

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held in the Clay
Tawc Centre on 7th January 2020 at 7.00pm

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

In Attendance: Lynn Clarke Clerk, Cornwall Councillor Mr Fred Greenslade.

195/19 Apologies

Cllr Lodomez, apologies accepted. Cllr Cotton and Cllr Howard absent.

196/19 Declarations of Interest

None, 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.

197/19 Public Participation (to include Cornwall Councillors Report)

- a) **Public Participation:** No members of the public present.
- b) **Cornwall Councillors Report:** Following a query raised by a member of the public regarding the allocation of houses at the new site on Carne Hill. Cllr Greenslade has contacted a senior housing officer to enquire why the houses have not been allocated to more local people. Cllr Greenslade was informed that as they are open market properties they can be allocated as required and it is not necessary to have a local connection to obtain a tenancy for these properties. Cllr Mrs T Edmunds and Cllr Mr N Edmunds have also received feedback from members of the public regarding the allocation of the new properties to people from outside the Parish.

After Consideration all Cllrs agreed that the need for local connections should be included in the neighbourhood plan for future developments.

Cllr Greenslade will contact the Senior Affordable Housing Officer and enquire as to the procedures of the allocation process, updating the Parish Council on his findings. Cllr Greenslade spoke of Cornwall Councils plans on tackling Climate Change, informing that it is a high priority at the moment for Cornwall Council. One project that is currently underway is the tree planting which is being carried out throughout Cornwall.

198/19 To adopt the Minutes of the Ordinary Council Meeting held on the 3rd December 2019.

Minutes for the 3rd December were approved. Proposed by Cllr Mr N Edmunds seconded by Cllr Harwood, all in favour.

199/19 To note the minutes from the following meetings and adopt the recommendations therein:

- a) General Purpose, Finance Staffing and Audit: To agree the Earmarked Reserves, the budget and the Precept for 2020 – 2021. The

recommendations were adopted. Proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour.

200/19 Matters Arising – Information only.

Clerk advised:

- A reply has been sent to the enquiries raised by a member of public at the last meeting.
- A letter has been drafted for the Working Man's Club regarding the proposed VE Day Anniversary event.
- Training has been provisionally booked.

201/19 Clerks Report

The Clerk informed of an incident of Anti-Social Behaviour where four teenagers verbally abused the cleaning contractor when they arrived to clean the public toilets, the teenagers left rubbish strewn around the facility, it was also reported that the teenagers were throwing rubbish into the road causing issues for passing vehicles.

The bin at the playing field lower entrance has again been thrown into the leat during the course of the month, this has been reported to Brannel School and an email has been received notifying that the pupils identified have been spoken to by the school.

A spare strimmer within the Cemetery shed has been identified as possibly serviceable, Cllr Clarke suggested that this be taken for a quotation on the repairs costs and placed on the next agenda for a decision.

202/19 To discuss the Parish Councils response to questions for a student's dissertation.

Resolved – The Parish Council will not be responding as they are an impartial body. Recommending that the student contact members of the public for their views.

203/19 To discuss and agree Clerks Training Courses.

Deferred until March Meeting

204/19 Update on Neighbourhood Plan

Cllr Mrs T Edmunds proposed that to move the plan forward the steering group employ a consultant with the expertise and knowledge to help with the formulation and public consultation. All Cllrs agreed Cllr Mrs T Edmunds will arrange a meeting with the steering group and consultant to discuss options. Findings to be reported back to full Council

205/19 Update from the Parish Council Surgery and to arrange a date for the next Surgery.

Cllr Mrs T Edmunds suggested that each surgery tackle different issues within the Parish, although all views are welcomed it may be advantageous to have a theme. This was discussed and agreed by all Cllrs.

Cllr Clarke and Cllr Mr N Edmunds had several members of the public stopping for a general chat about issues within the village which was very encouraging.

The next Surgery topic will be Anti-social behaviour and will be held on Saturday the 25th January between 9.30 and 11.30.

206/19 To discuss agree the purchase of 2 garden shovels and a garden fork.

Resolved – To purchase the equipment up to a cost of £70. Proposed by Cllr Taylor seconded by Cllr Mr N Edmunds all in favour.

207/19 To Discuss ideas for the 75th Anniversary of VE Day.

Deferred until after the meeting with the Working Man's Club Representatives

208/19 To agree extra hours for the painting of Enniscaven bus shelter and the installation of the notice board.

Resolved – To agree an additional 4 hours for each casual labourer, proposed by Cllr Clarke seconded by Cllr Mr N Edmunds all in favour.

209/19 To agree future procedures for office closing.

Cllr Clarke suggested that over the Christmas period the office staff should alternate with the duties of opening and closing to share the responsibility. It was also suggested that over the period the emails should still be checked on a regular basis to ensure that important matters are addressed. In future an out of office reply will be set up on the emails with alternative contact details for any urgent matters, it was decided that the out of office reply should also be used for weekends, so that any person who emails will be aware that the matter will not be dealt with until office opening hours and given an alternative method of communication for urgent matters.

Cllr Clarke also raised that a member of the public had complained the main building door was locked but the Parish Council office was advertised as being open. This was discussed at length and it was agreed that this was a one-off occasion, but this also occurs regularly on a Friday as the Claytawc Centre is closed. Usually there would only one person in the office, and it was noted that it is not advisable to have members of the public visiting due to enhanced risk to staff. Notice to be placed on the website and Facebook to advise the public that we can be contacted via telephone or email only in these circumstances.

210/19 Reports from outside bodies.

China Clay Community Network Panel Meeting – Cllr Kelsey provided a written report circulated to all Cllr's.

Development and Environment Committee – Cllr Kelsey attended as St Dennis Parish Council Representative. Written report provided for all Cllrs.

211/19 Consultations and surveys received up to time of meeting

None

212/19 Highways and Footpaths Matters

- a) Update on footpaths – the footpath running from footpath 30 to Hendra Heights is in need of attention this has been reported and currently awaiting an update from Cornwall Council. **Action** clerk to chase.
- b) Highways Issues – Grit bin at Hendra Heights has still not been refilled. **Action** Clerk to chase.

213/19 Grant Requests

None

214/19 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Email invitation for exploring climate change workshop – circulated.

Email received standards committee update – Read

Card received from Rev Mary thanking the Parish Council for their entry in the Festival of Christmas Trees.

Letter received from the over 70's group. thanking the Parish Council for their contribution towards the Christmas meal.

Letter received from The Royal British Legion Poppy Appeal, thanking the Parish Council and staff for their support with the road closures during the Remembrance Parade.

Email received from King Ramps Ltd regarding skate park events – Clerk to investigate further and place on the agenda for discussion at a playing field meeting.

Cornwall Rural Housing association Limited letter received regarding the recruitment of volunteers – To be placed on the Parish Council Facebook page.

Letter received by all Cllrs from South West Water – Clerk to reply.

215/19 Financial

- a) To approve December's payments to creditors as presented to the table.
With one payment removed and the payment methods added the payments were accepted. Proposed by Cllr Mr N Edmunds seconded by Cllr Taylor all in favour.

Community Account			
CHQ No:	Name	Cost	Reason
	Glenn Humphries	£291.60	Trelavour Prazey and verges
	Glenn Humphries	£267.60	St Dennis Cemetery grass cutting
DD	Microsoft	£9.48	Online services
DD	Microsoft	£9.48	Online services
DD	Sage	£7.20	Payroll software
DD	Google Ireland	£8.28	Secure email
BACS	Wages	£2,474.85	Staff costs
BACS	HMRC	£164.15	Tax and NI
BACS	Imattination	£42.00	Id badges
BACS	Scribe	£462.00	Accounts Annual Software Licence
101028	Duchy Cemetery's	£375.00	Interment
101028	Duchy Cemetery's	£65.00	Internment of ashes
BACS	Kernow Training Ltd	£170.00	Strimmer training
Card	Vodafone	£20.00	Top up of both phones
BACS	ClayTAWC	£1,111.78	office rent /room hire and photocopying
BACS	ClayTAWC	£20.00	Donation to 15 from 1 Project
BACS	Seadog IT	£19.95	Monthly hosting fee
BACS	Complete Business Solutions	£131.86	Ink
BACS	B.E White	£65.00	Assistance with budget and precept
DD	EDF	£16.18	Cemetery Electricity Bill

DD	Barclays	£22.95	Account Charges
101027	Central Cleaning	£316.80	Cleaning of Public Toilets
Card	Curry's PC World	£303.00	Office Laptop
Total spend for December			
BACS	2019	£6,374.16	

Playing Field**CHQ**

No:	Name	Cost	Reason
BACS	Arbsense Ltd	£750.00	Playing fields tree maintenance works
BACS	Glenn Humphries	£211.20	Playing Fields Grass Cutting
DD	Barclays	£6.55	Account Fee and Cheque payments
Total		£967.75	

Education**CHQ**

No:	Name	Cost	Reason
BACS	Claytawc	£3.60	photocopying
DD	Barclays	10.55	Account fee and cheque payments
Total		£14.15	

- b) To approve the bank balances as at 30th November 2019.

Approved Proposed by Cllr Mr N Edmunds seconded by Cllr 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.

216/19 Confidential items –**Staffing –**

Resolved to have extra cover in the office on a Friday on a temporary basis.

Footrest to be purchased if required up to a value of £20.00

Partial home working approved for the clerk on a temporary basis over the next seven weeks.

There being no other business to be transacted the Chairman closed the meeting at 20.45pm.

Signed: