

St Dennis Parish Council
Minutes of the Ordinary Council Meeting Decisions made via email due
to Covid-19 restrictions, on 7th April 2020

Those taking part: Cllr Clarke (Chairman), Cllr Mr N Edmunds (Vice Chair), Cllr Harwood, Cllr Taylor, Cllr Kelsey, Cllr Mrs T Edmunds, Cllr Howard.

Information collated by Lynn Clarke Clerk

01/20 Apologies.

Cllr Richards, Cr Lodomez. Apologies approved.

02/20 Declarations of Interest.

None Declared.

03/20 Public Participation (to include Cornwall Councillors Report).

- a) **Public Participation:** No members of the public put forward any views relating to the agenda or any other matters.
- b) **Cornwall Councillors Report:** Cllr Greenslade provided a written report that was circulated to all Cllr's, no comments have arisen from this report.

04/20 To adopt the Minutes of the Ordinary Council Meeting held on the 3rd March 2020.

Resolved - To approve the Minutes for the 3rd March the signing of the minutes will be required at the next face to face meeting that is held. Proposed by Cllr Clarke seconded by Cllr Taylor, all other responses received in favour.

05/20 To note the minutes from the following meetings and adopt the recommendations therein:

- a) Planning: To support application PA20/01699. Cllr Clarke proposed, Cllr Mr N Edmunds seconded, Cllr Mrs T Edmunds, Cllr Harwood and Cllr Howard in favour to support this application. Cllr Kelsey abstained.
- b) Extra Ordinary Meeting: items agreed – Scheme of Delegation approved, Scheme of Delegation and business Continuity Plan activated. All face to face meetings cancelled or deferred to be reviewed at the end of April. All non-urgent decisions to be made via email. Toilet and Playing Field to be closed. Cllr Clarke proposed to accept the recommendations, seconded by Cllr Taylor. Cllr Mrs T Edmunds, Cllr Harwood, Cllr Mr N Edmunds in favour. Cllr Howard and Cllr Kelsey abstained.

06/20 Matters Arising – Information only.

Clerk advised:

- The office is still waiting for Cllr descriptions to place on the website.

07/20 Clerks Report:

The public toilets, park and Cemetery are now closed to the public, several reports have been made to the police regarding people gathering in the Park while the area is closed.

08/20 To agree the costs for the engraving of the Good Citizens award.

Resolved – To defer the agreement of the costs. Proposed by Cllr Mrs T Edmunds, seconded by Cllr Mr N Edmunds, Cllr Harwood, Cllr Howard and Cllr Kelsey in agreement. This item will be re-visited after Covid-19 pandemic.

09/20 To agree the grass cutting agreement with Cornwall Council.

Resolved – To accept the agreement. Proposed by Cllr Clarke, seconded by Cllr Taylor. Cllr Howard, Cllr Harwood, Cllr Mr N Edmunds, Cllr Mrs T Edmunds and Cllr Kelsey in favour.

10/20 Update on the Neighbourhood Plan.

Resolved to defer – Cllr Mrs T Edmunds informed that a meeting will be arranged after the lockdown period. Cllr Clarke proposed acceptance to defer, seconded by Cllr Taylor. Cllr Mr N Edmunds, Cllr Kelsey, Cllr Harwood and Cllr Howard in agreement.

11/20 To discuss the removal of the re-cycling bin in Robartes Road Car Park.

Cllr Clarke commented that this facility should remain due to the temporary closure of re-cycling facilities. Cllr Taylor feels that the removal of the re-cycling bins would under the current circumstance lead to an increase in fly tipping. Cllr Mrs T Edmunds proposed that this item be deferred until a later date, seconded by Cllr Mr N Edmunds. Cllr Kelsey and Cllr Howard in favour. **Resolved to defer.**

12/20 To discuss the placement of a bin at Trerice Terrace.

Cllr Clarke commented that this was a good idea especially as more people are out walking. Cllr Taylor agrees to the placement of the bin. Cllr Mr N Edmunds enquired if we have a spare bin and who would empty the waste. Further information supplied that we have a bin and our casual labourer will put the bin in place and empty each week as we currently do at Enniscaven, Rockwenna Livery Yard will inform the Parish Council of any issues that may arise. Cllr Kelsey and Cllr Howard are in favour. **Resolved to place the bin at Trerice Terrace.**

13/20 To discuss the hosting of the Any Questions Radio Show. – Cancelled.**14/20 Update on the 75th Anniversary of V.E, Day Event.**

Cllr Clarke commented that this cannot go ahead at this present time and suggested that VE-Day commemorations be held at the end of the Coronavirus Pandemic. Cllr Taylor agrees to this being deferred. Cllr Mr N Edmunds recommends that we await further information from St Dennis Working Man's Club and the need to follow Government Guidelines. Cllr Mrs T Edmunds, Cllr Kelsey and Cllr Howard in favour. **Resolved to defer**

15/20 To discuss ideas that the Parish Council can undertake from the Climate Change Workshop.

Cllr Taylor proposes to defer this item, seconded by Cllr Mr N Edmunds. Cllr Mrs T Edmunds, Cllr Kelsey, Cllr Harwood, Cllr Howard and Cllr Clarke in favour. **Resolved to defer**

16/20 To discuss the offer of a service level agreement for legal services with Cornwall Council.

Cllr Clarke commented that this offer has been previously visited and Cllr Clarke feels that the Parish Council should continue with the current legal service provider. Cllr Taylor agrees that we should continue with our existing solicitor. Cllr Mr N Edmunds and Cllr Mrs T Edmunds agree that if this service is required then they would support. Cllr Kelsey and Cllr Howard agree that we should continue with our current legal service provider. **Resolved To continue to use Headley's Solicitors for Legal Services.**

17/20 To agree the email decision regarding the removal of the floodlights and the disposal of the benches within the Playing Field.

Resolved - Cllr Clarke proposed acceptance of this decision, seconded by Cllr Taylor. Cllr Howard, Cllr Mr N Edmunds, Cllr Mrs T Edmunds, Cllr Harwood in favour.

18/20 To discuss and agree the costs of an online management course for the clerk at a cost of £97 + VAT (13 modules over 3 weeks) or agree a free 8 hours course with the open university and the clerks time to complete.

Cllr Clarke feels that a face to face course would be more suitable for this training. Cllr Taylor asked who is running the alternative course and which course the clerk felt would be suitable, Cllr Taylor informed that the Open university courses she has completed have been excellent. Cllr Mr N Edmunds enquired if the clerk has the time to study and if there was a deadline for the current offers.

Further information provided by the clerk: The alternative company is MTD Training Group and the cost of the course will not change. The Open University offers various free training courses including the management training course and it is unlikely that this will change. The time required to complete either course would not be any different to attending any other training required, the benefit of this training is that it can be completed out of the office hours and is flexible. Cllr Kelsey has asked about start dates and course comparisons. Cllr Taylor proposed that if the Open University Course is suitable to the clerk, this the option should be taken. Cllr Howard agrees to the clerk attending either course, informing that she completed ILM Level 4 through online learning and it was excellent. Cllr Kelsey enquired as to start dates and comparisons for both courses. **No clear decision made.**

19/20 To agree the cost of a structural report for ClayTAWC to ensure the safe can be placed within the office at a cost of £300.

Cllr Clarke proposed to accept the cost of the structural report, seconded by Cllr Taylor. Cllr Mr N Edmunds, Cllr Mrs T Edmunds, Cllr Howard, Cllr Kelsey in favour. **Resolved to carry out the survey as soon as is practicable.**

20/20 Reports from outside bodies.

None Attended.

21/20 Consultations and surveys received up to time of meeting

None

22/20 Highways and Footpaths Matters

- a) Update on footpaths – Cllr Taylor asked if we have decided not to cut our footpaths. Response from the clerk, our contractor will be carrying out the cutting of the footpaths as long as government guidelines can be met.
- b) Highways Issues –

23/20 Grant Requests

Cornwall Hospice Care – Cllr Clarke, Cllr Taylor requested further information. Cllr Mr N Edmunds advised that this charity is not within our area. Cllr Mrs T Edmunds added to this by stating that although not in our area people from this area have used the facilities. Cllr Howard noted that whilst this is a worthy cause which will certainly have benefited and will continue to benefit the people of the parish it must meet our criteria. Cllr Kelsey has the view that low funds and as charities are currently unable to fundraise more requests like this are possibly going to be received. **No clear decision made.**

24/20 Correspondence Received - To consider correspondence received at the time of the meeting to be tabled.

email from David Halford – Resignation – noted by all Cllr's

Power for People – Thank you letter for supporting the Local Electricity Bill – Noted by all Cllr's

Email from Dave Cromie (seadog IT) - Operation 'London Bridge' email to follow. – Noted by all Cllr's

Various email update regarding Covid-19 – Noted by all Cllr's

Letter from BRAMM confirming registration of the Cemetery – Noted by All Cllr's

Increase of Sage Payroll Charges to £7.00 per month – Noted by all Cllr's

25/20 Financial

- a) To approve March payments to creditors as presented to the table. The payments were accepted. Proposed by Cllr Taylor seconded by Cllr Howard all in favour.

Community Account

CHQ No:	Name	Invoice Number	Cost	Reason
BACS	Central Cleaning	201069	£290.40	Public toilet cleaning
DD	Sage	63815812	£8.40	Payroll software
DD	Google Ireland	3716542754	£8.28	Secure email
BACS	SeaDog It	3335	£19.95	Hosting Fee
BACS	HMRC	N/A	£214.28	Tax & NI
BACS	Wages	N/A	£2,345.45	Staff Costs
DD	Microsoft	E0300AG56K	£9.48	Software License
BACS	Duchy Cemeteries	1940	£375.00	Interment Fee
BACS	Duchy Cemeteries	1951	£65.00	Interment Fee
BACS	Duchy Cemeteries	1955	£65.00	Interment Fee
BACS	Kerrow Memorials	2430	£552.00	Slate Markers GOR

BACS	D May & Sons	102253353	£93.96	Forks and spades
BACS	Cornwall Council	802538969	£898.20	Council Tax
BACS	Cornwall Council	802439629	£673.65	Council Tax
Card	Petty Cash		£44.88	top up
BACS	ClayTAWC	1923	£1,063.52	Office Rent & Photocopying
BACS	Running Imp	285608	£323.99	VE Day Coins
		13th Feb - 12th		
DD	Barclays Bank	Mar	£12.30	Account Fees
DD	South West Water	69569091	£15.66	Cemetery Water Charges
				Agreed in Feb but payment did not go through
BACS	Duchy Cemeterys	1881 & 1865	£700.00	

**Total Spend for
March
Playing Field**

£7,779.40

CHQ

No:	Name	Invoice Number	Cost	Reason
		13th Feb - 12th		
DD	Barclays Bank	Mar	£6.70	Account Fees

**Total
Education**

£6.70

CHQ

No:	Name	Invoice Number	Cost	Reason
		13th Feb - 12th		
DD	Barclays	Mar	9.90	Account Fees

Total

£9.90

- b) To approve the bank balances as at 29th February 2020.

Not included within this month's review

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.

26/20 Confidential items –

None

Please note that all the decisions taken above were via email due to the Covid-19 restrictions.

Signed: