

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held online
on Tuesday 1st December 2020 at 7.00pm

The Chair welcomed all present to the December 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, Rev Paul Arthur, Cornwall Councillor Mr F Greenslade.

202/20 Apologies.

None.

203/20 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.

204/20 Public Participation (to include Cornwall Councillors Report).

- a) **Public Participation:** Rev Arthur thanked the Parish Council for their help with the organisation of the Remembrance Day event. Cllr Clarke thanked Rev Arthur for officiating at the event.

Cllr Howard arrived at 7.05pm.

- b) **Cornwall Councillors Report:**

Cllr Greenslade provided an oral report covering:

Updates on the incinerator roof, the redesign of the eaves and the improvements for the materials to be used.

Cllr Greenslade highlighted the increase in waste tonnage that Suez are currently receiving, this increase is nearing the capacity for the facility. The new contract with Cornwall Council will not include food waste therefore reducing the tonnage that is received at the incinerator, although this is predicted to increase again with the potential new housing developments that have been planned.

Cllr Taylor asked where the food will be disposed of under the new contract and if there would be an increased cost for this disposal. Cllr Greenslade believes there is a reciprocal agreement in place for the disposal.

Cllr Greenslade has received complaints regarding the new double yellow lines and drivers speeding within the village. Cllr Clarke commented that this seems to be an increase with inconsiderate driving behaviour county wide. Thoughts were that this is due to the roads being quieter as people are not travelling at the moment.

Cllr Greenslade raised concerns of isolation and issues of domestic violence that are currently on the rise due to the current pandemic. The main concern is that people are not able to find the help they require in a timely manner.

205/20 To adopt the minutes of the Ordinary Council Meeting on Tuesday the 3rd November 2020.

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

206/20 To note the minutes from the following meetings and adopt the recommendations therein:

- a) Cemetery – Procedures for bench requests, fencing work approved, Cemetery extension compulsory purchase agreed, South West Water services map charge agreed, methods for moss removal to be investigated, waiver of fees agreed.
Resolved- To accept the recommendations. Proposed by Cllr Mr N Edmunds, seconded by Cllr Howard, all in favour.
- b) Playing Field – Further public consultation on the banning of dogs required, purchase of new signage agreed, spend from April to 30th September approved.
Resolved - To accept the recommendations. Proposed by Cllr Mrs T Edmunds, seconded by Cllr Kelsey all in favour.
- c) Finance, Staffing, General Purpose and Audit – Complaint received, Business Continuity Plan and Policy reviewed, new waste removal contract agreed, tenders agreed, revised CCTV quote agreed, spend between April and 30th September agreed, future training reviewed and agreed.
Resolved - To accept the recommendations. Proposed by Cllr Mrs T Edmunds, seconded by Cllr Mr N Edmunds all in favour.
- d) Education Grant Meeting – 7 new applications received 5 approved 2 refused. Potential spend from the meeting £2068.98.
Resolved - To accept the recommendations. Proposed by Cllr Taylor, seconded by Cllr Kelsey all in favour.

207/20 Matters Arising – Information only.

The office safe has been ordered; delivery expected within the next 3 – 4 weeks.
The clerk is awaiting response to the planning application circulated.
The property stamp has been received.
All other matters arising are within the agenda.

208/20 agree the delegated decisions made over the past month

Purchase of 2 rakes. Purchase of moss remover for the Cemetery. Cost increase for the purchase and installation of office safe of £99.00.

It was **Resolved** - To agree the delegated decisions. Proposed by Cllr Taylor, seconded by Cllr Mrs T Edmunds, all in favour.

209/20 Clerks Report:

No report provided.

210/20 To agree the purchase of High Vis waistcoats with the Parish Council Logo.

After hearing the quotations Cllr Taylor declared an interest as one of the suppliers is known to her. Cllr Taylor was advised to leave the meeting whilst this item was discussed.

It was **Resolved** – To purchase the waistcoats from Lex Designs. Proposed by Cllr Mr N Edmunds. Cllr Clarke amended this proposal to purchase 12 waistcoats 6 x large and 6 x XL, seconded by Cllr Lodomez all in favour.

Cllr Taylor was invited to re-join the meeting.

211/20 To Discuss the land at Hendra Prazey.

Cllr Clarke, Cllr Mr N Edmunds and Cllr Mrs T Edmunds have visited the area and agreed that the brambles need to be removed, they also noted that there is evidence of fly tipping beside the shed which needs to be removed. The shed is solid and there is no concern about the stability of the structure.

212/20 To agree the cost of a skip for Hendra Prazey.

Cllr Clarke proposed to hire an 8yd skip from DSW to be delivered in mid-January.
Seconded by Cllr Mr N Edmunds all in favour.

213/20 To agree the additional hours to clear the brambles at Hendra Prazey.

Cllr Clarke proposed 3 additional hours for each Casual Worker to complete the task.
Seconded by Cllr Mr N Edmunds all in favour.

214/20 To agree the purchase of a chainsaw.

The clerk is waiting for one more price to be submitted. Considering this it was **Resolved** to delegate powers to the clerk to spend up to a maximum of £200 on the chainsaw. Proposed by Cllr Clarke seconded by Cllr Kelsey all in favour.

215/20 To agree the cost of Code of Conduct Training attended by staff and Councillors in the past month.

Resolved - To agree the cost of £120.00. Proposed by Cllr Taylor seconded by Cllr Harwood all in favour.

216/20 To discuss and agree St Dennis Academy erecting a security fence on Parish Council land.

Cllr Mrs T Edmunds declared an interest and was advised to leave the room.

Cllr Clarke informed that the fencing had already been installed and this permission was retrospective. The wall in question is a party wall, the concern was raised that with the installation of the fencing the Parish Council are no longer able to gain access to maintain the wall if work were required.

Cllr Clarke proposed that the fence stays in situ and an agreement be drawn up with the Academy to reflect that all future maintenance will become the responsibility of the Trust that manages the school. Seconded by Cllr Taylor all in favour.

Cllr Mrs T Edmunds was invited to re-join the meeting.

217/20 To put forward a suggestion for the naming of the new road for the development at land east of Kenmara.

Resolved – To recommend the road is named Hendra Meadows. Proposed by Cllr Howard seconded by Cllr Taylor all in favour.

218/20 Reports from outside bodies.

Cllr Kelsey attended a Climate Change Workshop. Report to be forwarded to all Cllr's
Cllr Clarke attended the Local Planning conference. Report to be forwarded to all Cllr's.

219/20 Consultations and surveys received up to time of meeting

Changes to the Planning System – Response from Steve Double MP read out.

Pavement Parking Consultation – Responses circulated and agreed.

AONB Management Plan Survey – Agreed no response to be put forward from the Parish Council.

220/20 Highways and Footpaths Matters

- a) Update on footpaths – Cornwall Council will not be replacing the kissing gate in Gullys Lane. Cornwall Council advised to collect the old gate from further up the lane.
- b) Highways Issues – Cllr Kelsey informed of a notable improvement to the flow of traffic through the village since the installation of the double yellow lines.

221/20 Grant Requests

None Received

222/20 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Covid-19 updates from Cornwall Council – Noted.

Letter regarding next year's LMP from Cornwall Council – Noted.

Relocation of SeaDog IT office – Noted.

Letter from Cubert Parish Council regarding affordable housing – Noted.

Email from CALC regarding pilot training scheme – Noted.

Graham's Garden Machinery regarding winter service deals – Noted.

Email received regarding the outcome of the Cornwall Community Governance Review – Noted.

Letter received from Roy Sandy Chartered Accountants informing of the passing away of our internal auditor. Clerk to reply on behalf of the Parish Council.

Email received from the Imerys Community Liaison Group – Noted.

Email received from Andrew George requesting a meeting with the Planning Committee.

Meeting to be arranged for January.

223/20 Financial

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

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

Community Account**CHQ**

No:	Name	Invoice Number	Cost	Reason
DD	Sage		£8.40	Payroll software
DD	Google Ireland		£9.15	Secure email
DD	Microsoft		£9.48	Software License November
DP	Barclays Bank	13th Oct -12th Nov	£15.05	Bank Charges
BACS	SeaDog It		£19.95	Hosting Fee
BACS	HMRC			Tax & NI
BACS	Wages			Staff Costs
DD	EDF Energy		£10.00	Monthly DD for public toilets

BACS	Duchy Cemetery's Ltd	2119	£420.00	Interment fee
BACS	Complete Business Solutions	SINV0248897	£131.86	Ink Cartridges
BACS	L. Clarke	138818	£24.50	Eye test
BACS	Glenn Humphries	12154	£492.00	grass cutting Trelavour Prazey
BACS	Glenn Humphries	12153	£535.20	Cemetery Grass cutting
				Fireproof document box &
Card	Amazon	2318863	£105.38	Postage
BACS	CALC	2021-307	£36.00	Budgeting Training
BACS	Stamp it	1000033565	£43.98	Property stamp and ink
DD	British Telecom	Q029MV	£147.96	Telephone Bill
BACS	PKF Littlejohn	SB20200964	£480.00	External Audit Fee
BACS	Kernow Training	KTL003697	£255.00	Chainsaw Training
BACS	Starboard Systems (Scribe)	INV-1387	£462.00	Software license
BACS	Cornwall ALC	2021-351	£120.00	Code of Conduct Training
BACS	Dennis Mays & Sons		£79.20	2 Rakes and moss killer

Total Spend for November 2020

£3,405.11

Playing Field**CHQ**

No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13th Oct - 12th Nov	£7.75	Bank Charges
BACS	Glenn Humphries	12034	£422.40	Grass Cutting
BACS	Hooded Talons	2	£70.00	Pest Control
BACS	Queens garage	270	£3.88	Silicone

Total

£504.03

Education Bursary Fund**CHQ**

No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13th Oct - 12th Nov	£6.00	Bank Charges
BACS	Applicant 12		£506.00	Grant awarded
BACS	Applicant 14		£299.99	Grant awarded
BACS	Applicant 15		£350.00	Grant awarded
BACS	Applicant 11		£343.00	Grant awarded
BACS	Applicant 13		£409.99	Grant awarded
BACS	Applicant 9		£160.00	Grant awarded

Total

£2,074.98

Grand Total for the month

£5,984.12

b) To approve the bank balances as at 31st October 2020.

Approved proposed by Cllr Harwood, seconded by Cllr Taylor, all in favour.

- c) To agree the transfer of £5130 to the Playing Field bank account. Budget remaining for 2020-2021. **Agreed** proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour.
- d) To agree the staff costs of £2949.06 for November. **Agreed** proposed by Cllr Taylor seconded by Cllr Mrs T Edmunds all in favour.

224/20 Items for the next agenda

None

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.

225/20 Confidential items –

Staffing – Clerk granted extra time to complete finance work before going on leave. Proposed by Cllr Clarke seconded by Cllr Kelsey all in favour.

There being no other business to be transacted the Chairman closed the meeting at 20.55pm.

Signed: