

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday
7th November 2023 at 7.00 pm.

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

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

In Attendance: Lynn Clarke Clerk, Senior Administrator Tracey Hutton, Cornwall Cllr Dick Cole (CC Cole), and 2 members of the public.

206/23 Apologies.

Cllr Harwood, apologies accepted. All present in favour.

207/23 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.

208/23 Public Participation (to include Cornwall Councillors Report).

a) Public Participation:

None. Cllr Clarke took the opportunity to discuss the Remembrance Day parade arrangements, and who would be laying the wreaths on behalf of the Parish Council.

b) Cornwall Cllr: (CC Cole)

CC Cole provided a written report that can be found [here](#). The report was noted by those present.

The proposed changes to housing allocation were discussed at length. Concerns were raised regarding the potential new way properties are to be allocated. It was emphasised to Cllr Cole that people with a local connection in lower bands would be less likely to be awarded a property under the new allocation process.

Cllr Cole informed that discussions are taking place to draft a local lettings plan which will benefit St Dennis residents. Cllr Cole will be involved in the drafting of this document, and he is hopeful that this will be similar to a previous agreement that was arranged following the misallocation of section 106 properties.

Cllr Cole was informed that the Parish Council would fully support a local lettings agreement for this area. A letter of objection to these proposals and support for a local agreement will be forwarded to Cornwall Council.

209/23 To adopt the minutes of the Ordinary Meeting of the Parish Council held on the 3rd October 2023.

Resolved - To adopt the minutes with one amendment to the last sentence, Clake was corrected to Clarke. All present in favour.

210/23 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.

Consolidated Committee Meeting: General Purpose – Amendments to Quotations and tenders' policy approved, Residential Neighbourhoods Payments agreement approved and signed.

Cemetery – Risk Assessment reviewed and approved. Scribe Cemetery Software costs approved.

Planning – Retrospective approval of no objection submission for PA23/05376 approved, PA23/05489 response of no objection agreed, PA23/04860 response of Objection agreed.

It was **Resolved** to accept the recommendations of the meeting. All present in favour.

211/23 Matters Arising – Information only.

None

212/23 To agree the delegated decision made in the past month.

It was **Resolved** to agree the delegated decision made in the past month. All present in favour. A copy of the decision can be found [here](#).

213/23 Clerks Report:

[Clerks Report](#) – Noted.

214/23 To approve the change in bank details from Complete.

The Clerk informed that the stationery supplier has been taken over by Banner, due to these changes the bank account details need to be updated for future payments.

It was **Resolved** to approve the change in bank account details. All present in favour.

215/23 To approve the dates for the office closure over the Christmas period.

It was **Resolved** to close the office on the 22nd December and re-open on the 3rd January 2024. All present in favour.

216/23 To approve the use of the Parish Council debit card for the purchase of Personal protective equipment / workwear.

The clerk explained that PPE / workwear could be sourced more locally but card payment was required. Cllr Clarke asked how these purchases are to be managed. The Clerk confirmed that they would be managed within the budget by the office as they are currently.

It was **Resolved** to approve the use of the debit card for such purposes as outlined above. All present in favour.

217/23 To consider the request to support the Climate and Ecology Bill from Zero Hour.

This was discussed at length with several differing views put forward.

This was put to a vote, and it was **Resolved** 4 – 2 votes in favour of not supporting this at this present time. It was agreed that in principle the Council would be in support of such a bill but, at this present time, the office did not have the capacity for the additional work that would be required.

218/23 To consider the actions that St Dennis Parish Council will take to meet its biodiversity duty under the Environment Act 2021.

It was **Resolved** to draft a policy to reflect the Parish Council's commitment to biodiversity. All present in favour.

219/23 To review the responses from Cornwall Council regarding the sites identified for additional grit bins and to formulate a response.

The response was discussed, and the locations identified were discussed. It was **Agreed** to seek permission from the landowners at the top of Trelavour Road and White Gates area for the placement of the grit bins.

220/23 To agree the cost of additional grit for the approved locations.

It was **Resolved** to approve the cost of three bins at a cost of £262.71 (exc. VAT). The purchase will be dependent on permission for placement being granted. All present in favour.

221/23 Update on the Emergency Plan.

Deferred.

222/23 Update on the Neighbourhood Plan

Deferred - Meeting to be arranged.

223/23 Reports from Outside Bodies

Cllr Kelsey, Cllr Clarke and Cllr Harwood attended a Highways Issues Meeting arranged by St Stephen in Brannel Parish Council. A written report can be found [here](#).

Cllr Kelsey attended a Clean Air for Cornwall workshop. A written report can be found [here](#).

224/23 Consultations/Surveys received up to the time of meeting.

None.

225/23 Highways and Footpaths Matters

a) Footpaths.

None.

b) Highways.

Cllr Griffin highlighted the increase in litter along the B3279. Office to report this to Cornwall Council.

226/23 Grant Requests

None.

227/23 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

September e-News for Steve Double MP.

Town & Parish Council newsletter.

Request for Support for the Climate and Ecology Bill.

Neighbourhood Planning Newsletter.

Request for volunteers to help with the 'Annual Rough Sleeper Count'.

Slides from the Cornwall Association of Local Councils Annual General Meeting regarding the Draft Bill 'Martyn's Law'.

29th October 2023 – Letter in from St Stephen in Brannel Parish Council re: St Dennis & Nanpean Community Trust.

Planning News for Local Councils and Agents - Autumn edition – Cornwall Council.

Community Levelling up Program – China Clay Area & Luxulyan (CAP9) presentation information.

Cornwall CLT - November News.

Autumn Newsletter from Cornish Lithium.

Affordable Housing Newsletter from Cornwall Council.

Invitation to attend a Future of Community Food Presentation at Treverbyn Community Hall.

Town & Parish Council Newsletter from Cornwall Council.

Steve Double MP E-newsletter.

The correspondence was noted by those present.

228/23 Financial

a) To approve this month's payment to creditors and income as tabled.

It was highlighted that the auto sum for the Playing Field expenses had failed and that the cost for the ICO payment should read £35 as the Council pay by direct debit. With these issues corrected it was **Resolved** – To accept the payment schedule with a total payment of £13807.16. All present in favour.

Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	UK-03851525	£ 15.60	Payroll software
DD	EDF Energy	T87521180024	£ 25.32	Electric Bill Public Toilets
DD	EDF Energy	S09296083021	£ 93.70	Cemetery (8/7/23 - 7/10/23)
		13/9/23 to		
DD	Barclays Bank	12/10/2023	£ 13.00	Account fee
DD	Giff Gaff	1697412257160	£ 10.00	Mobile phone monthly tariff
DD	Nest Pension		£ 73.68	Pension Contributions
		1/10/23 -		
DD	Suez	31/10/2023	£ 83.75	Waste Collection
DD	Microsoft	E0300PDA2L	£ -	Software License
DD	Southwest Water	1147521101	£ 16.91	Water Charges, Cemetery
DD	Unity Trust	Bank Charges	£ 13.50	Service Charge
DD	Coast to Coast Communications	1336045	£ 8.90	Telephone Bill
CARD	Amazon	GB36D6OV1AEU1	£ 44.60	Workshop Vice
Card	Screwfix	A14356600497	£ 124.99	Ladder
BACS	CALC	2324-421	£ 72.00	Planning Training
BACS	CALC	2324-442	£ 36.00	Enforcement & Appeals Training
BACS	Wallgate	31127	£ 689.47	Handwash Unit Repairs
BACS	Wisdom Signs	8835	£ 426.00	Replacement Skatepark Sign
BACS	Nature Spy	INV-10453	£ 126.48	Wildlife Camera/Batteries/SD Card
BACS	Cornwall Council	8100418455	£ 36.00	DBS Check re: B Pilsworth
BACS	Ron Golley	1665/00	£ 30.00	Garden of rest markers.
BACS	ICO Renewals	ICO: 00014726997	£ 35.00	Data Protection Renewal Fee

BACS	Hay Nurseries	157330	£	76.80	Flowers
BACS	Cornwall Supplies Cleaning	773	£	27.02	Toilet Rolls for Public Toilets
BACS	SLCC	MEM245947-1	£	279.00	Membership Fee
BACS	HMRC		£	989.12	Tax & NI
BACS	Staff costs		£	4,198.12	Staff Costs
BACS	Central Cleaning	2327	£	403.00	Cleaning of Toilets (October)
BACS	Mike Williams	3332	£	198.00	Rubbish removal from sheds
BACS	A1 Tree & Grounds Ltd	1929	£	1,236.00	September Grass cutting
BACS	A1 Tree & Grounds Ltd	1944	£	708.00	October Grass cutting
BACS	Piran Tech	48961	£	11.90	Oct Monthly Backup
BACS	Piran Tech	49323	£	11.90	Nov Monthly Backup
BACS	Scribe	INV-4703	£	716.40	Cemetery Software
BACS	Duchy Cemetery's Ltd	INV-3139	£	90.00	Ashes Internment
BACS	Duchy Cemetery's Ltd	3114	£	500.00	Grave Digging
	Total			£ 11,420.16	

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
		13/9/23 -		
DP	Barclays Bank	12/10/2023	£ 8.50	Account Fee
BACS	A1 Tree & Grounds Ltd	1926	£ 2,370.00	Groundworks and Bench in PF
	Total		£ 2,378.50	

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
		13/9/23 -		
DP	Barclays Bank	12/10/2023	8.50	Account Fee
	Total		8.50	

**Grand Total for Oc-
tober 13,807.16**

- b) To approve the [bank balances as of 30th September 2023](#).
Resolved – To approve the bank balances. All present in favour.
- c) To approve a top up of the petty cash.
It was **Resolved** to top up the petty cash to £100. All present in favour.
- d) To approve the second quarter figures against the budget.
It was **Resolved** to accept the figures as presented. All present in favour. A copy of those figures can be found [here](#). Ear Marked Reserves can be found [here](#).
- e) To approve midterm amendments to the budget.
It was **Resolved** to accept the mid-term amendments as presented. All present in favour.

229/23 Items for the next agenda

Indicator boards on the bus shelters.

Litter pick events for 2024 – 2025.

Fireworks display.

St Dennis Education Grant representative.

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.

230/23 Confidential items –

None

Meeting closed 8.43 pm.

Signed: