



The minutes of the meeting held on Tuesday 3<sup>rd</sup> June 2025 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) and two members of the public.

**46/25 To accept apologies.**

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

**47/25 Declarations of Interest and Dispensations.**

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

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

**6) Planning:**

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

- PA25/02954: Land NW of Polglaze Cottage, Trispen, Truro  
Convert redundant agricultural barn to self-build three bed two storey dwelling with associated infrastructure.

**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.

**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.

Cllr Trethewey left the room.

A member of the public spoke in support for planning application no: PA25/02954.

Cllr Trethewey rejoined the meeting.

**48/25 To approve the minutes of the annual meeting held on Tuesday 13<sup>th</sup> May 2025.**

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

**RESOLVED that the minutes of the annual meeting held on Tuesday 13<sup>th</sup> May 2025 be approved as a true record and duly signed.**

**49/25 Councillors to discuss any matters with Cornwall Councillor if present.**

Cllr Glasson had given her apologies, and the clerk stated that Karen thanked everyone that organised/attended the Coffee morning, where there was a great showcase of the fabulous volunteers that make St Erme/Trispen such a great place.

**50/25 Clerks update and report.**

The clerk reported on the following:

**Noticeboard Repairs-** the installation of the new Perspex for the Noticeboard at the top of Eglos Road will be installed on Thursday.

**St Erme & Trispen Funday Committee** – A letter had been received and responded too.

**Road Closure Intention:** There will be a road closure between Church Close to Eglos Road on 19<sup>th</sup> June 8.00am to 6.00pm.

**Correspondence from a parishioner:** A letter had been received from a parishioner regarding the street lighting 'Switch Off' scheme. This item will be on the agenda of the July meeting.

**PlymLUG Charity LEGO Event (7 June 2025):** The Mayor of Truro had asked to be able to attend a Charity event in the parish, which had been agreed by the Chair of the Council.

**Resignation:** Members were informed of the resignation of Andrew Gould and that the 'Notice of Election' notices had been displayed.

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

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

#### **51/25 Planning:**

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

- **PA25/02954: Land NW of Polglaze Cottage, Trispen, Truro  
Convert redundant agricultural barn to self-build three bed two storey dwelling with associated infrastructure.**

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 Cornwall Council planning decisions.

- PA25/02173: White Cottage, St Erme – APPROVED
- PA25/01496: Prior approval for conversion of barn to dwelling (Class Q)

#### **52/25 Highways**

a) To update on the Community Speed Watch.

Cllr P Jones has now been added as a Team Leader on the speed watch account and can now schedule sessions on the system.

#### **53/25 Finance:**

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

To be approved at the meeting held on Tuesday 3rd June 2025				
Name	Details of payment	Cost	VAT	Total
Sage UK	Payroll	£ 10.00	£ 2.00	£ 12.00
Lloyds Bank	Bank Charges	£ 4.25		£ 4.25
O2	Mobile Phone	£ 11.82	£ 2.36	£ 14.18
Mrs S Trethewey	Salary Month 2			
Mr M Kendall	Salary Month 2			
Nest	Pension Contributions (May)			
Mrs S Trethewey	Expenses	£ 26.00		£ 26.00
Rural Services Partnership Ltd	Annual Subscription	£ 52.50	£ 10.50	£ 63.00
Printerland	Ink Toner	£ 165.31	£ 33.06	£ 198.37
		£ 1,489.33	£ 47.92	£ 1,537.25

**The following invoices were added to the 'Statement of Accounts':**

St Erme Playing Fields Ltd (Hire) = £23.00

Printerland Ltd (Ink Toner) = £216.91.

The 'Statement of Accounts' 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.**

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

There were no questions.

**c) To receive and adopt the Council's Annual Report for 2024/2025 and arrange printing.**

The Annual Report previously circulated was agreed and it was proposed and seconded and therefore,

**RESOLVED to adopt the Council's Annual Report for 2024/2025 and for the Clerk to arrange printing through Cornwall Council at a cost of £54.69.**

**54/25 To adopt the following reviewed and updated documents.**

- **Financial Regulations.**

The Financial Regulations had been reviewed, and it was proposed and seconded and therefore,

**RESOLVED to adopt the Financial Regulations.**

- **Standing Orders.**

The Standing Orders had been reviewed, and it was proposed and seconded and therefore,

**RESOLVED to adopt the Standing Orders.**

**55/25 To consider the council's 'Internal Audit' report and 'Review the Council's 'Effectiveness of Internal Control's' and address any recommendations.**

Members considered and reviewed the Council's Internal Audit report and the 'Review of the Council's Effectiveness of Internal Control's' and associated risks. There were no recommendations highlighted in the 'Internal Audit' and that all risks had been considered and it was agreed that there were no items to amend.

**56/25 'General Data Protection Regulations' (GDPR): (Appendix 8)**

**To update and carry out 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.

**57/25 To discuss and consider the reviewed 1<sup>st</sup> draft of the Council's Community Benefit Policy.**

Members discussed this policy and made amendments to be adopted at the next meeting.

**58/25 To receive and consider a quotation from CALC to carry out bespoke 'Code of Conduct' training for our Council.**

Members discussed the quotation received for face-to-face training and it was agreed that this maybe something to look at once the two vacancies on the Council had been filled. In the meantime, it was agreed for all members to attend the Code of Conduct training on Monday 15<sup>th</sup> September via Teams at a cost of £25.00 per member.

It was therefore

**RESOLVED for the Clerk to book all members on the Code of Conduct training on 15<sup>th</sup> September 2025 at a cost of £25.00 per member.**

**59/25 To consider and agree Council representatives for St Erme Cricket Club and the St Erme Village Hall.**

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

**RESOLVED for Cllr Light to be the representative on the St Erme Village Hall Committee and for Cllr P Jones on the St Erme Cricket Club Committee.**

**60/25 To update and receive a report from the Neighbourhood Priority Statement Committee.**

The Clerk reported as follows:

The Group held their first meeting on 29<sup>th</sup> May 2025

- At the moment it is a small committee of three councillors and three community members, and they are going to advertise for additional community members.
- They looked at their 'Terms of Reference' which will be forwarded to the Parish Council for consideration for adoption.
- The 'Designation Area' of St Erme Parish has been agreed by Cornwall Council and publicised.
- Members have gone away to write about how the 'Parish is Today' i.e. strengths, weaknesses. Overview of parish settlements, key facilities, valued landscape etc. What is great about the area, look at issues that residents face.
- On 19<sup>th</sup> June they will be launching 'Cornwall Council's' electronic survey 'Let's Talk about Development'. This will run for 6 weeks and will end on 31<sup>st</sup> July 2025. We need to give this a big push, there will be paper versions available, but we will need to input this data ourselves. The results will feed into the 'Parish Today' section and evidence on what our parish needs for natural growth and then help form the NPS. This survey has drop down boxes for each Parish so the data can be drawn off by Cornwall Council for our Parish. Cornwall Council are using this as evidence for the new Cornwall Local Plan.

**61/25 To receive a report from the Health & Wellbeing Working group.**

The Clerk reported that the Coffee morning event was quite well attended with a few new faces, and they are currently waiting for feedback from the local organisations. The electronic 'Community Connections' booklet was launched. This will be reviewed for a few weeks before arranging printing.

**62/25 Councillors to report on any meetings attended as representative:**

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

Cllr Hodgkinson reported that a working team had been set up to paint the wood fascia on the outside of the building. They were consulting on the interior decoration of the lounge bar area. The Community Larder funds were running low and there was limited new funding available.

- **St Erme Village Hall**

The Clerk reported that the Village Hall had held their AGM, and the officer roles had been filled.

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

The groups new shed had been delivered and installed for the Community Garden. They are holding a 'Food & Film' evening event this month, and the Nourish Hub are looking at holding another day event in September.

**63/25 To agree the date and time of the next meeting of the Council on Tuesday 1<sup>st</sup> July 2025.**

The above date and times was agreed.

**SIGNED**

**CHAIRPERSON**

**DATED**