

St Dennis Parish Council
Minutes of the Annual Meeting of the Parish Council held at ClayTAWC
on Tuesday 3rd May 2022 at 7.00pm

Present: Cllr Clarke, Cllr Mr N Edmunds, Cllr Mrs T Edmunds, Cllr Kelsey, Cllr Burnett, Cllr Sinnott, Cllr Jones, Cllr Taylor, Cllr Dowd.

In Attendance: Sharon Davey Office Administrator, Cornwall Cllr Dick Cole, Rev Arthur. Lynn Clarke (Clerk) attended virtually.

29/22 Election of Chair for 2022-2023

Cllr Julia Clarke and Cllr Jennifer Burnett were nominated for Chairman. Cllr Burnett declined the nomination. There being no other nominations a vote was held. All Cllrs present in favour of the nomination.

Cllr Clarke was duly elected as Chairman for St Dennis Parish Council and signed the declaration of acceptance of office.

The Chair thanked Cllrs for the nominations and welcomed all present to the May meeting of the Parish Council.

30/22 Election of Vice Chair for 2022-2023

Cllr Jennifer Burnett was nominated Vice Chair. There being no further nominations this was put to a vote. All present in favour of the nomination.

Cllr Burnett was duly elected Vice Chair of St Dennis Parish Council and signed the declaration of acceptance of office.

31/22 Apologies.

Cllr Harwood, Cllr Lodomez. Apologies accepted.

32/22 Declarations of Interest.

Cllr Kelsey declared an interest in item 17 as a member of St Dennis WI.

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.

33/22 Public Participation (to include Cornwall Councillors Report).

a) Introduction of the New Cornwall Cllr.

It was noted that the agenda was not correct, and this was due to the template used from the previous year. Cornwall Cllr Cole was invited to speak:

Cllr Cole informed that a written report has not been provided for this meeting as two reports had been provided in April the last being for the Annual Parish Meeting on the 21st. However, Cllr Cole gave a verbal update on the situation with the investigation into how housing had been allocated in St Dennis, informing that further meetings have been arranged to discuss the matter.

Cllr Cole also informed that expression of interest form submitted for a grant from the G7 legacy to help fund the re-opening of the railway line from St Dennis to Goss Moor has not been accepted. Cllr Cole intends to ask for an explanation as to why this project would not be considered.

b) Public Participation:

A letter from Tuesday Friends put forward at the Annual Parish meeting was placed before Cllrs for consideration.

Concerns raised by the group included:

- The increase in traffic throughout the village and the increase in inconsiderate or illegal parking raising safety concerns for pedestrians.
- Increase in litter around the village, highlighting that this was more prominent following bin day collections.
- A noticeable increase in dog fouling, Fore Street was specifically identified within the letter.

34/22 To adopt the minutes of the Ordinary Council Meeting on Tuesday 5th April 2022.

Resolved - To accept the minutes. Cllr Mrs T Edmunds, Cllr Taylor & Cllr Dowd abstained as not present at the meeting. All others present in favour.

35/22 To note the Minutes of the following meeting and Full Council to adopt the recommendations therein.

Annual Parish Meeting – Deferred until the next meeting as minutes had not been circulated with enough time for Cllrs to review.

36/22 To review delegation arrangements to Committees, Sub Committees, and staff.

Resolved – To accept the delegation arrangements for committees with no changes and to extend the use of the Scheme of Delegation Policy for a further 12 months. All present in favour.

37/22 To review the Terms of Reference for Committees and Sub Committees.

Resolved – To accept the Terms of Reference with no procedural changes. All present in favour.

38/22 Review and adopt Standing Orders and Financial Regulations.

The Clerk informed that an amendment had been issued for the Standing Orders that was not included in the current version emailed to Cllrs.

Resolved – To accept the Financial Regulations with no amendments and to defer the adoption of the Standing Orders until the June meeting. All present in favour.

39/22 Election of Committees.

Cllr Dowd requested to sit on the Planning Committee and the Footpath Committee. The Staffing Committee will be amended to reflect the change in Vice Chair. All other Committees to remain the same.

40/22 To review representatives on outside bodies and arrangements for reporting back to Council.

Cllr Dowd put himself forward to represent the Parish Council at the Police and Crime Commission (Cllr Advocate Scheme). All other representatives to remain the same.

It was **Resolved** for Cllrs representing the Parish Council to provide written reports from meetings to be circulated to Full Council.

41/22 To agree dates in advance for Committee meetings over the next 12 months.

Resolved for the Clerk to draw up a list and circulate for email agreement.

42/22 Matters Arising – Information only.

- Arrangements still need to be made for the collection of the Information Boards.
- Trelavour Prazey Verge has been incorrectly added to the Grass Cutting Agreement.
- Contracts have been issued for the maintenance contractors for a further year.
- Order has been given for the bus shelter work.
- Office Risk Assessment has been amended and is online.

43/22 To agree the delegated decisions made over the past month.

Resolved - To accept the delegated decisions for the removal of the shed at Hendra Prazey, the amended electric contract for the CCTV shed and the issuing of an Education Grant.

[Delegated Decisions April 2022](#)

44/22 Clerks Report:

The report was noted: [Clerks Report April 22](#)

Cllr Clarke raised that the Anti Climb painting has not yet been completed and has been outstanding for several months.

45/22 Invitation from St Dennis Women's Institute to attend their 100th Anniversary event on Saturday 21st May 2022.

Resolved - Cllr Clarke, Cllr Dowd and Cllr Mr N Edmunds will attend to represent the Parish Council.

46/22 Progress report from the Queens Platinum Jubilee event planning.

Cllr Clarke gave a verbal report to those present informing that a meeting was due to be held later this week to finalise arrangements. The Clerk requested that a list of the events planned for the Playing Field be forwarded to the office so that a formal letter of agreement can be issued.

47/22 Update on the land at Hendra Prazey and agreement for actions to be taken.

This was discussed at length with various views being put forward Cllrs agreed that the land requires a considerable amount of work to be undertaken and consideration needs to be given to the viability of this.

It was **resolved** – to consult the residents of the Parish to ascertain their views on the potential disposal of the land. Office to investigate potential disposal and any legislative requirements for Council to consider. All present in favour.

48/22 To agree repairs / disposal of Trerice Terrace Telephone Box.

It was **Resolved** to consult the public about the disposal of this asset. Office to write to British Telecom to confirm any arrangements that may be required for disposal. All present in favour.

Cllr Clarke declared an interest and was advised to leave the room for this item. Cllr Burnett took the Chair in the absence of Cllr Clarke.

49/22 To agree the cost of a Cllr attending First Aid Training.

Questions were raised about the necessity of this training. The Clerk advised that this was to enable the Parish Council to have an appointed person for events such as the Remembrance Parade.

Resolved – To approve the training at a cost of £22. All present in favour.

Cllr Clarke was invited to re-join the meeting and resumed as Chair.

50/22 To discuss the requirement for staff training and to review the Training Policy.

Cllr Sinnott raised concerns about the recent costs used for staff training, enquiring if the Council had considered sub-contracting the work as this would reduce the requirement for the additional costs. Cllr Sinnott also asked if any provisions were in place should staff leave the employment of the Parish Council following training.

Cllr Clarke explained that the work was brought in house last year as a trial and it was proven to be cost effective, this year is an extension of that trial. This will be reviewed in October 2022 by Council and if the arrangements were not working for the benefit of the Council, then the contracting out of this work will again be considered.

Cllr Clarke advised that the staff needed training to carry out their duties and as an employer the Council are responsible for any training that has been identified as part of their role. All staff prior to the training being undertaken sign a contract regarding the costs and the repayment should they decide to leave.

Resolved – To accept the Training Policy and for the work to be reviewed in October. All present in favour.

50/22 Smaller Councils Policy Issues Consultation, and service provisions from NALC.

The Clerk informed that this has been circulated to all Cllrs and NALC are seeking views of how they can assist our area of the sector, putting forward responses already received from Cllrs.

It was **Resolved** to ask if assistance can be sought for social and affordable housing issues that affect smaller councils and their residents and to agree the list provided. All present in favour.

51/22 Reports from Outside Bodies

None.

52/22 Consultations/Surveys received up to the time of meeting.

None

53/22 Highways and Footpaths Matters

- a) Update on footpaths.

Response received from Cornwall Council about the wall repairs on footpath 20.

Cornwall Council have inspected the area and as there is an existing stile that is the

designated route of the footpath no further action will be taken. The Clerk informed that the condition of the stile has also been reported to Cornwall Council.

b) Highway Issues:

Cllr Kelsey reported that the double yellow lines on Hendra Road are in need of re-painting and that cars are constantly parking on the lines.

Email received from a member of the public reporting parking on double yellow lines in the Hendra Prazey area which they have been reporting to Parking Enforcement with no visible results.

A second email has been received by the office regarding parking issues around the ClayTAWC area asking if the Parish Council can assist as the area is becoming dangerous to both pedestrians and drivers.

Cornwall Cllr Cole advised that ad hoc visits from parking enforcement. The Clerk confirmed that this arrangement was already in place. Cllr Cole offered to assist the Parish Council further in this matter.

54/22 Grant Requests

Letter from Cornwall Hospice Care requesting a donation.

It was noted that this is a worthy cause and questions were raised about the Parish Council supporting such causes that whilst not based in our area, services of such a nature are likely to be used by residents within the Parish.

It was **Resolved** – to prioritise funds for local groups, in the event that the Grant budget still has funding remaining at the end of the year to consider a further application at this time. All present in favour.

55/22 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Cornwall Council – Town and Parish Council updates - noted.

Imerys Woodland Creation planning grant consultation - noted.

Operational update from Suez – noted and placed on website.

Invitation from CALC to attend Teams Meeting regarding Cornwall Council re-structure,

Business and budget planning, Town & Parish Council updates - noted.

Invitation to attend Civic Lantern 9th June 2022 – noted Cllr Kelsey will be attending.

Invitation to attend Homes for Cornwall 16th May 2022 – noted Cllr Dowd will be attending.

56/22 Financial

a) To approve April's payments to creditors as tabled.

Resolved – to accept payments. All present in favour.

Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	2001859	£8.40	Payroll software
DD	Google Ireland	4115115856	£9.20	Secure email
DD	EDF Energy		£13.00	Monthly DD for public toilets

DD	Suez			Waste Collection
DP	Barclays Bank	14/3-12/4/2022	£8.50	Bank Charges
BACS	HMRC		£944.63	Tax & NI
BACS	Staff costs		£3,850.83	Staff Costs
BACS	Claytawc Ltd	2143	£1,108.52	Room Hire, Photocopying, office rent
BACS	A1 Tree & Grounds Ltd	1719	£516.00	Cemetery & Verge Grass Cutting (March 2022)
BACS	Dennis May & Sons	38350	£31.39	Paint brushes, broom handle, grass seed
BACS	Groundwork UK		£297.25	Part repayment of NDP grant
BACS	Grahams Garden Machinery	60233	£55.60	Chain saw oil, sharpening kit, chain links
BACS	Duchy Cemetery's Ltd	2617	£80.00	Interment Fee
BACS	TP Tree Services	2843	£300.00	Stump grinding in Cemetery
BACS	Datasharp	210433	£1,764.58	Office computers
BACS	Duchy Cemetery's Ltd	2622	£420.00	Interment Fee
BACS	Duchy Cemetery's Ltd	2627	£420.00	Interment Fee
BACS	Kernow PAT Testing	841	£18.90	PAT testing
BACS	CALC	2223-238	£432.00	CILCA Training
BACS	Claytawc Ltd	2169	£15.00	Room Hire Cemetery
BACS	DSW	1515	£660.00	Remove shed at Hendra Prazey

Total £10,953.80

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	14/3-12/4/2022	£8.70	Bank Charges
BACS	TP Tree Services	2842	£336.00	Grass cutting

Total £344.70

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays	14/3-12/4/2022	£8.50	Bank Charges
Bacs	Applicant 10:		£289.00	Grant

Total £297.50

Grand Total for April 22 £11,596.00

b) To approve the bank balances as of 31st March 2022.

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

c) To approve the staff costs for April as presented.

Staff costs included in the payment schedule.

57/22 Items for the next agenda

To discuss further ways that the Parish Council can support the 20's Plenty Campaign.

To actions that can be taken to reduce HGV movements through the village.

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.

58/22 Confidential items –

The Clerk informed of planned surgery and management of work following the procedure. All present in favour of arrangements discussed.

20.55 pm.

Signed: