

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held in the Clay
Tawc Centre on Tuesday 5th June 2018 at 7.00pm

Present: Cllr Mrs J Clarke, Cllr Mr N Edmunds, Cllr Mrs T Edmunds, Cllr Snell, Cllr Mrs K Taylor

In Attendance: Lynn Clarke Clerk, Natalie Howard Administrator and 1 member of the public.

41/18 Apologies

Cllr Bates, Cllr Panks, Cllr Ms S Kelsey apologies approved. Proposed by Cllr Mrs K Taylor seconded by Cllr Snell all in favour. Cllr Cotton Absent.

42/18 Declarations of Interest

None Declared

43/18 Public Participation (to include Cornwall County Councillors Report)

- a) **Public Participation:** The member of the public present raised concerns regarding the parking on the corner of Carne Hill and the potential for a serious accident due to the restricted view for drivers entering the bend there have been several near misses in this area and concern is growing that there will be a serious incident if the problem is not resolved. Cllr Mrs J Clarke informed the member of the public that this has become more of an issue recently, and that she herself had raised this as a concern at the Clay Network meeting the previous evening. A representative from the Police Force informed that in their view parking on the pavement was not illegal as long as a pushchair or wheelchair could get past and helps to provide traffic calming, this view is not supported by the Parish Council. Yellow lines were discussed for this area unfortunately the lining work to be carried out would not cover this as it will only replace existing lines. The Chairman read an email from Racheal Tatlow updating on the re-instatement of the lines that the Parish Council have been pushing for over the last twelve months. The Parish Council are prepared to pay for an enforcement officer to help with the situation, but this cannot be arranged until the lining work has been undertaken. **Action** – Clerk to chase Cormac regarding the lining work and report concerns of Carne Hill Corner to Cornwall Council.
- b) **Cornwall Councillors Report:** Cllr Greensalde gave his apologies for this meeting.

44/18 To adopt the Minutes of the Ordinary Council Meeting held on the 3rd April and the 1st May 2018.

Minutes for the 3rd April accepted proposed by Cllr Mr N Edmunds, seconded by Cllr Snell all in favour.

Minutes for the 1st May accepted proposed by Cllr Mrs T Edmunds, seconded by Cllr Snell all in favour.

45/18 To note the minutes of the following meetings and Full Council to adopt the recommendations therein.

General Purpose – Clerk advised on decisions and recommendations made at the meeting held on the 29th May.

46/18 Matters Arising – Information only.

The Clerk informed the Council that the information sourced from the police website for the crime reports is set out and recorded as per Home Office Guidelines, at this point cannot be separated into categories required to give an accurate picture for our report purposes.

47/18 Update from the working party regarding the Neighbourhood plan.

Cllr Mrs T Edmunds made the recommendation that the plan should cover the parish of St Dennis. The next step will be to contact the planning officer and David Chadwick with the boundary recommendation and to have this assigned as out Neighbourhood Plan Boundary. Cllrs need to think about which greenspaces they would like to see protected and the infrastructure/ development areas that the village would like to see or needs. Cllr Mrs J Clarke gave information regarding the Parish Plan and the meeting that was held for this where residents were asked to contribute their views, there have been several meetings arranged regarding the Neighbourhood Plan but due to lack of public participation this is now being Parish Council led.

48/18 To agree the action plan for 2018 – 2019 with the addition of suggestions from the Annual Meeting.

Resolved – to accept the revised action plan Proposed by Cllr Mrs T Edmunds seconded by Cllr Mrs K Taylor all in favour.

49/18 To consider the findings of the report from the internal Auditor.

The report was reviewed, and the two issues raised were addressed.

- 1) Review of Standing Orders - to be carried out by the clerk and Full Council to approve amendments.
- 2) Internal Control Checks – Agenda Item for this meeting.

50/18 To approve the Annual Governance statement as recommended by the General Purpose, Finance Staffing and Audit Committee.

Resolved – To approve proposed by Cllr Mrs J Clarke Seconded by Cllr Snell all in favour

51/18 To approve the Accounting statement as recommended by the General Purpose, Finance Staffing and Audit Committee.

Resolved – To approve the Accounting Statements proposed by Cllr Mrs K Taylor seconded by Cllr Mrs T Edmunds all in favour.

52/18 To Discuss a litter pick for the village.

Clerk informed that this has already been looked at and gave the information to the Cllrs.

Resolved – to arrange the litter pick for the 1st August 2018. **Action** – Administrator to design poster to promote event, inform local groups and invite them to join, complete the application form for support from Clean Cornwall and advertise the event.

53/18 To appoint Cllrs to Carry out internal Audit check on a quarterly basis.

Resolved – Cllr Mrs K Taylor and Cllr Mrs T Edmunds to alternate and carry out internal checks.

54/18 To agree two visits per year from the internal auditor with a report to be given in person the General Purpose, Finance, Staffing and Audit Committee.

Agreed - To increase the visit from the internal Auditor from once to twice per year. Proposed by Cllr Mrs J Clarke seconded by Cllr Snell all in favour.

55/18 Reports from outside bodies

Cllr Julia Clarke attended Clay Community Network Panel and reported back to the Council. Information held on the Community Network Highways Scheme shows two outstanding projects on the list that need to be removed and expression of interest forms need to be completed for potential schemes identified:

Traffic lights for the bridge at the bottom of Stamps Hill

Double Yellow lines for the bottom of Carne Hill on both sides of the road.

Vehicle activated speeding sign to be shared between Clay Area villages.

56/18 Consultations and surveys received up to time of meeting

None

57/18 To Discuss Issues relating to Trelavour Downs Footpath 7.

The issue with the recent damage to the barriers and motorbikes using this route as an access point to the top of the Downs needs to be stopped to ensure the safety of members of the public using the footpath. **Action** – Clerk to contact Countryside access team and discuss the possibility of two sets of barriers to be installed at the bottom end of the footpath with this section between fenced off stop motorcycle access. Clerk also to report Japanese knotweed that has been seen along this footpath.

58/18 discuss recent issues relating to open spaces within Hall Road, Manson place, Halimote Rd.

Cllr Mrs Julia Clarke advised on recent complaints received with reference to the play area in hall road and the ongoing issues with footpaths and landscaping in this area.

The recent issues have been resolved and the grass has now been cut. The Play Area is currently the responsibility of Cornwall Council and concerns are constantly being raised with the Parish Council regarding the condition and lack of maintenance. Cllr Mrs J Clarke asked all present if there was a grant available to cover the cost of running this area would this be something that the Parish Council could take over from Cornwall Council to alleviate the problems that are arising at this present time. **Action** – Clerk to liaise with Community Link officer and agenda this when further information has been obtained.

59/19 To agree the purchase of replacement planks for the bench on Hendra Corner.

Clerk read quote obtained for plastic planks to replace the current wooden planks. –

Resolved - Not to use the plastic planks and delegated powers given to authorise payment up to £50 for the clerk to source wooden replacements. – Proposed by Cllr Mrs J Clarke seconded by Cllr Mr N Edmunds all in favour.

60/18 Highways and Footpaths Matters

- a) Update on footpaths and highway matters reports have been received regarding footpath 26 being used by horses, this matter has been raised before – clerk to contact country side officer and enquire if there has been any advance on the request to install fencing and kissing gate at the entrance to this footpath.
- b) Tarmac footpath on the verge at Freda's Triangle has been reported that it is overgrown and in need of attention – Clerk has requested the casual labourer to spray and clear the path.
- c) Pathway behind Hall Rd properties – This has been cut back but at present broken glass in the pathway needs to be reported and the general condition of the work that has been carried out needs to be reported as unsatisfactory.
- d) Traffic Survey – Results received from Cormac during a 12-hour period 2451 vehicles used Hendra road where the survey was being carried out. This information will be shared with the relevant authorities to add weight to requests made for proper signage in the village and surrounding areas, the data will also be used for the Neighbourhood Plan and considered during other potential development planned in this area.

61/18 Grant Requests

Application received from Loose Threads for a lockable cupboard and a sewing machine for the group cost of £250.00 - **Agreed** clerk to liaise with the group and pay the suppliers direct for the purchases. **Proposed by** Cllr Mrs K Taylor seconded by Cllr Mrs T Edmunds all in favour.

62/18 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

HMRC – future payments of PAYE to be paid electronically via BACS

St Denys Beaders – Thank you letter received for grant issued.

CALC – Training email received

Forestry Team – seeking expressions of interest in becoming a tree warden

Cornwall Countryside Access Forum current recruitment for members.

CALC email inviting responses to national rural crime network survey

St Dennis Carnival Committee requesting the use of the Playing Field to hold events

Head of Brannel School email received offering contact point and assistance for future

Parish Council Projects.

Complaints received regarding the condition of the cemetery

Complaint received regarding inconsiderate parking in the area

Letter received from Chairman of Cornwall Council Standards Committee regarding the rise in complaints

63/18 Financial

- a) To approve May payments to creditors as presented to the table. Payments were accepted. Proposed by Cllr Mr N Edmunds seconded by Cllr Mrs K Taylor all present in favour.

CHQ No:	Name	Cost	Reason
DD	Microsoft	£9.48	Software License
100804	Sea Dog IT	£95.00	Website security
100805	Central Cleaning	£110.40	Toilet Cleaning
100806	MA Grigg	£59.14	Weed Killer
100807	Complete business solutions	£97.99	Ink Cartridges
100808	Cornwall Council	£231.00	planning application fee
100796	St Dennis Carnival Complete Business Solutions	£710.00	Grant issued
100807	Solutions	£20.34	Black Bags
100062	Glenn Humphries	£408.00	Playing Field Grass Cutting
100810	Glenn Humphries	£566.40	Verges Grass Cutting
100820	Glenn Humphries	£518.40	Cemetery Grass Cutting
100811	CALC	£54.00	GDPR Training
100812	Aqua Source	£5,352.00	Leat Repair Work
100804	Sea Dog IT	£19.95	Website Hosting
100813	Paul Roberts	£250.00	Internal Audit
100814	Cormac Solutions	£600.00	Traffic Survey
100815	Came & Company	£1,413.91	Insurance
100816	Queens Garage	£28.95	Fuel,Oil petrol can grass seed cleaning products
100817	Helees Helping Hands	£508.00	Toilet Cleaning
100818	Claytawc	£29.20	Photocopying & Refreshments
BACS	Wages	£2,358.60	Staff Costs
100819	HMRC	£249.26	Tax & NI
DD	BT	£133.38	Telephone Costs
DD	EdF	£32.00	Cemetery Electric
DD	EdF	£9.00	Toilet Electric
DD	Sage	£7.20	Payment Software
DD	Google	£6.60	Secure Email
DD	Biffa	£336.65	Waste Collection Service
TOTAL SPEND FOR MAY		£14,214.85	

- b) The Bank Balances as at 30th April approved proposed by Cllr Mrs T Edmunds seconded by Cllr Mrs K Taylor 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.

64/18 Confidential items – Minuted Separately

Staffing – Recent meeting reported.

There being no other business to be transacted the Chairman closed the meeting at 9.35pm.

Signed:

Chairman of St Dennis Parish Council

DRAFT