



25th August 2020

REPORT

Please see below the report in relation to the remote meeting of St Erme Parish Council to be held on Tuesday 1st September 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 1st September 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 the remote full council meeting held on Tuesday 7th July 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.

Agenda Item 6

6) Clerk's update and report – Cornwall Council

- Fixed Penalty Notice training – 13th August via Microsoft Teams
- Financial Support for Town & Parish Council's through COVID-19
- The Cornwall We Want – Public Feedback (Notices have been displayed)
- Any members update on the 'Live Planning Reform 2020' event

Letter from a Parishioner – Ref: Chairman's Report & Maintenance of PROWS

BT Kiosk – Additional glass and fitting out of the interior

Defibrillator (Trispen Stores)– Out of action whilst waiting for replacement batteries

Website – Accessibility compliance and report has been completed and the SSL Certificate has been applied to the website

Clerk's Holiday – September / October / December

TRAINING EVENTS, INVITATIONS & MEETINGS

Police Liaison Group:

Thursday 17th September 2020 to be held virtually tbc.
(Cllr Couch)

Truro & Roseland Community Network meeting:

Tuesday 22nd September 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:-

PA20/004961: Ventonteague CC Wind Turbine site, Zelah

Advertisement consent for board sign fixed to an existing fence at the site entrance

This application can be viewed from the link below;

http://www.stermeaparishcouncil.org.uk/Planning_18401.aspx

As of the 28.08.20 one representation to Cornwall Council has been received from Highways England who have no objections. No comments have been made to the parish council.

b) Update on planning issues:

- **Update on Cornwall Council planning decisions**
PA20/04397: Egloserme Farm St Erme –
APPROVED by Cornwall Council

- **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**
Clerk to update on the last meeting-
Option 4 proposed by Kea Parish Council was agreed for each scheme by the Truro & Roseland Community Network members which was that Parish Council's will contribute £366.00 each, to their scheme. This will mean that the three schemes put forward by Cornwall Councillor's may not be supported this year. This does not affect our parish.
The Highways Design Team will now prepare briefs for each project with more detailed costings
- b) **To update on the flooding at the bottom of Trispen Hill**
Clerk to report back any responses received.
- c) **To receive and discuss the Highways and Environment update**
Members to discuss any items highlighted in the latest update including –
volunteering, making space for nature (grass cutting regime), responding to ragwort and rural highways maintenance

Agenda Item 9

9) The community and COVID 19 update

a) 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 is currently providing the distribution of food parcels for those registered in the community. This includes the storage of chilled and frozen produce and being open for pre-arranged allocated slots for collection.

Hot meals have been cooked and provided by delivery on a Sunday to members of the community.

The 'Trust' is happy to support the community in this way and have received grant funding and receive weekly food donations from supermarkets and other charitable distributions.

They are requesting the council consider a grant towards the cost of the utility bills such as electric for providing these services; allowing the use of the grant funding from outside agencies to be used for supporting the community as above.

Their main income is through corporate events and large parties/weddings which will not be taking place until government guidelines allow and when the 'Trust' feel they can put the necessary measures in place to ensure the safety of staff, volunteers and users.

c) General update on the community COVID 19 support

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.

The St Erme Playing Field Trust will be reducing their Sunday meals on wheels from September as some beneficiaries are now able to get out and about. However, they are hoping to be able to offer a Sunday roast at the centre once a month as the centre is reopening from 4th September. Any resident that has been receiving a Sunday hot meal can still request a delivery if they are unable to attend the centre, and there will now be a small charge for this service to help with the cost. If anyone is struggling and needs support with a hot meal, they are happy to help where required.

There are currently over 30 families receiving support in the community with food parcels. This support provided through the St Erme Playing Field Trust will be continuing and will be known as the 'St Erme Community Larder'. A permanent room at the centre has been set up as a Community Larder and they will continue to offer this service in the long run. At present they have enough grant funding to support this service as it is until the end of October. They have applied for various further grants and are awaiting confirmation. 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.

Agenda Item 10

10) Finance:

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

The 'Statement of Accounts' for July/August are as follows:

Payments made under the Clerk's delegaton and to be approved by members at the meeting held on 1st September 2020								
Name	Details of payment	Cost	VAT	Total	Delegated by	Paid by	Action Date	Members Approved
PWLB	1st Qtr loan repayment	£ 3,102.72		£ 3,102.72	Members	Direct Debit	04.08.20	01.09.20
Sage UK Ltd	Payrol	£ 7.00	£ 1.40	£ 8.40	Members	Direct Debit	04.08.20	01.09.20
O2	Mobile Phone	£ 11.81	£ 2.36	£ 14.17	Members	Direct Debit	04.08.20	01.09.20
Mrs S Trethewey	Salary Month 5				Members	On-line Banking	28.08.20	01.09.20
Mr G Brunsdan	Salary Month 5				Members	On-line Banking	28.08.20	01.09.20
Mrs S Trethewey	Expenses (August)	£ 269.36		£ 269.36	Clerk/Members	On-line Banking	02.09.20	01.09.20
Vision ICT Ltd	Website Accessibility	£ 285.00	£ 57.00	£ 342.00	Members	On-line Banking	02.09.20	01.09.20
Cornwall Council	FPN Training	£ 100.00		£ 100.00	Members	On-line Banking	02.09.20	01.09.20
M Pearson	Grass Maintenance	£ 185.00		£ 185.00	Members	On-line Banking	02.09.20	01.09.20
	TOTAL PAYMENTS			£ 5,259.13				
Signed								
Clerk	S Trethewey							
Date								
Deposit Account	£	26,910.94						
Current Account	£	31,272.94						
Total	£	58,183.88						
O/S Cheques	-£	80.00						
Bank Balance 30.06.20	£	58,103.88						
Aug/Sept	-£	5,259.13						
Total	£	52,844.75						

10) Finance:

c) To consider the draft precept for y/e 31st March 2022 and discuss a format for consultation on the draft budget

Members to put forward items to consider in drafting up the budget to start preparing for 1st April 2021 to 31st March 2022 year.

Items to consider are:

- Taking on additional services
- Assisting parish organisations
- Street Cleansing Enforcement Officer
- Any other items to consider

Due to the possibility that we are unable to hold a public consultation event, we need to consider an alternative to consult with parishioners on the proposed budget.

Ideas:

- Hold a virtual public meeting
- A written questionnaire

10) Finance:

d) To review the council's 'Internal Audit Procedures and Review of its Effectiveness'

Members are required to review our 'Internal Audit Procedures and Review of its Effectiveness'. There have been no areas highlighted through our 'Independent Internal Audit' and we are currently waiting the return of our External Annual Audit Return report.

Areas we need to consider are the changes that have had to make due to the COVID-19 pandemic. The usual internal checks carried out by members will not be able to take place during the current situation.

We have put in place the following procedures:

- Delegation to the clerk to be able to make payments for the day to day running of the council
- We have set up on-line banking and the clerk has full access to be able to make payments for council expenses.
- We are now able to make decisions by Virtual Zoom meetings and by e-mail if required
- A strong system of recording of delegated and remote decisions are in place, so there is a robust audit trail
- Relevant risk assessments have been put in place to consider the financial obligations and controls for COVID-19

Members to consider if we need to amend any internal controls to cover any new procedures as above and to check if any other amendments are required.

Agenda Item 11

11) To consider and respond to the following consultations:

- Cornwall Council 'Climate Emergency Development Plan Document (DPD)
[Pre-Submission 'Climate Emergency Development Plan Document \(DPD\)](#)
- Cornwall Council 'Draft Marine and Estuarine European Sites
Supplementary Planning Document'
['Draft Marine and Estuarine European Sites Supplementary Planning Document'](#)

Agenda Item 12

12) To consider and agree on the distribution of Grants to parish organisations for 2020/2021

The council agreed to allocate the sum of £3,700 for grants for parish organisations for 2020/2021.

Grants were requested as follows:

<h1>Breakdown of Grants</h1>		
£3,700 has been allocated towards local grants: This years grants requested total £6,760		
• St Erme Church: Maintenance of Churchyard and restoring old headstones/memorials	£ 2,000	
• St Erme Cricket Club: towards the purchase of a new/second hand mower	£ 1,000	
• St Erme Fun Day Committee: towards the cost of printing the St Erme Parish Post	£ 500	
• St Erme Silver Circle: towards the cost of a bus for outings/trips	£ 360	
• St Erme Village Hall: towards insulating and fitting a new kitchen	£ 2,000	
• St Erme Playing Field Trust: towards a new piece of equipment for Tren creek Park	£ 700	
• Misc towards emergency grants/organisations outside of the parish	£ 200	

As the grant requests received are higher than our allocation a suggested starting point for discussion and agreement is as follows:

St Erme Church - £1,500
St Erme Cricket Club - £500
St Erme Parish Post - £200
St Erme Silver Circle - £100
St Erme Village Hall Committee - £900
St Erme Playing Field Trust - £300
Misc - £200

Total: £3,700

AGENDA ITEM 13

13) To review the following documents and policies:

- Standing Orders
- Financial Regulations
- Discipline and Grievances Procedures
- GDPR Procedures and Annual Report

Documents can be viewed on the St Erme Parish Council website:

[St Erme Parish Council Policies and Procedures](#)

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 discuss and agree on the job description, salary and hours for our Street Cleansing Enforcement Officer and associated costs for uniform and bodycam

END OF REPORT