



## The minutes of the virtual full meeting of the council held on Tuesday 7<sup>th</sup> July 2020 via Zoom

### Those present:

Cllr Trethewey (Chairman), Cllr Pound (Vice-Chairman), Cllr Hodgkinson, Cllr P Jones, Cllr S Jones

### In attendance:

Mrs Sally Trethewey (Clerk)

### 26/20 To accept apologies

Apologies were received from Cllr Pound (joined the meeting late), Cllr Couch and Cllr Riggs (family commitments) and Cllr Eathorne-Gibbons (Cornwall Councillor)

### 27/20 Declarations of Interest in items on the Agenda

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

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

- 9) The community and COVID 19 update
  - b) To receive and consider a request from the St Erme Playing Field Trust regarding support towards their utility bills used in relation to the support provided to the COVID19 pandemic

### 28/20 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

### 29/20 To approve the minutes of the remote council meeting held on Tuesday 9<sup>th</sup> June 2020 via Zoom

The minutes previously circulated were agreed and it was therefore

**RESOLVED that the minutes of the meeting held on Tuesday 9<sup>th</sup> June 2020 via Zoom were approved as a true record and duly signed by the chairman.**

### 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 in attendance

### 30/20 Councillors to discuss any matters with Cornwall Councillor if present.

Cllr Eathorne-Gibbons had given his apologies.

### 31/20 Clerks update and report

The clerk updated and reported on the following:

### Cornwall Council

- **Fixed Penalty Notice training – 26<sup>th</sup> June via Microsoft Teams** – This training was held at short notice and we were unable to organise an attendee as previously agreed

for this training. Cornwall Council has been informed of this and we will hopefully have enough notice to arrange for the member of staff to attend via Microsoft Teams in the future. Probus Parish Council is still happy for us to work together on this.

- **Consultation on the draft Code of Conduct** – Members were notified that this will be consulted on in the coming weeks

**Cormac – Highways Environment Update (Fact Sheet June 2020)** – Members previously received this information below and there were no comments.

- Rural Verge Maintenance
- Maintaining public open spaces – Grass Cutting
- Surface Dressing

**Police Liaison Group** – Members had received a copy of the latest Truro Sector Report

Members had been notified of all correspondences and newsletters that had been received.

**32/20 Planning: -**

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

- **PA20/04397: Egloserme Farm, St Erme, Truro TR4 9BW**  
**Listed building consent for alterations to the external appearance in relation to the scheme approved under listed building consent and planning permission PA17/00737 and PA17/00736 respectively; for the conversion of a barn to a surgery.**

Members had viewed the application previously, there had been no comments received from members of the public. This item was discussed, and it was agreed and

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

- **PA20/05021: Egloserme Farm, St Erme, Truro**  
**Change of use of existing barn (with planning permission under PA30/0917/10 for conversion to domestic dwelling) to a surgery with variation of condition 2 (plans approved) of decision PA17/00736 dated 31/03/2017**

Members had viewed the application previously, there had been no comments received from members of the public. This item was discussed, and it was agreed and

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

**b) Update on planning issues:**

- **Update on Cornwall Council planning decisions**

Planning Application No PA20/03700: Lea Vu, St Erme, Truro - has been 'approved with conditions' by Cornwall Council

- **Burringtons' development**

There has been no further works taken place on the pavement along Trispen Hill, pedestrian access ways or the open spaces on the site. The clerk will chase this again with the planning officer at Cornwall Council

**The meeting was suspended whilst Cllr Pound joined the meeting, the meeting was then restarted, and Cllr Pound joined the meeting.**

**33/20 Highways:**

**a) To update on the CNA Highways Scheme submission for St Erme and acknowledge a copy of a letter received from Kea Parish.**

The clerk informed members that she had submitted the council's preferred option's choice as agreed at the previous meeting. Members noted the letter received from Kea Parish Council. A decision on the option's submitted by council's will be considered at the next Truro & Roseland Community Network Area meeting scheduled for 21<sup>st</sup> July 2020.

**b) To update on the flooding at the bottom of Trispen Hill**

Now that Cormac are starting to commence normal works the clerk will chase this again.

**34/20 The community and COVID 19 update**

**a) To discuss and implement procedures for the reopening of the council owned play equipment and outside gym equipment and associated risk assessments regarding COVID19.**

The clerk informed members that notices have been displayed stating that the 'council's play/gym equipment will not be opening on the 4<sup>th</sup> July, whilst we are working on putting measures in place to advise users on social distancing and practices on using the equipment as advised by the government.

Members had looked at the Government Guidance and considered the following risks in opening the play equipment.

**Considerations:**

**Preparation for opening – to minimise the COVID-19 transmission risk**

- Risk Assessment to be updated/carried out for staff/volunteers and users
- ROSPA check on equipment has been carried out – April 2020
- The weekly check is still in place and has been carried out during closure
- We can keep these areas closed if we feel we are unable to facilitate their safe usage – notice and reasons would need to be displayed
- Final safety check prior to opening – recommend a Councillor and the Clerk
- Guidance posters for users on site to advice on the government guidelines on social distancing / hygiene – hand sanitiser/cleansing/number of users at any one time.
- Litterbins – possible emptying twice a week for the school park.

The clerk and chairman will carry out the final risk assessments on each area and will display relevant notices advising users of the social distancing measures and practices on using the equipment; with an aim to open on 11<sup>th</sup> July 2020. Members and the clerk will review the use of the equipment and make any necessary changes if required.

Members had received a quote of £325.00 +VAT from AG Prowse Ltd to carry out remedial works highlighted in the ROSPA report for the cradle swings. These risks were classed as a low risk, but members felt that it would be best to try to carry out these works as soon as possible, the area will be closed during these works. The contractor will be expected to carry out their own COVID 19 risk assessments and follow the government guidelines during works. It was therefore

**RESOLVED that AG Prowse Ltd carry out the remedial works on the Cradle swings as soon as possible at a cost of £325.00 +VAT**

Cllr Trethewey had declared a non-pecuniary interest on the next item and was placed in the waiting room during this item.

Cllr Pound as Vice-Chairman stood in to Chair this item.

**b) To receive and consider a request from the St Erme Playing Field Trust regarding support towards their utility bills used in relation to the support provided to the COVID19 pandemic**

The St Erme Playing Field Trust has been the hub at the Community Centre to carry out the COVID 19 relief works for food parcels and providing hot meals to the community. This had meant that their utility bills such as electricity have been used to provide this service, and the usual bills have not reduced as expected. The center is currently closed, apart from the Blood Donors once a month, they do not have any other income during this time. They have been in receipt of the government discretionary fund of £10,000 which has offset some of the standard running costs.

Members agreed the request in principle and have requested further information.

**Cllr Trethewey rejoined the meeting as Chairman**

**c) General update on the community COVID 19 support**

The clerk reported the following:

Requests for help with shopping/medication have dropped over the last couple of weeks, the clerk has spoken to residents that have used the service stating that we can continue to help if/when required

The requests for help with those in need for food parcels has risen from helping 12 families to 22 families with weekly food parcels in the parish. The current funding will hopefully support these families until October, at the current level.

The Community Centre have continued to deliver hot meals once a week on a Sunday for the elderly and parishioners that require some support through health & well-being; around 50 people per week are receiving this service free of charge.

Further grants have been applied for to help with the food parcels and the 'Trust' are continuing to receive weekly food supplies from Fareshare and M&S

The Nova Post has now come to a natural end, and thankyou cards have been sent out to those that have taken part. A display of some of the letters and artwork will be displayed in the community soon.

The clerk will put a notice in the next Parish Post advising that we are still supporting the community even though restrictions are being slowly lifted and to advertise the masks to those not on Facebook.

**35/20 Finance:**

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

Payments to be made under the Clerk's delegaton for payment June 2020 by internet banking by the clerk								
Name	Details of payment	Cost	VAT	Total	Delegated by	Paid by	Action Date	
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40	Members	Direct Debit		
O2	Mobile Phone	£ 11.81	£ 2.36	£ 14.17	Members	Direct Debit	24.06.20	
M Pearson	Grass Verge Conntracted (27.05.20)	£ 185.00		£ 185.00	Clerk	On-line payment	24.06.20	
M Pearson	Weed Treatments Contracted (02.06.20)	£ 495.00		£ 495.00	Clerk	On-line payment	24.06.20	
M Pearson	PROWS cutting Contracted (12.06.20)	£ 550.00		£ 550.00	Clerk	On-line payment	24.06.20	
M Pearson	Trimming around trees Trispen Hill/A3076	£ 180.00		£ 180.00	Clerk	On-line payment	24.06.20	
Mrs S Trethewey	Salary Month 3				Members	On-line payment	30.06.20	
Mr G Brunsdn	Salary Month 3 (inc. back dated Salary Increase)				Members	On-line payment	30.06.30	
<b>TOTAL PAYMENTS</b>				<b>£ 2,685.32</b>				

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 Statement of Accounts' for June 2020 be approved as a true record and duly signed.**

**b) To update on the Annual Return for year ending 31.03.20**

The clerk informed members that the annual return had been submitted and that the 'Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return' has been placed on the council's website and on the parish noticeboards.

**c) To consider and set aside a contingency budget towards a community COVID19 support from the council's reserves if required**

This item was discussed, and it was agreed to review the situation and discuss again if required.

**36/20 To receive and respond to an e-mail from the Office of the Police and Crime Officer regarding nominating a council representative for the Councillor Advocate Scheme.**

It was agreed for Cllr Couch to represent the parish council at these meetings and for Cllr P Jones to be a reserve if Cllr Couch is unable to attend.

**37/20 To review the following documents and policies:**

- **Grants Policy**

This policy was reviewed, and it was felt that no changes were required

- **Volunteer Policy**

This policy was reviewed, and it was felt that no changes were required

- **Health & Safety Policy**

This policy was reviewed, and it was felt that no changes were required

- **Risk Assessments**

The council's 'Risk Assessment' was reviewed and the necessary changes had already been made in relation to COVID-19 pandemic for employees, volunteers, contractors, procedures and members of the public using the council's play equipment. This document will be updated as and when required.

**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**

**38/20 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*

**39/20 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**

It was agreed to continue to meet remotely via Zoom/Microsoft Teams on the first Tuesday of the month except August until advised that we can meet face to face.

The date of the next meeting will be on Tuesday 1<sup>st</sup> September 2020.

**SIGNED**

**CHAIRMAN**

**DATE**