

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at St Dennis Methodist
Chapel on Tuesday 1st February 2022 at 7.00pm

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

Present: Cllr Clarke (Chair), Cllr Kelsey, Cllr Burnett, Cllr Mrs T Edmunds, Cllr Taylor.

In Attendance: Lynn Clarke (Clerk), Sharon Davey Administrator, Cornwall Cllr Dick Cole, Rev Arthur and Lewis Rosewell Tri Service Safety Officer (TSSO)

263/21 Apologies.

Cllr Harwood, Cllr Lodomez, Cllr Mr N Edmunds, Cllr Sinnott, Cllr Jones. Apologies accepted. Cllr Dowd Absent.

264/21 Declarations of Interest.

Cllr Burnett declared an interest in item 16 due to this being for information purposes only it was not necessary for Cllr Burnett to leave the room. 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.

265/21 Public Participation (to include Cornwall Councillors Report).

a) **Public Participation:**

Lewis Rosewell (TSSO) introduced himself to those present, giving a brief overview of the role. The Tri Service Safety Officer role is based at the Fire Station and involves working with the Fire Service, Police, Ambulance and Cornwall Council. This is a varied role and will benefit St Dennis in many ways. The Tri Service Safety Officer is available to give advice to householders on issues such as Fire Safety and security.

Mr Roswell started in the position of TSSO in mid-November, he has been carrying out foot patrols in St Dennis and is currently getting to know the area.

Cornwall Councillors Report:

The Cornwall Cllr provided a written report that was circulated prior to the meeting a copy can be found here: [December 2021 & January 2022](#)

Cornwall Cllr Cole informed those present that several households have already received a copy of the 6 monthly newsletter.

Further discussion was raised regarding the Clay Community Network Highways Scheme. Cllr Cole informed that new expressions of interest were currently being received by the scheme, Cllr Cole asked if the Parish Council would be in support of an application for a vehicle activated speed sign being installed on Hendra Road. Different options were discussed, and it was agreed that a fixed sign would be advantageous for the village. All present were in support of an application being submitted by Cllr Cole.

266/21 To adopt the minutes of the Ordinary Council Meeting on Tuesday 11th January 2022.

Resolved - To accept the minutes with the following amendments:

Minute Ref 235/21 Mr T Edmunds amended to Mr N Edmunds.

Cllr Taylor abstained as not present at the meeting. All others present in favour.

267/21 To note the Minutes of the following meeting and Full Council to adopt the recommendations therein.

Education Grant Committee – Two applications decided via email ratified. 4 additional applications reviewed 3 agreed 1 refused. Total potential spends from the meeting £2117.37. Recommendations approved all present in favour. [Education Bursary Meeting](#)

268/21 Matters Arising – Information only.

- Dunstan Close – Agreed to use Neighbourhood Plan for resident consultation.
- Tree Quotes – To be forwarded to Cllrs for a decision in the next 2 days.
- Padlocks. Cllr N Edmunds to collect padlocks from Clerks House.
- School Lane – No action has been taken.
- Pre-paid postage for Neighbourhood Plan Consultation has been purchased.
- Code of Conduct Training has been booked.
- Remaining funds from grant awarded – Applicant has been informed of decision for them to keep unspent funding.

269/21 To agree the delegated decisions made over the past month.

None.

270/21 Clerks Report:

[Clerks Report](#)

Cllr Clarke informed that the logs behind the Playing Field fence were due to be removed in the spring when ground conditions allow.

The painting of the bus shelters is to be added to next month's agenda for discussion.

The office computers are to be covered under the provision of IT.

271/21 Update on the Information Boards.

Proofs have been circulated; amendments required have been submitted to the printer.

272/21 Report from the meeting held about the Queens Platinum Jubilee

[Jubilee Celebration Plans meeting 12-01-22](#)

Discussions took place about the event; a further meeting is being held on 2nd February to discuss funding and plans outlined within the above report.

273/21 Update on the installation of public charging points for electric vehicles and land ownership.

- The Clerk informed that Cllrs had responded in favour of consulting residents regarding the project.
- Land Ownership documents have been obtained showing Cornwall Council as owners of the verge. This contradicts information held within the office, and needs

further investigation. Cornwall Council have been contacted. The office is currently awaiting a response.

274/21 Update on request to Cornwall Council for speed monitoring.

The Clerk informed that a request has been submitted and accepted by Cornwall Council. Further information to be provided when received.

275/21 Update on HGV signage.

Comments raised at the last meeting have been submitted. Response not yet received.

276/21 To agree the costs for the valuation of the land at Hendra Prazey.

No update at present – deferred.

277/21 To discuss obtaining an IT support package for the office systems.

Quotes are currently being sought, quotes to include the replacement of the office computers due to ongoing problems with new software being run on older systems.

It was **Resolved** – to agree the quotations via email once received. Cllr Burnett not to be included in the decision due an interest being declared in this item.

278/21 To agree the cost of Cemetery Training for 2 Cllrs at £135.00 + VAT per person.

Cllr Clarke and Cllr Mrs T Edmunds declared an interest in this item.

The meeting was then inquorate. Item to be deferred until March.

279/21 To agree all Cllrs to undertake a DBS check and agree the costs.

It was **Resolved** that all staff would be required to have a DBS check; individual Cllrs to undertake if they feel it is required within their role. Costs for Cllrs to be agreed via email. All present in favour.

280/21 Update on the Neighbourhood Plan.

The draft consultation was discussed, and it was agreed to include additional questions regarding:

- The land at Dunstan Close.
- Questions relating to green and industrial areas.
- Information about St Dennis & Nanpean Community Trust and St Dennis Parish Council.

Quotations for the printing of the consultation were put forward and it was **Resolved** to accept the quotation from Palace Printers.

281/21 To agree the reviewed Risk Assessment for office working in line with recent Government Guidance.

[Office Risk Assessment](#)

Resolved – To agree the Risk Assessment with one amendment. All present in favour.

282/21 Reports from Outside Bodies

Cllr Kelsey attended Cornwall Council Briefing a report can be found [here](#).

283/21 Consultations/Surveys received up to the time of meeting.

Cornwall Council Community Governance Review – Cornwall Cllr Cole gave further information relating to this consultation. It was felt that no response was required as this did not have an effect on the Parish of St Dennis because the boundaries were not altered during a recent boundary review.

284/21 Highways and Footpaths Matters

a) Update on footpaths.

Footpath reported by Cllr Mrs T Edmunds at the last meeting has been identified as the responsibility of Ocean Housing. This has been reported to them. Cllr Mrs T Edmunds advised that the issue has been addressed.

The gully in School Lane – Confirmation was given that the Parish Council would not be undertaking the work to clear as this is a Cornwall Council responsibility. This has previously been reported to Cornwall Council.

Member of the public has reported a gate being installed on a stile hindering public access. This has been reported to Cornwall Council.

b) Highway Issues:

Email received from a member of the public regarding problems with parking on Trelavour Square – To be placed on the agenda for discussion.

The faded white Lines at Penwyn crossroads have been reported to Cornwall Council.

The potholes on Gothers Road have been reported to Cornwall Council.

The potholes on Trelavour Road have been filled.

The drop kerb at the bottom of Trelavour Road – Cormac have been contacted and are investigating.

Overgrown Hedge on Carne Hill – Cormac will monitor.

Overgrown Hedge on Hendra Prazey Road – Cormac to clarify if action has been taken with private landowner.

285/21 Grant Requests

Cllr Kelsey was advised to declare an interest as a member of the WI (Women's Institute) and to leave the room during discussions.

Application received to help fund an event for the WI St Dennis branch centenary.

Resolved – To give a grant of £76.80 to the WI. All present in favour.

Cllr Kelsey was invited to re-join the meeting.

286/21 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Covid updates Town and Parish Council Newsletters – Noted.

Keeping Communities Safe During Winter webinar – Noted.

Trelavour Lithium Project update – Noted.

Electric Charging points meeting follow up – Noted.

Complaint received regarding the service at St Dennis Post Office – Noted but agreed not under the jurisdiction of the Parish Council.

Invitation to attend Keeping Communities Safe in winter webinar – Noted.

National Association of Local Councils open letter to all Cllrs – Noted.

Invitation to attend the CALC AGM – Noted.

Email received regarding parking in Trelavour Square – Raised under highways.

287/21 Financial

- a) To approve January's payments to creditors as circulated. Due to an error on the agenda informing of the approval of December payments to be agreed, it was
Resolved – to agree the payment schedule by email.

Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	1715721	£8.40	Payroll software
DD	Google Ireland	4067916636	£9.20	Secure email
DD	Microsoft		£5.52	Software License
DD	Microsoft		£0.00	Cllr Emails
DD	EDF Energy		£13.00	Monthly DD for public toilets
DD	Suez			Waste Collection
DP	Barclays Bank	13/12/21-12/1/22	£14.50	Bank Charges
DD	Southwest Water	2076688706	19.94	Water Rates Cemetery
DD	EDF Energy		£47.00	Electric: cemetery
BACS	HMRC			Tax & NI
BACS	Wages			Staff Costs
BACS	Mid Cornwall Construction	880	£240.00	Bus shelter repair
bacs	GM Computers	113014	£110.40	Antivirus x 4
bacs	Complete Business	3024706	£8.28	2022 Diaries
BACS	A1 Tree & Grounds	1660	£852.00	Grass cutting Cemetery & Trelavour Prazey
Card	HM Land Registry		£6.00	Title Deeds Trelavour Prazey
bacs	Complete Business	3047966	£252.00	Printer ink
bacs	ClayTAWC	2114	£5.22	Room Hire, Photocopying & Rent
bacs	CALC	2112-708	£36.00	Planning training
	Total		£1,627.46	

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13/12/21-12/1/22	£8.00	Bank Charges
bacs	Cottage Forge		£80.00	Repair gate
	Total		£88.00	

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13/12/21-12/1/22	£8.00	Bank Charges
Bacs	Applicant 9:		£100.00	Grant
Bacs	Applicant 8:		£240.00	Grant
bacs	ClayTAWC	2114	£15.00	Room Hire, Photocopying & Rent
	Total		£363.00	
	Grand Total for January 22		£2078.46	

b) To approve the bank balances as at 31st December 2022.

Due to an error on the agenda informing of the date being the 30th November it was agreed to approve via email.

c) To approve the staff costs for January as presented.

Resolved – To accept the wages of £3581.16 and HMRC costs of £761.52.

288/21 Items for the next agenda

Painting of bus shelters

Replacement of bus shelter panel

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.

262/21 Confidential items –

To agree recommendations from staffing review meeting – **Resolved** to agree the part time return of a member of staff and flexible working when required, to be reviewed at the end of February.

There being no other business to be transacted the Chairman closed the meeting at 20.46pm.

Signed: