

St Dennis Parish Council  
Minutes of the Annual Meeting of the Parish Council held in the Clay  
Tawc Centre on 4<sup>th</sup> June 2019 at 7.00pm

**Present:** Cllr Mrs J Clarke (Chairman), Cllr Mr N Edmunds (vice Chair), Cllr Mrs K Taylor, Cllr Mrs T Edmunds, Cllr Harwood, Cllr Mrs P Lodomez, Ms S Kelsey.

**In Attendance:** Lynn Clarke Clerk, Cornwall Cllr Mr F Greenslade, 1 member of the public

**51/19 Apologies**

Cllr Richards: Apologies approved proposed by Cllr Edmunds seconded by Cllr Mrs K Taylor, all in favour. Cllr Cotton: Absent.

**52/19 Recommendations from the interview panel**

Cllr Mrs J Clarke proposed that Ms Andrea Howard be co-opted onto St Dennis Parish Council, seconded by Cllr Mrs K Taylor. Cllr Mrs T Edmunds and Mr N Edmunds abstained from the vote as they know the applicant, all others present in favour. Ms Howard was invited to join the table.

**53/19 Declarations of Interest**

None Declared. Cllr Mrs J Clarke reminded all present that if any matter arises during the meeting advice must be sought from the clerk and the council before continuing.

**54/19 Public Participation (to include Cornwall Councillors Report)**

- a) **Public Participation:** A member of the public has brought to the Parish Council's attention that rubbish bins are being placed out for collection several days early and are then being ripped apart by animals, causing litter to be spread in the surrounding areas. **Action** - clerk to write to householders reminding them of collection days, highlighting the issues raised and inform of possible solutions to this problem.

Overgrown hedges along the road at Hendra Praze reported to the Parish Council.

**Action** – Clerk to write to highlighted properties and kindly request that these be cut back for the safety of those using the road.

Parking issues highlighted in Trelavour Square. **Item to be placed on the agenda for the next meeting.**

Drainage problems at the bottom of Trelavour Road – **Action** – Clerk to investigate and report to the relevant bodies.

- b) **Cornwall Councillors Report:** Cllr Greenslade took the opportunity to highlight parking issues within the village that have been put to the Councillor recently.
- During the past month Cllr Greenslade has been selected to sit on the following committees: Planning Committee, Neighbourhood Overview and Scrutiny Committee and Bereavement Committee. The Neighbourhood Overview Scrutiny Committee are tasked with looking at how carbon emissions can be reduced and highlighting positive actions that can be taken which will benefit communities in the future.
- Cllr Greenslade went on to speak of the approval of a traffic calming scheme for road in front of Nanpean School and the recent flooding in the area.

Cllr Greenslade congratulated the team involved in the building of the new Methodist Church and Community Centre and it's opening.

Cllr Mrs T Edmunds asked Cllr Greenslade about the Cornwall Cllr's Community Chest Funding, how this can be applied for and if there was a possibility that the spending of this fund could be added to Cllr Greenslade's report in the future as a point of interest to the public. Cllr Greenslade informed that further information on the application process and the spending of this fund can be found on the Cornwall Council Website.

Cllr Ms A Howard asked Cllr Greenslade about the Community Infrastructure Levy, how this worked and what effect it would have on St Dennis. Cllr Greenslade explained that this was not applicable to St Dennis, the Levy is placed on all new buildings and the charges are dependent on the proposed building area. Part of the levy is designated to be spent within the area it is raised. St Dennis is zero rated and therefore no charges will be made for new buildings within the Parish.

**55/19 To adopt the Minutes of the Annual Parish Meeting held on the 7<sup>th</sup> May 2019.**

Minutes for the 7<sup>th</sup> May were accepted with one amendment proposed by Cllr Mrs K Taylor seconded by Cllr Mrs T Edmund. Cllr Ms A Howard abstained as not a Cllr at this time, all others in favour.

**56/19 To consider the findings of the internal Auditor  
Deferred to the next meeting as report not yet finalised.**

**57/19 To note the minutes from the following meetings and adopt the recommendations therein:**

- a) Education – Potential spend from the meeting was £4947.50  
**Spend recommendations approved** – Proposed by Cllr Mr N Edmunds seconded by Cllr Mrs K Taylor, all in favour.
- b) General Purpose Finance and Audit – To approve the Annual Governance Statement 2018 – 19 section 1 – Deferred  
To approve the Accounting Statement 2018 – 2019 section 2 – Deferred  
To approve the asset register **Recommendation Approved** – Proposed by Cllr Mrs T Edmunds seconded by Cllr Mr N Edmunds, all in favour.

**58/19 Matters Arising – Information only.**

Clerk advised: Carne Hill Meetings no longer being held.

Standing Orders - On website

Signage - ongoing

Dog Fouling Stickers - Ordered

Insurance - Renewed

BT – New contract has been arranged

Cornwall Association of Local Councils – Membership has been renewed

**59/19 Election of representatives to sit on the St Dennis and Nanpean Community Trust.**

Cllr Mrs J Clarke read the response received from Cornwall Councillor Greenslade stating that at this point in time Cllr Greenslade did not wish to sit on the trust. Cllr Mrs J Clarke will continue to sit as the Cornwall Council Representative. Cllr Ms S Kelsey volunteered to sit as a Parish Council representative. The clerk is to enquire with the Trust if this is possible as

Cllr Ms S Kelsey was previously a Resident Trustee. Cllr Ms A Howard volunteered to sit temporarily as a Resident Trustee. Cllr Mrs K Taylor and Cllr Mrs T Edmunds wish to remain as Parish Council Trustees.

**60/19 To discuss Cllr Attendance at meetings**

**Resolved** – Clerk to write to all Cllrs reminding them of their responsibilities as Councillors and the importance of attending meetings or giving apologies when unable to attend.

**61/19 To discuss the High Street Heroes Project and the grant application for litter picking equipment.**

Cllr Ms S Kelsey has applied for litter picking equipment such as litter pickers, hoops, gloves, Hi-Viz Vests and trollies so that the Parish Council will in the future hold their own equipment for the litter pick events. Cllr Ms S Kelsey will keep the Parish Council updated on the progress of the application.

**62/19 To decide the times for the litter pick on the 13<sup>th</sup> August and agree additional hours for staff attendance.**

**Resolved** – to hold the litter pick between 1pm and 4pm and for two additional hours for one member of staff. Proposed by Cllr Mrs T Edmunds seconded by Cllr Mr B Harwood, all in favour.

**63/19 Item 13 and 15 Combined Update on the cluster group meeting and the consideration of St Dennis Parish Council Joining the Cluster Group**

The Clerk read the email update from the Cluster Group meeting held on the 13<sup>th</sup> May 2019 which outlined the proposed structure of the group. The potential Terms of Reference and how the group would be financed is currently under investigation. The clerk informed that this can be reviewed and raised at the next meeting if required. The next meeting to be held on the 24<sup>th</sup> June 2019.

Cllr Mrs J Clarke asked Cllr Mrs T Edmunds for her views on a Cluster Group arrangement asking how many Parish Councils would be within the structure. There are currently three expressing an interest this could potentially be four within the group. Cllr Mrs T Edmunds explained that there could be several advantages to this arrangement and there could potentially be savings to all the Parish Councils involved. Proposing that we agree in principal to joining the group, seconded by Cllr Ms A Howard, all in favour.

**64/19 To agree the purchase of Parish Council Polo Shirts and Fleeces.**

**Resolved** – Clerk to investigate the possibility of having patches made that can be sewn onto the clothing. If this is not viable to order the workwear through Jog Safety up to a value of £50.00. Proposed by Cllr Mrs K Taylor seconded by Cllr Mrs P Lodomez all in favour.

**65/19 To agree the Parish Council approaching the new Kebab Shop regarding the sponsorship of a bin to be placed outside the shop and to agree an existing bin to be relocated in Trelavour Road.**

**Dependant on further information but Agreed in Principal** – Clerk to carry out investigation on any potential costs involved before taking this item forward. Proposed by Cllr Mrs K Taylor seconded by Cllr Ms S Kelsey, all in favour.

**66/19 Update on the Neighbourhood Plan.**

The clerk informed of the new pilot scheme the Cornwall Council are looking to trial with St Dennis Parish Council. Cornwall Council will compile information about environment and socio-economic factors that can be used as a template within the Neighbourhood Plan.

Mrs K Taylor is to attend a meeting on the 7<sup>th</sup> June with the Neighbourhood Planning representative. The clerk asked for questions to be put forward for the meeting. It was

**Resolved** for Cllr Mrs K Taylor, Cllr Ms S Kelsey and Cllr Mrs T Edmunds to compile a list of questions via email for the meeting.

**67/19 Tour of Cornwall Report on findings regarding a route through St Dennis.**

The clerk informed from the information that had been circulated to all councillors the proposed route would be from Newquay along the A3058. **Action** – Clerk to contact the organisers and ask if St Dennis could be included within the route.

**68/19 To agree the purchase of a strimmer and equipment.**

**Agreed in Principal** – clerk to obtain prices for a Stihl Kombiengine KM94RCE and safety trousers. Email to all Cllrs for approval on price before purchasing. Safety helmet price agreed. Proposed by Cllr Mr N Edmunds seconded by Cllr Mrs K Taylor, all in favour.

**69/19 To discuss and agree the quotations for tree work as highlighted in the Tree Survey.**

**Resolved** – To use ARB Sense for the category A work required.

**70/19 To agree the costs of the play area gates**

**Resolved** – to authorise the payment of £517.70 + VAT for the gate repairs. Proposed Cllr Mr N Edmunds seconded by Cllr Mrs K Taylor, all in favour.

**71/19 Reports from outside bodies**

Clerk informed of Highways Engagement meeting and will forward the slides for the meeting once they have been received.

**72/19 Consultations and surveys received up to time of meeting**

None

**73/19 Highways and Footpaths Matters**

- a) Update on footpaths – Footpath 4: Tyres being thrown into the river have been reported to Cornwall Council.

Footpath 30 complaints about this area have been received. This is ongoing at this point in time.

Footpath between Manson Place and Trelavour Road: Ocean Housing have visited the area and trimmed back the section that they are responsible for. The other part of this lane is currently ongoing.

- b) Cllr Mrs S Kelsey has received complaints about a grass verge that the Parish Council are responsible for trimming. The clerk has been in touch with the contractor who has assured that this will be addressed.  
The Clerk informed that the yellow lines at the junction to Park-an-Bre Drive have been confirmed as being enforceable.  
Cllr Mrs J Clarke has been approached regarding inconsiderate parking and access being blocked for a disabled resident. **Action** – to agenda village parking issues for next month.

#### 74/19 Grant Requests

None Received

#### 75/19 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Scribe – web-based version is being launched.

St Dennis Carnival – Agreed in principal. Relevant insurance and paperwork to be forwarded to the office prior to the event. Clause to be added to the letter to state the Carnival Committee must ensure that the grounds are left clean and free of litter.

SSAFA – 75<sup>th</sup> Anniversary of VE Day celebrations. The parish Council would like to arrange with other community groups and event to celebrate VE Day. Clerk to contact other community groups within the village.

Email received from Mr Edwards regarding the Goss Moor Trail – Information only

#### 76/19 Financial

- a) To approve May payments to creditors as presented to the table.  
Payments were accepted. Proposed by Cllr Mrs K Taylor seconded by Cllr Mrs T Edmunds. Cllr Mrs J Clarke, Cllr Ms S Kelsey and Cllr Ms A Howard abstained due to personal interest with some payments. All others in favour

CHQ No:	Name	Cost	Reason
100943	Complete Business Solutions	£67.19	Consumable printer part
100947	Came & company	£1,465.13	Insurance
100946	Trevithick Supplies	£2.49	Bolts for Cem Gate
	Post Office - Used petty cash	£14.64	x2 2nd class stamps booklets
100945	Duchy Cemetery's	£375.00	Interment Fee
100944	Calc	£150.00	Cemetery Management Training
100948	The Cornish Property Practice Ltd	£480.00	Building Valuations
D/D	Barclays Bank	£6.00	Bank Chg's
D/D	Barclays Bank	£17.05	Bank Chg's
100949	SeaDog IT	£19.95	Website Hosting
100943	Complete Business Solutions	£86.09	Office Supplies / black bags / toner
	Post Office - Used petty cash	£7.32	x12 2nd class stamps
	Post Office - Used petty cash	£0.83	Weighed and posted 2nd class letter
100087	Sutcliffe Play	£18,380.40	Gym Equipment
100953	Julia Clarke	£15.44	purchase of litter picker from Griggs

100952	Sharon Kelsey	£38.40	Mileage Claim
100944	Calc	£150.00	Cemetery Management Training
Bacs	HMRC	£218.09	Tax & NI
Bacs	Staff Costs	£2,537.34	Wages
100950	Central Cleaning	£369.60	Toilet Cleaning
D/D	Google	£8.28	Secure email
100945	Duchy Cemeterys	£375.00	Interment Fee
D/D	Sage Payroll	£7.20	Payroll software
D/D	Biffa 1 <sup>st</sup> quarter	£364.57	waste Disposal
100951	Claytawc	£962.50	office Rent
100951	Claytawc	£56.58	Photocopying / printing
100951	Claytawc	£7.50	Room Hire
<b>Total Cost</b>		£26,182.59	

- b) The Clerk advised that due to a pending grant payment not being received a temporary transfer would be required to cover the cost of the gym equipment. The bank balances as at 31<sup>st</sup> April were approved. Proposed by Cllr Mrs T Edmunds seconded by Cllr Mrs K Taylor all in favour.

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.

**77/19 Confidential items –  
Complaint received  
Staffing**

There being no other business to be transacted the Chairman closed the meeting at 9.15pm.

Signed: .....