St Dennis Parish Council

Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday 5th September 2023 at 7.00 pm.

The Chair welcomed all present to the September meeting of the Parish Council. Cllr Clarke informed of the sad news of the passing of Cllr Karen Taylor, adding that our thoughts are with her family at this time. A minute’s silence was held by those present. Cllr Clarke notified all present of the funeral arrangements for those wishing to attend.

**Present:** Cllr Clarke (Chair), Cllr Burnett (Vice Chair). Cllr Kelsey, Cllr Griffin.

**In Attendance:** Lynn Clarke Clerk, Senior Administrator Tracey Hutton, Cornwall Cllr Dick Cole (CC Cole).

**152/23 Apologies.**

Cllr Taylor, Cllr Harwood, Cllr Edmunds & Cllr Hawkins. Apologies accepted.

**153/23 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.

**154/23 Public Participation (to include Cornwall Councillors Report).**

1. **Public Participation:**

Cllr Kelsey advised that the Women’s Institute plan to take part in National Tree Week 2023. They would like to plant a native tree within the Parish and enquired if this would be possible. Cllr Kelsey was advised to put the request in writing so that it could be added to the agenda for discussion.

Cllr Burnett has received a report regarding the growth in the edge of the road between the B3279 and the new Chapel on Carne Hill. It was noted that this has been reported to Cornwall Council on several occasions. The Clerk will contact Cormac to see if there is an update on this issue.

1. **Cornwall Cllr: (CC Cole)**

CC Cole advised that he does not provide a written report for August as it is a quiet month. Cllr Cole informed that he is currently working on the grant application for the purchase of the Claytawc building.

**155/23 To adopt the minutes of the Ordinary Meeting of the Parish Council held on the 1st August and the 22nd August 2023**.

**Resolved -** To adopt the minutes with one amendment to the public participation section to change muted to Mooted. With this amendment it was **Resolved** to adopt the minutes. All present in favour.

**156/23 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.**

[Education Grant Committee](https://stdennisparishcouncil.org.uk/media/Meetings/Minutes/Education%20Grant/Education%20Minutes%2022nd%20August%202023.pdf) – Grant limits over a 5-year period reviewed, equipment limits reviewed, balances as at the 30th June approved, grants awarded from April 23 notified, 1 application ratified, five applications received, three grants approved, two applications agreed in principal.

[Planning Committee Meeting](https://stdennisparishcouncil.org.uk/media/Meetings/Minutes/Planning/Minutes%2029th%20Augsut%202023.pdf) – Updates on previous applications provided. [PA23/06527](https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RZ2TQ0FGJEB00) Objection raised. Pre-App presentation given for a proposed development off Carne Hill. Decisions made via email ratified, Update on previous applications was provided, PA23/04504 – Objection raised, PA23/05770 – objection raised, PA23/05172 – Supported.

Staffing and GDPR Meeting – Update to be provide under confidential.

It was **Resolved** to accept the recommendation of the Education Grant Committee and the Planning Committee. All present in favour.

**157/23 Matters Arising – Information only.**

The Clerk informed:

The Radio hire has been arranged.

Identification cards have arrived.

Dunstan Close Consultation has been launched.

All matters that required reporting have been notified to the relevant agencies.

**158/23 To agree the delegated decisions made over the past month.**

It was **Resolved** to accept the delegated decisions. All present in favour. A copy of those decisions can be found [here](https://stdennisparishcouncil.org.uk/media/Meetings/Agendas/Full%20Council/Additional%20paperwork/Register%20of%20Delegated%20Decisions%20August.pdf).

**159/23 Clerks Report:**

[Clerks Report –](https://stdennisparishcouncil.org.uk/media/Meetings/Agendas/Full%20Council/Additional%20paperwork/Clerks%20Report%20Aug%202023.pdf) Noted.

**160/23 To discuss the Parish Council organising a community Christmas Tree.**

This was discussed at length; it was agreed that there was not sufficient time to make the necessary arrangements for a community Christmas tree this year. It was agreed for the office to investigate the idea further, with the intention of providing a tree in 2024. All present in favour. It was approved for Cllr Clarke would contact the member of public who put the idea forwards and inform them of the decision.

**161/23 To discuss and agree the costs of the removal of rubbish from the sheds.**

It was **Resolved** to use Mike Williams Waste Clearance to take away the rubbish at a cost of £235.00 + VAT. All present in favour.

**162/23 To consider the purchases of benches for the Parish.**

Tabled.

**163/23 To agree the Parish Council holding an event to mark the D-Day 80th Anniversary.**

This was discussed at length. It was agreed that this should be a community led event and not managed by the Parish Council. All present in favour.

**164/23 To agree the Parish Council taking part in the festival of Christmas Trees 2023.**

It was **Resolved** for the Parish Council to take part in the event. Cllr Griffin was nominated to manage the entry for 2023. All present in favour.

**165/23To be notified of the name change for Cormac and to approve the change in bank details.**

It was **Resolved** to accept the changes as notified. All present in favour.

**166/23 To approve the costs of flowers for Flanders Field.**

It was **Resolved** to allow the office a budget of up to £70 for the purchase of the plants. All present in favour.

**167/23 To approve the cost of additional silk poppies for the Remembrance Parade Displays.**

It was **Resolved** to allow a budget of up to £40 for replacement poppies. All present in favour.

**168/23 To approve the cost of the CCTV repairs.**

The Clerk informed that the repair costs had not been submitted in time for the meeting.

It was **Resolved** to agree the costs via email. All present in favour.

**169/23 To discuss the Kings Award for Voluntary Service Scheme and to consider nominations.**

Cllr Kelsey proposed that the Parish Council nominate St Dennis Band for this award. It was **agreed** that Cllr Kelsey would draft the nomination form and forward it to the office for submission. All present in favour.

**170/23 To approve training costs for staff & Cllrs.**

It was **Resolved** to approve nine training course places through CALC at a cost of £270.00 + VAT. All present in favour.

**171/23 To review how the Parish Council manage decision making for Committees.**

It was noted that due to the low number of Cllrs several meetings risked not being quorate for meetings, the potential risks to the Council were discussed. It was **Resolved** to hold in addition to the monthly meeting, a second meeting to discuss committee business (with the exception of the Playing Field Committee, Education Bursary Committee and the GDPR & Staffing Committee where meetings will be scheduled to coincide with the additional meeting dates), and all Cllrs will be invited to attend. All present in favour.

**172/23 To consider an invitation from the Arundel Trust for a Cllr to join the Trust**.

It was **Resolved** for Cllr Griffin to join the trust as a Parish Council representative. All present in favour.

**173/23 To review Committee Memberships.**

It was noted that additional members were required on the Education Bursary Committee and the Staffing Committee. Due to the arrangements made under Min Ref 171 all other committee would remain the same. It was **agreed** for Cllr Griffin to join the Education Committee and Cllr Harwood to be invited to join the Staffing Committee. All present in favour.

**174/23 To consider the External Auditors report and to decide if any actions are required on matters arising from the review.**

The report was reviewed, and it was noted that there were no actions required. Cllr Burnett thanked the Clerk for her hard work. A copy of the report can be found [here.](https://stdennisparishcouncil.org.uk/media/Council%20Documents/Reports/CO0137%20-%20St%20Dennis%20Parish%20Council%20-%20AGAR%20Form%203%20-%20FINAL.pdf)

**175/23 Reports from Outside Bodies**

None

**176/23 Consultations/Surveys received up to the time of meeting.**

Police & Crime Commissioners survey on how crime is affecting rural communities – Agreed to complete as individuals.

Digital Futures Advisory board consultation to discuss challenges faced by communities in Cornwall. – Invitation to attend Circulated.

Home Choice Review – CC Coles response to the review – noted.

**177/23 Highways and Footpaths Matters**

1. Footpaths.

No matters bought forward.

1. Highways.

Email received from a member of the public regarding concerns with speeding / inconsiderate driving of vehicles in the Carne and Enniscaven area. Residents in the area are troubled by the increase in near misses that have been witnessed and are worried about the prospect of their being a serious accident involving children, dog walkers, cyclists, or horse riders using the road.

CC Cole advised that he will discuss this with highways and work with the Clerk to see if there are any potential solutions for this area. It was noted that the national speed limit currently applies to these roads.

**178/23 Grant Requests**

1. Clay TAWC have refunded £215 from the grant given for a first aid course for children as there were no bookings for the workshops.
2. Letter received from St Dennis youth AFC requesting a donation towards new goal posts.

Cllr Kelsey proposed a donation of £200. Cllr Griffin made a counter proposition of £400.00. Cllr Griffin amended her proposal to £420 to cover half of the cost. This was seconded by Cllr Burnett. It was Resolved to donate £420 to the St Dennis AFC Youth Teams. All present in favour.

**179/23 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.**

Community Forum Presentation - Noted

CALC D-Day 80th Anniversary information - Noted.

Invitation to attend Mid-Cornwall Climate and Ecological Hub Opening Event - Noted.

Steve Double MP, newsletter - Noted.

AONB newsletter - Noted.

Town & Parish Council Newsletter - Noted.

Invitation to Local Area Energy Plan Meeting - Noted.

Town & Parish Council bulletin to attend a meeting regarding the new rubbish re-cycling and food waste collection service - Noted.

Invitation to Let’s Talk Water stakeholder webinar – Cllr Kelsey will be attending.

**180/23 Financial**

1. To approve this month’s payment to creditors and income as tabled.

It was **Resolved –**To accept the payment schedule as presented and to approve the use of the Parish Council card for the purchase of stamps. All present in favour.

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| --- | --- | --- | --- | --- |
|  | **Community Account**  |  |  |  |
|  |  |  |  |  |
| **CHQ No:** | **Name** | **Invoice Number** | **Cost** | **Reason** |
| DD | Sage  | 3638042 |  £ 15.60  | Payroll software |
| DD | EDF Energy  | 17/06/23 - 14/08/23 |  £ 24.00  | Electric Bill Public Toilets |
| DD | Barclays Bank | 13/07/23 - 13/08/23 |  £ 8.50  | Account fee |
| DD | Giff Gaff | 1692141739901 |  £ 10.00  | Mobile phone monthly tariff |
| DD | Nest Pension |  |  £ 80.80  | Pension Contributions |
| DD | BT | Q040XT |  £ 201.28  | Quarterly Bill  |
| CARD | Screwfix | Order No: A13087013615 |  £ 66.98  | Workwear |
| Card | Screwfix | Order No: A13087013615 | -£ 36.99  | Workwear |
| CARD | Brewers Decorating Centre | WEB346659 |  £ 61.68  | Bus Shelter paint |
| BACS | ClayTAWC - CREDIT  | Expenses | -£ 205.00  | Returned Grant Funding  |
| BACS | Imatination | INV5459 |  £ 29.94  | ID Cards x 6 |
| BACS | Cornwall Supplies Cleaning  | 745 |  £ 55.68  | Toilet Roll Dispenser |
| BACS | Sutcliffe Play | 6922 |  £ 588.72  | Replacement Basket Swings |
| BACS | A1 Tree & Grounds Ltd  | 1898 |  £ 1,236.00  | Grass Cutting for June  |
| BACS | A1 Tree & Grounds Ltd  | 1908 |  £ 1,236.00  | Grass Cutting for July  |
| BACS | Central Cleaning  | 2315 |  £ 403.00  | Toilet Cleaning July 23 |
| BACS | Central Cleaning  | 2320 |  £ 403.00  | Toilet Cleaning August 23 |
| BACS | Banner | AA10589 |  £ 25.16  | Office Stationery |
| BACS | Cartridge Save | INVZCB10V |  £ 56.87  | 1 x Black Toner |
| BACS | Suez | 33039120 |  £ 70.81  | Waste Collection Aug |
| Bacs | Suez | 33070377 |  £ 90.35  | Waste Collection Sept |
| BACS | Microsoft | E0300OKCHP |  £ -  | Software License |
| BACS | HMRC |  |  £ 1,072.10  | Tax & NI |
| BACS | Staff costs |  |  £ 4,243.70  | Staff Costs |
| BACS | Piran Tech | 47724 |  £ 11.69  | Monthly back and checks |
| BACS | Duchy Cemetery Ltd | 3074 |  £ 90.00  | Grave Digging  |
| BACS | Duchy Cemetery Ltd | 3086 |  £ 90.00  | Grave Digging  |
| BACS | BDO LLP | 417813 |  £ 504.00  | External Audit |
| BACS | TEEC | 4649 |  £ 179.99  | Website Hosting |
| BACS | Coast to Coast | 4371 |  £ 323.00  | Vat on Phone Costs |
| BACS | Discounted Stamps | grant |  £ 110.84  | 150 second class stamps |
| 101042 | Royal British Legion  |  |  £ 120.00  | Poppy Wreaths  |
| 101041 | Plot refund |  |  £ 104.00  | refund £134 less £30 admin fee |
|  | **Total** |  |  £ 11,271.70  |  |
|  |  |  |  |  |
|  | **Playing Field** |  |  |  |
| **CHQ No:** | **Name** | **Invoice Number** | Cost | **Reason** |
| DP | Barclays Bank | 13/07/23 - 13/08/23 |  £ 8.50  | Account Fee |
| DD | EDF Energy (IN CREDIT) | 10/2/23 - 14/08/23 |  £ 1.00  | Monthly DD Electric |
| CARD | Brewers Decorating Centre | WEB346659 |  £ 108.82  | Equipment paint |
| CARD | Amazon | 12488778511 |  £ 12.49  | Epoxy putty metal repair kit |
| CARD | Screwfix | Order: A13614010417 |  £ 25.98  | Anti Climb Paint |
| CARD | Brandon Hire | Quote No: 400619674 |  £ 93.00  | Hiring of Fencing |
|  | **Total** |  |  £ 249.79  |  |
|  |  |  |  |  |
|  | **Education Bursary Fund** |  |  |  |
| **CHQ No:** | **Name** | **Invoice Number** |  **Cost**  | **Reason** |
| DP | Barclays Bank | 13/07/23 - 13/08/23 |  8.50  | Account Fee |
| BACS | Applicant 4 |  548.75  | Grant Issued |
| Bacs | Applicant 9 |  |  1,500.00  | Grant Issued |
| BACS | Applicant 8 |  |  349.99  | Grant Issued |
| Bacs | Applicant 7 |  |  300.00  | Grant Issued |
| BACS | Applicant 6  |  |  275.99  | Grant Issued |
| BACS | Applicant 10 |  |  189.00  | Grant Issued |
|  | **Total** |  |  3,172.23  |  |
|  |  |  |  |  |
|  |  | **Grand Total for August** |  **14,693.72**  |  |

1. To approve the [bank balances as of 31st July 2023](https://stdennisparishcouncil.org.uk/media/Council%20Documents/Reports/All%20Banks%2031-07-23.pdf).

**Resolved –** To approve the bank balances. All present in favour.

1. To review and approve the 1st quarter figures against the budget.

**Resolved –** To accept the first quarter figures. All present in favour.

[First Quarter Figures,](https://stdennisparishcouncil.org.uk/media/Council%20Documents/Reports/1st%20Quarter%2023-24.pdf) [Earmarked reserves.](https://stdennisparishcouncil.org.uk/media/Council%20Documents/Reports/1st%20Quarter%20Ear%20Marked%20Reserves%2023-24.pdf)

**181/23 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.

**182/23 Confidential items –**

Verbal update for the [Staffing Committee Meeting](https://stdennisparishcouncil.org.uk/media/Meetings/Minutes/Finance%20Staffing%20Audit/29th%20August%202023%20Staffing%20%26%20GDPR%20%20Minutes.pdf)

End of probation period agreed.

Training costs for maintenance operatives approved.

Tool and equipment purchase approved.

Clerks’ appraisal date approved.

Recommendation from the Staffing Committee Meeting approved. All present in favour.

Meeting closed 9.05 pm.

Signed: …………………………………….