

St Dennis Parish Council  
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday  
7<sup>th</sup> May 2024 at 7.30 pm.

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

**Present:** Cllr Clarke, Cllr Burnett, Cllr Edmunds, Cllr Kelsey, Cllr Harwood, Cllr Hawkins, Cllr J Griffin, Cllr A Griffin, Cllr James, Cllr Mackenzie.

**In Attendance:** Clerk Lynn Clarke, Senior Administrator Tracey Hutton, Cornwall Cllr Dick Cole (CC Cole) and 1 member of the public.

**39/24 Apologies.**

None.

**40/24 Declarations of Interest.**

Cllr Kelsey declared an interest in an application within Item 29 on the agenda and was advised to leave the room.

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.

**41/24 Public Participation (to include Cornwall Councillors Report).**

**a) Public Participation:**

The member of the public present was invited to make representation. They informed that they were attending the meeting to hear about item 17 on the agenda. The member of the public expressed concerns about recent anti-social behaviour in the village. They went on to inform that they have been reporting a lot of potholes within the village. Cllr Clarke thanked them for their assistance in reporting these issues.

**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 informed that the letters to the landowners regarding the multi-use trail have been sent.

Further discussion regarding the provision of Cornwall Council rubbish bins was discussed a list of current bins was provided to those present. It was agreed that CC Cole would provide a map for Cllrs showing the current locations of the bins held on record by Cornwall Council. The document will be used by Cllrs to establish where future bin provisions may be required prior to requests for new bins being submitted. Item to be added to the next agenda for discussion.

**42/24 To adopt the minutes of the Ordinary Meeting of the Parish Council held on the [2<sup>nd</sup> April 2024](#).**

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

**43/24 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.**

None.

**44/24 Matters Arising – Information only.**

- The order has been given for the patching work in Trelavour Square.
- The Annual Parish Meeting has been held.
- Cornish Lithium have been notified of the Parish Council Representative.
- ID cards have been ordered.
- Emergency Plan report not yet received.
- The letter regarding flooding has been drafted.
- Highways issues have been reported to Cornwall Council.

**45/24 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.

**46/24 Clerks Report:**

[Clerk's Report](#) Noted.

**47/24 To discuss developments on the 2024 Christmas Tree project and to agree the process for the project moving forwards.**

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

It was **Resolved** to purchase 5 sets of Festoon lights and battery units, 1 set of 40m multi lights and battery unit, 24 D cell batteries, battery charger unit, and a weatherproof connection box. Total cost to be circulated to all Cllrs for approval via email.

A thank you letter to be sent to Cornish Lithium for the tree donation.

Site meeting to be arranged to identify exact location for the tree. All present in favour.

**48/24 To decide if there is any conflict of Interest with BDO LLP, External Auditors.**

No conflict of interest was identified.

**49/24 To review and adopt the amended Publication Scheme.**

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

**50/24 To review and adopt the changes to the Training Policy.**

It was highlighted that Chairman needs to be amended to Chair and the use of capital letters needs to be reviewed. It was **Resolved** to adopt the policy. Corrections to be made prior to publication. All present in favour.

**51/24 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.

**52/24 To discuss replica Clay Truck Planters.**

This was discussed at length, and it was agreed to undertake further investigation and to place on the agenda for the next meeting.

**53/24 To discuss welcome signage and planters.**

It was **agreed** in principle to investigate further the provision of 9 Parish welcome signs and signage for initially 3 settlement areas within the Parish. Planters to be investigated for all existing village signage. All present in favour.

CC Cole and the Clerk will make enquiries with Cormac regarding the possible placement of the signage, to be followed by public consultation.

**54/24 To discuss a one-way system for the village.**

Cllr Mackenzie presented the idea to the Council. This was discussed at length, and it was **agreed** to investigate the possibility further of making Fore Street & Wellington Road into one-way zones, as this could relieve some of the issues currently being experienced for both pedestrians and drivers. The Clerk to contact Cornwall Council and request a feasibility study for this proposal. All present in favour.

**55/24 To agree additional post installations for the mobile speed signage and how this will be funded.**

Members were informed that Cormac are no longer allowing third parties to use the lamp posts for the installation of the signage which means that 9 new posts are now required in total. The office is currently awaiting an updated quote for this work. Those present were also advised of the cost of training for staff to move the signage once installed. It was **Resolved** for the grant application to cover most of the cost for signage and posts and for the Council to cover the cost of additional post installation. All present in favour.

**56/24 To approve the top up of the maintenance budget.**

The spend to date was reviewed and it was **Resolved** to top up the budget to it's agreed £500 limit. All present in favour.

**57/24 To approve the cost of confidential shredding.**

It was **Resolved** to approve the cost of shredding at £64.80 with Britannia Lanes. All present in favour.

**58/24 To approve the cost of a new printer for the office.**

It was **Resolved** to purchase the printer with a three-year extended warranty from Amazon at a cost of £323.18. All present in favour.

**59/24 To approve the insurance costs for 2024-2025.**

It was **Resolved** to approve the quotation from Clear Councils at a cost of £1548.24. It was further agreed to purchase additional cover against Cyber-attack, the cost of this to be agreed via email. All present in favour.

**60/24 To approve the cost of training for Cllrs and staff.**

It was **Resolved** to approve the cost of £105 + Vat for attendance at the New Clerks Practitioners Event and Internal Control training. All present in favour.

**61/24 Update on the Emergency Plan**

Deferred.

### **62/24 Update on the Neighbourhood Plan.**

Cllr Edmunds and CC Cole informed that all the information has been collated for a direction of travel document to be drafted. A further meeting has been arranged for the 30<sup>th</sup> May. The draft document once prepared will be circulated to Cllrs for approval.

### **63/24 Reports from Outside Bodies**

Cllr Kelsey attended the China Clay & Luxulyan Community Area Partnership a copy of the report can be found [here](#).

Cllr Kelsey attended the Cormac Engagement Session a copy of her report can be found [here](#).

Cllr Kelsey attended the Cornish Lithium Community Liaison Meeting a copy of her report can be found [here](#).

### **64/24 Consultations/Surveys received up to the time of meeting.**

a) General Consultations  
None.

b) Planning Applications received up to the time of the meeting.  
PA24/02731 – Listed Building Consent: Demolition of the existing building and the removal of the rubble from the site.  
Cottage, Enniscaven, St Dennis.

It was proposed to support this application. Further proposal was put forward to put in a response of no objection. This was put to a vote, and it was **Resolved** 6-1 in favour of no objection with a request to be written to Cornwall Council enquiring why, as the only listed building in the Parish, no actions have been taken to stop the deterioration of the building.

### **65/24 Highways and Footpaths Matters**

a) Footpaths.  
None.

b) Highways.

Cllr Harwood informed that the white lines in various areas within the Parish are in need of re-painting.

Parking causing problems on the junction of Fore Street was highlighted, concerns raised for visibility of other road users with the vehicles being parked right on the junction.

Parking on Carne Hill blocking access to properties was highlighted again to members following a report into the office of an ambulance being unable to gain access to a property.

Cllr Kelsey left the room.

### **66/24 Grant Requests**

The Clerk informed that an application for funding to commemorate the 80<sup>th</sup> Anniversary of the D-Day Landings has been received from St Dennis Parish Committee, alongside a copy of their constitution.

This was discussed at length, and it was agreed that a decision could not be made on this application without further information. It was **Resolved** to agree a decision via email following receipt of the additional information. All present in favour.

Cllr Kelsey was invited to re-join the meeting.

Due to the length of the meeting, it was agreed to move item 31a forwards and to adjourn the rest of the meeting to the 22 May 2024. All present in favour.

### 67/24 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-04521058	£ 15.60	Payroll software
DD	EDF Energy	T87521180030	£ 22.16	Public Toilets
DD	EDF Energy	S09296083023	£ 103.97	Cemetery
DD	Barclays Bank	13/3/24 - 14/4/24	£ 8.50	Bank Charges St D PC
DD	Giff Gaff	1713223527759	£ 10.00	Monthly Package
DD	Nest Pension		£ 92.56	Pension Contributions
DD	Coast to Coast Communications	460560	£ 8.90	Office phones
DD	Suez	33277977	£ 93.60	Waste collection
DD	Suez	33253660	£ 106.57	Waste Collection
DP	Unity Trust	05/12/23-04/03/24	£ 18.00	Bank Charges
BACS	Cartridge Save	7462844	£ 42.72	Toner Cartridge
BACS	ICCM	4848/2024/25	£ 100.00	Renewal of Membership
BACS	A1 Tree & Grounds Ltd	1989	£ 1,032.00	Grass & hedge Cutting
BACS	Chris Robins	251	£ 40.00	Photos for Website
BACS	Piran Tech	52003	£ 12.34	Monthly Service Checks
BACS	Piran Tech	52603	£ 62.74	Microsoft 365 Backup
BACS	Microsoft	E0300ROF3C	£ -	Monthly online services
BACS	St Dennis over 70's Xmas Dinner		300.00	Grant Issued
BACS	Central Cleaning	2350	£ 390.00	Toilet Cleaning for April
BACS	HMRC		£ 1,179.93	Tax & NI
BACS	Staff costs		£ 4,623.38	Staff Costs
BACS	Mays	15066	£ 34.82	Maintenance Materials
BACS	Grahams Garden Machinery	108112	£ 240.00	Purchase of Leaf Blower
CARD	Amazon	191028	£ 24.50	Wildflower Seeds
CARD	Screwfix	A17195578509	£ 18.54	6 x Tubes of Sealant
CARD	Mole Valley Farmers		£ 16.00	Maintenance Materials
	<b>Total</b>		£ 8,262.97	

#### Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	13/3/24 - 14/4/24	£ 8.50	Bank Charges
DD	EDF Energy	19/4/24 - 15/4/24	£ 2.60	CCTV in Playing Field

**Total** £ 11.10

**Education Bursary Fund**

<b>CHQ No:</b>	<b>Name</b>	<b>Invoice Number</b>	<b>Cost</b>	<b>Reason</b>
DP	Barclays Bank	13/3/24 - 14/4/24	8.50	Bank Charges
BACS	Application 24		135.00	Grant Issued
BACS	Application 2		300.00	Grant Issued
BACS	Application 3		389.00	Grant Issued
BACS	Application 4		265.00	Grant Issued
BACS	Application 1		400.00	Grant Issued
Bacs	Application 11		- 90.01	Unspent fund refund
<b>Total</b>			<b>1,407.49</b>	

**Grand Total for April 2024 9,681.56**

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.

**68/24 Confidential items –**  
Deferred

Meeting closed 9.30 pm.

Signed: .....