

St Dennis Parish Council
Minutes of the Ordinary Council Meeting held online
on Tuesday 6th October 2020 at 7.00pm

The Chair welcomed all present to the October meeting of the Parish Council and reminded those present of the protocols for online meetings.

Present: Cllr Clarke (Chairman), Cllr Mr N Edmunds (Vice Chair), Cllr Taylor, Cllr Kelsey, Cllr Mrs T Edmunds, Cllr Lodomez, Cllr Howard.

In Attendance: Lynn Clarke Clerk, Debbie-Ann Harvey-Bourne Administrator, Rev Paul Arthur, Cornwall Councillor Mr F Greenslade.

150/20 Apologies.

None. Cllr Harwood absent.

151/20 Declarations of Interest.

None Declared. Cllr Clarke reminded those present that if any matter arises during the course of the meeting, advice should be sought from the Clerk and the Chairman before continuing.

152/20 Public Participation (to include Cornwall Councillors Report).

- a) **Public Participation:** Cllr Clarke asked those present if Item 11 could be forward to public participation to enable Rev Arthur to join the discussion. All in favour.

Cllr Mrs T Edmunds has received complaints about the route of the school bus in the mornings. The bus is travelling down Wellington Road and this is causing problems for traffic coming up the road. There is nowhere suitable for the bus to pass as cars are usually parked along this stretch of the road. The difficulty is made worse by other vehicles also trying to travel up the hill. Cllr Greenslade has also been approached about this issue and will respond to the parishioner in due course.

Cllr Howard arrived at 7.12pm

This was discussed at length and it was noted that this appears to be a change in the route from previous years.

Action – Clerk to contact the school and Cornwall Council to see if this route can be amended.

Item 11 To discuss the Remembrance Day Arrangements.

Due to the current changes in Coronavirus legislation and the potential increase in restrictions predicted, this will need to be reviewed. Ideas and plans were discussed the current consideration is to invite individuals to lay their wreaths without a service being held. Further investigation is required to ascertain whether this is acceptable under current guidelines. **Action** – Cllr Clarke, Rev Arthur and the clerk will arrange a meeting to discuss

- b) **Cornwall Councillors Report:**

Cllr Greenslade has not provided a report but asked the Chair for permission to speak on two subjects on the agenda, Item 18 & 19. This was approved

153/20 To adopt the minutes of the Ordinary Council Meeting on Tuesday the 1st September 2020.

Resolved - To approve the minutes. Proposed by Cllr Taylor ,seconded by Cllr Mrs T Edmunds all in favour.

154/20 To note the minutes from the following meetings and adopt the recommendations therein:

- a) Education Bursary Meeting: To agree the potential spend of £4211.00. 11 applications received, 8 approved. **Resolved** to accept the recommendations.
- b) Extra Ordinary Meeting: To approve the closing of the office and implement the work from home policy. The purchase of a new laptop and a temporary increase in the clerk's hours for 3 weeks. Cllrs to visit the Playing Field regularly to ensure social distancing is being observed. **Resolved** to accept the recommendations.

155/20 Matters Arising – Information only.

Quotations have not yet been received for the Hi-viz waistcoats;
A meeting needs to be arranged to discuss the allotment survey.
Padlocks have been purchased and arrangements are to be made to install them at a convenient time.

156/20 agree the delegated decisions made over the past month

Additional cost for the padlocks of £45 above the £60 previously agreed. Pest Control for the Playing Field shed. **Resolved** to agree the purchase. Proposed by Cllr Mr N Edmunds seconded by Cllr Mrs T Edmunds, all in favour.

157/20 Clerks Report:

The clerk informed that the recent graffiti has been cleaned from the bus shelter and reported to the police. The bus shelter will require a new coat of paint to completely cover the graffiti. The clerk is trialling a new reporting system with Cornwall Council. If this is found to be beneficial it could be rolled out to other Town and Parish Councils. The accessibility statement has been added to the website. Microsoft have acknowledged the new set up. The clerk will be upgrading our current package to include emails and will set up new email accounts for all Cllrs.

158/20 To agree the donation to the Royal British Legion for Remembrance Day Wreaths.

It was **Resolved** – To donate £120. Proposed by Cllr Clarke, seconded by Cllr Mr N Edmunds, all in favour.

159/20 To discuss the Remembrance Day arrangements

Discussed under Public Participation

160/20 To agree extra hours for strimming behind the Playing Field Fence.

The clerk informed that the growth is encroaching on the boundaries of the neighbouring properties and requires cutting back.

It was **Resolved** to allow an additional 3 hours for each casual worker and to ensure the Playing Field is closed to the public whilst the work is carried out. Proposed by Cllr Clarke seconded by Cllr Mrs T Edmunds all in favour.

161/20 To agree additional hours for the preparation and seeding of Trelavour Bank.

It was **Resolved** to allow 2 additional hours for each casual worker to help in the preparation of the bank. Proposed by Cllr Mrs T Edmunds seconded by Cllr Mr N Edmunds all in favour.

162/20 To discuss the recruitment of new Councillors.

The clerk made Cllrs aware that we have 3 vacancies that need to be filled. The administrator is putting together an article to share on social media, but this needs to be addressed. Cllr Howard agreed that this could be advertised by the school.

163/20 To ratify the decision made via email for the removal of the trees in the Playing Field.

Resolved – To agree the decision. Proposed by Cllr Taylor, seconded by Cllr Kelsey, all in favour.

164/20 To discuss the outcome of the Crowdfunder.

The clerk informed that £90 was raised from the page, which has finished running. Following the end of the Crowdfunder, a member of the public has come forwards and made an anonymous donation of £7100 towards the CCTV installation. This has now been received and Cllr Clarke has sent a letter of thanks to the donor.

165/20 To agree the purchase of new work boots.

Tabled – The Clerk informed that there is a pair in the office.

166/20 To discuss the units within the Playing Field

Cllr Greenslade asked who covered the cost of the work that had been carried out. Cllr Clarke informed that the Carnival and Rally Committees covered the cost as they owned the units and the work has now been completed.

167/20 To discuss the possibility of employing an enforcement officer versus training an employee to carry out the duty.

This was discussed at length due to different options available. It was decided to investigate the option of having an independent person trained to cover all parishes involving the agreement of all Parish Councils in the area. To investigate a joint SLA to cover parking enforcement. Cllr Greenslade informed that he would be supportive of the Parish Council obtaining additional enforcement powers. **Action** - Clerk to liaise with other parishes to see if this proposal would be acceptable.

168/20 To agree the cost and use of vinyl signs to identify Parish Council property.

This was discussed. Cllrs were not in favour of using plastic signage to identify property. The administrator asked if stencils have been considered. This was discussed and it was agreed to obtain prices for stencils and to make a decision via email.

169/20 To agree a working party for the entry into the Festival of Christmas Trees.

Cllr Clarke, Cllr Kelsey, Cllr Taylor and Cllr Lodomez will discuss the options and report back to Full Council. Rev Arthur advised that this event maybe cancelled. Confirmation will be provided by the 15th October.

170/20 Reports from outside bodies.

Cllr Clarke attended the Local Planning conference, Covid -19 update meeting with Cornwall Council, Parking Enforcement meeting and a Charities Commission meeting. Reports have been circulated.

171/20 Consultations and surveys received up to time of meeting

The Planning White Paper Consultation responses were agreed. Proposed by Cllr Mr N Edmunds, seconded by Cllr Mrs T Edmunds all the Planning Committee were in favour.

172/20 Highways and Footpaths Matters

- a) Update on footpaths – Overgrown bush in School Lane has been reported. Cornwall Council have written to residents requesting this be cut back.
Cllr Mrs T Edmunds advised of parking problems where School Lane branches meets Carne Hill. The clerk will highlight this with the enforcement team and Cornwall Council.
Cllr Clarke has received a complaint about disability scooters not being able to pass through the barriers at Manson Place to Trelavour Road and Fore Street to Hall Road. The clerk has reported this to Cornwall Council. Cllr Mrs T Edmunds informed that the Manson Place to Trelavour Road pathway is also being obstructed from bushes and debris on the boundary wall of the private houses that face Trelaovur Road. Action - Clerk to chase.
- b) Highways Issues – The Parish Council have received a thank you letter regarding the new double yellow lines on Carne Hill.
Cllr Taylor raised an issue with a barrier at the top of Carne Hill where there are no reflective strips. Action - Clerk to report to Cornwall Council.
Cllr Clarke informed of a builder's van that is obstructing the pavement at the top of the traffic calming on Hendra Road. This needs to be reported to the police.

173/20 Grant Requests

Merlin MS Centre Charity. Refused as not within our Parish

174/20 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

Email received Climate Emergency from Cornwall Council – Forward to Cllr Kelsey.

Cornwall Air Ambulance Thank you letter - noted

Cornwall Council Casual Vacancy notification - noted

Town and Parish Council Covid updates - noted

Notification from Cormac that they are starting to carry out roadside cutting & maintenance – noted.

Email received from supplier regarding online petition - noted

175/20 Financial

a) To approve September's payments to creditors as circulated.

The payment Schedule was approved Proposed by Cllr Taylor seconded by Cllr Howard all in favour.

Community Account				
CHQ		Invoice		
No:	Name	Number	Cost	Reason
DD	Sage	63815812	£8.40	Payroll software
DD	Google Ireland	3796310770	£8.28	Secure email
DD	Microsoft	E0300C18JY	£9.48	Software License September
		13th Aug -		
DP	Barclays Bank	13th Sept	£16.85	Bank Charges
BACS	SeaDog It	3619	£19.95	Hosting Fee
BACS	HMRC		£392.37	Tax & NI
BACS	Wages		£2,608.41	Staff Costs
DD	EDF Energy		£10.00	Monthly DD for public toilets
BACS	Tony Lewis Roofing	158	£231.60	Replace Facia & Guttering Cem Shed
Bacs	Central Cleaning August	201378	£417.60	Cleaning of public toilets
Card	Zoom	39299019	£143.88	Subscription for 1 year
BACS	ClayTAWC	1938	£29.16	Printing & Photocopying
Card	Safe with us	1434958	£53.29	Padlocks and keys
BACS	Complete busines solutions	2391359	£98.89	Ink cartridges
BACS	Complete busines solutions	2401234	£52.98	Black bags & Stationery
BACS	Complete busines solutions	2404375	£18.00	Replacement office cabinet keys
Card	Amazon	830236375	£23.99	Laminator
bacs	SLCC	132607	£30.00	Virtual National Conference
BACS	Duchy Cemetery's	2068	£80.00	Interment Fee
BACS	Dennis May & Son Ltd	102269658	£147.40	Safety Workwear
Bacs	Dennis May & Son Ltd	102268281	£12.32	Grass seed & Shackles
Card	Safety Supply Company	8339505	£26.34	Safety gloves
Card	Post Office Ltd	409908	£4.10	Postage
BACS	Safe with Us	1441504	-£53.29	Padlocks and keys
Card	Amazon	633437	£11.99	Face Shields
Card	Amazon	1201007785	-£12.94	Face Shields
Bacs	Complete busines solutions	SINV02418153	£22.00	Replacement Lock 320mm
BACS	Jason Bellinger	SI-538	£525.00	Biannual Tree Survey
BACS	Duchy Cemetery's	2072	£80.00	Interment Fee
BACS	Jefferys	2021/15	£270.00	Negotiate land purchase
BACS	Wisdom Signs	7775	£14.40	Maintenance Sign
Card	Argos	1548862719	£333.94	Laptop & Delivery
BACS	Central Cleaning September	201506	£403.20	Cleaning of public toilets
DD	South West Water	1071588988	£60.26	Public Toilets Water
BACS	South West Seeds	16057	£41.52	Trelavour Prazey Bank
BACS	SLCC	132939	£72.00	People Management Course
BACS	ClayTAWC	1942	£1,076.18	Rent & Photocopying
Card	Safe with us	SI1075629	£106.20	Padlocks keyed alike x 10

DD	South West Water	107611929	£15.78	water rates Cemetery
DD	EDF Energy	S09296083012	£24.14	Cemetery Electric
BACS	SeaDog It	3630	£13.75	To amend the website

Total Spend for September £7,447.42

Playing Field

CHQ No:	Name	Invoice Number	Cost	Reason
		13th Aug -		
DP	Barclays	13th Sept	£6.00	Bank Charges
BACS	Geoff Ham Tree Services	549	£180.00	Attending site to remove trees
BACS	Hooded Talons	1	£70.00	Pest Control Rats p/f shed
	Total		£256.00	

Education Bursary Fund

CHQ No:	Name	Invoice Number	Cost	Reason
		13th Aug -		
DP	Barclays	13th Sept	£6.35	Bank Charges
BACS	Applicant 4		£300.00	Grant Issued
BACS	ClayTAWC	Apr-05	£2.64	Photocopying
BACS	Applicant 9		£625.00	Grant Issued
BACS	Applicant 19		£300.00	Grant Issued
BACS	Applicant 7		£700.00	Grant Issued
bacs	Applicant 6		£195.00	Grant Issued
BACS	Applicant 5		£350.00	Grant Issued
bacs	Applicant 8		£450.00	Grant Issued
	Total		£2,928.99	
	Grand Total for the month		£10,632.41	

b) To approve the bank balances as at 31st August 2020.

Approved proposed by Cllr Taylor, seconded by Cllr Mrs T Edmunds, all in favour.

176/20 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.

177/20 Confidential items –

Staffing – Additional hours for September – Approved.

There being no other business to be transacted the Chairman closed the meeting at
21.05pm.

Signed:

DRAFT