

St Dennis Parish Council  
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday  
3<sup>rd</sup> September 2024 at 7.00 pm.

The Chair welcomed all present to the September meeting of the Parish Council. Cllr Clarke introduced the new Senior Office Administrator Tamsyn Moore and the new Office Administrator Jessica Griffiths and welcomed them to the Council Team.

**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, Senior Office Administrator Tamsyn Moore, Office Administrator Jessica Griffiths & Cornwall Council Dick Cole (CC Cole).

**172/24 Apologies.**

None. Cllr Clarke informed of the resignation of Roy Mackenzie from the Council.

**173/24 Declarations of Interest.**

Cllr Kelsey declared an interest in item 13 on the agenda as a member of the Women's Institute.

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.

**174/24 Public Participation (to include Cornwall Councillors Report).**

**a) Public Participation:**

Cllr Edmunds informed that she has been approached regarding deposits of red dust covering a car on Trelavour Road. Cllr Edmunds asked how to obtain information regarding the Air Quality Monitoring Reports from St Stephen in Brannel Parish Council. The Clerk advised that these reports can be found on their website.

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

CC Cole does not provide a written report in August.

CC Cole thanked those present for attendance at ClayTAWC's 25<sup>th</sup> Anniversary event, informing that the day had been a great success and was also a celebration of the finalisation of the purchase of the building.

CC Cole advised on a potential planning application for the Trerice Solar Farm.

CC Cole went on to inform of another solar farm application in a neighbouring Parish advising that there could potentially be a planning application from this development to enable the solar farm to connect to the National Grid as one option for the connection could pass through the outskirts of St Dennis Parish.

**175/24 To adopt the minutes of the [Ordinary Meeting](#) of the Parish Council held on the 13<sup>th</sup> August 2024 (emailed).**

**Resolved** - To adopt the minutes with an amendment to the wording on 167/24 where the words have been were duplicated. All present in favour.

**176/24 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.**

Education Grant Meeting – Cancelled.

[Cemetery Committee Meeting](#) – The purchase of a new bin liner and bin installation approved, memorial testing process and associated costs approved, biannual visual memorial inspections approved, proposals for stopping parking at the entrance agreed in principle costs to be approved via email, expired Exclusive Rights of Burial update provided, electric contract approved.

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

**177/24 Matters Arising – Information only.**

- The Business Continuity Policy and Plan have been amended and put on the website.
- The new member of the Staffing Committee has been added to the website and the committee list.
- The panel for the new Good Citizen Award have been added to the committee list.
- The computer refurbishment has been undertaken.
- The order for the installation of the hand wash unit in the public toilets has been given.
- A quote for the cutting of the additional verges has been sought.
- Quotes for the ID cards has not been undertaken.
- The biennial tree survey has been undertaken.
- The tea lights for the Christmas Tree Lighting event have been purchased.
- The order number for the printing of the Neighbourhood Plan consultation documents has been provided.
- Letters have been sent to residents and the Commercial Inn regarding parking in the square.

**178/24 To agree the [delegated decisions](#) made in the past month.**

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

**179/24 Financial**

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

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

**Community Account**

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	4972462	£ 18.00	Payroll software
DD	Barclays Bank		£ 8.50	Bank Charges
DD	Giff Gaff	1723764272615	£ 10.00	Monthly Package
DD	Nest Pension		£ 61.02	Pension Contributions
DD	Suez	33386729	£ 91.39	Waste Collection
DD	Indeed	97183014	£ 25.90	Job advertisement
DD	YU Energy	1960556	£ 19.65	Electric Public Toilets
DD	YU Energy	1959435	£ 22.71	Electric CCTV Unit
BACS	A1 Tree & Grounds Ltd	2032	£ 1,452.00	Grass Cutting & pole removal

BACS	HMRC		£	958.93	Tax & NI
BACS	Staff costs		£	4,520.69	Staff Costs
BACS	BDOLLP	573308	£	504.00	External Audit Fee
BACS	Cormac	CINV-078206	£	120.00	Traffic Management Course x 2
BACS	Wellers Hedleys	828366	£	967.20	Penny Darn Boundary Issue
BACS	GM Computer Systems Ltd	SI-114146	£	180.00	Refurbishment of spare computer
BACS	Cartridge Save	522237	£	81.19	Toner Cartridge
BACS	Grahams Garden Machinery	112595	£	28.00	Chain oil
BACS	GM Computer Systems Ltd	SI-114154	£	15.00	Antivirus License Upgrade
BACS	GM Computer Systems Ltd	114161	£	78.00	Computer set up
BACS	Grahams Garden Machinery	112764	£	82.20	Repair of Chain Saw
BACS	Grahams Garden Machinery	112763	£	68.50	Repair of Strimmer
BACS	Rospa Play Safety	80117	£	319.20	Safety inspection playing field
BACS	Scribe	6784	£	417.60	Software Licence
BACS	St Dennys Craft Club		£	250.00	Grant Issued
BACS	Jason Bellinger Tree Surveys	1285	£	395.00	Tree Condition Surveys
card	Amazon		£	52.45	Tea Lights & A4 paper
<b>Total</b>				<b>£ 10,729.13</b>	

**Playing Field**

<b>CHQ No:</b>	<b>Name</b>	<b>Invoice Number</b>	<b>Cost</b>	<b>Reason</b>
DP	Barclays Bank		£ 8.00	Bank Charges
DD	EDF Energy		£ 32.32	Electric playing field
<b>Total</b>			<b>£ 40.32</b>	

**Education Bursary Fund**

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

**Grand Total for August 2024      10,777.95**

b) To approve the bank balances as of [31<sup>st</sup> July 2024](#).

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

**180/24 Clerks Report:**

[Clerk's Report](#) Noted.

**181/24 To appoint an additional Cllr to undertake internal audits.**

It was **Resolved** to appoint Cllr J Griffin to undertake internal audits. All present in favour.

**182/24 To consider putting forward nominations for the Lord Ferrers Awards 2024.**

Tabled.

Cllr Kelsey left the meeting.

**183/24 To consider permission for the WI to plant trees on Parish Council land and to approve a suitable location.**

It was **Resolved** to give permission to plant the trees behind the lower playing field fence and to give permission for a suitable plaque to be erected in acknowledgement of the tree planting undertaken by the Women's Institute in this area. All present in favour.

Cllr Kelsey rejoined the meeting.

**184/24 To consider the invitation to enter the Festival of Christmas Trees 2024.**

It was **Resolved** to enter the event and to delegate organisation of the entry to Cllr A Griffin and Cllr J Griffin. All present in favour.

**185/24 To approve an instant ink account with HP and to approve the use of the Parish Council card for payment.**

It was **Resolved** to approve the account and payment by card. All present in favour.

**186/24 To approve the cost of an additional phone and the increase in the phone tariff.**

It was **Resolved** to agree the costs of £717.60 for a 36 month license and a new phone and the additional £4.98 per month line rental from Coast to Coast Communications. All present in favour.

**187/24 To approve the cost of a monitor, and additional ESET licence and the set up costs for the new computer.**

It was **Resolved** to approve the £28 for the licence, to retrospectively approve the computer set up costs and to delegate a budget of £120 for a new monitor and to use the Parish Council card if required. All present in favour.

**188/24 To retrospectively approve the positions for the new bin applications to Cornwall Council.**

It was **Resolved** to put forward the following locations:

- Gothers Road Bus Stop.
- Manson Place at the beginning of footpath 7
- Hall Road in the car park at the end of footpath 30
- Hall Road play area
- The junction of Hall Road and Carne Hill.
- The road to Menna between footpath 9 and footpath 8.

All present in favour.

CC Cole advised that he has started negotiations regarding additional bins for the parish.

**189/24 To consider the costs related to remote access for the CCTV systems.**

Deferred.

**190/24 To approve a budget for the planting of Flanders Field for the Remembrance Parade and to agree volunteers to undertake the planting.**

It was **Resolved** delegate a budget of £70 to the office for the purchase of the plants. Cllr Kelsey and Cllr A Griffin volunteered to undertake the planting. All present in favour.

**191/24 To approve the cost of radio hire for the event.**

Cllr Clarke requested that the quotation be revised to include the collection and delivery of the radios by Gould. It was **Resolved** to approve the hire of the radios and to agree the additional costs for delivery via email. All present in favour.

**192/24 To receive an update on the 2024 Christmas Tree Project and to agree any costs and actions required.**

A report for this item was circulated prior to the meeting a copy of this can be found [here](#). Cllr A Griffin advised that investigation is still ongoing for the provision of hot drinks. A meeting to discuss the road closure for the event will be held in due course.

**193/24 To receive and update on the welcome signage and to agree actions required.**

Deferred.

**194/24 To discuss a one-way system for the village.**

Deferred.

**195/24 To receive an update on the sale of land at Hendra Prazey.**

The Clerk informed that this is currently in the hands of the solicitor.

**196/24 To receive an update on the purchase of the land at Dunstan Close.**

The Clerk informed that the current owner has been contacted regarding the delay. Confirmation has not been received of the issue.

**197/24 To approve the cost of training for Cllrs and staff.**

It was **Resolved** to approve £510 + VAT for Road Warden training for all staff. All present in favour.

**198/24 Update on the Emergency Plan**

A questionnaire has been circulated to all businesses within the area to establish the availability of resources that could be utilised in the event of an emergency. Responses will be collated and put into the plan.

**199/24 Update on the Neighbourhood Plan and to approve any associated costs and how these will be funded.**

Cllr Edmunds and CC Cole informed that the consultation document is due to go to print in the near future. Public meeting dates need to be agreed for residents to review the proposed document and put forward suggestions for the final document.

### **200/24 Reports from Outside Bodies**

Cllr A Griffin attended an Arundel Trust Meeting. Report to follow

### **201/24 Consultations/Surveys received up to the time of meeting.**

a) General Consultations

none

b) Planning Applications received up to the time of the meeting.

The Clerk reminded the Planning Committee that responses are required for PA24/05577 by the 8<sup>th</sup> September.

CC Cole advised of issues with access to the site at Jubilee Terrace. Clearance has been undertaken unsympathetically and complaints have been received. CC Cole has raised this with the Planning Department. Those present supported CC Cole's involvement in this matter as potential issues with the access were identified within the Parish Council's objections to this application.

### **202/24 Highways and Footpaths Matters**

a) Footpaths.

Cllr Griffin informed of missing signage from various footpaths. The Clerk advised that Cornwall Council have informed there is currently not enough funds within the budget to have these replaced. It was suggested that the ramblers association be contacted regarding this matter and the possibility that our staff could re-erect signage that has fallen down. It was agreed to put this on the agenda for the next meeting. All present in favour.

b) Highways.

It was noted that the new 20mph signage has been erected within the village but this is being ignored by drivers. Members requested that the change in the speed limits are included within this month's articles within the Community News.

### **203/24 Grant Requests**

None.

### **204/24 Correspondence received.**

Police & Crime Commissioner update - Noted.

Lord Ferrers Awards 2024 - Noted.

Consultation result from Cormac for the proposed 20mph rollout - Noted.

Police & Crime Commissioners weekly column - Noted.

Ocean Housing Newsletter - Noted.

Cornish Lithium Liaison Group minutes - Noted.

Community Land Trust August News - Noted.

### **205/24 Items for the next agenda.**

Remote access to the CCTV systems.

Update on the Remembrance Day Parade.

Approval for the cost of the poppy wreaths.

Footpath Signage.

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.

**206/24 Confidential items –**

None.

Meeting closed 8.30 pm.

Signed: .....