



**The minutes of the annual meeting held on Tuesday 2<sup>nd</sup> May 2023 at the St Erme Community Centre.**

**Those present:**

Cllr Trethewey (Chairman), Cllr Hodgkinson (Vice-Chairman) and Cllr Light.

**In attendance:**

Jo Harley (Coastline Housing), Matt (Coastline Housing), and six members of the public.

**21/23 Election of Chairman and signing of the ‘Chairman’s Declaration of Acceptance of Office.’**

It was proposed and seconded and therefore,

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

**22/23 To accept apologies.**

Apologies were received and accepted from Cllr S Jones, Cllr P Jones (holiday), Cllr Barnes (unwell) and Cllr Karen Glasson (Cornwall Councillor) who was attending another meeting.

**23/23 Election of Vice-Chairman and signing of the ‘Vice-Chairman’s Declaration of Acceptance of Office.’**

It was proposed and seconded and therefore,

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

**24/23 Councillors to disclose any declarations of interests on any agenda items.**

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

15) Finance:

- b) To receive and approve payments and direct debits delegated to the clerk for year ending 31<sup>st</sup> March 2024.
- c) To receive and approve the financial statement and end of year accounts for year ending 31<sup>st</sup> March 2023.
- d) To receive the ‘Internal Examination of the Council’s Procedure’s’ for year ending 31<sup>st</sup> March 2023.
- e) To agree and answer each Section of the Annual Governance Statement for year ending 31<sup>st</sup> March 2023.
- f) To receive, approve and sign the Statement of Accounts for the Annual Audit Return for year ending 31<sup>st</sup> March 2023.

**25/23 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.

**26/23 Jo Harley from Coastline Housing to talk about their proposals for a potential development in St Erme.**

The chairman welcomed Jo and Matt to the meeting.

Jo stated that they are currently looking at the field adjacent to the school and that surveys are being carried out. They have carried out site and percolation tests and have met with the headteacher at the school.

They are looking at 100% affordable with a social rent level of 60% compared to an affordable rent level of 80%.

They are currently working on revised plans and are looking at holding a consultation event before submitting a planning application.

Jo asked if there were any questions.

Q. Why have you chosen this field?

A. Jo stated that this field was available, and they had received what they feel is positive response from Cornwall Council on their PRE-APP application and the site is next to the school.

Q. The landowner also owns land to the south of the village that currently has a 'Strategic Housing Land Availability Assessment (SHLAA), why are you not looking at this site instead of the one you are proposing?

A. We are aware of this land, but the feedback from highways is that the lane is too narrow for access.

Q. Are you aware that Legacy Homes are looking at developing the field next to the field that has the SHLAA on, whose draft plans leave space to access this site would it not be sensible to work with them and to have a better site?

There were no more questions and the Chairman thanked Jo Harley and Matt and asked if they would be happy to stay and answer any questions from the members of the public during Public Participation. They were happy to do this.

#### **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.**

A member of the public stated that the advisory on Cornwall Council's PRE-APP advice stated that the road would need to be widened to 5m and include a pavement, which would include street lighting. The volume of traffic along this road is already busy and includes a large amount of farm traffic.

Part of the housing issue is that bungalows need to be provided for the elderly to downsize to free up the family sized accommodation. Jo stated that they will look at incorporating bungalows into the scheme.

In terms of neutral carbon zero what are you proposing to mitigate this? Jo stated that there will be a biodiversity of net gain and they will have a zero-gas policy and use energy such as heat pumps.

There were no more questions and the Chairman thanked Jo Harley and Matt for attending.

#### **27/23 To receive and approve the inventory and asset register of council property and to appoint a controller for 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024.**

Cllr Light reported that he had carried out an inspection of the assets and there were no issues. A copy of the Asset Register had been forwarded to members.

It was proposed and seconded and agreed that the asset register is correct and for Cllr Hodgkinson to be the Asset Controller for year ending 31<sup>st</sup> March 2024. It was, therefore.

**RESOLVED to sign the Asset Register as a true record and to appoint Cllr Hodgkinson as the Asset Controller for year ending 31<sup>st</sup> March 2024**

**28/23 To appoint representatives to outside bodies.**

The following representatives were appointed:

- **Truro & Roseland Community Network Area:**  
Cllr Sally Jones and Cllr Trethewey as a reserve.
- **Cornwall Association of Local Council's x1**  
Cllr Light and Cllr Trethewey as a reserve.
- **Police Liaison Group x 1**  
Cllr Phil Jones and Cllr Hodgkinson as a reserve.
- **LMP – Public Rights of Way x1**  
The clerk to ask Cllr Barnes if he would be happy to be the representative for this position.
- **St Erme Playing Field Trust (PFT) x1.**  
Cllr Hodgkinson
- **St Erme Village Hall Committee x1**  
Cllr Sally Jones
- **St Erme Cricket Club x1**  
Cllr Light
- **St Erme Community Enhancement Group x1**  
Cllr Trethewey

**29/23 To agree the continuation of the Council's Sub Committees and Working Groups:**

The following Sub Committees and Working Group were approved:

- **St Erme Climate Adaption Working Group**  
**Members x 3:**  
Cllr Barnes & Cllr Trethewey (as a reserve) – 2 positions are vacant the clerk to put on the agenda of the next full meeting to ask members that were not present.  
**Community members x6:**  
Nick Dymond, Rennie Evens, Kevin Barradell, Caron Simkins and Jake Trethewey
- **St Erme Neighbourhood Plan – Working Group**  
**Members x 3:**  
Cllr Trethewey, Cllr P Jones, and Cllr Hodgkinson  
**Community Members:**  
Michael Edwards, Richard Kerswell, Marie Wills
- **St Erme Emergency Plan Committee – Sub Committee**  
**Council coordinators x 4:**  
Cllr Barnes, Cllr Trethewey, Cllr Hodgkinson & Cllr Light  
**Community Co-ordinators x3:**  
David Matthews, Mark O'Brien, Emma Goodall

**30/23 To receive and approve the minutes previously circulated for the meeting held on Tuesday 4th April 2023.**

The minutes previously circulated were agreed and it was proposed and seconded with all in favour and therefore,

**RESOLVED that the minutes of the meeting held on Tuesday 4<sup>th</sup> April 2023 be approved as a true record and duly signed.**

**31/23 Councillors to discuss any matters with Cornwall Councillor if present.**

Cllr Glasson had given her apologies.

Cllr Light asked if there had been any further updates on the speed limit of the A39, the Clerk will forward this question to Cllr Glasson.

### **32/23 Clerks update and report.**

The clerk reported on the following:

**Vacancy for Councillor (co-option)** – The clerk informed members that no applications had been received and that the deadline for applications has been extended to 15<sup>th</sup> May 2023.

### **Cllr Glasson**

- a response has been received regarding Cllr Barnes questions about the new Homeless Centre in Truro; a copy has been forwarded to members.
- The updates on the planned changes to the waste and recycling collections has been forwarded to members.

**A30 Social Value Fund** – The Clerk informed members that further detailed information on the grant applications has been forwarded and the organisations are waiting to hear back.

The clerk informed members of all correspondences received and reminded of forthcoming meetings and training events.

### **33/23 Planning: -**

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

- i) **PA23/02773: Land south on Penhale Cottage, St Erme.**  
**Application for a lawful development certificate for an existing use of land for stationing of static caravan and occupation for residential purposes, including use of residential curtilage/garage and outbuilding for residential purposes.**

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

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

- ii) **PA23/02410: Land northeast of The Bungalow, St Erme.**  
**Proposals involve replacing an existing caravan to the Northeast of Polisken Farm with a new 3-bedroom bungalow with attached double garage and new site access/driveway and associated landscaping works.**

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

**RESOLVED to support this application with a condition that the existing caravan is removed from the site.**

### **b) Update on planning issues:**

The clerk updated members on the following Cornwall Council planning decisions

**PA21/06005: Tresithick Barton: REFUSED by Cornwall Council**

### **34/23 To agree the annual subscriptions for 2023/2024.**

Members discussed and agreed the annual subscriptions and it was proposed and seconded and therefore

**RESOLVED the subscriptions below be approved for the year ending 31<sup>st</sup> March 2024.**

- Cornwall Association of Local Councils:
- Society of Local Council Clerks:
- St Erme & Trispen Parish Post: (for the Council's Newsletters)
- Data Protection registration:
- Microsoft Office 365
- McAfee Total Protection

### **35/23 Finance:**

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

To be approved at the annual meeting held on Tuesday 2nd May 2023				
Name	Details of payment	Cost	VAT	Total
British Heart Foundation	Defibrillator Pads	£ 140.00	£ 28.00	£ 168.00
St Erme PFL	Hall Hire March	£ 39.00		£ 39.00
St Erme PFL	Hall Hire Feb	£ 23.00		£ 23.00
Sage	Payroll	£ 7.00	£ 1.40	£ 8.40
O2	Mobile Phone	£ 23.57	£ 4.71	£ 28.28
Mrs S Trethewey	Salary Month 1			
Mr G Brunsden	Salary Month 1			
Mrs S Trethewey	Expenses	£ 42.70		£ 42.70
Cornwall ALC Ltd	Annual Subscription	£ 492.32	£ 80.24	£ 572.56
Vision ICT Ltd	Email hosting	£ 126.00	£ 25.20	£ 151.20
Information Commissioners Office	Data Protection Annual Fee	£ 35.00		£ 35.00
		£ 2,695.74	£ 139.55	£ 2,835.29

The following invoice was also presented for payment.:  
Rob Larter (Annual Internal Audit Fee) - £175.00 cost.

The 'Statement of Accounts' had been previously circulated, and it was proposed and seconded and all in favour and therefore

**RESOLVED that the 'Statement of Accounts' be approved as a true record and duly signed.**

Cllr Trethewey had declared a pecuniary interest on the following agenda items. As the Council would therefore be inquorate it was

**RESOLVED to forward agenda items 15 (b), (c), (d), (e), (f) to the next meeting of the Council.**

- b) To receive and approve payments and direct debits delegated to the clerk for year ending 31<sup>st</sup> March 2024.

Moved to the next meeting of the Council

- c) To receive and approve the financial statement and end of year accounts for year ending 31<sup>st</sup> March 2023.

Moved to the next meeting of the Council

- d) To receive the 'Internal Examination of the Council's Procedure's' for year ending 31<sup>st</sup> March 2023.

Moved to the next meeting of the Council.

- e) To agree and answer each Section of the Annual Governance Statement for year ending 31<sup>st</sup> March 2023.

Moved to the next meeting of the Council

- f) To receive, approve and sign the Statement of Accounts for the Annual Audit Return for year ending 31<sup>st</sup> March 2023.

Moved to the next meeting of the Council

**g) To consider and agree on the distribution of grants to parish organisations for 2023/2024 as per the Council's Grant Policy.**

This item was discussed, and members set the grant allocations for year ending 31<sup>st</sup> March 2024 and it was 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 - £200
- St Erme WI - £400 (carried forward)
- St Erme Community Enhancement Group - £800
- Trispen & St Erme Hardship Fund - £550

**h) To agree the renewal of the Council's annual insurance for 2023/2024.**

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 3<sup>rd</sup> year of a three-year agreement with Zurich on 1st June 2023 at a total fee of £904.92. It was therefore

**RESOLVED to renew the Council's annual insurance for 2023/2024 with Zurich for the final 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.

**36/23 To review and agree the dates of the St Erme Parish Council meetings for 2023/2024**

Members approved the schedule of meetings as follows:

Tuesday 6<sup>th</sup> June 2023

Tuesday 4<sup>th</sup> July 2023

Tuesday 5<sup>th</sup> September 2023

Tuesday 3<sup>rd</sup> October 2023

Tuesday 7<sup>th</sup> November 2023

Tuesday 21<sup>st</sup> November 2023 (Public Precept Meeting)

Tuesday 5<sup>th</sup> December 2023 (in St Erme Village Hall)

Tuesday 9<sup>th</sup> January 2024 (in St Erme Village Hall)

Tuesday 6<sup>th</sup> February 2024

Tuesday 5<sup>th</sup> March 2024

Tuesday 19<sup>th</sup> March 2024 (Annual Parish Meeting)

Tuesday 2<sup>nd</sup> April 2024

Tuesday 7<sup>th</sup> May 2024

Tuesday 4<sup>th</sup> June 2024

All meetings are usually held at the St Erme Community Centre commencing at 7.30pm, unless otherwise stated on the agenda or above.

**37/23 To update on King Charles III Coronation community celebrations.**

The following events have been agreed by the St Erme Community Enhancement Group with support by local organisations.

Saturday 7<sup>th</sup> May: Coronation on the 'Big Screen' at the Community Centre for adults.

Sunday 8<sup>th</sup>: 'Big Lunch' event at Tragassow Manor, with a 'Bluebell Walk' and 'Songs of Praise' service. In the evening the concert will be shown at the Community Centre.

Monday 9<sup>th</sup>: The 'Big Help Out' and carry out some volunteering work in the village.

**38/23 To receive and respond to the Cornwall Council Public Spaces Protection Order (Alcohol Consumption in Designated Public Spaces) consultation.**

Members discussed this consultation and there were no comments.

**39/23 To review and update the following documents.**

- **Standing Orders**

Members reviewed the Council's 'Standing Orders' and agreed that there were no changes required at this time. The next review will be in a years' time.

- **Financial Regulations & Supplementary Financial Regulations.**

Members reviewed the Council's 'Financial Regulations' and agreed that there were no changes required at this time. The next review will be in a years' time. It was agreed to continue with the 'Supplementary Financial Regulations' and review these again in 6 months.

**40/23 To discuss and agree for Vision ICT to carry out maintenance of the Council's website and consider signing up to Google Analytics GA4.**

Members discussed this and it was agreed that the maintenance should be carried out on the site and to sign up to Google Analytics GA4.

It was proposed and seconded and therefore,

**RESOLVED for Vision ICT to carry out the maintenance of the website for £100.00 cost and to set up the Google Analytics GA4 at a cost of £40.00.**

**41/23 To receive and discuss an email regarding accessibility of the village and issues with drop kerbs and steps which make is difficult for those with disabilities and the less mobile.**

This item was discussed, and it was agreed that we should look at the whole village to consider the disability access. Members to look at the village and report back at the next meeting.

**42/23 To agree the date of the next meeting to be held on Tuesday 6<sup>th</sup> June 2023 at the St Erme Community Centre 7.30pm.**

The date and time above were agreed.

**SIGNED**

**CHAIRMAN**

**DATED**