

St Dennis Parish Council  
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday  
1<sup>st</sup> July 2025 at 7.00 pm.

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

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

**In Attendance:** Clerk Lynn Clarke, Senior Office Administrator Tamsyn Moore, Cornwall Councillor Dick Cole (CC Cole) and 1 members of the public.

**105/25 Apologies.**

Cllr A Griffin – Apologies accepted.

**106/25 Declarations of Interest.**

Cllr Kelsey declared an interest in item 30 on the agenda as a director of ClayTAWC. Cllr Kelsey was advised to leave the room whilst the matter was discussed.

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.

**107/25 Public Participation (to include Cornwall Councillors Report).**

**a) Public Participation:**

Litter on footpath 30 was brought to the attention of those present. Members were advised that this is not an area the Parish Council are responsible for however a weekly litter pick is undertaken. The matter will be reported to Ocean Housing.

**b) Cornwall Cllr Dick Cole: (CC Cole)**

A written report was provided for the meeting, a copy of the report can be found [here](#): CC Cole provided an additional verbal update from the Cornish Lithium Community Liaison Meeting advising that Cornish Lithium are holding consultations regarding the recent planning application for the intended scoping works. It was also noted that as part of the intended there are plans to remove the sky tips known locally as Flatty and Pointy.

**108/25 To adopt the minutes of the [Ordinary Meeting](#) of the Parish Council held on the 3<sup>rd</sup> May 2025.**

**Resolved** – To accept the minutes. Proposed and seconded, all present in favour.

**109/25 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.**

[Playing Field Trust Meeting](#) – Playing Field Working Party agreed, bench positions to be agreed via email, agreement not to install additional netting, end of year figures agreed, budget set for turf installation, electricity supplier agreed, skate park sign decision to be made via email, CCTV cable replacement costs agreed, ROSPA report reviewed and some costs for repairs agreed, agreement of retrospective decision for other organisations to use the playing field approved.

Cemetery Committee Meeting – Working party membership agreed, quotations for storage bays to be sought, cemetery charges reviewed, Cemetery regulations reviewed, update provided on ongoing work in the cemetery.

General Purpose Finance and Audit Committee Meeting – The Financial Risk Assessment was reviewed, Members were appointed to undertake internal audits, The Asset Register for 24-25 was approved, the councils' policies and practices in respect of its obligations under Freedom of Information and Data Protection Legislation were reviewed and approved.

Staffing Committee Meeting – The appointment of a new member of staff was retrospectively approved, a member was nominated to undertake a GDPR Audit, Staff Absence Management Policy was reviewed, Staff Disciplinary and Grievance Policy was reviewed, Staff Grievance Policy was reviewed.

Additional Cemetery Committee meeting – The provider for the electric supply was agreed.

It was **Resolved** to accept the recommendations from the committee meetings. Proposed seconded all present in favour.

#### 110/25 Matters Arising – Information only.

- The Parish Council's Aims and Objectives have been amended and a copy placed on the website.
- The Internal Auditors report has been placed on the website.
- The Annual Governance Statement, Accounting Statements and the Notice for the Exercise of Public Rights have been submitted to the external auditor and a copy has been placed on the website and notice boards.
- Wellers Law Group have been notified of their appointment to manage the Hall Road Play area land transfer.
- Report awaited from members attending the Community Trust Meeting.

#### 111/25 To agree the delegated decisions made in the past month.

The delegated decisions were read to those present a copy can be found [here](#).

It was **Resolved** to accept the delegated decisions. Proposed seconded all in favour.

#### 112/25 Financial

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

It was **Resolved** - To accept the payment schedule as presented. Proposed, seconded All present in favour.

##### Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Barclays Bank	13/05-12/06	£ 10.78	Bank Charges
DD	Giff Gaff	1750029746935	£ 10.00	Monthly Package
DD	Nest Pension		£ 358.20	Pension Contributions
DD	Coast to Coast Communications	33196	£ 15.48	Service Charge
DD	Suez	33600066	£ 95.26	Waste Collection - April
DD	Sage	GB-00699753	£ 18.00	Payroll Software - June
DD	HP Instant Ink	IIUKDN1109599810	£ 109.99	Printer Ink
DD	Smarty	June	£ 20.00	PF CCTV
DD	Smarty	June	£ 18.00	Cemetery CCTV
DD	Source for Business	6090399152	£ 29.11	Cemetery Water
DD	Source for Business	6090378582	£ 106.41	Public Toilets Water
BACS	HMRC		£ 1,778.18	Tax & NI

BACS	Staff costs		£	6,512.29	Staff Costs
BACS	Microsoft	E0300WNG2K	£	-	Online Services
BACS	Central Cleaning	2413	£	480.00	Cleaning of Public Toilets
BACS	Piran Tech	59965	£	13.20	Monthly Service Check - May
BACS	A1 Tree & Grounds Ltd	2136	£	1,512.00	Grass Cutting
BACS	Duchy Cemetry's Ltd	3695	-£	500.00	Internment
BACS	Duchy Cemetry's Ltd	3696	£	90.00	Internment
BACS	CALC	2526-255	£	42.00	Staff Training
BACS	CALC	2526-302	£	60.00	Councillor Training
BACS	Playsafety Ltd	88947	£	386.40	ROSPA Inspection
BACS	Banner	LH79723	-£	9.62	Office Stationery refund
BACS	Banner	LH95807	£	28.67	Office Stationery
BACS	Kernow Training Ltd	8349	£	195.00	Staff Training
BACS	Kernow Training Ltd	8286	£	435.00	Staff Training
BACS	ALCC	1	£	50.00	Annual Membership
BACS	Queens Garage		£	39.63	Fuel
BACS	ClayTAWC	2888	£	1,766.62	Rent
BACS	T Clarke (Waldons Security)	SL-25031790	£	372.00	CCTV System
Card	Ray Grahams Ltd	50335251	£	136.98	Tools
Cash	Timpson	14	£	24.00	Keys
Cash	Launceston Town Council	15	£	4.00	Car Parking
	<b>Total</b>		£	14,207.58	

**Playing Field**

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank		£ 8.50	Bank Charges
	<b>Total</b>		£ 8.50	

**Education Bursary Fund**

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank		£ 8.50	Bank Charges
	<b>Total</b>		8.50	

**Grand Total for  
June 2025 14,224.58**

b) To approve the bank balances as of [31<sup>st</sup> May 2025](#).

It was **Resolved** – Proposed and seconded to approve the bank balances. All present in favour.

c) **To agree the top up of the maintenance budget managed by the office.**

It was **Resolved** to top up the funds by £312.04. Proposed, seconded, all present in favour.

**113/25 Clerks Report:**

A written report was circulated prior to the meeting a copy of this can be found [here](#).  
Clerks report noted.

**114/25 To note the price increase of Sage Payroll Software.**

The increase in charges from £15 to £18 + VAT was noted.

**115/25 To note the reduction in interest rates.**

The reduction from 1.25% to 1.20% in August 2025 was noted.

**116/25 To agree the Parish Council managing the road closure for the Remembrance Day Parade.**

It was **Resolved** to manage the road closure. Proposed, seconded all present in favour.

**117/25 To agree the cost of radio hire for the closure.**

It was **Resolved** to agree the cost via email. Proposed, seconded all present in favour.

**118/25 To arrangements for other events planned for 2025 – 2026.**

This was discussed at length, and it was agreed that apart from the litter pick, the Remembrance Day Parade and the Christmas Lights event there were no other significant events to be held in 2025-2026.

**91/25 To finalise the arrangements for the August Litter Pick and to agree any associated costs.**

It was **Resolved** to delegate to the office to arrangements of additional activities for the event and to allow a budget of £40 to cover any costs associated. Proposed, seconded, all present in favour.

**92/25 To approve the Cyber-Insurance for 2025-2026 and for the payment of £410.25 to be made prior to the next payment schedule.**

It was **Resolved** to approve the insurance and for the payment to be made this month alongside those already scheduled. Proposed, seconded all in favour.

**94/25 To consider the Heads of Terms for the transfer of the Hall Road Play Area.**

It was noted that the postcode for the play area was incorrect. With this amended it was **Resolved** to accept the Heads of Terms. Proposed, seconded, all present in favour.

The costs for the legal fees of £1250.00 + Vat were noted. CC Cole advised that these could possibly be reclaimed through the levelling up feasibility funding.

**125/25 To approve 3 Microsoft Business Premium Licences at a cost of £12.60 + VAT.**

It was **Resolved** to approve the cost of the licenses at £12.60 each. Proposed, seconded, all present in favour.

**126/25 To agree locations and types of plant required, for additional planting within the village.**

It was agreed for Cllrs to arrange a tour of the village to identify suitable locations and to report back to the next meeting.

**127/25 To receive a report from the Christmas Tree Event Working Party and to agree any actions and associated costs.**

This was discussed at length, it was agreed:

- To have one tree instead of the two suggested.

- Not to purchase lights to loan out to householders.
- To approve costs for additional tree lights and an additional dry box at a cost of £298.90 including VAT.
- To agree the additional banner costs via email.
- To agree with the other recommendations within the report.

Proposed seconded, all present in favour. A copy of the report can be found [here](#).

**93/25 To receive an update on the welcome signage and to agree any actions required.**

CC Cole advised that the positions for 8 parish Gateway signs have been approved by Cornwall Council.

Discussions were held on the placements of the hamlet signage, and it was agreed that a consultation will be held with residents to establish views prior to moving the project forwards.

**129/25 To receive an update on the proposed one-way system and to agree any actions required.**

It was agreed to remove this from the agenda until more information is known about potential highways schemes.

**95/25 To receive and update on the mobile speed signage and agree the amended quotation for the solar mounted signage.**

Members were advised that the quotation was outdated due to the delay in the posts being installed.

It was **Resolved** to accept the additional costs of £455.98 bringing the total cost of the signage to £8315.98 and to approve the cost of £39.98 for the additional jubilee clips required for mounting the signage. Proposed, seconded, all present in favour.

**96/25 To receive an update on the land at Dunstan Close.**

Members were advised that costs have been received from the solicitor for the sellers' fees of £2500 + VAT. These costs were received after the agenda had been posted.

It was **Resolved** to agree the costs in principle to move the project forwards and to agenda this for retrospective approval at the next meeting. Proposed seconded all present in favour.

**97/25 To approve the cost of training for Cllrs and staff.**

It was **Resolved** to approve the cost of Highways Training for two members of staff at a cost of £220+VAT. Proposed, seconded, all present in favour.

**98/25 Reports from Outside Bodies**

Cllr Clarke & Cllr Kelsey attended the China Clay area and Luxulyan Community Area Partnership Meeting. A brief verbal update was provided for those present. A written report is to follow.

Cllr A Griffin attended an Arundle Trust Meeting – a written report was circulated prior to this meeting. The report was noted.

Cllr Kelsey attended a Cornish Lithium Community Liaison Meeting - A written report is to follow.

**99/25 Consultations/Surveys received up to the time of meeting.**

**a) General Consultations:**

Consultation on changes within the planning system. – It was **Resolved** to forward individual responses to the Clerk for this consultation. Responses to be collated and re-circulated for approval prior to submission. Proposed, seconded, all present in favour.

Consultation on the Street Trading Policy Review – no matters raised.

**b) Planning Applications received up to the time of the meeting.**

PA24/02934 – Construction operation and de-commissioning of a ground mounted solar array and battery energy storage solution.

Notification received of Planning Committee Meeting – It was agreed Cllr Clarke will represent the Parish Council at the meeting.

BC0310001 – Application by Cornish Lithium for an order granting Development consent for the proposed Trelavour Lithium Project - It was **Resolved** to submit a comment advising that the Parish Council will be consulting with residents over the coming weeks and would like to make further comments once residents views have been collated. Proposed, seconded, all present in favour.

PA25/03993 – Application for a Lawful Development Certificate for an existing two-bedroom static lodge, used as dependant relative accommodation.

Location: The Anex Meadowside, Trelavour, St Dennis.

It was **Resolved** no objection. Proposed, seconded all present in favour.

**100/25 Highways and Footpaths Matters**

**a) Footpaths.**

Reports received the footpath between Dunstan Close and School Lane is overgrown – reported to Cornwall Council.

Report received that the dog waste bin in Gully's Lane was overflowing – Reported to Cornwall Council.

**b) Highways.**

Carne Hill road surface degraded – Reported to Cornwall Council.

Pothole on Trelavour Road – Reported to Cornwall Council.

Report to the office regarding the way cars are parked at Trelavour Square and entrances being blocked especially at school time.

Reports received by the office of parking issues in Trelavour Square and homeowners advising they have priority parking within the area. It was agreed for letters to be sent to all homeowners advising there is no priority parking within this area.

Parking issues have been reported in on Manson Place, resident has requested that double yellow lines be investigated.

Road surface leading to the garages, surface degraded, reported to Cornwall Council.

Cllr Kelsey and CC Cole left the room

**101/25 Grant Requests**

Application from ClayTAWC for a range of play equipment to run summer activities during the school holidays £236.99.

It was **Resolved** to approve the grant. Proposed seconded all present in favour.

Cllr Kelsey and CC Cole were invited to re-join the meeting.

Request received from Citizens Advice Cornwall for a donation towards laptops for additional voluntary staff. It was **agreed** defer this donation request until the end of the financial year so that local grants can be prioritised.

**102/25 Correspondence received.**

Town & Parish Council newsletter 06/06/25 - Noted.

Cornwall Community Foundation update 09/06/25 - Noted.

United front that is transforming Torquay blog from the OPPC - Noted.

Incredible stories shared during the Excellence in Policing Awards - Noted.

The Commissioners Weekly Column 16/06 - Noted.

The Commissioners Weekly Column 24/06/25 - Noted.

Email from Historic England regarding the possible listing of Enniscaven War Memorial – Noted.

**103/25 Items for the next agenda.**

None.

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.

**104/25 Confidential items –**

None.

Meeting closed 8.50 pm.

Signed: .....