

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday
4th June 2024 at 7.00 pm.

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

Present: Cllr Clarke (Chair), Cllr Burnett (Vice Chair), Cllr Kelsey, Cllr Harwood, Cllr A Griffin, Cllr James.

In Attendance: Clerk Lynn Clarke, Senior Administrator Tracey Hutton.

75/24 Apologies.

Cllr Edmunds, Cllr J Griffin, Cllr Mackenzie, Cllr Hawkins. Apologies accepted.

76/24 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.

77/24 Public Participation (to include Cornwall Councillors Report).

a) Public Participation:

Cllr Kelsey informed that there may be a change of use planning application for the Boscawen Hotel.

Cllr Kelsey raised the issue of an increase in anti-social behaviour within the village, informing that residents have approached her to report the matter.

Cllr Clarke and the Clerk advised that residents should be encouraged to report these incidents to the police so that the issues can be logged.

b) Cornwall Cllr: (CC Cole)

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

A further update was circulated prior to the meeting regarding the proposed new traffic calming measure on Hendra Road. Item to be added to the next agenda for review following the proposed addition of 20 mph zones for the village.

78/24 To adopt the minutes of the Ordinary Parish Council Meeting held on the 7th May 2024 and the additional meeting held on the 22nd May 2024 (emailed).

Resolved - To adopt the minutes with one amendment to correct the spelling of Cllr Mackenzie's name min ref 54/24. All present in favour.

79/24 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.

[Playing Field Trust](#) – Removal of goal posts agreed, repair costs for the slide and zip wire agreed, action for garden encroachment agreed, approval ecological survey costs via email, quotes to be obtained for the levelling out of Penny Darn and installation of gates approved, removal of dead trees approved, further tree removal to be agreed via email approved, electricity tariff agreed in principle, year-end accounts approved.

[Education Bursary Committee](#) – Data report approved, applications agreed via email ratified, 3 applications reviewed, 1 agreed in principle, 1 deferred, 1 approved, potential spend £2732.90.

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

80/24 Matters Arising – Information only.

- The Publication Scheme has been added to the website.
- The Training policy has been amended and added to the website.
- The Grant policy has been amended and added to the website.
- The printer has been ordered.
- 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 has been paid.

81/24 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.

82/24 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	UK-04632028	£ 15.60	Payroll software
DD	Barclays Bank	15/4/24 to 12/5/24	£ 8.50	Bank Charges
DD	Giff Gaff	1715815323967	£ 10.00	Mobile phone
DD	Nest Pension		£ 90.74	Pension Contributions
DD	Coast to Coast Communications	27645	£ 8.90	Office phones
CARD	Hewlett Packard	99943669	£ 540.06	Replacement printer
BACS	Ruth Thomas Audit Services	INV 8	£ 200.00	Internal Audit
BACS	Central Cleaning	23	£ 403.00	Toilet Cleaning in May
BACS	HMRC		£ 1,199.49	Tax & NI
BACS	Staff costs		£ 5,216.94	Staff Costs
BACS	A1 Tree & Grounds Ltd	2004	£ 816.00	April Grass Cutting
BACS	Britannia Lanes	LA082872	£ 64.80	Confidential Shredding
BACS	Queens Garage	188	£ 22.77	Unleaded Fuel & Araldite
BACS	A. Locksmith - Cornwall	818896	£ 87.50	Repair to Cemetery Shed Lock
BACS	A. Locksmith - Cornwall	818910	£ 120.00	Repair public toilets lock
BACS	Clear Councils	LCO02887	£ 1,548.24	Insurance Renewal
BACS	St Austell Bay Plastics	6713	£ 300.00	Repairs to Bus Shelter Panels
BACS	ClayTAWC Ltd	DD Day Event 6/6/24	£ 159.00	Grant Issued
BACS	Cornwall Supplies Company	844	£ 27.02	Toilet Rolls

BACS	Duchy Cemetery's Ltd	3293	£	90.00	Grave Digging
BACS	Duchy Cemetery's Ltd	3295	£	500.00	Grave Digging
BACS	Duchy Cemetery's Ltd	3307	£	90.00	Grave Digging
BACS	Duchy Cemetery's Ltd	3306	£	90.00	Grave Digging
BACS	Duchy Cemetery's Ltd	3305	£	625.00	Grave Digging
BACS	Association of Local Councils		£	50.00	Membership

Total £ 12,267.96

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	15/4/24 to 12/5/24	£ 8.35	Bank Charges
DD	EDF Energy	E71981878017	£ 28.32	Electric Playing Field

Total £ 36.67

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	15/4/24 to 12/5/24	8.50	Bank Charges
BACS	(Application 30)		763.00	Grant Issued
BACS	(Application 3)	Refund from Applicant	- 30.01	Grant Issued
BACS	(Application 7)	INV-21055	1,176.00	Grant issued
BACS	ClayTAWC	2604	£ 15.00	Room Hire

Total 1,923.99

Grant Total for May 2024 14,228.62

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

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

83/24 Clerks Report:

[Clerk's Report](#) Noted.

84/24 Consider the findings of the Internal Auditor and actions to be addressed.

It was **Resolved** to accept the recommendations, but to seek further clarification on what was meant by the non-publication of the grant approval minutes as all grants awarded are published. All present in favour. A copy of the report can be found [here](#).

85/24 To approve the Annual Governance Statement.

It was resolved to answer yes to questions 1-9 on the Annual Governance Statement. All present in favour.

86/24 To approve the Accounting Statements for 2023 – 2024.

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

A copy of these documents can be found [here](#).

87/24 To approve the dates for the exercise of public rights.

It was **Resolved** to approve the dates between 12th June and 23rd July for the inspection period of the accounts. All present in favour.

87/24 To consider the parish council supporting a bill for improved safety of lithium batteries use and their disposal.

It was **Resolved** for the Parish Council to support this bill. All present in favour.

89/24 To agree to applying to Cornwall Council for additional bins within the Parish and to approve the preferred locations.

Deferred.

90/24 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](#).

It was **Resolved** to approve the date of the 6th December at 6 pm for the event.

To obtain a further quote for the provision of banners. If the costs are in the region of £30 to delegate to the office for purchase. If the costs differ significantly then email approval would be required.

All present in favour.

91/24 To receive an update on the sale of the land at Hendra Prazey.

Members were notified that despite numerous requests to the estate agent no update has been provided on the sale of the land.

It was **Resolved** to give the estate agent until the end of June to initiate the sale. If there is no movement by this time the Clerk will arrange for the solicitor to contact the purchaser direct. All present in favour.

92/24 To review and adopt the amended Publication Scheme.

It was **Resolved** to adopt the Publication Scheme as presented. All present in favour.

93/24 To receive an update on the purchase of the land in Dunstan Close.

The Clerk informed that no update is currently available. The solicitor is trying to ensure the Council have full access to the land via the lower entrance prior to finalising the sale.

94/24 To review the Grant Policy and adopt the amendments.

It was **Resolved** to adopt the Grant Policy and application form as presented. All present in favour.

95/24 To discuss replica Clay Truck Planters.

Deferred.

96/24 To discuss welcome signage and planters.

Deferred.

97/24 To discuss a one-way system for the village.

Deferred.

98/24 To review the Parish Council action Plan and to agree the additions for the 2024/25 Action Plan.

The plan was reviewed, and it was **Resolved** to remove works completed or near completion and to add the following objectives to the plan for 2024-25: Provision of a Christmas Tree; Provision of gateway signage for the Parish; Provision of floral displays; Provision of a secure dog walking area; Refurbishment of the closed men's toilet. All present in favour.

A copy of the action plans can be found here: [23-24](#); [24-25](#).

99/24 To agree the Parish Council supporting the road closure for the Remembrance Day Parade 2024.

It was **Resolved** for the Parish Council to arrange the road closure to support the parade. All present in favour.

Cllr Kelsey declared an interest in this item as a director of ClayTAWC who manage the magazine and was advised to leave the room.

100/24 To consider placing a business advert within the Community News.

It was put forward that whilst we place a new article within the magazine it might be appropriate to advertise the Parish Council opening hours and contact details separately within the magazine.

It was **Resolved** to have a quarter page advert at a cost of £55 per annum.

All present in favour.

Cllr Kelsey was invited to rejoin the meeting.

101/24 To approve the cost of training for Cllrs and staff.

None.

102/24 Update on the Emergency Plan

Deferred.

103/24 Update on the Neighbourhood Plan.

Councillors were advised that a meeting has been deferred until later in June.

104/24 Reports from Outside Bodies

Cllr Clarke, Cllr Burnett attended a meeting of St Dennis & Nanpean Community Trust. A copy of the minutes to be circulated once approved.

Cllr A Griffin attended an Arundel Trust Meeting - A report from the meeting to follow.

Cllr Clarke attended a meeting of the Office of Police and Crime Commissioner – A copy of the report to follow.

105/24 Consultations/Surveys received up to the time of meeting.

- a) General Consultations
None.
- b) Planning Applications received up to the time of the meeting.
PA24/03385 – Application for non-material amendment to PA22/05961. Indian Queens Sub-station.
It was **Resolved** to ratify the agreement made by email of no objection. All present in favour.

106/24 Highways and Footpaths Matters

- a) Footpaths.
Cllr A Griffin reported a broken handrail on the cemetery footpath.
A member of the public reported a lack of signage on footpath 4. This has been reported to Cornwall Council.
- b) Highways.
Cllr Kelsey reported faded white lines in the village, confirmation of locations will be proved to the office.
Cllr A Griffin reported a faded crossroads sign, confirmation of the location will be forwarded to the office.
It was highlighted that the 30-mph road sign on Hendra Road has not been fixed.

107/24 Grant Requests

A request for a donation has been received from the Carnival Committee. This was discussed at length. It was agreed that a grant application would need to be completed for the funds. It was **Resolved** to agree a grant in principle pending receipt of a completed application form. Cllr Clarke proposed a limit of £400, Cllr Kelsey amended the proposal to £500. It was approved for the payment to be made prior to the next full council meeting on the provision that the grant application form is completed and returned to the office with any associated paperwork required. All present in favour.

108/24 Correspondence received.

Cornwall CLT – May Newsletter - Noted.
Town & Parish Council Newsletter - Noted.
The re-election notification for the Office of Police & Crime Commissioner - Noted.
Steve Double MP April Newsletter - Noted
Letter from ClayTAWC regarding the Community Newsletter - Noted.
Police & Crime Commissioners Weekly Column – Noted.
Cornwall Council – Neighbourhood Planning Newsletter May 2024 - Noted
Imerys British Lithium community public exhibition dates – Noted.
Postponement of Cllr Taylor's "Listening To You" public engagement sessions – Noted.

109/24 Items for the next agenda.

Bench Replacement
Review of decision for traffic calming on Hendra Road.

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.

110/24 Confidential items –

None.

Meeting closed 8.35 pm.

Signed:

DRAFT