



The minutes of the annual meeting of the Council held on Tuesday 3rd May 2022 at the St Erme Community Centre.

Those present:

Cllr Trethewey, Cllr Hodgkinson, Cllr Riggs, Cllr Barnes, Cllr Light, and Cllr P Jones (from 7.45pm)

In attendance:

Sally Trethewey (Clerk)

23/22 Election of Chairman and signing of the ‘Chairman’s Declaration of Acceptance of Office.’

It was proposed by Cllr Hodgkinson and seconded by Cllr Barnes to elect Cllr Trethewey as Chairman. It was therefore

RESOLVED for Cllr Trethewey to be elected as Chairman, Cllr Trethewey signed the ‘Chairman’s Declaration of Acceptance of Office’.

24/22 To accept apologies.

Apologies were received and accepted from Cllr S Jones (unwell) and Cllr Glasson (Cornwall Councillor).

25/22 Election of Vice-Chairman.

It was proposed by Cllr Light and seconded by Cllr Barnes to elect Cllr Hodgkinson as Vice-Chairman. It was therefore

RESOLVED for Cllr Hodgkinson to be elected as Vice-Chairman, Cllr Hodgkinson signed the ‘Vice-Chairman’s Declaration of Acceptance of Office’.

26/22 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:

14) Finance:

27/22 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.

28/22 To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2022 to 31st March 2023.

Cllr Hodgkinson had carried out the inventory checks on the council’s asset register and it was noted that the bin north of Trispen Hill required the location to be updated. Members had received a copy of the register prior to the meeting, and it was agreed and therefore

RESOLVED that the Asset Register for year ending 31/03/2022 be approved as a true record. Cllr Light was appointed as the asset controller for 2022/2023.

29/22 To appoint representatives to outside bodies.

It was proposed and seconded to appoint the following members as representatives:

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

30/22 To agree the continuation of the following Sub Committees:

It was

RESOLVED for the following sub committees to be approved:

- **St Erme Emergency Community Plan Committee**

Councillors: Cllr Trethewey, Cllr Hodgkinson, Cllr Light, and Cllr Barnes

Community Representatives: Dave Matthews, Mark O'Brien, Emma Goodall

- **St Erme Neighbourhood Plan Steering Group.**

Councillors: Cllr Trethewey, Cllr P Jones, and Cllr Hodgkinson

Community Representatives: Michael Edwards, Richard Kerswell, and Marie Wills

- **St Erme Sustainability and Climate Adaption Working Group**

Councillors: Cllr Barnes, Cllr Riggs plus 1 vacancy

Community Representatives: up to 8 members of the community.

Cllr P Jones joined the meeting.

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.

31/22 To receive and approve the minutes previously circulated for the meeting held on Tuesday 5th April 2022.

The minutes of the meeting previously circulated were agreed and it was therefore

RESOLVED that the minutes of the meeting held on Tuesday 5th April 2022 be approved at a true record and duly signed.

32/22 Councillors to discuss any matters with Cornwall Councillor if present.

Cllr Glasson had given her apologies.

Cllr Light asked the clerk to email Cllr Glasson regarding concerns with the lack of information provided by Cornwall Council on the roll out of the £150.00 council tax grant.

33/22 Clerks update and report.

The clerk reported on the following:

Community Litter Picking Day – Ten members of the community attended the Community Litter Pick, and seven bags of rubbish was collected. Cllr Karen Glasson (Cornwall Councillor) also attended, and it was agreed to carry out a community litter pick on a quarterly basis.

E-mail received from resident– a member of public was concerned regarding the removal of Hazel trees and the clerk forwarded the relevant information to the resident and confirmed that the tree was not subject to a TPO.

Cllr Desmonde (CC Cabinet Member for Transport) – Cllr Desmonde had responded regarding the new Pydar Development and parking concerns. Members had received a copy of the response.

Cornwall Council: Cornwall Council had agreed to look at repainting some of the yellow lines in the village but could not say if they would be able to do the yellow lines at the same time as the highways scheme works.

Team Maintenance: The clerk informed members that the School Playing Field Gate repairs will be carried out within the next couple of weeks.

Costain A30 closure Alert: Members had been informed of the Chiverton Cross to Boxheater junction closure’.

New Litter Bin: The litter bin at Polisken Way has been replaced by Cornwall Council without charge.

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

34/22 Planning: -

a) To consider any planning applications received up to the date of the meeting: -
No planning applications had been received.

b) Update on planning issues:
There were no items discussed.

35/22 To agree the annual subscriptions for 2022/2023.

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

The above subscriptions were agreed, and it was therefore

RESOLVED to approve the subscriptions above for 2022/2023.

Cllr Trethewey had declared a pecuniary interest on the next agenda item:

36/22 Finance:

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

To be approved at the meeting held on Tuesday 3rd May 2022				
Name	Details of payment	Cost	VAT	Total
M Pearson	Grass Maintenance	£ 185.00		£ 185.00
Sage	Payroll	£ 7.00	£ 1.40	£ 8.40
O2	Mobile	£ 20.10	£ 4.02	£ 24.12
Mrs S Trethewey	Salary Month 1			
Mr G Brunsdon	Salary Month 1			
Mrs S Trethewey	Expenses	£ 95.70		£ 95.70
St Erme Playing Fields Ltd	Hall Hire March	£ 33.00		£ 33.00
ElanCity UK	Additional Mounting Bars	£ 82.75	£ 16.55	£ 99.30
St Erme Parish Post	Annual Fee	£ 224.99		£ 224.99
Vision ICT Ltd	Email address hosting	£ 126.00	£ 25.20	£ 151.20
Zurich Insurance	Annual Insurance Renewel fee	£ 832.71		£ 832.71
				£ 3,079.41

The following invoices were also presented for payment:

M Pearson : Grass Maintenance - £195.00

R Larter: Internal Audit fee - £175.00

Vision ICT: Annual Website Hosting fee - £154.80

The accounts previously circulated were approved and it was therefore

RESOLVED that the statement of accounts be approved as a true record and duly signed.

b) To receive and approve payments and direct debits delegated to the clerk for year ending 31st March 2023.

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
- Internet Security (Computer Software) - reimburse the Clerk on receipt

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

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

The schedule of payments for the year were agreed and it was therefore

RESOLVED that the schedule of payments above can be delegated to the clerk for payment.

- c) **To receive and approve the financial statement and end of year accounts for year ending 31st March 2022.**

The accounts previously circulated were agreed and it was therefore

RESOLVED that the 'Statement of Account's for year ending 31st March 2022 be approved as a true record and duly signed.

- d) **To receive the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2022.**

Members had received a copy of the 'Internal Examination of the Council's Procedures' for year ending 31st March 2022 and there were no issues highlighted.

- e) **To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2022.**

The Chairman read out each question of the Annual Government Statement and members answered each question in turn. It was therefore,

RESOLVED that the 'Annual Governance Statement' for year ending 31st March 2022 be approved as a true record and duly signed.

- f) **To receive, approve and sign the Statement of Accounts for the Annual Audit Return for year ending 31st March 2022.**

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

RESOLVED that the 'Statement of Accounts for the Annual Audit Return' for year ending 31st March 2022 be approved as a true record and duly signed.

- g) **To consider and agree on the distribution of grants to parish organisations for 2022/2023 as per the Council's Grant Policy.**

Members discussed this item, 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 as follows:

St Erme Church - £1,500

St Erme Cricket Club - £500

St Erme Silver Circle - £250

St Erme Playing Field Trust - £400

St Erme WI - £400

Misc - £200

- h) **To agree the renewal of the Council's annual insurance for 2022 – 2023**

The council's insurance cover was reviewed at the last meeting, and it was agreed that the Council had adequate cover for their assets and activities.

The council are currently starting the 2nd year of a three-year agreement with Zurich on 1st June 2022 at a total fee of £832.71.

RESOLVED to renew the Council's annual insurance for 2022/2023 with Zurich for the second year of a three-year agreement.

- i) **To review the council's current bank procedures for the Bank Accounts.**

Members considered their current banking arrangements and reviewed any associated risks. Members were satisfied that the current arrangements and their internal controls were adequate to help eliminate any risks. They considered their banking provider and were happy with the service they received.

37/22 To review and agree the dates of the St Erme Parish Council meetings for 2022/2023

Members approved the schedule of meetings for 2022/2023 as follows:

Tuesday 7th June 2022

Tuesday 5th July 2022

Tuesday 6th September 2022

Tuesday 4th October 2022

Tuesday 1st November 2022

Tuesday 22nd November 2022 (Public Precept Meeting)

Tuesday 6th December 2022

Tuesday 10th January 2023

Tuesday 7th February 2023

Tuesday 7th March 2023

Tuesday 14th March 2023 (Annual Parish Meeting)

Tuesday 4th April 2023

Tuesday 2nd May 2023

Tuesday 6th June 2023

38/22 To update on the Queens Platinum Jubilee and consider a request for a grant to the St Erme Community Enhancement Group towards the cost of the community celebrations.

The Chairman updated that Cornwall Council have confirmed the road closure of Trispen Hill for the street party on Sunday 5th June 2022. Invitations will be delivered to every household over the next two weeks.

A programme of the full events for the Platinum Jubilee Celebrations has been put in the St Erme Parish Post and the programme will be displayed in the Parish noticeboards and on social media.

It was agreed the cost of the Council's flower arrangement for St Erme Church's 'Flower Festival' and was therefore

RESOLVED to allocate £80.00 towards the cost of the flowers for the Parish Council's flower arrangement for the 'Royal Beacon'.

Members considered a request for a grant from the St Erme Community Enhancement Group who are overseeing the 'Jubilee Celebrations' for the village. It was proposed and seconded and therefore

RESOLVED to grant the sum £200 to the St Erme Community Enhancement Group towards the Jubilee Celebration events.

39/22 To review and update the following documents under the Coronavirus Act 2020

- Supplementary Standing Orders
- Supplementary Financial Regulations

The Council's supplementary documents were reviewed, and it was agreed and therefore

RESOLVED to keep the Supplementary Standing Order and Financial Regulations in place at this current time and to review again no later than September 2022.

40/22 To update and agree the way forward on the agreed tender for the maintenance of the hedges and wildflower meadow on the open space at the north of Burrington's.

This item was discussed, and it was agreed for the Clerk to acquire further quotations for these works due to the agreed contractor no longer wishing to carry this maintenance.

41/22 To agree the date of the next meeting to be held on Tuesday 7th June 2022 at the St Erme Community Centre 7.30pm.

The above date and time were agreed.

SIGNED

DATED

CHAIRMAN