



Minutes of the virtual full council meeting held on Tuesday 9th June 2020 via Zoom.

Those present:

Cllr Trethewey (Chairman), Cllr Hodgkinson, Cllr Couch, Cllr Riggs, Cllr S Jones and Cllr P Jones

In attendance:

Mrs Sally Trethewey (Clerk) and Cllr Eathorne-Gibbons (Cornwall Councillor). No members of the public requested to join the meeting.

The chairman welcomed everyone to the meeting and explained that everyone should keep their microphones muted unless they were speaking, they should raise their hand if they wished to make a comment and wait for the chairman to invite them to speak. He then ensured that everyone could hear. Members of the council and public were informed and reminded that the meeting is advertised as a public meeting and as such could be filmed or recorded.

11/20 To accept apologies

Apologies were received and accepted from Cllr Pound

12/20 Declarations of Interest in items on the Agenda

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

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

6) Finance:

- c) To receive and approve the financial statement and end of year accounts for year ending 31st March 2020
- d) To receive the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2020
- e) To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2020
- f) To receive, approve and sign the Statement of Accounts for the Annual Audit Return for year ending 31st March 2020

13/20 Dispensations

a) 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

14/20 To approve the following minutes of remote / full council meetings held:

- Minutes of the full council meeting held on 3rd March 2020
- Minutes of the remote extraordinary meeting held on 27th March 2020
- Minutes of the remote extraordinary meeting held on 5th May 2020

The minutes previously circulated were agreed and it was therefore

RESOLVED that the minutes of the meeting held on Tuesday 3rd March 2020 and the extraordinary meetings held on 27th March 2020 and 5th May 2020 be approve as a true record and duly signed by the Chairman

15/20 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.

Cllr Eathorne-Gibbons (Cornwall Councillor) updated members as follows:

The cabinet had met three times since the lock down and the first formal public planning meeting is due to take place at the end of the month.

Cornwall Council is looking at their financial implications as they have had to go into their reserves over the last few months. It is looking that they will be alright for the remainder of this financial year, but there may need to be some significant changes in the next financial year.

16/20 Finance:

- a) **To receive the previously agreed 'Statement of Accounts for May 2020' as a true record and agree any additional invoices for payment.**

Name	Details of payment	Cost	VAT	Total
M Pearson	Grass Verges 01.05.20	£ 185.00		£ 185.00
Came & Company	Annual Insurance Fee	£ 782.30		£ 782.30
A to Z Supplies	Refuse Bags	£ 20.20	£ 4.04	£ 24.24
Vision ICT Ltd	Website Hosting - Annual Fee	£ 120.00	£ 24.00	£ 144.00
R Larter	Internal Audit Fee	£ 175.00		£ 175.00
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40
O2	Mobile Phone	£ 11.81	£ 2.36	£ 14.17
X2 Connect	Glass for K6 Kiosk	£ 29.50	£ 5.90	£ 35.40
Mrs S Trethewey	Expenses	£ 18.00		£ 18.00
Mrs S Trethewey	Salary Month 2			
Mr G Brunsdon	Salary Month 2			
	TOTAL PAYMENTS			£ 2,576.86

Members had received a copy of the 'Statement of Accounts' in the report previously circulated. The accounts were agreed and it was therefore

RESOLVED that the accounts for May be approved as a true record and duly signed.

- b) **To receive and approve the inventory and asset register of council property for 1st April 2019 to 31st March 2020**

Cllr Hodgkinson had carried out the inventory checks on the council's asset register, apart from the items at the clerks address due to the current COVID 19 pandemic. Members had received a copy of the register prior to the meeting and it was agreed and therefore

RESOLVED that the Asset Register for year ending 31.03.2020 be approved as a true record.

Cllr Trethewey had declared a pecuniary interest on the next agenda items and was removed from the meeting by the host to the waiting room.

It was proposed and seconded with all in favour for Cllr S Jones to chair the meeting in the absence of Cllr Trethewey.

- c) **To receive and approve the financial statement and end of year accounts for year ending 31st March 2020**

The financial accounts previously circulated were approved and it was therefore

RESOLVED that the 'Financial Statement of Accounts' for year ending 31st March 2020 be approved as a true record. The clerk and Chairman will arrange a convenient time for the Chairman to sign the accounts with social distancing guidelines being observed

- d) **To receive the 'Internal Examination of the Council's Procedure's' for year ending 31st March 2020**

The 'Internal Audit of the Council's Procedures' had been previously circulated to members; there were no items of concern highlighted and everything was in order.

- e) **To agree and answer each Section of the Annual Governance Statement for year ending 31st March 2020**

Members answered each section of the Annual Governance Statement and it was

RESOLVED that the 'Annual Governance Statement' for year ending 31st March 2020 be approved as a true record. The clerk and Chairman will arrange a convenient time for the Chairman to sign the accounts with social distancing guidelines being observed

f) To receive, approve and sign the Statement of Accounts for the Annual Audit Return for year ending 31st March 2020

The Statement of Accounts previously circulated were agreed by all and therefore it was

RESOLVED that the 'Statement of Accounts for the Annual Audit Return' for year ending 31st March 2020 be approved as a true record. The clerk and Chairman will arrange a convenient time for the Chairman to sign the accounts with social distancing guidelines being observed

Cllr Trethewey rejoined the meeting from the waiting room and stood back in as Chairman

g) To receive and approve the council's Annual Report for year ending 2020 and arrange printing

The annual report had been previously circulated and it was agreed by all and therefore

RESOLVED that the council's Annual Report for year ending 2020 be approved and the clerk to arrange the printing through Cornwall Council to be distributed to every household in the parish.

17/20 To update and consider the council's Microsoft Office software to Office 365 Business Standard

The council currently uses Microsoft Office Professional 2010 and this software now requires updating. It was discussed and agreed by all and therefore

RESOLVED to purchase Microsoft Office 365 Business Standard at a cost of £9.40 per month to be paid by direct debit.

18/20 To receive the external play equipment annual inspection reports and address any issues highlighted

Members discussed the report which only highlighted minor items. It was agreed to arrange for a contractor to address the items on the cradle swings and replace a bearing on the Gym equipment. The council's street cleaner and a member of the council will carry out the other minor works required. The council's equipment is currently not in use until government guidelines state otherwise due to the Covid19 situation. It was therefore

RESOLVED to pay for a contractor to carry out the works on the cradle swing and piece of gym equipment. The clerk will obtain estimates for these works.

19/20 To ratify and formally agree the council's decisions on the consultee responses to planning applications received in-line with the council's 'Temporary Planning Application Protocol' procedures.

Members had responded to the following planning applications following their 'Temporary Planning Application Protocols', details are as follows:

- **PA20/01477: Laurel Cottage, St Erme- Proposed dwelling on land adjacent to Laurel Cottage St Erme Parish Council objects to the application for the following reasons:**

- 1) *The proposed dwelling is too large and would be over development of the site.*
- 2) *The proposed dwelling is too close to properties behind in Poliskan Way and would cause an unacceptable loss of light and overshadowing to 27 Poliskan Way. Due to the current position of 29 Poliskan Way in relation to 27 Poliskan Way, the proposals would have an overbearing and dominating impact making an enclosed feel to 27 Poliskan Way.*

We note that the proposals have obscure glass to the south elevation but this does not help the loss of light and overbearing nature of the development.

The proposals are against 'Policy 1 of St Erme Neighbourhood Development Plan' as the scale and mass of the proposed building is not appropriate in size and scale to the immediate locality and will have an unacceptable impact on the properties behind at Poliskan Way.

- 3) *We note that there is a garage and off street parking which is important for this location. Restrictions would need to be in place to prevent the garage being changed into part of the main living area. The proposed lounge is quite small for the size of dwelling and the garage should not be utilised into living space.*

'Due to the restrictions placed on the council as a result of the pandemic Coronavirus, this response represents the opinion of members of St Erme Parish Council identified through a consultation process and will be ratified at the next appropriate meeting of the council.'

- **PA20/01593, Ventonteague Barns: Variation of condition 6 to allow use of Brazilian graphite slate and dry ridge fixing system (retrospective) in respect of decision notice PA18/09804**

St Erme Parish Council supports this application with no recommendations.

'Due to the restrictions placed on the council as a result of the pandemic Coronavirus, this response represents the opinion of members of St Erme Parish Council identified through a consultation process and will be ratified at the next appropriate meeting of the council.'

- **PA20/03502: 70 Polisken Way St Erme TR4 9RG: Change of use to B1(c) for a small scale dental laboratory in existing outbuilding with no structural changes to the building**

"St Erme Parish Council supports this application with a recommendation that there are conditions on the times of work and vehicles movements due to the area being in a built up residential cul de sac and that the applicants driveway is a shared driveway with the neighbouring property"

'Due to the restrictions placed on the council as a result of the pandemic Coronavirus, this response represents the opinion of members of St Erme Parish Council identified through a consultation process and will be ratified at the next appropriate meeting of the council.'

- **PA20/03700: Lea-Vu, St Erme, Truro: Construction of rear single storey extension and front entrance porch with ramped access pathway. Refurbishment of house including new cladding and render to elevations and replacement of rainwater goods, doors and windows. Alterations to detached garage including replacement of mono-pitched roof with pitched roof and installation of new cladding and render to elevations**

St Erme Parish Council supports this application with no recommendations.

There was no information submitted with the plans regarding soak-a-ways for the new style roof of the garage and the extension and trust that this is in hand.

The application meets the requirements of the St Erme Neighbourhood Development Plan - Policy 3 Design.

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- **PA19/09856 - Land SW of Pengelly Farm, St Erme, Truro, TR4 9BG Retention of summerhouse and two ponds, construction of wedding venue and function building, provision of vehicular parking area, change of use of agricultural land to wedding/function venue.**

St Erme Parish council's supports this application with the following recommendations:

1) A 'Traffic Management Plan' should be put in place for construction and for the venue once up and running to make sure there is minimal traffic along the rural road network.

2) The provision of landscaping and natural hedgerows will help soften the entrance and the changes to the landscape and environment.

3) The renewable energy features need to be a condition of the approval.

We are happy that with the conditions above and response to the initial areas highlighted in the previous consultation; that our concerns have been addressed and that the application meets the following policies of the St Erme Neighbourhood Development Plan (Policies 5, 9, 10 & 11).

'Due to the restrictions placed on the council as a result of the pandemic Coronavirus, this response represents the opinion of members of St Erme Parish Council identified through a consultation process and will be ratified at the next appropriate meeting of the council.'

Under Cornwall Council's Planning Protocols we agreed to Option 1. Agree with the officer's recommendation

The above applications were considered under the council's 'Temporary Planning Application Protocols' and it was agreed by all and therefore

RESOLVED to ratify the responses to the above planning applications as a true record.

20/20 To receive the 'Truro & Roseland Highways Scheme options' for prioritisation of the remaining funding and respond with the council's preferred approach between 'Option 1, 2 or 3' and any comments

Members had received copies of the options for consideration for the areas proposed highways schemes. Members have set aside monies in the budget through the precept over a couple of years towards this

scheme, so are able to commit to the balance and still be able to carry out the additional signage that we would like the school children to design and the safe route to school leaflets to encourage walking and cycling. This also involves the community in the project.

Members felt that we have the monies available to help towards our scheme and that we understand future budgets are going to be tighter over the next few years due to the current COVID 19 situation. It was proposed and seconded it was therefore:

RESOLVED to respond with the council's preferred of option being 'Option 3' as follows:

We would be happy to go with 'Option 3' on the condition that our scheme includes the changes that we requested as follows:

St Erme Scheme:

St Erme's Option 3 with the following amendments.

- *To extend the 30mph speed limit to the south of Trispen Hill past and including the junction of Eglos Road.*
- *To include a 'Village Gateway' south of Trispen Hill before the new junction into the 'Burrington's Estate. (As the new estate has an address under St Erme, the welcome to Trispen sign will need to remain where it is, but we would prefer a better worded sign)*
- *To extend the 30mph too preferably to include the vehicular entrance into the St Erme Community Centre on the old A3076 or at least to the pedestrian entrance into to the football field car park.*
- *Extend the 20mph speed limit down Trevella Lane to include Chy-An-Gwell*

21/20 To update on the community's response to COVID 19 and respond to the Truro & Roseland Community Network panel on the Parishes' initial thoughts on moving towards recovery.

The clerk informed members of the council on the numbers and support that the St Erme Emergency Plan Committee has been giving to the community and how the St Erme Playing Field Trust has played a key part in this. They have been successful in obtaining a number of grants to offer support to the community.

The type of support being giving in the parish is as follows:

- shopping and collecting of prescriptions for those self-isolating
- providing food parcels for those in need
- providing hot meal
- helping with health & social wellbeing by providing craft items and material for making masks for the community
- offering advice and sign posting to other agencies if required
- offering a befriending service such as the 'Nova' Post and a 'Chat line'

The support of the volunteers coming forward to help with the existing volunteers already registered through the St Erme Emergency Plan has been over whelming and thanks must go out to all those involved.

Cllr Eathorne-Gibbons wished to congratulate the parish on what they have been doing to support their community.

Members discussed how Cornwall Council could help in the recovery process of the community and asked the clerk to respond highlighting the following areas in which we feel Cornwall Council could assist with are as follows:

- Helping with templates for risk assessments and guidelines to help community groups/organisations get back up and running, whether they are village halls or social groups or sports clubs. The social village groups that are used by the elderly will find this difficult and daunting. The thought of the measures that need to put in place may be overwhelming for some of these organisations. It is important for their health & social well-being to be able to meet in some form of normality. We feel that many groups may not know where to start with this process. These groups are important to communities and it is important to support them in reopening once government guidelines allow.
- Can Cornwall Council help with procurement of antiseptic hand sanitisers, cleaning products and social distancing guideline signage? They could source this direct from Cornwall Council and hopefully be able to purchase products at a cheaper cost; to help with the additional expense.
- Many local organisation groups usually rely on fundraising to cover annual insurance costs. Can monies be available to help with this type of expense?

Cllr Riggs lost connection, we waited 5 minutes to see if a connection could be reconnected, but it couldn't. Cllr Riggs therefore left the meeting.

The Chairman restarted the meeting as the meeting was quorate and therefore able to continue.

22/20 To consider in principle of the parish council taking on the maintenance of the seven heritage interpretation boards as part of the A30 works at Carland Cross

It was agreed that planning permission had now been granted and that in principle the council would consider taking over the maintenance of the seven heritage interpretation boards for the 'Heritage' project

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

There were no members of the public in attendance.

23/20 To review the salary and terms of employment for the Street Cleaner

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 these minutes are deemed as confidential

24/20 To discuss and update on the leasing or freehold of Council land.

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 these minutes are deemed as confidential

25/20 The date and time of the next remote meeting will be arranged when required and the agenda will be displayed on the council's website three clear days before the date of the meeting

The next meeting will be arranged when required.

SIGNED

CHAIRMAN

DATED