



ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC
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St Agnes, Cornwall
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Annual Council meeting – 17th May 2021

Minutes of the meeting of St Agnes Parish Council as above, held at Blackwater Village Hall, TR4 8ET, 19:15.

Present: Cllrs Rodda (Chair), Clark (Vice Chair), Ripper, Roberts, Sanders, Slater.

Absent: Cllr Bunt.

In attendance: L Dunkley, Clerk. No members of the public were present.

1/21 Appointment of Chair

APPOINTED Cllr Rodda as the Chair of the Council and **RECEIVED** the declaration of acceptance of office. Cllrs Slater/Clark. Unanimous.

2/21 Appointment of Vice Chair

APPOINTED Cllr Clark as the Vice Chair of the Council and **RECEIVED** the declaration of acceptance of office. Cllrs Ripper/Rodda. Unanimous.

3/21 Apologies for absence

RECEIVED from Cllr Bunt and Cllr Mitchell.

4/21 Declarations of interest/Requests for dispensation.

Cllr Slater declared a non-pecuniary interest in item 10 – Grant Request: Friends of St Agnes Surgery. Dispensation granted due to being inquisitive if Cllr Slater were to leave the room.

5/21 Public Participation. None.

6/21 Council meeting minutes: 6th April 2021

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/Ripper. 5 voted in favour. 1 abstained: Cllr Sanders. No matters arising **NOTED**.

7/21 Committee meeting minutes

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

- Planning Committee – 19th April 2021 (draft)

8/21 New Cornwall Councillors' reports/welcome. None.

9/21 Schedule of Payments

RESOLVED to approve all payments listed, as above. Cllrs Ripper/Clark. Unanimous.

10/21 Grant Application (S.137): Friends of St Agnes Surgery

RECEIVED as above for up to £3,800 [to provide medical equipment](#) and **RESOLVED**, using section 137 of the Local Government Act 1972, to award £3,000. Cllrs Clark/Ripper. 4 voted in favour, 2 abstained: Slater, Roberts.

11/21 Grant Application: St Agnes Local Improvement Committee

RECEIVED as above for up to £1,800 [towards maintenance](#) of the Garden of Rest and Pole Hill and **RESOLVED** to award £1,800. Cllrs Clark/Ripper. Unanimous. **Clerk to investigate future agreement instead of recurring grant request.**

12/21 Grant Application: Community Roots

RECEIVED as above for up to £954.49 towards equipment for the purpose of converting an acre of bare agricultural land into a productive, no-dig, organic market garden for community use ([1](#), [2](#), [3](#)). **RESOLVED** to award £954.49 Cllrs Slater/Ripper. Unanimous.

13/21 Environment and Property Committee ToR

RESOLVED to approve the [Terms of Reference](#) for the above Committee. Cllrs Clark/Slater. Unanimous.

14/21 Environment and Property Committee Membership

APPOINTED all seven current Cllrs as members to the above Committee – to be altered when Cllr vacancies are filled.

15/21 Planning Committee ToR

RESOLVED to approve the [Terms of Reference](#) for the above Committee. Cllrs Ripper/Slater. Unanimous.

16/21 Planning Committee Membership

APPOINTED all seven current Cllrs as members to the above Committee – to be altered when Cllr vacancies are filled.

17/21 Human Resources Committee ToR

RESOLVED to approve the [Terms of Reference](#) for the above Committee. Cllrs Rodda/Ripper. Unanimous.

18/21 Human Resources Committee Membership

APPOINTED all seven current Cllrs as members to the above Committee – to be altered when Cllr vacancies are filled.

19/21 Waste Management Working Group ToR

RESOLVED to approve the [Terms of Reference](#) for the above Working Group and to **APPOINTED** Cllrs Rodda, Slater, Roberts as members. Cllrs Rodda/Clark. Unanimous.

20/21 Appointment of Members as representatives to outside bodies

APPOINTED members to represent the Council on the following bodies:

- Community Network Panel – Cllr Slater
- North Coast Cluster Group – Cllr Slater
- Playing Field Forum – Cllrs Rodda, Clark
- Local Improvement Committee – Cllr Slater
- Mount Hawke VCA – Cllr Rodda
- Plastic-free groups – Cllr Slater

21/21 Internal Control Policy

CONSIDERED a draft as [above](#) and **RESOLVED** to adopt. Cllrs Ripper/Slater. Unanimous.

22/21 Annual Return Section 1: Annual Governance Statement 2020/21

RESOLVED to approve the [above](#) as circulated. Cllrs Ripper/Slater. Unanimous.

23/21 Annual Return Section 2: Accounting Statements 2020/21

RESOLVED to approve the [above](#) as circulated. Cllrs Ripper/Slater. Unanimous.

24/21 Internal Auditor's report Year End 2020/21

NOTED the contents of the [above](#).

25/21 Standing Orders 2021

RESOLVED to adopt the [above](#). Cllrs Ripper/Slater. Unanimous.

26/21 Financial Regulations 2021

RESOLVED to adopt the above ([1](#), [2](#)) per considerations at minute 241/19. Cllrs Clark/Ripper. Unanimous.

27/21 Code of Conduct 2021

RESOLVED to adopt the above ([1](#), [2](#)). Cllrs Slater/Ripper. Unanimous.

28/21 General Risk Assessment 2021/22

RESOLVED to adopt the [above](#). Cllrs Ripper/Roberts. Unanimous.

29/21 Investment Policy 2021

RESOLVED to adopt the [above](#). Cllrs Clark/Ripper. Unanimous.

30/21 Meetings Calendar 2021/22

RECEIVED as [above](#), which is subject to change throughout the year.

31/21 Delegation of Authority to Clerk for interim period due to COVID-19 restrictions

RESOLVED that the Council delegates authority to the Clerk in consultation with the Chair and Vice Chair to take any actions necessary with associated expenditure to protect the interests of the community and ensure Council business continuity, informed by consultation with the members of the council. The [scheme of delegation](#) will be reviewed no later than September 2021. Cllrs Slater/Ripper. Unanimous.

32/21 Update: Trelawny Rd Car Park

RECEIVED as above on outstanding actions – the Clerk is holding a fact-finding meeting with CC on 21st May. Working group to reconvene after information-gathering.

33/21 Items for Bolster magazine

RECEIVED suggested items: New Council – encourage further engagement; Grants made; work of the handy person with photos. **Clerk to also publish online and distribute to Cllrs.**

34/21 Notification of meeting/Suggested items for agenda: 5th July 2021

NOTED suggested items for the next Council meeting: Sustainable Transport Plan; Waste Management Working Group presentation; Trelawny Rd car park update; Parish Youth Project presentation; Porthtowan skatepark idea.

35/21 Reports from Council representatives

NOTED the following reports:

- Cllr Ripper reported that, following a site meeting at Wheal Turnavore, the 'ground-works' have been finished off on the affordable housing side of the development, the frontage being much improved with fencing, a Cornish hedge and grass seeding. It was noted, however, that the open market side and the road surface remains unsatisfactory.
- Cllr Rodda reported that there is a new Trustee for Mount Hawke Village Green, and proactive plans in place.

36/21 Public Bodies (Admissions to Meetings) Act 1960. None.

Meeting closed at 20:40.

Appendix A: SCHEDULE OF PAYMENTS

The Wholesale Glass	Glazier's tool for removing perspex beading - Parish Handyperson	PAID	£16.86
Mt Hawke Academy	Grant payment, as approved. Minute number 182/20		£150.00
Porthtowan Play Park	Grant payment, as approved. Minute number 183/20		£2,217.00
Initial Hygiene	Waste mangement to July 2021 (public toilets)		£279.14
ICCM	Corporate subs 2021/22 (Institute of Cemetery & Crem Management)		£95.00
Swift Janitorial Supp	Cleaning products/sanitiser/ tissue/cloths etc, per invoice - public WCs		£504.29
Safetyshop (Online)	X2 A5 (dog) signs for Beaconsfield Play Area - Clerk/Chairman		£22.06
Amazon.co.uk	Pinboard cork for Council noticeboard at Trevellas - Parish Handyperson	PAID	£23.99
T Martyn Build Supp	X25 sleepers & x15 steel re-bars - Wheal Kitty. Approved min 136/20		£931.02
Printout Printing	Invoice for Council pages in The Bolster - to March 2022 (x12 months)		£864.00
Cornwall Scrapstore	Annual Membership 2021 (discounted) - Library craft use		£112.50
Rabart Decorators Ltd	Exterior paint - Parish Handyperson (Trade Account)		£84.25
Macsalvors Ltd	Masonry paint & roller packs - Parish Handyperson (Trade Account)		£47.85
Datasharp UK Ltd	WatchGuard Basic Security Suite renewal - 1 yr (+ Deployment Services)		£284.63
Rowett Insurance Bro	Annual insurance - The Military Mutual (Council Guard). Min 195/20		£3,550.29
Macsalvors Ltd	Laser box spanner set - Parish Handyperson supplies		£13.60
C Kalber	Cemetery maintenance per contract & grave digging - April 2021	PAID	£1298.33
SeaDog IT	Website support for 'Operation Forth Bridge' (Death of HRH Prince Philip)		£137.50
Norman Electrics Ltd	Removal of redundant lighting at Mount Hawke bus shelter		£43.80
Screwfix Redruth	X2 toilet seats - Ctown & Ptowan WCs - Handyperson (Trade Account)		£49.98
HB Carpentry & Prop	Replacement door and supply of ironmongery - Porthtowan disabled WC		£305.00
Zoom Video Comms.	X2 standard pro annual licences (Clerk & Deputy Clerk)	PAID	£287.76
Hudson Accounting	2020/21 Year-end audit		£375.00
Blackwater Vill Hall	Hire of main hall for Annual Council Meeting on 17/05/2021		£22.00
Cornish Fixings Ltd	X3 indicator bolts - Public toilets - Parish Handyperson (Trade Account)		£45.00
Moneysoft	Payroll Manager software - annual licence for Clerk's laptop	PAID	£88.80
SLCC	Annual Fellow Membership - L Dunkley		£464.00
Macsalvors Ltd	Brush sets & workwear for J Pickersgill - Handyperson (Trade Account)		£35.11
Swift Janitorial Supp	Cleaning products/toilet tissue/hand soap etc per invoice - public toilets		£422.36
SSE Enterprise	Routine maintenance of street lighting from January - March 2021		£145.80
B E White	Accounting support - Quarter 4 2020/21 including year end reports		£675.00
ADT Fire & Security	Maintenance & monitoring of Intruder Alarm to April 2022 – Office		£326.76
Atlas Tree Services	Full tree survey (on Council land). Minute number 196/20		£720.00
Staffing costs	Total expenditure - April 2021		£19,448.57
Staffing costs	Total expenditure - May 2021		£18,682.13

PETTY CASH RECORD Reconciled running total with cash in tin: £26.25 - 30/04/2021

LIBRARY TAKINGS April and May 2021 – Nil

RECEIPTS

Car park donations	St Agnes collections (X4 honesty boxes)	£299.27
Car park donations	Porthtowan collections during March & April	£155.24
Pullen Davies Solicitor	Annual donation towards upkeep of Trelawny Road Car Park, St Agnes	£300.00
Allotment holders	X4 half plot takeovers - March & Apr (incl. deposits & pro rata lease)	£139.75
Cornwall Council	First instalment receipt of grant for PROW Improvement Project	£7,755.00
Cornwall Council	Transfer of funds for CIL (Community Infrastructure Levy) St Agnes Parish	£2,298.58

Signed

Date.....

Cornwall Council	Precept & CTS Grant - half yearly instalment	£191,583.04
HMRC	VAT repayment - Quarter 4 2020/21	£2,644.70
Member of public	Interment of ashes - St Agnes Cemetery	£300.00
Allotment holder	Payment of 2nd annual instalment half plot lease - Mt Hawke allotments	£12.50
Allotment holders	Payment of 2nd annual instalments 2 half plot leases - Mithian allotments	£37.50
Allotment holder	Payment of 2 nd annual instalment of full plot lease - Mt Hawke allotments	£25.00
Car park donations	St Agnes collection (X4 honesty boxes)	£291.75
Car park donations	Porthtowan collection - May	£81.15
D Tresise & Sons	Inscription (Memorial)	£25.00
Dignity Funerals Ltd	Burial	£1,500.00
Allotment holder	New half plot takeovers Mithian & Mt Hawke (Incl deposit & pro rata lease)	£70.90

DRAFT

Signed

Date.....