

St Erme Parish Council

REPORT

for the

Meeting held on Tuesday 1st June 2021
at the St Erme Community Centre
at 7.30pm

Please register to attend the meeting by
12.00noon on 1st June 2021
to
clerk@stermeparishcouncil.org.uk

APPENDIX 1

Agenda Item

4) To approve the minutes of the annual meeting held on Wednesday 19th May 2021.

The DRAFT minutes of the Annual meeting held on Wednesday 19th May 2021 at the St Erme Community Centre.

Those present:

Cllr Rob Trethewey (Chairman), Cllr Nick Light, Cllr Phil Hodgkinson, Cllr Edwin Riggs, Cllr Kevin Barnes, Cllr Sally Jones and Cllr Phil Jones.

In attendance:

Mrs Sally Trethewey (Clerk) and Cllr Karen Glasson (Cornwall Councillor)

29/21 Election of Chairman and signing of the 'Chairman's Declaration of Acceptance of Office.'

It was proposed and seconded with all in favour to elect Cllr Trethewey, it was therefore,

RESOLVED to elect Cllr Trethewey as Chairman. The Chairman signed the 'Chairman's Declaration of Acceptance of Office.'

30/21 To accept apologies.

There were no apologies received.

31/21 Election of Vice-Chairman

It was proposed and seconded that Cllr Hodgkinson be voted on as Vice-Chairman, therefore it was,

RESOLVED that Cllr Phil Hodgkinson be elected as Vice-Chairman.

32/21 Declarations of Interest in items on the Agenda

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

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

19) To receive an email from the St Erme Playing Field Trust asking for a letter of support for their application to Cornwall Council to release s106 monies for new equipment for Tren creek Park.

33/21 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.

34/21 To receive and approve the inventory and asset register of council property and to appoint a controller for 1st April 2021 to 31st March 2022

The asset register previously circulated was agreed and it was therefore,

RESOLVED to approve the 'Asset Register' as a true record and to appoint Cllr Hodgkinson as a controller for 1st April 2021 to 31st March 2022.

35/21 To appoint representatives to outside bodies.

It was,

RESOLVED to appoint the following members as representative to outside bodies:

- **Truro & Roseland community Network Area:** Cllr Trethewey & Cllr S Jones
- **Cornwall Association of Local Council's:** Cllr S Jones & Cllr Light
- **Police Liaison Group:** Cllr P Jones and Cllr Riggs
- **LMP – Public Rights of Way:** Cllr Hodgkinson
- **St Erme Cricket Club:** Cllr Light

- **St Erme Playing Field Trust (PFT):** Cllr Riggs
- **St Erme Village Hall Committee:** Cllr S Jones

36/21 To agree the continuation of the following Sub Committees:

- **St Erme Emergency Community Plan Committee**

It was proposed and seconded with all in favour to continue the St Erme Emergency Plan Committee and it was therefore,

RESOLVED that the St Erme Emergency Plan continue as a sub-committee of the Council and that Cllr Trethewey, Cllr Hodgkinson, Cllr S Jones, and Cllr Barnes are the parish council representatives along with four members of the public.

- **St Erme Neighbourhood Plan Steering Group**

It was proposed and seconded with all in favour to continue the St Erme Neighbourhood Development Plan Steering Group and it was therefore,

RESOLVED that the St Erme Neighbourhood Development Plan Steering Group continue as a sub-committee of the Council and that Cllr Trethewey, Cllr Hodgkinson, Cllr P Jones and Cllr Barnes are the parish council representatives along with four members of the public.

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 present.

37/21 To receive and approve the minutes previously circulated for the extraordinary meeting held remotely on Tuesday 27th April 2021 via Zoom.

The minutes previously circulated were agreed and it was therefore,

RESOLVED that the minutes of the remote extraordinary meeting held on Tuesday 27th April 2021 via Zoom be approved as a true record and duly signed by the Chairman.

38/21 Councillors to discuss any matters with Cornwall Councillor if present.

The Chairman congratulated Cllr Karen Glasson on her new appointment for the Probus and St Erme division.

Cllr Glasson said that she is looking forward to working with us over the next few years. Cllr Glasson stated that she has an interest in campaigning to reduce speeds limits in villages and had noted that this is something we are currently looking at within our parish. Cllr Glasson will provide the council with a written report each month to update us on her work and Cornwall Council's.

39/21 Clerks update and report.

The Clerk reported on the following:

Highways:

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

We have received an update stating that the proposed timescales are going out to consultation in May (post elections) and anticipated commencement of works in November.

Mark O'Brien said that he has not seen any revised plans but will check if they include the changes we requested. Mark stated that we will have a chance another chance to respond to the statutory consultation.

b) 'Interactive Speed 'signage for the Parish

Cllr Hodgkinson, Cllr P Jones and the Clerk met to look at the locations for the 'mobile speed signs at the agreed locations. The form has been submitted to highways for consideration and we are waiting to hear back.

c) Emergency access road through Killigrew Gardens - Consultation

This item will be on the agenda of the June meeting.

d) The A39 and junctions from the village.

This item will be on the agenda of the June meeting.

Code of Conduct Training

The clerk reminded members that they are all required to attend Code of Conduct training within 6 months of appointment.

Cllr S Jones, Cllr P Jones and Cllr Hodgkinson will be attending the remote training being held by Cornwall Council during May.

Cllr Trethewey, Cllr Riggs, Cllr Light and Cllr Barnes will be attending the remote training on 28th July 2021 being held by the Cornwall Association of Local Council's at a cost of £20.00 per delegate.

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

40/21 To update on the St Erme Emergency Plan response to COVID 19 and support of the community.

The clerk reported that 40 families in the parish were receiving support from the Community Larder. They are currently considering opening up the larder further with drop-in sessions rather than appointments. It was suggested that the larder consider promoting itself in terms of helping to reduce food waste, which may open the larder up further to those that may be reluctant to attend.

41/21 Planning: -

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

- **PA21/03324: Parklands Toyota, Carland Cross, Mitchell
New workshop extension**

This application was discussed, and it was agreed and therefore,

RESOLVED to support the application with no recommendations

b) Update on planning issues:

Cornwall Council Planning Decisions

PA21/02209: Carland Cross Solar Farm – APPROVED with conditions

PA21/01089: Kaduna House, St Erme – APPROVED with conditions

Burrington's Trispen Development – Open Space to the north of the site.

The Chairman reported that the 'French Drains' have now been completed, the earth looks to have been raked and stones picked, and grass seeded. The gate and fencing have been completed for maintenance access from Eglos Road. The outstanding works are the planting of trees, possibly the wildflower seed and the ramp for disability access from the footpath to the estate road.

42/21 To agree the annual subscriptions for 2021/2022 as follows:

- **Cornwall Association of Local Councils:**
- **Society of Local Council Clerks:**
- **St Erme & Trispen Parish Post:**
- **Data Protection registration:**
- **Microsoft Office 365**

The annual subscriptions were agreed, and it was therefore,

RESOLVED that the above annual subscriptions for year ending 31st March 2022 be approved and for the clerk to arrange payment on receipt of invoice.

43/21 Finance:

- #### **a) To receive the financial statement of accounts, including expenditure against budget and to approve payments.**

The financial statement previously circulated was agreed and it was,

RESOLVED that the 'Statement of Accounts' be approved as a true record and duly signed and for the Clerk to arrange payment of the following invoices.

Name	Details of payment	Cost	VAT	Total	Paid By
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40	Direct Debit
R Larter	Internal Audit Fee	£ 175.00		£ 175.00	On-line Banking
Printerland	Ink Toner	£ 106.57	£ 21.31	£ 127.88	On-line Banking
Cornwall ALC Ltd	Annual Membership fee	£ 466.67	£ 75.64	£ 542.31	On-line Banking
Playsafety	Annual Inspection	£ 147.50	£ 29.50	£ 177.00	On-line Banking
Vision ICT Ltd	Website Hosting	£ 120.00	£ 24.00	£ 144.00	On-line Banking
O2	Mobile Phone	£ 11.97	£ 2.39	£ 14.36	Direct Debit
Mrs S Trethewey	Expenses	£ 18.00		£ 18.00	On-line Banking
Mrs S Trethewey	Salary Month 2				On-line Banking
Mr G Brunsden	Salary Month 2				On-line Banking
M Pearson	LMP Maintenance	£ 575.00		£ 575.00	On-line Banking
M Pearson	Grass Maintenance	£ 185.00		£ 185.00	On-line Banking
TOTAL				£3,352.20	

b) To receive and approve payments and direct debits delegated to the clerk for year ending 31st March 2022.

The following payments and direct debits were considered, and it was proposed and seconded and therefore,

RESOLVED to approve the following payments and direct debits be delegated to the clerk for payment for the year ending 21st March 2022.

The following schedule of payments can be paid by the Clerk via on-line banking, for payment outside of meetings; any payments made will be shown on the schedule of payments at the next meeting of the Council:

- Basic Salaries and approved overtime
- Maintenance Contracts – M Pearson
 - Grass maintenance
 - Public Rights of Way maintenance
 - Weed treatments.
- Sage UK (Payroll) – Direct Debit
- O² Mobile (Mobile Phone) - Direct Debit
- Public Works Loan Board (Loan repayments) - Direct Debit
- The Information Commissioner Office (Data protection fee) - Direct Debit
- Microsoft 365 (Computer Software) - reimburse the Clerk on receipt.

The Clerk is also able to make payments in relation to the following:

- Items highlighted and delegated to the Clerk within the Council's Financial Regulations and Supplementary Financial Regulations

c) To agree a rota to carry out the 'Internal Controls' for the period of 1st April 2021 to 31st March 2022.

It was agreed for the clerk to make a Rota for members to carry out the internal controls on the council's procedures at least quarterly. The requested information from Councillors will be forwarded electronically where possible and the remaining controls will take place at an agreed location / date following the current government guidelines for the COVID-19 pandemic. Members are also able to request to carry out any additional internal checks by contacting the clerk.

d) To receive quotations and agree the renewal of the Council's annual insurance.

Following the review of the Council's insurance policy, the clerk had requested three quotations from insurance providers. The members had previously looked at the report provided by the clerk

on the details of the quotations and the cover they provided. Following discussion, it was proposed and seconded and therefore,

RESOLVED to go with Zurich on a three-year agreement at a cost of £816.40pa. It was agreed for the clerk to arrange payment via on-line banking before the next meeting.

e) To review the council's current bank procedures and approve new signatories for the Bank Accounts.

Members reviewed the current banking procedures and the on-line access and payments put in place during the COVID-19 pandemic. Members considered the risk and internal controls of the Council's procedures and it was agreed and therefore,

RESOLVED to update and add Cllr Barnes and Cllr Light as new bank signatories and remove Colin Pound. The Clerk was also asked to look at arranging a £1,000 payment limit for on-line banking for the Clerk as a single access user and to set up on-line payment authentication for two members to approve transactions and to register members for Internet Banking.

44/21 To review and agree the dates of the St Erme Parish Council meetings for 2021/2022

The following dates and times were agreed for subject to any government COVID – 19 guidelines. It was therefore,

RESOLVED to agree the schedule of meetings for 2021/2022 to be held at the St Erme Community Centre at 7.30pm as follows:

Tuesday 1st June 2021

Tuesday 6th July 2021

Tuesday 7th September 2021

Tuesday 5th October 2021

Tuesday 2nd November 2021

Tuesday 16th November 2021 (Public Precept Meeting)

Tuesday 7th December 2021

Tuesday 11th January 2022

Tuesday 1st February 2022

Tuesday 1st March 2022

Tuesday 15th March 2022 (Annual Parish Meeting)

Tuesday 5th April 2022

Tuesday 3rd May 2022

Tuesday 7th June 2022

45/21 To receive further advice from the Cornwall Association of Local Council's regarding the return to physical meetings and agree any changes for the delivery of COVID secure meetings and delegation procedures.

Members had received copies of the document received by the Cornwall Association of Local Council's on the return to physical meetings & 'Delivering COVID 19 Secure Meetings'.

It was felt that we should meet face to face as per our normal schedule of meetings, but that we should put provisions in place for delegation in case of a local COVID -19 outbreak or if government guidelines change. A risk assessment and procedures have already been put in place for face to face meetings. Members of the public are asked to register to attend a meeting or to forward any comments to the clerk that they wish to make on any agenda items.

It was agreed to adopt a broad scheme of delegation to the clerk, this will allow the Council to be able to continue to operate between meetings if we were unable to meet face to face. This will only be used as an emergency measure, when meeting would be inappropriate, unsafe, or impossible. Providing we meet at least three further times during the year, without a 6-month gap you are covering your statutory duties. The current temporary planning protocols can remain in place to use if required under the scheme of delegation.

Members have reviewed the current bank procedures within Minute No: 39/21e.

Following discussion, it was proposed and seconded with all in favour and therefore,

RESOLVED to adopt the following 'Scheme of Delegation' to be used if required if the Council are unable to meet due to the COVID19 pandemic, the scheme of delegation will be updated in the Council's 'Supplementary Standing Orders and Financial Regulations.

"That the Council delegates authority to the Clerk in consultation with the Chairman, Vice Chairman or another member of the Council to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than September 2021."

46/21 To review and update the following documents under the Coronavirus Act 2020

- **Supplementary Standing Orders**

The Clerk to update the Supplementary Standing Orders as per legislation on the removal of the 'Remote Access to Meetings' for members and public and the reintroduction of face-to-face meetings as per the Council's Standing Orders. With the change that members of the public and press register to attend a meeting or can forward comments to be read out on an agenda item. Access to information will remain for inspection preferred via the website or electronically where possible.

The Clerk will draft the 'Supplementary Standing Orders' to be adopted at the next meeting of the council on 1st June 2021

- **Supplementary Financial Regulations**

The Clerk to update the Supplementary Financial Regulations to include the revised delegation as follows:

"That the Council delegates authority to the Clerk in consultation with the Chairman, Vice Chairman or another member of the Council to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council. The scheme of delegation will be reviewed no later than September 2021."

The payments and on-line banking procedures will remain in place until the new procedures are implemented.

The Clerk will draft the 'Supplementary Financial Regulations to be adopted at the next meeting of the council on 1st June 2021.

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

It was proposed and seconded for Cllr S Jones to Chair the next item.

47/21 To receive an email from the St Erme Playing Field Trust asking for a letter of support for their application to Cornwall Council to release s106 monies for new equipment for Trencreek Park.

Members discussed this item, and it was agreed and therefore,

RESOLVED to support the St Erme Playing Field Trust in their application to release S106 monies towards new play equipment for Trencreek Park.

Cllr Trethewey, Cllr Light, Cllr Riggs and Cllr Hodgkinson rejoined the meeting. Cllr Trethewey Chaired the remaining meeting.

48/21 To discuss and agree to look at holding an 'Open Event' for parish residents and local organisations at the end of July 2021.

Members relooked at holding an 'Open Event' for residents and local organisations and it was felt that we should provisionally book Saturday 31st July 2021. This will be subject to the government's COVID 19 road map for lifting restrictions. It was felt that this would help and support local organisations to promote their groups and perhaps raise some money by holding a stall. The annual fun day has been postponed until 2022, which is usually held on the same weekend. The football field and the main hall of the Community Centre could be used. The clerk will write to all the local organisations to see if they would like to attend the event between 12.00 and 5.00pm. If there is enough interest the Council will look at providing some children's entertainment.

49/21 To receive our external play equipment annual inspection reports and address any issues highlighted.

There were no high risks highlighted in the reports; only a few remedial works are required. It was agreed for the clerk to ask M Pearson for a quotation to carry out the works and to place a post on the Council's Facebook page inviting contractors to quote for the works.

The picnic bench will need to be replaced, and the clerk was asked to obtain three quotations. Monies for this work and the new picnic bench be from the play equipment budget.

50/21 To receive and adopt the following revised documents/policies:

- **The council's Risk Assessment**

The reviewed 'Risk Assessment' was discussed, and it was,

RESOLVED to adopt the council 'Risk Assessment' and procedures as a live document to update when required.

- **The council's Grant's Policy**

The reviewed 'Grant Policy' was agreed, and it was therefore,

RESOLVED to adopt the council Grant Policy.

- **Code of Conduct**

Members had received copies of the draft Code of Conduct and it was proposed and seconded with all in favour and therefore,

RESOLVED for the Council to adopt the new Code of Conduct.

51/21 To agree the date of the next meeting to be held on Tuesday 1st June 2021 at the St Erme Community Centre 7.30pm

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.

52/21 To update, discuss and agree on items regarding the open space at the North of the Burrington development regarding the transfer of land.

There were no updates on this item.

SIGNED

CHAIRMAN

DATE

APPENDIX 2

6) Clerks update and report (Appendix 2)

Cornwall Council: 'Register of Members Interest' forms.

The deadline for submission is 7th June 2021

British Heart Foundation – Defibrillator Supplies

We need to purchase new defibrillator pads – an account is required to be set up through the British Heart Foundation to purchase supplies/equipment.

Training events, invitations & meetings

Police Liaison meeting – Cllr P Jones & Cllr Riggs to attend

Date: Tuesday 22nd June 2021

Time: 1.00pm to 2.30pm,

Venue: Shortlanesend Village Hall

CALC Code of Conduct Training via Zoom

28th July 2021: Cllr Trethewey, Cllr Barnes, Cllr Riggs and Cllr Light are booked in.

Cornwall Council – Planning Induction Training via Microsoft Teams (2 delegates and 1 reserve for each event)

Tuesday 22 June (12 noon – 13.00)

National, Local and Neighbourhood Planning Policy

Wednesday 23 June (10.00 – 11.15)

Development Management - Getting Involved

Thursday 24 June (10.00 – 11.15)

Enforcement and Compliance Appeals

Correspondences - previously e-mailed to members.

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

Town and Parish Council COVID-19: - fortnightly updates

APPENDIX 3

8) Highways

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

There are no updates. The Statutory Consultation was due out late May.

b) A30 dualling update

There are no updates or correspondence received.

c) To update on the 'Interactive Speed' signage for the Parish

There are no further updates, we are waiting for a response to our application for the positioning of the cameras. The Clerk will be following this up before the next meeting.

d) To update and discuss options on reducing the number of vehicles driving on the emergency access road through Killigrew Gardens.

Members to consider the consultation responses from the residents, Devon & Cornwall Police and Cornwall Council Fire Service and discuss and agree options.

e) To discuss the current speed limit on the A39 and junctions from the village following several accidents over the last couple of years.

Further information will now be sent to Cornwall Council highlighting the difference on the reported incidences between the Police and Cornwall Council. We now need to wait for a reply from Cornwall Council for an explanation.

f) To discuss concerns from residents regarding deer on the A39

Members to consider if we should look at requesting warning signs for 'Deer', on the A39.

APPENDIX 4

10) Finance:

- a) To receive the financial statement of accounts, including expenditure against budget and to approve payments.

To be approved at the meeting held on Tuesday 1st June 2021						
Name	Details of payment	Cost	VAT	Total		Paid By
Zurich Insurance PLC	Annual Insurance	£ 816.40		£ 816.40		On-line Banking
Mrs S Trethewey	Expenses	£ 18.00		£ 18.00		On-line Banking
Mr M Pearson	Strimming Trispen Hill	£ 180.00		£ 180.00		On-line Banking
SLCC	Annual Subscription	£ 166.00		£ 166.00		On-line Banking
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40		Direct Debit
O2	Mobile Phone	£ 11.97	£ 2.39	£ 14.36		Direct Debit
				£ 1,203.16		

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

BUDGET EXPENDITURE 2021/2022															
<u>RUNNING COSTS</u>	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Actual	Budget	Last Year
Clerks Salary/Inl Rev															
Hall Hire													£0.00	£295.00	£32.00
Administration	£162.97	£411.04	£36.97										£610.98	£2,700.00	£2,077.00
Subscriptions	£200.00	£466.67	£166.00										£832.67	£900.00	£749.44
Insurances			£816.40										£816.40	£900.00	£782.30
Audits		£175.00											£175.00	£500.00	£375.00
Councillors Allow													£0.00	£100.00	£0.00
Chairmans Funds													£0.00	£100.00	£0.00
Loan Repayments													£0.00	£6,300.00	£6,156.99
Defibrillator													£0.00	£500.00	£116.00
<u>REVENUE RESERVES</u>															
Gratuity Fund													£0.00	£6,676.00	£0.00
Election Expenses													£0.00	£2,300.00	£0.00
Office Equipment													£0.00	£700.00	£0.00
Misc/Repairs													£0.00	£500.00	£0.00
Play Equipment	£938.54												£938.54	£3,000.00	£0.00
CNA Highways Scheme													£0.00	£6,366.00	£0.00
<u>OPTIONAL COSTS</u>															
Neighbourhood Plan													£0.00	£500.00	£0.00
Books/Training													£0.00	£500.00	£0.00
S137													£0.00	£2,000.00	£2,721.00
Grants													£0.00	£2,000.00	£1,700.00
Transfer of Open Space costs													£0.00	£2,000.00	£0.00
K6 Kiosk													£0.00	£100.00	£49.25
Noticeboards													£0.00	£0.00	£800.00
Replacement Dog/Litter Bin													£0.00	£450.00	£0.00
LMP Signage/Mapping													£0.00	£400.00	£0.00
Repairs to Historical F/Posts													£0.00	£500.00	£0.00
Repairs to Wooden Benches													£0.00	£100.00	£0.00
<u>ENVIRONMENTAL</u>															
Devolution Costs													£0.00	£2,000.00	£0.00
Street Cleaning													£0.00	£100.00	£106.81
Street Cleaning Salary															
FPN Salary															
FPN Equipment													£0.00	£170.00	£100.00
Weed Maintenance													£0.00	£1,200.00	£990.00
Grass Verges	£185.00	£185.00	£180.00										£550.00	£3,300.00	£1,840.00
Dog Bin Emptying													£0.00	£45.00	£35.63
Weed Ripper/Sweeper													£0.00	£1,000.00	£275.00
Footpath Maintenance		£575.00											£575.00	£1,100.00	£1,125.00
VAT	£216.70	£154.24	£3.79										£374.73		£657.65
TOTAL	£3,187.91	£3,352.20	£1,203.16										£7,743.27	£68,669.00	£36,785.96

c) To receive and adopt the Council's Annual Report for 2020/2021 and arrange printing.

ST ERME PARISH COUNCIL



Annual Report
1st April 2020—31st March 2021

Chairman's Report

This has been a hard year for everyone, and I am proud to be part of a community which has supported each other through these difficult times.

We started the new year with the St Erme Emergency Plan being activated, we never imagined that the 'Plan' would come into use for something like a 'Pandemic'. This helped a great deal as we already had over 72 volunteers registered on the plan. It was not very long before the clerk had over 30 additional people putting their names forward to help.

During the lock downs we helped with the collection of medication, shopping, and befriending those that were shielding or self-isolating. Trispen Post Office & Stores have been a great support to the village and community over the last twelve months and helped many residents with their shopping and listened to their concerns.

An initiative was set up called the 'Nova Post' where members of the community wrote letters, poems or drawings and artwork which was shared amongst those that registered.

The St Erme Playing Field Trust that runs the St Erme Community Centre obtained funding and set up the St Erme Community Larder to provide food for those that need it. This is still on-going with many families in the village receiving weekly supplies. I urge anyone that needs help to come forward and to contact the clerk. The 'Community Centre' have provided hot meals for the elderly and support with children's meals. They were able to make up 'Christmas Hampers' for the larder beneficiaries with donations received from Trispen Methodist Church and the St Erme Silver Circle along with supporting agencies and grants.

Local organisations, the elderly and young made masks, which helped with their health & wellbeing.

Children's activity packs were given out, these were distributed in the community and the materials were supplied by the St Erme Playing Field Trust funded by a grant.

I thank everyone in the community who have played their part whether it has been helping with the above or by just telephoning or checking up on your friends and neighbours.

ST ERME PARISH COUNCIL

Local businesses and organisations will need our support over the coming months, and it is important that we continue to use the services within our community that have supported us over the last year.

As a 'Council' we continued to run council business at first by delegating powers to the 'Clerk' supported by Councillors to carry out the day to day running of council business. We held our first remote Zoom meeting in May and have continued to hold our meetings this way through the pandemic allowing members of the public to join in and attend these meetings. This was a new experience for us all and I thank the members for allowing and making this happen by agreeing to meet in this way.

Through the year we have continued to respond to planning applications as a 'Statutory Consultee; and have been working with 'Burringtons' to address some outstanding items and to hopefully transfer the open space to the north of the site to the Parish Council.

Our scheme to reduce the speed limits in the parish to 20mph has been agreed through the "Truro & Roseland Community Network Area Highways Scheme", with most of the cost being funded by them. Work on this has been delayed due to the pandemic but should hopefully go to a 'Statutory Consultation' giving the community a chance to have your say. We are in the process of looking at an interactive mobile speed camera for the village that can be moved around to three locations. This will complement the scheme and help reduce the speed of traffic around the village.

This year we have employed an Environmental Enforcement Officer who is authorised by Cornwall Council to issue fixed penalty notices for dog fouling, littering and flyposting. Unfortunately, you find these sorts of issues in every community and are normally carried out by a small minority of people. Having our own enforcement officer allows us to decide when, where and how often they patrol our community.

We continue to serve the community to the best of our ability and listen and take on board comments and opinions received about various issues in the parish.

It is important that you continue to express your opinions and attend any consultations throughout the year; so we can represent the interests of the whole community.

I would like to thank you our community, the clerk, our Street Cleanser/ Environmental Enforcement Officer, the members of the council and Cllr Eathorne-Gibbons (Cornwall Councillor) for all your support, hard work and commitment in what has been a difficult twelve months.

Cllr Rob Trethewey BEM (Chairman)

ST ERME PARISH COUNCIL

MEETINGS

The Parish Council usually meet on the 1st Tuesday of the month apart from August. During the current coronavirus pandemic meetings may be held less frequently and members of the public will be asked to register to attend.

Members of the public are welcome to attend any meetings and are given 15 minutes during public participation to ask any questions or put across any concerns on any agenda items.

Occasionally there may be extra meetings when required due to planning application deadlines or any urgent business that may arise and the venues/times of these meetings may be different, please check on the agenda. The agendas of all meetings are displayed in the notice boards and website three clear days before.

The following public meetings have been provisionally booked.

16th November 2021	Public Precept Meeting
16th March 2022	Annual Parish Meeting

COUNCILLORS TRAVEL AND SUBSISTENCE ALLOWANCES - 2020/2021

The members receive allowances for travel and subsistence for duties carried **outside** of the Parish.

Due to the pandemic members did not attend any face to face meetings this year. All meeting were held remotely and therefore members received no allowances for travel and subsistence during the 2020/2021 financial year

PLANNING

One of the council's responsibilities is its role as a consultee in the planning process. St Erme Parish Council takes great care to consider each application on its merits and looks at the nature of the proposal and its potential effects on the surrounding area. There were 20 planning applications considered in 2020/2021

You can view all planning applications on Cornwall Council's website:
www.cornwall.gov.uk

Representatives

Members of the council are appointed at each Annual Meeting to represent the council on other committees. The representatives for 2021 to 2022 are as follows:

Cornwall Association of Local Council's	Cllr Light and Cllr S Jones
Public Rights of Way	Cllr Hodgkinson
Truro & Roseland Community Network Area	Cllr Trethewey and Cllr S Jones
St Erme Emergency Plan Committee	Cllr Trethewey, Cllr Hodgkinson, Cllr Barnes and Cllr S Jones
St Erme Village Hall	Cllr S Jones
St Erme Playing Field Trust	Cllr Riggs
St Erme Cricket Club	Cllr Light
St Erme Neighbourhood Plan Steering Group	Cllr Trethewey, Cllr Hodgkinson, Cllr Barnes and
Police Parish Liaison Group	Cllr P Jones & Cllr Riggs

ST ERME PARISH COUNCIL

HOW YOUR MONEY IS SPENT

INCOME AND EXPENDITURE FOR - 1ST APRIL 2020 TO 31ST MARCH 2021

Precept

Each year, the Parish Council sets a budget for the following financial year.

The precept (the parish council's share of your rates) for the period of 1st April 2020 to 31st March 2021 was **£34,768.00**

In the precept an amount towards grants for local organisations is also set.

During the financial year we gave grants to the following :

St Erme Church:
St Erme Cricket Club:
St Erme Silver Circle:
St Erme Village Hall
St Erme Playing Field Trust
St Erme Parish Post

Citizens Advice Cornwall
Marie Curie Cornwall
Cornwall Hospice Care
Cruse Bereavement Care
Victim Support

INCOME	AMOUNT	EXPENDITURE	AMOUNT
Brought forward	£46,051.01		
Precept	£34,768.00	Administration	£16,187.74
Interest	£6.99	Councillor Allow	£0.00
Partnership Grants	£4,825.12	Grants	£4,421
Council Tax Support Grant	£813.00	Loan Repayment	£6,156.99
		Environmental	£9,362.58
		VAT	£657.65
TOTAL	£86,464.12	TOTAL	£36,785.96
		C/fwd. Funds	£12,652.16
		C/fwd. Revenue Reserves	£19,176.00
		Contingency Fund	£17,850.00
	£86,464.12		£86,464.12

PUBLIC PRECEPT MEETING

The next public meeting for the 2022/2023 precept has been provisionally booked for Tuesday 16th November 2021 at the St Erme Community Centre 7.30pm

PLEASE COME ALONG AND HAVE A SAY ON HOW YOUR MONEY IS SPENT

COUNCILLORS ATTENDANCE

The council held 10 full council meetings and 2 public meetings plus 1 additional meeting which brought the total to 13 meetings for 2020/2021

Members of the council **do not** receive payment for duties carried out within the parish.

In addition to the above meetings members and the clerk represented the council on various additional committees and also attended training events when required through out the year.

Councillor	Full Council Meetings Via Zoom (10)	Full Council Meetings, Public and Extraordinary (meetings via Zoom13)	Apologies received for absence
Cllr R Trethewey	100%	100%	-
Cllr Pound	70%	69%	100%
Cllr S Jones	90%	92%	-
Cllr P Jones	100%	100%	-
Cllr Hodgkinson	100%	100%	-
Cllr Riggs	80%	85%	100%
Cllr Couch	14% (7)	25% (8)	100%
Cllr Eathorne-Gibbons (Cornwall Councillor)	70%	54%	100%

Members of the Council and Contact Details

COUNCILLOR	ADDRESS	CONTACT DETAILS
Cllr Rob Trethewey BEM (Chairman)	1 Forestry House, St Erme, Truro TR4 9BW	07967246201 r.trethewey@stermeparishcouncil.org.uk
Cllr Nick Light	27 Poliskan Way St Erme, Truro TR4 9RB	07976633904 n.light@stermeparishcouncil.org.uk
Cllr Sally Jones	67 Poliskan Way, St Erme, Truro TR4 9RB	01872 272352 s.jones@stermeparishcouncil.org.uk
Cllr Phillip Jones	67 Poliskan Way, St Erme, Truro TR4 9RB	01872 272352 p.jones@stermeparishcouncil.org.uk
Cllr Phil Hodgkinson (Vice-Chairman)	25 Poliskan Way, St Erme, Truro TR4 9RB	01872 277895 p.hodgkinson@stermeparishcouncil.org.uk
Cllr Ed Riggs	1 Ennis Close, St Erme, Truro TR4 9BU	07392575275
Cllr Kevin Barnes	C/O St Erme Parish Council	k.barnes@stermeparishcouncil.org.uk
Cornwall Councillor Cllr Karen Glasson	Trestane, Ladock Road, Probus, Truro, TR2 4LE	07988975527 cllr.karen.glasson@cornwall.gov.uk
Clerk's Contact Details	Office Address	Contact Details
Mrs Sally Trethewey (Clerk/RFO)	1 Forestry Houses, St Erme, Truro TR4 9BW	07525130663 clerk@stermeparishcouncil.org.uk www.stermeparishcouncil.org.uk

St Erme Parish Council - Facebook Page



@stermeparishcouncil

The St Erme Parish Council Facebook page is now up and running
(www.facebook.com/stermeparishcouncil)

Our Facebook page has been set up to keep residents of St Erme Parish informed of Council business, local information, news, events and items of interest.

Please like, follow and share our page to keep up to date on what happening in your community.



St Erme Parish Council — Website

www.stermeparishcouncil.org.uk



APPENDIX 5

15) To adopt the following revised scheme of delegation and Supplementary documents

- **SUPPLEMENTARY STANDING ORDERS**

The Regulations made under s78 of Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or legislation, to take precedence in relation to the interruption of meetings able to take place due to the COVID 19 pandemic.

1) Access to Information

- a) Where a document is required to be 'open to inspection' this shall include published on the website of the council.
- b) Where a document is required to be published and made available at the council's offices, this shall include published on the website of the council.
- c) Where there is a requirement to publish information including public notices, agendas, minutes, background papers and written reports, this shall include published on the website of the council.

2) Public Access to Meetings

- a) The definition of meeting within the Council's standing orders is amended so that
 - i) where a meeting is open to the public, members of the public will be asked to register to attend meetings or forward comments on an agenda item by email to the Clerk. This is to regulate the number of attendees as per the COVID-19 capacity of the venue.

3) Scheme of Delegation

- a) A Scheme of delegation will be set up in the Council's Supplementary Financial Regulations so that
 - i) the Council can take necessary action with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with members of the council if the Council were unable to meet due to the COVID 19 pandemic.

The Supplementary Standing Orders will be reviewed no later than September 2021.

- **SUPPLEMENTARY FINANCIAL REGULATIONS**

The Regulations made under s78 of Coronavirus Act 2020 apply and where there is a conflict between these and any other adopted standing orders or financial regulations. If the council are unable to meet due to the COVID-19 Pandemic the following procedures have been put in place.

1) Delegation of Expenditure

That the Council delegates authority to the Clerk in consultation with the Chairman, Vice Chairman or another member of the Council; to take any actions necessary with associated expenditure to protect the interests of the community and ensure council business continuity, informed by consultation with the members of the council.

2) Payments and On-line Banking

That the council authorise the clerk to continue as a single Full Access user of the council's on-line bank accounts during the period of the Coronavirus pandemic. Any electronic payments will be authorised by a schedule of payments that will be circulated and approved by members of the council by e-mail or meeting, for clerk to arrange payment electronically.

The scheme of delegation and supplementary Financial Regulations will be reviewed no later than September 2021.