



ST AGNES PARISH COUNCIL

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Council meeting – 7th October 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), Ball, Brown, Bunt, Drew, Field, Forbes, Hougham, Johns, Roberson, Rodda.

Absent: Cllrs Lane, Slater, Stackhouse.

In attendance: L Dunkley, Clerk. 1 member of the public.

137/19 Apologies for absence.

RECEIVED from Cllrs Lane, Slater, Stackhouse. Cwll Cllr Mitchell.

138/19 Declarations of interest/Requests for dispensation.

Cllr Rodda declared an interest in items 13 and 14 relating to Mount Hawke Millennium Green.

139/19 Public participation. None.

140/19 Council meeting minutes: 2nd September 2019

RESOLVED that the minutes of the meeting of the Council, as above, having been previously circulated, were taken as read, approved and signed. Incinerator visit recorded as September when it should state October. Cllrs Clark/Rodda. 10 voted in favour, 2 abstained: Cllrs Bunt, Lee. No matters arising **NOTED**.

141/19 Extraordinary Council meeting minutes: 16th September 2019

RESOLVED that the minutes of the Extraordinary meeting of the Council, as above, having been previously circulated, were taken as read, approved and signed. Cllrs Bunt/Brown. 7 voted in favour, 5 abstained: Cllrs Ball, Drew, Field, Hougham, Roberson. No matters arising **NOTED**.

142/19 Committee Meeting Minutes

NOTED the draft minutes and resolutions of the Committee meetings as below:

- Extraordinary Planning – 2nd September 2019
- Environment – 10th September 2019
- Planning – 16th September 2019
- Human Resources – 18th September 2019

**The next item was moved up the agenda*

143/19 Update: Parish Youth Project

RECEIVED updates and presentation from N Kelly and Cllr Rodda. Funding streams and structures were discussed, including the establishment of a Community Interest Company. Facilitating links between employers and older teenagers were discussed. Funding strategy paper to be formulated by N Kelly. **CONSIDERED** funding [animations](#) to promote and explain the intentions of the Project as a whole. **RESOLVED** to fund the formulation of an animation to cost approximately £250. Cllrs Bunt/Roberson. 11 voted in favour, 1 against: Cllr Johns. **Cllr Rodda to action.**

144/19 Cornwall Councillors' reports.

Cwll Cllr Mitchell via Cllr Clark reported that £471 for St Agnes pre-school was raised through a quiz.

Signed

Date.....

145/19 Schedule of Payments

RESOLVED to approve payments (Appendix A). Cllrs Clark/Bunt. Unanimous. **Clerk to action.**

146/19 End of Quarter budget report

RECEIVED as above. Thanks given to officers for this information.

147/19 External Audit report

NOTED as above. Thanks were given to officers involved in achieving such an issue-free report.

148/19 Internal control procedures

NOTED findings in September 2019. It was suggested that the names of Cllrs conducting the controls were printed on the forms (not just signatures) and appointed Cllrs Ball and Roberson to conduct control procedures in December 2019. **Clerk to liaise.**

149/19 Barclays account signatories

RESOLVED to remove P Barrow as a signatory and to add Cllr Brown. Cllrs Clark/Bunt. Unanimous. **Officers to action.**

**Cllrs Rodda left the room*

150/19 Grant Request: Millennium Green

RECEIVED as above. It was noted that there were other grant requests being made to other organisations for the same project and it was felt that clarification was needed on the full project for new play equipment (which is not wholly stated in the application form) at Mount Hawke before the Council can arrive at a decision. **RESOLVED** to respond to the applicant with that information. Cllrs Brown/Forbes. 10 voted in favour, 1 abstained: Cllr Johns. **Officers to action.**

151/19 Letter of Support for Mount Hawke grant application

CONSIDERED as above and decided to write a letter of support for s106 funding. **Officers to action.**

**Cllrs Rodda re-entered the room*

152/19 Environmental Maintenance Strategy per minute E48/19

RECEIVED a report on the above from the authorised working group. **CONSIDERED** the recommendations contained therein. **RESOLVED** that:

1. PROW maintenance is contracted out for 2020 and 2021 on a two-year contract.
2. Cemetery maintenance is contracted out for 2020 and 2021 on a two-year contract – for simply maintenance of the new cemetery field (wildflower meadow) to be included in the contract.
3. Sexton duties are contracted out for 2020 and 2021 on a two-year contract.
4. Weed treatment is referred to the Environment Committee to identify areas in need across the Parish, and then to contract out for 2020 on a 1-year contract.
5. Open Spaces maintenance is contracted out for 2020 and 2021 on a two-year contract.
6. An agreement that the Council will cut the grass at Goonown is formalised.
7. Maintenance of planters is added to the job description of the Handyperson, and purchase of planters is dealt with by the Environment Committee.
8. Speed Sign relocating is added to the job description of the Handyperson.
9. Staining of cemetery gate and other miscellaneous maintenance is added to the job description of the Handyperson.
10. No action is taken as yet on the Parish field.
11. The Council commit to securing storage space, the provision of a vehicle, and purchase of maintenance equipment as appropriate in 2020/21; budgeting accordingly and allowing the Environment Committee to pursue as appropriate.

Cllrs Hougham/Rodda. Unanimous. **Clerk to action.**

Signed

Date.....

153/19 Update: Speed signs

RECEIVED an update. The '2 signs per Parish' rule is being challenged by Cwll Cllr Mitchell. The Council were minded to act upon the resolution at 81/19 as soon as officers were satisfied that it was in a position to proceed.

154/19 Update: Cllr public engagement sessions

RECEIVED an update. The trial will begin at the library on 18th October and continue on the third Friday in November and December. **Clerk to send out reminder to Cllrs.**

155/19 Items for Bolster magazine

RECEIVED suggested items for the next edition: Litter Pick in November (**Cllr Clark to forward details**), Forthcoming purchase of two speed signs to be deployed in Parish at different locations.

156/19 Notification of meeting/Suggested items for agenda: 4th November 2019

NOTED suggested items for the next Council meeting: Co-option of new Cllr; Banking; Budgeting; CNP 4-year Highway budget expressions of interest (**for the Environment Committee agenda**).

157/19 Reports from Council representatives

NOTED the following reports: CNP 4-year Highway budget expressions of interest being requested; A30 dualing is due to start Spring 2020; School spaces feasibility studies are being undertaken and results coming back to CNP in November; The Transport Working Group are due to meet on 9th October; Mithian Bangers & Mash event has changed to 9th November; Friday café is raising money for Mt Hawke play equipment; Blackwater School support the Council position on the Community Governance Review external boundary with Chacewater Parish; the Head of the School will meet with Library Manager in near future; NCCG due to meet on 26th November; Successful litter pick on 14th September; Street furniture audit was undertaken in September and it is clear that the Handyperson has had a positive and noticeable effect; Enhanced LMP scheme pilot is coming to St Agnes, which sees an investment in Footpath improvements.

158/19 Public Bodies (Admissions to Meetings) Act 1960. None.

Meeting closed at 20:35.

Signed

Date.....

Appendix A: SCHEDULE OF PAYMENTS

B White	Accounting tasks - August 2019	£275.00
B Barrett	Reimbursement for flood light purchased for outside Churchtown WC's	£12.99
PKF Littlejohn LLP	External Audit fee for Yr End 31st March 2019	£960.00
Toolstation	Supplies for Parish Handyperson (trade account)	£20.13
Bunzl	Supplies for public toilet sites - toilet rolls	£373.03
C P & S News	Newspaper subscriptions for Library & Parish Office - August 19	£38.30
Viking	Stationery supplies - Stamps, wall planners, pads, consumables etc	£388.03
		PAID
Start Traffic Ltd	Purchase of 40 traffic cones, as per Full Council minute 122/19	£250.20
		PAID
Brunel Engraving Co.	Memorial brass bench plaque	£46.26
A Tippett	Travel expenses - August & September 2019	£11.25
C Kalber	Cemetery maintenance & grave digging - September 2019	£1,516.66
Bunzl	Supplies for public toilet sites - toilet rolls	£119.95
SSE Enterprise	Routine maintenance of street lighting: July - September 2019	£145.80
Toolstation	Supplies for Parish Handyperson (trade account)	£15.29
Printout Printing	x2 full pages in The Bolster Paper - October 2019	£132.00
SLCC	Annual membership renewal for Deputy Clerk	£175.00
Rialtas Business Ltd	Annual support for Omega Accounting package	£793.20
	Accounting tasks -September 2019 (final invoice under existing arrangements)	£275.00
B White		£275.00
Bunzl	Supplies for public toilet sites - toilet rolls & hand towel roll	£326.75
A Cleaner Generation	Window cleaning at Parish Rooms. June & September 2019 @ £18 each	£36.00
Penstraze Sawmills	Supplies for Parish Handyperson (trade account)	£40.00
B Barrett	Reimbursement for blocked drain cleaner for Churchtown public toilets	£9.70
Norman Electrics Ltd	Replacement light for library and tripping issue at Churchtown public toilets	£62.16
Action Fire SW	Annual service of fire extinguishers at library, including necessary repairs	£93.42
Cwll Countryside Supps.	Bramble/nettles/weed killer - Parish Handyperson supplies (trade account)	£23.94
Initial Hygiene	Waste management - public toilets. Sanitary bins - library/Council offices	£233.54
Toolstation	Various supplies for Parish Handyperson (trade account) x 3 invoices	£110.58
Cwll Council	Half yearly rent for Beaconsfield Playing Field	£15.00
L Dunkley	Travel & out of pocket expenses - July to September 2019	£270.89
Staffing costs	Total expenditure - October 2019	£13,687.64
<u>PETTY CASH RECORD</u>	Reconciled running total with cash in tin: £25.16 agreed at 30/09/2019	
<u>LIBRARY TAKINGS</u>	September 2019 - £176.17	
 <u>RECEIPTS</u>		
Car park donations	Porthtowan collection	£96.87
Car park donations	St Agnes collection (x 4 honesty boxes)	£320.83
Car park donations	St Agnes collection (x 4 honesty boxes)	£438.21
Car park donations	St Agnes collection (x 4 honesty boxes)	£133.01
Car park donations	Porthtowan collection	£108.78
D Hendy Funerals	Burial (re-open grave)	£500.00
Parishioner	Inscription	£25.00

Signed

Date.....

Car park donations	Porthtowan collection	£77.65
Car park donations	St Agnes collection (x 4 honesty boxes)	£248.32
Car park donations	Porthtowan collection	£86.06
D Tresise & Sons	Headstone	£70.00
Car park donations	St Agnes collection (x 4 honesty boxes)	£312.93
Allotment lease renewals	Mount Hawke & Mithian allotment sites annual lease renewals	£25 per half plot
Cwll Council	Precept & CTS Grant (second instalment)	£164,710.42
Car park donations	St Agnes collection (x 4 honesty boxes)	£174.90

Signed

Date.....