



# ST AGNES PARISH COUNCIL

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## Council meeting – 2<sup>nd</sup> September 2019

Minutes of the meeting of St Agnes Parish Council as above, held in the Parish Rooms, 17 Vicarage Rd, St. Agnes, 19:15.

**Present:** Cllrs Ripper (Chair), Clark (Vice Chair), Brown, Drew, Field, Forbes, Hougham, Johns, Lane, Roberson, Rodda, Slater, Stackhouse.

**Absent:** Cllrs Ball, Bunt.

**In attendance:** L Dunkley, Clerk. Cwll Cllrs Duffin, Mitchell. 1 member of the public.

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*Congratulations were passed to the Clerk on being elected as a Director of the Board of the Society of Local Council Clerks*

### 106/19 Apologies for absence.

**RECEIVED** from Cllrs Ball, Bunt.

### 107/19 Declarations of interest/Requests for dispensation. None.

### 108/19 Public participation. None.

### 109/19 Council meeting minutes: 5<sup>th</sup> August 2019

**RESOLVED** that the minutes of the meeting of the Council, as above, having been previously circulated, were taken as read, approved and signed. Cllrs Clark/Lane. Unanimous.

### 110/19 Matters arising from these minutes.

92/19 – Cllr Barrow will need to be replaced as signatory to the Co-op bank. **Deputy Clerk to action.**

### 111/19 Planning Committee meeting minutes: 19<sup>th</sup> August 2019

**NOTED** the draft minutes and resolutions therein, as above.

### 112/19 Property & Devolved Services Committee meeting minutes: 13<sup>th</sup> August 2019

**NOTED** the draft minutes and resolutions therein, as above.

### 113/19 Human Resources Committee meeting minutes: 9<sup>th</sup> August 2019

**NOTED** the draft minutes and resolutions therein, as above.

### 114/19 Presentation: NHS Community Navigator

**RECEIVED** as above from N Kelly, explaining the role and the progress made to date. Links have been made with the Parish Youth Project, St Agnes Library, Churches, Surgeries, Cornwall Hospice Care, Dementia Service, Cornwall Chamber of Commerce, Primary schools. Identified gaps in provision are around loss, grief, and isolation. Grants are being sought from a variety of sources to support community activity. A new dinner party group is starting in St Agnes already. It was suggested by Cllrs that links are also made with the lunch club run at the Methodist Church, with local gardening clubs, and with Mithian and Mount Hawke schools.

Signed .....

Date.....

### **115/19 Cornwall Councillors' reports.**

Cwll Cllr Mitchell reported that the transport working group met recently; there was a well-attended cycleway exhibition at the MMI – with a working title of The Saints Way (though this will not be final name). A potential event “Continental Cornwall” which will celebrate diversity in Cornwall. Cllr Mitchell has been elected as trustee to Glen Carne; and to the Special Advisory Committee for Religious Education.

Cwll Cllr Duffin reported that the height barrier is off the car park at Porthtowan meaning larger vehicles are in the car park and not on the road. Seasonal on-street parking restrictions will change from the end of September to end October this year. A dunes meeting is forthcoming and will look at planting and other work. Cllr Duffin has been re-elected as Vice Chair of the Economic Growth & Development Scrutiny Committee.

### **116/19 Wheal Friendly footpath report from Cornwall Council**

**RECEIVED** as above. A formal consultation period will follow and the Council will resolve to submit a response when applicable.

### **117/19 Accounts**

There was discussion on one invoice. The Clerk formally recommended not to withhold payment of invoices for contracts already entered into, and that contract management is being pursued with discussion and improved instruction. **RESOLVED** to approve payments of Accounts Outstanding (Appendix A). Cllrs Clark/Hougham. 11 voted in favour, 2 abstained: Cllrs Forbes, Slater. **Clerk to action.**

### **118/19 Co-op account**

**RESOLVED** to approve the transfer of monies into the Council's existing Co-op bank account, from Barclays, to bring the balance up to the maximum protected under the Financial Services Compensation Scheme (£85,000). Cllrs Slater/Rodda. Unanimous. **Clerk to action.**

### **119/19 Membership of Planning Committee**

**APPOINTED** Cllr Forbes to the Planning Committee.

### **120/19 Vice Chairs of Committees**

**CONSIDERED** the need for creating the role of Vice Chair for the Council's Committees and **RESOLVED** to:

- introduce the position in all Committees, with the purpose to cover for the Chair at times when they are absent, and to assist with Chair duties as required;
- to alter the Terms of Reference for the Committees to reflect this addition.

Cllrs Stackhouse/Forbes. Unanimous. **Clerk to action.**

### **121/19 Tackling Community Environmental nuisance and crime**

**RECEIVED** information regarding a joint approach initiative between Cornwall Council and Town/Parish Councils.

**CONSIDERED** the Council's position. The Council wish to pursue this initiative. **Clerk to organise a training event for all staff and Cllrs (with attendance optional for office staff, library staff and Cllrs).**

### **122/19 Purchase of event cones**

**CONSIDERED** the need to purchase as above. **RESOLVED** to purchase an additional 40 cones and make them available for free short-term loans for community events. Cllrs Field/Stackhouse. Unanimous. **Clerk to action.**

### **123/19 Porthtowan Play Park**

**CONSIDERED** issues as highlighted at 84/19. Since the previous meeting a management group has been convened from the Porthtowan community to take over the Play Park. **DISCUSSED** the Council's position and it was felt that it is not necessary at this time to consider Parish Council involvement.

Signed .....

Date.....

**124/19 Update: Speed signs**

**RECEIVED** an update. Draft minutes of the Transport Working Group are imminent. **Clerk to distribute to all Cllrs.** Information on how speed signs will be attached, pursuit of the appropriate resources, insurance implications, and ongoing maintenance are being investigated. **Cllr Forbes to investigate maintenance requirements. Clerk to pursue insurance information.**

**125/19 Update: Cllr public engagement sessions**

**RECEIVED** an update. It was suggested that a trial is run at the library for informal sessions on a monthly basis. **Cllr Brown to draft a notice for the Bolster.**

**126/19 Update: Parish Youth Worker**

**RECEIVED** an update. A page for the project has been created on the Parish Council website. The outcome of a key funding application is pending.

**127/19 Items for Bolster magazine**

**RECEIVED** suggested items for the next edition: Vacancy on Council, thanks to Cllr Barrow for her work; Cllr public engagement sessions (**Cllr Brown to forward**); Role of the NHS Community Navigator.

**128/19 Notification of meeting/Suggested items for agenda: 7<sup>th</sup> October 2019**

**NOTED** suggested items for the next Council meeting: Potential recommendations from the HR Committee; Parish Youth Project update and resolution on animations; Speed sign update; Planters (if needed and not dealt with on the Environment Committee beforehand).

**129/19 Reports from Council representatives**

**NOTED** the following reports: There are incinerator visits on 22<sup>nd</sup> and 29<sup>th</sup> October. Repeated hand brake failures in Porthtown car park raised questions about whether re-lining is needed. Mithian sausage and mash fundraiser will take place in October. Fundraising Friday café in Mt Hawke will soon take place. A litter pick is upcoming across the Parish on 14<sup>th</sup> September. The Library has had 220 starters for the Summer Reading Challenge (the highest on record) and Blackwater numbers have doubled.

**130/19 Public Bodies (Admissions to Meetings) Act 1960**

**RESOLVED** that in view of the confidential/special nature of the business about to be transacted it is advisable that the press/public be excluded and instructed to withdraw during discussion on the following items: Contracts. Cllrs Clark/Forbes. Unanimous.

**131/19 Contract for Financial Services**

**CONSIDERED** the future needs of the Council and options for future financial services with the Council's accountant.

**RESOLVED** to enter into a new contract of support with Brian White which includes reducing normal office visits from 12 to 4 times per year. Cllrs Forbes/Hougham. Unanimous. **Clerk to action.**

Meeting closed at 21:05.

Signed .....

Date.....

## Appendix A: SCHEDULE OF PAYMENTS

B White	Accounting tasks - July 2019		£275.00
Cwll C/side Supplies	Supplies for Parish Handyperson (trade account)		£23.94
	x2500 A4 leaflets for NDP & full page NDP ad. Retrospective approval -		
Printout Printing	overdue	PAID	£297.00
Npower	Electricity supply to library. Invoice paid to progress contract termination	PAID	£294.40
Datasharp UK Ltd	Flexible IT support contract - May/June/July 2019		£383.28
CP & S News	Paper bills, July 2019 - Library and Parish Office		£31.40
Bunzl	Toilet rolls supplies for public toilet sites		£314.35
	Reimbursement for payment to Banner Warehouse for NDP Referendum		
M Bunt	banner		£94.64
Cormac Solutions	Work to faulty Wallgate units at Churchtown WCs		£91.20
Allotment holder	Refund of deposit for surrendered half plot at Mount Hawke site		£25.00
Bunzl	Cleaning materials for public toilet sites		£154.95
Datasharp UK Ltd	Flexible IT support contract - August 2019		£143.15
Badgemaster	New staff name badges, as approved minute H13/19	PAID	£145.74
Printout printing	Full page in The Bolster Paper - September 2019		£72.00
Mount Hawke Church	Refund for payment to South West Water for usage of tap in Cemetery		£14.71
C Kalber	Cemetery maintenance & grave digging - August 2019		£1,266.66
Bunzl	Consumables for public toilets		£23.99
Iron Orchid	PROW cutting		£1,944.00
SeaDog IT	Website security updates		£95.00
Staffing costs	Total expenditure September 2019		£14,567.27

PETTY CASH RECORD      Reconciled running total with cash in tin: £9.14 as at 2nd September 2019

### RECEIPTS

Car park donations	Porthtowan collection	£267.00
Car park donations	St Agnes collection (x 4 honesty boxes)	£294.73
Car park donations	St Agnes collection (x 4 honesty boxes)	£351.22
M Carveth	Interment of ashes	£100.00
EDF Energy	Refund re Churchtown WCs unmetered supply (old account)	£304.05
M Carveth	Burial (re-open grave)	£500.00
D Tresise & Sons	x 1 memorial @ £70 and x 1 plaque @ £35	£105.00
Car park donations	St Agnes collection (x 4 honesty boxes)	£326.87
Car park donations	Porthtowan collection	£194.51

Signed .....

Date.....