



30th September 2020

REPORT

Please see below the report in relation to the remote meeting of St Erme Parish Council to be held on Tuesday 6th October 2020.

The press and members of the public are able to view the agenda and this report on the council's website at www.stermeparishcouncil.org.uk and forward any views or comments to be considered by e-mail to clerk@stermeparishcouncil.org.uk by 12.00noon on **Tuesday 6th October 2020**.

If you would like to join the remote meeting via Zoom, please request the link from the clerk before the deadline above.

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

- 1) To accept apologies
- 2) **Declarations of Interest in items on the Agenda**
 - a) Councillors to disclose any declarations of interests on any agenda items.
- 3) **Dispensations**
 - a) Member/s to request a dispensation for an item on the agenda that has just become apparent at this meeting.

Agenda Item 4

- 4) To approve the following minutes of the remote full council meeting held on Tuesday 1st September 2020 via zoom

Please see a copy of the draft minutes on the council's website at www.stermeparishcouncil.org.uk

Public Participation (15 minutes)

The public are given 15 minutes to discuss any item **on the agenda**, each member of the public can speak for 3 minutes after this period the members of the public may stay at the meeting but will not be able to comment or participate.

- 5) Councillors to discuss any matters with Cornwall Councillor if present

Agenda Item 6

6) Clerk's update and report –

Cornwall Council

- Community Governance Review update

BT Kiosk – External works now completed

Defibrillator Trispen Stores)– Batteries now replaced

Staff Holidays

TRAINING EVENTS, INVITATIONS & MEETINGS

Local Council Planning Conference

Wednesday 21st October 2020 to be held via Microsoft Teams at 10.00am

Public Precept meeting:

Tuesday 17th November 2020 to be held via Zoom at 7.30pm

Truro & Roseland Community Network meeting:

Tuesday 17th November 2020 to be held via Microsoft Teams at 7.00pm
(Cllr Trethewey & Cllr S Jones)

NEWSLETTERS / UPDATES / PRESS RELEASES previously e-mailed

Updates from GOV.UK: -Coronavirus (COVID-19)

Town and Parish Council COVID-19: - weekly updates

NALC's: Chief executive's weekly bulletins

Agenda Item 7

7) Planning:-

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

PA20/07570: Daisy Cottage, Resugga Farm, St Erme, Truro

Alterations to existing garages and letting accommodation to form a separate dwelling.

This application can be viewed from the link below;

http://www.sterme-parish-council.org.uk/Planning_18401.aspx

As of the 30.09.20 no representations to Cornwall Council or to the Parish Council have been received.

b) Update on planning issues:

- **Update on Cornwall Council planning decisions**
- **Burringtons' development -**
The clerk and chairman to update on the time schedule of the completion of the remaining highways and landscaping works of the site

AGENDA Item 8

8) Highways:

a) To update on the CNA Highways Scheme submission for St Erme

There are currently no further updates on this item.

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

We have been informed that camera images have detected that the pipe going towards and under the A39 has partly collapsed causing the flooding at this location. The works for replacement of the pipe has been sent to Cornwall Council to be prioritised in their works schedule.

c) To receive and discuss the Highways and Environment update

We are waiting a response on our questions regarding the scheduling of future grass maintenance in our area.

- d) To receive a letter from a parishioner regarding the increase in traffic and speed of vehicles along the roads around the Killiserth to Pengelly area, and to consider traffic calming and a reduced speed limit of 20mph from Killiserth Bridge to the crossroads with soft verge signs.**

Members to discuss this item

Agenda Item 9

- 9) To update on the St Erme Emergency Plan response to COVID 19 and support of the community.**

Requests to help with shopping and collection of medication have reduced with only a couple of residents still receiving some support. There have been a few calls asking for advice on various issues which the clerk has helped with.

We are expecting to receive further requests for help during the next few months and will be contacting those that we have previously supported.

We will be carrying out another leaflet drop informing the community that we are able to support those that require shopping/medication collected and delivered; due to shielding or self-isolating etc.

Existing volunteers will be contacted to make sure that they are still available and wish to remain on our database.

The 'St Erme Community Larder' is still supporting in the region of 70 individuals and this will be ongoing, The St Erme Playing Field Trust have applied for further grants and should hear back during October. In the long term they have secured foods on a weekly basis from Fareshare and regular donations from supermarkets. A donation basket has been set up at the centre if anyone wishes to donate food items and 'Gift Aid' is currently being set up to accept cash donations.

Agenda Item 10

10) Finance:

- a) To receive the previously agreed 'Statement of Accounts for Sept/October 2020' as a true record and agree any additional invoices for payment-

The 'Statement of Accounts' for September/October 2020 are as follows:

Schedule of payments to be approved as a true record at the meeting held on Tuesday 6th October 2020 via Zoom.									
Previously approved by email									
Name	Details of payment	Cost	VAT	Total	Delegated by	Paid by	Agreed by/at	Action Date	Meeting Approved
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40	Members	Direct Debit	E-mail	14.08.20	06.10.20
o2	Mobile Phone	£ 11.81	£ 2.36	£ 14.17	Members	Direct Debit	E-mail	24.09.20	06.10.20
Mrs S Trethewey	Salary Month 6				Members	On-line payment	E-mail	30.09.20	06.10.20
Mr G Brunnsden	Salary Month 6				Members	On-line payment	E-mail	30.09.20	06.10.20
M Pearson	Weed Treatments 11.09.20	£ 495.00		£ 495.00	Clerk	On-line payment	E-mail	30.09.20	06.10.20
				£ 1,854.02					
To be approved at the meeting held on Tuesday 6th October 2020									
Mrs S Trethewey	Expenses for August	£ 18.00		£ 18.00		On-line payment	06.10.20	07.10.20	06.10.20
HMRC	2nd Qtr payment	£ 109.15		£ 109.15		On-line payment	06.10.20	07.10.20	06.10.20
X2 Connect Ltd	Repairs to K6 Kiosk	£ 19.75	£ 3.95	£ 23.70		On-line payment	06.10.20	07.10.20	06.10.20
A to Z Supplies	Refuse Bags	£ 20.20	£ 4.04	£ 24.24		On-line payment	06.10.20	07.10.20	06.10.20
St Erme Playing Field Trust	Grant - COVID 19	£ 1,007.00		£ 1,007.00		On-line payment	06.10.20	07.10.20	06.10.20
				£ 1,182.09					
Deposit Account	£ 26,910.94								
Current Account	£ 29,962.89								
Total	£ 56,873.83								
O/S Cheques	-£ 30.00								
Bank Balance 28.08.20	£ 56,843.83								
Sept/Oct Payments	-£ 7,294.69								
Total	£ 49,549.14								

10) Finance:

b) To consider the draft precept for y/e 31st March 2022 and discuss a format for the consultation.

Members to discuss the draft budget previously circulated and agreed changes

It was agreed at the last meeting to hold a public consultation event via Zoom, for parishioners to have an opportunity to have a say on the council's proposals. We need to discuss and agree the following:

- Format of the meeting and how to show the presentation via Zoom?
- Who will present the draft budget?
- Format for asking questions?
- How to advertise the event?
- To make available the proposals before the meeting to ensure members of the public who are unable to join a zoom meeting can access the PowerPoint prior to the meeting and forward any comments or questions to the clerk.

10) Finance:

c) To adopt the council's previously reviewed 'Internal Audit Procedures and Review of its Effectiveness'

Members reviewed the council's 'Internal Audit Procedures and its Effectiveness' at the last meeting and have put measures in place for members to be able to continue carrying out checks for their internal controls whilst following the governments social distancing guidelines.

There have been no areas highlighted in our External Annual Audit Return and the 'Notice of Conclusion of Audit' has been published on the council's website and on notice boards in the parish.

Agenda Item 11

11) To receive and consider grant requests as per the Council's Policy:

The following requests have been received:

- St Erme Cricket Club: £500.00 towards a new mower
- St Erme Village Hall Committee: £900 towards a new kitchen

The amounts have been previously allocated to these grants and a formal request to release the monies has been received from the organisations with copies of invoices and up to date accounts as per the Council's Grant Policy.

Agenda Item 12

12) To adopt the reviewed documents below:

- Standing Orders
- Financial Regulations
- Discipline and Grievances Procedures

There were no changes required and the documents can be reviewed using the link below:

[Link to Policies and Procedures](#)

Agenda Item 13

13) To consider and adopt the following policies:

- Enforcement Procedures and Environmental Crime Policy
- Lone Worker Policy
- Safeguarding Policy
- Whistleblowing Policy

Agenda item 14

14) Members to report on any meetings or training attended as representatives:

- Police Liaison meeting (Cllr Couch)
- Local Planning Conference (Cllr Hodgkinson)

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 item.

Agenda Item 15

15) To discuss and update on the leasing or freehold of Council land.

Agenda Item 16

16) To update and agree items regarding the FPN Enforcement Officer

Agenda Item 17

17) Clerk's salary review, appraisal and authorisation of overtime payments.

- a) To review the clerk's salary and expenses and to arrange for the clerk's appraisal.
- b) To consider and agree overtime payment of 15.5 hours

END OF REPORT