

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday
2nd May 2023 at 7.00 pm

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

Present: Cllr Clarke (Chair), Cllr Burnett (Vice Chair), Cllr Kelsey, Cllr Taylor, Cllr Griffin, Cllr Harwood, Cllr Edmunds, Cllr Hawkins

In Attendance: Lynn Clarke Clerk, Senior Administrator Tracey Hutton, Cornwall Cllr Dick Cole (CC Cole),

41/23 Apologies.

None.

42/23 Declarations of Interest.

None.

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.

43/23 Public Participation (to include Cornwall Councillors Report).

a) Public Participation:

No Members of the public present. Cllr Mrs T Edmunds put forward complaints from residents regarding issues of youths dragging rubbish out from the Boscawen Hotel sheds and leaving it in the road and scattered around the village. Cllr Clarke informed that this should be reported to the police. The office will inform Tregothnan Estate about the issue.

b) Cornwall Cllr: (CC Cole)

CC Cole provided a written report that can be found [here](#).

Cllr Clarke thanked CC Cole for his reports.

44/23 To adopt the minutes of the Ordinary Council Meeting on Tuesday the 4th April 2023.

Resolved - To accept the minutes with one amendment to those present, Chairman corrected to Chair. All present in favour.

45/23 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.

Planning Committee Meeting – *Decisions made by email ratified. Decisions made*
PA23/01999 – No objection, *PA23/01263* – Objection.

It was **Resolved** to accept the recommendation of the Planning Committee. All present in favour.

46/23 Matters Arising – Information only.

Water Leak from the building site at Hendra Prazey has been investigated work is scheduled to address this.

The anti-social behaviour has been reported.

The replacement panels for the bus shelter have been ordered.

The Dictaphone has been purchased.

Reviewing of Council documents and changing Chairman to Chair is ongoing.

Gas has been purchased for the beacon lighting.

Consultation response for the Public Space Protection Order has been submitted.

47/23 To agree the delegated decisions made over the past month.

None.

48/23 Clerks Report:

[Clerks Report](#) - Noted.

49/23 To agree the insurance cover for 2023 - 2024.

The quotes were reviewed, and concerns were raised about the differing costs. The preferred provider was BHIB. Clerk to check that CCTV cover and cover for staff to undertake small tree removal / lopping is included. It was **Resolved** to agree the decision via email once further information has been received. All present in favour.

50/23 To review the electric contract for the public toilets.

It was **Resolved** to agree a 12-month contract with EDF Energy. All present in favour.

51/23 To consider a resident survey for feedback on the Parish Council.

This was discussed at length. It was agreed that it would be a good idea to ascertain how residents view the work of the Parish Council and to inform parishioners about the role of the Council within the community. It was **Resolved** to place a basic feedback flyer in with CC Coles newsletter informing them of what the Parish Council undertake and to draft a Parish Council leaflet for residents. A more detailed survey will be included within the Neighbourhood Plan.

52/23 To agree the cost of photographs for the website.

It was **Resolved** to accept the costs of £60. All present in favour.

53/23 Update on Coronation Event Plans and to approve any associated costs.

Cllr Clarke informed that 245 cream teas have been ordered and 78 mugs reserved to date.

The Fire Brigade will be lighting the beacon at 9 pm.

Arrangements for the setting up of the event are in hand and Cllrs were invited to join the Committee to assist on the day.

Cllr Clarke & Cllr Kelsey will be distributing the coins to the school children on Friday the 5th May.

54/23 Update on the Community Emergency Plan.

Deferred – Meeting to be arranged to discuss.

55/23 Update on the Neighbourhood Plan.

Meeting has been arranged for Wednesday 24th May to review next stages of the plan.

56/23 Reports from Outside Bodies

None.

57/23 Consultations/Surveys received up to the time of meeting.

None.

58/23 Highways and Footpaths Matters

a) Footpaths.

- Footpath 3 – Cllr Griffin informed that the footpath is overgrown and bulky waste has been fly tipped in the area. Office to arrange cutting and report waste to Cornwall Council.
- Footpath 11 – Cllr Griffin informed that the footpath sign is lying on the ground at the Menna end of the footpath. The office has reported this previously and will contact Cornwall Council again regarding this matter.

b) Highways.

- Cllr Kelsey enquired about the re-painting of the white lines on the roads in the village reporting that the white lines and double yellow lines are fading and, in some places, have worn away. The Clerk advised that these need to be reported to highways.
- Cllr Harwood asked about the progress on the replacement HGV signage at Hendra Prazey Corner. The Clerk informed that there has been no update, but Cormac are aware of this issue.
- The potholes along Carne Hill were raised by Cllr Taylor. It was noted that these have been identified by Cornwall Council and are due to be addressed.
- A member of the public has called the office regarding parking issues around the school at drop off and pickup times.
- A member of the public highlighted that there are no safe crossing zones for school children between the ClayTAWC building and Trelavour Square. This was noted and enquires will be made with Cornwall Council regarding this issue.

59/23 Grant Requests

None.

60/23 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Town & Parish Council newsletter - noted.

Invitation to attend Coronation Service Commemoration - noted.

Newsletter from Ocean Housing about plans for the year ahead - noted.

Request from Tamar Toll Action group to advertise their campaign and write a letter of support – It was agreed to write a letter of support for this campaign. All present in favour.

61/23 Financial

a) To approve this month's payment to creditors and income as tabled.

It was noted that the wage costs were inaccurate and should read £4019.96 and not 401.96 bringing the total costs up to £9419.47. With this amended it was **Resolved –** To accept the payment schedule. All present in favour.

Community Account

| CHQ No: | Name | Invoice Number | Cost | Reason |
|----------------|--------------------------------|-----------------------|-------------|---------------------------------------|
| DD | Sage | 3215721 | £ 14.40 | Payroll software |
| DD | EDF Energy | | £ 21.00 | Monthly DD Public Toilets |
| DD | Barclays Bank | 13-3-23/12-4-23 | £ 15.70 | Account fee |
| DD | Giff Gaff | 1681600746703 | £ 10.00 | Mobile phone monthly tariff |
| DD | Nest Pension | | £ 72.66 | Pension Contributions |
| DD | Southwest Water | 3081668875 | £ 22.44 | Water Rates Cemetery |
| Card | Amazon | 138342351 | £ 37.39 | Dictaphone |
| Card | D May & Sons | 2/000001352 | £ 10.20 | 8 PC Bungee Set |
| BACS | Microsoft | E0300MWRJP | £ - | On-Line Services |
| BACS | The Safety Supply Com- pany | 8919190 | £ 15.71 | Gloves for Litter Pick |
| BACS | Banner | 9611688 | £ 35.90 | Extra Heavy Duty Refuse Sacks |
| BACS | Complete | SINV03625669 | £ 102.31 | Office Supplies |
| BACS | Discounted Stamps | 11102 | £ 87.45 | 50 x 1st and 50 x 2nd Class Stamps |
| BACS | HMRC | | £ 1,032.28 | Tax & NI |
| BACS | Staff costs | | £ 4,019.96 | Staff Costs |
| BACS | Piran Tech | 45545 | £ 11.47 | Monthly back up checks one drive help |
| BACS | Cornwall ALC Ltd | 2324-261 | £ 24.00 | Code of Conduct Training |
| BACS | Duchy Cemetery Ltd | 2972 | £ 500.00 | Internment Fee |
| BACS | Duchy Cemetery Ltd | 2975 | £ 90.00 | Internment Fee |
| BACS | Jason Bellenger | SI-991 | £ 275.00 | Tree Safety & Condition Survey |
| BACS | Holloway Electrical Ltd | 4107 | £ 180.00 | Electrical Installation Report |
| BACS | BH Construction | 40 | £ 2,520.00 | Wall Repairs Cemetery |
| Total | | | £ 9,097.87 | |

Playing Field

| CHQ No: | Name | Invoice Number | Cost | Reason |
|----------------|-------------------|-----------------------|-------------|---------------------|
| DP | Barclays Bank | 13-3-23/12-4-23 | £ 8.50 | Account Fee |
| DD | EDF Energy | | £ 1.00 | Monthly DD Electric |
| BACS | ROSPA Play Safety | 69683 | £ 303.60 | Annual Inspection |
| Total | | | £ 313.10 | |

Education Bursary Fund

| CHQ No: | Name | Invoice Number | Cost | Reason |
|------------------------------|---------------|-----------------------|-----------------|---------------|
| DP | Barclays Bank | 13-3-23/12-4-23 | 8.50 | Account Fee |
| Total | | | 8.50 | |
| Grand Total for April | | | 9,419.47 | |

- b) To approve the bank balances as of 31st March 2023.
Resolved – To approve the bank balances. All present in favour.

62/23 Items for the next agenda

Secure document disposal.

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.

63/23 Confidential items –

None.

Meeting closed 20.45 pm.

Signed: