



ST AGNES PARISH COUNCIL

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Council meeting – 6th December 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, D Brown, G Brown, Caddy, Nason, Ripper, Slater, Watson, Woolcott.

Absent: Cllrs Avant, Bunt, Roberts, Sanders.

In attendance: L Dunkley, Clerk. 0 members of the public were present.

122/21 Apologies for absence

RECEIVED from Cllrs Avant, Bunt, Roberts; Cwll Cllr Arthur. **RESOLVED** to accept apologies from Cllr Bunt on the grounds of ill-health and recovery, and thus nullifying the six-month disqualification rule which would otherwise have been triggered later in December 2021. Cllrs Ripper/Salter. Unanimous.

123/21 Declarations of interest/Requests for dispensation. None.

124/21 Public Participation. None.

125/21 Council meeting minutes: 1st November 2021

RESOLVED that the [minutes](#) of the meeting of the Council as above having been previously circulated, be taken as read and approved subject to a grammatical error being rectified. Cllrs Clark/Ripper. 9 voted in favour, 3 abstained: Cllrs D Brown, Nason, Slater. No matters arising **NOTED**.

126/21 Committee meeting minutes

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

- Environment & Property Committee – [8th November](#) (draft)
- Planning Committee – [15th November](#) (draft)
- HR Committee – [16th November](#) (draft)

127/21 Cornwall Councillors' reports.

Cllr Clark reported that she and Cllr G Brown has met Cwll Cllr Arthur in Blackwater to discuss various matters – apologies were sent for the meeting due to a clash with Perranzabuloe Parish Council budget meeting.

128/21 Grant Request: Miner & Mechanics Institute

RECEIVED an [updated request](#) (and background documents [1](#), [2](#), [3](#)) as above for £4,000 to fund “Replacing CCTV equipment to comply with legal requirements of insurance and license”. The Council noted that the MMI have repeatedly requested high amounts in grants from the Council, which raised questions over financial sustainability. It was recognised that the MMI committee have undertaken good work to improvements of building, particularly the interior. **RESOLVED** to award £2,000 and to suggest that their business model is reviewed in order to focus on long term financial sustainability. Cllrs Clark/Ripper. 7 voted in favour, 3 against: Cllrs Barrow, Caddy, Nason; 2 abstained: Cllrs G Brown, Bradbury. **Clerk to respond.**

129/212 Grant Request: Goonown Playing Field Association

RECEIVED a [request](#) as above for up to £9,000 to fund replacement of toddler swings and associate costs. The Council noted that the application was effectively withdrawn for revision and a subsequent request made for supporting Goonown PFA's application to receive s.106 funding from Cornwall Council for £7,990.13 towards the project. **RESOLVED** to support the s.106 request. Cllrs Caddy/Watson. Unanimous. **Clerk to respond.**

130/21 Schedule of Payments

RESOLVED to approve as above. Cllrs Ripper/Slater. Unanimous. **RECEIVED** a [budget report](#).

131/21 Budget considerations 2022/23

CONSIDERED an updated draft budget ([detailed](#); [summary](#)) following input from Committees and analysis by officers. It was emphasised that good news stories and an information campaign (e.g. "What do we spend your money on") should be pursued in due course. **Clerk to pursue.**

132/21 Internal Control

RECEIVED the completed [report](#) for Q1 and Q2 of the financial year and **APPOINTED** Cllrs Clark and Watson to undertake the process in January 2022. **Clerk to pursue.** **RESOLVED** to adopt a revised [Internal Control Policy](#). Cllrs Ripper/G Brown. Unanimous. **Clerk to publish.**

133/21 Interim Internal Audit

RECEIVED a [report](#) as above.

134/21 General Reserves limit policy

RESOLVED that in line with custom and practice of the sector the General Reserve shall be kept at a level between (or equal to) 25% of precept and 100% of precept unless there is an exceptional recorded reason for the General Reserve being outside these limits for a limited specified period. Cllrs Clark/D Brown. Unanimous.

135/21 Membership of Committees

APPOINTED Cllr D Brown to fill the vacancy on the [Human Resources Committee](#).

136/21 Registration of Asset of Community Value

CONSIDERED a [request](#) to register the Old School in Mount Hawke [as above](#). Mount Hawke VCA have pursued the application – no action needed from the Council.

137/21 Formal response to Cornwall Council's Transport Plan

RESOLVED to delegate authority for response to the [above](#) to Cllr D Brown following collation of response from Cllrs via email. Cllrs Barrow/Caddy. Unanimous. **Cllr D Brown to pursue.**

138/21 Update: Speed sensor and speed limit review

RECEIVED as above. Cllrs will be approached for input into a Parish-wide request for reducing speed limits in due course. **Officers to pursue.**

139/211 Update: Certificate of Recognition working group

RECEIVED [as above](#) from the working group. Criteria and documentation to be draw up, and costings pursued. **RESOLVED** to proceed in principle. Cllrs Clark/Barrow. Unanimous. **Officers and the working group to pursue.**

140/21 Update: The Queen's Platinum Jubilee Beacons

RECEIVED as above. The National Trust will not light a beacon due to fire risk in the summer. Cllr Clark will pursue other options. **Cllr Clark to pursue.**

141/21 Items for Bolster magazine

RECEIVED suggested items: Litter pick in January.

142/21 Notification of meeting/Suggested items for agenda: 20th December 2021

NOTED items for the next Council meeting: Final 2022/23 budget resolution. Neighbourhood Watch progress (February).

143/21 Reports from Council representatives

NOTED the following reports:

The CNP meeting has been postponed until 8th December.

St Agnes LIC met on 2nd December and received a presentation from the Skatepark committee – the LIC minutes (yet to be published) will detail the outcome.

Cllr Barrow: The bin at Porthtowan Beach entrance should specify that dog waste can be disposed there. **Officers to pursue.**

Porthtowan Village Hall Management Committee and the Parish Youth Project have now recovered from past communications mix ups and the PYP have the Village Hall on Wednesdays 5pm-9pm – starting January. The PYP will now be operating in each ward of the Parish. The Village Hall have also appointed a new caretaker.

Cllr G Brown attended a Blackwater Village Trust meeting and reported that they are keen to organise a litter pick in January as part of the Parish-wide campaign, and keen for Community Policing activity. Received a [Neighbourhood Watch update](#) – the process is being investigated, Cllrs from other wards are free to make use of the contact obtained by Cllr G Brown.

The 5 Parks Forum – met on 29th November and continue to make good partnership progress.

144/21 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/Clark. Unanimous.

145/21 Resignation: L Cox

NOTED the resignation of a member of staff and that the Human Resource Committee will pursue recruitment to fill the subsequent vacancy.

146/21 Energy contracts

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

Meeting closed at 21:00.

Appendix A: SCHEDULE OF PAYMENTS

SCHEDULE OF PAYMENTS TO 6TH DECEMBER 2021

B Barrett (H/Person)	Reimbursement for cash purchases - petrol for mower & urinal unblocker	£27.93
Rialtas Business Sols	Making Tax Digital for VAT - annual support	£70.80
Mac salvors Ltd	Sander packs/scrapper/cable ties/multi screwdriver (Trade a/c) - Handyperson	£16.45
Amazon	Displayport cable to link laptop to office PC. Clerk.	£13.58
Norman Electrics Ltd	Work to faulty lighting @ Churchtown WCs and external lights @ Trev Cove	£261.00
Mac salvors Ltd	Workwear - B Barrett. Cutting blade and lock (Trade a/c) - Parish Handyperson	£192.02
R Sanders P/ground	Annual playground safety inspection - Porthtowan play area. Minute 113/20	£150.00
IPS UK Ltd	Car park pay & display machines/tickets/installation & training. Minute EP18/21	£11,857.20
Cllr J Clark	Reimbursement for event refreshments. Clerk.	£6.89
B & Q (Trade Point)	Building sand and compost (Trade a/c) - Parish Handyperson	£7.05
B & Q (Trade Point)	Tape measure and o/flow tank connector (Trade a/c) - Parish Handyperson	£10.67
Screwfix	Duraplast toilet seat - Porthtowan WCs (Trade a/c) - Parish Handyperson	£24.99
Rabart Decorators Ltd	Sample paint pots/scrapper/white spirit - Library. (Trade a/c). Minute EP49/21	£50.92
Hutton Hire Ltd	Hire of rotovator for 1 day to cut Cemetery extension field. Minute EP7/21	£120.00
Chacewater Bakery	Catering for Councillor/staff event on 9/11/2021. Clerk.	£215.16
Reach Publishing Ltd	Job advertisement for Library role vacancy. Minute H31/21	£810.00
UK POS Group Ltd	Leaflet holders/slatwall inserts & panels - Library. Minute EP49/21	£181.94
XL Displays Ltd	A-Frame pavement sign - Library. Minute EP49/21	£199.20
Viking	Keyboard/A4 paper/wall planners/organisers & diaries 2022 + other stationery	£379.80
Penstraze Sawmills	Permaposts and treated wood - Parish Handyperson (Overdue invoice - May 21)	£151.24
Clive Kalber	Cemetery maintenance & grave digging - November 2021	£1,663.33
Swift Supplies Ltd	Toilet tissue x30 packs/cleaning products/PPE - WCs	£1,103.58
Hudson Accounting	2021/22 Interim internal audit	£375.00
Badgemaster Ltd	Name badges for staff and Councillors. Clerk.	£231.90
Screwfix	GMS Multi Scanner (Trade a/c) - Parish Handyperson	£99.99
Print-out Printing	Half page advert in The Bolster for Library job vacancy. Minute H31/21.	£30.00
Cornwall Council	Legal fees during September re Trelawny Road Car Park Order. Minute 93/21.	£257.04
WF Education Group	A4 sign holders and A5 lit displayers - Library. Minute EP49/21.	£69.94
SeaDog IT	Website support 30/11/21. Clerk.	£19.25
Lee Hay Window	Window cleaning @ Parish Rooms - November 2021	£18.00
N.A.M.M	Corporate associate membership subscription to December 2022	£264.00
Mac salvors Ltd	Wheelbarrow/rake/shovel/headtorch/various maintenance supps-(Trade a/c)	£331.12
A Ley (Lib Manager)	Reimbursement for shredder (Minute EP49/21) and Xmas decorations (Clerk)	£42.45
B Barrett (H/Person)	Reimbursement for cash purchase of drain unblocker - WCs	£14.00
Allotment holder	Refund for overpayment of annual lease fee (paid twice in error in September)	£25.00
Allotment holder	Refund for surrendered full plot at Mt Hawke - refund of deposit & paid lease	£100.00
Staffing costs	Total expenditure - December 2021	£21,792.70

PETTY CASH RECORD Reconciled running total with cash in tin: £75.22 as at 30/11/2021

LIBRARY TAKINGS November 2021 - £80.93

RECEIPTS

Car park donations	St Agnes collection (X4 honesty boxes)	£317.41
Car park donations	Porthtowan collection	£130.72

Allotment holder	New full plot at Mount Hawke site. Deposit (£50) & pro rata lease payment	£95.80
Allotment holder	New half plot at Mithian site. Deposit (£25) & pro rata lease payment	£47.90
D Lovering Funerals	Burial (re-open)	£500.00
Car park donations	St Agnes collection (X4 honesty boxes)	£187.09
Car park donations	Porthtowan collection	£37.05
Parishioner	Purchase of grave plot	£750.00
M Carveth	Burial (re-open)	£500.00
M Carveth	Interment of ashes	£350.00
Parishioner	Purchase of grave plot	£750.00