



**The minutes of the meeting held on Tuesday 2<sup>nd</sup> July 2024 at the St Erme Community Centre.**

**Those present:**

Cllr Trethewey (Chairperson), Cllr Hodgkinson (Vice-Chairperson), Cllr Light, Cllr S Jones, and Cllr P Jones.

**In attendance:**

Mrs Sally Trethewey (Clerk).

**58/24 To accept apologies.**

Apologies were received and accepted from Cllr Gould (holiday), Cllr Barnes (unwell) and Cllr Karen Glasson (Cornwall Councillor).

**59/24 Declarations of Interest in items on the agenda**

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

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

- 13) To receive an email from the St Erme Village Hall Committee for consideration of a grant towards the Village Hall's Centenary celebrations.

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

- 15) To receive and consider an email from the 'PFT Christmas Lights Committee' asking local organisations to take part in the villages annual 'Scarecrow' festivities to help raise funds for the villages Christmas lights.

Cllr Trethewey declared a pecuniary interest on following agenda item:

- 19) Staff / Employment.
  - b) To update regarding the Clerks gratuity/pension contribution.

**60/24 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.

**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.

**61/24 To approve the minutes of the meeting held on Tuesday 4<sup>th</sup> June 2024.**

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

**RESOLVED that the minutes of the meeting held on Tuesday 4<sup>th</sup> June 2024 be approved as a true record and duly signed.**

## **62/24 Councillors to discuss any matters with Cornwall Councillor if present.**

Cllr Karen Glasson was not present but forwarded an update on the following:

Cllr Karen Glasson had asked questions regarding the closure of part of the Moorfield car park in Truro and was not satisfied with the response received and will report back further. Karen asked about using other land in Truro that could be used as a temporary car park but has not received a response yet.

Cllr Light asked if Cllr Glasson could look at the lack of signage on the new A30 regarding directions to the Crematorium, St Erme, St Newlyn East and Shortlanesend as these are not shown on the current signage but was previously. The Clerk will forward this to Cllr Glasson.

## **63/24 Clerks update and report.**

The clerk reported on the following:

- Members received correspondence from Ron Bailey regarding 'Safety of Lithium-ion Batteries and e-bikes and scooters. There was no action requested.
- Cornwall Council & Roseland & Truro CAP notified members about the 'Speak Cornish Week between 22<sup>nd</sup> – 30<sup>th</sup> June 2024'.
- Play Equipment: Members received an update from PC Hosking regarding the damaged equipment in the school park.
- Overgrown hedges at Trispen Hill: The clerk had received a complaint regarding hedgerows at Trispen Hill. The council's contractor will trim the verge/hedgerow by the Treworgan View junction and this will be cut back further as previously agreed at the beginning of August. The clerk advised the complainant on how to report the other hedges through Cornwall Council as these are privately owned and the clerk will follow this up if required.
- Overgrown grass verges at Eglos Road and Killigrew Gardens: The Clerk has chased these areas and included the verge and hedgerow adjacent to the Burrington Estate. These areas were not cut during 'No Mow May' but have since been missed during the June cut. The Clerk has been advised by Cornwall Council that these areas will be cut at the next visit.
- NALC Gov Domain name: NALC are encouraging Council's to change to a gov.uk domain name, members did not want this as a future agenda item.
- Sage Payroll: Members were informed that the monthly fee was increasing from £8 to £10 cost.
- Defibrillator: The batteries in the defibrillator at Trispen Hill needed changing and spare replacement batteries have been purchased at a cost of £65.00.
- The Clerk requested holiday of 1 week at the end of July which was agreed.

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

## **64/24 Planning:**

### **a) To consider any planning applications received up to the date of the meeting.**

**PA24/04237: 47 Truthan View, Trispen, Truro**

**Installation of a conservatory to the rear of the property.**

Members discussed this application, and it was agreed to support the application. It was proposed and seconded and therefore,

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

### **b) Other planning issues:**

There were no items to update.

## 65/24 Highways:

### a) To update on the Community Speed Watch.

The Clerk will arrange sessions for the next two weeks and Cllr Hodgkinson will organise the following two weeks sessions.

### b) To update on items regarding the Public Rights of Way.

The Council's maintenance person has reported issues with the following 'Public Rights of Way' and the Clerk has reported these to Cornwall Council.

## PROW 321/11/1: Bridleway at Polisken onto the A39

The hedge which is owned by Cornwall Council is overgrown onto the path.

## PROW 321/7/2: Resugga

This PROW has a damaged stile that needs replacing / repairing.

## 66/24 The Council's Play Equipment.

### a) To receive the Council's annual play equipment safety report from ROSPA (Playsafety Ltd) and agree on any required maintenance.

Members received and considered the annual inspection report and there were no high risks reported. There were general maintenance tasks and advisories. It was agreed to ask the Council's maintenance person to carry out this work.

### b) To receive an agree on quotations received to repair the safety surface under the swings at the School Playing Field and approve the payment of £50 to hire the Harras safety fencing.

The Clerk had arranged for Harras emergency fencing to be put around the damaged equipment at a cost of £50.00.

The Council had received quotations for complete renewal of the safety surfacing and quotations to patch the damaged area.

Members discussed this at length, and it was agreed that the Council did not have a budget to replace with a new safety surface this year. It was agreed that they need to budget over the next couple of years to replace the safety surface in the future.

It was agreed to repair the safety surface and it was proposed and seconded and, therefore.

**RESOLVED for SWPSI to repair the section of Wet Pour at a cost or £475.00 and to pay the £50.00 cost of the hire of the Harras Safety fencing.**

### c) To update on the replacement Cradle swing.

The Clerk reported that this had now been received and that Cllr Trethewey had installed the seat.

## 67/24 Finance:

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

Name	Details of payment	Cost	VAT	Total
GLS Educational Supplies	Refuse Sacks	£ 30.94	£ 6.19	£ 37.13
Nest Pension	Pension Contribution (Minute No 57/24b)			
Sage UK	Payroll	£ 8.00	£ 1.60	£ 9.60
Cornwall Council	Litter Bin emptying for 2024 & 2025	£ 343.14	£ 68.63	£ 411.77
O2	Mobile Phone	£ 25.64	£ 5.13	£ 30.77
M Pearson	Weed Treatments (June)	£ 616.60		£ 616.60
M Pearson	Grass Verges (June 7th)	£ 195.00		£ 195.00
M Pearson	PROW's maintenance (May)	£ 550.00		£ 550.00
M Pearson	Grass Verges (May)	£ 195.00		£ 195.00
Printerland	Ink Toner	£ 173.64	£ 34.73	£ 208.37
Mrs S Trethewey	Salary Month 3			
Mr M Kendall	Salary Month 3			
Nest	Pension Contributions (June)			
Mrs S Trethewey	Expenses	£ 76.00	£ -	£ 76.00
HMRC	1st Qtr Payment	£ 245.30		£ 245.30
Society of Local Council Clerks	Annual Subscription	£ 183.00		£ 183.00
Society of Local Council Clerks	Books	£ 192.38	£ 1.58	£ 193.96
Wicksteed	Cradle Swing seat	£ 149.19	£ 29.84	£ 179.03
Playsafety Ltd	Annual Inspection	£ 192.00	£ 38.40	£ 230.40
St Erme PFL	Hall Hire (May)	£ 20.00		£ 20.00
GLS Educational Supplies	Refuse Sacks	£ 28.94	£ 5.79	£ 34.73
		£ 9,236.74	£ 191.89	£ 9,428.63

The 'Statement of Accounts' and payments 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. The Clerk will arrange payment of the invoices.**

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

Members had received copies of the receipts and payments against budget and the bank reconciliations and there were no questions.

Cllr S Jones left the room.

**c) To review the Council's on-line banking procedures in line with the new 'Financial Regulations.'**

Members discussed the Council's banking procedures following the new NALC Financial Regulations and any associated risks and it was agreed that further on-line banking procedures are required. It was proposed and seconded and therefore,

**RESOLVED for the Clerk to set up On-Line authorisation so that two electronic signatories are required for transactions and for the Clerk to be able to make delegated payments as per section 6.9 of the Council's Financial Regulations. The Clerk will add Cllr Light, Cllr Hodgkinson, and Cllr Gould as electronic signatories to the Council's Lloyds Bank accounts.**

Cllr S Jones rejoined the meeting.

**68/24 To receive and discuss the Council's Financial Regulations with the new recommendations and update.**

The Council's draft Financial Regulations were considered and it was proposed and seconded and therefore,

**RESOLVED to put forward the draft Financial Regulation's for adoption at the next meeting.**

**69/24 'General Data Protection Regulations' (GDPR):**

**To update and conduct the 'Annual Data Protection Report' and review the 'Privacy' policy.**

Members discussed and completed the 'Annual Data Protection Report' and reviewed the 'Privacy Policy.' There were no areas highlighted or changes required. The Clerk will keep members informed of any available training on this.

Cllr S Jones declared a non-pecuniary interest on the next item and left the room.

**70/24 To receive an email from the St Erme Village Hall Committee for consideration of a grant towards the Village Hall's Centenary celebrations.**

This item was discussed, and it was agreed that the Council should support these celebrations. It was proposed and seconded and therefore,

**RESOLVED to grant the sum of £250 to the St Erme Village Hall Committee towards entertainment for their centenary event, these funds will come from the Chairmans Fund.**

Cllr S Jones rejoined the meeting.

**71/24 To complete and return the Roseland & Truro CAP – feedback form regarding local action on 'Community Hubs and Health and Wellbeing' and to agree a 'Health & Well Being' representative.**

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

**RESOLVED for Cllr Trethewey to be the 'Health & Wellbeing' representative on the Roseland & Truro CAP Group. The Clerk will complete the feedback form and return.**

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

Cllr Hodgkinson chaired the next agenda item.

**72/24 To receive and consider an email from the 'PFT Christmas Lights Committee' asking local organisations to take part in the villages annual 'Scarecrow' festivities to help raise funds for the villages Christmas lights.**

This item was discussed, and it was agreed that we should be supporting this event. Cllr Hodgkinson and the Clerk will think about what type of scarecrow to do, and this item will be put on the agenda of the next meeting.

Cllr Light and Cllr Trethewey rejoined the meeting.

**73/24 To receive and consider an email received from the 'Rural Services Network.'**

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

**RESOLVED to subscribe to the 'Rural Services Network' for one year at a cost of £50.00. This will be reviewed on a yearly basis.**

**74/24 Councillors to report on any meetings attended as representative:**

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

Cllr Hodgkinson reported that the 'Trust' were taking part in the annual Fun Day and will be running the coconut shy. Work had now commenced on replacing the soffits and guttering. The committee were looking at costings to redecorate the lounge bar area.

- **St Erme Village Hall (Cllr Gould)**

Cllr Gould had forwarded a report which included details of the Village Halls Centenary events.

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

Cllr Trethewey reported that the group were looking at holding a free event for the community with the 'Truro Nourishment Group' with cooking demonstrations and music.

They had looked around the old historical finger posts with a metal detector hoping to find the missing finger posts but did not find any. An article had been submitted to the 'Old Cornwall Society' on the history of the posts which will help with future funding to restore them. The book swap in the telephone box has been working well. The group are looking at a project to repaint the railings by the old school at School Lane.

- **St Erme Cricket Club (Cllr Gould).**

Cllr Gould had forwarded a report stating that he had attended their last meeting and that there was not anything to report back.

**75/24 To agree the date and time of the next meeting of the Council on Tuesday 3<sup>rd</sup> September 2024.**

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**

**CHAIRPERSON**

**DATED**

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