# St Dennis Parish Council
# Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday 4th August 2026 at 7.00 pm.

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

Present:
Cllr Clarke (Chair), Cllr Edmunds, Cllr Kelsey, Cllr J Griffin, Cllr A Griffin, Cllr James.

In Attendance:
Tamsyn Moore – Acting Clerk & RFO and Cornwall Councillor Dick Cole (CC Cole).

## 134/26 Apologies.
None.

## 135/26 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.

## 136/26 Public Participation (to include Cornwall Councillors Report).
a) Public Participation:
   No members of the public present. The Acting Clerk reported a call received by the office from a resident raising concerns about the impact on street parking, particularly on the junctions, in the area around Parc-an-Bre Drive, now that both nearby car parks are pay for car parks. The previous Clerk has advised the resident it may be possible to request this area be included for consideration in the wider scheme to increase double yellow lines within the village.
b) Cornwall Cllr Dick Cole: (CC Cole)
   A written report was not provided this month, CC Cole advised a retrospective report would be circulated.
   CC Cole advised that no decision has been given on the Trerice Solar Farm Appeal.

## 137/26 To adopt the minutes of the Ordinary Meeting of the Parish Council held on the 7th of July 2026 and the Extra Ordinary Meetings of the Parish Council held on the 22nd of July 2026 and the 29th of July 2026.
It was **Resolved –** To adopt the minutes for all the above meetings. Proposed and seconded, all present in favour.

## 138/26 To note the minutes of the following meetings and for Full Council to adopt the recommendations therein:

a) Staffing & GDPR Committee 4th of August – Verbal update – **To be covered in confidential.**

## 139/26 Matters Arising – Information only.

- Card and Flowers for a former Councillor have been delivered.
- Three applications have been received for the position on the Cornwall Council Planning Partnership Committee for our area, the panel will be sitting on the 6th of August.
- Cllr Edmunds has submitted the Memorial Parade road closure paperwork.

## 140/26 To agree the delegated decisions made in the past month.

It was **Resolved** to approve the [delegated decisions]. Proposed, seconded, all present in favour.

## 141/26 Financial

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

It was **Resolved –** To accept the payment schedule as presented. Proposed, seconded, all present in favour.

| | **Community Account** | | | |
|---|---|---|---|---|
| **CHQ No:** | **Name** | **Invoice Number** | **Cost** | **Reason** |
| DD | Barclays Bank | | £8.50 | Bank Charges |
| DD | Giff Gaff | 1784158088418 | £10.00 | Office mobile |
| DD | Nest Pension | | £470.47 | Pension Contributions |
| DD | Coast to Coast Communications | 39826 | £16.26 | Phone |
| DD | Sage | GB-02331243 | £27.60 | Payroll Software |
| DD | Suez | 34175732 | £123.78 | Waste Collection |
| DD | EDF | KI-F2953F2F-0001 | £16.46 | Public Toilets Electric |
| DD | HP Instant Ink | IIUKDN1132455898 | £67.99 | Printer Ink |
| DD | Smarty | | £18.00 | PF CCTV Sim Card |
| DD | Smarty | | £18.00 | Cemetery CCTV Sim Card |
| DD | Bright HR | U003425487 | £173.42 | HR Package |
| BACS | HMRC | | £2,933.26 | Tax & NI |
| BACS | Staff costs | | £8,391.37 | Staff Costs |
| BACS | Carrington Wood | VCINV0172 | £415.58 | Agency Fees |
| BACS | Carrington Wood | VCINV0173 | £212.21 | Agency Fees |
| BACS | Central Cleaning | 2462 | £496.00 | Cleaning of Public Toilets |
| BACS | Piran Tech | 68362 | £15.96 | Monthly Service Check |
| BACS | Probooks Associates Ltd | PB-3005 | £600.00 | Internal Audit |
| BACS | A1 Tree & Grounds Ltd | 2267 | £1,896.00 | Grass Cutting - July |
| BACS | CALC | 148 | £78.00 | Staff Training |
| BACS | CALC | 274 | £42.00 | Staff Training |

| | | | | |
|---|---|---|---|---|
| BACS | Clear Insurance Management Ltd | 557354219 | £420.25 | Insurance |
| BACS | Peninsula | U005812238 | £354.00 | HR - Provision of services |
| Card | Amazon | GB6629S7JAEUI | £6.99 | Office Stationery |
| Card | Amazon | GB663KZTSAEUI | £28.51 | Public Toilet Consumables |
| Card | Amazon | GB602K73XNGKHI | £13.98 | Office Stationery |
| Card | Gwens Garden Florist | | £46.45 | Flowers |
| | **Total** | | £16,901.04 | |

**Education Grants**

| **CHQ No:** | **Name** | **Invoice Number** | **Cost** | **Reason** |
|---|---|---|---|---|
| DD | Barclays Bank | | £ 8.50 | Bank Charges |
| BACS | Application 08/26 | Application 08/26 | £ 272.00 | (retrospective agreement of payment) |
| BACS | Application 02/26 | Application 02/26 | £ 170.00 | (retrospective agreement of payment) |
| | **Total** | | £ 450.50 | |

**Playing Field Trust**

| **CHQ No:** | **Name** | **Invoice Number** | **Cost** | **Reason** |
|---|---|---|---|---|
| DP | Barclays Bank | | £ 8.50 | Bank Charges |
| | **Total** | | £8.50 | |
| | | **Grand Total for July 2026** | **£17,360.04** | |

b) To approve the bank balances as of 30th June 2026

It was **Resolved –** To approve the bank balances. Proposed, seconded, all present in favour.

c) To sign off the July wages.

It was **Resolved** to approve and sign off the July wages. Proposed, seconded, all present in favour.

d) To approve the payments of Education Grants agreed, and to retrospectively approve these at next month's meeting.

It was **Resolved** to agree to the payments being made for grants approved and for approval at next month's meeting. Proposed, Seconded, all present in favour.

## 142/26 Clerks Report:

The Acting Clerk advised that a report has not been provided this month.

## 143/26 To review the annual ROSPA safety inspection report for Hall Road Play Area and agree any associated actions and costs.

The Hall Road Play Area ROSPA Report was reviewed, no issues requiring immediate action were identified. It was **Resolved** to continue with weekly inspections. Any issues identified from weekly inspections are to be reported to Full Council. Proposed, seconded, all present in favour.

## 144/26 To agree the Biennial Tree Safety Survey and associated costs.

It was **Resolved** to instruct Jason Bellenger Tree Surveys at a cost of £395. Proposed, seconded, all present in favour.

## 145/26 To consider a memorial and agree any actions and associated costs.

The office received a request to consider a memorial plaque to be placed on the bench at Freda's Triangle in honour of the late Jackie Salmon, who held the position of Parish Clerk for many years.
It was **Resolved** to install a plaque as suggested with an agreed budget of up to £100. Wording and any additional cost, if required, to be agreed via email. Proposed, seconded all present in favour.

## 146/26 To consider a representative of the Parish Council to be put forward as a Community Champion for Brannel School.

Cllr Kelsey would like to represent the Parish Council as a Community Champion for Brannel School. Following discussion, it was agreed that an invitation for a Parish Council Representative must come via the Parish Council office to be considered. Subject to receipt of such an invitation, the decision for Cllr Kelsey to be a representative can be made via email, to be retrospectively agreed at the next Full Council meeting.

## 147/26 To agree an alternative supplier for PAT Testing and associated costs.

The Acting Clerk advised that following the decision taken in the June meeting (Minute Ref: 88/26) to instruct Kernow PAT Testing it has not been possible to make contact with the firm.
It was **Resolved** to instruct Cornwall Safety PAT Testing at £45 for the call out and certificate plus £1.25 per item. Proposed, seconded all present in favour.

## 148/26 To discuss and agree the provision of the good citizen award and any associated costs.

A candidate for the good citizen award was agreed. It was **Resolved** for the details of the candidate along with an explanation of why they have been chosen, and when and where the award will be presented, will be emailed to the office. A budget of £30 was agreed for the cost of an award and certificate. Proposed, seconded, all present in favour.

## 149/26 To receive an update on the welcome signage and to agree any actions required.

Deferred.

## 150/26 To receive an update on the land at Dunstan Close and to approve any associated costs.

It was **Noted** that the office continues to pursue this matter with the solicitors. The purchase is still progressing, but no exchange date has been agreed at this time.

## 151/26 To approve the cost of training for Cllrs and staff.

None.

## 152/26 Reports from Outside Bodies

Cllr Kelsey attended a Cornish Lithium Liaison Meeting on the 21.06.26. A written report was circulated prior to the meeting.
Cllr A Griffin attended the China Clay Area & Luxulyan Community Area Partnership meeting on the 13.07.26 – a brief verbal update was given, written report to follow.

## 153/26 Consultations/Surveys received up to the time of meeting.

A) General Consultations:
   None.
b) Planning Applications received up to the time of the meeting.
   None.

## 154/26 Highways and Footpaths Matters

b) Footpaths – No matters raised.
c) Highways – Following the concerns raised under public participation regarding parking in the Parc-an-Bre Drive area, it was agreed for the office to submit a request to CC Cole to consider including this junction in the Highways scheme to increase the areas of double yellow lines in St Dennis.

## 155/26 Grant Requests

Donation request received from Citizens Advice Cornwall
It was agreed to defer a decision on the grant request until the Full Council meeting held in February 2027.

## 156/26 Correspondence received.

1. Office of Police & Crime Commissioners Weekly Column. 06/07/26.
2. Invitation to the Community Area Partnership AGM. 09/07/26.
3. Office of Police & Crime Commissioner news release. 10/07/26.
4. Cllr Report CORNISH LITHIUM COMMUNITY LIAISON GROUP. 21/07/26
5. Office of Police & Crime Commissioners Weekly Column. 04/08/26

The Acting Clerk advised that they received an email just prior to the meeting from a former Cllr wishing to pass on their appreciation for the flowers and greetings card.
Noted.

## 157/26 Items for the next agenda.

- Hall Road Play Area
- Remembrance Day Memorial Parade – Radio hire, Road signs and Volunteers

- British Legion donation for Remembrance Day wreaths
- 2026 Christmas Event

## 158/26 Confidential Matters

It was **Resolved** that under the Public Bodies (Admission to Meetings) Act 1960, the public, representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the following business to be transacted. Proposed, seconded, all present in favour.

## 159/26 To note the minutes of the Staffing & GDPR Committee meeting held on the 4th of August 2026 and agree any actions therein:

A verbal update was given. It was Resolved to approve the recommendation of the Staffing & GDPR Committee meeting held on the 4th of August 2026. Proposed, seconded, all present in favour.

## 160/26 To note the receipt of a Subject Access Request and agree actions and any associated costs.

The Chair advised members that the Council's current Data Protection and FOI documents appear outdated and do not clearly refer to SAR's. It is therefore recommended that Full Council adopt a SAR policy, together with any associated information governance policies, so that there is a clear procedure to follow. The following draft polices were circulated prior to the meeting:

- Subject Access Request (SAR) Policy
- General Privacy Notice
- Data Protection Policy
- Freedom of Information Request Policy
- Privacy Notice

Members raised concerns that the policies should be accompanied by written procedures and that those procedures should be accessible to all Councillors and Staff to follow.

It was also noted that responsibility for responding to the SAR would ordinarily fall to the Acting Clerk as Data Protection Officer, in accordance with the Council's information governance arrangements. However, given the nature of the information requested, it is recommended that Full Council delegates this matter to the Chair and Vice-Chair of the Staffing Committee, with support from the Locum Clerk and professional advice from Breakthrough Communications.

Members and Staff were also made aware that they may need to search for and supply relevant documents and that no decisions on refusal or redaction should be made by individuals.

It was **Resolved** to;

- Adopt all the above policies, subject to the review date being amended to '2027 or sooner if there is a change in legislation'
- To delegate the handling of the SAR to the Chair and Vice-Chair of the Staffing Committee with support from the Locum Clerk and Breakthrough Communications
- For all members and staff to provide the Chair and Vice Chair with any relevant documents requested in relation to the SAR

Proposed, seconded, all present in favour.

## 161/26 To review the current budget for external Financial Management.

It was noted that the Acting Clerk has secured an extension from the external auditor for the submission of the relevant paperwork, with the revised deadline now set at the 31st of August 2026. A quote from Aalgaard Renshaw has been received for the reconstruction of the accounts. However, the Council may wish to consider if the full scope of work quoted for is necessary. Further quotes have been sought from Hudson Accounting and JT Audit and Accountancy. With permission of Full Council, the Locum Clerk will inspect the Scribe Accounts System and prepare a plan for moving forward, this may include either accepting a reduced quote from Aalgaard Renshaw or proceeding with the Locum Clerk completing the year-end process with support from an alternative third-party professional. It is recommended that the Chair and Vice-Chair of Full Council be given delegated authority, within an agreed budget, to work with the Acting Clerk/RFO to ensure the accounts are prepared for submission to the external auditor.
It was **Resolved** to;

- Grant permission to the Locum Clerk to inspect the Scribe Accounts System and prepare a plan for moving forward.
- Delegate authority to the Chair and Vice-Chair of Full Council to work with the Acting Clerk/RFO to ensure the accounts are prepared for submission to the external auditor with an agreed budget of £3500.

Proposed, seconded, all present in favour.

## 162/26 To consider a gift of recognition of service for a former employee.

It was **Resolved**, proposed and seconded to agree a budget of £50, which will be taken from the Chair's allowance, for flowers as a gift of recognition of service for a former employee. Members voted with 5 in favour and 1 abstention. Motion carried to approve the gift and budget.

## 163/26 To review the insurance policy and consider submitting an insurance claim in relation to a grievance.

The Acting Clerk advised that it does not appear that the Council's insurance policy will cover for the costs incurred. However, there is a possibility it may fall under legal expenses. It was agreed that the Acting Clerk would investigate this further and a decision to proceed with a claim, if viable, will be made via email and retrospectively agreed at the next meeting.

## 164/26 To review the insurance policy and consider submitting a claim for Financial Management costs incurred.

The Acting Clerk advised the Council's insurance policy does not cover in this instance. No further action will be taken.

Meeting closed 8.55 pm.

Signed: …………………………………….