

St Dennis Parish Council  
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday  
1<sup>st</sup> October 2024 at 7.00pm

The Chair welcomed all present to the October meeting of the Parish Council. Cllr Clarke gained the permission of all present and attending for the meeting to be recorded for the benefit of the office.

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

**In Attendance:** Senior Office Administrator Tamsyn Moore and Office Administrator Jessica Griffiths.

**207/24 Apologies.**

None.

**208/24 Declarations of Interest.**

Cllr A Griffin and Cllr J Griffin declared an interest in item 23 on the agenda as members of the St Dennis Community Fireworks committee.

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.

**209/24 Public Participation (to include Cornwall Councillors Report).**

a) **Public Participation:** None

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

No queries raised on Cllr Cole's report.

**210/24 To adopt the minutes of the [Ordinary Meeting](#) of the Parish Council held on the 3<sup>rd</sup> of September 2024 (emailed).**

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

**211/24 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.**

Education Grant Meeting – Verbal update given.

11 Total Applications reviewed.

7 Applications Approve (5 of which are ready for payment).

1 Application Withdrawn

1 Application Pending – additional information requested.

2 Applications awaiting receipts – Recorded letters issued.

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

**212/24 Matters Arising – Information only.**

- Permission letter issued to St Dennis WI for the planting of trees on parish council land.
- Application for the Festival of Christmas Trees has been submitted.
- The additional phone line for the office has been installed along with updated switch required.
- Addition office computer installed, and monitor received.
- Flanders Field has been planted.
- Radios for the Remembrance Parade ordered, delivery date to be confirmed.
- Christmas Tree Project 2024 – update Report 6 and Meeting 24.09.24 Report circulated.

**213/24 To agree the [delegated decisions](#) made in the past month.**

It was Agreed to defer this until next month. All present in favour.

**214/24 To review the report from the external auditors and note any action required.**

It was **Resolved** no action required. All present in favour.

**215/24 To note the change in account charges from Barclays Bank.**

Noted.

**216/24 To note the change in charging schedule from Unity Trust Bank.**

Noted.

**217/24 To receive an update on the Remembrance Parade road closure and road signs.**

The road closure application has been made. Need for certification numbers noted. It was **Resolved** Cllr A Griffin and Cllr T Edmunds to confirm to the office any additional signs required. All present in favour.

**218/24 To receive update on the risk assessment for the Remembrance Parade.**

The risk assessment needs to be conducted. Office to locate and review the risk assessment for 2023's parade for guidance.

**219/24 To approve costs for the Remembrance Wreaths.**

Cllr Clarke confirmed a total of 5 wreaths are required. 3 for the Parish Council, 1 for the School and 1 for the Community Trust (which they cover the cost of). There are 2 wreaths already in the PC office. Cost for each wreath is £35 and this includes the logo which is the PC 2000 one.

It was **Resolved** to order 3 more wreaths. All present in favour.

**220/24 To approve the ordering and cost of 24 replacement artificial poppies for Remembrance Sunday.**

The office informed the council the recommendation from the maintenance team was to purchase an additional 50 poppies. The office provided costs to order individual stems the same as last year and a more cost-effective comparison of the same poppies in packs of 10. It was **Resolved** to approve the purchase at total of 50 stems at £19.95 for 10, total cost £99.95 including free delivery. All present in favour.

**221/24 To receive an update on the Parish Council entry to the Festival of Christmas Trees 2024.**

Cllr A Griffin presented her idea to the council that each decoration on the tree could represent a job performed by the Parish Council. It was **Resolved** to proceed with this theme. All present in favour.

**222/24 To receive an update on the 2024 Christmas Tree Project and to agree any costs and actions required.**

This was discussed at length. It was agreed to set a specific budget for next year's event.

Two advance warning road closure signs required, contact other providers for costs.

Banners to be ordered, wording to be agreed and permission for erection to be sought.

Tealights to be given out on the evening to those attending.

Parish Council insurance guidance notes explained. Council informed sight of 3<sup>rd</sup> party liability insurance required for any groups involved in the event.

Proposed route reviewed, agreed along Hall Road and down Carne Hill. Starting point to be confirmed.

Donations for next year discussed further information required.

**223/24 To receive an update on the land at Hendra Prazey.**

None.

**224/24 To receive an update on the land at Dunstan Close.**

None.

**225/24 To approve the cost of training for Cllrs & Staff.**

It was **Resolved** to approve £40 + VAT for two places on Code of Conduct Training for Cllrs.

All present in favour.

**226/24 Reports from Outside Bodies.**

CCALCAP meeting minutes as previous circulated noted.

**227/24 Consultations/Surveys received up to time of meeting.**

PA2/06904 – Noted. No comment.

**228/24 Grants Requested**

2 x Grant Applications received

- St Dennis Community Fireworks
- Cornwall Air Ambulance Trust

Cllr A Griffin and Cllr J Griffin left the meeting.

St Dennis Community Fireworks applied for a grant of £500.

It was **Resolved** to approve the grant of £500 subject to confirmation of financial details. All present in favour.

Cllr A Griffin and Cllr J Griffin returned to the meeting.

Cornwall Air Ambulance Trust applied for a grant of a non-specific figure. It was **Resolved** to approve a grant of £100 as although the trust is not based in St Dennis Parish all residents potentially benefit from their work. All present in favour.

**229/24 Correspondence Received.**

1. Police & Crime Commissioner Weekly Column – Noted.
2. Affordable Housing Newsletter – September – Noted.
3. Town & Parish Council newsletter – Noted.
4. Police & Crime Commissioners Weekly Column – Noted.
5. Forest for Cornwall Autumn 2024 Newsletter – Noted.
6. Cornwall Council Report – Cllr Cole – Noted.
7. Clay County Area & Luxulyan Community Area Partnership – Noted.
8. Police and Crime Commissioner's weekly column - Noted
9. Battery safety campaign – Noted.

**230/24 Items for the next agenda.**

None.

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.

**231/24 Confidential items –**

None.

Meeting closed 8.43 pm.

Signed: .....