

St Dennis Parish Council  
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday  
13<sup>th</sup> August 2024 at 7.00 pm.

The Chair welcomed all present to the August meeting of the Parish Council. Cllr Clarke reminded members that if they felt unwell not to attend Parish Council meetings.

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

**In Attendance:** Clerk Lynn Clarke, Cornwall Council Dick Cole (CC Cole).

**140/24 Apologies.**

Cllr Mackenzie and Cllr Hawkins. Apologies accepted. The Clerk informed that due to ill health Cllr Hawkins has requested a sabbatical. This was approved for three months. All present in favour.

**141/24 Declarations of Interest.**

None.

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.

**142/24 Public Participation (to include Cornwall Councillors Report).**

**a) Public Participation:**

Cllr James informed that several posters advertising Cancer Research events are being removed. This was discussed at length Cllr James was informed that this was outside of the remit of the Parish Council. It was highlighted that posters should not be placed on the telegraph poles.

Cllr A Griffin suggested a community notice board outside ClayTAWC. It was agreed that this would need to be considered by Claytawc as the owners of the building.

Cllr Clarke informed that the bin opposite the Doctors' Surgery is nearly full again. The Office will report this to BIFFA.

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

CC Cole's report was circulated prior to the meeting a copy of this can be found [here](#).

CC Cole's report was noted. Cllr Clarke informed of attendance at a Cornwall Council Planning meeting to put forward concerns relating to the Hendra Prazey Planning Application. The Application was approved with conditions.

**143/24 To adopt the minutes of the [Ordinary Meeting](#) of the Parish Council held on the 2<sup>nd</sup> July 2024 (emailed).**

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

**144/24 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.**

[Education Grant Meeting](#) – Purchase of equipment for applicants by the office approved, supplier accounts for purchasing approved, one pending application approved, 3 new applications reviewed and approved, potential spend from the meeting £2007.49.

[Playing Field Trust Meeting](#) – Ratification of decision to allow the carnival committee to use the playing field approved, purchase wet pour repairs kit approved, agreement of Cllr to hold a key to be agreed via email, the findings of the ROSPA report were reviewed.

[Staffing Committee Meeting](#) - Resignation noted, vacancies approved, job descriptions approved, costs for advertising positions approved, reviewing applications and interview dates agreed.

It was **Resolved** to accept the recommendations of the meetings. All present in favour.

Cllr Burnet Joined the meeting.

**145/24 Matters Arising – Information only.**

- An email supporting the proposed traffic calming measures on Hendra Road has been sent.
- One of the 3 new benches has been ordered.
- The poster design for the bus shelters has been approved.
- The new Financial Regulations have been placed on the website.
- The ordering of a Parish Council credit card has been placed on hold.
- The grant application has been amended and submitted to St Dennis & Nanpean Community Trust.
- The solicitor has initiated the sale of the land at Hendra Prazey.
- Quotes are being sought for the clay truck planters.

**146/24 To agree the delegated decisions made in the past month.**

None.

**147/24 Financial**

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

It was noted that due to the meeting being postponed permission had been sought from the Chair and Vice Chair to pay £1487.10 of the Wallgate invoice so that the work due to start on the public toilets would not be delayed. It was **Resolved** –To accept the payment schedule.

All present in favour.

**Community Account**

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	UK04862313	£ 18.00	Payroll software
DD	Barclays Bank	13/06-14/07/24	£ 11.50	Bank Charges
DD	Giff Gaff	1721085710586	£ 10.00	Monthly Package
DD	Nest Pension		£ 87.76	Pension Contributions
DD	Coast to Coast Communications	28445	£ 8.90	Office phones
DD	Suez	33359321	£ 86.42	Waste Collection
DD	EDF	KI-F03C8973-0001	£ 119.39	Cemetery Electric

DD	EDF	KI-7C96AB22-0001	£	74.76	Toilets Electric
DD	YU Energy	1894184	£	18.97	Toilets Electric
BACS	Piran Tech	53705	£	12.12	Monthly Back up July
BACS	Piran Tech	54275	£	5.40	Monthly Back up June
BACS	A1 Tree & Grounds Ltd	2021	£	1,416.00	June Grass Cutting
BACS	Central Cleaning	23	£	325.00	Toilet Cleaning June
BACS	Central Cleaning	2363	£	403.00	Toilet Cleaning July
BACS	Microsoft Office	E0300SU817	£	-	Software license
BACS	HMRC		£	1,140.94	Tax & NI
BACS	Staff costs		£	5,037.98	Staff Costs
BACS	Duchy Cemetery's Ltd	3351	£	90.00	Grave Digging
BACS	Duchy Cemetery's Ltd	3353	£	90.00	Grave Digging
BACS	Duchy Cemetery's Ltd	3360	£	90.00	Grave Digging
BACS	Southwest Water	5086345088	£	26.49	Water Rates Cemetery
BACS	Playsafety Limited	80917	£	60.00	Meeting with inspector
BACS	Cornwall Supply Company	853	£	55.68	Toilet Roll Dispenser
BACS	Rubber Smart	28653	£	208.80	Wet Pour Kit for Play Area
BACS	ClayTAWC	2631	£	9.00	Photocopying
BACS	The Pitch	Grant	£	300.00	Grant
BACS	Kernow Training Ltd	7421	£	195.00	Brush cutter & Strimmer Course
BACS	Wallgate	34516	£	5,106.05	Equipment for refurb of toilets
BACS	French Legionella Services	3577	£	180.00	Legionella Testing
BACS	Cornwall ALC	2425-306	£	36.00	Staff Training
BACS	Prime Surveys	PS2474	£	525.98	Penny Darn Boundary Survey
card	Indeed	95527301	£	420.10	Ad for Office Vacancies
card	Screwfix	A18553322732	£	71.95	Gloves & 2 Pairs of Safety Boots
Petty Cash	Screwfix	A18505805007	£	6.96	Stanley Knives & Blades

**Total** £ 16,230.15

#### Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	13/06-14/07/24	£ 8.35	Bank Charges

**Total** £ 8.35

#### Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	13/06-14/07/24	8.50	Bank Charges
BACS	Applicant 8		450.00	Grant Issued
BACS	Applicant 9		359.99	Grant Issued
BACS	Application 28		343.99	Grant Issued
BACS	Application 10		259.00	Grant Issued

**Total** 1,421.48

**Grand Total for  
July 2024      17,659.98**

b) To approve the bank balances as of [30<sup>th</sup> June 2024](#).

It was **Resolved** to approve the bank balances as presented. All present in favour.

c) To approve the first quarter figures.

It was **Resolved** to approve the first Quarter figures. All present in favour.

A copy of the figures can be found here [Earmarked reserves](#), [First Quarter figures](#).

**148/24 Clerks Report:**

[Clerk's Report](#) Noted.

**149/24 To review the [Business Continuity Policy and Plan](#).**

It was **Resolved** to accept the Policy as presented with one amendment to remove the name of the office administrator. All present in favour.

**150/24 To appoint a new Cllr to the Staffing and GDPR Committee.**

It was **Resolved** to appoint Cllr James to the committee. All present in favour.

**151/24 To consider the purchase of cigarette bins for the bus shelters.**

The Clerk advised that there was a high likely hood of these being damaged due to the proposed location. This provision was discussed at length and the matter was put to a vote. 3 against 4 in favour. It was **Resolved** not to install the bins and just put up the posters.

**152/24 To approve the new style Good Citizen Award and to nominate Cllrs to sit on the panel.**

It was **Resolved** to rebrand the scheme, Cllr Clarke, Cllr A Griffin, and Cllr Kelsey will form the panel. All present in favour. A meeting to be arranged to discuss the details further and a report to be provided to full council with further recommendations.

**153/24 To approve the cost of the refurbishment of the old office computer at £150 + VAT.**

It was **Resolved** to approve the refurbishment by GM Computers. All present in favour.

**154/24 To approve the cost of the installation of the hand wash unit in the toilets.**

It was **Resolved** to approve the quotation from Blue Ocean for the work. All present in favour.

**155/24 To consider the offer from Cornwall Council to undertake verge cutting in the Hall Road area.**

The Clerk informed that Cornwall Council have offered and additional £863.51 towards the costs of the verge cutting. A quotation from the contractor for the work is expected in due course.

It was **Resolved** to agree this item via email once the quotation has been received.

**156/24 To agree the cost of Cllr ID cards.**

The Clerk informed that the usual supplier cannot be reached and gave a quotation of a £20 set up fee and 1 card with an additional £10 per card as and when required. This was discussed at length, and it was **Resolved** to agree this item via email once further quotes have been obtained.

**157/24 To approve the costs of the bi-annual tree survey.**

It was **Resolved** to accept the quotation from Jason Bellinger of £395.00. All present in favour.

**158/24 To receive an update on the 2024 Christmas tree project and to agree any costs and actions required.**

A copy of the report can be found [here](#).

It was **Resolved** to allow a budget of £45 to purchase up to 150 battery operated tea lights and to approve the cost of £55 for the road closure. All present in favour.

Cllr A Griffin will enquire if any additional licenses are required for the provision of hot drinks and food for the event.

**159/24 To discuss welcome signage and planters.**

Deferred.

**160/24 To discuss a one-way system for the village.**

Deferred.

**161/24 To approve the cost of training for Cllrs and staff.**

It was **Resolved** to approve £240 + VAT for 2 places on Community Traffic Management training and 2 places for planning training for Cllrs. 1 training course to be booked for legionella awareness training for the Clerk. All present in favour.

**162/24 Update on the Emergency Plan**

Deferred. Cllr Edmunds put herself forward to assist in the collection of information for the plan.

**163/24 Update on the Neighbourhood Plan and to approve any associated costs and how these will be funded.**

It was **Resolved** to approve the cost of £1215 for the printing of the booklets and response forms from Palace Printers and to approve the costs of mapping from Cornwall Council via email, using ear marked reserves for these costs. All present in favour.

**164/24 To approve 4 prizes of £50 for the Neighbourhood Plan survey draw.**

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

**165/24 Reports from Outside Bodies**

Cllr Kelsey attend the Cornish Lithium Community Liaison Meeting a copy of her report can be found here.

Cllr Clarke, Cllr Burnett, and Cllr Edmunds attended the St Dennis and Nanpean Community Trust meeting. A copy of the minutes are to follow.

**166/24 Consultations/Surveys received up to the time of meeting.**

a) General Consultations

Cornwall Council consultation on the Draft Housing Decarbonisation Strategy. Email to be re-circulated and placed on the agenda for the next meeting.

b) Planning Applications received up to the time of the meeting.  
None.

**167/24 Highways and Footpaths Matters**

a) Footpaths.

Cornwall Council have informed that Keep Clear markings on School Lane have been added to the lining programme for completion in due course.

b) Highways.

Complaints have been received regarding parking in Trelavour Square.

It was agreed that as this is a public area, and that consideration would not be given to the rental of individual spaces to homeowners as there are not enough spaces for all residents. A letter to be sent to all residents informing them of this decision and an additional letter to be sent to the Commercial Inn requesting that they identify the spaces owned by them for clarification to those using the public house.

The double yellow lines outside Claytawc need to be replaced as they are not clearly identifiable, and people are using the area to park causing visual obstruction to drivers.

It was noted that white lines throughout the Parish are in need of re-instating.

**168/24 Grant Requests**

A grant application was received from St Dennys Craft Club.

It was **Resolved** to request that the new application form be completed as not enough detail was provided on the old form and to agree the request via email. All present in favour.

If the application is approved, it will be granted under Section 137 of the Local Government Act 1972.

**169/24 Correspondence received.**

Cornwall Council General Election 2024 - Noted.

Mid Cornwall Climate and Eco Hub June Newsletter - Noted.

Notification of the China Clay area & Luxulyan Area Network AGM - Noted.

Councillor Advocate Public Engagement Opportunities - Noted.

**170/24 Items for the next agenda.**

Additional bins within the Parish.

Remote access to the CCTV systems.

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.

**171/24 Confidential items –**

None.

Meeting closed 9.00 pm.

Signed: .....