

St Dennis Parish Council  
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday  
4<sup>th</sup> February 2025 at 7.00 pm.

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

**Present:** Cllr Clarke (Chair), Cllr Burnett (Vice Chair) Cllr Kelsey, Cllr A Griffin, Cllr James, Cllr J Griffin.

**In Attendance:** Clerk Lynn Clarke, Senior Office Administrator Tamsyn Moore, Cornwall Councillor Dick Cole (CC Cole).

**344/24 Apologies.**

Cllr Edmunds & Cllr Hawkins. Apologies accepted.

**345/24 Declarations of Interest.**

Cllr Kelsey, Cllr A Griffin & Cllr James declared an interest in the payment schedule as the applicant and members of a grant payment scheduled to be agreed this evening. 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.

**346/24 Public Participation (to include Cornwall Councillors Report).**

**a) Public Participation:**

Cllr Kelsey brought the VE Day Celebrations for 2025 to the attention of the Council. Informing that these are due to be held on the 30<sup>th</sup> May with beacon lighting and bell ringing being undertaken nationally.

**b) Cornwall Cllr: (CC Cole)**

CC Cole's report was circulated prior to the meeting a copy of it can be found [here](#). In addition to the report CC Cole advised that his newsletter was due to be circulated in the near future. A copy was distributed to those present.

**347/24 To adopt the minutes of the [Ordinary Meeting](#) of the Parish Council held on the 14<sup>th</sup> January 2025.**

**Resolved** - To adopt the minutes as presented. All present in favour.

**348/24 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.**

[Planning Committee Meeting](#) – Email decisions ratified, updates on Cornwall Council decisions provided, PA24/09234 Proposed solar farm at Trerice – Further meeting to be arranged

[Playing Field Trust Meeting](#) – School of Dough proposal discussed, agreement made to re-install the goal posts on a three month trial, new entrance sign approved, no motorised vehicles sign approved, replacement basket swing cost agreed in principal further information required for warranty, replacement platform approved, second quarter figures approved, repayment of expenses to the Parish Council approved, request to the Parish Council for the second half of the funding submitted.

Education Bursary Meeting – Those present were informed of the following: Plans to promote the fund have been agreed, the balance of the Education Grant Fund was accepted, the agreement to transfer back the administration costs incurred by the Parish Council was approved, three applications were ratified, issues with the provision of receipts were addressed, four new applications were reviewed two were accepted and two were rejected, potential spend from the meeting was £881.92.

### 348/24 Matters Arising – Information only.

- Terms of Reference for the Christmas Tree Event Working Party are still to be drafted.
- The replacement grit bin has been ordered
- The signage for the bus stop has been ordered.
- The workwear has been ordered.
- A quote is being sought for the clearance of Freda's triangle for the tree planting.
- The under-desk drawers have been ordered.
- Training has been booked.
- The 13<sup>th</sup> Feb has been agreed for online meeting to review the consultation on the Strengthening Standards and Conduct Framework for Local Authorities in England.

### 349/24 To agree the [delegated decisions](#) made in the past month.

It was **Resolved** to approve the delegated decision. All present in favour.

### 350/24 Financial

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

It was **Resolved** –To accept the payment schedule as presented with the exception of the payment of the grant to the Art Group, as the Council would not have been quorate to make a decision on the payment schedule if those who declared an interest had left the room. All present in favour.

### Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	GB-00253988	£ 18.00	Payroll software
DD	Barclays Bank	13.12.24 - 12.01.25	£ 9.10	Bank Charges
DD	Giff Gaff	1736986965791	£ 10.00	Monthly Package
DD	Nest Pension	Jan	£ 75.22	Pension Contributions
DD	Suez		£ 97.75	Waste Collection
DD	YU Energy	2346616	£ 30.44	Electric Cemetery
DD	YU Energy	2341622	£ -	Electric Toilets
DD	Yu Energy	2340203	£ 17.20	Electricity for CCTV
BACS	HMRC	Jan	£ 1,212.11	Tax & NI
BACS	Staff costs	Jan	£ 5,727.32	Staff Costs
BACS	Microsoft		£ -	Online Services
BACS	A1 Tree & Grounds Ltd	2058	£ 1,416.00	Grass Cutting September
BACS	Central Cleaning	2393	£ 480.00	Cleaning of Public Toilets - January

BACS	Duchy Cemetery's Ltd	3498	£	500.00	Internment
BACS	Duchy Cemetery's Ltd	3509	£	500.00	Internment
BACS	Duchy Cemetery's Ltd	3510	£	90.00	Internment
BACS	Duchy Cemetery's Ltd	3511	£	90.00	Internment
BACS	Banner	LD69982	£	9.22	Black Bags
BACS	Cornwall Signs	46254	£	24.00	Enniscaven Sign
BACS	St Dennis Art Group		£	500.00	Grant Issued
BACS	Cornwall Signs	46253	£	24.00	Entrance Sign
BACS	Cornwall Signs	46252	£	18.00	No Motorised Vehicles Sign

Cheque

**Total** £ 10,848.36

**Playing Field**

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	13.12.24 - 12.01.25	£ 8.50	Bank Charges
	<b>Total</b>		£ 8.50	

**Education Bursary Fund**

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	13.12.24 - 1.01.25	8.50	Bank Charges
BACS	ClayTAWC	2776	15.00	Room Hire
	<b>Total</b>		23.50	

**Grand Total for January 2025 10,880.36**

- b) To approve the bank balances as of [31<sup>st</sup> December 2025](#).  
It was **Resolved** to approve the bank balances. All present in favour.
- c) To approve the payment to the Playing Field Trust for running costs.  
It was **Resolved** to approve the payment of £9120.00 to the Playing Field Trust. All present in favour.

**351/24 Clerks Report:**

Noted. A copy can be found [here](#).

**352/24 To agree the cost of reference books for the Parish Council Office.**

It was **Resolved** to purchase 2 updated copies of the Clerks Manual and updated copy of the Essential Law for Cemetery Managers 2025 at a total cost of £145.50. Use of the Parish Council card was approved if required for the purchase. All present in favour.

**353/24 To agree the dates for the Annual Meeting of the Parish Council and the Monthly Meeting of the Parish Council in May.**

The clerk advised that the monthly meeting scheduled for the 6<sup>th</sup> of May is the same day as the new Council will be announced following the Elections. Informing that the earliest an agenda can go out for the new Council will be the 6<sup>th</sup> of May.

It was **Resolved** to hold the Annual Meeting of the Parish Council and the Ordinary Council meeting on the 13<sup>th</sup> May 2025. All present in favour.

**354/24 To agree the date for the Annual Parish Meeting.**

It was **Resolved** to hold the Annual Parish Meeting on the Thursday the 22<sup>nd</sup> May. All present in Favour.

**355/24 To discuss a complaint raised about the Hendra Road Bus Stop.**

The clerk advised that this was the bus stop opposite the one that the Parish Council maintain on Hendra Road. This is located in a pull in at the side of the road and there have been reports into the office regarding the growth beside the wall causing problems for residents waiting for the bus. This issue has been reported to Cornwall Council as this is not an area that the Parish Council are responsible for.

Members asked if it was possible for our staff to weed spray or strim the area. The Clerk informed that staff do not have the right certification to undertake work on the highway. CC Cole asked for the details to be forwarded to himself so that he can investigate the matter further.

**356/24 To agree the cost of the extension of the bench bases.**

It was **Resolved** to approve the costs via email. All present in favour.

**357/24 To consider changing to a gov.uk domain and to approve any associated costs.**

The Clerk advised that our current website provider offers this service at an additional cost of £60 per year, this will include the Gov.uk domain and the change of email addresses for Cllrs and staff. It was agreed that this would offer a more professional image for the Parish Council and bring them in line with other government bodies.

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

**358/24 To discuss options for the Parish Council to assist in the installation of footpath signage and enhancements.**

The Clerk informed that an email has been received from the Countryside Service informing that they may be able to look at installation of some of the missing / broken signs alongside another project that is being undertaken. A copy of the defective signage has been forwarded to Cornwall Council. Countryside Services have advised that they may not be able to install all of the signage required but may be able to work with the Parish Council to undertake any work that is not included within the aforementioned scheme.

**359/24 To receive and update on the Good Citizen Awards.**

A meeting has been arranged for the 11<sup>th</sup> February.

**360/24 To receive and update on the welcome signage and to agree actions required.**

CC Cole advised discussions are ongoing with Highways regarding the project.

**361/24 To discuss a one-way system for the village.**

CC Cole informed of a meeting attended regarding this matter on the 10<sup>th</sup> January. CC Cole has drafted a letter requesting a feasibility study for St Dennis. This is due to be submitted to Highways imminently.

**362/24 To receive an update on the land at Dunstan Close.**

Deferred.

**363/24 To approve the cost of training for Cllrs and staff.**

None

**364/24 Update on the Emergency Plan**

Deferred.

**365/24 Update on the Neighbourhood Plan and to approve any associated costs and how these will be funded.**

CC Cole advised that at this point with changes that have been introduced by Government with the housing policies there is no clear way forward with the Neighbourhood Plan until the Cornwall Local Plan has been amended. CC Cole informed that Cornwall Council are in the process of discussing Neighbourhood Statements with Parishes, which might at this stage be a better option for St Dennis Parish Council to consider.

**366/24 Reports from Outside Bodies**

None.

**367/24 Consultations/Surveys received up to the time of meeting.**

- a) General Consultations  
Cornwall Interim Policy Position Statement Consultation – It was agreed to review this at the online meeting on the 13<sup>th</sup> February.
- b) Planning Applications received up to the time of the meeting.  
None.

**368/24 Highways and Footpaths Matters**

- a) Footpaths.  
Reports have been made to Cornwall Council regarding fly tipping at the Gavergain end of Footpath 4.  
Cllr James advised that a child's toy has been left on the footpath and the litter previously reported has not been cleared.
- b) Highways.  
A streetlight not working on the Menna Road has been reported to Cornwall Council.  
Potholes have been temporarily patched throughout Carne Hill, Fore Street and Trelavour Road.

**369/24 Grant Requests**

A email from The Chestnut Appeal received in June was put before Cllr as agreed at the July Meeting. The email was a request for £100 to support Men's Health in Cornwall and the Isles of Scilly.

It was **Resolved** to provide a donation of £100. All present in favour.

**370/24 Correspondence received.**

Police & Crime Commissioner's Weekly Column 14/01/25 – Noted.

Town & Parish Council Newsletter 17/01/25 – Noted.

CERC Community Forum - invitation to attend, and an update on maintenance at the facility – Noted.

Proposed Budget email from the Office of Police & Crime Commissioner – Noted.

Police & Crime Commissioners weekly column 27/01/25 – Noted.

**371/24 Items for the next agenda.**

VE Day Event.

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.

**372/24 Confidential items –**

None

Meeting closed 8.05 pm.

Signed: .....