

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held in the Clay
Tawc Centre on Tuesday 1st May 2018 at 7.00pm

Present: Cllr Mrs J Clarke, Cllr Panks, Cllr Mr N Edmunds, Cllr Ms S Kelsey, Cllr Mrs T Edmunds, Cllr Snell, Cllr Bates.

In Attendance: Lynn Clarke Clerk, Natalie Howard Administrator.

18/18 Election of Chairman

The clerk received nominations for Cllr Mrs J Clarke, there were no other nominations. Proposed by Cllr Mr N Edmunds seconded by Cllr Mrs T Edmunds, with 6 votes and no abstentions.

19/18 Apologies

Cllr Mrs K Taylor apologies approved. Proposed by Cllr Mr N Edmunds seconded by Cllr Mrs T Edmunds all in favour. Cllr Cotton Absent.

20/18 Election of Vice Chairman

Cllr Panks nominated, there were no other nominations. Proposed by Cllr Mrs J Clarke seconded by Cllr Snell with 6 votes there were no abstentions.

21/18 Election of Committees:

Planning: Cllr Panks, Cllr Mrs J Clarke, Cllr Snell, Cllr Bates, Cllr Cotton, Cllr Edmunds.

General Purpose, Finance, Staffing & Audit: Cllr Mrs Julia Clarke, Cllr Snell, Cllr Panks, Cllr Mrs K Taylor, Cllr Ms S Kelsey, Cllr Mr N Edmunds, Cllr Cotton.

Education: Cllr Mrs J Clarke, Cllr Snell, Cllr Panks, Cllr Mrs K Taylor, Cllr Bates, Cllr Mrs T Edmunds, Cllr Mr N Edmunds.

Cemetery: Cllr Snell, Cllr Mrs J Clarke, Cllr Panks, Cllr Mr N Edmunds, Cllr Cotton, Cllr Bates, Cllr Ms S Kelsey.

Playing Fields: All Cllrs stand as Trustees.

Footpaths: Cllr Ms S Kelsey, Cllr Mrs T Edmunds.

Community Trust Representatives: Cllr Snell, Cllr Mrs J Clarke, Cllr Mrs T Edmunds, Cllr Mrs K Taylor.

Imerys Liaison Representative: Cllr Mrs T Edmunds, Cllr Mr N Edmunds.

Clay Network Representative: Cllr Ms S Kelsey, Cllr Mrs J Clarke

Police & Crime Commission: Cllr Mrs J Clarke, Cllr Mrs T Edmunds

Carne Hill Chapel Representative: Cllr Cotton.

22/18 Declarations of Interest

None Declared

23/18 Public Participation to include the Police Report

a) Police Report

The clerk asked Cllr's to review the report that has been drafted from the information on the Police Website, Cllrs felt that the information was vague and could be misread. Clerk to contact police and see if more accurate information can be obtained.

b) Cornwall Councillors Report: Cllr Greensalde not in attendance

24/18 To adopt the Minutes of the Ordinary Council Meeting held on the 3rd April 2018.

Deferred to next meeting

25/18 To note the minutes of the following meetings and Full Council to adopt the recommendations therein.

Education –balance as at the 31st March 2018 £28373.30. 12 applications received potential grant spend from the meeting was £5070.32

26/18 Matters Arising – Information only.

No matters arising

27/18 To revisit plans for producing a Neighbourhood Plan.

Agreed – Cllr Mrs T Edmunds and Cllr Ms S Kelsey to form a working party and review the boundaries of other neighbourhood plans within the area to define where the St Dennis boundary should be placed and report back to full council.

28/18 To discuss the invitation to the CERC open day on the 15th June.

Agreed – Not to send an official representative of St Dennis Parish Council. Cllrs to attend in an unofficial capacity if they wish.

29/18 To discuss an action plan for 2018 – 2019.

Resolved – To include:

- To update and renew signage to show property and equipment that is owned by the Parish Council.
- Ensure that a monthly article is produced for the Parish Magazine.
- To start the process of producing a Neighbourhood Plan.
- Ensure that the Parish Council conform with the new Data Protection Regulations.
- To look at ways the Parish Council can help to resolve parking issues within the area.
- To review and amend and update the asset register in detail.
- To look at updating the millennium information boards.
- To refurbish the newly adopted telephone box.

Cllrs to email in to the clerk with other recommendations to be added and clerk to draw up action plan for approval.

30/18 To agree date and invites for the Annual Parish Meeting.

Resolved – the Annual Parish Meeting will be held on the 15th May all local groups will be invited to send a representative.

31/18 To discuss email received from SeaDog IT regarding advice for upgrading security for website.

Resolved – Upgrade website security a cost of £95 per year. Proposed by Cllr Mr N Edmunds seconded by Cllr Bates all in favour.

32/18 To approve the clerk attending GDPR Training from CALC.

Resolved – Clerk to attend training and look at booking the administrator and Cllr Ms S Kelsey onto the course if spaces are available. Proposed by Cllr Bates seconded by Cllr Mrs T Edmunds all in favour.

33/18 To agree strimmer training for the casual labourers.

Resolved – The clerk will book the course when available. Proposed by Cllr Snell seconded by Cllr Bates all in favour.

34/18 Reports from outside bodies

Cllr Julia Clarke attended the Community Trust AGM and reported to all present that the trust is currently reviewing all governance documents once approved by Cornwall Council they will resume the issuing of grants.

35/18 Consultations and surveys received up to time of meeting

None

36/18 Highways and Footpaths Matters

- a) Fore Street- The clerk read an email from highways the resurfacing of Fore Street is now to be placed on a separate scheme, the parish Council will be kept updated on this issue.
- b) The verges by the school on Carne Hill that were reported at the last meeting have been forwarded to Cornwall Council for action.
- c) Footpath 23 – Clerk updated that the Kissing gate has still not yet been completed.
- d) Footpath 7 – The Barriers have been vandalised this has been reported to Cornwall Council. Due to the ongoing issues this will be placed on the agenda for the next full council meeting.
- e) Pathway behind Hall Rd properties - Clerk reported that Ocean Housing have informed that they are not responsible for this area the clerk has taken the issue back to highways.
- f) Traffic Survey – There has been no update this month, but this was due to be carried out on the 23rd April.

37/18 Grant Requests

St Dennis Carnival Committee - Applied for a grant for Audio equipment and a small PA system total of £710.00 – **Agreed in Principal** to issue grant £710 Clerk delegated powers to ensure paperwork is correct and issue cheque. Proposed by Cllr Mr N Edmunds seconded by Cllr Snell all in favour.

38/18 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Message received from member of the public regarding overgrown railway embankment clerk reported this to GWR awaiting response.

Email received from volunteering Cormac - to be retained for future reference.

39/18 Financial

- a) To approve March payments to creditors as presented to the table. Payments were accepted. Proposed by Cllr Mrs J Clarke seconded by Cllr Snell all present in favour.

CHQ No:	Name	Cost	Reason
100794	St Dennys Beaders	£285.00	Grant issued
DD	Microsoft	£9.48	Software License
100792	Duchy Cemeteries	£65.00	Interment Fee
100795	Complete Business Solutions	£106.97	Stationery
100793	Glen Humphries Landscaping	£259.20	Grass cutting cemetery
100793	Glen Humphries Landscaping	£204.00	Grass cutting Playing field
100793	Glen Humphries Landscaping	£283.20	Grass cutting bus stops/verges
100792	Duchy Cemetery's Ltd	£375.00	Interment Fee
DD	EDF	£32.00	Cemetery Electric
100795	Complete Business Solutions	-£27.32	Cartridge credit note
100796	Helees Helping Hands	£208.00	Toilet Cleaning
100792	Duchy Cemetery's Ltd	£65.00	Interment Fee
100797	Sea Dog IT	£19.95	Website Hosting
100800	Cash	£20.83	Petty Cash top up
100798	Claytawc	£11.46	Photocopying
100801	M.A Grigg Ltd	£82.68	Tools & Equipment Tax & National Insurance &
100799	HMRC	£178.65	ERS
BACS	Staff Costs	£2,135.07	Wages
DD	Sage	£7.20	Payroll Software
DD	Google	£6.60	Secure Emails
TOTAL SPEND FOR April		£4,327.97	

- b) The Bank Balances tabled to be heard at the next full council meeting.
- c) **To agree the transfer of 50% of the playing field budget to the Playing field bank account.**
Agreed – To transfer £4630 to the playing field account for the general running costs. Proposed by Cllr Mr N Edmunds seconded by Cllr Ms S Kelsey all in favour.

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.

40/18 Confidential items – Minuted Separately

Staffing – Recent meeting reported.

There being no other business to be transacted the Chairman closed the meeting at 8.50pm.

Signed:

Chairman of St Dennis Parish Council

DRAFT