

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday
4th July 2023 at 7.00 pm.

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

Present: Cllr Clarke (Chair), Cllr Burnett (Vice Chair), Cllr Kelsey, Cllr Griffin, Cllr Harwood, Cllr Edmunds.

In Attendance: Lynn Clarke Clerk, Senior Administrator Tracey Hutton, Cornwall Cllr Dick Cole (CC Cole), and a member of the public.

100/23 Apologies.

Cllr Hawkins, Cllr Edmunds & Cllr Taylor. Apologies accepted.

101/23 Declarations of Interest.

Cllr Kelsey & Cllr Griffin declared an interest in item 22 on the agenda as they are aware of a grant application that has been submitted by an organisation that they are part of. The Clerk confirmed that a grant has been submitted and they were advised to leave the room during the discussion of this item.

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.

102/23 Public Participation (to include Cornwall Councillors Report).

a) Public Participation:

No Members of the public present.

Cllr Griffin informed that she had been asked about progress on a longstanding water leak at Hendra Prazey, enquiring if there had been any updates on fixing this issue.

The Clerk informed that there are two leats that have been leaking onto the road. One problem has been addressed by the landowner. The other issue has been ongoing for over a year, and as far the office is aware, the landowners in this area need to investigate and take appropriate action to resolve the problem. The office has not received any updates to date.

Cllr Clarke has been informed of fly-tipping at the Church and in the car park. The office will contact the Church Warden and notify them of the problem.

b) Cornwall Cllr: (CC Cole)

CC Cole provided a written report that can be found [here](#).

CC Cole informed that he would forward a report on the findings by Sustrains on the multi-use trail from St Dennis to the Goss Moor.

CC Cole circulated a copy of his newsletter. The findings from the Neighbourhood Plan Consultation have been included within the document and Cllrs were invited to provide feedback on this section of the newsletter.

Cllr Clarke thanked CC Cole for his report and his help with the Neighbourhood Plan to date.

103/23 To adopt the minutes of the Ordinary Meeting of the Parish Council held on the [Tuesday 6th June 2023](#) and the additional Ordinary Council Meeting [Wednesday 28th June 2023](#).

Resolved - To adopt the minutes. All present in favour.

104/23 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.

[General Purpose Committee Meeting](#) – Asset Register approved, Financial Risk Assessment amended and approved, Cllrs appointed to undertake internal audit, Interim Audit by internal Auditor approved, bank signatories reviewed, management of the Playing Field Trust approved, update given on the new bank account, temporary grass cutting contract for the playing field approved.

[Playing Field Trust Committee Meeting](#) – Refusal of request to use an area of the playing field known as Penny Darn for a garden extension to grow vegetables. Quotations to be obtained to have the area fenced and cleared so access can be obtained; to run a public consultation for a proposed secure dog walking area on the land known as Penny Darn; to approve the purchase of bug homes, bird boxes and bushes via email to enhance the area cleared of fly tipping; to purchase wildlife cameras for the area with the intention to share footage with the community; quotes to be obtained for repairs highlighted in the ROSPA report that cannot be undertaken by our staff and for said quotes to be agreed via email; replacement bench for the skate park area approved; quotes to be obtained and approved via email for cementing an area between the bench and the existing path; replacement basket swings purchase approved; installation costs for replacement gym equipment approved; 12 month electric contract approved; skate park refurbishment approved; permission retrospectively given for the Carnival Committee to use the Playing Field for events.

It was **Resolved** to accept the recommendation of the General-Purpose & Audit Committee and the Playing Field Trust. All present in favour.

105/23 Matters Arising – Information only.

The Clerk informed that the Audit paperwork has been submitted. Confidential waste bags have been ordered, all other matters are being addressed or on the agenda for discussion at this meeting.

106/23 To agree the delegated decisions made over the past month.

Resolved to approve the delegated [decisions for July](#). All present in favour.

107/23 Clerks Report:

[Clerks Report](#) - Noted.

108/23 To discuss plans for Remembrance Day 2023.

This was discussed at length; it was noted that St Dennis is currently without a vicar and suggestions were put forward for a suitable person to officiate at the service and how this can be managed. The Clerk highlighted that the office has not got the capacity to manage

and arrange the whole event. Cllr Clarke offered to make some enquiries and will report back to the Council.

109/23 To agree the Parish Council submitting the road closure for the Remembrance Parade.

It was **Resolved** to submit the road closure application once times for the day have been confirmed. All present in favour.

110/23 To approve the costs on the repair of the lock on the wall gate unit.

It was **Resolved** to agree the costs of £689.47 for the repair of the unit. All present in favour.

111/23 To discuss the Good Citizen Award 2024 and to agree any promotional actions.

It was **Agreed** to hold the event for 2024 and to launch this at the presentation for this year's winners on Thursday 6th July. Cllr Kelsey suggested that the name be changed, this was discussed, and it was decided to add in an additional sentence to better highlight why people can be nominated. It was agreed that the name cannot be changed without the purchase of new trophies. All present in favour.

112/23 To retrospectively agree training costs for office access to Cornwall Council's Learning Hub.

It was **Resolved** to agree the costs. All present in favour.

113/23 To adopt St Dennis Parish Council [Reserves Policy](#).

It was **Resolved** to adopt the Policy. All present in favour.

114/23 To receive a report from the Coronation Committee on the donations raised at the event.

Cllr Clarke informed that £486.38 had been raised in donations at the event and the Working Party would be making the presentation to the Bell's appeal at a Carnival Event on Thursday.

115/23 Update on the Community Emergency Plan.

Deferred.

116/23 Update on the Neighbourhood Plan.

CC Cole was invited to provide an update on behalf of the working party. Members were informed that the responses to the consultation have been evaluated and the feedback has been placed in CC Coles newsletter. A meeting has been arranged for the 12th July to discuss the direction of travel based on the responses received. The aim being to produce a shorter questionnaire that requires more in-depth responses to specific issues that have been highlighted by residents in the original consultation.

117/23 Reports from Outside Bodies

Cllr Clarke and Cllr Kelsey attended the Community Area Partnership meeting on the 26th June. A verbal report was given, Cllr Kelsey informed that this was more of an introduction meeting as it was the initial meeting in the new format. The meeting included team building between members and discussions to identify the needs of individual areas. Conversations

were held on how the new arrangements can be best utilised by the members moving forwards. Cllr Kelsey will provide a written report for circulation.

118/23 Consultations/Surveys received up to the time of meeting.

Home Choice Consultation – Zoom Meeting to be arranged to discuss the consultation and possible responses in more detail. CC Cole to be invited. All present in favour.

Cornwall and Isles of Scilly Integrated Care Strategy – Cllrs to provide individual responses.

119/23 Highways and Footpaths Matters

a) Footpaths.

- Gully's Lane – Rusted post reported to CC.
- Working Man's Club to Kellow Road – Footpath overgrown, cut back by the PC, complainant rang to thank for prompt response.
- Broken glass reported on footpath – reported to Biffa.

b) Highways.

- Carne Hill to B3279 vegetation from the hedgerow obscuring vision of drivers – reported to Cornwall Council.
- Increase in Lorry's using Hendra Road – reported to CC Cole and Cormac.
- Accident and damage to road sign on Hendra Road – Sign reported to Cornwall Council.

Cllr Griffin & Cllr Kelsey left the meeting room.

120/23 Grant Requests

a) St Dennis Church Ringers and Tower Fund application for funding a mailshot to local residents.

Cllrs were made aware that the Parish Council cannot fund grants for repairs / maintenance of Church Buildings under the Local Government Act 1894. Other types of assistance were discussed, but a decision could not be made as Cllrs were inquorate.

Cllr Kelsey and Cllr Griffin were invited to re-join the meeting.

b) To approve the transfer of half of the Playing Field Trust Grant for 2023-24.

It was **Resolved** to approve the transfer of half of the agreed budget to the Playing Field Trust account. All present in favour.

121/23 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Steve Double Newsletter.

Invitation to attend China Clay Area and Luxulyan Area Community Partnership Meeting.

G7 Legacy project newsletter.

Town and Parish Council newsletter.

122/23 Financial

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

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

Community Account

| CHQ No: | Name | Invoice Number | Cost | Reason |
|---------|------------------------------|---------------------|-------------|----------------------------------|
| DD | Sage | UK-03427870 | £ 15.60 | Payroll software |
| DD | EDF Energy | T87521180021 | £ 13.66 | Electric Bill Public Toilets |
| DD | Barclays Bank | 15/05/23 - 12/06/23 | £ 13.00 | Account fee |
| DD | Giff Gaff | 1686871133975 | £ 10.00 | monthly tariff |
| DD | Nest Pension | | £ 78.81 | Pension Contributions |
| DD | Southwest Water | 4082324869 | £ 11.73 | Water Rates Cemetery |
| DD | Suez | 33012726 | £ 88.50 | Waste Collection Services |
| Card | Screwfix | A5900537394 | £ 193.67 | Paint/Brushes/Coveralls etc |
| Card | Britannia Lanes | Our Order No: 8 | £ 86.40 | Secure Shredding Bags x 8 |
| BACS | Cornwall Council | | £ 60.00 | Learning Hub Licences |
| BACS | ClayTAWC | 2415 | £ 1,775.56 | Office Rent / photocopying |
| BACS | Central Cleaning | 2311 | £ 390.00 | Public Toilet Cleaning |
| BACS | Banner | 9812099 | £ 17.95 | Extra Heavy Duty Refuse Sacks |
| BACS | Brandon Hire Station | 12630671 | £ 75.23 | Weed Brush Hire Machine + Petrol |
| BACS | St Austell Bay Plastics | 5601 | £ 466.80 | Replace Panels |
| BACS | NBB Recycled Furniture | 3766094 | £ 498.00 | Replacement Cemetery Bench |
| BACS | Kernow PAT Testing | 976 | £ 20.70 | PAT Testing & Inspection |
| BACS | B H Construction | 2223/55 | £ 6,073.00 | Cemetery Walls Works |
| BACS | Microsoft | | | On-Line Services |
| BACS | HMRC | | £ 1,061.83 | Tax & NI |
| BACS | Staff costs | | £ 4,658.71 | Staff Costs |
| BACS | Piran Tech | | | Monthly back up |
| BACS | Duchy Cemetery Ltd | 3007 | £ 90.00 | Grave digging |
| BACS | Duchy Cemetery Ltd | 3029 | £ 500.00 | Grave digging |
| BACS | ICCM | 4848/2023/24 | £ 95.00 | Annual Membership |
| BACS | A1 Tree & Grounds Ltd | 1880 | £ 1,764.00 | Grass Cutting |
| BACS | Cornwall Supplies Cleaning | 709 | £ 25.06 | Toilet Rolls |
| BACS | Brannel School | 2324/23 | £ 35.00 | Cemetery Bat Box |
| BACS | The Pitch CIC | Grant | £ 230.19 | Grant to refurb Defib Machine |
| BACS | St Dennis Carnival Committee | Grant | £ 300.00 | Grant for Trophies |
| BACS | Queens Garage | 2324/20 | £ 14.58 | Petrol for Weed Control Machine |
| BACS | Queens Garage | 2324/29 | £ 16.11 | Petrol for Strimmer |
| | Total | | £ 18,679.09 | |

Playing Field

| CHQ No: | Name | Invoice Number | Cost | Reason |
|---------|---------------|---------------------|------------|-------------------------|
| DP | Barclays Bank | 15/05/23 - 12/06/23 | £ 8.50 | Account Fee |
| DD | EDF Energy | | £ 1.00 | Monthly DD Electric |
| BACS | DSW | SI-2100 | £ 4,170.00 | Playing Field Clearance |
| | Total | | £ 4,179.50 | |

Education Bursary Fund

| CHQ No: | Name | Invoice Number | Cost | Reason |
|-----------------------------|---------------|-----------------------|------------------|---------------|
| DP | Barclays Bank | 15/05/23 - 12/06/23 | 8.50 | Account Fee |
| BACS | Applicant 4 | Grant | 1,097.50 | Grant issued |
| BACS | Applicant 2 | Grant | 300.00 | Grant issued |
| BACS | Applicant 3 | Grant | 300.00 | Grant issued |
| Total | | | 1,106.00 | |
| Grand Total for June | | | 23,964.59 | |

b) To approve the bank balances as of 31st May 2023.

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

123/23 Items for the next agenda

Remembrance Day Parade

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.

124/23 Confidential items –

None

Meeting closed 20.40 pm.

Signed: