

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held at ClayTAWC on Tuesday
6th June 2023 at 7.00 pm

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

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

In Attendance: Lynn Clarke Clerk, Senior Administrator Tracey Hutton, Cornwall Cllr Dick Cole (CC Cole), two representatives from Cornish Lithium.

64/23 Apologies.

Cllr Hawkins. Apologies accepted.

65/23 Declarations of Interest.

Cllr Clarke declared an interest in approval of the payment schedule as part of the Coronation Committee and was advised that the decision to spend was a Council decision on advice from the Committee as a whole so there was no need to declare an interest.

Cllr Burnet declared an interest in item 15 as Cllr Burnett was involved in obtaining the original quotes. Cllr Burnett was advised different suppliers have been sought and quotes have been revised on further information obtained by the office and with Cllr Burnetts knowledge it would be more beneficial for her to participate in this item.

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.

66/23 Public Participation (to include Cornwall Councillors Report).

a) Public Participation:

No Members of the public present. Cllr Mrs T Edmunds enquired about responsibilities of the Parish Council in respect of the weed spraying. The Clerk informed that the Parish Council are only responsible for spraying at the roadside kerb edges. Homeowners are responsible for their own property boundaries due to possibility of potential damage to paintwork etc.

A presentation was provided by the representatives of Cornish Lithium regarding the proposed new site access on Brewers Hill. The Council were informed that an access point has been identified on Brewers Hill. Pre-app discussions have been held with Cornwall Council regarding the proposed vehicular access.

Advance Consultation has looked at planning history, transport policy and ecology reports for the area.

Cornish Lithium have demonstrated that the access is suitable for HGV's and there are no highway issues. The proposed entrance is outside a SSSI buffer zone so a precautionary approach will be made to site clearance.

Plans were shown to Cllrs of the proposed entrance, and they were informed that this is not intended for continual use but will enable access to this side of the site where access

at present is limited and not possible for the movement of heavy plant and emergency access if required.

Cllr Harwood asked if the rumble strip will allow room for HGVs to check they are clear of debris before joining the public highway?

Response: The proposed buffer zone has been set specifically to allow for this.

Cllr Kelsey asked if gates will be installed at the entrance, and would banksmen be required for access / egress from site?

Response: Gates will be installed at the new entrance it is not anticipated that a banksman will be required for all vehicular access but there may be occasions when manoeuvring the larger HGVs and the drilling rig. In these instances, a banksman will be utilised.

It was emphasised to the Council that the main reason for this entrance is to access the far side of the pit as currently this cannot be reached practically from the existing site entrance.

Cornwall Cllr Cole asked if there has been any update on the stability of the tips.

Response: A report has recently been received but has not yet been reviewed.

Cllr Clarke thanked the representatives from Cornish Lithium for the presentation and for keeping the Parish Council informed.

b) Cornwall Cllr: (CC Cole)

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

CC Cole highlighted that the Home Choice Consultation has been launched and that the deadline for responses is on the 25th August. Cllr Cole offered to work with the Parish Council in drafting a response to this consultation. All present in favour.

67/23 To adopt the minutes of the Annual Meeting of the Parish Council and the Ordinary Council Meeting both held on Tuesday the 2nd May 2023.

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

68/23 To note the Minutes of the following meetings and Full Council to adopt the recommendations therein.

Cemetery Committee Meeting – Purchase of 2 rubbish bins approved, purchase of a post box approved, agreement of a 1-year contract for the provision of electric with EDF, footpath improvement works approved, purchase of a replacement bench agreed, hire of equipment for moss removal agreed, review of the cemetery charges undertaken.

It was **Resolved** to accept the recommendation of the Cemetery Committee. All present in favour.

69/23 Matters Arising – Information only.

The Clerk informed that all matters from the last meeting has been addressed or are on the agenda for discussion at this meeting, with the exception of the proposed feedback form.

70/23 To agree the delegated decisions made over the past month.

Resolved to approve the [delegated decisions for May](#). All present in favour.

71/23 Clerks Report:

[Clerks Report](#) - Noted.

72/23 To receive and update on the land at Dunstan Close.

The Clerk informed that Cornwall Council have been approached regarding access from Dunstan Close to the site for clearance in advance of the conclusion of the purchase. There will be a cost to the Parish Council for the removal of the barriers, putting in a dedicated vehicular access and pedestrian access. These items will be discussed further once the purchase has been finalised.

The tree survey has been undertaken. The trees are in relatively good condition, but further investigation of the roots will be required once the ground clearance has been undertaken. Letters have been sent to neighbouring properties to enquire about their regimes for tree maintenance on the trees bordering the land. One tree at the entrance will need to be coppiced once ownership has been transferred.

A quote has been obtained to give the office guidance on costs for the site clearance, the cost of this has been estimated at £1885.00 excluding VAT.

The Solicitor has submitted the searches and is currently awaiting the results. A draft pre-emption agreement and transfer is being drawn up.

Cllr Clarke enquired about the situation with the householder who has extended their garden. The Clerk informed that no update has been provided by the current owner.

73/23 To consider the Parish Council participating in Local Council Clerk Week.

It was **Resolved** to participate in this scheme. It was suggested that this period could be used to launch the Parish Council feedback form. All present in favour.

74/23 To agree the cost of confidential shredding.

It was **Resolved** to use Britannia Lanes for confidential waste. All present in favour.

75/23 To consider delegating a maintenance materials budget to the office and allowing the use of the card for purchases of paint and equipment.

The Clerk informed of several projects that are ongoing and the current requirement for larger costs on projects to be approved by the Council. This system would alleviate waiting for funds to be approved at meetings for smaller jobs. It was put forward that a small budget could be managed in a similar process to the petty cash system, invoices would be submitted to the Council meetings for approval as they are currently.

It was **Resolved** to allocate a £500 budget and for the clerk to submit a spending report for the Council to approve, prior to the fund being topped up. The use of the Parish Council card for these purchases was approved. All present in favour.

76/23 To approve the use of the Parish Council card for the purchase of stationery items.

Resolved to allow the use of the card in line with financial regulations. All present in favour.

77/23 To agree the new telephone contract.

This was discussed at length and Cllrs felt a lack of knowledge on this subject hindered the decision-making process. It was **Resolved** for Cllr Burnett to review the quotations and to agree the contract via email based on recommendations put forward. All present in favour.

78/23 To discuss the applications received for the Good Citizen Award and to agree a date to review the application.

It was **agreed** to set a date via email to review the applications and to invite the sponsors to attend the review meeting. All present in favour.

79/23 To agree training costs.

Deferred

80/23 To consider the purchase of compostable dog waste bags for a volunteer litter picker.

It was **Resolved** not to purchase compostable bags. All present in favour.

81/23 Report on the Coronation event and agreement of how the funds raised will be donated to the St Denny's Bells Appeal.

Cllr Kelsey and Cllr Griffin declared an interest as members of the St Denny's Bells Appeal Committee and were advised not to participate in the decision on how the funds are to be donated. A conflict of interest was identified as Cllrs were also part of the Coronation Committee.

Cllr Clarke took the lead on behalf of the Committee and gave a verbal update on the event. Informing that it was a great success, and a lovely day was had by all who attended. An article has been submitted to the Community news and placed on the Parish Council website. All invoices have been received and are on the payment schedule for approval this evening.

It was put forward that the Coronation Committee would count the donations taken during the event informing the office of the total and submit to the office for banking.

Cllr Clarke and other members of the Committee who are not on the St Denny's Bells Appeal will contact representatives of the St Denny's Bells Appeal and arrange a date for a cheque to be presented to them by Cllrs. Cllr Kelsey and Cllr Griffin abstained from voting. All others present in favour of these arrangements.

82/23 Update on the Community Emergency Plan

Deferred.

83/23 Update on the Neighbourhood Plan.

Cllr Edmunds gave a verbal report from the meeting on the 24th May informing that an article is being drafted to be included within Cllr Cole's newsletter giving feedback to the community on the results obtained. A further meeting has been scheduled for the 14th June.

84/23 Reports from Outside Bodies

None.

85/23 Consultations/Surveys received up to the time of meeting.

Invitation for the Parish Council consult with Cornwall Council and work together to meet the affordable housing needs of St Dennis Parish.

It was **Agreed** to hold a meeting with Dean Mutton from Cornwall Council to discuss matters further.

Peninsula Transport invitation to submit comments on the Government Road Investments Strategy - Noted.

Police And Crime Commissioner – Survey on how crime is affecting rural communities – Noted.

86/23 Highways and Footpaths Matters

a) Footpaths.

- Footpath 3 – Missing Stile reported to Cornwall Council.
- Dunstan Close to School Lane – overgrown vegetation reported to Cornwall Council.
- Cllr Burnett informed the footpath between Hall Rd and Dunstan Close is in need of cutting back - Office to report to Cornwall Council.
- Gullys Lane – Dog waste bin pole rusting out. Reported to Cornwall Council.

b) Highways.

- [China Clay CNP TRO 2022](#): Proposed no waiting at any time restrictions to prevent parking where it impedes visibility for traffic emerging from side road leading to Atlantic View. Additional limited waiting parking bay proposed for Fore Street to accommodate shore visits to the nearby business. Approved.
- Robartes Road Car Park – Poor surface conditions / multiple potholes and vegetation encroachment onto parking area reported to Cornwall Council.
- Cllr Harwood asked about the progress on the replacement HGV signage at Hendra Prazey Corner. The Clerk informed that there has been no update, but Cormac are aware of this issue.

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87/23 Grant Requests

The Pitch CIC - Application for replacement pads and battery for defibrillator to recommission and install at the Pitch.

Resolved to approve the grant of £320.19 and for the Parish Council to purchase the replacement items on behalf of the Pitch. Permission given to use the Parish Council card for the purchase. All present in favour.

St Dennis Carnival Committee – Application for £300 to replace damaged / not returned trophies.

Resolved to approve the grant of £300 and to make the payment prior to next month's meeting as the funds will be required prior to the next payment schedule being approved. All present in favour.

88/23 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Town & Parish Council newsletter - Noted.

Steve Double Newsletter - Noted.

Forest for Cornwall spring newsletter - Noted.

Opening up of a Trade account with Trago Mills – Councils will receive a 5% discount straightaway – Noted.

Update from CERC about the planned shutdown of the incinerator – Noted.

Community Land Trust June Newsletter - Noted

Town and Parish Council June Newsletter – Noted.

Email from Tamar Toll Action Group – Noted.

89/23 Financial

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

It was **Resolved** –To accept the payment schedule. All present in favour.

Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
DD	Sage	UK-03321813	£ 14.40	Payroll software
DD	EDF	T87521180020	-£ 9.13	CREDIT - Monthly DD for Public Toilets
DD	Barclays Bank	13/04/23 - 14/05/2023	£ 8.50	Account fee
DD	Giff Gaff	1684192755957	£ 10.00	Mobile phone monthly tariff
DD	Nest		£ 82.63	Pension Contributions
DD	Suez	32960139	£ 78.20	Waste Collection Services
DD	BT	Q039 RL	£ 210.61	Quarterly Bill
BACS	B H Construction	2223/55	£ 10,255.00	Cemetery Wall Works
BACS	Microsoft	E0300NQKUD	£ -	On-Line Services
BACS	Ruth Thomas Audit Services	Years 2022/23	£ 200.00	Internal Audit Fee
BACS	Queens Garage	Our Order No: 2324/13	£ 17.23	Epoxy/Drill Bit/Screws - David
BACS	Queens Garage	Our order No: 2324/15	£ 10.50	Extension Lead
BACS	M A GRIGGS	Our Order No: 2324/12	£ 73.20	Weed Killer
BACS	ROYAL MAIL (REFUND)	RMG LTD	-£ 119.88	CREDIT
BACS	Microsoft	E0300NC32Y	-	On-Line Services
BACS	Central Cleaning	2303	£ 390.00	Public Convenience April Clean
BACS	Central Cleaning	2307	£ 403.00	Public Convenience May Clean
BACS	BHIB Councils Insurance	LCOO2887	£ 1,369.00	Local Councils Insurance Policy
BACS	HMRC		£ 1,064.71	Tax & NI
BACS	Staff costs		£ 4,365.99	Staff Costs
BACS	Piran Tech	46047	£ 4.75	Monthly back up checks one drive help
BACS	Piran Tech	46620	£ 11.90	Monthly Service Checks
BACS	ClayTAWC	2394	£ 5.55	Coronation Colour Laminating
BACS	A1 Tree & Grounds Ltd	1873	£ 1,284.00	Ground Works
BACS	Duchy Cemetery Ltd	2997	£ 90.00	Internment Fee
BACS	Duchy Cemetery Ltd	2991	£ 90.00	Internment Fee
BACS	Clays Kitchen		£ 1,225.00	Cream Teas coronation event
BACS	St Dennis WMC	60523	£ 316.00	Fair Rides Coronation event
BACS	Kernow Hog Roast	789	£ 850.00	Hog Roast Coronation Event
Card	Amazon	118279261-2023-38844	£ 36.90	2 x Metal Bins & Lids
Card	Association of Local Councils		£ 50.00	ALC membership
Card	Flo Gas	9305175	£ 84.32	Beacon Gas Coronation Event
Card	Amazon	2536	£ 199.99	Post Box
	Total		£ 22,672.37	

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	13/04/2023 - 14/05/23	£ 8.50	Account Fee
DD	EDF Energy		£ 1.00	Monthly DD Electric
	Total		£ 9.50	

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
DP	Barclays Bank	13/04/23 - 14/05/2023	8.50	Account Fee
	Total		8.50	

Grand Total for May 22,690.37

- b) To approve the bank balances as of 31st April 2023.
Resolved – To approve the bank balances. All present in favour.

90/23 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.

91/23 Confidential items –

- Volunteer Application – Approved.
- Resignation – Acceptance of resignation and delegated budget of £25 to source gift for service to the Parish Council. All present in favour.
- Financial Regulations / Standing Orders – Reminder to Cllrs, Staff & Committees of the importance of abiding to regulations.
- Emails – Reminder of the importance to review and respond.

Meeting closed 21.10 pm.

Signed: