



1st July 2020

REPORT

Please see below the report in relation to the remote meeting of St Erme Parish Council to be held on Tuesday 7th July 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 7th July 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 on 9th June 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 –

Information on correspondences received since the last meeting:-

Cornwall Council

- Fixed Penalty Notice training – 26th June via Microsoft Teams
- Consultation on the draft Code of Conduct

Cormac – Highways Environment Update (Fact Sheet June 2020)

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

Police Liaison Group – Truro Sector Report

Newsletters / Updates / Press Releases previously e-mailed

Daily 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:-

PA20/04397: Egloserme Farm, St Erme, Truro TR4 9BW

Listed building consent for alterations to the external appearance in relation to the scheme approved under listed building consent and planning permission PA17/00737 and PA17/00736 respectively; for the conversion of a barn to a surgery.

This application can be viewed from the link below;

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

As of the 01.07.20 two representations to Cornwall Council have been received from Historic England and Historic Environment Planning. No comments have been made to the council.

Agenda Item 9

9) The community and COVID 19 update

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

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

Government Guidance can be viewed [here](#)

Considerations:

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

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

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

The St Erme Playing Field Trust 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 are also being cooked and provided by delivery on a Sunday to members of the community.

The 'Trust' are 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.

Although the restrictions have been eased from 4th July for Community Centre's, 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

Clerk to update

Agenda Item 10

10) Finance:

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

The accounts previously agreed for payment are as follows:

| Payments to be made under the Clerk's delegaton for payment June 2020 by internet banking by the clerk | | | | | | | | |
|--|--|------------|--------|-------------------|--------------|-----------------|-------------|--|
| Name | Details of payment | Cost | VAT | Total | Delegated by | Paid by | Action Date | |
| Sage UK | Payroll | £ 7.00 | £ 1.40 | £ 8.40 | Members | Direct Debit | | |
| O2 | Mobile Phone | £ 11.81 | £ 2.36 | £ 14.17 | Members | Direct Debit | 24.06.20 | |
| M Pearson | Grass Verge Contracted (27.05.20) | £ 185.00 | | £ 185.00 | Clerk | On-line payment | 24.06.20 | |
| M Pearson | Weed Treatments Contracted (02.06.20) | £ 495.00 | | £ 495.00 | Clerk | On-line payment | 24.06.20 | |
| M Pearson | PROWS cutting Contracted (12.06.20) | £ 550.00 | | £ 550.00 | Clerk | On-line payment | 24.06.20 | |
| M Pearson | Trimming around trees Trispen Hill/A3076 | £ 180.00 | | £ 180.00 | Clerk | On-line payment | 24.06.20 | |
| Mrs S Trethewey | Salary Month 3 | [REDACTED] | | | Members | On-line payment | 30.06.20 | |
| Mr G Brunnsden | Salary Month 3 (inc. back dated Salary Increase) | [REDACTED] | | | Members | On-line payment | 30.06.30 | |
| TOTAL PAYMENTS | | | | £ 2,685.32 | | | | |
| Signed | | | | | | | | |
| Clerk | S Trethewey | | | | | | | |
| Date | | | | | | | | |
| Deposit Account | £ | 26,910.94 | | | | | | |
| Current Account | £ | 35,998.89 | | | | | | |
| Total | £ | 62,909.83 | | | | | | |
| O/S Cheques | -£ | 80.00 | | | | | | |
| Bank Balance 31.05.20 | £ | 62,829.83 | | | | | | |
| June Payments | -£ | 2,685.32 | | | | | | |
| Total | £ | 60,144.51 | | | | | | |

To agree the following schedule of payments to be paid by bank transfer

| Schedule of Payments July 2020 | | | | | | | |
|---|------------------------------------|----------|-----|-----------------|---------------|-------------|---------|
| Payments to be approved for payment by bank transfer at the council meeting on on 7th July 2020 | | | | | | | |
| Name | Details of payment | Cost | VAT | Total | Paid by | Agreed Date | By |
| Mrs S Trethewey | Expenses | £ 107.99 | | £ 107.99 | Bank transfer | 07.07.20 | Members |
| The SLCC | Annual Subscription | £ 161.00 | | £ 161.00 | Bank transfer | 07.07.20 | Members |
| M Pearson | Grass Verge Conntracted (23.06.20) | £ 185.00 | | £ 185.00 | Bank transfer | 07.07.20 | Members |
| HMRC | 1st Qtr Payment (due 13.07.20) | £ 72.42 | | £ 72.42 | Bank transfer | 07.07.20 | Members |
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| | TOTAL PAYMENTS | | | £ 526.41 | | | |
| Signed | | | | | | | |
| Clerk | S Trethewey | | | | | | |
| Date | | | | | | | |

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 13

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

Members of the public will be permitted to rejoin the meeting for Agenda item

Agenda Item 14

14) 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

END OF REPORT