

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday
2nd July 2024 at 7.00 pm.

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

Present: Cllr Clarke (Chair), Cllr Edmunds, Cllr Kelsey, Cllr Harwood, Cllr A Griffin, Cllr James, Cllr Mackenzie, Cllr J Griffin.

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

109/24 Apologies.

Cllr Burnett. Apologies accepted. Cllr Hawkins absent.

110/24 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.

111/24 Public Participation (to include Cornwall Councillors Report).

a) Public Participation:

A member of the public has contacted the office regarding anti-social behaviour and littering outside the Kebab Shop. They have been advised to contact the police and report these incidents.

Cllr Harwood notified those present that the public bins have been overflowing, this has been reported directly to Biffa. It was requested that Cllr Harwood ensures the office is aware of these reports being made for the report log.

It was highlighted that several complaints had been made to the office regarding overgrown verges in Hall Road, Manson Place, Halimote Road and Carne Court. These have been reported to Cornwall Council.

Cllr Clarke raised a complaint made to her about 1 Halimote Road where growth from the garden is encroaching on the pavement making it unusable. This has also been reported to Cornwall Council by the office and they are investigating.

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 advised that the local letting plan is moving slowly at the moment, but it is expected that Cornwall Council will approve the recommendations put forward.

Cllr Clarke requested clarification on the figures for renewable energy capacity. CC Cole informed that our share of production for Cornwall is 83 mw, we are currently producing 114 mw this does not include household solar systems. If the proposed new renewable energy schemes were to be approved our area would be producing approximately 168 mw of renewable energy. This equates to 9% of the total required for the whole of Cornwall.

CC Cole highlighted that the proposed development at Hendra Prazey is scheduled to be heard by Committee on the 29th July and advised that representation from the Parish

Council would be required at this meeting. It was agreed that Cllr Clarke would attend and Cllr Griffin would be a substitute if required.

112/24 To adopt the minutes of the [Annual Meeting](#) of the Parish Council held on the 7th May 2024 and the [Ordinary Meeting](#) of the Parish Council held on the 4th June 2024 (emailed).

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

113/24 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.

[Planning](#) – provision of smaller applications to be agreed via email approved with conditions, response to email regarding Non-Material Amendment to PA22/05961 approved, ratification of decision on application PA22/05691 approved, updates on previous applications provided, 3 applications received 2 applications approved to support one with conditions, 1 application deferred.

[General Purpose, Finance & Audit](#) – New financial regulations reviewed and amended, Cllrs to undertake internal audit approved, interim audit approved, bank signatories reviewed, payments by Bacs, Chaps, direct debit and variable direct debit reviewed, legionella risk assessment costs approved, refurbishment of public toilet costs approved, electric tariff approved, disposal of old printer and ink cartridges approved.

[Staffing](#) – Knapsack sprayer and litter pick trolley costs approved. All other items to be covered under confidential.

It was **Resolved** to adopt the recommendations. All present in favour.

114/24 Matters Arising – Information only.

- The internal auditor has been contacted; we are currently awaiting a response to the query.
- A letter of support has been sent regarding the bill for improved safety of lithium batteries use and their disposal.
- The Parish Council action plan has been updated and placed on the website.
- The business advert in the Community News has been ordered.
- The grant for the Carnival Committee has been paid following receipt of completed grant application form as agreed.
- The Insurance quote has been accepted.
- Training has been booked.
- Letter regarding the listed building has been drafted.
- Matters raised regarding footpaths and highways have been reported where appropriate.
- Grant approved for the carnival Committee has been paid.

115/24 To agree the delegated decisions made in the past month.

It was **Resolved** to approve the delegated decisions a copy of these can be found [here](#). All present in favour.

116/24 Financial

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

It was **Resolved** –To accept the payment schedule. All present in favour.

Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	4746123	£ 15.60	Payroll software
DD	Barclays Bank	13/05-12/06/24	£ 15.40	Bank Charges
DD	Giff Gaff	1718493800146	£ 10.00	Monthly Package
DD	Nest Pension		£ 84.01	Pension Contributions
DD	Coast to Coast Communications	28041	£ 10.02	Office phones
DD	Suez	33305994	£ 84.49	Waste Collection for May 2024
DD	Suez	33331983	£ 109.61	Waste Collection June
DD	EDF	T87521180031	£ 34.52	Electricity Toilets
DD	Unity Trust		£ 18.00	Quarterly bank charges
DD	Southwest Water	5086 2827 10	£ 77.84	Water rates for Toilets
CARD	The Safety Supply Company	9240068	£ 30.36	Safety Gloves & Blue Roll
CARD	Screwfix	0524A17895145215	£ 23.32	Maintenance Materials
CARD	amazon	2024-242510851	£ 207.69	Re-chargeable Batteries
CARD	amazon	2024-242510880	£ 18.61	Battery Charger
CARD	amazon	2024-163973	£ 45.57	Green Paint
CARD	amazon	2024-12484599	-£ 69.24	Refund on Batteries
CARD	amazon	185453	£ 18.99	Paper
CARD	amazon	142303751	£ 99.98	Black Paint
BACS	ClayTAWC Ltd	2631	£ 1,765.06	Rent & copying
BACS	Helping Hands	CD970105394	£ 130.49	Litter Pick Trolley
BACS	D Mays	9490	£ 57.60	Weed Sprayer
BACS	Southwestern Tarmac	8219	£ 3,000.00	Patching/Lining Trelavour Square
BACS	Cornwall Council	8100487050	£ 14.80	Learning Hub Vat element on invoice
BACS	Piran Tech	53322	£ 5.18	Microsoft 365 Backup
BACS	A1 Tree & Grounds Ltd	2009	£ 1,416.00	May Grass Cutting
BACS	Masons Kings	455658	£ 47.28	Anti-Vibration Gloves
BACS	A1 Quickflow	321	£ 80.00	Toilets - Emergency Repair
BACS	Festive Lights	WEB8072873	£ 430.15	Xmas Tree Lights & Accessories
BACS	Clear Insurance Management	534452368	£ 405.25	Cyber Insurance
BACS	Sutcliffe Play Southwest	7168	£ 575.33	Repairs to Zipwire Guides
BACS	Sutcliffe Play Southwest	7167	£ 67.20	Gym equipment repairs
BACS	St Dennis Carnival Committee		£ 500.00	Grant Issued
BACS	ClayTAWC Ltd	2624	£ 55.00	12-month business advert
BACS	Minear Engineering Ltd	24550	£ 324.00	Repair to Slide in Play Area
BACS	Banner	249743350	£ 26.06	Black Bags
BACS	Microsoft Office	E0300SGJGV	£ -	Software license
BACS	HMRC		£ 1,105.25	Tax & NI
BACS	Staff costs		£ 4,733.83	Staff Costs
BACS	Duchy Cemetery's Ltd	3315	£ 90.00	Grave digging
BACS	Hewlett Packard	IUK01843223	-£ 70.00	Cashback Offer re: Printer
Total			£ 15,577.65	

Playing Field					
CHQ No:	Name	Invoice Number	Cost		Reason
DP	Barclays Bank	13/05-12/06/24	£	8.50	Bank Charges
DD	EDF Energy	E71981878018	£	26.41	Electricity Playing Field
Total			£	34.91	

Education Bursary Fund					
CHQ No:	Name	Invoice Number	Cost		Reason
DP	Barclays Bank	13/05-12/06/24		8.35	Bank Charges
BACS	Claytawc	£2,631.00		15.00	Room Hire
BACS	Applicant 6	Grant Issued		108.00	As per CC agreement
Total				131.35	

**Grand Total for
June 2024 15,743.91**

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

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

116/24 Clerks Report:

[Clerk's Report](#) Noted.

117/24 To reconsider the proposed traffic calming measures for Hendra Road in light of the proposed 20 mph zone.

It was **Resolved** to support the traffic calming measures. All present in favour.

118/24 To consider the replacement of the older benches in the Parish.

It was noted that some the benches within the Parish were beginning to deteriorate.

Members were advised that a replacement plan should be considered replacing the ones in poorest condition with the intention to replace them all over the next few years.

Various options were provided a copy of these can be found [here](#).

It was **Resolved** to approve three Chichester benches at a cost of £630 + VAT from NBB recycled furniture. All present in favour.

119/24 To consider putting up posters in the bus shelters regarding littering.

It was **Resolved** to approve the posters. Content and design to be agreed via email. All present in favour.

120/24 To review the future of the Good Citizen Award

It was **Resolved** to rebrand the scheme and to create a new process for the awards. All present in favour.

121/24 To adopt the new [Financial Regulations](#).

The regulations section 9 was reviewed and considered alongside the items below.

It was **Resolved** to adopt the Financial Regulations removing the prepaid card and replacing this with a Credit Card. All present in favour.

122/24 To consider setting up a payment card for the office.

It was **Resolved** to set up a Barclaycard for office use with a £500 limit. Permission to use the card will need to be sought before use. All present in favour.

A report regarding the cards can be found [here](#).

123/24 To approve the quotation for the post installation for mobile speed signage.

It was **Resolved** to approve the quotation from Cormac at a cost of £7010.87 plus VAT. It was agreed to amend the grant application to cover the additional costs for the post installation.

124/24 To agree to applying to Cornwall Council for additional bins within the Parish and to approve the preferred locations.

Deferred.

125/24 To receive an update on the 2024 Christmas Tree project and to agree any action required.

A written report has been circulated a copy of this can be found [here](#).

The report was noted. A meeting to be arranged regarding the proposed road closure and the lantern parade route.

126/24 To receive an update on the sale of the land at Hendra Prazey.

An email from the Estate Agent was read and members were advised that a memorandum of sale is expected imminently.

127/24 To discuss replica Clay Truck Planters.

A written report was provided to Cllrs a copy of this can be found [here](#).

It was **Agreed** to investigate the costs of having two planters made and for them to be located on Trelavour Prazey either side of the sun dial. All present in favour.

128/24 To discuss welcome signage and planters.

Deferred.

129/24 To discuss a one-way system for the village.

Deferred.

130/24 To approve the cost of training for Cllrs and staff.

It was **Resolved** to approve £30 + VAT for Code of Conduct Training. All present in favour.

131/24 Update on the Emergency Plan

Deferred.

132/24 Update on the Neighbourhood Plan and to approve any associated costs and how these will be funded.

Members were informed that the draft direction of travel document is nearly complete, this will be sent to members to review and approve. It was highlighted that printing costs and the costs of mapping will require authorisation in the near future.

It was **Resolved** to use the earmarked reserves for these costs. Approval was given for the use of the Parish Council card to purchase the mapping from Cornwall Council. Costs for the printing to be agreed via email if required prior to the next Full Council Meeting. All present in favour.

133/24 Reports from Outside Bodies

Cllr Clarke & Cllr Kelsey attend the Community Area Partnership Meeting. A copy of the report will follow.

134/24 Consultations/Surveys received up to the time of meeting.

- a) General Consultations
None.
- b) Planning Applications received up to the time of the meeting.
PA24/04438 – Construction of a dwelling house following granted Lawful Certificate (PA23/04844) Land East of Trerice Manor Farm, Trerice, St Dennis.
It was **Resolved** to object to this application. Concerns were raised regarding the proposed size of the new building and the and the overdevelopment of a rural location. It was noted that the application was not for worker accommodation. All present in favour.

135/24 Highways and Footpaths Matters

- a) Footpaths.
No matters raised.
- b) Highways.
Overgrown verges in Hall Rd, Halimote Rd, Manson Place and Carne Court have been reported to the appropriate authorities.
Overgrown Hedges Vally View to Trerice Terrace have been reported to Cornwall Council.
Loose kerbstone outside the public toilets has been reported to Cornwall Council.
The Clerk informed that Cornwall Highways have proposed that the Parish Council undertake the verge cutting in Hall, Rd, Halimote Rd and Manson Place as an extension on the current service level agreement. Further information has been requested to enable the Council to make an informed decision.

136/24 Grant Requests

A request for a donation has been received from The Chestnut Appeal for Men's Health. It was **Agreed** to seek further information on the percentage of residents that would benefit from this organisation and to evaluate the remaining budget in February before making a decision.

An application from The Pitch for £300 to put on a weekly darts tournament for under 18s' was reviewed. It was noted that the application form had not been signed as it was submitted electronically.

It was **Resolved** to approve this application in principle, pending receipt of signed from. A report from the applicant on the event will be requested. All present in favour.

Application granted under Section 137 of the Local Government Act 1972.

137/24 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.

138/24 Items for the next agenda.

Additional Grass Cutting.

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.

139/24 Confidential items –

Staffing Committee Meeting –
Allocation of litter picking hours agreed, Complaint reviewed, appraisal report reviewed, action plan for management of changes in working patterns / time off approved, salary increase approved.
It was **Resolved** to accept the recommendations of the Staffing & GDPR meeting. All present in favour.

Meeting closed 8.55 pm.

Signed: