

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday
5th April 2022 at 7.00pm

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

Present: Cllr Clarke (Chair), Cllr Mr N Edmunds (Vice Chair), Cllr Kelsey, Cllr Burnett, Cllr Sinnott, Cllr Jones, Cllr Lodomez.

In Attendance: Lynn Clarke (Clerk), Cornwall Cllr Dick Cole, Rev Arthur, 2 members of the public.

01/22 Apologies.

Cllr Harwood, Cllr Mrs T Edmunds, Cllr Taylor and Cllr Dowd. Apologies accepted.

02/22 Declarations of Interest.

None declared. 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.

03/22 Public Participation (to include Cornwall Councillors Report).

a) **Public Participation:**

1. The two members of the public present were in attendance to discuss planning application PA22/00783. Cllr Clarke advised that this was not on the agenda for discussion this evening and invited Cllr Mr N Edmunds as Chair of the Planning Committee to answer any questions raised. The applicants informed that they were there to answer any questions / concerns that the Parish Council had about the application. Cllr Mr N Edmunds told the applicants that this had been decided via email as the application had been supported by the Parish Council. A decision was made via email on this occasion because there were no concerns with the application that required a meeting to be held. The applicants were advised that the Parish Council tried where possible to avoid face to face meetings due to Covid levels in the area.

b) **Cornwall Councillors Report:**

The Cornwall Cllr provided a written report that was circulated prior to the meeting a copy can be found here: [Report](#)

Cllr Sinnott asked for clarification on the percentage figures within the allocated housing section of the report. Cllr Cole outlined how these were reached and informed of further recommendations being put forward to ensure that housing would be allocated fairly in the future.

Cllr Clarke on behalf of the Parish Council, thanked the Cornwall Cllr for his time and assistance in helping with the first stages of the production of the Neighbourhood Plan.

04/22 To adopt the minutes of the Ordinary Council Meeting on Tuesday 1st March 2022.

Resolved - To accept the minutes. Cllr Sinnott & Cllr Jones abstained as not present at the meeting. All others present in favour.

05/22 To note the Minutes of the following meeting and Full Council to adopt the recommendations therein.

[Finance, Staffing, General purpose & Audit](#): Footpath cutting agreement with Cornwall Council approved, agreed for Parish Council staff to carry out footpath cutting, Standing Orders reviewed to be agreed via email, Terms of reference reviewed recommendation for Council to adopt, Quotes and Tenders Policy to be drafted, office working hours temporarily increased.

Staffing Committee recommendations: Revise absence management policy and working from home policy, both to be circulated and agreed via email, cost of CILCA training approved.

Resolved – To accept the recommendations put forward. All present in favour.

06/22 Matters Arising – Information only.

- Office Computers have been ordered.
- Cemetery Training is being undertaken.
- Bus shelter painting – work being deferred until June / July due to weather.
- Annual Parish Meeting – guest speakers have been arranged; invitations have been sent out.

07//22 To agree the delegated decisions made over the past month.

None.

08/22 Clerks Report:

The report was noted: [Clerks Report March](#)

Matters raised from the report: Good Citizens Award. It was suggested that the name of this be changed to encourage better uptake. After further discussions around the promotion of the award It was agreed to defer the deadline and carry out the presentation during Carnival week. Office & Cllrs to concentrate on promoting the event within the community.

09/22 Update on the Information Boards.

Cllrs were informed that the boards are ready, arrangements need to be made for the collection and installation.

10/22 Report from the meeting held about the Queens Platinum Jubilee

Cllr Clarke gave a verbal report to those present informing that memorabilia has been purchased and the event has been advertised in the Community News. A further meeting has been arranged to finalise plans for the street party / tea party. The arrangements for the event were progressing well.

11/22 To agree the Local Maintenance Partnership with Cornwall Council for verge cutting.

Resolved – To continue with the agreement for 2022 – 2023. All present in favour.

12/22 To discuss entering into a service level agreement with Cornwall Council for the provision of legal services in 2022 – 2023

Resolved – Not to accept the offer for the provision of legal services from Cornwall Council and to continue with the current provider. All present in favour.

13/22 To agree the recommendations from the contract review meetings.

Cllr Clarke outlined the meetings held with the contractors informing those present of the recommendation to extend the contract with TP Tree Services and A1 Tree & Grounds Ltd.

Resolved – To accept the recommendations and extend the contract for a further 12 months. All present in favour.

14/22 To agree the reimbursement for FILCA training.

Cllr Clarke informed that a member of staff had completed Finance in Local Council Administration training in December that was put forward by the Staffing Committee. The cost had been covered by the employee as there was not a way of having the cost authorised under the circumstances.

Resolved – To re-imburse the cost of £144.00 including VAT. All present in favour.

15/22 Update on HGV signage.

No update received.

16/22 Update on Hendra Prazey Land.

The Clerk circulated this report prior to the meeting: [Hendra Prazey Report](#)

This was discussed at length, and it was agreed that quotes be sought for the repair work required to the bank of the leat. The office to contact Cornwall Council for advice about the existing pipe. Removal of the shed to be undertaken once empty.

It was **Resolved** – To use a man with a van to empty the shed.

Item to be placed on the agenda for next month's meeting.

17/22 To discuss parking issues in Trelavour Square, raised by a resident.

This was discussed at length; it was agreed that parking could not be allocated to individual premises as this would need enforcing and there were not enough spaces for fair allocation to all the properties. The area has always been a free car park for residents of the village.

It was **agreed** to seek costs for improvements to the markings on the square which may help with inconsiderate parking being experienced.

18/22 To agree the cost of the replacement perspex panel in the bus shelters.

Resolved – To accept the quotation from G W Shelters Solutions to replace damaged panels. All present in favour.

19/22 Update on the Neighbourhood Plan.

The consultation has been delivered and responses are being received. Consultation meetings for the public were held in March. Cornwall Cllr Cole informed that further funding has been extended by 12 months for the next stage of the plan.

20/22 To agree the reviewed Risk Assessment for office working in line with recent Government Guidance.

After lengthy discussion, it was **Resolved** to remove the requirement for lateral flow testing from the risk assessment and to advise staff to work from home if they feel unwell. All present in favour. [Risk Assessment 5th April 2022](#)

21/22 Reports from Outside Bodies

None.

22/22 Consultations/Surveys received up to the time of meeting.

Cornwall Area of Outstanding Natural Beauty Response to the Glover Landscape Review – Circulated for Cllr to complete.

Consultation from NHS England application for a new Chemist n Foxhole – It was agreed via email to support the application, so no response was required. All present in favour.

23/22 Highways and Footpaths Matters

a) Update on footpaths.

Footpath 12 the work to install a causeway / boardwalk has been completed by Cornwall Council and English Nature.

Broken Bollard on Footpath 31 – reported to Cornwall Council.

b) Highway Issues:

Fly tipping of tyres in Trelavour Road layby – Reported to Cornwall Council and removed.

Request for additional bollards to protect manhole covers in the pavement at Terice Terrace – Approved by Highways

24/22 Grant Requests

Application for funding towards an Easter Egg Hunt & Family Funday to be held at St Dennis AFC.

Cllr Sinnott & Cllr Jones declared an interest in this item as undertaking for the applicant for this event and were advised to leave the room.

It was **Resolved** – to contribute £300 towards the event and the monies to be paid by the Parish Council direct to the supplier.

Cllr Sinnott & Cllr Jones were invited to re-join the meeting.

25/22 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Cornwall Council – Homes for Ukraine information – Noted.

Invite to join the Cornish Platinum Jubilee Parade – It was agreed to ask the Women's Institute to Represent the Parish Council at the event as they are already planning to attend.

Cornwall Community Land Trust Webinar invite – How to Build Affordable Homes & Combat the Climate Emergency – Noted.

Cornwall Council – Town and Parish Council updates - Noted.

26/22 Financial

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

Resolved – to add the grant awarded to this month's payment schedule and to withhold the payment to Brian's Handyman and Gardening Services until the work is complete. All present in favour.

Community Account				
CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	1904306	£8.40	Payroll software
DD	Google Ireland	4094372317	£9.20	Secure email
DD	EDF Energy		£13.00	Monthly DD for public toilets
DD	Suez	32555393	£102.91	Waste Collection
DD	Suez	32583122	£103.87	Waste Collection
		14/2-		
DP	Barclays Bank	13/3/2022	£11.50	Bank Charges
DD	Southwest Water	2077477694	16.42	Water Rates Cemetery
dd	Southwest Water	207535984	£58.89	Public Toilets
BACS	HMRC		£1,021.62	Tax & NI
BACS	Wages		£4,106.44	Staff Costs
BACS	SLCC	QL201158-1	£410.00	Training Costs (CICLA)
BACS	ClayTAWC Ltd	2137	£200.00	Hire of Room NDP
BACS	Cornwall Council	Business Rates	£898.20	Office Business Rates
BACS	Cornwall Council	Business Rates	£0.00	Cemetery Business Rates
BACS	Cornwall Council	Business Rates	£0.00	Public Conveniences
BACS	L Clarke	200742-1	£144.00	Reimbursement for FILCA Training
BACS	Wisdom Signs	280222	£434.40	Information Boards
BACS	CALC	2122-784	£120.00	Code of Conduct Training
BACS	Palace Printers	6003	£1,858.00	Printing NDP Consultation
BACS	Brian's Handyman & Gardening	19	£40.00	Repairs to benches
BACS	CALC	2223-141	£945.37	NALC & CALC membership subscription
BACS	Complete Business Solutions	3134517	£73.50	Stationery - NDP
BACS	Complete Business Solutions	3131975	£66.00	Stamps
BACS	Kernow Training Ltd	4595	£370.00	Hedge cutter training
	Institute of Cemetery and Crematorium Management	4848/2022/23	£95.00	Membership ICCM
BACS	Central Cleaning	202883	£432.00	Contract Cleaning Toilets (January)
BACS	Central Cleaning	203063	£316.80	Contract Cleaning Toilets (February)
card	Timpson		£56.00	Plaque for Cemetery Bench
card	Aldi		£39.99	Tool kit for staff
Total			£11,951.51	

Playing Field					
CHQ No:	Name	Invoice Number	Cost	Reason	
		14/2-			
DP	Barclays	13/3/2022	£8.35	Bank Charges	
BACS	A1 Tree and Grounds Ltd	1705	£60.00	Remove tree in Playing Field	
BACS	TP Tree Services	2800	£168.00	Grass Cutting	
Total			£236.35		
Education Bursary Fund					
CHQ No:	Name	Invoice Number	Cost	Reason	
		14/2-			
DP	Barclays	13/3/2022	£8.70	Bank Charges	
Total			£8.70		
Grand Total for March 22			£12,196.56		

b) To approve the bank balances as of 28th February 2022.

Resolved – To approve the bank balances. All present in favour.

c) To approve the staff costs for March as presented.

Staff costs included in the payment schedule.

27/22 Items for the next agenda

Hendra Prazey

Additional for Clerks Report:

Update on Steps / Wall & Ball Stop Netting.

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.

28/22 Confidential items –

To review the current Cleaning Contract – **Resolved** to continue with existing contractor under a different trading name. All present in favour.

Staffing Committee Recommendations:

Clerks Appraisal – Noted.

To approve the training agreement with the Clerk for Certificate in Local Administration

Training – Accepted and signed. All present in favour

21.45pm.

Signed: