

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday
6th December 2022 at 7.00pm

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

Present: Cllr Clarke (Chairman), Cllr Burnett (Vice Chair), Cllr Kelsey, Cllr Taylor, Cllr Edmunds, Cllr Griffin, Cllr Sinnott.

In Attendance: Lynn Clarke Clerk, Cornwall Cllr Dick Cole (CC Cole)

200/22 Apologies.

Cllr Jones, Cllr Dowd, Cllr Harwood. Apologies accepted.

201/22 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.

202/22 Public Participation (to include Cornwall Councillors Report).

a) Public Participation:

An email received from the Poppy Appeal Organiser in St Dennis thanking the Parish Council, staff and volunteers for all of their help with the road closures was read out. Cllr Taylor informed that the barriers on the Manson Place to Trelavour Road have now been removed and thanked Cornwall Cllr Cole and the Clerk for their efforts in arranging this.

b) Cornwall Cllr: [Report](#)

In addition to the report Cllr Cole informed that there is a strong possibility funding has been obtained for scoping works, for the multi-use trail between St Dennis and the Goss Moor.

203/22 To adopt the minutes of the Ordinary Council Meeting on [Tuesday 6th September](#) & [Tuesday 1st November 2022](#).

Resolved - To accept the minutes. All others present in favour.

204/22 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.

[Education Bursary Meeting](#) – Grant offer paperwork reviewed, bank balances approved, report on applicants to date accepted, 2 pending applications reviewed and partly approved, 4 new applications received 1 approved, 1 agreed in principle, 1 withdrawn, 1 refused. Potential spends from the meeting £5528.23.

[Playing Field Trust](#) – Purchase of new swing seats agreed, purchase of entrance signage agreed, purchase and installation of a new bin agreed.

[General Purpose, Finance and Audit](#) – Model Councillor / Officer Protocol agreed, Cllr Application form agreed, review of Complaints Policy, adoption of Coronation Event Working Party Terms of Reference, process agreed for the sale of land at

Hendra Prazey, office rent increase agreed, footpath cutting for 23-24 agreed, 2nd quarter budget figures agreed.

[Staffing Committee](#) – approval of the NJC pay rates for 2022 – 2023, back pay from April 2022.

It was **Resolved** to accept the recommendations from the committees. All present in favour

205/22 Matters Arising – Information only.

Thank you letter and card sent to Cllr who has left.

Dates for office closure have been advertised.

Letter in support of the Clay Network Boundary remaining the same has been sent.

Site visit has been undertaken regarding the tree in School Lane, the school need to be contacted regarding the removal.

206/22 To agree the delegated decision made over the past month.

None.

207/22 Clerks Report:

[Clerks Report](#) - Noted

208/22 Mobile Speed signage agreement of pole locations.

This was discussed at length.

Cllr Sinnott left the meeting at 7.35.

The maps were reviewed, and some positions amended, it was agreed to investigate the possibility of suitable locations on Hendra Prazey for additional posts. The Clerk informed that a meeting needs to be arranged with Highways to assess the suitability of the locations chosen before costs for the purchase and installation of the posts can be obtained. It was agreed to invite Cllr Cole to the site meeting.

209/22 Hedgehogs R Us Project update on consultation

The Clerk informed that all responses from the consultation had been in favour of this project. The respondents cover several areas within the village.

210/22 Update on the Emergency Plan.

Cllr Edmunds & Cllr Taylor gave brief feedback to the draft Community Emergency Plan. It was agreed that Cllrs will review and provide feedback to the working party via email.

211/22 Review of [Committee Members](#)

Cllr Edmunds requested to be removed from the Imerys Liaison meetings. Cllr Griffin agreed to replace Cllr Edmunds.

Cllr Clarke will step down from the Staffing Committee.

Cllr Griffin to inform the Clerk which committees are of interest after attending committee meetings.

212/22 To appoint members to a dedicated Appeals Panel

It was **Resolved** that Cllr Clarke & Cllr Griffin will sit on this panel. Cllr Dowd was put forward. The Clerk will confirm acceptance prior to producing the new Committee list. Cllr Kelsey will act as a reserve in the event that Cllr Dowd turns down the position. All present in favour.

**213/22 To discuss the placing of a picnic table at Trelavour Prazey.
Deferred.**

214/22 Update on the Neighbourhood Plan

Deferred – Meeting to be arranged in the new year.

215/22 Reports from Outside Bodies

Cllr Kelsey and Cllr Clarke attended Safeguarding for Town & Parish Councils. Report Circulated. [Report.](#)

Cllr Kelsey attended St Stephen in Brannel Parish Council Development & Environment Committee. Report Circulated. [Report.](#)

Reports Noted

216/22 Consultations/Surveys received up to the time of meeting.

None

217/22 Highways and Footpaths Matters

a) Footpaths.

- School Lane: Over hanging tree reported has been inspected. Arrangements are being made to remove this in the new year.

b) Highway Issues:

- Drain cover lifted during floods on Robartes Road - Reported to Cornwall Council.
- Pothole on Carne Hill – Reported to Cornwall Council.
- Flooding at Trevice Terrace – Reported to Cornwall Council.
- Parking issues on Hendra Road reported in – Advice given on where and how to report to Cornwall Council and the enforcement team.
- Update on the Community Network Highways Scheme projects – Circulated.
- Email received from Cormac regarding the refurbishment of an old cast iron finger post sign at Enniscaven – Office to advertise on Facebook to see if volunteers will undertake this work.

218/22 Grant Requests

None.

218/22 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Town & Parish Council Newsletter – Noted.

Steve Double Newsletter - Noted.

Cornish Lithium Newsletter – Noted & shared on social media.

G7 Legacy Project Newsletter - Noted.

Devolution for Cornwall email from Cornwall Council – To be placed on the next agenda.

Invitation to attend the next CERC Community Forum Meeting - Noted.

Invitation to arrange a presentation on how the Magistrates Court functions - Noted.
 Notification of 12% increase on waste collection charges from January 2022 - Noted.
 Notification of external Auditor and costs for 2023 – 24 - Noted.
 Invitation to attend a briefing regarding Cornwall's Devolution Deal - Noted.
 Email regarding the Surviving Winter Fund 2022 – To be placed on the agenda for the next meeting.

220/22 Financial

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

Resolved – to accept payments with the exception of the Southwest Water payment as duplicated from last month. All present in favour.

Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage		£ 14.40	Payroll software
DD	EDF Energy		£ 21.00	Monthly DD for public toilets
DD	Suez	32773273	£ 78.14	Waste Collection October
DD	Suez	32800181	£ 87.26	Waste Collection November
DD	Barclays Bank	13/09 - 12/10	£ 14.20	Bank Charges
DD	Barclays Bank	13/10-13/11	£ 8.50	Bank Charges
DD	Southwest Water	3079463429	£ 182.65	Public Toilets Water
DD	Indeed	70606354	£ 26.37	Job Advert
DD	Indeed	71945419	£ 77.63	Job Advert
DD	Google	4598286250	£ 7.71	Email
DD	BT	Q037	£ 177.23	Rental & Call costs
BACS	HMRC		£ 999.71	Tax & NI
BACS	Staff costs		£ 5,555.29	Staff Costs
BACS	Claytawc LTd	2276	£ 42.50	Photocopying & Room Hire
BACS	Piran Tech	42911	£ 72.24	IT Support
Bacs	Piran Tech	43355	£ 9.94	Backup of computers
BACS	Piran Tech	43407	£ 10.08	Monthly Service Checks
BACS	Cornwall ALC	2223/410	£ 36.00	Cllr Training
BACS	Cornwall ALC	2223/441	£ 36.00	Cllr Training
BACS	St Dennis Band		£ 600.00	Grant
Bacs	A1 Tree & Grounds	1807	£ 852.00	Grass cutting Cemetery & Verges
BACS	Duchy Cemetery's	2808	£ 80.00	Grave Digging
BACS	Duchy Cemetery's	2802	£ 420.00	Grave Digging
BACS	Duchy Cemetery's	2812	£ 80.00	Grave Digging
BACS	Duchy Cemetery's	2811	£ 475.00	Grave Digging
BACS	Gould Electronics	109611	£ 64.80	Radio Hire
BACS	Scribe (Starboard Systems)	3384	£ 561.60	Software License
BACS	Claytawc LTd	2296	£ 53.34	Room Hire & Photocopying
BACS	Central Cleaning	203153	£ 432.00	Contract Cleaning
Card	Giff Gaff	1668557804614	£ 10.00	Mobile Phone Contract
card	J Parker Bulbs	21630103	£ 42.50	Flower Bulbs for Cemetery

101040	Cancer Research St Dennis	£	52.15	Plot refund
	Total	£	11,180.24	

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	13-10-13-11	£ 9.05	Bank Charges
DD	EDF Energy		£ 10.00	CCTV Electric
BACS	Sutcliffe Play	6683	£ 1,081.15	Cableway repairs
BACS	Wisdom Signs	8537	£ 67.20	Entrance Signs
BACS	Glasdon	852096	£ 204.19	New Bin
	Total		£ 1,371.59	

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	13/10-13/11	8.50	Bank Charges
BACS	Applicant 13	ED34/22	350.00	Grant Issued
BACS	Applicant 11	ED33/22	850.00	Grant Issued
BACS	Claytawc	£2,296.00	15.00	Room Hire
BACS	Applicant 10	ED33/22	1,328.28	Grant Issued
	Total		2,551.78	

- b) To approve the bank balances as of 31st October 2022.
Resolved – To approve the bank balances. All present in favour.
- c) To accept the recommendations for the 2023 – 2024 budget.
Resolved - To accept the required budget for 2023 -24. All present in favour.
- d) To agree the precept for 2023 – 2024.
Resolved – To submit the precept demand for £140,026. All present in favour.

221/22 Items for the next agenda

Community Emergency Development Plan
 Placing of a picnic table on Trelavour Prazey
 Cornwall's Devolution Deal.
 Surviving the Winter Fund.

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.

222/22 Confidential items –

Staffing & GDPR Committee Meeting recommendations – Confidential Section.

Agreement of the appointment of the Senior Administrator.

Agreement of pay scales for new staff member.

Contract for Senior Administrator approved.

It was **Resolved** – To accept the recommendations. All present in favour.

Meeting closed 20.25 pm.

Signed: