

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held online
on Tuesday 5th May 2020 at 7.00pm

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

Present: Cllr Clarke (Chairman), Cllr Mr N Edmunds (Vice Chair), Cllr Harwood, Cllr Taylor, Cllr Kelsey, Cllr Mrs T Edmunds, Cllr Lodomez. Cllr Howard.

In Attendance: Lynn Clarke Clerk.

27/20 Apologies.

Cllr Richards.

28/20 To adopt the supplementary amendment to Standing Orders to allow virtual Meetings

Resolved – to adopt the supplementary standing orders to meet the statutory requirements for the holding of remote meetings, this lasts until May 7th, 2021 or the repeal of legislation whichever is earlier. Proposed by Cllr Clarke, seconded by Cllr Mr N Edmunds all in favour.

29/20 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.

30/20 Public Participation (to include Cornwall Councillors Report).

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

31/20 To adopt the decisions of the Parish Council made via email due to the Covid-19 Pandemic on Tuesday the 7th April 2020.

Resolved - To approve the decisions. Proposed by Cllr Howard seconded by Cllr Kelsey all in favour.

32/20 To note the minutes from the following meetings and adopt the recommendations therein:

- a) Planning: The support of application PA20/02356 by the Parish Council. **It was resolved** to approve the recommendation to support this application. Proposed by Cllr Mr N Edmunds seconded by Cllr Mrs T Edmunds all in favour.
- b) Virtual Test Meeting: To re-open the Cemetery with restricted opening times, agreed procedures and conduct for online meetings, agreement not to hold an Annual Meeting and to defer for 12 months the Election of Chair, Vice Chair and Committees. It was agreed to review Parish Council meetings at the end

of May. **It was resolved** to approve the recommendations. Proposed by Cllr Clarke seconded by Cllr Taylor all in favour.

33/20 Matters Arising – Information only.

Clerk advised:

- The Cemetery has been re-opened.
- The survey for the office safe has been authorised but cannot be carried out at this time due to the current pandemic situation.

34/20 agree the delegated decisions made over the past month

- To administer the St Dennis and Nanpean Community Trust Hardship fund.
Resolved - To approve proposed by Cllr Mr N Edmunds, seconded by Cllr Harwood, Cllr Kelsey and Cllr Lodomez approved. Cllr Clarke, Cllr Mrs T Edmunds, Cllr Taylor and Cllr Howard abstained as they sit on the Trust Panel representing St Dennis Parish Council.
- The frequency of the grass cutting throughout the Parish.
Resolved – To approve the fortnightly cut of the Cemetery and other areas and to have the Playing Field cut monthly whilst it is closed. Proposed by Cllr Clarke seconded by Cllr Taylor all in favour.

35/20 Clerks Report:

- The rubbish and overflowing bins in the car park at the beginning of the Goss Moor Trail have been reported to Natural England and should now be clear. Cllr Howard advised that the work has not yet been carried out. – **Action Clerk to chase.**
- Councillor vacancies are still open and interviews for co-option can be carried out remotely if practical.
- Cllr descriptions are still required. **Action** clerk to email a reminder to those who have not yet completed their descriptions.
- Free Cllr Training Courses are available online. **Action** Clerk to email the link to all Cllrs.

36/20 To agree the insurance renewal through Came & Co.

Resolved – To accept the recommendation of Came & Co and insure with Pen Underwriting Limited at a cost of £1582.20. Proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour.

37/20 To consider the spraying of public areas under the management of the Parish Council.

Cllr Howard proposed that we continue with the normal cleaning routine but do not carry out additional cleans as the area would only be sanitised temporarily, Cllr Taylor seconded this by adding that every individual is responsible for their own safety during the current pandemic and if we were seen to be cleaning regularly then this may lead to a false sense of security to some individuals. All others present in favour.

38/20 To discuss the removal of the re-cycling bins at Robartes Road by Cornwall Council.

Resolved – Not to take over the management of this service as Cornwall Council are not providing additional funding to help with any additional costs that the Parish Council would

incur as a result of taking over the management of this facility. There is a kerbside recycling service available to all households. Proposed by Cllr Howard seconded by Cllr Taylor all in favour. **Action** – Clerk to inform Cornwall Council of this decision.

39/20 To Discuss moving to a paid version of Zoom at a cost of £7.99 per month.

Resolved – To upgrade to the paid version for a period of 12 months. Proposed by Cllr Clarke seconded by Cllr Mrs T Edmunds all in favour.

40/20 To agree the cost of the paint for Enniscaven Bus Shelter at a cost of £24.99 for 7.5lts of white or 5lts at a cost of £21.99 for coloured paint.

Resolved – To purchase cream coloured paint. Proposed by Cllr Clarke seconded by Cllr Taylor all in favour

41/20 To discuss and agree the costs of an online management course for the clerk at a cost of £97 + VAT (13 modules over 3 weeks) or agree a free 8 hours course with the open university and the clerks time to complete.

Deferred.

42/20 To review the closure of the public toilets.

Resolved – To keep the toilets closed and review in line with guidance received. Proposed by Cllr Clarke seconded by Cllr Mrs T Edmunds all in favour.

43/20 To review the closure of the Playing Field.

Resolved – To keep the playing field closed in line with Government Guidance. Proposed by Cllr Clarke seconded by Cllr Howard all in favour.

44/20 Reports from outside bodies.

None

45/20 Consultations and surveys received up to time of meeting

None

46/20 Highways and Footpaths Matters

- a) Update on footpaths – Cllr Mrs T Edmunds informed that there a noticeable increase in the problem with owners not picking up after their dogs in the Gully's Lane area.
- b) Highways Issues – None

47/20 Grant Requests

Cornwall Hospice Care – Refused as not in our area.

48/20 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Email from a member of the public regarding the setting up and running of a plant swap stall. Cllr Howard informed that this has since been established.

Letter of refusal for the CCTV grant application from the Proceeds of Crime Fund. Noted.

Cornwall Council changes in the Occupational Health Services that they offer. Noted.

Cornwall Council Covid-19 updates – circulated.

Letter from Barclays Bank, confirmation of bank mandate changes to signatories. Noted.

49/20 Financial

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

With one amendment of an additional £50 due to a previously underpaid invoice for Duchy Cemetery's the payments were accepted. Proposed by Cllr Clarke seconded by Cllr Harwood all in favour.

Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Biffa	522C33192	£24.17	Invoice in dispute (extra collection)
Credit	Biffa	522M11634	-£24.17	Credit note for above
DD	Sage	63815812	£8.40	Payroll software
DD	Google Ireland	3726631919	£8.28	Secure email
DD	Microsoft	E0300AP8PY	£9.48	Software License
DD	Barclays Bank			Account Fees
DD	South West Water	69618129	£123.75	Public Toilets water & waste chg's
BACS	SeaDog It	3374	£19.95	Hosting Fee
BACS	HMRC		£237.39	Tax & NI
BACS	Wages		£1,635.19	Staff Costs
BACS	Duchy Cemeteries	1962	£425.00	Interment Fee
BACS	Institute of Cemetery Management	4848/2020/21	£95.00	Cemetery Membership Renewal
BACS	CALC	2021_141	£874.52	CALC Membership Renewal
BACS	Glenn Humphries Landscaping	11597	£783.60	Grass cutting verges & Trelavour
BACS	Glenn Humphries Landscaping	11596	£802.80	Cemetery grass cutting
BACS	MA Grigg	S70276	£192.00	Playing Field Gate
DD	EDF	673109296083	£32.00	Cemetery Electric
BACS	Came & Co	15175116	£1,582.20	Insurance

Total Spend for April £6,779.56

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
BACS	Glenn Humphries Landscaping	11598	£633.60	Grass cutting playing field
BACS	Rospa Play Safety	48131	£316.20	Annual Safety Check and new check lists

Total £949.80

Grand Total for the month £7,729.36

- b) To approve the bank balances as at 31st March 2020.
Approved proposed by Cllr Mrs T Edmunds seconded by Cllr Mr N Edmunds, all in favour.
- c) To agree the transfer of half of the playing field budget to the Playing Field Account.
£5130.00.
Approved Proposed by Cllr Howard seconded by Cllr Kelsey all in favour
- d) To agree to the clerk using the Parish Council card for the purchase of food vouchers.
Approved proposed by Cllr Mr N Edmunds seconded by Cllr Harwood all in favour.

50/20 Items for the next agenda

To discuss the banning of dogs in the Playing Field.
Online management course.

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.

51/20 Confidential items –

Staffing – Staff holiday hours c/f from 2019-20 to the current year, additional hours being worked. Resolved.

Review of wages and salaries - Staffing Committee meeting to be arranged.

Interviewing of applicants – Cannot safely be carried out at this time.

There being no other business to be transacted the Chairman closed the meeting at 20.05pm.

Signed: