



# ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC  
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## Council meeting – 4<sup>th</sup> October 2021

Minutes of the meeting of St Agnes Parish Council as above, held at Parish Rooms, St Agnes, TR5 0TL, 19:15.

**Present:** Cllrs Rodda (Chair), Clark (Vice Chair), Avant, Barrow, Brown, Caddy, Ripper, Roberts, Slater.

**Absent:** Cllrs Bunt, Sanders.

**In attendance:** L Dunkley, Clerk; Cwll Cllr Pete Mitchell. 1 member of the public was present.

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### 77/21 Apologies for absence

**RECEIVED** from Cllrs Bunt, Sanders.

### 78/21 Declarations of interest/Requests for dispensation.

Cllr Roberts declared an interest in item 22, Energy Contracts.

### 79/21 Public Participation. None.

### 80/21 Presentation: Parish Youth Project update

**RECEIVED** as above from D Wildman. St Agnes, Mount Hawke and Blackwater centres are up and running - Porthtowan & Mithian outreach is still taking place with a view to finding venues. It is hoped that Porthtowan will be set up in a venue by end of year. The project facilities talks and courses, encourages volunteering, and embarks upon social outings such as Roller disco, Ice Skating, and a Pantomime trip.

### 81/21 Council meeting minutes: 2<sup>nd</sup> August 2021

**RESOLVED** that the [minutes](#) of the meeting of the Council as above having been previously circulated, be taken as read and approved. Cllrs Clark/Slater. 5 voted in favour, 4 abstained: Cllrs Avant, Barrow, Brown, Caddy. No matters arising **NOTED**.

### 82/21 Committee meeting minutes

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

- Environment & Property Committee – [9<sup>th</sup> August](#)
- Environment & Property Committee – [13<sup>th</sup> September](#) (draft)
- Planning Committee – [16<sup>th</sup> August](#)
- Planning Committee – [20<sup>th</sup> September](#) (draft)

### 83/21 Cornwall Councillors' reports.

Cwll Cllr Pete Mitchell reported back on a meeting held about environmental and transport concerns at Porthtowan; portfolio holders for Housing & Planning and Environment & Climate Change will attend to assess the situation. There are a number of live Planning Enforcement matters, although there is significant backlog at County Hall. An update was given on Polberro Chimney repairs and the prospect of reopening a Public Right of Way. Cwll Cllr Mitchell now sits on the Fisheries Commission, Standards Committee, and is Vice Chair of the Harbours Board. **Clerk to request updates and attendance by Cwll Cllr Steve Arthur.**

### 84/21 Schedule of Payments

**RESOLVED** to approve as above for [September](#) and October. Cllrs Clark/Ripper. Unanimous. **RECEIVED** a [budget report](#).

#### **85/21 Grant Request: Goonown Playing Field Committee**

**RECEIVED** a [request](#) as above for £1,618 to fund Public Liability Insurance and **RESOLVED** to reject the grant as running costs (insurance) does not fit the funding criteria, and that the Five Parks Forum already offers assistance other than with insurance which it specifically cannot help with. The Committee are free to submit an alternative application which meets the funding criteria. Cllr Roberts/Clark. Unanimous. **Clerk to respond.**

#### **86/21 Byelection to fill Cllr vacancies**

**RECEIVED** an update as above. Four new Cllrs have been elected uncontested, the remaining five will be elected at a byelection on 21<sup>st</sup> October.

#### **87/21 Housing Needs Survey**

**CONSIDERED** the need for [the above](#) as set out in the NDP. **RESOLVED** to instruct Cornwall Council to conduct at an estimated cost of £2,400. Cllr Ripper/Barrow. 8 voted in favour, 1 abstained: Cllr Avant. **Deputy Clerk to pursue.**

#### **88/21 Formal review of the Neighbourhood Development Plan**

**CONSIDERED** a recommendation from the Planning Committee for the need as above and **RESOLVED** not to review at this point. Cllrs Roberts/Slater. 7 voted in favour, 2 abstained: Cllrs Avant, Brown.

#### **89/21 Cornwall Land Trust housing matters**

**RECEIVED** a report as above from a meeting held on 26<sup>th</sup> August. Deferred the appointment of a working group until Cllr vacancies are filled.

#### **90/21 Library furniture purchase**

**RECEIVED** a [request](#) from the Library manager for storage and seating equipment and **RESOLVED** to fund. Cllrs Clark/Brown. Unanimous. **Library Manager to pursue.**

#### **91/21 Library fines: future direction**

**RECEIVED** a [report](#) from the Library Manager regarding Cornwall Council's move away from issuing library fines. **CONSIDERED** the position of the Council and the Library Manager's recommendation and **RESOLVED** to end the issuing/utilisation of fines from 1<sup>st</sup> January 2022. Cllrs Slater/Barrow. Unanimous. **Library Manager to action.**

#### **92/21 Service Level Agreement: Cornwall Legal**

**CONSIDERED** entering as above ([1](#), [2](#), [3](#)). **RESOLVE** to enter the SLA. Cllrs Ripper/Clark. 7 voted in favour, 2 abstained: Cllrs Avant, Brown. **Clerk to action.**

#### **93/21 Trelawny Road Car Park Order - objections**

**CONSIDERED** objections ([1,2](#)) received from two members of the public as part of the formal consultation to introduce a [Parking Order](#). **RESOLVED** to reject the objections and proceed to make the Order as written. Cllrs Slater/Roberts. Unanimous. **Clerk to action.**

#### **94/21 Items for Bolster magazine**

**RECEIVED** suggested items: Biodiverse bus stops update; Wheal Kitty Triangle.

#### **95/21 Notification of meeting/Suggested items for agenda: 1<sup>st</sup> November 2021**

**NOTED** suggested items for the next Council meeting: Committee Membership; Certificate of Recognition Working Group – to appoint; Local Housing Working Group – to appoint; CIL expenditure plans.

## **96/21 Reports from Council representatives**

**NOTED** the following reports:

- Community Network Panel: New Comprehensive School to be built in the area (either Perranporth or Goonhavern) in 2024 for 1,300 students. Highways Schemes were progressing – there are projects at Town Hill, Goon Laze, Mithian School, Peterville, Railway Inn. Saints Way cycle route matters were raised.
- Porthtowan issues: Cllr Roberts reported back on a meeting with Pete Mitchell and others, which talked about sewage, transportation, development. Seven actions were agreed: A review of the removal of car park height barrier trial; Setting up a public meeting to communicate what projects have been pursued in Porthtowan; Leader of the Council to be invited to visit Porthtowan; Environmental Portfolio Holder to visit; 20mph plan for Beach Road to be pursued with children-designed signs; Publicising the quiz night at St Agnes Hotel in January 2022 which will raise money for Porthtowan playpark; investigating the reduction of the 60mph limit past Atlantic Way.
- Porthtowan Village Hall – Cllr Barrow reported grant success throughout pandemic; there is high demand for use of the Hall.

## **97/21 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 Ripper/Slater. Unanimous.

*\*Cllr Roberts left the meeting.*

## **98/21 Energy contracts**

No new information or decision to be made. **RESOLVED** to defer the item. Cllrs Slater/Ripper. Unanimous.

Meeting closed at 20:40.

## Appendix A: SCHEDULE OF PAYMENTS

### SCHEDULE OF PAYMENTS TO 6TH SEPTEMBER 2021

		PAID	
Amazon	x2 laptop cases - for Deputy Clerk & E & P Manager (Clerk's authority)	£31.71	
Cornwall Council	Dog Warden patrols at Porthtowan beach as per approved SLA - July. Min 51/21		£160.00
Cornwall ALC Ltd	Chairmanship training for 4 delegates - 11th August 2021		£96.00
Cwll C/side Supplies	Brushwood treatment - Parish Handyperson (Trade Account)		£23.94
Printout Printing	x2 Erection of Memorials permit books		£30.00
Swift Supplies Ltd	Toilet tissue/hand rub/soap/cleaning products/PPE - Public toilets		£1,181.68
PKF Littlejohn LLP	Limited assurance review of AGAR for year ending 31st March 2021		£1,200.00
Reach Publishing Ltd	West Briton Public Notice - Parking Order consultation. Minute 114/20	PAID	£527.04
Elite Industrial Supplies	New/replacement workwear for staff	PAID	£111.88
Brunel Engraving Co.	Brass memorial plaque for bench @ Porthtowan	PAID	£46.94
SLCC	Annual membership renewal - Deputy Clerk		£234.00
Lee Hay Window Clean.	Window cleaning at Parish Rooms - August 2021		£18.00
Clive Kalber	Cemetery maintenance & grave digging - August 2021		£1,133.33
Cornwall ALC Ltd	Emotional Resilience course 24th August 2021 - Clerk & E & P Manager		£36.00
Steve Opie Plumbing	New hot tap at Porthtowan public toilets		£144.00
Swift Supplies Ltd	Toilet tissue/antiviral cleaner & disinfectant/alcohol hand rub - Public toilets		£444.91
Kernowek Gdnrs Ltd	Cutting of open spaces per contract - x2 cuts June, x3 cuts July, x2 cuts August		£1,680.00
Swift Supplies Ltd	Broom head & handle - Facilities staff		£16.78
HM Land Registry	Register and title plan view - Land at Town Hill. Clerk.	PAID	£6.00
Norman Electrics Ltd	Replacement of x4 LED panel lights - Library		£145.32
Viking	Desktop keyboard/A4 paper/envelopes/laminating pouches/stamps etc		£293.11
Swift Supplies Ltd	x3 natural fibre brooms - Public toilets		£54.36
Cornwall Council	Dog Warden patrols at Porthtowan beach as per app'd SLA - August. Min 51/21		£275.33
Staffing costs	Total expenditure - September 2021		£24,102.22

PETTY CASH RECORD Reconciled running total with cash in tin: £17.31 at 31/08/2021

LIBRARY TAKINGS End of July 2021 & August 2021 - £158.60

### RECEIPTS

Car park donations	St Agnes collection (X4 honesty boxes)	£779.55
Car park donations	Porthtowan collection	£330.51
Allotment holder	New full plot takeover at Mithian site (deposit and full lease to 2022)	£108.50
D Tresise & Sons	x1 cremation plaque @ £35 & x1 inscription @ £25	£60.00
Parishioner	Cremation plaque	£250.00
Parishioner	Memorial bench plaque - Porthtowan	£400.00
Cornwall Council	Final instalment receipt of grant for PROW Improvement Project	£1,560.00
Car park donations	St Agnes collection (X4 honesty boxes)	£479.69
M Carveth	x2 interments of ashes @ £100 each	£200.00
St Agnes Carnival C'ttee	Hire of Parish Rooms for Committee meeting on 17th August 2021	£12.00
M Carveth	Interment of ashes	£350.00

M Simmons (M Mason)	Headstone	£70.00
Car park donations	St Agnes collection (X4 honesty boxes)	£346.85
Car park donations	Porthtowan collection	£198.39
D Tresise & Sons	Headstone	£70.00
Car park donations	Porthtowan collection	£188.58
Car park donations	St Agnes collection (X4 honesty boxes) - 2 weeks	£623.94
Cornwall Council	Precept - second instalment	£187,950.00
Cornwall Council	CTS Grant - second instalment	£3,633.04

#### **SCHEDULE OF PAYMENTS TO 4TH OCTOBER 2021**

Portreath Garden Mach	Strimmer head & wire/safety glasses - Parish Handyman (Trade account)	PAID	£56.00
J Pickersgill	Reimbursement for plughole unblocker x 2 - Public toilets		£9.70
No 2 The Same Signs	Signs for Porthtowan Playpark, as agreed. Clerk.		£84.00
Macsalvors Ltd	Masonry drill bit - Parish Handyman (Trade account)		£9.95
Macsalvors Ltd	Sadolin & cable ties - Parish Handyman (Trade account)		£42.65
St Agnes LIC	Reimbursement for essential tree work in the Garden of Rest. Minute EP24/21		£1,170.00
Amazon	Makita brushless lawnmower - Parish Handyman. Minute EP26/21	PAID	£575.99
Vistaprint	Office stationery (postcards x 50) - E & P Manager	PAID	£18.12
Newseal Ltd	Conduct damp survey in Parish Rooms with written report. Minute EP25/21		£180.00
A Hand Servs Ltd (Dyno)	Unblocking of sink at Porthtowan toilets (sand). Clerk		£96.00
SLCC Enterprises Ltd	x 4 online training courses for E & P Manager. Clerk.		£318.00
Burials	Waive of treble burial fee - refund. Minute EP40/21		£1,000.00
Screwfix	Pressure washer/wet & dry vacuum/shelving unit - Handyman (Trade a/c)		£211.46
Swift Supplies Ltd	Cleaning materials/bin bags/various PPE etc per invoice		£837.01
R Sanders P/ground Ins	Annual safety inspection at Mount Hawke Millennium Green. Minute 113/20		£150.00
R Sanders P/ground Ins	Annual safety inspection at Blackwater Play Area. Minute 113/20		£150.00
B Barrett	Reimbursement for key cutting (office lobby door keys for E & P Manager)		£10.00
J Pickersgill	Reimbursement for wood and wood adhesive - Peterville noticeboard		£12.27
Macsalvors Ltd	Bins/clothes line/pegs/tubs/padlock for WCs - Parish Handyman (Trade a/c)		£82.72
Macsalvors Ltd	Set of paintbrushes/white spirit etc - Parish Handyman (Trade account)		£14.90
Clive Kalber	Cemetery maintenance & grave digging - September 2021		£1,548.33
Office Monster	New office desk. Fourth workspace approved - minute H22/21	PAID	£289.20
Staffing costs	Total expenditure - October 2021	TBC	

**PETTY CASH RECORD** Reconciled running total with cash in tin: £100.87 at 30/09/2021

**LIBRARY TAKINGS** September 2021 - TBC

#### **RECEIPTS**

Car park donations	St Agnes collection (X4 honesty boxes)	£456.56
Car park donations	Porthtowan collection	£123.25
Carlyon Funeral Directs.	Burial	£1,000.00
Ugalde & Son Ltd	Interment of ashes	£300.00

Allotment holders	Renewal of annual leases @ Mithian & Mount Hawke allotments (pymts to 17/9)	£1,200.00
D Tresise & Sons	Headstone	£70.00
Allotment holders	Renewal of annual leases @ Mithian & Mount Hawke allotments (pymts to 20/9)	£650.00
South West Water	Supply interruption payment following damage to pipes 30/8/21 (Library)	£170.00
South West Water	Supply interruption payment following damage to pipes 30/8/21 (Parish Rms)	£95.00
D Lovering Funerals	Interment of ashes	£100.00
Car park donations	St Agnes collection (X4 honesty boxes)	£464.26
Car park donations	Porthtowan collection	£166.46
Allotment holders	Renewal of annual leases @ Mithian & Mount Hawke allotments (pymts to 27/9)	£487.50
South West Water	Supply interruption payment following damage to pipes 30/8/21 (WCs)	£50.00
Tregunna Funerals	Burial	£500.00
Allotment holders	Renewal of annual leases @ Mithian & Mount Hawke allotments (pymts to 30/9)	£355.00