

St Dennis Parish Council
Minutes of the Annual Meeting of the Parish Council held in the Clay
Tawc Centre on 7th May 2019 at 7.00pm

Present: Cllr Mrs J Clarke, Cllr Mr N Edmunds, Cllr Mrs K Taylor, Cllr Mrs T Edmunds, Cllr Harwood, Cllr Mrs P Lodomez, Ms S Kelsey.

In Attendance: Lynn Clarke Clerk, Lisa Tucker Administrator and 4 members of the public.

22/19 Election of Chair

The clerk received nominations for Cllr Mrs J Clarke, there were no other nominations. Proposed by Cllr Mrs T Edmunds seconded by Cllr Mrs P Lodomez, with 6 votes and no abstentions.

23/19 Apologies

Cllr Cotton Absent.

24/19 Election of Vice Chair

Nominations received for Cllr Mr N Edmunds proposed by Cllr Ms S Kelsey seconded by Cllr Mrs P Lodomez there being no other nominations a vote was taken 6 in favour and no abstentions.

25/19 Recommendations from the interview panel

Cllr Mrs J Clarke informed that an interview had been held with Mr K Richards for the position of Councillor recommending that he be co-opted onto the Parish Council seconded by Cllr Ms S Kelsey. A vote on the recommendation was taken all in favour no abstentions. Mr Richards was invited to join the table and welcomed by all Cllr's.

26/19 Election of Committees

Planning: Cllr Mrs J Clarke, Cllr Mr M Cotton, Cllr Mr N Edmunds, Cllr Mr B Harwood, Cllr Mrs P Lodomez, Cllr Mr K Richards, Cllr Mrs T Edmunds to stand as a reserve.

General Purpose, Staffing, Finance, Audit & GDPR: The clerk advised that it would be beneficial to separate the committee to have a smaller dedicated Staffing & GDPR committee.

This advice noted the council **Resolved** to separate the committee and in addition all members of the new sub-committee are to become signatories on the Parish Council bank accounts.

As a result of this separation Cllr Mrs J Clarke proposed that all Councillors could sit on the General Purpose, Finance and Audit Committee. Seconded by Cllr Mrs K Taylor all in favour.

Staffing & GDPR: Cllr Mrs J Clarke, Cllr Mr N Edmunds, Cllr Mrs K Taylor, Cllr Mrs T Edmunds.

Education: Cllr Mrs J Clarke, Cllr Mrs K Taylor, Cllr Mrs T Edmunds, Cllr Mr N Edmunds.

Cemetery: Cllr Mrs J Clarke, Cllr Mr N Edmunds, Cllr Mr M Cotton, Cllr Ms S Kelsey, Cllr Mrs P Lodomez, Cllr Mrs T Edmunds.

Playing Field: All Cllrs are to be trustees.

Footpaths: Cllr Ms S Kelsey, Cllr Mrs T Edmunds, Cllr Mr Richards

Imerys Liaison: Cllr Mrs T Edmunds, Cllr Mr N Edmunds

Clay Network: Cllr Ms S Kelsey, Cllr Mrs J Clarke. Email to be sent to all Cllrs inviting them to attend.

Police & Crime Commission: Cllr Mrs J Clarke, Cllr Mrs T Edmunds.

Carne Hill Chapel: Cllr Mr M Cotton. The clerk to check if these meetings are still being held as the chapel is near completion.

27/19 Election of representatives to sit on the St Dennis & Nanpean Community Trust.

Cllr Mrs T Edmunds proposed the Parish Council write to Cornwall Cllr Mr F Greenslade and confirm that Cllr Greenslade is agreeable for his seat on the Community Trust to remain designated to the Chair of St Dennis Parish Council seconded by Cllr Ms S Kelsey all in favour. **Deferred to next meeting.**

28/19 Declarations of Interest

None Declared. Cllr Mrs J Clarke reminded all present that if any matter arises during the meeting advice must be sought from the clerk and the council before continuing.

29/19 Public Participation (to include Cornwall Councillors Report)

- a) **Public Participation:** A member of the public asked if the Parish Council would be considering hosting part of the Tour of Britain Cycling Event. Cllrs discussed the idea with a view that this would be beneficial for the village. **Action –** Clerk to obtain more details and agenda for the next meeting.

The question was put forward to the Council regarding the frequency of parking enforcement visits. The clerk confirmed that there were still regular visits that were being undertaken. If however, there is an area of persistent parking this can be reported to the enforcement team or to the Parish Council who will forward the information to Cornwall Council.

- b) **Cornwall Councillors Report:** Cllr Greenslade's apologies received for this meeting apologies noted.

30/19 To adopt the Minutes of the Ordinary Council Meeting held on the 2nd April 2019.

Minutes for the 2nd April were accepted proposed by Cllr Mrs K Taylor seconded by Cllr Mrs T Edmunds, Cllr Mr Richards abstained as not a Cllr at this time, all others in favour.

31/19 To Agree a programme of meetings for 2019 - 2020

Resolved to hold full Council Meetings on the 1st Tuesday of each Month. All Sub-Committee Meetings to be held on a rolling quarterly basis and where possible on a Tuesday evening.

32/19 Matters Arising – Information only.

No matters arising from the last minutes.

33/19 To Review the Action Plan for 2019 - 2020

Achieved in 2018 - 2019: Started the Neighbourhood Plan Process, maintained a monthly article for St Dennis Community News, ensured the Parish Council are compliant with the General Data Protection Regulations, Reviewed and amended the asset register, organised the annual litter pick.

Ongoing from 2018 – 2019: production of the Neighbourhood Plan, Parking issues within the area, review of assets, re-vamp of bus shelters.

Carried Forwards from 2018 – 2019: Review of Parish Council Signage – Delegated authority given to order signage up to a value of £100.00 proposed by Cllr Mrs J Clarke seconded by Cllr Mrs T Edmunds all in favour.

Refurbishment of the red telephone box. Updating of the Millennium information boards.

New for 2019 – 2020: Creation of an emergency Plan, Project to look at the enhancement of green areas under Parish Council management.

34/19 To discuss the proposal for the provision of legal services from Cornwall Council.

Resolved – Not to accept the agreement proposed by Cllr Mr N Edmunds seconded by Cllr Ms S Kelsey all in favour.

35/19 To agree the costs of the winning poster design to be made into stickers.

Three quotations were put forward. It was **Resolved** to purchase 72 stickers at a cost of £28.80 + VAT Proposed by Cllr Mr N Edmunds seconded by Cllr Mrs T Edmunds all in favour.

36/19 Agree the price increase from the contractor for the cutting of the footpaths.

Resolved – to accept the increase in costs. Proposed by Cllr Mrs P Lodomez seconded by Cllr Mrs T Edmunds all in favour.

37/19 to decide if the Parish Council will accept the offer of a larger office if it became available over the next 5 months.

The Clerk informed that the increase in cost would be £743.70 per year rising from £4733.80 to £5477.50. The matter was discussed and agreed that if possible then the office at the front of the building would be more advantageous for residents visiting due to having a separate entrance, all Cllrs were in agreement that the increase in space is required. It was **Resolved** to negotiate a move to the front office, if this is not feasible the back office would be acceptable. Proposed by Cllr Mrs K Taylor seconded by Cllr Ms S Kelsey all in favour.

38/19 To agree the cost of the building valuations for insurance purposes.

The clerk advised that the valuations are required as they have not been carried out for several years and in need of being updated. **Resolved** to undertake the valuations of the buildings under Parish Council control for insurance purposes. Proposed by Cllr Mrs J Clarke seconded by Cllr Mr N Edmunds all in favour

39/19 To Agree the insurance renewal for 2019 – 2020

Resolved to accept the recommendation from Came and Co for insurance provision through Inspire. Proposed by Cllr Ms S Kelsey seconded by Cllr Mr N Edmunds all in favour.

40/19 To agree the new contract with BT.

Resolved to agree a new contract for line rental and a call package. Proposed by Cllr Mrs K Taylor seconded by Cllr Mr N Edmunds all in favour.

41/19 To agree the membership renewal with Cornwall Association of Local Councils
Resolved to renew the membership. Proposed by Cllr Mr N Edmunds seconded by Cllr Ms S Kelsey all in favour.

42/19 To adopt the new standing orders for St Dennis Parish Council.

The Clerk informed that there had been no queries raised from the consultation on the website. It was **Resolved** - To adopt the standing orders. Proposed by Cllr Mr N Edmunds seconded by Cllr Mr B Harwood all in favour.

43/19 To agree the clerk's attendance of the Highways engagement session.

Resolved – For the clerk to attend. Proposed by Cllr Mrs J Clarke seconded by Cllr Mrs K Taylor all in favour.

44/19 Reports from outside bodies

None

45/19 Consultations and surveys received up to time of meeting

Renewal of Public Spaces Protection Orders dogs on Beaches.

No views to put forward.

46/19 Highways and Footpaths Matters

- a) Update on footpaths – The clerk updated on footpath 26 horses are still being ridden on the footpath. Cllr Mrs T Edmunds requested Cornwall Council be contacted and a larger sign be placed at the entrance to show that horses are prohibited. Concerns raised regarding the potential for harm to the public using the path and the deteriorating condition of the pathway due to horses being exercised. **Action** – Clerk to contact Countryside Access team to highlight issues raised and request update on barriers being installed.
- b) Gritt Bins – Clerk informed that all salt bins have now been included on Cornwall Councils maintenance list.
Cllr Ms S Kelsey informed that the Highways scheme is due to be launched for this year ideas are required to put forward that may help reduce vehicular issues and parking within the village.

47/19 Grant Requests

St Austell Synchronised Swimming Team – Refused as not based in this area

48/19 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Thank you, card received from St Dennys Beaders

Email received from John Keast regarding Memorial repairs and the proposed opening date for the new Chapel Building

49/19 Financial

- a) To approve April payments to creditors as presented to the table.
The clerk advised that there are several double payments this month due to the meeting being later in the month. An issue of complaints received regarding the Cemetery Grass cutting raised to the Council. The clerk to arrange a meeting

with the contractor and future work to be signed off when complete. Payments were accepted. Proposed by Cllr Mrs K Taylor seconded by Cllr Mr N Edmunds all in favour.

CHQ No:	Name	Cost	Reason
100933	Central cleaning	£303.60	Toilet Cleaning March
DD	Microsoft	£9.48	Software License
100934	Duchy Cemeteries	£375.00	Interment Fee
CARD	MA Grigg	£15.44	Litter Picker
DD	South West Water	£14.80	Cemetery Water rates
100937	Arboria	£430.00	Tree Condition Report
100086	Glenn Humphries Landscaping	£408.00	Playing Field Grass Cutting March
100941	Glenn Humphries Landscaping	£566.40	Trelavour Prazey & Verges March
100941	Glenn Humphries Landscaping	£518.40	Cemetery Grass Cutting March
100941	Glenn Humphries Landscaping	£91.80	Footpath Clearance
DD	Barclays Bank	£22.43	Bank Charges
DD	Barclays Bank	£6.65	P/F bank charges
100935	Sea Dog IT	£19.95	Website Hosting
100938	Rospa	£193.80	Safety Check
100934	Duchy Cemeteries	£375.00	Interment Fee
100934	Duchy Cemeteries	£70.00	Interment Fee
100933	Central cleaning	£303.60	Toilet Cleaning April
DD	Sage Line 50	£7.20	Payroll Software
DD	google Ireland	£8.17	Secure email
DD	EDF	£30.00	Electric Toilets
100939	Claytawc	£24.56	Room hire and printing
BACS	Wages	£2,716.38	Staff Costs
BACS	HMRC	£320.83	Tax & NI
100936	Complete Business Solutions	£144.40	Stationery
100942	Lex Designs	£12.00	Unisex Sign
100941	Glenn Humphries Landscaping	£849.60	Trelavour Prazey & Verges April
100941	Glenn Humphries Landscaping	£777.60	Cemetery Grass Cutting April
100086	Glenn Humphries Landscaping	£612.00	Playing Field Grass Cutting April
100940	Brian White	£90.00	End of year accounts support
100935	Sea Dog IT	£95.00	License Fee
Card	Petty Cash top up	£14.67	Top up
	Total Cost	£9,426.76	

- b) The Bank Balances as at 30th April were approved. Proposed by Cllr Mrs T Edmunds seconded by Cllr Mr N Edmunds all in favour.

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.

50/19 Confidential items – Minuted Separately

Staff Working Hours **Resolved** – For Staffing Committee to review job descriptions and to ask Cornwall Association of Local Councils to review working hours.

There being no other business to be transacted the Chairman closed the meeting at 9.00pm.

Signed:

