

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday
12th July 2022 at 7.00pm

Present: Cllr Clarke, Cllr Mrs T Edmunds, Cllr Sinnott, Cllr Jones, Cllr Taylor, Cllr Kelsey.

In Attendance: Lynn Clarke Clerk, Sharon Davey Office Administrator and Cornwall Cllr Dick Cole.

90/22 Apologies.

Cllr Burnett, Cllr Dowd, Cllr Harwood, Cllr Lodomez. Apologies accepted.

91/22 Declarations of Interest.

None. The Chair reminded those present that if any other matter arises during the meeting, advice should be sought from the Clerk and the Chair before continuing.

92/22 Public Participation (to include Cornwall Councillors Report).

a) Public Participation:

- Public Toilets. A resident has enquired if the public toilets closing time could be extended over the summer. It was agreed that unfortunately as the work is contracted out, we are restricted to the contractors' working hours.
- Food Larder. The Food Larder would like to use the Playing Field for events.

b) Cornwall Cllr:

[Report](#)

93/22 To adopt the minutes of the Ordinary Council Meeting on Tuesday 7th June 2022.

Resolved - To accept the minutes. Cllr Kelsey abstained as not present at the meeting. All others present in favour.

94/22 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.

[Education Bursary Committee Meeting](#) – Financial report, 4 applications ratified, 1 approved. Potential spends from the meeting £1318.99.

[General Purpose Finance Staffing & Audit Committee Meeting](#) – Internal Auditors Report reviewed and agreed, approval of Annual Governance Statement 2021-2022, Approval of Accounting Statements 2021-2022, approval of asset register, approval of financial risk assessment, interim audit to be undertaken, review of bank signatories, 2 Cllrs appointed to carry out internal audit, increase the number of Cllrs on the Staffing Committee to 5, approval of use of the Playing Field by the Carnival Committee.

Staffing Committee Meeting – [Working from home policy](#), [Compassionate / bereavement leave policy](#), [Staff and office Management policy and guidance](#) adopted.

Resolved – To accept the recommendations from all meetings. All present in favour.

95/22 Matters Arising – Information only.

- Footpath past Church – no response received from Cornwall Council.
- Road Closure – The Parish Council will be submitting the application for the memorial Parade Road Closure.
- First Aid Training – places have been booked.
- Insurance Renewal – renewal completed.
- Zoom licence – licence has been cancelled.
- Landmark Tree – application submitted.
- Lanteglos by Fowey Parish Council – have been advised St Dennis Parish Council will make their own representation.
- Telephone Box – advertised on social media.

96/22 To agree the delegated decisions made over the past month.

Resolved - To accept the delegated decisions. All present in favour. [Register of Delegated Decisions July 22.](#)

97/22 Clerks Report:

[Clerks Report June 2022](#)

It was noted that there had been a complaint regarding the installation of the ball stop netting. This was resolved by the office, Council advised a copy should be kept on file should the complainant come back with any problems following the removal of the netting from this area.

98/22 To discuss the speed monitoring results provided by Cormac.

It was noted that in the majority of areas monitored issues with speeding were minimal, however in the 20mph area outside the school is regularly being exceeded. Possible reasons for this were discussed and **it was agreed** to contact Cornwall Council Highways Department to discuss ways that this could be resolved including the possibility of having better signage in the area.

99/22 To agree the estate agent for the Sale of the land at Hendra Prazey.

Three estate agents have been contacted regarding valuation for the land, it was noted that the valuations differed considerably. It was **Resolved** to circulate the valuations to agree the use of an estate agent via email and to seek local interest by advertising on social media. All present in favour.

100/22 To agree the costs from the solicitors for the purchase of the land at Dunstan Close.

The Clerk advised solicitors costs would be range between £1,800-2,500 + VAT. **It was Resolved** to accept these costs. All present in favour.

101/22 To retrospectively agree the cost of Chairman Training for two Cllrs at £20 + VAT per delegate.

Resolved to retrospectively agree the costs. All present in favour.

102/22 To agree the purchase of a screen for use as CCTV monitor.

Resolved - To delegate a budget of £150 to the office for the purchase. All present in favour.

103/22 To review and agree the [Action Plan for 2022 - 2023](#).

It was Resolved – To add to the action plan:

Investigation of Village allotments

Investigation of a communal garden

To identify traffic calming required in various areas of the village

Improvement of footpath signage

All Present in favour.

104/22 To agree project for Suez Volunteers.

Project ideas included painting of bus shelters, painting of public toilets and Playing Field fence anti-climb painting. **It was agreed** for the office to contact Suez and investigate which projects could potentially be undertaken. All present in favour.

105/22 To agree the cost of the paint for the green bus shelters.

Resolved - To delegate a budget of up to £50 to the office. All present in favour.

106/22 To agree a budget for the painting of the public toilets.

Resolved - To delegate a budget of up to £50 to the office. All present in favour.

107/22 To agree via email the disposal of the Telephone box.

Cllrs were informed that the telephone box had been advertised on social media for sensible offers, the deadline has been set for the 20th July. **It was Resolved** that a decision would be agreed via email once bids were known. All present in favour.

108/22 To discuss and agree the repairs of the information board at Trelavour Prazey.

It was agreed to ask Parish Council Staff if they are able to undertake the work. All present in favour.

109/22 Update on the Neighbourhood Plan

The Steering Group will arrange a meeting to review the findings once the inputting has been completed.

110/22 Reports from Outside Bodies

Cllr Kelsey gave a verbal report on attendance at Cornwall Energy Recovery Centre Community Forum attended on the 27th June – [Report](#).

111/22 Consultations/Surveys received up to the time of meeting.

None.

112/22 Highways and Footpaths Matters

a) Footpaths.

- Broken Post at Gully's Lane. The casual staff have made the post less abrasive, but Office has reported broken post to Cornwall Council.
- Footpath 4. The bridge is broken and there are access issues due to tree. The office reported this last year and it has again been reported to Cornwall Council.

b) Highway Issues:

- Cllr Kelsey advised that Cormac are putting up new signs at Hendra Road.
- Domellick Hill. 30mph sign ineligible on the right-hand side. **Action** – Office to report to Cornwall Council.

113/22 Grant Requests

None.

114/22 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Town and Parish Council newsletter x 2 – noted.

Invitation to attend CERC Community Forum Meeting – Noted.

Cornwall Council information on proposed planning changes - Noted

Cornwall Community Land Trust invitation to the AGM - Noted

115/22 Financial

- a) To retrospectively approve this month's payment to creditors and income as tabled. It was noted that these had been due to the meeting where they were to be agreed being inquorate. Cllrs were informed that two were withheld due to further information / clarification from the Council being required.

Resolved – to accept payments with the exception of the two raised which will be paid once signed paperwork has been received. All present in favour.

Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	2204615	£8.40	Payroll software
DD	Google Ireland	4204338498	£9.20	Secure email
DD	EDF Energy		£13.00	Monthly DD for public toilets
DD	Suez	32664716	£89.90	Waste Collection (June 2022)
dd	SWW	207535984	£25.62	Cemetery
dd	EDF Energy	12377730	£0.19	Electric CCTC camera (2-30 Nov 21)
dd	EDF Energy	12377734	£0.39	Electric CCTC camera (1-31 Dec 21)
dd	EDF Energy	12377738	£0.59	Electric CCTC camera (1-31 Jan 22)
dd	EDF Energy	12377741	£0.77	Electric CCTC camera (1-28 Feb 22)
dd	EDF Energy	12377742	£0.97	Electric CCTC camera (1-31 Mar 22)
dd	EDF Energy	12377747	£1.16	Electric CCTC camera (1-30 Apr 22)
dd	EDF Energy	12377750	£1.37	Electric CCTC camera (1-31 May 22)
dd	EDF Energy	1235835	£0.13	Electric CCTC camera (1-30 June 22)
dd	EDF Energy	12540184	-£0.20	Electric CCTC camera (1- 31 May 22)
dd	EDF Energy	12540181	-£0.13	Electric CCTC camera (1- 30 June 22)
DP	Barclays Bank	13/05-12/06	£8.50	Bank Charges
BACS	HMRC		£916.25	Tax & NI
BACS	Staff costs		£3,832.62	Staff Costs
BACS	Claytawc LTd	2203	£1,116.08	Room Hire, Photocopying, office rent
BACS	Kernow Drain Services	7188	£114.00	Clear public toilet drains

BACS	Central Cleaning	203131	£372.00	Contract Cleaning Toilets (May)
BACS	St Dennis Ukulele Club		£254.54	Grant: stationery and printer
BACS	Dennis May & Sons	42457	£37.10	Stimmer cord, refuse sacks
BACS	B A Harwood		£31.95	training course mileage
BACS	Mrs R Thomas	3	£200.00	Internal Audit
BACS	Holloway Electrical	3125-2	£63.00	Electric works at CCTV container
BACS	ALCC		£50.00	ALCC Membership
BACS	Duchy Cemetery's Ltd	2688	£420.00	Interment Fee
BACS	Gothers Moor Fabrication	197	£1,488.00	Drain covers/gate in Cemetery
BACS	Central Cleaning	203135	£432.00	Contract Cleaning Toilets (June)
Card	Online Trophies	24944-22	£23.80	Replacement plates for Good Citizen Trophies
Card	Online Trophies	25012	£15.10	Replacement plates for Good Citizen Trophies
cash	Timpson		£20.00	Engraving Good Citizen Award Trophies

Total £9,546.30

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13/05-09/06	£9.40	Bank Charges
BACS	DSW	1585	£450.00	Installation of Netting
BACS	TP Tree Services	2927	£336.00	Grass cutting
BACS	JD Arc Fabrications		£425.00	Gates materials

Total £1,220.40

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13/05-12/06	£8.50	Bank Charges
BACS	Applicant 1:		£300.00	Grant
BACS	Applicant 3:		£300.00	Grant
BACS	Applicant 8:		£270.00	Grant

Total £878.50

Grand Total for July 22 £11,645.20

b) To approve the bank balances as of 31st May 2022.

Resolved – To approve the bank balances. All present in favour.

116/22 Items for the next agenda

Footpath Signage.

Community Emergency Plan.

Review of Committee Members.

92/22 Public Participation.

The Council agreed to resume public participation. Cornwall Cllr Cole informed of a potential pot of funding that may be applied for which could cover report and design stages for the possible re-opening of the old Railway line between St Dennis & the Goss Moor as a public trail. **It was resolved** to endorse this application. All present agreed.

CC Cllr Cole advised that Ocean Housing have now agreed to prioritise local connections criteria in the allocation of available housing within St Dennis. It was also noted that Ocean are planning to build 25 affordable rental properties within the village.

Standing order 3e

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are requested to withdraw.

117/22 Confidential items –

- Cllr Mr N Edmunds has resigned from the Parish Council. Noted.
- Additional Staff Cover. It has been recommended by the staffing Committee that the Council considers employing somebody on a short-term contract to digitise historical Parish Council records. The costs of an agency worker were presented but considered expensive. It was suggested that the clerk investigates other options and reports back to the staffing committee for approval. Recommendation accepted.
- Probation period. Extended for 3 months. Recommendation accepted.

Meeting closed 20.40pm.

Signed: