

**St Dennis Parish Council**  
**Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday**  
**2<sup>nd</sup> December 2025 at 7.00 pm.**

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

**Present:** Cllr Clarke (Chair), Cllr Kelsey, Cllr A Griffin and Cllr Edmunds.

**In Attendance:** Lynn Clarke (Clerk), Cornwall Councillor Dick Cole (CC Cole) and one member of the public.

**237/25 Apologies.**

Cllr J Griffin – Apologies accepted.

**238/25 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.

**239/25 Public Participation (to include Cornwall Councillors Report).**

**a) Public Participation:**

A member of the public raised concerns regarding parking issues on Trelavour Road and throughout the village. They enquired about the previously discussed proposal for a one-way system and asked what progress had been made.

It was explained that the Parish Council does not have the authority to introduce a one-way system, as such decisions rest with Cornwall Council Highways. The Parish Council has requested a feasibility study, but this has not yet been approved due to budget constraints at Cornwall Council.

Members noted that parking pressures continue to increase across the village, made worse in some cases by residents not using available off-road parking.

Cllr Cole advised that a request for Cornwall Council to investigate a one-way system had been submitted approximately 6–8 months ago. He also confirmed that additional double yellow lines were being considered and would be discussed later in the meeting.

The member of the public additionally raised concerns regarding the new traffic-calming measures at the top of Hendra Road. They were advised that further double yellow lines for this location are also under review.

Cllr Kelsey advised that a member of public had approached her regarding the netting in the playing field and issues with balls being kicked into their garden.

It was noted that this is being addressed by the Playing Field Trust and could not be discussed at this meeting. To be raised at the next Playing Field Trust meeting.

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

CC Cole's report was circulated prior to the meeting a copy can be viewed [here](#).

No matters were raised on the report.

**240/25 To adopt the minutes of the [Ordinary Meeting](#) of the Parish Council held on the 4<sup>th</sup> November 2025.**

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

**241/25 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.**

[Staffing Committee](#) – GDPR Review undertaken recommendations for a new lock with 5 keys for the office cupboard and payment schedule documentation to be sent via email to signatories approved; update on HR software received; annual salary review undertaken and the budget for 2026-2027 for staff costs agreed; purchase of a Makita impactor agreed; staff training costs approved; new allowance set for personal phone use; staff appraisals and objectives approved.

[General Purpose Finance & Audit Committee](#) – The proposed budget for 2026-2027 was reviewed, the recommendation to increase the precept by 9% was approved, the signing of the Land Registry Transfer document was approved, considerations for making the public toilets more accessible were discussed, opening hours signage was approved, costs for electrical work were approved, a verbal report from a recent internal audit was provided.

**242/25 Matters Arising – Information only.**

- Payment to the Playing Field Trust has been made.
- The office opening hours over Christmas have been advertised.
- The solar panel mounts have been purchased and installed.
- The Christmas Light Switch on event has held.

**243/25 To agree the delegated decisions in made in the past month.**

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

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

**244/25 Financial**

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

The Clerk advised that there were several Education Bursaries that have been agreed in principle, the office is waiting on additional paperwork. These grant funds will be needed in November, but the next schedule is not due to be approved until December.

It was **Resolved** – To make Education Bursary payments during the month and for these to be retrospectively approved at the next meeting. The payment schedule was accepted as presented with the conditions set out above. Proposed seconded all present in favour.

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

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

#### Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Barclays Bank			Bank Charges
DD	Giff Gaff	1763252617959	£ 10.00	Monthly Package
DD	Nest Pension		£ 360.96	Pension Contributions
DD	Coast to Coast Communications	35500	£ 15.48	Service Charge - Oct
DD	Sage	GB-01261139	£ 20.40	Payroll Software - Oct
DD	Sage	GB01361805	£ 20.40	Payroll Software - Nov

DD	HP Instant Ink	1118550434	£	89.99	Printer Ink
DD	Smarty	447838735120	£	18.00	PF CCTV
DD	Smarty	447838729491	£	18.00	Cemetery CCTV
DD	Bright HR	U003111571	£	173.45	HR package - Oct
DD	Bright HR	U003134992	£	173.42	HR Package - Nov
DD	Smartest Energy	FLQG5TXHA0/004	£	11.79	PF CCTV - Oct
DD	Smartest Energy	FLQG57X6Y/004	£	33.38	Public Toilets - Oct
DD	Smartest Energy	FWJMA4M6G/002	£	26.82	Cemetery CCTV - Oct
DD	Information Commissioners Office		£	47.00	Data Protection Fee
BACS	HMRC		£	1,835.76	Tax & NI
BACS	Staff costs		£	6,569.40	Staff Costs
BACS	Central Cleaning	2435	£	480.00	Cleaning of Public Toilets
BACS	A1 Tree & Grounds Ltd	2187	£	1,512.00	Grass Cutting
BACS	Piran Tech	63018	£	13.63	Monthly Service Check
BACS	Elan City	UK/2025/02924	£	526.66	Solar Panel Mounts
BACS	Cornwall Council	8100625970	£	61.00	Christmas Event Road Closure
BACS	Duchy Cemetery's Ltd	3845	£	90.00	Interment
BACS	Duchy Cemetery's Ltd	3846	£	90.00	Interment
BACS	Duchy Cemetery's Ltd	3859	£	90.00	Interment
BACS	Duchy Cemetery's Ltd	3860	£	90.00	Interment
BACS	Duchy Cemetery's Ltd	3872	£	500.00	Interment
BACS	JOG Safety Ltd	12546	£	84.00	Staff Uniform
BACS	St Stephen in Brannel Parish Council	236	£	28.00	Staff Training
BACS	Gould Electronics	122973	£	138.00	Remembrance Parade Radios
BACS	Timberstore UK	4K000512	£	228.24	Fence Panels
BACS	Cornwall Council	8100628886	£	79.00	Staff DBS
BACS	Scribe	INV- 13732	£	673.92	Accounts Software
BACS	Westcountry Fruit	458826	£	25.00	Clementines
Card	Amazon	620107445	£	27.46	Maintenance Items
Card	Amazon	GB50353S2EINRI	£	43.99	Christmas Event Items
Card	Amazon	634358774	£	6.54	Christmas Event Items
Card	Amazon	636056183	£	7.54	Christmas Event Items
Card	Amazon	GB58VEEV1AEUI	£	6.71	Maintenance Items
Card	Amazon	XX5001S89VZWNT	£	12.95	Stationery
card	Amazon	GB2025636056127	£	8.55	Maintenance Items
Card	Microsoft	E0300Y3IGQ	£	-	Online Services - Nov
Card	Microsoft	E0300Y3MY5	£	15.12	Online Services - Nov
Card	Globe Packaging	GP619342	£	106.80	Strapping Tool
<b>Total</b>				£ 14,369.36	

#### Education Grants

CHQ No:	Name	Invoice Number	Cost	Reason
BACS	Barclays Bank			Bank Charges
BACS	Application 15/25		£ 956.93	Grant Issued retrospective approval
BACS	Aspire Applicant 6/25		£ 1,000.00	Stage payment issued
BACS	Applicant 10/25		£ 420.00	Stage payment issued
BACS	Application 4/25 & 5/25		£ 797.88	Grant Issued

BACS	Application 9/25	£	213.50	Grant 09/25 Issued 2nd payment
BACS	Application 9/25	£	1,494.50	Grant Issued stage payment
	<b>Total</b>	£	4,882.81	
	<b>Playing Field Trust</b>			
<b>CHQ No:</b>	<b>Name</b>	<b>Invoice Number</b>	<b>Cost</b>	<b>Reason</b>
DP	Barclays Bank			Bank Charges
	<b>Total</b>		-	
		<b>Grand Total for October 2025</b>	<b>19,252.17</b>	

**245/25 Clerks Report:**

Noted. A copy of the report can be found [here](#).

**246/25 To agree the cost of shredding bags for confidential waste.**

It was **Resolved** to approve the cost of six bags at £74.40. Proposed, seconded, all present in favour.

**247/25 To agree the cost of Parish Council promotional items.**

The Clerk advised that supplies were low. The quotations were reviewed, and it was agreed to purchase additional pens, trolley tokens, and bags for use at events. It was **Resolved** to delegate a budget of £550 excluding VAT to the office to source the items. Proposed, seconded all present in favour.

**248/25 – To discuss and agree a scheme to be put forward under the community Highways Improvement Programme.**

It was **Resolved** to put forward for additional double yellow lines for consideration in the following areas.

Hendra Road around the new traffic calming.

The top of Trelavour road and additional pull in spaces along Trelavour Road.

The junction of Hendra Road and Hendra Prazey.

The junction of Wellington Road and Rectory Road.

Between Claytawc and Trelavour Square.

Proposed, seconded, all present in favour.

**249/25 To agree the budget for 2026-2027.**

It was **Resolved** to accept the proposed budget. Proposed, seconded all present in favour.

A copy of the proposed budget can be found here: [Budget](#), [Earmarked Reserves](#): [Budget Summary](#).

**250/25 To agree the precept for 2026-2027.**

It was **Resolved** To increase the precept demand by 9% to £173791. It was noted that this would cover additional projects and responsibilities scheduled for the year and cover the proposed increase in staff hours to manage those responsibilities. Proposed, seconded, all present in favour. A copy of the calculations can be found [here](#).

**251/25 To note the increase in electricity charges from the 1<sup>st</sup> of December 2025.**

The increase due to a new Government -mandated Levy was noted.

**252/25 To agree the cost of a replacement monitor for the office.**

It was **Resolved** to delegate to the office a budget of £70 for the replacement monitor. Proposed, seconded all present in favour.

**253/25 To agree a new [IT Policy](#).**

The policy was reviewed and with a few amendments made it was **Resolved** to adopt the policy. Proposed, seconded, all present in favour.

**254/25 To receive an update on the welcome signage and to agree any actions required.**

Deferred.

**255/25 To receive an update on the land at Dunstan Close and to approve any associated costs.**

Deferred.

**256/25 To approve the cost of training for Cllrs and staff.**

None.

**257/25 Reports from Outside Bodies**

Cllr Kelsey attended a CERC Community Forum Meeting a report from the meeting can be found [here](#).

Cllr Kelsey attended a Cornish Lithium Community Liaison Group Meeting a copy of the report can be found [here](#).

Cllr Clarke attended a Community Area Partnership Meeting a verbal update was provided a written report is to follow.

**258/25 Consultations/Surveys received up to the time of meeting.**

**a) General Consultations:**

None.

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

Application – [PA25/08230](#)

Proposal – Conversion of hotel into four flats for the housing of adults with disabilities.

Location – Boscawen Hotel, Fore Street, St Dennis, St Austell, Cornwall

It was **Resolved** to submit a response of no objection to this application, requesting that a condition be stipulated that the flats must remain for supported living in the future and not be used as open market rentals. Proposed, seconded, all present in favour.

Application – [PA24/02731](#)

5 Day Protocol issued.

It was **Resolved** to agree with the planning officer's decision. Proposed, seconded all present in favour.

**259/25 Highways and Footpaths Matters**

**a) Footpaths.**

A loose post on the Cemetery footpath has been reported into the office – our staff have been asked to fix this.

A pothole on footpath 416/30/2 was reported by Cllr A Griffin – The office will report this to Cornwall Council.

The Clerk advised that the proposed works put forward for the enhanced LMP has been approved.

**b) Highways.**

Nothing reported.

**260/25 Grant Requests**

None.

**261/25 Correspondence received.**

Police & Crime Commissioner's weekly column 04/11/25 - Noted.

Town & Parish Council Newsletter - Noted.

The Police & Crime Commissioner's Weekly Column 10/11/25 - Noted.

Statement from the Police & Crime Commissioner 14/11/25 - Noted.

Affordable Housing Newsletter - Noted.

Call for Sites November newsletter - Noted.

Update from Gunners Kids CIC - Noted.

Bulletin from the Office of Police and Crime Commissioner 21/11/25 - Noted.

The Police & Crime Commissioners Weekly Column 25/11/25 - Noted.

CALC AGM draft minutes and presentation slides - Noted.

**262/25 Items for the next agenda.**

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.

**263/25 Confidential items –**

None

Meeting closed 8.32 pm.

Signed: .....