

St Dennis Parish Council  
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday  
3<sup>rd</sup> June 2025 at 7.50 pm.

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

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

**In Attendance:** Clerk Lynn Clarke, Senior Office Administrator Tamsyn Moore, Cornwall Councillor Dick Cole (CC Cole) and 2 members of the public.

**78/25 Apologies.**

None

**79/25 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.

**80/25 Public Participation (to include Cornwall Councillors Report).**

**a) Public Participation:**

Several matters were raised by members of the public these included:

- Compliments on the overall appearance and management of the Cemetery.
- Excessive rubbish being dropped on Trelavour Downs.
- Bushes and gorse being cut down on Trelavour Downs.
- Concerns with parking and the lack of enforcement of the double yellow lines at the top of Wellington Road.
- Parking at the top of Trelavour Road Concerns regarding potential accidents.
- Increase in litter on the footpaths in Manson Place and the Hall Road footpaths.
- Concerns regarding dog fouling in the Playing Field. It was also highlighted that the member of the public had left dog waste bags in this area and they were being used.

These concerns were discussed and responses provided as follows:

- Cemetery: It is nice to hear that the efforts of the Parish Council are recognised and appreciated.
- Trelavour Downs: This area was not covered during our litter pick due to a lack of volunteers on the day, but we will ensure the area is included in the general village litter picking carried out by maintenance staff.
- Bushes and Gorse being cut down: The office are currently in contact with the land owners and the tenants to establish if this was part of planned works before taking the matter forward.
- Parking Concerns Wellington Road: Parking enforcement do carry out ad-hoc visits to the area. If this is seen by residents then it can be reported in to Cornwall

Council and more targeted visits will be arranged. It was also agreed to put an article on the Council's Social Media to highlight how to report this issue.

- Trelavour Road: The Council are aware of ongoing issues along the length of Trelavour Road, as there are currently no double yellow lines parking is allowed but this is becoming an increasing concern. The Parish Council with the assistance of CC Cole are looking at a village wide review of the road system, due to other issues within the village.
- Increase in litter on the footpaths in Manson Place and Hall Road: This again will be covered by our maintenance staff.
- Concerns regarding dog fouling in the Playing Field: This will be put before a Playing Field Trust meeting.

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

Deferred until later in the meeting. A copy of the report can be found [here](#):

**56/25 To adopt the minutes of [Annual Meeting](#) of the Parish Council and the [Ordinary Meeting](#) of the Parish Council held on the 13<sup>th</sup> May 2025.**

**Resolved** - Proposed and seconded to adopt the minutes as presented. All present in favour.

**81/25 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.**

None.

**82/25 Matters Arising – Information only.**

- All of the updated and adopted policies are now on the website.
- The conflict-of-Interest form has been fully completed and is ready to be submitted.
- The Insurance policy has been renewed.
- The training approved has been booked.
- The planning application responses have been submitted.
- The Nominees for the Good Citizen Award have been contacted but are unable to attend the Annual Parish Meeting for the presentation.

**83/25 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.

**84/25 Financial**

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

It was **Resolved** –Proposed and seconded to accept the payment schedule as presented. All present in favour.

- b) To approve the bank balances as of [30<sup>th</sup> April 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		£ 8.50	Bank Charges
DD	Giff Gaff	1747351294219	£ 10.00	Monthly Package
DD	Nest Pension		£ 70.95	Pension Contributions
DD	Coast to Coast Communications	32742	£ 15.48	Service Charge
DD	Suez	33626230	£ 88.08	Waste Collection
DD	Sage	GB-00591137	£ 18.00	Payroll Software
DD	Yu Energy	2628916	£ 4.29	Public Toilets electric April
DD	Yu Energy	2628517	£ 17.28	Playing Field electric April
DD	Yu Energy	2630103	£ 23.60	Cemetery electric April
DD	Yu Energy	2721559	£ 19.99	Public Toilets electric May
DD	Yu Energy	2726961	£ 24.41	Cemetery electric May
DD	Yu Energy	2720094	£ 16.02	Playing Field electric May
DD	HP Instant Ink	IIUKDN1107803939	£ 35.99	Printer Ink
BACS	HMRC		£ 1,657.96	Tax & NI
BACS	Staff costs		£ 6,485.22	Staff Costs
BACS	ICCM	4848/2025/26	£ 105.00	Annual Membership
BACS	Central Cleaning	2410	£ 308.00	Maintenance Cover
BACS	Central Cleaning	2409	£ 496.00	Cleaning of Public Toilets
BACS	Piran Tech	59353	£ 12.77	Monthly back up
BACS	A1 Tree & Grounds Ltd	2130	£ 1,512.00	Grass Cutting
BACS	Duchy Cemetry's Ltd	3672	£ 90.00	Grave digging
BACS	Duchy Cemetry's Ltd	3682	£ 90.00	Grave digging
BACS	Clear Councils	LCO02887	£ 1,718.59	Insurance
BACS	Cornwall Council	8100572781	£ 46.80	Staff Training
BACS	Barriers Direct	300702015	£ 19.80	Cemetery Bollard VAT only
BACS	ClayTAWC	2856	£ 57.00	Community News
BACS	Complete/Banner	SINV04269265	£ 24.59	Office Stationery
BACS	Complete/Banner	SINV04267650	£ 31.74	Office Stationery
BACS	Banner	LH34836	£ 27.62	Office Stationery
BACS	D May & Son Ltd	26097	£ 44.82	Cemetery Bollard Chain
BACS	D May & Son Ltd	51030	£ 3.60	Staff PPE
BACS	W A Allen & Son	23673	£ 36.00	Maintenance Supplies
BACS	T W Treesurgery	INV-0500	£ 4,104.00	Playing Field Bank Repair
BACS	Ruth Thomas	12	£ 250.00	Internal Audit 24/25
Card	Amazon	GB53P5Z3DAEUI	£ 33.50	Toilet Roll
Card	Screwfix	A21830686062	£ 43.98	Staff PPE
Card	Screwfix	A20137135123	£ 68.36	Staff PPE
Card	Screwfix	A21712207916	£ 39.99	Staff PPE
Card	Screwfix	A21734636385	£ 27.68	Staff PPE
Card	Amazon	GB53IFZPBAEUI	£ 54.50	Office Stationery
Card	CPD Online College	687951	£ 96.00	Staff Training
Card	Amazon	GB500F3YIPI3TI	£ 15.50	Maintenance Supplies
Card	Amazon	GB5003MQH6VELI	£ 3.90	Maintenance Supplies
Card	B&Q		-£ 136.92	Pressure Washer Refund
Cash	Petty Cash	49	£ 9.60	Car Parking
Cash	Petty Cash	50	£ 4.55	Milk - VE Day

Cash	Petty Cash	£	13.95	Refreshments - VE Day
Cash	Petty Cash	£	4.29	Hazard Tape
Cash	Petty Cash	£	1.39	Milk - Litter Pick Day

**Total** £ 17,754.37

**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  
May 2025 17,771.37**

**85/25 Clerks Report:**

The Clerk provided a verbal report advising:

Significant damage in the playing field over the past two months including; damaged fencing, damaged signage, damaged goal posts, damaged bird boxes and damage to a newly installed bank repair.

In addition to this a meeting was held with a home owner to discuss growth from Penny Darn. Maintenance staff have been instructed to get the area strimmed as soon as possible. Memorial cleaning has been undertaken in the Cemetery by a contractor without the proper permits in place.

The new Cemetery bench has been put together and is due to be installed in the near future. The edging stones around the Garden of Rest are being re-seated to level them up.

Trelavour Prazey bank has been tidied up and the roses cleared of weeds.

Complaints have been received regarding bonfires and the member of public was advised to contact Environmental Health.

Teenagers causing issues on waste land have been reported to the police and to the housing authority.

Litter pick event and the VE Day event have both been completed successfully.

The new grit bin at the top of Trelavour Road has been damaged.

The end of year figures have been completed and the Internal Audit has been undertaken.

Black bags left by the bin on Fore Street have been reported to Biffa.

**86/25 To agree the Parish Council's Aims and objectives over the next four years in office.**

It was **Resolved** to add the following to a new action plan covering the next four years:

To purchase and transform Dunstan Close land; To set up a secure dog walking area; To take over the ownership and management and refurbish the Hall Road Play area. To install and enhance village and hamlet entrance signage; To hold an annual Christmas Tree lighting event; To hold annual litter picking events; To provide floral enhancements for the village; To improve the website; To produce a communications strategy: To work towards Quality Council Status; To produce planning statement.

Item 4b) was revisited with the permission of the Council and the meeting was re-opened to the public.

**87/25 Public Participation (to include Cornwall Councillors Report).**

**B) Cornwall Cllr: (CC Cole)**

CC Cole provided a written report for the meeting a copy of this can be found here:

CC Cole advised that meetings have been arranged to look at the review for the road system in the parish.

CC Cole went on to advise that the planning application for Trerice Solar Farm is scheduled to be heard at a Strategic Planning Meeting in July.

No questions were raised from the report.

**88/25 To consider the findings of the Internal Auditor.**

The Internal Auditors report was read to those present, It was **Resolved** to accept the internal auditors report, no significant findings were raised. Proposed, seconded all present in favour. A copy of the internal audit report can be found [here](#).

**89/25 To approve the Annual Governance Statement.**

It was **Resolved** to answer 'Yes' to all of the statements within the Annual Governance Statement, with the exception of the statement:

"We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness."

The Council noted that while appropriate systems are in place to prevent and detect fraud and corruption, and whilst the systems were reviewed, a formal internal review of their effectiveness had not been undertaken by Members during the year. Although an independent internal audit was carried out, it was felt that without a councillor-led review, a 'Yes' response could not be confidently given.

Accordingly, the Council answered 'No' to this statement.

Proposed, seconded all present in favour.

A copy of the Annual Governance Statement and Accounting Statements can be found [here](#):

**90/25 To approve the Accounting Statements for 2024 - 2025**

It was **Resolved** to approve the Annual Governance Statements. Proposed seconded all in favour.

**91/25 To agree the dates for the exercise of public rights.**

It was **Resolved** to exercise the public rights between the 16<sup>th</sup> June and the 25<sup>th</sup> July 2025.

Proposed seconded all in favour.

**92/25 To agree the appointment of a solicitor to manage the transfer of the Hall Road Paly area.**

It was **Resolved** to engage Wellers Law Group LLP Solicitors to manage the transfer.

Proposed, seconded all in favour.

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

CC Cole advised a meeting has been arranged for Thursday the 5<sup>th</sup> June to discuss the matter further.

**94/25 To receive and update on the proposed one way system and to agree any actions required.**

CC Cole advised that a meeting has been arranged for Wednesday the 4<sup>th</sup> June to discuss the matter further.

**95/25 To receive and update on the mobile speed signage.**

Members were advised that the signage has not yet been ordered.

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

No further updates at this time.

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

It was **Resolved** to approve one place at Councillor Skills Training at a cost of £35.

Proposed seconded all present in favour.

**98/25 Reports from Outside Bodies**

Cllr Clarke, Cllr Burnett and Cllr Edmunds attended a Community Trust Meeting. Written report to follow.

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

a) General Consultations

None.

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

PA25/02936 – Construction of a predominantly underground cable route connecting Trelion Solar Farm to the electricity grid at the National Grid Indian Queens substation.

Location: Land Near Green Acres Farm Scarcewater, Grampound Road, Cornwall.

It was **Resolved** to submit a response of objection. It was felt that this should be part of the larger application for the Solar farm and that the cable route should not be approved in advance of the solar farm application being heard and decided upon.

Proposed seconded all in favour.

**100/25 Highways and Footpaths Matters**

a) Footpaths.

Reports have been received by the office regarding growth on the footpath from Kellow Road to the Working Mans Club. This is encroachment onto the tarmac on not part of the Parish Councils Local Maintenance Partnership agreement so has been reported to Cornwall Council.

b) Highways.

Cllr Kelsey advised that the issue with the white van at the top of Hendra Road has been resolved.

Issues with the right of way at the newly built traffic calming chicane were raised. It was highlighted that as there is no priority stipulated on the signage this is causing confusion for drivers. It was also noted that as double yellow lines had not been installed near the chicane parking by vehicles along this stretch of road is causing difficulty with vision and vehicles trying to pass in both directions.

Concerns about the Bridge at Trerice have been reported into the office. The barrier erected following a collision approximately six months ago has been thrown into the river and it has been alleged that a group of youngsters have been throwing the capping stones and parts of the parapet into the river undermining the safety of the bridge for road users. CC Cole will look at the damage and address this with Cornwall Council.

**101/25 Grant Requests**

None.

**102/25 Correspondence received.**

The Correspondence circulated by email over the past month was approved.

**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 8.35 pm.

Signed: .....