



ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC
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Council meeting – 4th November 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, Drew, Field, Hougham, Lane, Rodda, Roberson, Slater, Stackhouse.

Absent: Cllrs Bunt, Forbes, Johns.

In attendance: L Dunkley, Clerk. 2 members of the public.

159/19 Apologies for absence.

RECEIVED from Cllrs Bunt, Forbes, Johns. Cwll Cllr Mitchell.

160/19 Declarations of interest/Requests for dispensation.

Cllrs Rodda, Lane and Slater declared an interest in item 8 Mount Hawke Millennium Green grant request.

161/19 Public participation. None.

162/19 Council meeting minutes: 7th October 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/Field. 8 voted in favour, 3 abstained: Cllrs Lane, Slater, Stackhouse. No matters arising **NOTED**.

163/19 Committee Meeting Minutes

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

- Planning – 21st October 2019
- Property & Devolved Serv – 8th October 2019
- Human Resources – 4th November 2019

164/19 Cornwall Councillors' reports.

Cwll Cllr Duffin reported that CC will be repairing footpath in Porthtowan; Flood Forum attendance on 4th Nov, launch of pathfinder, money from DEFRA, after flooding will help sort out issues and look at flood prevention.

165/19 Schedule of Payments

RESOLVED to approve payments (Appendix A). Cllrs Slater/Hougham. Unanimous. **Clerk to action.**

**Cllr Lane gave information on the Millennium Green grant request and then left the room alongside Cllrs Rodda and Slater.*

166/19 Grant Request: Millennium Green

RECEIVED as above and further information explaining the full project for new play equipment and the Parish Council's part in this. The full project costs in excess of £70,000 and the group need to raise 10% in order to unlock a grant covering 90% of costs. **RESOLVED** to award £3,000. Cllrs Brown/Stackhouse. Unanimous. **Officers to action.**

**Cllrs Lane, Rodda and Slater re-entered the room.*

Signed

Date.....

167/19 Vacancy for Parish Councillor

RECEIVED candidate statements and presentations and a question and answer session took place. **DISCUSSED** and **ELECTED** M Roberts to fill the vacancy:

M Roberts 6 votes

C Vaughan 5 votes

Clerk to pursue.

168/19 Local Improvement Committee request to erect gate at Lychgate

CONSIDERED a request as above and **RESOLVED** to issue permission. Cllrs Clark/Ball. 10 in favour, 1 abstained: Cllr Slater. **Officers to action.**

169/19 VE Day 75th anniversary commemoration

CONSIDERED a national programme of commemoration and **DISCUSSED** local arrangements. It was felt that organisations such as the National Trust, Chamber of Commerce, MMI, British Legion, Churches etc should be involved in a local commemorative event. The Council wished to be involved and to register their involvement. **Cllrs Brown and Clark to lead.**

170/19 Purchase of poppy wreathes

RESOLVED to purchase on an annual basis or as required. Cllrs Stackhouse/Lane. Unanimous.

171/19 Council bank accounts

CONSIDERED opening new bank accounts to utilise the Financial Services Compensation Scheme and manage financial risk. **RESOLVED** to open Santander Instant; Lloyds 95 days and to transfer up to £85k into each from Barclays. Cllrs Slater/Lane. Unanimous. **Officers to action.**

172/19 Budget 2020/21

CONSIDERED budget needs for the Council in the next financial year. **DISCUSSED** figures. To be brought back to Council at a future meeting. **Clerk to action.**

173/19 Update: Parish Youth Project

RECEIVED updates: animations are being pursued per minute 143/19. Further updates forthcoming in due course.

174/19 Items for Bolster magazine

RECEIVED suggested items for the next edition: New Cllr; Thanks for litter pick, visit to incinerator (**Cllr Slater to forward**); Remembrance photos. **Deputy Clerk to action.**

175/19 Notification of meeting/Suggested items for agenda: 2nd December 2019

NOTED suggested items for the next Council meeting: Budgeting, Youth Project update; Localism Summit report.

176/19 Reports from Council representatives

NOTED the following reports: Cllr Rodda will be attending the Localism Summit on 6th November; Cllr Clark facilitated a meeting at Blackwater School for the Library Manager and Clerk; Cllr Clark is due to meet the head at St Agnes School; Cllrs Ripper, Clark, Rodda and the Clerk attended a Community Governance Review public consultation meeting in Truro to put across the case to move the Blackwater boundary to the A30 – the Community Governance Panel since recommended to agree with the Council’s proposal. Cllr Ripper and the Clerk attended a library funding workshop which gave insights into grant funding for projects; Thanks given to the Council for highlighting engine house repair needs.

Signed

Date.....

177/19 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: Staffing. Cllrs Clark/Rodda. Unanimous.

178/19 Human Resources update

NOTED the actions of the HR Committee regarding staffing structures.

Meeting closed at 20:50.

Signed

Date.....

Appendix A: SCHEDULE OF PAYMENTS

TEE Electrical Ltd	PAT testing at library & issue of certificate		£105.00
Npower	Final invoice - library. Electricity supply July to September 2019		£399.39
SLCC Enterprises Ltd	SLCC National Conference delegate fee & accommodation charge		£436.00
Office Furniture Online	New office chair for Library Manager	PAID	£99.60
Cornwall ALC Ltd	'Introduction to VAT' training - Deputy Clerk		£42.00
C Kalber	Cemetery maintenance & grave digging - October 2019		£1,981.66
Bunzl	Cleaning supplies/toilet rolls for public toilet sites		£607.44
National Pen Ltd	x150 personalised Parish Council pens		£107.34
CP & S News	Paper bills - Library & Parish Office		£31.40
Initial Hygiene	Replacement nappy bin - Porthtowan public toilets		£40.00
SLCC Enterprises Ltd	Clerk's Manual 2019		£47.50
1st Security Locksmiths	Remove broken key from library door & replace padlock for P/towan honesty box		£121.94
Microsoft	Office 365 Business Essentials - October 2019 to October 2020		£1,094.40
Cwll Council	x 2 delegates to attend Planning Training in St Austell - 29/10/2019		£30.00
The Cornish Barista	Buffet & disposable cutlery for NDP Completion Event *NDP budget	PAID	£172.50
Royal British Legion	x 5 Remembrance wreaths for wards		£92.50
Iron Orchid	September/October PROW cutting - Final invoice 2019/20		£888.00
Printout printing	The Bolster - Full page advert for November 2019		£72.00
Viking	A4 paper/A4 report files/brooms as per invoice		£61.44
Pullen Davies Solicitors	Fees: transfer of Cemetery land at Penwinnick Close from Sanctuary Housing		£646.00
M Ripper	Reimbursement for drinks bought for NDP Completion Event *NDP budget		£47.73
B Barrett	Reimbursement for maintenance supplies for Parish Handyperson		£29.26
Allotment Holder	Refund of deposit for surrendered half plot at Mithian site		£25.00
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Kernowek Gardeners	Cutting of Open Spaces as per contract - August/Sept/Oct (2 cuts per month)		£1,260.00
R Goldburn	Travel expenses incurred for 3 day First Aid course - Truro		£11.10
Toolstation	Supplies (Trade Account) - Parish Handyperson		£16.44
SLCC Enterprises Ltd	Regional Training Seminar in Saltash - x 2 delegates		£180.00
Bunzl	New soap dispensers & toilet rolls - public toilet sites		£334.56
Staffing costs	Total expenditure - November 2019		£14,517.46

PETTY CASH RECORD Reconciled running total with cash in tin: £5.18 agreed at 01/11/2019

LIBRARY TAKINGS October 2019 - £147.14

RECEIPTS

Car park donations	Porthtowan collection		£195.04
Car park donations	St Agnes collection (x 4 honesty boxes)		£160.23
Car park donations	St Agnes collection (x 4 honesty boxes)		£195.68
Car park donations	St Agnes collection (x 4 honesty boxes)		£136.35
Car park donations	St Agnes collection (x 4 honesty boxes)		£141.91
HMRC	Quarterly VAT refund		£2,714.47
Allotment lease renewals	Mount Hawke & Mithian allotment sites annual lease renewals	£25 half / £50 full	
St Agnes Quilters	2020 Parish Rooms bookings: x 6 sessions @ £12		£72.00

Signed

Date.....

Allotment holder	New full plot take up - Mithian site (lease + deposit)	£100.00
CCLA	Quarterly dividend paid into main current account	£1,048.29
Cwll Council	Library Transition Fund Grant	£10,000.00
Car park donations	St Agnes collection (x 4 honesty boxes)	£114.71

Signed

Date.....