup> July 2021 and agree any associated costs.**

This item was discussed, and all the community organisations had been invited to attend. The Clerk had spoken to Cornwall Council to see if their waste & recycling van would attend to give out advice and information and was waiting to hear back from them.

Members discussed providing children's entertainment for the event and it was agreed and therefore

**RESOLVED that the Clerk has a maximum budget of £300.00 for a children's entertainer and other items required for the event.**

**89/21 Councillors to report on any meetings attended as representatives:**

Cllr P Jones was unable to attend the Police Liaison meeting and the Clerk agreed to forward the notes of the meeting once received.

**90/21 To agree the date and time of the next meeting of the Council being held on Tuesday 7<sup>th</sup> September 2021**

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.

**21) To review and discuss the CNA Highways Scheme submission for St Erme**

**SIGNED**

**CHAIRMAN**

**DATE**

**CONFIDENTIAL**

**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.

**91/21 To review and discuss the CNA Highways Scheme submission for St Erme**

Members discussed the various options provided by Cornwall Council for the Highways Scheme and it was proposed, seconded and agreed by all and therefore

**SIGNED** \_\_\_\_\_ **CHAIRMAN** \_\_\_\_\_ **DATE** \_\_\_\_\_