



The minutes of the meeting held on Tuesday 1<sup>st</sup> July 2025 at the St Erme Community Centre.

**Those present:**

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

**In attendance:**

Mrs Sally Trethewey (Clerk).

**64/25 To accept apologies.**

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

**65/25 Declarations of Interest and Dispensations.**

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

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

- 13) To receive a request from Trispen & St Erme Funday Committee to release their Community Benefit Funds of £690.00 towards the re-usable plastic cups.

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

- 11) To receive a request from the St Erme Village Hall Committee regarding the hall's deeds.

**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.

There were no members of the public present.

**66/25 To approve the minutes of the meeting held on Tuesday 3<sup>rd</sup> June 2025.**

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 3<sup>rd</sup> June 2025 be approved as a true record and duly signed.**

**67/25 Councillors to discuss any matters with Cornwall Councillor if present.**

There were no items.

**68/25 Clerks update and report.**

The clerk reported on the following:

**Noticeboard Repairs:** The Perspex for the Noticeboard at the top of Eglos Road has now been fitted.

**Road Closure:** There will be a road closure on the road north of Church Close to Eglos Road on 29<sup>th</sup> July to 30<sup>th</sup> July 2025 9.30am to 3.30pm.

**Cornwall Council:** We had received notification that there were no requests for an election to be held, so we can therefore co-opt for the two vacancies.

**YMCA Cornwall:** Members had received a copy of the press release for 'The Duke of Cornwall Supports vital housing project in Cornwall.'

**Cornwall Council:** There will be Code of Conduct training available via a 'Video' link.

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

**69/25 Planning:**

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

- **PA25/03626: Parklands Toyota, Carland Cross, Mitchell  
Proposed extension to form a staff facilities area.**

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

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

b) To update on Cornwall Council planning decisions.

Cornwall Council have now issued a decision notice for application No: PA23/09949 & PA25/06550 Coastline Housing.

c) Other planning items.

- To consider and respond to the 'Government Planning Consultation and Working Papers.'

There were no comments.

**70/25 Highways:**

a) To receive and consider concerns from a parishioner regarding the new 'Street Lighting – Switch Off Scheme.'

This item was discussed, and the Council had only received one written complaint. It was agreed that we should monitor the reduced times of the street lighting for a few more months.

b) To update on the abandoned cars at the Chancery Close car park.

This is still ongoing with several agencies involved, we will update further once another site visit and meeting has taken place, which is due next week. The clerk and Cllr Light will be attending, and Cllr Glasson will be contacted to attend if available.

**71/25 Finance:**

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

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 3			
Mr M Kendall	Salary Month 3			
Nest	Pension Contributions (June)			
Mrs S Trethewey	Expenses	£ 26.00		£ 26.00
HMRC	1st Qtr. Payment	£ 524.71		£ 524.71
Playsafety Ltd	Annual Play Equipment Inspection	£ 196.00	£ 39.20	£ 235.20
SLCC	Annual Subscription	£ 190.00		£ 190.00
		£ 2,182.23	£ 43.56	£ 2,225.79

It was agreed for the following payment to be added to the 'Statement of Accounts.'  
St Erme Playing Fields Ltd (Hall Hire June) = £34.00

The 'Statement of Accounts' were agreed, and it was proposed and seconded with all in favour and therefore,

**RESOLVED that the 'Statement of Accounts' and payments 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 a report on the council's internal control checks.**

Cllr Hodgkinson reported that he had carried out the Council's internal control checks and that there were no issues highlighted.

**72/25 To adopt the reviewed Community Benefit Fund Policy.**

This item was considered, and it was proposed and seconded with all in favour and therefore,

**RESOLVED to adopt the reviewed Community Benefit Fund Policy.**

**73/25 To review the Council 'Document Retention Policy'.**

This item was discussed, and it was agreed that we need to look at the retention of the Council's emails to be included in the policy. This will be considered at the next meeting.

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

**74/25 To receive a request from the St Erme Village Hall Committee regarding the hall's deeds.**

This item was discussed, and the Clerk had received advice from CALC regarding this and it was advised that the St Erme Village Hall should hold their deeds at a solicitors or a bank, as the Council would not be insured if they were retained with the Council and if anything was to happen to them.

The Clerk will respond to the Village Hall Committee.

Cllr Light rejoined the meeting.

**75/25 To receive and respond to Cornwall Council's review of 'Statement of Practices, Procedures and Policy' of their 'Street Trading' policy.**

This item was considered and there were no comments.

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

Cllr Hodgkinson chaired the next item.

**76/25 To receive a request from Trispen & St Erme Funday Committee to release their Community Benefit Funds of £690.00 towards the re-usable plastic cups.**

This item was discussed, and copies of the groups accounts and invoice had been received. Members agreed that the application was as per the Community Benefit Fund Policy and the monies had been previously set aside. It was proposed and seconded with all in favour and therefore,

**RESOLVED to grant the Trispen & St Erme Funday Committee £690.00 as per the Community Benefit Policy. It was agreed that these monies can be paid to the Committee prior to the next meeting.**

Cllr Trethewey and Cllr Light rejoined the meeting.

Cllr Trethewey chaired the remainder of the meeting.

**77/25 To receive the Council's annual play equipment safety report from ROSPA (Playsafety Ltd) and agree on any required maintenance.**

The report had been received and there was some maintenance items highlighted, none of which are high risk. It was agreed to ask Mr Kendall to carry out the maintenance items that he can do and then look at any items that are left. It was agreed that Mr Kendall can claim overtime to complete this.

**78/25 To receive a report from the Neighbourhood Priority Statement Committee and adoption of the groups 'Terms of Reference.'**

The Group have met for the second time and the 'Let's Talk Survey' has been launched and will run from 19<sup>th</sup> June to 31<sup>st</sup> July. This is an online survey, and we have hard copies that are available at the shop. A leaflet drop is being carried out and this will also be in the Parish Post; it has been shared on Facebook and is in the noticeboards.

We will be holding two drops in events on Sat 5<sup>th</sup> July at St Erme Village Hall between 10.00am and noon and Friday 11<sup>th</sup> July the St Erme Community Centre between 6.00pm and 9.00pm. There will be a stand at the Funday on Saturday 26<sup>th</sup> July between 1.00pm and 5.00pm.

We have two new community members that have shown an interest and will hopefully be joining the steering group.

There next meeting is on Wednesday 3<sup>rd</sup> July.

The 'Terms of Reference' previously circulated were discussed, and it was proposed and seconded and therefore,

**RESOLVED to adopt the St Erme Neighbourhood Priority Statement Committee's 'Terms of Reference.'**

**79/25 To receive a report from the Health & Wellbeing Working group.**

The Coffee morning was well supported with all the groups taking part, there were a few new faces that attended.

The electronic 'Cornwall Connections' booklet was launched at this event and will be available online shortly through the Council's website and links sent to all the village organisations.

There was a drop in event held by a community member to get a Parent & Toddler Group up and running, this was a success, and they are looking to form a committee to hopefully be up and running by September.

Another member of the community has started a 'Walking Group' through a Facebook page and they have had their first walk last week.

The next working group meeting will be in August.

**80/25 Councillors to report on any meetings attended as representative:**

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

There were no updates.

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

Cllr Light reported that the Village Hall had held their AGM, and the new committee and officers' roles were filled. They are looking at the best way forward to repair/replace the fence at the back of the hall.

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

The Community Garden was doing well with lots of produce, which has been going to the Community Larder, Silver Circle and Buzz Café. The Silver Circle will look at putting some recipes together that can be shared with the Community Larder.

The Group are looking to paint the outside of the telephone kiosk in August.

- **St Erme Cricket Club (Cllr P Jones)**

There was no report.

- **Police Liaison Meeting (Cllr P Jones)**

At this meeting, the Neighbourhood Watch scheme was discussed and there will be a new updated version being launched and this can be requested.

**81/25 To agree the date and time of the next meeting of the Council on Tuesday 2<sup>nd</sup> September 2025.**

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**

**DATE**

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