

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at St Dennis Methodist
Chapel on Tuesday 5th October 2021 at 7.00pm

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

Present: Cllr Clarke (Chair), Cllr Mrs T Edmunds, Cllr Kelsey, Cllr Taylor, Cllr Jones, Cllr Sinnott, Cllr Mr N Edmunds

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

144/21 Apologies.

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

145/21 Declarations of Interest.

None. Cllr Clarke reminded those present that if any matter arises during the meeting, advice should be sought from the Clerk and the Chairman before continuing.

146/21 Public Participation (to include Cornwall Councillors Report).

- a) **Public Participation:** There was none.
- b) **Cornwall Councillors Report:**
Cllr Cole's report was circulated prior to the meeting a copy of this report can be found here [September 21](#).
 - Redundant Railway. Network Rail do not own all the old redundant railway. Ownership is being investigated.
 - Solar Farm. Cllr Kelsey queried why all solar farms did not require Environmental Impact Surveys. It was noted that St Enoder application required an Environmental Impact Survey, but St Newlyn East did not. St Dennis application it has not been confirmed if an EIS is required.

147/21 To sign the minutes of the Ordinary Council Meeting on Tuesday the 7th September 2021.

Resolved- to **accept** the minutes of the meeting dated 7th September 2021, these were agreed in principle. Cllr Burnett, Cllr Jones, Cllr Sinnott, Cllr Taylor and Cllr N Edmunds abstained as not present at the meeting. Other Cllrs present were not quorate. The minutes from the August and September meeting require adoption at the next meeting.

148/21 To note the minutes from the following meetings and adopt the recommendations therein:

Cemetery Committee – Bench installation policy approved, Memorial Plaque Policy approved, Cemetery Risk assessment reviewed and approved, Delegated power given to the clerk to approve tree removal, Kerb edging consultation agreed, Cemetery Regulations reviewed, Cemetery charge sheet reviewed, purchase of Cemetery Law & Regulations Book approved.

Staffing Committee – Staff Health and Safety Policy reviewed and approved. All other items within the confidential section

The Clerk asked if Councillors if they would prefer the trunks of the trees to remain and be used as a feature or be reduced to ground level. It was **Agreed** that the trees are not suitable and should be reduced to ground level.

149/21 Matters Arising – Information only.

Zoom contract renewed for 12 months.

Good Citizen Awards 2022. Advertised on Facebook, Parish Council website and within Community News.

Strimming behind Playing Field Fence on Staff Meeting agenda for 12 October 2021.

Telephone Box - no current update.

Trailer - has been sold.

150/21 To agree the delegated decisions made over the past month.

[Delegated Decisions September 21](#)

It was **Resolved** – To approve the decisions made all present in favour.

151/21 Clerks Report:

[October 21](#)

It was noted that 2 panes of glass from the greenhouse had been broken. The installation of the netting was raised. The office has identified costs for netting and will be measuring the posts on Thursday 7th October.

152/21 To agree a donation to the Royal British Legion for Poppy Wreaths.

It was **Resolved** to donate £120 towards the Royal British Legion.

153/21 To discuss staff parking in Parish Council site entrances.

This was discussed at length. The staff had not been consulted. It was noted that all staff have keys to Parish Council sites so do not need to park in the entrances. Discretionary parking was suggested. This was put to a vote: It was **Resolved** 5:2 in favour of staff not parking in Council entrances. Motion carried.

154/21 To agree the cost of the trenching for electric installation to the new CCTV shed.

It was suggested to acquire quotes from a private contractor. However, it was **Resolved** to accept WPD quote of £449.70 (including VAT). All present in favour.

155/21 To discuss the Freedom of Information request received.

The request was read out. The Council's Freedom of Information Policy, which was sent to the applicant, advises that it can charge. The Office has already undertaken 4 hours reviewing information held and estimate the request would require at least 10-15 more hours each to undertake. CALC have been contacted for advice. It was highlighted to Councillors that the Parish Council did not manage the contract for the work.

Following discussion, it was **Agreed** that the time for locating and compiling the information requested would have an impact on the work undertaken in the office. Furthermore, the contract was not directly with the Parish Council - therefore it may fall into commercially

sensitive information. The Clerk to respond outlining the above information and enquire if the information required could be revised as Cllrs felt the request should be refused in it's present format. All present agreed.

156/21 Update on Memorial Parade.

It has been agreed to scale down this year's arrangements for the Remembrance Parade. The wreath laying to be followed by a service at the Working Men's Car Park. Signage has been procured for the event.

157/21 To agree the cost of replacement silk poppies.

It was **Resolved** to delegate a £100 budget to the Office to purchase the poppies. All in favour.

158/21 Update on Information Boards.

It was noted that the Council is waiting draft proofs. **Action** – Office to forward when received.

159/21 To agree the cost of replacement Perspex panel for the bus shelter roof.

Though only one Perspex panel has been lost, it was agreed that the four bus shelters need painting and replacement of Panels. **Action:** Office to obtain quotes.

160/21 Update on the Festival of Christmas Trees 2021 and to agree a theme.

Suggested themes included History of St Dennis, Covid, Good Citizens. It was **Agreed** to have a "Thank You" tree where residents can send in or place thank you messages. **Action** Cllr Mrs Edmunds to make arrangements.

161/21 Update on the land between Dunstan Close and School Lane.

The Chair and Clerk are holding a zoom meeting with landowner. The Clerk advised of proposals put forward by the landowner. Additional information required regarding costs and clauses. In principle all **Agreed** they were in favour of accepting this offer.

162/21 To identify and agree buildings, monuments, sites, places, areas, or landscapes to put forward for consideration for the Cornwall Local Heritage List.

The Clerk had compiled a list which had been circulated to all Cllrs. Cllr Kelsey advised that she had not seen the list. One additional suggestion for the list was the Boundary Marker on the Goss Moor.

Action – Additional item to be added and list to be recirculated responses to be received by Thursday.

163/21 To discuss the possibility of installing public charging points for electric vehicles.

It was reported that Parishes across the Roseland have charging points and are making money. Locations within St Dennis for siting the points were discussed. **Action** - Office to compile further information, Item to be added to the next agenda.

164/21 To discuss uses for Hendra Prazey Land.

It was **Resolved** to investigate options / costs for the disposal of the land. All present in favour.

165/21 To review and extend the use of the Parish Council's Scheme of Delegation.

Resolved to extend Scheme of Delegation for 6 months. All present in favour.

165/21 Update on the Neighbourhood Plan.

Cllr Mrs T Edmunds gave a verbal report on the Promotional Event held on 18 September. Two members of the public attended. It was agreed that the Parish Council would lead on the Neighbourhood Plan with public consultation being carried out at each stage. **Action:** Cllr Cole would produce an action plan outlining the stages and requirements for the process. **Action:** Cllr Taylor will review the survey for St Dennis.

166/21 To agree the Terms of Reference for the Neighbourhood Plan Working Party.

There was one spelling mistake. It was agreed all Councillors would be members of the Working Party and up to 20 hours admin support would be provided. It was **Resolved** with the amendments highlighted to adopt the terms of reference. All present in favour.

167/ 21 Reports from Outside Bodies

None.

168/21 Consultations/Surveys received up to the time of meeting.

Feedback requested by NALC regarding the Delivery Framework to support Parish & Town Councils – Online consultation meeting to be arranged to discuss further.
ICCM. Amendments to environmental permitting. The Clerk to circulate details.
Homes Consultation circulated and noted.

169/21 Highways and Footpaths Matters

- a) Update on footpaths – The re-opening of the old railway line discussed under Cornwall Councillor report.
Footpath 18 report received strimming not sufficient – **Action** Footpath Officers to review.
Footpath Cutting – Second cut complete.
Highway Issues – Mobile speed warning system - waiting information on further information.
Clay Networks Highway Scheme; Cornwall Councillor Cole advised that has been extended by four years.
Speeding Issues. It was suggested that the school could be involved in a joint project using speed radar. **Action:** Office to investigate.

170/21 Grant Requests

Brannel School grant of £100 for Wellbeing Project. All present agreed.

171/21 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Covid updates Town and Parish Council Newsletters – Noted.
Ocean Housing Group Annual Review – Noted.
CALC Executive Board Vacancies – Noted.
Rock Choir Cornwall – enquiry about performing at Parish Council events. Noted.

Invitation to Peoples Climate Festival 2021 – Noted.

Complaint received regarding broken greenhouse glass – Playing Field. Noted.

Lets Talk Homes Survey – Noted.

Inclusion Matters Service from Cornwall Council – Promoted on Facebook. Noted

172/21 Financial

- a) To approve September payments to creditors as circulated. The clerk requested that three additional invoices be approved at this meeting Suez, Central Cleaning & St Dennis Methodist Church as these have been received following the circulation of the payment schedule.

It was **resolved** – To agree the payment schedule with these additions.

Community Account					
CHQ No:	Name	Invoice Number	Cost	Reason	
DD	Sage	137088	£8.40	Payroll software	
DD	Google Ireland	3993144597	£9.20	Secure email	
DD	Microsoft		£5.52	Software License	
DD	Microsoft		£0.00	Cllr Emails	
		13 Aug to 12 Sept			
DP	Barclays Bank	2021	£13.00	Bank Charges	
BACS	HMRC		£860.78	Tax & NI	
BACS	Wages		£3,990.87	Staff Costs	
DD	EDF Energy		£13.00	Monthly DD for public toilets	
DD	suez	32422851	£93.48	Waste Collection Sept 2021	
Bacs	A1 Tree & grounds Ltd			Cemetery & Verge Grass Cutting	
Bacs	Central Cleaning	202485	£432.00	Contract Cleaning Toilets August 2021	
BACS	ClayTAWC	2056	£1,080.68	Room Hire & Photocopying	
bacs	PKF Accountants	SB20211732	£480.00	External Audit	
bacs	Duchy Cemetery's Ltd	2405	£420.00	Interment Fee	
bacs	Grahams Garden Machinery	57201	£72.00	strimmer head x 2	
card	Post Office Ltd		£18.09	Stamps	
card	Amazon	GB114QJAHAEUI	£52.50	Ink cartridges	
card	Amazon	GB1131AYNAEUI	£39.00	Cemetery Law Reference book	
bacs	Complete Business Solutions	SINV02862062	£33.72	Refuse Sacks & Stationery	
bacs	Queens Garage	2.021E+11	£15.40	Fuel for strimmer	
bacs	Duchy Cemetery's Ltd	2415	£80.00	Interment Fee	
bacs	Duchy Cemetery's Ltd	2417	£80.00	Interment Fee	
bacs	Claytawc		£102.00	Grant: Bookclub	
bacs	Complete Business Solutions	2874548	£66.00	Stamps	
dd	South West Water	2075524370	£17.95	Water Rates Cemetery	
card	Post Office Ltd		£2.25	Registered letter	
BACS	Complete Business Solutions	SINV02879326	£15.60	Stationery	
BACS	Complete Business Solutions	SINV02886130	£15.55	Stationery	
BACS	Brannel School Wellbeing Day	Grant	£100.00	Grant Issued agreed via email	
card	Amazon	GB11D7XFEAEUI	£3.98	Stationery	

BACS	Grahams Garden Machinery	57125	£39.00	Strimmer repairs
BACS	St Dennis Methodist Church & Community Centre	3&4	£40.00	Full Council/Cemetery Mtgs
Total			£8,199.97	

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13 Jul to 12 Aug	£8.35	Bank Charges
BACS	TP Tree Services	Sep-21	£336.00	Grass Cutting
Total			£344.35	

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13 Jul to 12 Aug	£9.40	Bank Charges
bacs	Application 11		£172.00	Grant
bacs	Application 44		£290.00	Grant
Total			£471.40	
Grand Total for September 21			£9,015.72	

b) To approve the bank balances as at 31st August 2021.

Approved.

c) To note the completion of the External Audit and the External Auditors

Noted

173/21 Items for the next agenda

Installation of 3-4 bollards at Cemetery entrance
Hendra Prazey Land
Electric car charge points
Speed controls

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.

174/21 Confidential items –

- Request for permission to carry out work on Parish Council land. Two days work at Trelavour Square noted, as long as the resident reinstates as existing. Photos of the site before and after were also requested.

- Review and agreement to pay additional hours worked in September. **Resolved** to pay.
- Staff Committee meeting. **Resolved** to accept recommendations.

There being no other business to be transacted the Chairman closed the meeting at
21.00 pm.

Signed: