



3rd June 2020

REPORT

Please see below the report in relation to the remote meeting of St Erme Parish Council to be held on Tuesday 9th June 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 9th June 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.

Agenda Item 4

4) 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

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.

Agenda Item 6(a)

Finance:

a) To receive the previously agreed 'Statement of Accounts for May 2020'

The accounts previously agreed for payment are as follows:

Payments to be approved for May 2020 to be paid by internet banking by the Clerk							
Name	Details of payment	Cost	VAT	Total	Delegated By	Paid By	Actioned Date
M Pearson	Grass Verges 01.05.20	£ 185.00		£ 185.00	Members	On-line payment	26.05.20
Came & Company	Annual Insurance Fee	£ 782.30		£ 782.30	Members	On-line payment	26.05.20
A to Z Supplies	Refuse Bags	£ 20.20	£ 4.04	£ 24.24	Clerk	On-line payment	26.05.20
Vision ICT Ltd	Website Hosting - Annual Fee	£ 120.00	£ 24.00	£ 144.00	Members	On-line payment	26.05.20
R Larter	Internal Audit Fee	£ 175.00		£ 175.00	Members	On-line payment	26.05.20
Sage UK	Payroll	£ 7.00	£ 1.40	£ 8.40	Members	Direct Debit	28.05.20
O2	Mobile Phone	£ 11.81	£ 2.36	£ 14.17	Members	Direct Debit	28.05.20
X2 Connect	Glass for K6 Kiosk	£ 29.50	£ 5.90	£ 35.40	Members	On-line payment	28.05.20
Mrs S Trethewey	Expenses	£ 18.00		£ 18.00	Members	On-line payment	28.05.20
Mrs S Trethewey	Salary Month 2				Members	On-line payment	28.05.20
Mr G Brunsdon	Salary Month 2				Members	On-line payment	28.05.20
	TOTAL PAYMENTS			£ 2,576.86			
Signed							
Clerk	S Trethewey						
Date							
Deposit Account	£	26,908.62					
Current Account	£	35,530.44					
Total	£	62,439.06					
O/S Cheques	-£	1,180.00					
Bank Balance 30.04.20	£	61,259.06					
May Payments	-£	2,576.86					
Total	£	58,682.20					

Agenda Item 6(c)

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

Bank Reconciliation 31st March 2020		C/A	D\A		
Opening Balance		£ 26,350.50	£26,895.20		
O/S Cheques		-£ 1,399.55	£ -		
		£ 24,950.95	£26,895.20	£ 51,846.15	
Income	C/A	D/A			
Footpaths Grant	£ 566.93				
Bank Interest		£ 13.42			
Street Cleaning Grant	£ 3,768.46				
CC Grass Maintenance Grant	£ 101.07				
Precept	£ 33,720.00				
Precept Grant	£ 930.96				
VAT Returns	£ 1,106.88				
TOTAL	£ 40,194.30	£ 13.42			
			£ 40,194.30	£ 13.42	
			£ 65,145.25	£ 26,908.62	£ 92,053.87
Expenditure					
Clerks Salary/Inland Revenue					
Hall Hire	£ 240.00				
Administration	£ 2,296.73				
Subscriptions	£ 795.52				
Insurances	£ 779.50				
Audit Fees	£ 525.00				
Councillor Allowances	£ 28.73				
Chairmans Fund	£ 40.00				
Loan Repayments	£ 6,350.79				
Election Expenses	£ -				
Office Equipment	£ 294.57				
Misc / Repairs	£ 228.81				
Play Ground Equipment	£ 358.05				
Neighbourhood Plan	£ 520.00				
Books/Training	£ 97.30				
S137	£ 1,731.00				
Grants	£ 1,900.00				
Tree Works	£ -				
Transfer Open Space	£ -				
K6 Kiosk	£ -				
Noticeboards	£ 1,200.00				
Litterbin	£ 399.95				
PROWS Signage	£ 102.00				
Community Benefits Monies	£ 7,165.00				
Street Cleaning	£ 120.57				
Salary					
Weed Maintenance	£ 990.00				
Grass Verges	£ 2,210.00				
Dog Bin Emptying	£ 35.63				
Weed Riper/Sweeper	£ 495.00				
Footpath Maintenance	£ 985.00				
VAT	£ 1,047.23				
TOTAL	£ 46,002.86				
			-£ 46,002.86		
Bank Transfers					
			£ 19,142.39	£ 26,908.62	£ 46,051.01
			£ 19,142.39	£ 26,908.62	£ 46,051.01
Bank Reconciliation 31st March 2020		Outstanding Chqs			St Erme Parish Council
D/A	£ 26,908.62				SIGNED AS A TRUE RECORD
C/A	£ 20,980.78	Chq No 2141	St Erme Parish Post	£ 200.00	Clerk/RFO
		Chq No 2142	St Erme Playing Fields Ltd	£ 30.00	Print S Trethewey
O/S Cheques	-£ 1,838.39	Chq No 2143	St Erme Parish Post	£ 500.00	Date
	£ 46,051.01	Chq No 2144	Sowenna	£ 50.00	
		Chq No 2145	St John Ambulance	£ 50.00	Councillor
		Chq No 2147	Tanyas Courage Trust	£ 50.00	Print
		Chq No 2150	St Erme School PTA	£ 400.00	Date
		Chq No 2151	St Erme Playing Field Trust	£ 400.00	
		Chq No 2155	HMRC	£ 158.39	
		Total		£ 1,838.39	

Agenda Item 6(d)

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

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

For the purpose of completing this report reference has been made to Appendix 9 of the Governance and Accountability for Local Councils (March 2014).

St Erme PARISH COUNCIL

Following the previous Internal Audit Report, have recommendations highlighted been adopted?

Insurance cover for the Sports Equipment is now in line.

Internal Control	Testing Identified
Bookkeeping	Is the cashbook maintained and up-to-date? – Yes Is the cashbook regularly balanced? – Yes
Minutes NOT Supporting Accounting Activity	No issues identified
Risk Management	Internal supervision checks – Yes Any unusual financial activity? – No Is insurance cover appropriate and adequate? – Yes Are annual risk assessments minuted? – Yes
Budgetary Controls	Was an annual budget prepared in support of its precept? – Yes Are Budget Statements available for each ordinary meeting? – Yes Are there any significant variances? – No
Petty Cash Procedures	Petty cash not held
Bank Reconcilliation	Are these carried out regularly? – Yes Are there any unexplained balancing entries? – No
Payroll Controls	Do all employees have contracts of employment? – Yes Do salaries paid agree with those approved by council? – Yes Are other payments to employees reasonable and approved by the council? – Yes Have PAYE/NIC been properly operated by the council as an employer? – Yes

Assets Register	Does the asset register show the following: Location – Yes Original Value – Yes Recent Valuation (dated) – Yes Insured value – Yes
Year-End Procedures	Are year-end accounts prepared as Income & Expenditure? – Yes Do accounts agree with the Cashbook? – Yes Is there evidence of an audit trail throughout the year? – Yes Do the minutes show that Notification of the Completion of the Annual Return for the year-end has been clearly posted and recorded? – Yes
Standing Orders & Financial Regulations	Have these been formerly adopted? – Yes Has an RFO been appointed with specific duties – Yes Have items or services above the de minimus amount been competitively purchased? – Yes

Recommendations	
None	

In recognition of the high standard of documentation completed by your Clerk, which has made the auditing easier and a joy to complete, I am happy to reduce the fee to £175 this year. Well done.

May I take this opportunity to thank Sally for her assistance in providing all documentation in a professional and timely manner, and answering all the queries I have raised.

Your internal auditor is Rob Larter dipFA MLIBF Independent Financial Adviser

Date: 15th May 2020

EN St Erme Parish Council TY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			N/A
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

15-5-20

DD/MM/YY

DD/MM/YY

Name of person who carried out the internal audit

EN ROBERT OF LARTEL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

15-5-20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Agenda Item 6(e)

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

Annual Internal Audit Report 2019/20

EN St Erme Parish CouncilITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YY

DD/MM/YY

DD/MM/YY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Agenda Item 6(f)

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

Section 2 – Accounting Statements 2019/20 for

EN St Erme Parish Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	42,254	51,846	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	33,282	33,720	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	19,771	6,488	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	14,802	15,066	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	6,545	6,351	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	22,114	24,586	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	51,846	46,051	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	51,846	46,051	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	100,514	100,493	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	29,333	24,000	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Agenda Item 6(g)

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

ST ERME PARISH COUNCIL



Annual Report

1st April 2019—31st March 2020

CHAIRMAN'S REPORT

This year one of the most important items was the completion of the St Erme Neighbourhood Development Plan and successful referendum. The council/steering group have been commended on the content of the plan by Cornwall Council. A big thank you to the Steering Group who put in many hours of voluntary work and to Sally the clerk for putting the document together. We have since met with planning officers of Cornwall Council who confirmed the robustness of our plan.

The development at Burrington's is nearing completion and we as a council have been chasing and following up to ensure that all the open spaces and pedestrian links are completed as agreed.

We continue to work with highways in finding a solution to address the flooding issues at Tregassow Lane and Trispen Hill.

We have been working with Cornwall Council and the Truro & Roseland Community Network Area 'Highways Scheme' to look at reducing the speed limit in the village to 20mph. Thank you to those that turned out for the consultation event held in January and we look forward to the works being completed in the next financial year.

We carried out a community project this year with the Truro & Roseland Community Network Area 'SOS volunteer' project with several members of the community volunteering to carry out work on repairing stiles and installing more signage along our Public Rights of Way, we hope to continue these works and thank the volunteers.

St Erme has been allocated funds for the 'A30 Designated Cycle Network' between Trispen and Idless which is being carried out by Cornwall Council with funding from Highways England. This is part of a much larger cycle network in the surrounding areas. We met up with representatives from Cornwall Council to express a preferred commuter route direct to Truro, but were unable to secure this at the present time.

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.

On a more recent note I would like to thank the clerk and all the volunteers who have come together to support the St Erme Emergency Plan committee in supporting the community through the current Coronavirus pandemic. We will continue to offer support through these uncertain times and please contact the clerk for any advice and help if required.

I would like to thank the clerk, street cleanser, fellow councillors, Cllr Eathorne-Gibbons (Cornwall Councillor) and contractors for all their hard work and commitment over the last twelve months.

Cllr Rob Trethewey BEM (Chairman)

St Erme Parish Council Website
www.stermeparishcouncil.org.uk

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 remotely until further notice.

Further details are available on the council's website at www.stermeaparishcouncil.org.uk

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.

Meetings may be held via Video Conferencing and once permitted and when government restrictions have been lifted will be held at the St Erme Community Centre

The following public meetings have been provisionally booked.

17th November 2020	Public Precept Meeting
16th March 2021	Annual Parish Meeting

COUNCILLORS TRAVEL AND SUBSISTENCE ALLOWANCES - 2019/2020

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

The allowances claimed for 1st April 2019 to 31st March 2020 are as follows:

COUNCILLOR	AMOUNT
Cllr Trethewey (Chairman)	£24.34
Cllr Pound	£0.00
Cllr S Jones	£4.39
Cllr Hodgkinson	£0.00
Cllr P Jones	£0.00
Cllr Couch	£0.00
Cllr Riggs	£0.00
TOTAL	£28.73

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 16 planning applications considered in 2019/2020

Representatives

Members of the council are appointed at each Annual Meeting to represent the council on other committees. Due to the current Coronavirus Pandemic the appointments will remain the same for 2020/2021.

Cornwall Association of Local Council's	Cllr Pound 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 Pound and Cllr S Jones
St Erme Village Hall	Cllr S Jones
St Erme Playing Field Trust	Cllr Pound and Cllr Couch
St Erme Cricket Club	Cllr Pound
St Erme Community Enhancement Group	Cllr P Jones
St Erme Neighbourhood Plan Steering Group	Cllr Trethewey, Cllr Hodgkinson, Cllr Pound and Cllr P Jones
Police Parish Liaison Group	Cllr Couch

ST ERME PARISH COUNCIL

HOW YOUR MONEY IS SPENT

INCOME AND EXPENDITURE FOR - 1ST APRIL 2019 TO 31ST MARCH 2020

<u>Precept</u>	INCOME	AMOUNT	EXPENDITURE	AMOUNT
Each year, the Parish Council sets a budget for the following financial year.	Brought forward	51,846.15		
The precept (the parish council's share of your rates) for the period of 1st April 2019 to 31st March 2020 was £33,720.00	Precept	£33,720.00	Administration	£17,670.92
In the precept an amount towards grants for local organisations is also set.	Interest	£13.42	Councillor Allowances	£28.73
During the financial year we gave grants to the following organisations:	Partnership Grants	£4,436.46	Grants	£3,600.00
St Erme Church:	Council Tax Support Grant	£930.96	Loan Repayment	£6,350.79
St Erme Cricket Club:	VAT Returns	£1,106.88	Street Cleansing Weeds/Grass/ Footpath Maintenance	£9,620.19
St Erme Silver Circle:			Neighbourhood Plan	£520.00
St Erme Village Hall			VAT	£1,047.23
St Erme Playing Field Trust			Community Benefits Monies	£7,165.00
St Erme & Trispen School PTA	TOTAL	£92,053.87	TOTAL	£46,002.86
St Erme Parish Post			C/fwd. Funds	£11,966.01
We also supported:			C/fwd. Revenue Reserves	£18,585.00
Sowenna Appeal			Contingency Fund	£15,500.00
St John Ambulance				
Tanya's Courage Trust				
MS Merlin				
Community Benefit Monies were granted to:				
St Erme Playing Field Trust				
St Erme Church				
		£92,053.87		£92,053.87

PUBLIC PRECEPT MEETING

Each year we hold a public meeting to put forward the draft precept, to give parishioners an opportunity to have a say on how their money is being spent.

The next public meeting for the 2021/2022 precept has been provisionally booked for

Tuesday 17th November 2020 at the St Erme Community Centre 7.30pm

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

ST ERME PARISH COUNCIL

COUNCILLORS ATTENDANCE

The council holds 11 full council meetings a year, 2 public meetings (the Annual Parish meeting was cancelled due to the Coronavirus pandemic) , plus additional meetings when required which brought the total to 14 meetings for 2019/2020.

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

In addition to the above meetings members and the clerk represented the council on various additional

Councillor	Full Council Meetings (11)	All Full Council Meetings, a remote meeting, Extraordinary and Public Meetings(14)	Apologies received for absence
Cllr Rob Trethewey	100%	100%	-
Cllr Colin Pound	64%	71%	100%
Cllr Sally Jones	55%	57%	100%
Cllr Philip Jones	73%	71%	100%
Cllr Phil Hodgkinson	100%	100%	-
Cllr Edwin Riggs	55%	64%	100%
Cllr Patricia Couch	64%	71%	100%
Cllr Eathorne-Gibbons (Cornwall Councillor)	73%	57%	100%

CONTACT DETAILS:

Clerk: Sally Trethewey, **Address:** 1 Forestry House, St Erme, Truro, TR4 9BW
Tel: 07525130663 **E-mail:** clerk@stermeparishcouncil.org.uk

Cllr Rob Trethewey BEM (Chairman),
Tel: 07967246201, **E-mail:** r.trethewey@stermeparishcouncil.org.uk

Cllr Colin Pound (Vice-Chairman),
Tel: 07410977606, **E-mail:** c.pound@stermeparishcouncil.org.uk

Cllr Sally Jones,
Tel: 01872 272352, **E-mail:** s.jones@stermeparishcouncil.org.uk

Cllr Philip Jones,
Tel: 01872 272352, **E-mail:** p.jones@stermeparishcouncil.org.uk

Cllr Phil Hodgkinson,
Tel: 1872 277895, **E-mail:** p.hodgkinson@stermeparishcouncil.org.uk

Cllr Edwin Riggs, Tel: 07392575275

Cllr Trisha Couch,
Tel: 01872 278165, **E-mail:** p.couch@stermeparishcouncil.org.uk

CORNWALL COUNCILLOR: Cllr Eathorne-Gibbons,
Tel: 01872 275007, **E-mail:** mike.eathorne-gibbons@cornwallcouncillors.org.uk

Agenda Item 7

7) To update and consider the council's Microsoft Office software to Office 365 Business

It was previously agreed in the last financial year to update the council Microsoft Office Professional 2010 software to Microsoft Office 365 Business.

As yet we have not updated this software, the current support for Microsoft Office Professional 2010 ends on the 13th October 2020.

The cost of Microsoft Office 365 Business is £9.40 per month which can be paid by direct debit monthly or annually. This is an annual commitment.

“Resolve to purchase Microsoft Office 365 Business Standard by monthly direct debit at a cost of £9.40 per month”

Agenda Item 8

8) To receive the external play equipment annual inspection reports and address any issues highlighted

St Erme Community Sports Field:

Toddler equipment: Low risk remedial task required

Gym equipment: Low risk remedial task required

All items comply with appropriate standards

School Playing Field:

Junior Play Equipment: Low to medium risk, remedial tasks required.

Options to consider:

- There are no high risk so no urgent works required
- Equipment currently not in use and relevant signage is in place regarding government guidelines on the COVID 19 pandemic.
- Ideal time to carry out maintenance and remedial tasks
- Ask for quotations to carry out works

All items comply with appropriate standards

Agenda Item 9

9) 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.

Applications that have been responded to under the council's Temporary Planning Application Protocol' procedures 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 Polisken Way and would cause an unacceptable loss of light and overshadowing to 27 Polisken Way. Due to the current position of 29

Polisken Way in relation to 27 Polisken Way, the proposals would have an overbearing and dominating impact making an enclosed feel to 27 Polisken 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 Polisken 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.

'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.'

- **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 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

Agenda Item 10

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

We need to consider the three available options available to the network areas as a whole and agree to allocate an amount from our highways budget to offset the difference in cost if applicable.

We have set aside £7,000 in the budget for the CNA Highways Scheme, which includes monies towards the bespoke signage and information/advice leaflets on highway safety.

Agenda Item 11

11) 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 to update on the community's response to COVID 19

Members initial thoughts to feedback on help that may be required in the recovery process

Agenda Item 12

12) 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

We have been approached by Highways England following their successful planning application for the environment and heritage bridge over the A39; to take over the maintenance costs of the seven heritage interpretation boards. The boards will be located near Carland Cross in a Conwell Council car park at the stat of the trail down to and including the entrance to the new bridge.

You need to agree or disagree in principle that St Erme Parish Council are interested in taking this maintenance and associated costs on in the future.

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

Agenda Item 13 & 14

The public are able to re-join the meeting for the final agenda item:

Agenda Item 15

15) 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

Meetings will take place as required during the current COVID 19 Pandemic situation and remote meetings will be called when required. All agendas of meetings will be displayed on the council's website three clear days before the date of the meeting.

END OF REPORT