

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at St Dennis Methodist
Chapel on Tuesday 11th January 2022 at 7.00pm

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

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

In Attendance: Lynn Clarke (Clerk), Sharon Davey Administrator, Cornwall Cllr Dick Cole arrived at 8.00pm, Rev Arthur and one member of the public.

229/21 Apologies.

Cllr Harwood, and Cllr Taylor. Apologies accepted.

230/21 Cop-option of new Councillor

Cllr Clarke put forward a recommendation from the interview panel to Co-opt Marc Dowd onto St Dennis Parish Council. It was **Resolved** to accept the recommendation.

231/21 Declarations of Interest.

Cllr Clarke & Cllr Mrs T Edmunds declared an interest in item 20 and were advised that due to their knowledge on this item they could inform members about the item but should refrain from voting. 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.

232/21 Public Participation (to include Cornwall Councillors Report).

a) **Public Participation:**

- Rev Arthur thanked the Parish Council for their assistance in the organisation of the Remembrance Parade held in November 2021.

b) **Cornwall Councillors Report:**

It was agreed to defer this item until later in the meeting as the Cornwall Cllr has advised that he would be arriving late due to other commitments.

233/21 To adopt the minutes of the Ordinary Council Meeting on Tuesday 7th December 2021.

Resolved- To accept the minutes with the following amendments:

Minute Ref 201/21 MOP is Member of Public.

Cllr Cole to be replaced with Cornwall Cllr Cole throughout the minutes.

226/21 a) remove the wording "stumps have been removed up in the Cemetery" and replace with "invoice has been reviewed".

Cllr Dowd abstained as not a Cllr when the meeting was held. Cllr Jones & Cllr Sinnott abstained as not present at the meeting. All others present in favour.

234/21 To note the Minutes of the of the following meetings and Full Council to adopt the recommendations therein.

Education Grant Committee – Meeting Cancelled due to applications being incomplete.

235/21 Matters Arising – Information only.

- GP Surgery – work has been started to tidy the front.
- Padlocks have been purchased and changed. Two padlocks require cutting off, Cllr Mr T Edmunds agreed to undertake.
- School Lane – No action has been taken.
- Electrical installation in the Playing Field has been scheduled in for the 10th February.
- Email from the monitoring Officer has been re-circulated.
- Consultation on Planning Application Validation list – Circulated.
- Responses from Cornwall Council regarding the overgrown hedges have been forwarded.
- Response from Cornwall Council regarding the footpath between Trelavour Road and Manson Place has been forwarded.
- Parking Issues near the Spar Shop & Kebab Shop – The Office Administrator informed that Parking Enforcement would arrange some ad-hoc visits and asked for clarification from Cllrs on specific times that this issue is more prominent to aid the Enforcement Team in arranging targeted visits.

236/21 To agree the delegated decisions made over the past month.

None.

237/21 Clerks Report:

The Clerk informed that a report has not been written for this meeting.

238/21 Update on the tarmac in Trelavour Square.

A report has been received informing that the tarmac has been laid within the specifications set out by highways.

239/21 Update on the Information Boards.

Cllrs were informed that there would be an additional charge of £80 for the new proofs to be drafted.

It was **Resolved** to accept these costs. All present in favour.

240/21 Update on plans for the celebration of the Queens Platinum Jubilee.

- Meeting has been arranged for the 12th January and community groups have been invited.
- Commemorative memorabilia have been identified and a brochure circulated to Cllrs.
- Rev Arthur was asked about the possibility of a beacon being lit in the Church car park, this was agreed in principle, further discussion will be required prior to confirming.

241/21 Update on the land between Dunstan Close and School Lane.

This was discussed at length, and it was **Resolved** to consult residents before proceeding with the purchase. To review responses once received and re-evaluate. All present in favour.

Action – Office to place consultation on Facebook and the Website outlining potential costs, questions added to Neighbourhood Plan consultation.

242/21 Update on the installation of public charging points for electric vehicles and land ownership.

The Clerk informed that the intention of the Cornwall Council Scheme is to use Cornwall Council car parks and for these charge points to be managed in partnership with another organisations.

The land at the bottom of Trelavour Road, records indicate that this is Parish Council owned, but confirmation through Land Registry was advised.

Email circulated inviting Cllrs to discussion / information meeting on electric charging points and possible funding.

Resolved – To obtain Land Registry Details, and for the Clerk to use the Parish Council Debit card for the purchase. All present in favour.

243/21 To discuss speed signage and controls.

This was discussed at length. It was agreed to ask Cornwall Councillor Cole if further speed monitoring could be carried out in various locations within the village.

It was highlighted that the Clay Community Network Panel Highways Scheme had approved a mobile sign to be used at various locations within the area.

Action – Office to investigate outcome of the speed signage as highlighted above and to forward request to CC Councillor Cole for further monitoring.

244/21 Update on HGV signage.

Reply from Cormac has been received informing that the signage in the area of Hendra Prazey is currently under review. Parish Council concerns will be forwarded to the project team.

Confirmation has been requested regarding the sign being raised on Rectory Rd / Whitegates junction, to allow a better view for HGV drivers.

It was **agreed** that the signage in this area was not sufficient. **Action** – Office to inform that the sign on the junction is not suitable for the location as HGV's do travel to the Rural Workshop at the end of this road. Recommendation for further signage should be installed near the Rural Workshops towards Hendra Prazey, advising that the road is unsuitable for HGV's. It was noted that there is a low bridge sign, but this is not easily seen by road users. Cllrs also advised that the signage on the road into St Dennis (under the Village sign) near the crossroads advising the village is not suitable for long vehicles, this should be reviewed as this provides contradictory information to drivers following the strategic freight route through the village. **Action** – Office to pass this information onto Cormac.

245/21 To agree the costs for the valuation of the land at Hendra Prazey.

The office advised that two free valuations had been provided and one valuation that would incur charges.

Debate followed on selling the land both with or without planning permission and the potential costs/benefits. It was **Agreed** – To seek advice from planning consultants and estimation of costs for Cllrs to consider.

246/21 To agree the cost of the licence for prepaid postage for the Neighbourhood Plan consultation.

Resolved – to purchase the licence at a cost of £99.50 and to use the Parish Council Debit card if required. All present in favour.

247/21 To agree the removal of further trees in the Cemetery highlighted by the review of the CCTV.

Cllr Clarke and Cllr Mrs T Edmunds advised members that when they had reviewed the CCTV images, further trees were identified that blocked the view of the cameras towards the burial area of the Cemetery. Cllr Clarke and Cllr Mrs T Edmunds have obtained a quote from a contractor for the additional work required, further quotes were being obtained by the office. The work needs to be undertaken before the nesting season officially starts. Whilst it was agreed that the work needed to be undertaken, concerns were expressed at the number of trees currently being removed, it was agreed that consideration is required for the replacement of those being removed with a suitable alternative. **Action** – Item to be placed on the Cemetery agenda.

It was **Resolved** – To agree the additional tree removal costs via email, and to exclude Cllr Clarke and Cllr Mrs T Edmunds from this decision as they have been involved in obtaining the quotes.

248/21 Update on the Neighbourhood Plan.

Cllr Mrs T Edmunds informed that the Working Party had met to review the original questionnaire and forwarded some amendments to Cornwall Cllr Cole for consideration. CC Cllr Cole has provided a draft copy for all Cllrs to review.

Additional costs for printing and room hire were discussed. It was **Resolved** – That any costs required over the coming month be agreed via email. All present in favour.

249/21 To agree the reviewed Risk Assessment for office working in line with recent Government Guidance.

[Office Risk Assessment 10th December 2021](#)

Resolved – To agree the Risk Assessment. All present in favour.

250/21 To review and agree the Scheme of Delegation.

[Scheme of Delegation](#)

It was proposed to set the limit of delegated spend to £5000 to cover costs should the Parish Council not be able to meet. It was **Resolved** to adopt the amended Scheme of Delegation. All present in favour.

251/21 To note Cornwall Council submission of EOI for a multi trail between St Dennis and Goss Moor NNR under G7 Legacy Project.

It was agreed to defer this item until later in the meeting.

252/21 To review Code of Conduct Training attendance.

Cllrs were advised that this training is now mandatory and must be refreshed every 18month – 2 years. 5 Cllrs were identified as requiring training.

It was **Resolved** to agree the cost of £20 per delegate plus VAT. All present in favour.

253/ 21 Reports from Outside Bodies

None.

254/21 Consultations/Surveys received up to the time of meeting.

Cornwall Council Hackney Carriage (Taxi) Private Hire Vehicle Operator Driver Licencing Consultation – No views to put forward.

Cornwall Council Budget Consultation – Members invited to a meeting regarding the budget. No comments put forward at this meeting.

255/21 Highways and Footpaths Matters

- a) Update on footpaths. Cllr Jones informed that Footpath 18 has been walked and there are currently no issues, adding that this information had been forwarded to the office by Cllr Jones for the December Meeting.

Cllr Mrs T Edmunds has reported an obstruction on a footpath identified through a complaint on Facebook – Cllr Mrs T Edmunds will forward the information to the office.

- b) Highway Issues: Cllr Kelsey advised the white lines for the junctions at Penwyn Crossroads have faded – Office to report to Cornwall Council.

Cllr Sinnott reported potholes at the beginning of Trelavour Road – The Clerk informed that these have been reported to Cornwall Council.

Cllr Kelsey reported potholes along Gothers Road that have previously been filled and informed that these were deteriorating. Office to report to Cornwall Council.

Cllr Mr N Edmunds asked if Double Yellow lines could be considered for the junction of Trelavour Road and Fore Street due to parking issues and traffic flow in this narrow area.

Cllr Mr N Edmunds also highlighted that the pavement in this area did not have a dropped kerb at the end of it to allow safe access for wheelchair users of pushchairs.

Office to highlight to Cornwall Council and liaise with Cornwall Councillor regarding this matter.

256/21 Grant Requests

None received.

Correspondence received from previous applicant to ask if leftover funds of £12.26 could be used elsewhere within the project or if the Parish Council would like the monies returned.

Resolved – To allow the group to keep the remaining funding for future use.

257/21 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Covid updates Town and Parish Council Newsletters – Noted.

Cornish Minority Status – Noted.

CALC Coronavirus Briefing – Information actioned.

Devon and Cornwall PCC's Policy and Crime Plan 2021-25 – Noted.

Cornwall Community Flood Forum Flood Warden Taster Training Workshop – Noted.

Email received – The Chaos Group requesting to advertise on village notice boards a programme being run at the St Dennis Family Hub. – Agreement given to place on Notice Board.

Email received new contact point for the St Austell Voice – Noted.

Annual Price Plan Review – Letter received from Barclays Bank regarding the Education Grant Account – Noted to be put on the agenda for the next Education bursary Meeting.

258/21 Financial

- a) To approve December payments to creditors as circulated, it was noted that the invoice for the gate repairs had been removed from the circulated schedule. It was **Resolved** – to agree the schedule with this amendment. All present in favour.

Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
BACS	HMRC		£546.36	Tax & NI
BACS	Wages		£3,363.02	Staff Costs
BACS	Central Cleaning	202797	£417.60	Contract Cleaning Toilets
BACS	Gallagher Insurance	511635526	£99.64	Insurance
BACS	Duchy Cemetery's Ltd	2504	£420.00	Interment Fee
BACS	Gould Electrics	106048	£64.80	Radios for Memorial Parade
BACS	Cornwall Council		£255.00	May 2021 election recharges
BACS	A1 Tree & grounds Ltd	1676	£576.00	Cemetery & Verge Grass Cutting (Oct 2021)
BACS	ClayTAWC	2098	£1,100.00	Room Hire, Photocopying & Rent
card	W A Allen & Sons	7043	£15.00	Wheelbarrow tyre tubes
card	Safe	S1210599	£215.25	20 padlocks
card	D May & Sons		£14.33	Bin bags
DD	Sage	1625360	£8.40	Payroll software
DD	Google Ireland	67589	£9.20	Secure email
DD	Microsoft			Software License
DD	Microsoft	E0300H57VU	£0.00	Clr Emails
DD	EDF Energy		£13.00	Monthly DD for public toilets
DD	Suez	32500070 15/11-	£68.86	Waste Collection December 2021
DP	Barclays Bank	12/12/21	£10.00	Bank Charges
Total			£7,196.46	

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	15/11- 12/12/21	£8.35	Bank Charges
card	Networksports		£189.74	Netting
Total			£198.09	

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	15/11-12/12/21	£9.05	Bank Charges
bacs	Applicant 4		£274.37	Grant
Total			£283.42	
Grand Total for December 22			£7,677.97	

b) To approve the bank balances as at [30th November 2021](#).

Approved.

259/21 Items for the next agenda

IT Support for the Parish Council
Cemetery Training Course Costs
DBS Checks
Request report from the Tri-Service Officer.

260/21 Cornwall Cllr's Report deferred earlier in the meeting.

Cllr Cole advised that there is not a written report for this evening's meeting. Discussion resumed for the Neighbourhood Plan Consultation, the Cornwall Cllr was updated on the decisions made during the meeting and the receipt of the remittance for the grant. Cllr Mrs T Edmunds requested comments be submitted regarding the questionnaire by Sunday the 16th January.

Cllr Cole informed that his final draft for the housing report had been submitted to Cornwall Council and a response is expected within the next two weeks. Further concerns about the way that housing is being allocated in this area have been brought to his attention and these are currently being investigated further.

Cllr Cole has been advised by Cornwall Council that there have been no responses to the consultation for double yellow lines at Wesley Place, Concerns were raised by Parish Councillors who had submitted responses personally and Cllr Cole was informed that The Parish Council had also submitted a response to the Consultation.

261/21 To note Cornwall Council submission of EOI for a multi trail between St Dennis and Goss Moor NNR under G7 Legacy Project.

Cornwall Cllr Cole advised that an application for funding has been submitted for the project to re-open the old railway line between St Dennis and the Goss Moor. Land Ownership is still being investigated by Cornwall Council.

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.

262/21 Confidential items –

To agree the Staffing Committee consultation recommendations.

A report of the meeting was read to those present and it was **Resolved** to agree the recommendations of the meeting. All present in favour.

To agree additional hours worked in November – Approved 10.25 hours overtime.

To agree recommendations from staffing review meeting – **Resolved** to agree request from a member of staff for flexible working to be reviewed at the end of January

There being no other business to be transacted the Chairman closed the meeting at 20.55pm.

Signed:

DRAFT