

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday
4th April 2023 at 7.00 pm

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

Present: Cllr Clarke (Chairman), Cllr Burnett (Vice Chair), Cllr Kelsey, Cllr Taylor, Cllr Griffin, Cllr Harwood.

In Attendance: Lynn Clarke Clerk, Senior Administrator Tracey Hutton, Cornwall Cllr Dick Cole (CC Cole), 1 member of the public and an undergraduate from Exeter University.

1/23 Apologies.

Cllr Edmunds. Apologies accepted.

2/23 To consider the recommendations from the interview panel from the Co-option of a new Councillor.

Recommendations were put forward to Co-opt Joseph Hawkins onto the Council. It was **Resolved** to accept those recommendations. All present in favour. Mr Hawkins was invited to join the table and sign the declaration of acceptance of office.

3/23 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.

4/23 Public Participation (to include Cornwall Councillors Report).

a) Public Participation:

An Undergraduate Student from Exeter University was invited to give a presentation of the findings from a consultation on Community Perception of Cornish Lithium.

Cllrs were informed that 50 participants had taken part in this survey and 44% of these were from St Dennis. 92% of participants knew what the company were producing and had an understanding of the end usage of the product.

The consultation covered:

The importance of Lithium.

The development of the product.

The future for mining the product in Cornwall.

Potential employment prospects

The connectivity of those consulted to the mining landscape and / or industry.

The effects of the mining industry

84% of those consulted were aware of the Company. The overall feelings toward the Trelavour Project were excitement, intrigue and a positive impact for the village.

Concerns raised included: the potential changes to the landscape, access to established permissive routes, noise and traffic.

Those consulted were asked if they felt enough community engagement had been provided. Whilst the majority were satisfied, concerns were raised as to how long this information will be provided for.

Conclusions from the survey and recommendations have been put forward to Cornish Lithium for further consideration, such as;

The provision of resources to aid further understanding of the project.

The honouring of heritage values, provision of regular information for the community via social media and print, suggestions of how to obtain future feedback for the company to keep channels of communication open for the duration of the project.

Cllr Kelsey asked if Cornish Lithium have taken these suggestions on board.

Response: It is hoped the information discussed will be put into action.

Cllr Clarke thanked the undergraduate student for the presentation and for attendance at the meeting.

Cllr Kelsey requested an update on the sale of the land at Hendra Prazey. The Clerk informed that it has been placed on the market.

Cllr Harwood informed that the water had again started to flow from the building site at Hendra Prazey. The office will contact Cornwall Council regarding this matter.

Cllr Taylor informed of a spate of Anti-Social behaviour around Fore Street, Hall Rd and Manson Place. The office will make the neighbourhood teams aware of the issue.

b) Cornwall Cllr: (CC Cole)

CC Cole provided a written report that can be found [here](#).

In addition to the written report CC Cole informed that he will be closely monitoring for updates following the report provided about the stability of Flatty and Pointy.

Sustrans have drafted a preliminary report regarding the proposed multi use trail between St Dennis and the Goss Moor.

5/23 To adopt the minutes of the Ordinary Council Meeting on Tuesday the [7th March 2023](#).

Resolved - To accept the minutes. All present in favour.

6/23 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.

[General Purpose, Finance & Audit Committee](#) – Agreement of the Quotations and Tenders Policy, agreement of the costs for electrical testing for the public toilets, investigation of the opening of an additional bank account agreed, third quarter figures and transfers agreed, Internal Auditor for 2022-23 noted, electric contracts to be investigated, waste collection costs to be investigated, Broadcasting and use of Social Media at Meetings Policy reviewed, Expenses Policy reviewed.

Staffing & GDPR Committee – Verbal update to be given at the meeting under confidential section of this meeting.

It was **Resolved** to accept the recommendation of the General Purpose, Finance & Audit Committee. All present in favour.

7/23 Matters Arising – Information only.

Pressure washing of the bus shelters has been carried out.

The memorial bench has been ordered.

A list for missing footpath signage has been drafted.

2 x quotes have been received for the telephone systems.
Complaints / Appeals Panel Terms of Reference is on the website.
Local Maintenance Partnership agreement has been signed and sent to Cornwall Council.

8/23 To agree the [delegated decision](#) made over the past month.

It was **Resolved** to accept the delegated decision. All present in favour.

9/23 Clerks Report:

[Clerks Report](#) - Noted. In addition to the report the Clerk informed that the latches on the new gate have been damaged. This was discussed by Cllrs who agreed they were not suitable and required further work.

10/23 To agree the updated costs for the Sexton.

It was **Resolved** to agree the price increase of £80 for grave digging and £10 for ashes interments. All present in favour.

11/23 To agree the costs for the replacement panels for the bus shelters.

Cllrs were informed that two quotes have been obtained to date. It was **Resolved** to agree the quotations via email. All present in favour.

12/23 To be informed of the Section 137 allowance for 2023 - 24.

Cllrs were advised the allowance for the use of spending under Section 137 for 2023 – 24 was £9.93 per electorate equating to an allowance of £21180.69 per annum.

13/23 To consider the costs for the purchase of a Dictaphone.

It was **Resolved** to delegate a budget of £50 to the office for the purchase. The use of the Parish Council debit card for the purchase was approved. All present in favour.

14/23 To review and agree the use of Chairman or Chair on Parish Council documents and policies.

It was **Resolved** to amend documentation to read Chair. All present in favour.

Cllr Griffin left the meeting.

15/23 Update on the litter pick and to agree any associated costs.

Councillors were informed that everything has been organised for the litter pick. There is an additional purchase for gloves at a cost of £17.67. It was **Resolved** to approve this purchase.

Cllr Clarke enquired about the location and availability of the first aid kit. The Clerk informed that one of the Parish Council first aid kits would be bought to ClayTAWC for the event.

16/23 To agree invitees for the Annual Parish Meeting.

It was agreed to invite representatives from local businesses.

17/23 Update on Coronation Event Plans and to approve any associated costs.

A report on the recent meeting was circulated to Cllrs prior to the meeting a copy of the report can be found [here](#):

Cllr Clarke advised that the gas costs have been reduced to £83.90 and a card payment would be required for the purchase.

Cllr Kelsey informed that the booking forms and boxes have been placed in ClayTAWC and the Clays Kitchen, but an email address or telephone number would be required for online bookings. It was agreed to use Cllr Clarke's Parish Council email address and the office will create a booking form on Microsoft forms for use on the website and Facebook.

18/23 Update on the Community Emergency Plan.

Deferred.

19/23 Update on the Neighbourhood Plan.

Meeting to be arranged.

20/23 Reports from Outside Bodies

Cllr Kelsey and Cllr Clarke attended the Clay Country Community Network Panel Meeting on the 27th March. Report circulated to Cllrs prior to the meeting which can be found [here](#).

21/23 Consultations/Surveys received up to the time of meeting.

Cornwall Council consultation on the renewal of Public Space Protection Order for Alcohol consumption in designated public spaces. It was **Resolved** for the Clerk to collate Cllr views and circulate for agreement via email. All present in favour.

22/23 Highways and Footpaths Matters

a) Footpaths.

- Footpath 30 – Excessive littering has been reported. Biffa have been notified and have agreed to clean.
- Cemetery footpath 23 – complaint regarding excessively muddy ground conditions. It was agreed to investigate costs for pathway to be, stripped back and chipped to improve access. Costs to be put forward to the Cemetery Committee for approval.

23/23 Grant Requests

Email received from Brannel School regarding support for Project Prom.

Resolved to assist the school by promoting the project on social media.

24/23 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Steve Double MP newsletter.

Town & Parish Council newsletter.

Cornish Lithium Spring Newsletter.

Email from Cornwall Cllr Cole regarding the sky tips known as Flatty and Pointy.

24/23 Financial

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

Resolved – to withhold payment to JD Arc until the issue with the latches has been resolved. To accept all other payments. All present in favour.

Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	UK-03110717	£ 14.40	Payroll software
DD	EDF Energy	8.7.22 - 13.3.2023	-£ 15.06	ACCOUNT IN CREDIT - Public Toilets
DD	EDF Energy	29.10.22 - 22.3.23	£ 0.06	Electricity for the cemetery
DD	Suez	32907103	£ 87.50	Waste Collection January
DD	Barclays Bank	13.2.23 - 12.3.23	£ 8.50	Bank Charges St D PC
DD	Giff Gaff	1678925905773	£ 10.00	Monthly Package
DD	Nest Pension		£ 77.35	Pension Contributions
DD	South West Water	3081 4792 06	£ 48.26	Toilets 20.12.22 - 20.3.23
BACS	Microsoft	E0300MIG4X	£ -	On-Line Services
BACS	CALC	2324_141	£ 973.73	Annual Membership 2023/24
BACS	Central Cleaning	203164	£ 351.00	Public Convenience March Clean
BACS	Cornwall Council Rates	Business Rates	£ -	Public Convenience
BACS	Cornwall Council Rates	Business Rates	£ -	Burial Ground
BACS	Cornwall Council Rates	Business Rates	£ 711.08	St Dennis Parish Council
BACS	ClayTAWC	2363	£ 1,079.18	Room Hire / Photocopying/rent
BACS	HMRC		£ 969.79	Tax & NI
BACS	Staff costs		£ 4,298.48	Staff Costs
BACS	CPD On-Line Training	198646-2889	£ 194.40	Staff Training
BACS	Duchy Cemetery Ltd	2915	£ 80.00	Internment Fee
BACS	Duchy Cemetery Ltd	2929	£ 80.00	Internment Fee
BACS	Duchy Cemetery Ltd	2936	£ 80.00	Internment Fee
BACS	Duchy Cemetery Ltd	2935	£ 420.00	Internment fee
BACS	Duchy Cemetery Ltd	2942	£ 80.00	Internment fee
BACS	Grahams Garden Machinery	65520	£ 9.50	File/ Grease
BACS	Wellers Law Group	AS/48664.001	£ 700.00	Land Searches
BACS	Little Treasurers Toddler Group		£ 300.00	Grant
BACS	Cyan	R202378	£ 27.50	Hard Ground Anchors for Bench
BACS	Cornwall Exterior Cleaning	09/23	£ 325.00	Pressure Wash 3 x Bus Stops
BACS	JD Arc Fabrications		£ 425.00	Replacement Playing Field Gate
BACS	BH Construction	2223/55	£ 4,865.00	Works re: cemetery wall
Total			£ 16,200.67	

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	17.2.23 - 12.3.23	£ 8.50	Bank Charges
DD	EDF Energy		£ 10.00	CCTV Electric
Total			£ 18.50	

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	13.2.23 - 12.3.23	8.50	Bank Charges
BACS	Applicant 4	Buss Pass	140.00	Grant
Total			148.50	
Grand Total for March			16,367.67	

- b) To approve the bank balances as of 28th February 2023.
Resolved – To approve the bank balances. All present in favour.

23/23 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.

27/23 Confidential items –

- Verbal report from the Staffing & GDPR Committee was given with the recommendations from the meeting for approval.
- Extension of Probation and raise in wages agreed.
- Carrying forward of leave agreed
- Change in title for Casual Staff to Maintenance Worker agreed.
- Increase in Staff hours agreed.
- Appraisal date agreed.
- Contract reviewed and amendments to be agreed via email.
- Toil policy to be agreed via email.

It was **Resolved** to accept the recommendations from the Staffing and GDPR Committee. All present in favour.

Meeting closed 20.45 pm.

Signed: