



The minutes of the Annual meeting held on Tuesday 13th May 2025 at the St Erme Community Centre.

Those present:

Cllr Trethewey, Cllr Hodgkinson, Cllr Light, Cllr P Jones and Cllr S Jones.

In attendance:

Mrs S Trethewey (Clerk).

22/25 To confirm all members have signed their 'Declaration of Acceptance of Office' and agree to extend the date of signing the document for Cllr Gould.

Members had all signed their 'Declaration of Acceptance of Office' apart from Cllr Andrew Gould who is on holiday. It was therefore

RESOLVED to extend the deadline for Cllr Gould to sign his 'Declaration of Acceptance of Office' to 31st May 2025.

23/25 Election of Chair and Vice-Chair and signing of the 'Chair/Vice Chairs Declaration of Acceptance of Office.'

It was proposed and seconded and therefore,

RESOLVED that Cllr Trethewey be elected as Chairperson and Cllr Hodgkinson as Vice-Chairperson. Cllr Trethewey signed the 'Chairperson's Declaration of Acceptance of Office'.

24/25 Apologies.

Apologies were received and accepted from Cllr Gould (holiday) and Cllr Karen Glasson (Cornwall Councillor)

25/25 Declarations of Interest and Dispensations.

a) Councillors to disclose any declarations of interests on any agenda items.

Cllr Trethewey declared a pecuniary interest on the following agenda items.

16) Finance:

- a)** To receive the financial statement of accounts, including expenditure against budget and to approve payments.
- b)** To receive and approve payments and direct debits delegated to the clerk for year ending 31st March 2026.
- c)** To receive and approve the financial statement and end of year accounts for year ending 31st March 2025.
- d)** To receive the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2025.
- f)** To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2025.
- g)** To receive, approve and sign the 'Statement of Accounts for the Annual Audit Return' for year ending 31st March 2025.
- h)** To review the council's current bank procedures for the Bank Accounts.

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

22) To receive and respond to an email from Trispen Fun Day Committee regarding the Council having a stall at the annual Fun Day event on 26th July 2025.

b) 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.

26/25 To agree to advertise the vacancy on the Council as per the Council's Co-Option Policy.

It was agreed to advertise the vacancy on the Council following the uncontested election as per the Council's Co-option Policy.

27/25 To receive and approve the minutes previously circulated for the meeting held on Tuesday 1st April 2025.

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

RESOLVED that the minutes of the meeting held on Tuesday 1st April 2025 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.

There were no members of the public present.

28/25 Planning:

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

No planning applications had been received.

b) To update on other planning items:

There were no other items.

c) To resolve to develop a 'Neighbourhood Priorities Statement' for the neighbourhood and to designate the area of St Erme Parish.

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

RESOLVED to develop a Neighbourhood Priorities Statement for St Erme Parish and to designate the whole parish of St Erme as the designated area.

The clerk will submit the application in accordance with *Schedule 7 15K of the Levelling Up and Regeneration Act 2023 and paragraph 61G of the Town & Country Planning Act.*

29/25 Highways:

a) To update on the Community Speed Watch.

It was agreed to add Cllr P Jones as a 'Group Team Leader' on the Speed Watch Group so that Cllr Jones would be able to set up and oversee speed watch sessions.

30/25 To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2025 to 31st March 2026.

Cllr Light reported that he had carried out checks on the Council's assets and that there were no issues. It was proposed and seconded and therefore,

RESOLVED to approve the 'Inventory and Asset Register' of the Council's property as a true record and to appoint Cllr Light as controller for 1st April 2025 to 31st March 2026.

31/25 To appoint representatives to outside bodies.

The following representatives were appointed to outside bodies:

- **Truro & Roseland Community Area Partnership** – Cllr S Jones and Cllr Trethewey (reserve)

- **Cornwall Association of Local Council's** – Cllr Light (voting member) and Cllr S Jones
- **Police Liaison Group** – Cllr P Jones & Cllr Hodgkinson (reserve)
- **St Erme Playing Field Trust (PFT)** – Cllr Hodgkinson
- **St Erme Village Hall Committee**- vacant still to be appointed.
- **St Erme Cricket Club x1**- vacant still to be appointed.
- **St Erme Community Enhancement Group** – Cllr Trethewey

32/25 To agree the Council's Committees and Working Groups.

The following Committee and Working Groups were agreed.

- St Erme Neighbourhood Priority Statement Committee:**
Council Members: Cllr Trethewey, Cllr Hodgkinson and Cllr P Jones
Community Members: Michael Edwards, Richard Kerswell, Clive Grose, 1 vacancy
- St Erme Emergency Plan Committee:**
Council Co-ordinators: Cllr Trethewey, Cllr Hodgkinson & Cllr Light
Community Co-ordinators: David Matthews, Mark O'Brien and Emma Goodall
- Health & Wellbeing Working Group:**
Council Members: Rob Trethewey and the Clerk
Community members:
 Lynda Quee, Helen Cole, Nick Cole, Lynn Chapman, Karen Gould and Jake Trethewey.

33/25 Councillors to discuss any matters with Cornwall Councillor if present.

Cllr Light mentioned that he had received concerns over the new streetlight switch off and would like Cllr Glasson to look at this. The Clerk stated that we had received one complaint regarding this which Cllr Glasson is aware of. The Clerk asked that members ask that any complaints should be made in writing and there will be a further update under Clerk's report.

Cllr Hodgkinson asked if there were any updates on the works at the Carland Cross roundabout as these works have seemed to come to a halt.

The clerk will forward these queries to Cllr Glasson.

34/25 Clerks update and report.

The Clerk reported on the following:

Noticeboard Repairs: The Perspex and tape for the noticeboard at the top of Eglos Road has been delivered and ready for installation. The bracket for the noticeboard at the shop has now been fitted and new holes were required in the wall to secure it.

Elections: The deadline for submitting expenses is 29th May 2025 (NIL returns required too). The deadline for completion of the 'Register of Disclosable Pecuniary Interests' is 3rd June 2025

Correspondence from a Parishioner: Speeding traffic on the Killiserth to Pengelly Road. This was noted.

Highways Adoption of the Burrington Estate: Cornwall Council are looking to call in the bond to bring the roads up to an acceptable standard.

The Pension Regulator: The clerk had received notification that the 'Workplace Pensions' re-enrolment is due this year on 01.10.25

Road Closure Intention: Church Close to Eglos Road on 19th June 8.00am to 6.00pm.

Correspondence from a parishioner: regarding the street lighting 'Switch Off' scheme. The new scheme will be monitored by the Council and will look at any concerns at their meeting in July.

Litter Bin Chancery Close: The litter bin at Chancery Close has now been removed.

New Printer: The new printer has now been delivered.

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

35/25 To agree the annual subscriptions for 2025/2026.

The following subscriptions were considered.

- Cornwall Association of Local Councils = £533.98 cost
- Society of Local Council Clerks = £190.00 cost
- Rural Village Service Group Membership = £52.50 cost
- St Erme Parish Post: (Council's Newsletters) = £60.00pa per page per issue.
- Data Protection registration = £47.00
- Cornwall Council; 'Learning Hub Licence': = £39.00 cost per person
- Microsoft Office 365:
- McAfee Total Protection:

The above subscriptions were agreed, and it was proposed and seconded and therefore,

RESOLVED that the above subscriptions are approved for 2025/2026.

36/25 To agree the renewal of the Council's annual insurance for 2025/2026.

The insurance provision had been previously reviewed, and it was proposed and seconded and therefore,

RESOLVED to renew the annual insurance with Zurich Insurance at a cost of £983.52, which is the 2nd year of a three-year agreement.

37/25 Finance:

It was agreed to bring forward the following agenda item:

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

There were no conflicts of interest with BDO LLP.

Cllr Trethewey had declared a pecuniary interest in the next agenda items and left the room:

Cllr Hodgkinson as Vice-Chairperson chaired the next agenda items.

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

Name	Details of payment	Cost	VAT	Total
St Erme Cricket Club	Community Benefit Fund Grant	£ 4,060.00		£ 4,060.00
Sage UK	Payroll	£ 10.00	£ 2.00	£ 12.00
Lloyds Bank	Bank Charges (March/April)	£ 4.25		£ 4.25
O2	Mobile Phone	£ 11.82	£ 2.36	£ 14.18
Mrs S Trethewey				
Mr M Kendall				
Vision ICT Ltd	Annual email hosting fee	£ 160.00	£ 32.00	£ 192.00
Nest				
Mrs S Trethewey	Expenses	£ 87.01	£ 12.20	£ 99.21
St Erme PFL	Hall Hire (April)	£ 23.00		£ 23.00
Zurich Insurance	Annual Insurance Fee	£ 983.52		£ 983.52
Cornwall ALC Limited	Annual Subscription Fee	£ 533.98	£ 87.03	£ 621.01
Printerland	HP Laser Printer	£ 349.08	£ 69.82	£ 418.90
St Erme Village Hall	Hall Hire (April)	£ 12.00		£ 12.00
Vision ICT Ltd	Website Hosting - Annual fee	£ 129.00	£ 25.80	£ 154.80
LJC Bookkeeping Services	Internal Audit Fee	£ 250.00		£ 250.00
Information Commissioner	Annual Data Protection Fee	£ 47.00		£ 47.00
		£ 8,136.41	£ 231.21	£ 8,367.62

The 'Statement of Accounts' previously circulated were agreed and it was proposed and seconded and therefore,

RESOLVED that the 'Statement of Accounts' and payments were 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 2026.

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 administered by the Clerk via on-line banking, and authorised by two signatories, 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 Dalby
 - Grass maintenance
 - Public Rights of Way maintenance
 - Weed treatments.
- Sage UK (Payroll) – Direct Debit
- O² Mobile (Mobile Phone) - 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 administer payments for authorisation by two members in relation to the following:

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

c) To receive and approve the financial statement and end of year accounts for year ending 31st March 2025.

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 2025' 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 2025.

Members had received copies of the 'Internal Examination of the Council's Procedures' for year ending 31st March 2025 and there were no areas of concern highlighted.

f) To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2025.

Members read and answered each section of the 'Annual Governance Statement' for year ending 31st March 2025.

g) To receive, approve and sign the 'Statement of Accounts for the Annual Audit Return' for year ending 31st March 2025.

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 2025' be approved as a true record and duly signed.

h) 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. The Clerk will arrange the removal of Kevin Barnes as a signatory who was no longer a Councillor.

Cllr Trethewey rejoined the meeting.

38/25 To review and agree the dates of the St Erme Parish Council meetings for 2025/2026.

The following dates were agreed:

Tuesday 3rd June 2025

Tuesday 1st July 2025

Tuesday 2nd September 2025

Tuesday 7th October 2025

Tuesday 4th November 2025

Tuesday 18th November 2025 (Public Precept Meeting)

Tuesday 2nd December 2025

Tuesday 13th January 2026

Tuesday 3rd February 2026

Tuesday 3rd March 2026

Tuesday 17th March 2026 (Annual Parish Meeting)

Tuesday 14th April 2026 (2nd Tuesday due to Easter)

Tuesday 5th May 2026 (Annual meeting)

Tuesday 2nd June 2026

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

39/25 To receive a report from the Health & Wellbeing Working group and agree a budget for their 'Coffee' morning and any associated costs.

The following report was received:

The Health & Wellbeing Group were informed that the criteria of the Community Capacity Fund had changed again. They are now stating that they will not accept 'pilot' projects. The group have therefore decided to withdraw their application and look at funding from the National Lottery Community Fund.

The group have organised a 'Coffee Morning' on Saturday 31st May 2025 between 10.00am and 12.00noon at the St Erme Village Hall. Local organisations have been invited to attend to have a stand to promote their groups. Information on the survey results will be available to view and details of volunteering opportunities within the parish. Volunteer Cornwall have been invited to attend. The H&W Group will update the community on what they have been doing so far and will be launching an electronic version of their 'Community Connections' booklet at this event.

The event will be publicised through local organisations, noticeboards, website, Facebook and a leaflet drop in the village. We will be providing free refreshments including cakes and savouries alongside tea and coffees etc. Cllr Light agreed to man the stand at this event.

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

RESOLVED to set aside a budget of £100 towards the cost of hall hire and any associated costs for refreshments.

40/25 To agree for CALC to carry out bespoke 'Code of Conduct' training for our Council.

This item was discussed, and it was agreed to ask for a quotation for bespoke Code of Conduct training from CALC.

41/25 To receive and respond to an email regarding the closure of the Tregony Police Station.

This item was discussed, and it was agreed to write to the Crime Commissioner and the Chief Constable against the closure of the Tregony Police Station.

42/25 To review and update the following documents.

- **Standing Orders.**

The Council's Standing Orders were reviewed and changes made to as per the recommendation in the newly revised NALC Standing Orders and changes to sections 14 and 18. To be adopted at the next meeting of the Council.

- **Financial Regulations.**

The Council's Financial regulations were reviewed and changes made to as per the recommendation by NALC due to the updated Procurement legislation. To be adopted at the next meeting of the Council.

- **Community Benefit Fund Policy.**

This item was discussed and suggested changes made, to be discussed further at the next meeting of the Council.

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

Cllr Hodgkinson chaired this item.

43/25 To receive and respond to an email from Trispen Fun Day Committee regarding the Council having a stall at the annual Fun Day event on 26th July 2025.

This item was discussed, and it was agreed to have a stand at the Funday on 26th July 2025.

Cllr Trethewey and Cllr Light rejoined the meeting.

44/23 Councillors to report on any meetings attended as representative:

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

Cllr Hodgkinson reported that the committee had agreed to update their website through 'Hosting Matters' and were looking at alternative internet providers. The heat pump that provides hot water and heating had stopped working and they were looking at getting this repaired. A garden shed had been purchased for the Community Garden from the s106 monies.

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

The Community Garden had two new members come forward to help. The committee are holding a 'Food & Film' night on 14th June at £5.00 per ticket.

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

There was no report.

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

The clerk read out an update received from Cllr Gould.

- **Wildlife Trust visit (Cllr P Jones & Cllr Gould).**

Cllr Gould had forwarded the following report.

Emma and Amy were very welcoming and walked us through the estate showing us how they planned to open up the spaces to ensure easy access and the proposed new area for growing plants and food with a social area for cooking classes and socialising

They have a large nature park and a walkway to view and enjoy it with wildlife allowed to populate as it would naturally if we did not as humans interfere, they also have an indoor area for workshops, classes and presentations.

Their core focus is on preserving or re-establishing nature reserves all over the county and at sea too and to be able to engage with the public to share the benefits with an additional focus on wellbeing by encouraging people with self-esteem issues or loneliness to get involved and making them feel wanted and valued.

They can take groups of up to 8 and more if there are other responsible people assisting.

45/25 To agree the date of the next meeting to be held on Tuesday 3rd June 2025 at the St Erme Community Centre 7.30pm.

The above date and time were agreed.

SIGNED _____ **CHAIRPERSON** _____ **DATED** _____