

St Dennis Parish Council  
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday  
6<sup>th</sup> September 2022 at 7.00pm

The Chair welcomed all present to the September meeting of the Parish Council.

**Present:** Cllr Clarke (Chairman), Cllr Burnett (Vice Chair), Cllr Kelsey, Cllr Harwood, Cllr Dowd.

**In Attendance:** Lynn Clarke Clerk, Sharon Davey Office Administrator, Cornwall Cllr Dick Cole (CC Cole) and 1 member of the public.

**140/22 Apologies.**

Cllr Jones, Cllr Mrs T Edmunds, Cllr Sinnott, Cllr Taylor, Cllr Lodomez. Apologies accepted.

**141/22 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.

**142/22 Public Participation (to include Cornwall Councillors Report).**

**a) Public Participation:**

Cllr Clarke requested an update of the Memorial Parade on behalf of Rev Arthur. Cllrs were informed that the road closure has been submitted. The radio's need to be booked and the road signs arranged. An advert has been promoted asking for volunteers to assist in the road closure.

**b) Cornwall Cllr: [Report](#)**

In addition to the written report provided Cornwall Cllr Cole informed that the wildlife data for the Hendra Prazey planning application was out of date and there are concerns that the SSI area would be affected by the draining of the site as this is a SSI wetland area. Cllr Clarke asked if there were any updates on the proposed solar farm and was informed that there was no further information at this time. Due to the number of applications for this type of development, CC Cllr Cole is trying to obtain figures from Cornwall Council as to the amount of renewable energy that is required and what is currently being produced within the division of St Dennis & St Enoher.

**143/22 To adopt the minutes of the Ordinary Council Meeting on Tuesday 2<sup>nd</sup> August 2022.**

**Resolved** - To accept the minutes with one amendment to min ref: 138/22 where it should have read Carne not Cane. All others present in favour.

**144/22 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.**

*[Finance, General Purpose & Audit](#) - Petty Cash Float agreed to keep to a level of £100, Debit Card payment limits were agreed to remain at £500 for a single transaction, Cllr key allocation was reviewed, PC equipment holders were reviewed,*

*appointed person for CCTV access reviewed. Mobile phone contract and new phone agreed. Cllr skills audit form approved for Committee members to trial, handheld hedge cutter purchase agreed, first quarter figures agreed, training to be added to Committee Terms of Reference agreed.*

*[Staffing & GDPR Committee](#) – Access to work emails agreed, allocation of additional hours approved on a temp basis, review of staff working from home agreed, reporting in of staff working on Saturdays agreed.*

*[Playing Field Trust meeting](#) – CCTV policy deferred, signage approved, replacement goal posts approved, skate park surfacing report reviewed, equipment servicing, and repairs agreed, quarterly figures approved.*

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

**145/22 Matters Arising – Information only.**

None

**146/22 To agree the delegated decisions made over the past month.**

None

**147/22 Clerks Report:**

[Clerks Report](#) - Noted

**148/22 To review and agree the [Business Continuity Policy and Plan](#).**

It was **Resolved** to amend the vice Chair to add additional emergency contacts, to update IT support when provider has been agreed, to include additional companies for plumbing and electrical work and to remove Appendix A Covid-19 Contingency. All present in favour.

**149/22 To review and agree footpath signage requiring improvement.**

Deferred.

**150/22 To retrospectively agree the room hire for the Community Emergency Plan Working Party and to agree a budget for room hire for future bookings.**

It was **Resolved** to agree the £30 cost and to allocate £150 for future room hire bookings from the Community Emergency Plan budget. All present in favour.

**151/22 To agree the Community Emergency Plan Working Party [Terms of Reference](#).**

It was **Resolved** to adopt the Terms of Reference. All present in favour.

**152/22 Update from the Working Party on the Community Emergency Plan.**

Minutes from the meeting were circulated. Cllr Dowd & Cllr Kelsey gave a brief additional verbal update on the recent meeting. [Meeting Notes](#).

**153/22 To agree working with Brannel School on activities / projects.**

The Clerk explained that the office has been contacted by the school enquiring if there are any projects that the children could assist with. It was **Resolved** to put forward projects that the school may be able to assist with. All present in favour.

**154/22 To agree permission for St Stephen in Brannel Council to place a sign within St Dennis Parish Boundary.**

**Resolved** – To allow the sign for Treviscoe to be placed at the location approved by Cormac. All present in favour.

**155/22 To agree the cost of a Parish Council Fleece and polo shirts.**

It was **Resolved** to approve the purchase at a cost of £36.10 + VAT. All present in favour.

**156/22 To agree the reimbursement of work boots.**

**Resolved** – to try and source from our normal suppliers but if they do not have the correct sizes to re-imburse up to £50 towards the cost. All present in favour.

**157/22 To update Cllr on Casual Vacancy.**

Council were advised that the Cllr Vacancy can be filled by Co-option.

**158/22 To agree the Parish Council entering a tree in the Festival of Christmas Trees.**

It was **Resolved** to enter a tree and for the theme to be decided via email. Cllr Sinnott and Cllr Jones were nominated to lead on this project. All present in favour.

**159/22 To agree the Tree Safety Survey Costs.**

It was **Resolved** to accept the quotation from Jason Bellinger for the bi-annual survey at a cost of £575. All present in favour.

**160/22 To agree to sign up to the Civility & Respect Pledge.**

It was **Resolved** to sign up to the National Association of Councils and the Society of Local Council Clerks Civility and Respect Pledge. All present in favour.

**161/22 To agree Cllr Training costs for various courses.**

It was **Resolved** to agree the costs of £636 + VAT for the training courses to include Code of Conduct, planning training, Staffing Committee Training, Data Protection Training and Cemetery Training. All present in favour.

**162/22 To agree the donation for the Poppy Wreaths for the Memorial Parade.**

It was **Resolved** to make a donation of £120 for the wreaths. All present in favour.

**163/22 To agree the [CCTV Policy](#) for the use of the Playing Field CCTV system.**

It was **Resolved** to adopt the policy. All present in favour.

**164/22 Update on the Neighbourhood Plan**

CC Cllr Cole will arrange a meeting of the Working Party to review the results of the consultation.

**165/22 Reports from Outside Bodies**

None.

**166/22 Consultations/Surveys received up to the time of meeting.**

Short Term Holiday Lets- **Deferred** Clerk to re-circulate the email and collate Cllr views.

## 167/22 Highways and Footpaths Matters

### a) Footpaths.

- School Lane. Leaves to be cleared through Cornwall Council.
- Gullys Lane – Broken Post chased by the office.
- Manson to Trelavour Road Lane barriers – Cornwall Council have agreed to remove. Ocean have been chased regarding removal. Office to follow up.
- Footpath 4 – Fly tipping reported to Cornwall Council.
- Footpath 11 Gate locked closed on footpath – Reported to Cornwall Council.
- Footpath 23 post on stile needs to be replaced – Reported to Cornwall Council.
- Overgrown hedges on Footpath 7 – Reported to Cornwall Council.
- Rubbish on footpath 30 – Reported to Cornwall Council.

### b) Highway Issues:

- Member of public has put forward concerns about the parking on Trelavour Road. This was discussed but as there are no parking restrictions currently in this area actions that can be taken are limited incidents should be reported to the police.
- Email received from Cormac asking for clarification of flashing signs and advising that the Parish Council put in an expression of interest to the Community Network Highways Scheme for funding. Considering the information provided it was agreed to re-visit the decision previously taken not to purchase these signs. All Present in favour. **Action** – Item to be placed on the next agenda.

## 168/22 Grant Requests

None.

## 169/22 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Invitation from Cornish Lithium to attend a site visit - Accepted.

Steve Double July Newsletter - Noted.

Invitation to attend CALC briefing on the shared prosperity fund - Noted.

Town & Parish Council newsletter - Noted.

Local Electricity Bill Campaign update - Noted.

Training availability CALC – Actioned.

Children's Hospice Southwest Moonlight Memory Walk - Promoted.

Invitation from Cornwall Rural Community Charity to attend 75<sup>th</sup> (+1 year) Celebrations - Noted.

Invitation to attend Southwest Water Workshop – Representative attending.

CALC email regarding Good Growth and Community Levelling up Programme - Noted.

Cornish Lithium Trelavour Downs – report from a member of public regarding ecological concerns - Noted.

Email from the WI thanking for the tree planting opportunity and requesting that we liaise with Cllr Kelsey regarding a date - Noted.

**170/22 Financial**

- a) To approve this month's payment to creditors and income as tabled.  
With the addition of £200 for part of an education grant previously agreed, it was  
**Resolved** – to accept payments. All present in favour.

**Community Account**

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	2405705	£17.00	Payroll software
DD	Google Ireland	4445954017	£9.19	Secure email
DD	EDF Energy		£19.00	Monthly DD for public toilets
DD	EDF Energy		£98.87	Quarterly DD for cemetery
DD	Suez	32718007	£78.14	Waste Collection (August 2022)
DD	Suez	32691841	£78.14	Waste Collection (July 2022)
DP	Barclays Bank	13/07-14/8	£16.00	Bank Charges
BACS	HMRC		£892.42	Tax & NI
BACS	Staff costs		£4,496.74	Staff Costs
BACS	Claytawc Ltd	2238	£82.50	Room Hire, Photocopying
BACS	Duchy Cemetery	2711	£80.00	Interment
BACS	Duchy Cemetery	2712	£80.00	Interment
BACS	Mike Williams	3028	£192.00	Clearance Hendra Prazey in April
BACS	Cartridge People	4904430-1	£249.90	Toner cartridges
BACS	CALC	223-312	£48.00	Chairmanship Training
BACS	Graham Johns	351	£1,185.00	Bench base installations
BACS	Mason Kings	458769	£566.00	Petrol hedge trimmer
BACS	A1 Tree & Grounds	1750	£852.00	Grass & Verge Cutting June
BACS	A1 Tree & Grounds	1763	£852.00	Grass & Verge Cutting July
BACS	Duchy Cemetery	2731	£80.00	Interment
BACS	Safety Supply Company	8744936	£11.28	gloves, coverall
BACS	Central Cleaning	203143	£446.40	Contract Cleaning Toilets (Aug)
BACS	Complete Business Solutions	3315001	£52.32	Stationery
BACS	Duchy Cemetery	2742	£420.00	Interment
BACS	Grahams Garden Machinery	62924	£164.59	Repairs and servicing
BACS	Trevithick Supplies Ltd	54439	23.76	cement
BACS	Trevithick Supplies Ltd	53828	£63.33	Paint, sealant, brushes, varnish
DC	Amazon	4703	£35.94	Plaques for cemetery benches
DC	Argos	2937	£243.93	Mobile phone, Screen for PF CCTV
DC	Landlife Wildflowers	145092	£62.50	Wildflower seed
DC	Cash		£45.00	Petty Cash top up
	<b>Total</b>		£11,541.95	

**Playing Field**

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13/07-14/8	£8.35	Bank Charges
DD	EDF Energy	71981878001	£37.11	Monthly DD for CCTV
BACS	EDF Energy	71981878001	£1,051.54	Monthly DD for CCTV
<b>BACS</b>	<b>EDF Energy</b>	<b>71981878002</b>	<b>-£1,025.78</b>	<b>Monthly DD for CCTV</b>

BACS	Mike Williams	3028	£90.00	Clear green waste from Playing Field
BACS	Sutcliffe Play	6582	£20.10	Nut cover for play equipment
BACS	Billy Harbone	7802273421	£1,640.50	Repointing Playing Field wall
BACS	TP Tree Services	1039	£336.00	Grass cutting
BACS	The Soccer Store	1000195446	£1,015.00	Football Goal Posts
BACS	Wisdom Signs	50922	£112.80	signage
	<b>Total</b>		<b>£3,285.62</b>	

#### Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13/07-14/8	£8.50	Bank Charges
BACS	Applicant 3		-£300.00	Application withdrawn
BACS	Applicant 6:		£300.00	Grant
BACS	Applicant 4:		£400.00	Grant
	<b>Total</b>		<b>£208.50</b>	

#### Grand Total for Aug 22

£15,236.07

- b) To approve the bank balances as of 31<sup>st</sup> July 2022.  
**Resolved** – To approve the bank balances. All present in favour.
- c) To agree the use of BACS & Chaps for payments.  
**Resolved** – To approve the use of this type of payment for a further 12 months. All present in favour.
- d) To agree the transfer of funds to the Playing Field Trust Account.  
**Resolved** – to agree the transfer of the Playing Field Budget of £8690 to the Playing Field Trust Account. All present in favour.

#### 171/22 Items for the next agenda

Footpath Signage.  
 Festival of Christmas trees  
 Flashing mobile speed signage  
 Memorial Parade  
 Agreement of Radio Hire

#### 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.

**172/22 Confidential items –**

**Staffing & GDPR Committee Meeting recommendations.**

Salary increases – Deferred.

Office Working hours – increased temporarily but agreed the need to be reviewed in more detail.

Salary scales and contract for fixed term position approved.

Review of Management Report undertaken.

It was **Resolved** – To accept the recommendations. All present in favour.

Meeting closed 20.20 pm.

Signed: .....