

St Dennis Parish Council  
Minutes of the Ordinary Council Meeting held online  
on Tuesday 4<sup>th</sup> May 2021 at 7.00pm

The Chair welcomed all present to the May meeting of the Parish Council, reminding all that this is the last meeting of the old Parish Council and thanking all those in attendance for their service in the past four-year term of office. Cllr Clarke thanked Cllr Howard for her time and the dedication that she has shown during her time with the Parish Council, informing Cllr Howard that she will be missed when the new Council is formulated later in the month. Cllr Clarke spoke for all Cllrs present in saying that the reasons for Cllr Howard stepping down were understood and wished her luck with the new home and all future endeavours. Cllr Clarke stated that as this was an uncontested election, and as such all Cllrs present will remain for the next term of office, and congratulated all on their new appointments as Cllrs, Cllr Clarke said that she is looking forward to working with them all.

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

**In Attendance:** Lynn Clarke Clerk, Rev Paul Arthur.

**30/21 Apologies.**

None.

**31/21 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.

**32/21 Public Participation (to include Cornwall Councillors Report).**

- a) **Public Participation:** Rev Arthur thanked Cllrs for their service during the present term in office, and informed that he is very pleased that the majority of those present will be continuing as new members of office for the next term.  
Cllr Mr N Edmunds has been approached regarding the clearance of the old railway line that runs from St Dennis to the Goss Moor. Cllr Mr N Edmunds asked if there were any updates regarding this project as it has been discussed with several different organisations. The Clerk informed that Network Rail owned the land and it was raised in the last year with them, but no new information has come forward.  
**Action** – Clerk to chase Network Rail.
- b) **Cornwall Councillors Report:**  
Cllr Greenslade was not present and did not provide a report for this meeting.

**33/21 To adopt the minutes of the Ordinary Council Meeting on Tuesday the 6<sup>th</sup> April 2021.**

It was highlighted at the meeting that the wrong minutes had been circulated via email. Cllr Kelsey informed that the draft minutes circulated following the previous Full Council Meeting were in order. The clerk advised that the draft minutes had not been altered since circulation and asked if the members present are happy to adopt the minutes based on those previously reviewed.

**Resolved** - To approve the minutes, proposed by Cllr Taylor, seconded by Cllr Kelsey. All others in favour.

**34/21 To note the minutes from the following meetings and adopt the recommendations therein:**

None

**35/21 Matters Arising – Information only.**

Consultation meeting for the proposed solar farm has been held.

Reference books agreed at the last meeting have not yet been purchased.

A response to the removal of the telephone box has been forwarded.

Member of the public has not yet been contacted regarding the decision for the fence repairs.

Litter pick article is on the website.

Responses to the consultations have been submitted as agreed.

All other items are within the agenda.

**36/21 To agree the delegated decisions made over the past month.**

Advertising costs for the staff vacancy £160 + VAT. Book of condolence purchased £25.98. Petty Cash card purchases totalling £47.86. Advertising the Administrator position on Indeed £64.00. Bulky waste collection card purchase of £26.00 for mattress removal. Repairs to the wet-pour surface highlighted in the ROSPA report £225.60 to South West Play

**Resolved** - To agree the decisions, proposed by Cllr Clarke seconded by Cllr Taylor, all in favour.

**37/21 Clerks Report:**

The spy glasses in the Children's play area have been broken this has been reported to the police. A parts list has been obtained. Need to identify which parts are need replacing.

The asset register list has been updated ready for approval. The picture asset register is still in need of updating.

The basic end of year figures have been drafted and approved by our financial advisor. Full end of year paperwork is ongoing.

The Clerk & Cllr Mrs T Edmunds spent a few hours in the cemetery for people to come forward to check the records that we currently hold. This was very successful. Several residents came forwards and records are currently being updated. One morning a week is currently being dedicated to this task.

Casual labourer has returned to work. Light duties will be required for the next few weeks.

Equipment to repair skate park sign has been purchased. Further equipment to install new signage has also been purchased.

Progress update has been given to the donor for the CCTV installation.

Cllr Clarke informed those present of an incident relating to the transfer of the burial records and it was agreed that if there could be a potential for disorderly conduct by members of the public. The Clerk must be accompanied by a Cllr during such meetings. A vexatious complaints policy to be drafted, and signage is to be installed within the office notifying members of the public that abusive behaviour to staff will not be tolerated. Proposed by Cllr Clarke seconded by Cllr Taylor all in favour.

**38/21 Covid-19 update.**

The court have ruled against an extension to regulations for Town and Parish Councils to hold remote / virtual meetings after the 6<sup>th</sup> May. To continue will require action from Government.

Town and Parish newsletters have been circulated to Cllrs notifying of the various changes since the 12<sup>th</sup> April.

Free Covid tests are now available. Rapid tests can be booked for drive through sites. They can be collected from nominated collection sites, from some pharmacies or ordered for delivery to your home.

Cllr Harwood advised the St Dennis Pharmacy have rapid flow tests available for members of the public to collect.

**39/21 To discuss the renewal of the Tourist Information Boards.**

The clerk informed that this has been on the action file for 3 years and that Cllr Sinnott requested this be placed on the agenda. Cllr Sinnott has recently looked at the information boards installed as part of the Millennium Projects and noted that they are looking tired and could do with being refreshed. These information boards give a wealth of history relating to the village and it would be advantageous to look at having these renewed. This was agreed by those present and discussions took place regarding the images that are currently shown within the boards and how replacement photographs could be obtained. **Action** – Clerk to contact a local resident to see if they have copies of the images required.

**40/21 Update on the telephone box in Trerice Terrace and agree quotations.**

The clerk informed that two quotes have been obtained, several businesses have been approached over the course of the past two months, but no quotes have been provided. Cllr Mrs T Edmunds proposed that the Clerk will approach the college to see if they would use the renovation as part of the course work / training for students. Seconded by Cllr Taylor all in favour.

**41/21 To discuss the provision of a Youth Council.**

The clerk informed the event on 'How to get young people involved in Local Councils' was fully booked. There is an opportunity to purchase a recording of this session for a small fee shortly after the event. The cost has not been given, but attendance was agreed at the last meeting for several Councillors. The cost of the recording will not amount to the cost of agreed attendance. Cllr Clarke proposed that a copy of the recording be purchased. The cost to be agreed via email. Seconded by Cllr Burnett, all in favour.

**42/21 To discuss the offer of a legal service agreement from Cornwall Council.**

It was **resolved** – not to accept the offer. Proposed by Cllr Mr N Edmunds, seconded by Cllr Sinnott, all in favour.

**43/21 To agree the purchase of a new monitor for the office.**

The clerk informed that the monitor was ghosting the images on the screen and expressed concerns that this is the third monitor to do this. G M Computers advise that they do not think it is a fault with the PC and are investigating the matter further. This was discussed at length and it was agreed to accept the generous offer of a second-hand monitor and to try using different cables for the connection to the PC.

**44/21 To discuss the possible dates for returning to the office.**

The Clerk advised that the building is now open to the public for two mornings each week and would be happy to return to the office whilst other people are in the building. It was **agreed** to re-open the office on a Tuesday and Thursday morning, to be reviewed and increased in line with the full reopening of ClayTAWC or the recruitment of a new administrator. Proposed by Cllr Sinnott seconded by Cllr Taylor all in favour.

**45/21 To agree a date and location for the Annual Meeting of the Parish Council.**

**Resolved** – To hold the meeting in the outside area of ClayTAWC due to the business that legally needs to be transacted. All attendees will bring their own seating if required and carry out a lateral flow test prior to the meeting. Proposed by Cllr Clarke seconded by Cllr Mr N Edmunds, all in favour.

**46/21 To discuss and agree a way of managing Council Business due to the ending of virtual meetings on the 6<sup>th</sup> May in line with current Government Guidelines.**

This was discussed at length, several alternative venues for meetings were put forward, these will require capacity testing and risk assessments before they can be used. A change in the regulations will also be required in consideration of the amount of people allowed to meet inside, different events have differing numbers of people allowed to attend. It was **agreed** that further investigation is required, and a further easing of lockdown restrictions to allow a public meeting to be held inside. **Action** – Clerk to review the Scheme of Delegation for agreement at the May Annual Meeting of the Parish Council to ensure business can be conducted if restrictions, or alternative venues, cannot be put in place immediately.

**47/21 To agree the insurance Renewal for 2021.**

This was discussed and it was proposed for the insurance to be reviewed by individual Cllrs, comments to be forwarded to the clerk. Recommendation for renewal to be agreed by General Purpose Committee and recommendations to be put to Full Council for agreement at the next meeting. The clerk reminded that virtual meetings are not allowed from the 6<sup>th</sup> May, so this could be agreed under the Scheme of Delegation and retrospectively agreed at the next public meeting of the Parish Council. It was **Resolved** to accept this recommendation. Proposed by Cllr Clarke, seconded by Cllr Taylor all in favour.

**48/21 Reports from Outside Bodies.**

Cllr Kelsey and Cllr Clarke attended the China Clay Community Network Panel – Report Circulated.

**49/21 Consultations/Surveys received up to time of meeting.**

Proposed Treviscoe Solar Farm – Consultation meeting held by the Parish Council. Minutes have recently been circulated. Cllr Clarke recommended that the report be reviewed by Cllrs and any comments to be forwarded to the Clerk.

**50/21 Highways and Footpaths Matters**

- a) Update on footpaths – A broken wooden way marker on Footpath 5 has been reported to Cornwall Council.  
Cllr Clarke has received complaints relating to the ongoing issue with footpath 18. Complaints received from a member of the public regarding the land beside the footpath between Dunstan Close and School Lane.  
Cllr Harwood has received complaints about trees being broken by youngsters to build camps in the area near footpath 5 and windows being damaged along the footpath. Cllr Kelsey informed that she had walked this path this morning at it currently appears to be clear.
- b) Highways Issues – Blocked drains in Trerice Terrace have been reported into Cornwall Council.  
Damage to a pavement on Hall Road has been reported into Cornwall Council.

**51/21 Grant Requests**

None Received

**52/21 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.**

In addition to the correspondence list sent the clerk informed that the Business Rate Relief Bill for public toilets has received Royal Assent this week.

Email from Tasha Davis regarding information for wild camping sites – Clerk to reply and inform that the Goss Moor have sites and put forward a suggestion that Imerys may have potential sites for wild camping.

Email information on footpath circular routes that may be accessible to mobility scooters.

Noted – Currently no circular routes that could be investigated within St Dennis.

Covid updates from Cornwall Council - Noted

China Clay Community network Panel notes – Noted.

Email from member of the public thanking the PC for the improvement to a grave within the Cemetery. – The clerk read the email to those present.

**53/21 Financial**

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

Cllr Mrs T Edmunds asked which period the Suez invoice covered. The clerk informed that invoices for the waste removal are received monthly.

Cllr Mrs T Edmunds asked why there had been an increase in the charges from SeaDog IT and have the additional charges been agreed by the Council. The clerk informed that there has not been any notification of the increase from SeaDog IT and therefore this has not been reviewed by the Parish Council.

It was proposed that the payment Schedule be approved but the payment to Seadog be reduced to the agreed amount of £19.50 until the increase has been agreed by the Council.

This was seconded by Cllr Burnett, all in favour. Amended total for payment at this meeting £2531.51. Seconded by Cllr Burnett, all in favour.

<b>Community Account</b>				
<b>CHQ No:</b>	<b>Name</b>	<b>Invoice Number</b>	<b>Cost</b>	<b>Reason</b>
DD	Sage	INV11890859	£8.40	Payroll software
DD	Google Ireland	3885423874	£9.20	Secure email
DD	Microsoft	E0300E43LF	£5.52	Software License
DD	Microsoft		£0.00	Cllr Emails
DP	Barclays Bank	15 Mar - 12 Apr	£9.20	Bank Charges
BACS	SeaDog It	4002	£25.00	Hosting Fee
BACS	HMRC			Tax & NI
BACS	Wages			Staff Costs
DD	EDF Energy		£13.00	Monthly DD for public toilets
DD	Suez	32251669	£81.92	Waste Collection
DD	South West Water	1073712064	£38.43	Water Rates Public Toilets
BACS	Complete Business Solutions	SINV0266917	£78.83	Stationery
BACS	Cornwall Supplies Company	16625	£19.42	Toilet Rolls
card	Executive retail	100058901	£25.98	Book of condolence
BACS	ICCM	4848/2021/22	£95.00	Membership fee
BACS	AD Sales Ltd T/A Voice Newspapers	475123	£192.00	Job advert
Card	Shang Hai Dao Xin	DS-ASE-INV-BG 20212903	£21.99	Cable Tie Gun Tensioner
Card	Gocableties	151739321-2021-162389	£12.79	Cable Tie fixing mounts
Card	Tradesignz Manufacturing Ltd	1229015485-2021-73	£8.29	Sign Post Fixing Clips
card	Gocableties	151739321-2021-163360	£4.79	Steel Cable Ties
BACS	Duchy Cemetery's Ltd	2256	£420.00	Sexton Fees
BACS	Duchy Cemetery's Ltd	2259	£80.00	Sexton Fees
BACS	Central Cleaning	201960	£432.00	Cleaning Public Toilets
<b>Total Spend for April 2021</b>			<b>£1,581.76</b>	
<b>Playing Field</b>				
<b>CHQ No:</b>	<b>Name</b>	<b>Invoice Number</b>	<b>Cost</b>	<b>Reason</b>
DP	Barclays	15 Mar - 12 Apr	£6.70	Bank Charges
BACS	TP Tree Services	2499	£336.00	Grass Cutting
Card	bulky waste removal	87348	£26.00	Mattress removal
BACS	Rospa Play Safety	54672	£280.20	Annual safety check
<b>Total</b>			<b>£648.90</b>	
<b>Education Bursary Fund</b>				
<b>CHQ No:</b>	<b>Name</b>	<b>Invoice Number</b>	<b>Cost</b>	<b>Reason</b>
DP	Barclays	15 Mar - 12 Apr	£6.35	Bank Charges
BACS	Application 1		£300.00	Grant Issued

<b>Total</b>	£306.35
<b>Grand Total for the month</b>	£2,537.01

- b) To approve the bank balances as at 30<sup>th</sup> April 2021.  
**Approved** proposed by Cllr Taylor, seconded by Cllr Mrs T Edmunds, all in favour.
- c) To agree the staff costs for April HMRC £ 601.51 wages £2599.66.  
**Approved** proposed by Cllr Mrs J Clarke seconded by Cllr Mr N Edmunds all in favour.

**54/21 Items for the next agenda**

- Insurance renewal.
- Provision of a youth Council.
- Website Hosting
- Trerice Telephone Box.
- Tourist information boards
- Neighbourhood Plan

**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.

**55/21 Confidential items –**

To agree additional hours to accommodate the footpath cutting – **Resolved** to allow 27 additional hours for this work to be carried out, progress of the work to be reviewed and additional hours to be sought if required. Proposed by Cllr Taylor seconded by Cllr Kelsey all in favour.

CILCA introductory session in May – **Resolved** for the clerk to attend at a cost of £30 + VAT. Proposed by Cllr Clarke seconded by Cllr Burnett, all in favour.

There being no other business to be transacted the Chairman closed the meeting at 21.20pm.

Signed: .....