



ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC
Parish Rooms, 17 Vicarage Road
St Agnes, Cornwall
TR5 0TL

01872 553801
clerk@stagnes-pc.gov.uk
www.stagnes-pc.gov.uk

Council meeting – 1st November 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), Barrow, Bradbury, G Brown, Caddy, Ripper, Roberts, Watson, Woolcott.

Absent: Cllrs Avant, D Brown, Bunt, Nason, Sanders, Slater.

In attendance: L Dunkley, Clerk; A Ley, Library Manager. 0 members of the public were present.

99/21 Apologies for absence

RECEIVED from Cllrs Avant, D Brown, Bunt, Nason, Sanders, Slater.

100/21 Declarations of interest/Requests for dispensation.

Cllr Roberts declared an interest in item 23, Energy Contracts.

101/21 Public Participation. None.

102/21 Council meeting minutes: 4th October 2021

RESOLVED that the [minutes](#) of the meeting of the Council as above having been previously circulated, be taken as read and approved. Cllrs Ripper/Barrow. 7 voted in favour, 3 abstained: Cllrs Bradbury, Watson, Woolcott. **NOTED** matters arising: 83/21 No response from Cllr Steve Arthur for a request for updates or attendance at Full Council; 87/21 CC have been instructed to conduct a Housing Needs Survey.

103/21 Committee meeting minutes

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

- HR Committee – [30th September](#) (draft)
- Environment & Property Committee – [11th October](#) (draft)
- Planning Committee – [18th October](#) (draft)

104/21 Cornwall Councillors' reports.

Cllr Pete Mitchell is currently unwell.

105/21 Schedule of Payments

RESOLVED to approve as above for November. **RECEIVED** budget reports ([1](#), [2](#)). Cllrs Ripper/Clark. Unanimous.

106/21 Budget considerations 2022/23

CONSIDERED initial items for inclusion per above. **Clerk to pursue.**

107/21 Grant Request: Miner & Mechanics Institute

RECEIVED a request ([1](#), [2](#), [3](#)) as above for £4,000 to fund "Remedial electrical related activities to comply with Legal requirements of insurance and license" and **RESOLVED** to request further information:

- Have MMI approached other funders?
- Have MMI received grants for businesses throughout COVID, and grants from CC relating to rateable value?
- Are the above shown in YE March 2021 accounts?
- When are those accounts available to view?

- A revised application will need to be submitted which omits works already undertaken (EICR), alongside answers to the above.

Cllr Clark/Barrow. Unanimous. **Clerk to respond.**

108/21 Community Infrastructure Levy funding agreement

RESOLVED to sign the [above](#) with Cornwall Council. Cllrs Ripper/Roberts. 8 voted in favour, 2 abstained: Cllrs Watson, Woolcott.

109/21 Internal Control

Reinstated the above checking [procedures](#) by Councillors and **APPOINTED** Cllrs G Brown & Barrow to undertake the process in November 2021 (examining from April 2021 onwards). **Clerk to coordinate.**

110/21 General Power of Competence

CONSIDERED the Council's eligibility for the above and **RESOLVED** to use. Cllrs Ripper/Clark. Unanimous.

111/21 Membership of Committees

In light of recent influx of new Councillors, **CONSIDERED** membership of all Committees and **APPOINTED** members: [Environmental & Property Committee](#) Chair: Cllr Roberts; Vice: Cllr Rodda. Plus Cllrs: Bunt, G Brown, Caddy, Bradbury, Woolcott, Nason, Avant.

[Planning Committee](#) Chair: Cllr Ripper; Vice: Cllr Clark. Plus Cllrs: Slater, Bunt, Barrow, Woolcott, Watson, D Brown, Sanders.

[Human Resources Committee](#) Chair: Cllr Clark; Vice: Cllr Slater. Plus Cllrs: Rodda, Ripper, Roberts, Woolcott. The seventh position to be filled by a Cllr absent to the meeting – **Clerk to arrange.**

112/21 Certificate of Recognition working group per minute 70/21

APPOINTED Cllrs Rodda, Slater, G Brown to a working group to progress matters. **Cllr Rodda to progress.**

113/21 Cornwall Land Trust housing matters per minute 89/21

APPOINTED Cllrs Barrow, Ripper, Clark to a working group to progress matters. **Cllrs to progress.**

114/21 Library service disruption during building improvements

NOTED a [report](#) as above from the Library Manager.

115/21 The Queen's Platinum Jubilee Beacons

RECEIVED [information](#) on the above national initiative and **CONSIDERED** the Council's role. It was felt that the Council should work with the National Trust as per the centenary of the end of the First World War. **Cllr Clark to contact NT.**

116/21 Items for Bolster magazine

RECEIVED suggested items: Update on footpath 11.1 (Clerk to liaise with Deputy Clerk), cemetery extension field, possibly with photos.

117/21 Notification of meeting/Suggested items for agenda: 6th December 2021

NOTED suggested items for the next Council meeting: 2022/23 Budget considerations.

118/21 Reports from Council representatives

NOTED the following reports:

- Successful Halloween parties run by community organisations in both Mount Hawke and Blackwater.

119/21 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, Staffing. Cllrs Ripper/Barrow. Unanimous.

120/21 Strengthening of the library service - Personnel

CONSIDERED reports from the Library Manager and Clerk regarding the above, including the hiring of new staff and altering structure and increasing service delivery. **RESOLVED** to proceed with plans to create a new role and begin recruitment. Cllrs Ripper/G Brown. Unanimous. **Clerk, Library Manager and HR Committee to proceed.**

**Cllr Roberts left the meeting.*

121/21 Energy contracts

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

Meeting closed at 20:40.

Appendix A: SCHEDULE OF PAYMENTS

SCHEDULE OF PAYMENTS TO 1ST NOVEMBER 2021

Cornwall Council	Half yearly rent for Beaconsfield Play Area		£15.00
Rialtas Business S Ltd	Omega accounts package - annual support and maintenance		£636.00
Source for Business	(South West Water) Leak detection investigation - Mt Hawke allotments. Clerk		£540.00
The Cumbria Clock	Repair and reset of external clock outside the Parish Rooms		£150.00
Powertool World	Makita brushless hedge trimmer - Parish Handyperson. Clerk	PAID	£239.95
Initial W/Room Hyg	Waste management to January 2022 (public toilets)		£471.02
Cornwall Council	Dog Warden patrols at Porthtowan beach as per approved SLA - July. Min 51/21		£142.00
R Sanders P/ground	Annual safety inspection at Beaconsfield Play Area. Minute 113/20		£150.00
R Sanders P/ground	Annual safety inspection at Goonown Play Area. Minute 113/20		£150.00
Swift Supplies Ltd	Cleaning fluid/cloths/mop heads/toilet tissue etc - Public toilets		£613.93
SSE Contracting Ltd	Routine maintenance of street lighting - April to September 2021		£291.60
Macsalvors Ltd	Workwear - J Pickersgill (Trade account)		£150.91
Macsalvors Ltd	Rapid repair cement (Trade account) - Parish Handyperson		£2.95
Macsalvors Ltd	Watertight gloves & browguard - J Pickersgill (Trade account)		£13.90
Macsalvors Ltd	Impact drill bits & combination lock (Trade account) - Parish Handyperson		£24.50
No 2 The Same Signs	Dog fouling signs in Cemetery extension field. Minute EP7/21		£168.00
Cormac Solutions Ltd	Radon testing - Library. Minute 138/20		£295.60
Cormac Solutions Ltd	Radon testing - Parish Rooms. Minute 138/20		£295.60
Action Fire Southwest	Annual fire extinguisher testing - Library		£82.20
Action Fire Southwest	Annual fire extinguisher testing - Parish Rooms		£72.60
Staples.co.uk	Combination keysafe - Parish Rooms (Office). Clerk.		£90.11
Lee Dunkley	Subsistence claim - SLCC Conference w/c 11/10/21		£99.85
B & Q (Trade UK)	Plants etc for external library planter (Trade account) - Parish Handyperson		£23.67
Macsalvors Ltd	Nails/screws/timber batten (Trade account) - Parish Handyperson		£20.31
Macsalvors Ltd	Hose & tap connectors (Trade account) - Parish Handyperson		£12.04
Swift Supplies Ltd	Floor dusters - Facilities team		£62.40
Screwfix (Trade UK)	x2 thermoplastic toilet seats - Trevaunance Cove public toilets (Trade account)		£49.98
Reach Publishing Ltd	West Briton notice for making Car Park Order. Minute 93/21	PAID	£263.52
Allotment holders	x2 refunds of £50 each for surrendered plots (£25 deposit & £25 lease)		£100.00
Sedum Supply Ltd	Fully Grown Slimline Sedum Roof Packs for bus shelters. Minute EP50/21	PAID	£466.92
B E White	Accounting support for Quarter 2 2021/22, per contract		£675.00
Royal British Legion	x5 poppy wreaths for Remembrance Services. Minute 170/19		£92.50
Plumbers Mate Ltd	x3 linkage pivot pegs for Churchtown toilets - Parish Handyperson	PAID	£15.60
Toiletsparers Ltd	x3 linkage arms for Churchtown toilets - Parish Handyperson	PAID	£25.80
Clive Kalber	Cemetery maintenance & grave digging - October 2021		£1,763.33
Cormac Solutions Ltd	Goonbell speed posts (for speed sensors). Clerk.		£429.25
TEE Electrical Ltd	Annual PAT testing & issue of certificate - Parish Rooms		£90.00
TEE Electrical Ltd	Annual PAT testing & issue of certificate - Library		£123.00
Staffing costs	Total expenditure - November 2021		£22,218.78

PETTY CASH RECORD Reconciled running total with cash in tin: £82.87 as at 31/10/2021

LIBRARY TAKINGS October 2021 - £112.15

RECEIPTS

Car park donations	St Agnes collection (X4 honesty boxes)	£446.03
Car park donations	Porthtowan collection	£64.02
Non-parishioner	Interment of ashes @ Mount Hawke Cemetery	£300.00
Library Steering Grp	Donation towards new furniture at the library	£500.00
M Carveth	Interment of ashes	£350.00
Car park donations	St Agnes collection (X4 honesty boxes)	£379.81
Car park donations	Porthtowan collection	£30.98
St Agnes Carnival Ct	Hire of Parish Rooms for AGM	£12.00
Car park donations	St Agnes collection (X4 honesty boxes)	£260.09
Car park donations	Porthtowan collection	£39.62
D Barnicoat & Son	Burial	£1,000.00
J Nicholls Funeral Serv	Interment of ashes	£150.00
Allotment payments	x3 new plot takeovers at Mithian allotments site	£122.95