

St Dennis Parish Council  
Minutes of the Ordinary Council Meeting held in the Clay  
Tawc Centre on 2<sup>nd</sup> April 2019 at 7.00pm

**Present:** Cllr Mrs J Clarke (Chairman), Cllr Mr N Edmunds (Vice Chair) Cllr Mrs K Taylor, Cllr Cotton, Cllr Mrs T Edmunds, Cllr Harwood, Cllr Mrs P Lodomez, Ms S Kelsey.

**In Attendance:** Lynn Clarke Clerk, Lisa Tucker Administrator, Cornwall Cllr Greenslade, Rev Arthur and 4 members of the public.

**1/19 Apologies**

Cllr Snell. Apologies approved.

**2/19 Declarations of Interest**

None Declared

**3/19 Public Participation (to include Cornwall County Councillors Report)**

- a) **Public Participation:** No Issues raised
- b) **Cornwall Councillors Report:** Cllr Greenslade's report was circulated to all Cllr's prior to the meeting, no issues raised by Cllr's from the report. Cllr Greenslade informed that there is no update on the issue of the grit bin not being re-filled on the hill near Park-an-bre Drive Cllr Greenslade is still working on this issue with the Parish Council. Cllr Greenslade informed that going forwards all new roads that are not through roads are unlikely to be adopted by Cornwall Council and therefore the provision of grit bins in these areas will be the responsibility of developers or the Parish Council to provide.
- c) The Chairman asked all present if there was anything else that they would like to raise before the public participation section of the meeting was closed. A member of the public who represents the Royal British Legion Poppy Appeal in our area presented the Parish Council with a certificate of appreciation for continued support of the Appeal and personally thanked the members for their efforts in supporting this cause, so far this year £2313.34 has been raised in the St Denis area.

**4/19 To adopt the Minutes of the Ordinary Council Meeting held on the 5<sup>th</sup> March 2019.**

Minutes for the 5<sup>th</sup> March were accepted proposed by Cllr Mr N Edmunds seconded by Cllr Mrs K Taylor, Cllr cotton abstained as not present at the meeting all others in favour.

**5/19 To note the minutes of the following meetings and Full Council to adopt the recommendations therein.**

The Chair put forward recommendations from the Extra Ordinary meetings that were held on Monday 1<sup>st</sup> April. Cemetery meeting and Finance, General Purpose, Staffing & Audit meeting.

The repairs that are required for the memorials were approved and the transfer of funds from earmarked reserves to cover the cost were also approved at both meetings. **Resolved** – To adopt the recommendations proposed by Cllr Mrs K Taylor seconded by Cllr N Edmunds all in favour.

**6/19 Matters Arising – Information only.**

No matters arising from the last minutes. The clerk raised a matter regarding the proposed PME Connection to the Public Toilets, after speaking with the Western Power representative advice has been given to seek independent advice on the connection from and NIC registered electrician. This will be placed before Council when further details have been obtained. Cllr Mrs J Clarke enquired if anybody had applied for the millennium Medallions and was informed that we still have several in the office there has not been big response to the article the clerk has had requests from others not born in 2000 and it was agreed that they could collect a medallion.

**7/19 To decide on ideas to put forwards for a volunteering day for Cornwall Councils 10-year unitary Celebrations.**

Possibly put forward the litter pick that the Parish Council are organising, or the painting of bus shelters to enhance the area. A query was raised whether this was raised as to if there may be additional financial support for the projects. Clerk to check and put forward the painting projects.

**8/19 Update following the Parish Cluster meeting.**

The clerk read an update forwarded from St Stephen in Brannel outlining items discussed the next meeting will be held on Monday 13<sup>th</sup> May, Cllr Mrs T Edmunds and Cllr Mrs P Lodomez will attend to represent St Dennis Parish Council.

**9/19 Update on Neighbourhood Plan**

Cllr Ms S Kelsey met with Gemma Hankins our new local Neighbourhood Planning Officer, Cllr Ms S Kelsey has requested further information to aid in the development of the Neighbourhood Plan. Cllr Kelsey discussed the next steps of holding a public meeting and the need for a consultation to be carried out. Cllr Mrs J Clarke asked if funding is available or has been sought to cover the potential costs. Cllr Ms S Kelsey informed that funding can be applied for, but the process would need to be further along at this stage we would possibly not be eligible. Cllr Mrs T Edmunds asked if the office would be able to source an up to date large map of the area showing new developments. **Action** – Office to source

**10/19 Update on the litter Pick**

The administrator informed that everything in place for April 13<sup>th</sup>. Morrisons have been contacted and they will be supplying a voucher for the provision of refreshments for the day the event has been widely advertised locally and will contact the local radio stations the week prior to the event.

**11/19 To agree the price increase for the cutting of footpaths.**

The clerk informed that the contractor wishes to increase the linear meter cost from 8p per meter to 12p per meter due to increases in overheads. **Action** – Clerk to email all Cllrs with figures to showing comparison figures.

**12/19 To decide if the Parish Council will accept the offer of a larger office**

Deferred until further information has been obtained.

**13/19 To Agree the text of the new version of Standing Orders for St Dennis Parish Council.**

Cllr Ms S Kelsey raised the issue of equality within the text highlighting that the text should read his/her or their rather than one specific gender and the possibility of changing Chairman to Chair the clerk will review these sections and amend. The clerk asked if councillors could confirm and from the highlighted sections which they felt would be most appropriate for St Dennis Parish Council this was reviewed and agreed proposed by Cllr Mrs T Edmunds seconded by Cllr Mrs K Taylor all in favour. **Action** – Clerk to place draft revised standing orders on the website for public comments.

**14/19 To accept the grass cutting agreement with Cornwall Council for 2019 – 2020**

**Resolved** – To accept the agreement Proposed by Cllr Mrs J Clarke seconded by Cllr Mr N Edmunds all in favour.

**15/19 Reports from outside bodies**

Cllr Mrs J Clarke informed that she had not attended the emergency planning workshop as when reviewing the agenda, it was aimed at flooding and flood defences which was felt would be of no practical benefit apologies were given to the event organiser.

Cllr Ms S Kelsey and Cllr Harwood attended a climate change and Neighbourhood Plan at Penryn which covered an overview of climate change, a sustainable Cornwall, Neighbourhood Development plans, outlining ideas that we can put into our plan to promote sustainable development in our area. **Action** - Cllr S Kelsey & Cllr Harwood to produce a report from this meeting and circulate to all Cllrs.

Cllr Ms S Kelsey and Cllr Harwood attended a meet the planner's event. The idea is to separate Cornwall into sections and have a dedicated planning team to each area who will work closer with Town and Parish Councils. The office has forwarded information from this event to all Cllrs.

Cllr Ms S Kelsey will be attending a Greenspaces conference at Heartlands later in April,

**16/19 Consultations and surveys received up to time of meeting**

None Received

**17/19 Highways and Footpaths Matters**

- a) Update on footpaths – The clerk informed that issues have been reported on footpaths around the incinerator and that the office is waiting for a resident to get in touch with the office to discuss further issues in this area.
- b) Gritt Bins – This was covered in Cllr Greenslades report.

**18/19 Grant Requests**

None

**19/19 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.**

Email received from resident regarding an area of land in Hendra Rd that requires maintenance – The clerk has met with the resident and resolved the issue.

Communities & Devolution bulletin – Circulated to all Cllrs.

Cornwall Association of Local Councils – Membership renewal to be placed on the agenda for the next meeting.

Barclays Bank – signatories approved.

BT – end of fixed contract – Prices to be reviewed and placed on the agenda for the next meeting.

Came & Co insurance renewal – Clerk has reviewed and advised that buildings need to be revaluated for insurance purposes – To be placed on the agenda for the next meeting.

## 20/19 Financial

- a) To approve March payments to creditors as presented to the table. Payments were accepted. Proposed by Cllr Mr N Edmunds seconded by Cllr Mrs K Taylor all in favour.

| CHQ No: | Name                        | Cost<br>£     | Reason  |
|---------|-----------------------------|---------------|---|
| 100085  | Glenn Humphries             | 408.00        | Grass cutting Playing Fields                    |
| 100925  | Glenn Humphries             | £566.40       | Grass cutting Trelavour Prazey / Bus stop verge |
| 100925  | Glenn Humphries             | £518.40       | Grass cutting Cemetery                          |
| DD      | Microsoft                   | £9.48         | Software licence                                |
| 100924  | Complete Business Solutions | £65.93        | Ink   |
| 100931  | St Dennys Beaders           | £125.00       | Grant   |
| 100932  | Cornwall Council            | £883.80       | Business Rates                                  |
| N/A     | Cornwall Council            | £0.00         | Cemetery Rates                                  |
| 100932  | Cornwall Council            | £662.85       | Rates   |
| 100927  | Cornwall ALC                | £257.28       | Code of conduct Training                        |
| DD      | Barclays                    | £24.60        | Account Charges General                         |
| DD      | Barclays                    | £6.65         | Playing field Trust Acc Charges                 |
| 100928  | SeaDog IT                   | £19.95        | Website Hosting                                 |
|         | CASH                        | £46.01        | Petty Cash Top up                               |
| 100929  | Clay Tawc                   | £962.50       | Rent  |
| 100929  | Claytawc                    | £20.09        | Photocopying                                    |
| BACS    | Wages                       | £2,367.73     | Staff Costs                                     |
| BACS    | HMRC                        | £222.61       | Tax & NI  |
| 100930  | Cornwall ALC Limited        | £808.29       | Annual Membership                               |
| DD      | EDF Energy                  | £10.00        | Public Toilets                                  |
| DD      | Google                      | £6.60         | Secure email                                    |
| DD      | Sage                        | £7.20         | Payroll Software                                |
| 100926  | Trevithick Supplies         | £4.68         | Safety Goggles                                  |
|         | <b>Total for month</b>      | <b>£8,004</b> |   |

- b) The Bank Balances as at 28<sup>th</sup> February were approved. Proposed by Cllr Mrs K Taylor seconded by Cllr Mrs T Edmunds all in favour.

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.

**21/19 Confidential items – Minuted Separately**

Cllr Resignation

Expression of interest received.

There being no other business to be transacted the Chairman closed the meeting at 8.55pm.

Signed: .....

DRAFT