



The minutes of the Annual meeting held on Tuesday 7th May 2024 at the St Erme Community Centre at 7.30pm.

Those present:

Cllr Trethewey (Chairman), Cllr Hodgkinson (Vice-Chairman), Cllr Gould, Cllr S Jones and Cllr P Jones.

In Attendance:

Mrs Sally Trethewey (Clerk), Cllr Karen Glasson (Cornwall Councillor) and two members of the public.

17/24 Election of Chairman and signing of the 'Chairman's Declaration of Acceptance of Office.'

It was proposed and seconded with all in favour and therefore,

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

18/24 To accept apologies.

Apologies were received and accepted from Cllr Barnes (work commitments) and Cllr Light (personal reasons).

19/24 Election of Vice-Chairman and signing of the 'Vice-Chairman's Declaration of Acceptance of Office.'

It was proposed and seconded with all in favour and therefore,

RESOLVED to elect Cllr Hodgkinson as Vice Chairman. Cllr Hodgkinson signed the 'Declaration of Acceptance of Office.'

20/24 Councillors to disclose any declarations of interests on any agenda items.

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

7) Planning:

- a) To consider any planning applications received up to the date of the meeting: -
PA24/02096: The Caravan, land adjacent to Pengelly Cottage, St Erme

Cllr Trethewey 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 31st March 2025.
- c) To receive and approve the financial statement and end of year accounts for year ending 31st March 2024.
- d) To receive the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2024.
- g) To receive, approve and sign the Statement of Accounts for the Annual Audit Return for year ending 31st March 2024.
- i) To review the council's current bank procedures for the Bank Accounts.

22) Staff / Employment.

- b) Cllr Gould to update regarding the Clerks gratuity/pension contributions.
- c) To approve 10.5 hours overtime from March 2024.

21/24 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.

22/24 To receive and approve the minutes previously circulated for the meeting held on Tuesday 2nd April 2024.

The minutes previously circulated were agreed and it was proposed and seconded and therefore,

RESOLVED that the minutes of the meeting held on Tuesday 2nd April 2024 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.

A member of the public wished to speak regarding Planning Application No PA24/02096.

Cllr Trethewey had declared a non-pecuniary interest on this planning application and left the room, Cllr Hodgkinson chaired this item.

The member of the public was the architect for the applicant and spoke in favour of the application. A member asked why they had opted for a septic tank instead of a water treatment plant? They explained that this worked better for them but would be happy to change this if the planning authority wished for them too.

There were no more questions from the members of the public present.

Cllr Trethewey had declared a non-pecuniary interest on the next agenda item and remained out of the room.

23/24 Planning:

- a) To consider any planning applications received up to the date of the meeting: - PA24/02096: The Caravan, land adjacent to Pengelly Cottage, St Erme**

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

RESOLVED to support this application with no recommendations.

Cllr Trethewey rejoined the meeting.

- b) To update on other planning items:**

- i) Chief Planning Officer's Advice Note: Use of new Landscape Character Assessment and Areas of Great Landscape Value Descriptions.'**

Members had received copies of the advice note and there were no questions.

24/24 Highways:

- a) To update on the proposed 'Parking Restrictions.'**

Cornwall Council had responded stating that they can look to consult on the proposals in the village on our behalf and can arrange for a quotation to be forwarded.

This was agreed and to request that the consultation fee be included in the Roseland and Truro Community Highways scheme to help with the cost.

- b) To update on the Community Speed Watch.**

The Devon & Cornwall Community Speed watch group are going to begin holding quarterly CSW co-ordinator meetings. These meetings will be attended by the Devon and Cornwall Police

Community Speed Watch Team and one coordinator of each CSW group can attend. Cllr Hodgkinson is happy to attend these meetings if available.

25/24 To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2024 to 31st March 2025.

A copy of the asset register had been circulated to members and Cllr Light had carried out the checks on all the assets. It was proposed and seconded and therefore,

RESOLVED to approve the 'Inventory and Asset' register as a true record and to appoint Cllr Light as the controller for the 1st April 2024 to 31st March 2025.

26/24 To appoint representatives to outside bodies.

The following representatives were appointed.

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

27/24 To agree the continuation of the Council's Committees.

The continuation of the following Committees was approved:

- **St Erme Neighbourhood Plan Committee:**
Members x 3: Cllr Trethewey, Cllr P Jones, and Cllr Hodgkinson plus
Community members - Michael Edwards, Richard Kerswell, Marie Wills
- **St Erme Emergency Plan Committee:**
Council coordinators: Cllr Barnes, Cllr Trethewey, Cllr Hodgkinson & Cllr Light
Community Co-ordinators: David Matthews, Mark O'Brien, Emma Goodall

28/24 Councillors to discuss any matters with Cornwall Councillor if present.

Cllr Trethewey asked if there was any further update in reducing the speed limit to 50mph on the A39 past the village as there has recently been 3 or 4 further accidents at the A39 junction north of the village.

Cllr Glasson said that she will speak to the new Police and Crime Commissioner and Vision Zero and look into this further.

29/24 Clerks update and report.

The clerk updated on the following:

- Cllr Lynda Taylor (Cornwall Council) will be holding 'Listening to You' events around Cornwall.
- Nick Cooper (Costain Ltd) will be attending our meeting on 4th June to give an update on the opening of the A30 dualling scheduled for the end of June 2024.
- Members Internal Controls check rota is as follows: June- Cllr Gould, September – Cllr Hodgkinson, November – Cllr P Jones, February- Cllr S Jones.

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

30/24 To agree the annual subscriptions for 2024/2025.

This was discussed and it as agreed and, therefore.

RESOLVED to continue with the following annual subscriptions for 2024/2025.

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

31/24) Finance:

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

Name	Details of payment	Cost	VAT	Total
Sage UK	Payroll	£ 8.00	£ 1.60	£ 9.60
O2	Mobile Phone	£ 25.64	£ 5.13	£ 30.77
M Pearson	Grass Verges	£ 195.00		£ 195.00
Mrs S Trethewey	Salary Month 1			
Mr M Kendall	Salary Month 1			
Nest	Pension Contributions (April)			
Mrs S Trethewey	Expenses	£ 26.00		£ 26.00
LJC Bookkeeping Services	Internal Report Fee	£ 250.00		£ 250.00
Cornwall ALC Ltd	Annual Membership 2024/2025	£ 506.85	£ 82.89	£ 589.74
Vision ICT Ltd	Annual E-mail host fee	£ 160.00	£ 32.00	£ 192.00
St Erme Community Enhancement Group	Transfer of Donation monies	£ 442.85		£ 442.85
Information Commissioners Office	Data Protection Annual Fee	£ 35.00		£ 35.00
		£ 2,815.90	£ 121.62	£ 2,937.52

The following invoices were added to the above schedule for payment:

St Erme Playing Field Ltd: Hall Hire (April) = £18.00

Vision ICT: (Website Hosting 2024/2025) = £129.00 + £25.80 VAT = £154.80

The accounts previously circulate were agreed and it was proposed and seconded 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 next agenda items and left the room. Cllr Hodgkinson chaired the next items.

- b) To receive and approve payments and direct debits delegated to the clerk for year ending 31st March 2025.

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

RESOLVED to approve the following payments and direct debits to be delegated to the Clerk for payment.

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.

- McAfee Total Protection Internet Security (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 receive and approve the financial statement and end of year accounts for year ending 31st March 2024.

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

RESOLVED that the 'Financial Statement and accounts for year ending 31st March 2024' 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 2024.

Members had received copies of the 'Internal Examination of the Council's Procedures' for year ending 31st March 2024 and there were no areas of concern highlighted.

Cllr Trethewey rejoined the meeting.

e) Members to consider any conflicts of Interest with BDO LLP who are carrying out our Annual Governance Review.

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

RESOLVED that there were no 'Conflict of Interest with BDO LLP.'

f) To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2024.

Members read and answered each section of the 'Annual Governance Statement' for year ending 31st March 2024.

Cllr Trethewey had declared a pecuniary interest on the next agenda item and left the room. Cllr Hodgkinson chaired the next item.

g) To receive, approve and sign the Statement of Accounts for the Annual Audit Return for year ending 31st March 2024.

The accounts previously circulated were agreed and it was proposed and seconded and therefore,

RESOLVED that the 'Statement of Accounts for the Annual Audit Return for year ending 31st March 2024' be approved as a true record and duly signed.

It was agreed to bring forward agenda item i.

Cllr Trethewey had declared a pecuniary interest on the next item and remained out of the room.

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

This item was discussed at length and members considered the risks associated and it was proposed and seconded with all in favour and, therefore.

RESOLVED to continue with the current banking procedures.

Cllr Trethewey rejoined the meeting.

h) To receive quotations and agree the renewal of the Council's annual insurance for 2024/2025.

Members had received three quotations for the renewal of the Council's Insurance policy and checked that there was adequate cover for the Council's business and assets following the review. This was discussed and it was proposed and seconded and, therefore,

RESOLVED to renew the Council's Insurance Policy with Zurich for a three-year agreement.

32/24 To review and agree the dates of the St Erme Parish Council meetings for 2024/2025.

The following dates were agreed and approved for 2024/2025:

All meetings are usually held at the St Erme Community Centre commencing at 7.30pm, unless otherwise stated on the agenda. Occasionally Extra-Ordinary meetings of the Council may be arranged.

Tuesday 4th June 2024

Tuesday 2nd July 2024

Tuesday 3rd September 2024

Tuesday 1st October 2024

Tuesday 5th November 2024

Tuesday 19th November 2024 (Public Precept Meeting)

Tuesday 3rd December 2024

Tuesday 14th January 2025

Tuesday 4th February 2025

Tuesday 4th March 2025

Tuesday 18th March 2025 (Annual Parish Meeting)

Tuesday 1st April 2025

Tuesday 13th May 2025 (Election Year – Annual Meeting)

Tuesday 3rd June 2025

33/24 To review and update the following documents.

- **Standing Orders**

Members reviewed the Council's Standing Orders, and it was agreed that there are no amendments required.

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

Members reviewed the Council Financial Regulations, and it was agreed to make amendments and to remove the 'Supplementary Financial Regulation's.' The Clerk will make the amendments to be considered at the next meeting of the Council.

34/24 To resolve to adopt the 'Community Benefit Fund' policy.

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

RESOLVED to adopt the 'Community Benefit Fund' policy.

35/24 To resolve to sign up to the 'Civility and Respect Pledge'.

This item was considered, and it was agreed to sign up and it was proposed and seconded and therefore,

RESOLVED to sign up to the 'Civility and Respect Pledge.'

36/24 Councillors to report on any meetings attended as representative:

- **St Erme Playing Field Trust (Cllr Hodgkinson)**

Cllr Hodgkinson reported that minor maintenance had been carried out at Tren creek Park. The new shed has now been completed with the S106 monies for use for the Playing Field Trust and the Fun Day Committee. The Community Larder is going well, there has been a slight drop in numbers, and they are taking surplus supplies to DISC in Newquay.

- **St Erme Community Enhancement Group (Cllr Trethewey).**

Cllr Trethewey reported that the Group were holding 'The Big Help Out' on 19th May starting at 10.00am followed by the 'Opening of the Community Garden' at 1.00pm. This will include a

community consultation on the 'Historical Finger Post' project. The K6 telephone Kiosk has now been finished and turned into a book swap and information point and is now up and running.

- **Roseland and Truro Community Area Partnership (Cllr Trethewey)**

Cllr Trethewey stated that the meeting focused on 'Well Being Hubs' and there were stands on the various works being carried out in our network area. It was interesting and Cllr Trethewey stated that he will be bringing some suggestions forward to the next Community Enhancement Group meeting regarding a cooking demonstration through 'Nourishing Cornwall.'

Following the additional monies put forward by the 'Levelling Up' Fund, they have now been inundated with applications.

37/24 To agree the date of the next meeting to be held on Tuesday 4th June 2024 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.

SIGNED

CHAIRMAN

DATED

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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.