

**St Dennis Parish Council**  
**Minutes of the Ordinary Council Meeting held online**  
**on Tuesday 12<sup>th</sup> January 2021 at 7.00pm**

The Chair welcomed all present to the January meeting of the Parish Council and reminded those present of the protocols for online meetings.

**Present:** Cllr Clarke (Chairman), Cllr Mr N Edmunds (Vice Chair), Cllr Taylor, Cllr Kelsey, Cllr Mrs T Edmunds, Cllr Lodomez, Cllr Howard, Cllr Harwood.

**In Attendance:** Lynn Clarke Clerk, Debbie-Ann Harvey-Bourne Administrator, Cornwall Councillor Mr F Greenslade.

**226/20 Apologies.**

None.

**227/20 Declarations of Interest.**

None Declared. 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 before continuing.

**228/20 Public Participation (to include Cornwall Councillors Report).**

- a) **Public Participation:** None.

Cllr Harwood arrived at 7.05pm.

- b) **Cornwall Councillors Report:**

Cllr Greenslade did not provide a specific report but informed those present that Cornwall Cllrs were still working from home and he did not see this situation changing for the foreseeable future. Cllr Greenslade gave a verbal update on the Langarth Development (Truro) informing that permission had this week been granted for an energy complex to be built near the Park and Ride. Cllr Greenslade requested permission to speak on 17b on the agenda, this was granted by those present.

**229/20 To adopt the minutes of the Ordinary Council Meeting on Tuesday the 1<sup>st</sup> December 2020.**

**Resolved** - To approve the minutes. Proposed by Cllr Mrs T Edmunds, seconded by Cllr Taylor. All others in favour.

**230/20 To note the minutes from the following meetings and adopt the recommendations therein:**

- a) General Purpose, Finance, Staffing and Audit – General Purpose, finance, staffing and audit – The budget for 2021-22. The findings of the External Auditor. The precept for 2021-22, regular payment list agreed, Tree work quotation agreed, purchase of chain saw equipment, the purchase of two Microsoft licences.

**231/20 Matters Arising – Information only.**

The office safe has been delivered.

The waistcoats have been ordered due to the current restrictions with Covid-19 these will be delayed.

The letter to St Dennis Academy has not yet been completed a holding email has been forward.

The two reports from outside bodies have not yet been received.

**232/20 agree the delegated decisions made over the past month.**

None

**233/20 Clerks Report:**

An inspection of the Playing Field, and Cemetery had been carried out in December – Reports circulated to Cllrs.

The clerk gave an overview on how the current Covid-19 restrictions are affecting the Cemetery, Public Toilets, Playing Field, Parish Council Meetings and Staff Meetings. Due to the current restrictions the clerk advised that the clearing of Hendra Prazey should not be carried out as originally planned.

It was agreed that this work can still be undertaken when the casual workers have spare time, but it would be best if they did not work together. Skip to be cancelled until required.

**234/20 To retrospectively agree the training course costs for Councillors.**

Two places have been booked for Internal Control training. One place booked for Equality and Diversity training and one place for Finance training online at a total cost of £88 + VAT.

**Resolved** – To agree the course costs. Proposed by Cllr Clarke seconded by Cllr Mrs T Edmunds. Cllr Taylor and Cllr Kelsey abstained as attending the training. All others present in favour.

**235/20 To agree the cost of a new telephone system for the office.**

**Resolved** – To agree the purchase of a new phone system that can be transferred for when the office reopens up to a cost of £60. Proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour.

**236/20 To discuss and agree actions for the telephone box.**

The telephone box at Trerice Terrace has fallen into disrepair this was discussed at length. Options to be investigated and to be placed on the agenda for next Full Council Meeting.

**237/20 To Discuss the Good Citizens Award 2021.**

Due to the current Pandemic, it was agreed that this should be cancelled for 2021 and revisited in August to discuss a launch for 2022.

**238/20 To discuss the maintenance and work required for the benches in the Parish.**

The clerk informed that 2 benches at Trelavour Prazey were in need of repair due to signs of wood rot. All benches needed cleaning and painting. **Action** – Clerk ask the casual workers to clean the benches. Quote to be obtained for the repair of the two benches on Trelavour Prazey. The painting of the benches to be agreed in the spring.

**239/20 Reports from outside bodies.**

None

**240/20 Consultations and surveys received up to time of meeting.**

Consultation on the proposed new Code of Conduct from Cornwall Council. **Resolved** – To agree the proposals made by Cornwall Council. Proposed by Cllr Kelsey seconded by Cllr Taylor all in favour.

**241/20 Highways and Footpaths Matters**

- a) Update on footpaths – Foot path 18, fly tipping has been reported to Cornwall Council.

Cllr Harwood reported fly tipping in the area of footpath 27 - **Action** clerk to ask casuals to investigate and report back to the office.

Cllr Mrs T Edmunds reported footpath 30 and footpath 6 are inaccurate on Cornwall Council's Mapping Service – **Action** clerk to report the issue to Cornwall Council.

- b) Highways Issues – Cllr Harwood informed of problems with Ice on Hendra Prazey, during the recent bout of cold weather the area became hazardous for residents. Cllr Harwood proposed that a grit bin could be placed at the top of the hill for residents to use.

Cornwall Cllr Greenslade informed that similar issues have been reported to himself regarding the hill at the top of Hendra Heights. Cllr Greenslade has offered to purchase 2 grit bins one for St Dennis and one for Nanpean from his Community Chest Fund. The placement of the bins needs to be approved by Cormac prior to being sited. Cllr Clarke accepted Cllr Greenslade's offer and thanked him for his generosity. The clerk informed that the office has also received complaints regarding the road conditions in Hendra Heights.

**Action** – The clerk to apply to highways for the placement of both bins. Investigations to be undertaken to establish other locations that may require grit bins throughout the village. Item to be placed on the agenda for the next Full Council Meeting for further discussion.

Cllr Greenslade has received complaints regarding the lack of enforcement on the new double yellow lines. Cllr Clarke informed that visits are being undertaken and tickets have been issued. Cllrs present noted that parking issues have reduced since the installation of the lines.

**242/20 Grant Requests**

None Received

**243/20 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.**

Covid-19 updates from Cornwall Council – Noted.

Letter from the valuation office requesting information regarding the rental of the office at ClayTAWC – Clerk to forward information requested.

Letter from EDF notifying end of fixed term contract. To be placed on General Purpose Agenda.

Brochure and letter from Elan City regarding radar speed signs – Noted.

Email from Cornwall Council advising of Election costs for 2021- Noted.

Email from My Neighbourhood Plan offer NP services – Noted.  
Increase in Scribe License – To be place on General Purpose Agenda.

## 244/20 Financial

a) To approve December's payments to creditors as circulated.

The payment Schedule was approved. Proposed by Cllr Harwood, seconded by Cllr Taylor, all in favour.

### Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	63815812	£8.40	Payroll software
DD	Google Ireland	3842235140	£9.20	Secure email
DD	Microsoft	E0300D6W1g	£9.48	Software License November
DP	Barclays Bank	13th Nov - 13th Dec	£18.53	Bank Charges
BACS	SeaDog It	3774	£19.95	Hosting Fee
BACS	HMRC		£397.36	Tax & NI
BACS	Wages		£2,724.81	Staff Costs
DD	EDF Energy		£10.00	Monthly DD for public toilets
DD	Biffa	522T33526	£405.60	waste collection
Card	Timpson		£24.45	Spare Cem shed keys
BACS	ClayTAWC	1965	£1.92	Photocopying
BACS	Central Cleaning November	201682	£331.20	Toilet Cleaning
BACS	Duchy Cemetery's Ltd	2141	£420.00	Interment Fees
BACS	Duchy Cemetery's Ltd	2143	£80.00	Interment Fees
BACS	Complete Business Solutions	SINV02532685	£145.91	stationery
BACS	Complete Business Solutions	SINV02532877	£65.00	stamps
BACS	Grahams Garden Machinery	52864	£15.00	Strimmer repairs
BACS	Glenn Humphries Landscaping	12239	£246.00	Grass Cutting Trelavour Prazey, Bus stops
BACS	Glenn Humphries Landscaping	12240	£267.60	Cemetery Grass Cutting
BACS	ALCC		£40.00	Membership fee
DD	South West Water	1072609986	£19.73	Water Rates Cemetery
DD	South West Water June - Sept	1071588988	£39.34	Public Toilets Water Rates
DD	South West Water Sept - Dec	1072618496	£40.00	Public Toilets Water Rates
BACS	Duchy Cemetery's Ltd	2149	£420.00	Interment Fees
BACS	Central Cleaning December	201781	£417.60	Cleaning Public Toilets
BACS	ClayTAWC Ltd	1972	£1,062.50	Office Rent
BACS	B E White	072/20	£70.00	Assistance with budget & Precept
<b>Total Spend for December 2020</b>			<b>£7,309.58</b>	

### Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13th Nov - 13th Dec	£6.70	Bank Charges
BACS	Glenn Humphries	12238	£211.20	Grass cutting
<b>Total</b>			<b>£217.90</b>	

**Education Bursary Fund**

<b>CHQ No:</b>	<b>Name</b>	<b>Invoice Number</b>	<b>Cost</b>	<b>Reason</b>
DP	Barclays	13th Nov - 13th Dec	£7.75	Bank Charges
BACS	Application 18		£300.00	Grant issued
BACS	Application 20		£400.00	Grant issued
<b>Total</b>			£707.75	
<b>Grand Total for the month</b>			£8,235.23	

b) To approve the bank balances as at 30<sup>th</sup> November 2020.

**Approved** proposed by Cllr Taylor, seconded by Cllr Mrs T Edmunds, all in favour.

**245/20 Items for the next agenda**

Covid-19 Update

Telephone Box

Neighbourhood Plan

Gritt Bins

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.

**246/20 Confidential items –**

Staffing – Clerk granted permission to print HR Law Course Modules. To be retained as handbook for future reference.

There being no other business to be transacted the Chairman closed the meeting at 20.30pm.

Signed: .....