

ST DENNIS PARISH COUNCIL

Notes from the advisory meeting held on the 6th July 2021 for agreement via email to enable the Clerk to carry out the business of the Council under the Scheme of Delegation.

The Chair welcomed all present to the meeting informing all that this was not a council meeting and was for the purpose of giving recommendations and guidance to the clerk to maintain the running of Parish Council business.

Present: Cllr Clarke (Chair), Cllr Mr N Edmunds (Vice Chair), Cllr Taylor, Cllr Kelsey, Cllr Mrs T Edmunds, Cllr Lodomez, Cllr Harwood, Cllr Jones, Cllr Burnett, Cllr Sinnott.

In Attendance: Lynn Clarke Clerk, Sharon Davey Administrator. Cornwall Cllr Dick Cole joined the meeting at 8.05pm.

1. Apologies

Cllr Cole.

2. Declarations of Interest

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

3. Public Participation (to include Cornwall Councillors Report)

a) Public participation

No members of the public present.

Cllr Kelsey has received complaints about motorbikes being used on the land known as Trelavour Downs and the footpaths in the vicinity. Cllr Clarke and the Clerk advised that these incidents are reported to the police as this is a matter for them to address.

Cllr Lodomez has received a call from a member of the public concerned with household waste being put out early for collection, resulting in the black bags being torn apart by animals and strewn down the road. The Clerk advised that if an address for the house holder could be provided then this can be reported to Cornwall Council for further action.

Cllr Harwood raised an issue of a member of the public being within the park whilst the contractors were working. The Clerk informed that this matter has been taken up with the contractor.

Cllr Mr N Edmunds asked when the Cemetery cut is next due. The Clerk will check and confirm this information.

b) Cornwall Councillors Report

[Cornwall Councillor report 30 June 2021 St Dennis version.pdf](#)

4. To review the minutes of the Parish Council Meeting held on the 1st June 2021 (emailed) and recommend that they be signed as such on a future date.

The minutes were approved in principal and recommendation made to have the minutes signed at the next Full Council Meeting.

5. To note the Minutes of the following meetings and the recommendations therein:

Planning 2nd June 2021 – to support application PA21/04342 – Location: Indian Queens Power Station, St Dennis. To support application PA21/04462 – Location: 42 Kellow Road, St Dennis, PL26 8AW. Ratification of 9 decisions made via email.

Noted

6. Matters Arising – Information Only.

Electrical testing for the Cemetery Shed will be carried out on the 30th July.

Code of conduct has been updated, and a copy placed on the website.

St Stephen-in-Brannel notified of intention to attend cluster Group Discussions.

Provision of a Youth Council copy of event acquired meeting to be confirmed for the sharing of this information date agreed for Monday the 28th July at 6pm to view the recording of this training event.

Re-opening of the old railway line – No further investigation has been undertaken.

Report received of an accident in the Playing Field. – The Clerk informed that whilst Cllr Clarke has notified members of this incident, no further reports have been received.

Cllrs discussed this incident and requested the Clerk seek legal information regarding such incidents and report this back to Full Council.

Website Hosting – The report from the working group was discussed and Cllrs recommended that the suggestions made within the report be put forward to the General Purpose, Finance, Staffing and Audit Committee for approval. [Website Meeting Report](#)

7. To agree the delegated decisions made over the past month.

None.

8. Clerks Report

[Clerks Report July 21.](#)

9. Update on the Tourist Information Boards. To receive views on the emails circulated.

The proofs had been circulated for the Information Boards. It was noted that the text will need to be added and proof read. Costs to be investigated for the printing and investigation to be carried out on how these can be mounted.

10. Update on the telephone box, and to seek views on how Cllrs wish to proceed.

The Probation Service have acknowledged the Council's nomination as a project. The Clerk requested guidance on how the Council wish to proceed with this project. Recommendation for the General-Purpose Staffing, Finance and Audit Committee to review.

11. To seek recommendation for the purchase weed killer.

It was recommended to purchase from M A Griggs at a cost of £36.73.

12. Purchase of CCTV signage for Playing Field.

Quotes from Seaton and Wisdom Signs had been obtained. It was recommended to purchase from Wisdom Signs at a cost of £153.00 plus VAT and for the signs to be mounted on plywood.

13. To discuss a suggestion to place a plaque on a Cemetery bench and seek recommendation for size and wording.

This agenda item was moved to the Cemetery Committee meeting.

14. To receive recommendations on how to repair the edging stones in the Garden of Rest.

This agenda item was moved to the Cemetery Committee meeting.

15. To notify Cllrs on the rise in Tariffs for business accounts from Barclays and seek recommendation of acceptance.

It was noted that the bank is increasing the monthly charges by £2 per month for each account. It was recommended that this be reviewed at the GP meeting. All agreed.

16. To inform of Councillor Training in Benchmarking, chairmanship and Finance available, and to seek recommendation for approval of costs for training booked.

New training dates are available for any Councillor interested. It was recommended that the training be booked and the costs of £90 be paid. Cllr T Edmunds, Cllr Burnett abstained.

17. To inform of staff training in cyber awareness, and to seek recommendations for staff to attend.

This would be an online course required 8 hours and cover many aspects of cyber security. Both members of staff confirmed that they are happy to attend. It was recommended that both members of staff attend and to pay the costs of the training £49.00 plus VAT.

18. To receive recommendations for shares to be paid directly into the Parish Council current account.

It was recommended for the dividend from the shares be paid directly into the Parish Council current account. All agreed.

19. To receive recommendations for the approval for vexatious complaints policy to be adopted at the next public meeting of the General-Purpose Committee.

It was noted that there had been historic issues, so a vexatious complaints policy recommended for the Policy to be adopted at the next meeting of the above Committee.

20. To receive recommendations for an enquires / reporting procedures to be adopted at the next public meeting of the General-Purpose Committee.

This was reviewed by those present and recommendation was for this to be adopted at the next meeting of the above Committee.

21. To receive recommendations for a grant application which if successful would cover some of the fencing installation costs at the Playing Field.

Cllrs were made aware of grant funding available that may cover some of the costs for the proposed fencing. It was recommended that the office put forward an application.

Cornwall Cllr Cole arrived at 20.05

22. To receive advice / recommendations to enter the Parish Council Cemetery into the Cemetery of the Year Award run by BRAMM.

To be put forward to the Cemetery Committee Meeting.

23. To receive advice on the purchase of a Parish Council letterbox to go on the outside of the ClayTAWC building.

Recommendation not to proceed.

24. To receive advice / recommendation on replacing the office printer.

The Clerk provided costs to replace the office printer due to concerns with the printing quality of the existing printer. It was recommended that the office purchase a new printer within the £350 - £370 range and for this to be purchased via card. Confirmation of price and authorisation to use the card, to be agreed by the Chairman prior to the purchase.

25. Update on the Neighbourhood Plan and recommendation on the use of Parish Council administration resources. To recommendation for the publishing of Neighbourhood Plan consultation on the Parish Council Website.

Cllr Mrs T Edmunds updated those present on the Neighbourhood Plan, informing that a basic public consultation has been drafted, it was recommended that this be placed on the Parish Council Website. The need for administrative assistance was discussed and it was agreed that this support will be from the Parish Council administrator.

26. To discuss an email received regarding the provision of a Community Garden.

This was discussed at length, with varied responses – Clerk to contact member of the public regarding this matter.

27. To discuss the provision of assistance from the Parish Council for the renovation of an old cast iron road sign at Treviscoe.

Deferred – Due to further information received from Highways.

28. To seek views from Councillors regarding the Parish Council maintaining the Hall Road play area should the opportunity be put forward from Cornwall Council.

This was discussed at length; Cllr Cole was asked to make enquires regarding the play area and information to be collated and presented back to Council for further discussion.

29. Highways and Footpath Matters.

- a) *Footpaths – To seek views of Councillors regarding the Parish Council maintaining the footpath from Manson Place to Trelavour Road. Cllr Cole and the Clerk to make enquiries and further information to be brought before Full Council for discussion.
Dunstan Close to School Lane, complaints received – recommendation to draft a letter for residents in Dunstan Close to obtain their views on the area. Clerk to contact the Developer and make further enquiries about the clearance of the land.*
- b) *Highway Issues – Update on the Cormac Community Network Scheme Program – Noted.
Cllr Sinnott enquired about the double yellow lines that were placed in Robartes Road as the surveyors' marks do not match with the yellow lines that have been installed. – Recommendation that this is investigated.*

30. Grant Requests

On hearing about the grant application Cllr Mrs T Edmunds declared an interest and was advised to leave the room.

This was discussed and it was agreed for Cllr Mrs T Edmunds to return to advise on questions raised. It was recommended that the application be put before the General-Purpose Finance Staffing and Audit Committee for discussion.

31. Correspondence Received

Covid updates Town and Parish Council Newsletters – Circulated.

Email received regarding reporting incidents of Wild Camping – Circulated

Email regarding becoming a Cornish Ambassador -Circulated.

Email received from member of the public enquiring about the ownership of the land at Dunstan Close- Noted.

Email received informing of cutting schedule for Hall Road play area.

Email received about Cemetery Software – Circulated to Cemetery Committee.

Email received informing of the St Stephen Parish Council representative on the Education Bursary Scheme.

Email received from Statkraft informing that they are currently carrying out design reviews for the proposed Solar Farm following comments received.

Email received from St Dennis WI who would like to plant a tree for the WI's 100th Birthday.

Asking if the Parish Council have a suitable location for this, possibly within the Cemetery grounds. – To be placed on the Cemetery Meeting agenda.

Letter received from Cornwall Council informing of 100% business rate relief on the public toilets and a refund due on Business Rates paid.

32. Financial

- a) *To receive recommendations for June's payment to creditors and income as emailed, and that they be signed at a future date.*
- b) *To receive recommendations of approval for the bank balances as of 31st May 2021 (emailed), and that they be signed at a future date.*

*Recommendations were to approve the payment except for the Southwest Play Invoices. These will be reviewed once the work undertaken has been completed to a satisfactory standard.
Recommendation to accept the bank balances.*

33. Items for next agenda

Cllr Kelsey suggested Imerys be invited to the meeting to give an update on their future plans within the area.

Meeting venue to be agreed a week before the meeting and will be dependent on Covid Levels in the area.

Cornwall Cllr Cole left the meeting.

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.

"Before we start this section of the meeting, I am required to remind you all that this is a confidential meeting and is not to be discussed with anyone out of this meeting. I also need your confirmation that no-one else in your household is in the room or can overhear the conversations that are to take place during this meeting. The clerk will record your response individually".

Before this section of the meeting commenced Cllr Clarke asked all present to confirm that they were in and alone and could not be overheard by any other person in their household. All present confirmed this individually.

34. Confidential Items

Staffing Committee Consultation Meeting notes were outlined to those present and it was agreed that recommendations from the Staffing Committee are to be put to the General Purpose, Finance, Staffing and Audit Committee for approval. Additional hours worked during June were recommended to be paid in August.

Any other urgent and relevant confidential item, for information, that the Chairman considers appropriate.

There being no other business this Advisory Meeting was closed at 21.40.