

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday
5th August 2025 at 7.00 pm.

The Chair welcomed all present to the August meeting of the Parish Council. Cllr Clarke gained the permission of all present and attending for the meeting to be recorded for the benefit of the office.

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

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

137/25 Apologies.

None.

138/25 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.

139/25 Public Participation (to include Cornwall Councillors Report).

a) Public Participation:

Cllr A Griffin advised that a concern has been raised regarding parking on the road and pavement outside ClayTAWC. This is a double yellow lined area however the lines are worn away. The Chair confirmed the condition of the double yellow lines has been reported to Cornwall Council previously. CC Cole confirmed that the white lines of the main road through St Dennis and some junctions have been repainted, and he continues to push for the other road markings and yellow lines to be repainted. The office will submit a further report to Cornwall Council regarding the worn yellow lines and parking issues outside ClayTAWC.

Presentation of the St Dennis Good Citizen Award 2024. The Chair presented the Award to Mrs Liz Bradbury who accepted it on behalf of herself and joint winner, Mr Steve Bradbury. The Chair expressed appreciation for the extensive contribution Mr and Mrs Bradbury have made to the community through multiple projects and events. Mrs Bradbury thanked the Council for the award and recognition.

b) Cornwall Cllr Dick Cole: (CC Cole)

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

CC Cole provided a verbal recap of his report in relation to the Terice Solar Farm planning application and the Cornish Lithium Trelavour Project.

140/25 To adopt the minutes of the [Ordinary Meeting](#) of the Parish Council held on the 1st July 2025.

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

141/25 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.

Staffing Committee Meeting – Agreement to use an online system for Health & Safety and HR. It was **Resolved**, proposed and seconded to accept the recommendation of the Staffing Committee. All present in favour.

142/25 Matters Arising – Information only.

- The road closure application for the Remembrance Day Parade has been submitted and approved.
- Radio hire for the Remembrance Parade has been approved and ordered.
- Arrangements for the August Litter Pick are in place.
- The Cyber Insurance for 2025-2026 has been paid.
- Heads of Terms for the transfer of the Hall Road play area have been emailed to Cornwall Council and Wellers have been instructed to set up the file.
- All office computers have been transferred to the new Microsoft Business Premium licenses.
- The additional lights for the Trelavour Prazey Christmas Tree have been ordered.
- The Mobile Speed Signage has been delivered, scheduled to be set up in September.
- Highways Training has been booked.

143/25 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.

144/25 Financial

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

It was **Resolved** - To accept the payment schedule as presented subject to an amendment to the Education Bursary Fund total from £8.50 to £606.00 and an amendment to the Grand Total from £25,727.75 to £26,325.25. Proposed, seconded All present in favour.

Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Barclays Bank	13/06-13/07	£ 8.50	Bank Charges
DD	Giff Gaff	1752621794671	£ 10.00	Monthly Package
DD	Nest Pension		£ 364.69	Pension Contributions
DD	Coast to Coast Communications	33652	£ 15.48	Service Charge - June
DD	Suez	33660805	£ 83.40	Waste Collection - June
DD	Sage	GB-00814621	£ 20.40	Payroll Software - July
DD	HP Instant Ink	IUKDN1111517310	£ 89.99	Printer Ink - Jun/Jul
DD	Smarty	July	£ 18.00	PF CCTV
DD	Smarty	July	£ 18.00	Cemetery CCTV
DD	Yu Energy	2806543	£ 17.42	Playing Field CCTV - June
DD	Yu Energy	2813413	£ 23.78	Cemetery - June
DD	Yu Energy	2807958	£ 19.92	Public Toilets - June

DD	Yu Energy	2831938	£	16.86	Public Toilets - July 01-05
DD	Yu Energy	2860502	£	11.56	Playing Field CCTV - July 01-19
BACS	HMRC		£	1,834.28	Tax & NI
BACS	Staff costs		£	6,599.72	Staff Costs
BACS	Central Cleaning	2419	£	496.00	Cleaning of Public Toilets
BACS	Piran Tech	60589	£	21.84	Monthly Service Check - June & July
BACS	A1 Tree & Grounds Ltd	2148	£	1,512.00	Grass Cutting
BACS	CALC	2526-355	£	30.00	Councillor Training
BACS	CALC	2526-413	£	45.00	Councillor Training
BACS	Mays Country Store	55278	£	34.30	Maintenance Tools
BACS	Mays Country Store	28759	£	56.80	Weed Killer
	TW Treesurgery & Ground				
BACS	Clearance	INV-0520	£	2,400.00	Playing Field Additional Bank Repair
BACS	Walden Security/TClarke	SL-25040491	£	408.00	PF CCTV Repair
BACS	Walden Security/TClarke	SL- 2504053	£	84.00	Cemetery CCTV Maintenance Contract
BACS	Walden Security/TClarke	SL-25040554	£	84.00	PF CCTV Maintenance Contract
BACS	Walden Security/TClarke	SL-25041146	£	372.00	Cemetery CCTV Remote Access
BACS	Sutcliffe Play Ltd	7489	£	1,757.07	Playing Field Repairs
	SAJ-				
BACS	Elan City	UK/2025/02631	£	8,315.98	Radar Speed Signs
BACS	UK Postage Stamps Ltd	Proforma 1399	£	71.30	Postage Stamps
BACS	ClayTAWC		£	236.99	Grant Issued
BACS	Festive Lights	SO2094203	£	199.15	Christmas Lights
BACS	St Austell Bay Plastics	7772	£	168.00	Bus Shelter Repair
Card	Screwfix	A22206607966	£	53.96	Maintenance Items
Card	Scewfix	A22361908944	£	29.98	Maintenance Items
Card	Amazon	GB55K2417AEUI	£	73.92	Office Stationery
		INV-GB-2025-			
Card	Amazon	389690473	£	5.45	Office Stationery
Card	Amazon	GB54YKY62AEUI	£	79.99	Office Mobile Phone
		INV-GB-2025-			
Card	Amazon	347207926	£	7.90	Office Mobile Phone
Card	Microsoft	E0300WYCG4	£	-	Online Services
Card	Microsoft	E0300X2F3U	£	15.12	Online Services - July
Cash					

Total £ 25,710.75

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	13/06-13/07	£ 8.50	Bank Charges
	Total		£ 8.50	

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	13/06-13/07	£ 8.50	Bank Charges
	Application 3/25	292	£ 597.50	Grant Payment
	Total		606.00	

**Grand Total for
July 2025** 26,325.25

b) To approve the bank balances as of [30th June 2025](#)

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

c) To agree the top up of the Petty Cash.

It was **Resolved** to top up the funds by £61.75. Proposed, seconded, all present in favour.

d) To review and approve the [1st Quarter figures](#).

It was **Resolved** – to approve the 1st Quarter figures. Proposed, seconded, all present in favour.

145/25 Clerks Report:

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

Clerks report noted with one amendment that the Bus Shelters in the village have been scheduled to be pressure washed. The Bus Shelters at Trevisco and Enniscaven have been pressure washed.

146/25 To approve the solicitors' fees for the purchase of the Hall Road Play Area and to agree any actions required.

It was Resolved to approve the cost of the solicitors' fees of £1250+VAT. Proposed and seconded. All present in favour.

147/25 To agree the grant application for the Hall Road Play Area legal costs and land survey.

It was **Resolved** to approve the grant application for the legal costs of £1250+VAT and the land survey costs of £390+VAT. Total to be applied for £1640+VAT. Proposed and seconded. All present in favour.

148/25 – To agree how the Hall Road Play Area will be managed going forward.

Various options for the management of the Hall Road Play Area were discussed, these included management by Full Council, the General Purpose Committee, or a new specific committee. It was **Resolved** for the Hall Road Play Area to be managed by the General Purpose Committee and for the General Purpose to set up a working party. Proposed and Seconded. All present in favour.

149/25 – To agree the cost of replacement laptops for the office.

Quotes were reviewed. It was **Resolved** to set a budget of £1500 including VAT for the office to purchase two new (not refurbished) replacement laptops. Cllr Burnett to liaise with the office on the type and specification of laptops to purchase. Proposed and seconded, All present in favour.

150/25 To agree locations and types of plant required, for additional planting within the village.

It was agreed for Cllr A Griffin and Cllr Kelsey to walk the village and advise the office of suggested locations and plant types. Office to then circulate this to Full Council for agreement by email. Costs to be agreed at the next Full Council meeting.

151/25 To appoint a member to represent the Parish Council on the Arundel Trust Education Grant Committee.

Cllr Kelsey nominated herself. The nomination was seconded by Cllr A Griffin. It was **Resolved** for Cllr Kelsey to represent the Parish Council on the Arundel Trust Education Grant Committee. All present in favour.

152/25 To agree the cost in materials for the bench bases.

It was **Resolved** to agree the cost of £107.85 +VAT for materials. Proposed and seconded. All present in favour.

153/25 To agree the cost of plants for Flanders Field.

Following a discussion on possible planting options it was agreed to set a budget for the office to manage this year but to review alternative options for 2026. It was **Resolved** to set a budget of £80 to purchase plants for Flanders Field. Proposed and seconded. All present in favour.

154/25 – To discuss a request for resident only parking in Trelavour Square.

A report by the Clerk was circulated prior to the meeting which can be viewed [here](#). Various options were discussed at length. The frustrations felt by residents of Trelavour Square were acknowledged. Lack of parking is an ongoing issue throughout the village however with no ability for the Parish Council to enforce an alternative parking scheme at Trelavour Square no action will be taken at this time and parking will remain public.

156/25 To receive an update on the welcome signage and to agree any actions required.

None.

156/25 To receive an update on the land at Dunstan Close and to approve any associated costs.

The solicitors have advised to provide their undertaking to the other side, they require a receipt of £2500+VAT to hold on account. It was **Resolved** for the office to make the payment of £2500+ VAT to the solicitors prior to the next Payment Schedule. Proposed and seconded. All present in favour.

157/25 To approve the cost of training for Cllrs and staff.

Quotes for On-Site Level 3 Emergency First Aid at work 1-day courses were reviewed. A requested from Cllr Kelsey to attend Data Protection and GDPR training was received. It was agreed to proceed with Nuco Training for First Aid training at a cost of £575+VAT for up to 12 delegates. Other members of the community will be invited to attend the course to make up numbers. Any delegates who are not Parish Council Members or staff attending the

course will be invoiced by the office for their place. A cost of £35+vat was agreed for Cllr Kelsey to attend Data Protection and GDPR training.

It was **Resolved** to agree a total cost of £610+VAT for training of Cllrs and staff. Proposed and seconded. All present in favour.

158/25 Reports from Outside Bodies

Cllr Clarke attended the Community Trust meeting – written report to follow.

Cllr Kelsey attended the Cornish Lithium Liaison meeting - written report to follow.

Cllr Kelsey attended the China Clay Area and Luxulyan Community Area Partnership meeting – The written report can be viewed [here](#).

159/25 Consultations/Surveys received up to the time of meeting.

a) General Consultations:

None.

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

None.

160/25 Highways and Footpaths Matters

a) Footpaths.

None.

b) Highways.

Over hanging trees from Rectory building blocking streetlight on the corner reported to Cornwall Council. Cornwall Council to carry out an inspection.

Water leak on Wellington Road reported to South West Water.

Depression in road surface on Wellington Road reported to Cornwall Council.

Fly Tipped office chair on Fore Street reported twice to Cornwall Council – Cornwall Council could not locate the chair to remove it.

161/25 Grant Requests

Application from Cornwall Air Ambulance Trust for a donation towards equipping their new aircraft.

It was **agreed** to defer this donation request until the end of the financial year so that local grants can be prioritised.

162/25 Correspondence received.

Invitation from Cornish Lithium to attend a public consultation – Noted

Town & Parish Council newsletter 04/07/25 - Noted.

CALC News – Noted

Police and Crime Commissioners Weekly Column 07/07/25 - Noted

Charity Commission July Newsletter – Noted

Press Release – Retirement of the Chief Constable – Noted

Summer Planning News – Noted

Additional Correspondence reviewed

Resident email to CC Cole raising concern in relation to a vacant property in St Dennis.

Donation request deferred to confidential items.

163/25 Items for the next agenda.

- To agree costs of planting in the village
- To discuss the set-up of a Village Enhancement Working Party

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.

164/25 Confidential items –

Additional Correspondence – Invitation to make a donation received - Noted

Meeting closed 8.42 pm.

Signed: