

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

The Chair welcomed all present to the September 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 Harwood, Cllr Taylor, Cllr Kelsey, Cllr Mrs T Edmunds, Cllr Lodomez.

In Attendance: Lynn Clarke Clerk. Rev Paul Arthur, one member of the public

121/20 Apologies.

Cllr Howard - Apologies noted.

122/20 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.

123/20 Public Participation (to include Cornwall Councillors Report).

- a) **Public Participation:** No members of the public present.
- b) **Cornwall Councillors Report:** Cllr Greenslade was not in attendance, no written report received.

Cllr Mrs T Edmunds requested that the clerk contact Cllr Greenslade for an update on the proposed double yellow lines that were scheduled to be completed in August 2020.

124/20 To adopt the minutes of the Ordinary Council Meeting on Tuesday the 4th August 2020.

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

125/20 To note the minutes from the following meetings and adopt the recommendations therein:

- a) **Playing Field Meeting:** To agree a tree survey for all trees in the parish, fencing extension to close the lower Playing Field Entrance to the public. Prices to be obtained for the anti-climb fixtures to be added to the gate, repair costs for the play equipment, budget spend to date. Meeting to be arranged with the owners of the Car Park. It was **Resolved** – To accept the recommendations from the Playing Field committee. Proposed by Cllr Mrs T Edmunds seconded by Cllr Taylor all in favour.
- b) **General purpose, Finance, Staffing and Audit:** Recommendation to approve the CCTV Policy, to agree the movement of Ear Marked Reserves, to agree via email the revised quotations for the CCTV and installation.

It was resolved to accept the recommendations. Proposed by Cllr Taylor seconded by Cllr Mrs T Edmunds all in favour.

126/20 Matters Arising – Information only.

There were no matter arising from the last meeting. All items have been completed or are covered within the agenda.

127/20 agree the delegated decisions made over the past month

The purchase workwear for the new casual labourer. **Resolved** to agree the purchase. Proposed by Cllr Mrs T Edmunds seconded by Cllr Taylor all in favour.

128/20 Clerks Report:

The clerk informed that there was no report for this month. However, several incidents had been reported to the office and the information passed to the relevant authorities or organisations for further action.

129/20 To agree the additional insurance premium to cover the CCTV.

It was **Resolved** – To pay an additional £5.34 for the CCTV. Proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour.

130/20 Nomination of a Councillor to represent the Parish Council on the Arundel Trust Education Grant Scheme.

Cllr Clarke informed that the scheme meets twice a year and the trustees serve a four-year term. Cllr Taylor nominated herself as the Parish Council representative. All Cllrs present approved.

131/20 Nomination of a councillor to represent the Parish Council on the Board of School Governors.

Cllr Mrs T Edmunds advised that these meetings are held every other month, and this would be for a four-year term. Cllr Kelsey would possibly be interested in this position. Cllr Mrs T Edmunds invited Cllr Kelsey to join a meeting prior to making a commitment.

132/20 To agree the clerk attending the SLCC National Conference.

This was discussed at length. Cllr Mr N Edmunds proposed that the clerk attend, seconded by Cllr Mrs T Edmunds. Cllr Clarke amended this proposal suggesting that the remote attendance should be away from the office, Cllr Taylor seconded. All Cllr's present in favour.

133/20 To discuss the training opportunities advertised by the SLCC.

The clerk informed that there are several online courses, but some of them were held during August. The clerk asked if there were any courses that Cllrs felt would be of benefit for them to attend. The clerk raised an interest in the SLCC management course. No decisions were made.

134/20 To discuss the result of the Allotment Survey.

The results show that residents would support the Parish Council providing allotments for the village. **Action** – Clerk to arrange a separate meeting for Cllrs to discuss.

135/20 To discuss the Crowdfunder

The clerk informed that the Crowdfunder has been launched, but Cllrs need to help promote this funding campaign by sharing the information with friend's, family and local businesses.

Action – clerk to re-share the link.

136/20 To agree the purchase of a laminator.

Resolved – To delegate to the clerk, to purchase up to the cost of £30, using the Parish Council debit card. Proposed by Cllr Taylor seconded by Cllr Harwood all in favour.

137/20 To agree the purchase of maintenance signage.

Resolved - To purchase basic signs from Wisdom Signs saying closed for maintenance. Proposed by Cllr Taylor seconded by Cllr Mrs T Edmunds all in favour.

138/20 To agree the purchase of padlocks with the same key.

Resolved - To purchase 10 new locks with 20 keys. Proposed by Cllr Mr N Edmunds seconded by Cllr Lodomez all in favour.

139/20 To agree the provision of hi-vis jackets and Parish Council fleeces for office staff.

Resolved - To provide the above. Proposed by Cllr Taylor seconded by Cllr Mrs T Edmunds all in favour.

Cllr Clarke put forward that provision of hi-vis vests showing the Parish Council logo should be available for Cllrs attending site meetings. This was agreed by all present. **Action** – Office to obtain quotations for the above and agenda once complete.

140/20 To agree the purchase of wildflower seed for Trelavour Prazey band to plant in Autumn and the cost of compost to cover.

Resolved – To purchase the seed as the clerk has obtained topsoil for this project. Proposed by Cllr Clarke seconded by Cllr Mrs T Edmunds all in favour.

141/20 To discuss and agree the actions for the units in the Playing Field due to health and safety concerns.

This was discussed at length. Both Committees have received a letter requesting that they paint the units with anti-climb paint. As this has not yet been carried out a second letter is required advising of a timescale, or possible removal from site.

142/20 Reports from outside bodies.

Cllr Clarke attended a virtual China Clay Community Network meeting a report has been circulated.

143/20 Consultations and surveys received up to time of meeting

The clerk informed that there were two planning consultations, but a separate meeting was required to address the consultations.

144/20 Highways and Footpaths Matters

- a) Update on footpaths – The footpath between Manson Place and Trelavour Road has been reported to both Cornwall Council and Ocean Housing for a second time, clerk awaiting update.

The footpath at Gully's Lane has been reported to the office as being excessively muddy. Staff and Cllrs to monitor the area.

Response from Natural England regarding the condition of pathways on the Goss Moor Trail. These issues are being addressed.

Footpath 8 signage has been knocked down – issue reported to Cornwall Council.

- b) Highways Issues – The clerk informed that the overgrown pavement in Hall Road has been reported to Cornwall Council who agree action is required.

Pavement on Trelavour Road overgrown and issues at the Trelavour Road junction have been reported to Cornwall Council.

145/20 Grant Requests

None Received

146/20 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Email received from member of the public regarding the installation of CCTV – noted.

Email received from the recycling team informing that all recycling should be left where the usual household waste is left – noted.

Invitation to join the Festival of Christmas Trees 2020 – Invitation accepted.

Email from Cornwall Council regarding household waste being placed out days prior to collection day – names and addresses are required then Cornwall Council will write to specific residents - noted.

Email received from Devon & Cornwall Police informing that the mountain bike can be disposed of. Action clerk to advertise free for spares or repair.

Email received informing that the Remembrance Parade road closure has been approved.

147/20 Financial

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

It was noted that some contractors are not providing invoices until the day of the meeting it was agreed that the payment schedule should be emailed with the agenda and contractors must ensure all invoices are sent to the office 7 days prior to the meeting date to ensure payment is made.

The payment Schedule was approved Proposed by Cllr Clarke seconded by Cllr Mrs T Edmunds all in favour.

Community Account**CHQ**

No:	Name	Invoice Number	Cost	Reason
DD	Sage		£8.40	Payroll software
DD	Google Ireland		£8.28	Secure email
DD	Microsoft		£9.48	Software License June
DP	Barclays Bank	13th July - 12th Aug	£16.35	Bank Charges
BACS	SeaDog It	3562	£19.95	Hosting Fee

BACS	HMRC		£352.89	Tax & NI
BACS	Wages		£1,863.30	Staff Costs
DD	EDF Energy		£10.00	Monthly DD for public toilets
BACS	Cornwall Council	8100031693	£126.00	Private water supplies report Cem Ext
BACS	Trevithick Supplies	INV001-18047	£65.56	Covid related items for P/F and toilets
DD	British Telecom	Q02818	£147.96	Quarterly Phone Bill
Card	Amazon	292187450	£9.98	Computer Cleansing Wipes
Card	Amazon	203-8310859-6429962	£42.95	Room Divider
Card	Amazon	203-5794611-0478752	£37.99	Reception Screen
Card	Amazon	2034675931-2778713	£9.95	Personal face shields
BACS	Came & Company	Policy Amendment	£5.34	Addition of CCTV to our policy
BACS	Air Ambulance		£100.00	Donation
BACS	Newquay Voice	SI-271279	£78.00	Tender Advert
BACS	Duchy Cemeteries	2055	£80.00	Interment Fee
BACS	SLCC	132230	£36.00	Staff Training
DD	Biffa	522T29300	£405.60	Waste Collection
DD	Duchy Cemeteries	2059	£420.00	Interment Fee
DD	Duchy Cemeteries	2062	£80.00	Interment Fee
BACS	Landscaping	11950	£984.00	Grass Cutting Trelavour & Verges
BACS	Landscaping	11952	£1,271.26	Footpath Cutting
BACS	Landscaping	11949	£1,070.40	Cemetery Cutting 2 months
Card	Amazon	INV136497901	£9.99	Face Masks

**Total Spend for August
Playing Field**

£7,269.63

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13th Jul - 12th Aug	£6.35	Bank Charges
BACS	Landscaping	11951	£844.80	Grass cutting 2 months
BACS	Specialists	0491/20	£384.00	Play equipment repairs

Total

£1,235.15

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	13 Jul - 12 Aug	£6.35	Bank Charges

Total

£6.35

**Grand Total for the
month**

£8,511.13

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

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

c) To approve the use of the Parish Council Debit Card for the Zoom subscription.

Approved proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour.

148/20 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.

149/20 Confidential items –

Staffing – Additional hours for August. – Approved.

Staff meeting arranged for Friday

Staff Committee Meeting to be arranged for Monday 7th September at 6.pm

There being no other business to be transacted the Chairman closed the meeting at 20.50pm.

Signed: