

St Dennis Parish Council  
Minutes of the Ordinary Council Meeting held in the Clay  
Tawc Centre on 4<sup>th</sup> July 2019 at 7.00pm

**Present:** Cllr Clarke (Chairman), Cllr Mr N Edmunds (vice Chair), Cllr Mrs T Edmunds, Cllr Harwood, Cllr Lodomez, Cllr Kelsey Cllr Richards, Cllr Howard.

**In Attendance:** Lynn Clarke Clerk, Cornwall Cllr Mr F Greenslade, Rev Arthur, 1 member of the public

**78/19 Apologies**

Cllr Cotton and Cllr Taylor: Apologies approved proposed by Cllr Mr N Edmunds seconded by Cllr Harwood, all in favour.

**79/19 Declarations of Interest**

None Declared. Cllr Mrs J Clarke reminded all present that if any matter arises during the meeting advice must be sought from the clerk and the council before continuing.

7.15 Cllr Howard arrived

**80/19 Public Participation (to include Cornwall Councillors Report)**

- a) **Public Participation:** A member of the public reported the condition of the footpaths within the Parish. Several in the area are currently inaccessible due to not being cut, School Lane is causing concerns for several residents as the brambles are encroaching onto the pathway and several are at a height where they could cause injury to people using the path. The clerk informed that they paths should have been cut before now. These issues have been reported to the contractor who has assured that all work on the footpaths will be completed by the end of the week. Cornwall Cllr Greenslade added to this, informing of a complaint received on a path near Gaverigan Bridge to the Goss Moor. The clerk will ascertain which path this is and, if not under the Parish Council list, report the issue to the relevant bodies.

A piece of land near Dunstan Close was also brought to the attention of the Parish Council, the area is currently being used as a dumping ground and the vegetation needs to be addressed. **Action** - The clerk will investigate and report back to councillors.

Rev Arthur asked if the Parish Council would organise the road closure this year for the Remembrance Parade, Cllr Clarke informed that this had already been spoken about and the clerk is already working on the road closure application.

Churches together are organising a quiz night for Wednesday 24<sup>th</sup> July 7.pm at St Dennis Methodist Church and Community Centre. Light refreshments will be available on the evening, and a raffle will be held. Everybody is welcome, all the proceeds will be going toward the Memorial Repairs for St Dennis Cemetery. Cllr Clarke thanked Rev Arthur for this generous gesture and encouraged Cllrs to participate.

- b) **Cornwall Councillors Report:** Cllr Greenslade informed that the Traffic Enforcement Officers have been seen patrolling the village and issuing tickets where necessary. There have been complaints raised to the Cornwall Councillor regarding issues within the Cemetery. Cllr Clarke advised that the Parish Council are aware of recent issues and a decision has been taken to have CCTV installed within the Cemetery, in the hope that this will reduce the anti-social behaviour that is happening within the burial grounds, adding that incidents need to be notified to the Parish Council so that we can keep a log of events and report them to the police. Cllr Greenslade provided a written report that was circulated to Cllr's prior to the meeting. The report highlighted issues with HGV lorries travelling through Treviscoe during the night causing noise and aggravation to some of the residents. The road improvements at Nanpean School that have been agreed with Highways. Cllr Greenslade attended a meeting with Highways, a representative from Steve Double's office, the Chair of St Stephen in Brannel Parish Council and the Chair of St Dennis Parish Council. Discussions regarding better signage for lorries and a possible link road that would decrease the amount of HGV's going through the China Clay Area. Our Cornwall Councillor intends to keep this issue on his agenda and remains dedicated to trying to find a solution to these ongoing issues. Questions were invited that arose from the report.

**81/19 To adopt the Minutes of the Ordinary Council Meeting held on the 4<sup>th</sup> June 2019.**

Minutes for the 4<sup>th</sup> June were accepted with two amendments proposed by Cllr Mr N Edmunds seconded by Cllr Lodomez. All others in favour.

**82/19 To note the minutes from the following meetings and adopt the recommendations therein:**

- a) Cemetery:  
A Decision has been taken to extend the Garden of Rest  
CCTV Installation has been agreed and will proceed as soon as repairs have been carried out to the Cemetery shed.  
It was agreed to join the Institute of Cremation and Cemetery Management.  
**Recommendations adopted:** Proposed by Cllr Kelsey, seconded by Cllr Mrs T Edmunds all in favour.
- b) Playing Field – To adopt the terms of reference.  
**Recommendation adopted:** Proposed by Cllr Mrs T Edmunds seconded by Cllr Mr N Edmunds all in favour.
- c) General Purpose Finance and Audit.  
The agreement of the internal Auditors Report.  
The approval of the Annual Governance Statement 2018 – 19 section 1  
The Approval of the Accounting Statement 2018 – 2019 section 2  
**Recommendation approved:** Proposed by Cllr Mrs T Edmunds seconded by Cllr Kelsey, all in favour.  
Approval of the asset register. Approved at the last meeting

**83/19 Matters Arising – Information only.**

Clerk advised: Letters have been sent to residents regarding refuse being put out on the road early. A letter has also been sent politely requesting that the householder cuts the hedge back.

The drainage issues at the bottom of Trelavour Road have been reported, Cornwall Council have cleaned the drains and say any issues have been resolved.

Tour of Cornwall the route has not yet been finalised, but at present they are not looking at using a route through St Dennis Due to the proximity of the A30.

Cllrs attendance letters sent.

**84/19 To agree the extra hours for staff to move office.**

**Resolved** – For Cllrs if available to help with the office move and to agree up to 10 extra hours for staff. Proposed by Cllr Mrs J Clarke seconded by Cllr Mr N Edmunds all in favour.

**85/19 To discuss parking issues within the village including Trelavour Square.**

Parking is an ongoing issue within the village. Cllr Howard explained that there has been an incident in Trelavour Square where a child was nearly hit by a car. There is concern that a serious incident could arise due to the way people are parking when dropping children to the school. Cllr Clarke asked if a satchel drop could be carried out by the school to highlight the concerns and encourage parents where possible to walk their children to school. The amount of cars being used and the way people are parking is adding to the serious problems that the village is currently experiencing. Cllr Kelsey asked if the school had considered a walking crocodile, Cllr Howard informed that although this idea has been considered, staffing levels were not available to take this further. Cllr Kelsey suggested that the Parish Council work with the school to highlight the issues and look at ways they can be resolved. Cllr Greenslade informed that the same issues were occurring throughout Cornwall.

**86/19 To agree or not to the content of the China Clay Strategy and Action Plan document 2020 (circulated) and suggest any revisions that should be made. the High Street Heroes Project and the grant application for litter picking equipment.**

Deferred to next meeting

**87/19 To agree the additional insurance costs at £56.07 as a result of the revised building valuations.**

**Resolved** to pay the additional costs. Proposed by Cllr Clarke seconded by Cllr Mr N Edmunds all in favour.

**88/19 Potential new bin location and additional charges to be discussed.**

The Clerk informed that a response has been received from the Kebab House regarding the request to install an additional bin outside the premises. The Kebab House are willing to purchase a dustbin that will be outside the premises during opening hours.

The bin in Fore Street is to remain in situ. The clerk to report the condition to Biffa and have the vegetation removed from the surrounding area.

**89/19 Community Trust Representative update and advice received.**

The clerk informed that a decision has been taken by St Dennis and Nanpean Community Trust not to appoint a Resident Parish Council Representative on a temporary basis. The re-launch for the Trust will take place soon and they are hopeful that new trustees will be recruited. **It was Resolved** – Cllr Howard will stand as the Parish Council representative on the Trust.

**90/19 To Discuss ID Badges for Councillors and Staff.**

It was agreed that ID badges would be useful for identification of Cllr's and staff, prices to be obtained and put before the Council. Mr Robins to be contacted to arrange suitable time for photographs of the new Cllr's and staff.

**91/19 Update on the High Street Heroes project and the grant application for litter picking equipment.**

The clerk informed that the details have been forwarded to CRCC as requested by Cllr Kelsey. **Action** – Clerk to chase.

**92/19 To discuss notice board and fencing damaged at Enniscaven.**

A car has driven into the notice board and through the fence. This incident has been reported to the Police and the Insurance Company. At this point in time no further action is being taken by the police. Prices have been obtained for the fence to be reinstated and the owners of the chapel have offered to install the fencing free of charge. The notice board has been damaged beyond reasonable repair. **It was agreed** to make a claim from the insurance, forward the Insurance Company the drivers details and to obtain quotes for the materials required for the fencing and a new noticeboard.

**93/19 Update on Neighbourhood Plan.**

Cllr Kelsey and Cllr Taylor attended a meeting with the Neighbourhood Planning Officer and a report has been circulated to all Cllrs. An Environmental Baseline and Plan Context has been received from the Neighbourhood Planning Officer this has also been circulated. Cllr Kelsey informed that a meeting is required by the steering group to look at a housing needs assessment for the area.

**94/19 To agree the purchase of a strimmer and equipment.**

**Resolved** – To purchase a Husqvarna 545RXT from Grahams Garden Machinery and safety trousers from Screwfix. Proposed by Cllr Clarke seconded by Cllr Lodomez all in favour.

**95/19 Reports from outside bodies.**

Cllr Kelsey provided a report from the Environmental and Development Committee meeting held on the 12<sup>th</sup> June 2019 hosted by St Stephen in Brannel Parish Council.

Key points:

Air quality monitoring reports. December to February – 34 exceedances but within limit of 35. March – May report received morning of meeting (now on parish website) and will be considered at next D&E meeting

All 4 monitors serviced and recalibrated in May. Broken screws found in the monitors at Treviscoe, Nanpean and St Dennis due to corrosion – expected that final screw will fail at next service in May 2020. This will render the monitors useless as they will no longer be airtight. Cost to replace cylinder coneheads is £1495 (ex VAT). Already have some funding from Cornwall Council for running costs so will approach them for additional funding, plus will look at applying to St Dennis and Nanpean Community Trust and Cornwall Councillor. Need to get funding in place before next service due.

Parish Council disappointed at lack of take up of their offer of a democracy day to local primary schools, some interest from Foxhole. Will try again in September

No Youth Council at present. New terms of reference agreed. Need to relaunch – so will contact Brannel school again in September when new Head starts, will contact former chair of Youth Council for his views, will look at a new format to include guest speakers/visits. Appointment of Parish Councillors to support Youth Council deferred to September D&E meeting

AOB:

A30 link road construction to start January 2020

Cost of 20mph zone outside Nanpean school has increased – need flashing sign programmed for school hours. Cannot use physical traffic calming measures due to bus stops, access to Drinnick yard etc.

Cllr Clarke attended a meeting with Cllr Greenslade, Chair of St Stephen in Brannel Parish Council and a Representative from Steve Doubles Office regarding HGV movements through the clay area. Meeting discussed during Councillor Greenslade's report.

#### **96/19 Consultations and surveys received up to time of meeting**

- a) Polling Station Review – Circulated to all Cllr's to submit their views.
- b) Street Trading Policy – To be placed on the agenda for the next meeting.

#### **97/19 Highways and Footpaths Matters**

- a) Update on footpaths – Footpath 26: Update received from Cornwall Council requesting the Parish Council write to all horse owners asking them not to use the footpath. A request will be submitted for the installation of a kissing gate, but this is unlikely to be approved by Cornwall Council due to costs. Cllr Clarke asked if the clerk could contact the countryside officer requesting fence stakes be installed as a temporary measure to stop horses from entering the footpath.  
Footpath Hall Road Pathway: Cornwall Council will be writing to Ocean Housing to request the area be cut back and tidied up.
- b) Highways Issues: Complaint has been received regarding bad parking in Trelavour Road.  
Email received from Angove Villas resident asking if the Parish Council could help with an extension to the double yellow lines on the corner of Fore Street to cover the drop kerbs at the park entrance. Possible Highways Scheme suggestion.

Parking Enforcement six visits have been carried out and one ticket issued over the past month.

### 98/19 Grant Requests

None Received

### 99/19 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Letter received from Resident – Clerk to contact the resident and arrange a meeting to identify the exact location referred to in the letter.

Cllr Clarke: raised under correspondence a phone call received to unlock the Playing Field Gate as there had been an accident and the ambulance required access. Unfortunately, Cllr Clarke was unavailable, the clerk collected a key from the office and unlocked the gate. Cllr Clarke suggested that a key to the gate be held at the Spar Shop in case of emergency. Cllr Edmunds proposed that the suggestion be accepted seconded by Cllr Harwood all in favour.

### 100/19 Financial

- a) To approve June's payments to creditors as presented to the table.  
Payments were accepted. Proposed by Cllr Mrs T Edmunds seconded by Cllr Harwood. All others in favour

CHQ No:	Name	Cost	Reason
100962	Glenn Humphries	518.40	Cemetery grass cutting
100962	Glenn Humphries	566.40	Bus stop verges grass cutting
100088	Glenn Humphries	408.00	Playing fields grass cutting
DD	Microsoft	9.48	Software License
DD	EDF Energy	10.00	Public Toilet Electric
DD	BT	142.51	Office Phone
100954	Jog Safety	37.26	Casual Labourers Uniform
100955	Came and Company	56.07	Amendment to Insurance
100956	Trevithick Supplies Ltd	9.00	Hard hat and ear defenders
100960	Conserv Ltd	165.00	Strimmer training
100963	Roy Sandy	360.00	Internal Audit
DD	Barclays	21.49	Bank Charges
DD	Barclays	6.65	PFT Bank Charges
100964	M A Grigg	15.80	Garden Hoe
100961	D May & Son Ltd	5.28	Bolts for Playing field gate
100958	Sea Dog IT	19.95	Website Hosting
Bacs	HMRC	216.40	Tax & NI
Bacs	Wages	2,420.50	Staff Costs
100959	Central Cleaning	330.00	Cleaning of Public toilets
100957	ClayTawc	32.40	Photocopying and room hire
DD	South West Water	21.57	Cemetery water bill
DD	Google Ireland	8.28	Secure email
Card	Petty Cash	35.00	Top Up

Total Amount

5,415.44

- b) To approve the bank balances as at 31<sup>st</sup> May 2019.  
**Approved** Proposed by Cllr Mr N Edmunds, seconded by Cllr Harwood all in favour.
- c) To approve the legal costs relating to the Playing Field – Deferred
- d) To agree the setting up of a direct debit for the Sea Dog IT Payments.  
**Resolved** to pay Sea Dog IT by Direct Debit. Proposed by Cllr Mr Nick Edmund seconded by Cllr Mrs T Edmunds 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.

**101/19 Confidential items –  
None**

There being no other business to be transacted the Chairman closed the meeting at 8.50pm.

Signed: .....