



ST AGNES PARISH COUNCIL

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Council meeting – 7th March 2022

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, Knight, Slater, Ripper, Watson, Woolcott.

Absent: Cllrs Bunt, Nason, Prendergast, Sanders.

In attendance: C Callaway, Deputy Clerk. No members of the public present.

175/21 Apologies for absence

RECEIVED from Cllrs Bunt, Nason, Prendergast. Noted that Cllr Sanders is soon be approaching six months since his last attendance at a Council meeting. **Clerk and Chair to try to make contact with Cllr Sanders.**

176/21 Declarations of interest/Requests for dispensation. None.

177/21 Public Participation. None.

178/21 Council meeting minutes: 7th February 2022

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. 9 voted in favour. 3 abstained: Cllrs Bradbury, Knight, Ripper. No matters arising **NOTED.**

179/21 Committee meeting minutes

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

- HR Committee – [16th November](#)
- HR Committee – [7th December](#)
- HR Committee – [20th January](#) (draft)
- Environment & Property Committee – [8th November](#)
- Environment & Property Committee – [13th December](#)
- Environment & Property Committee – [10th January](#)
- Environment & Property Committee – [14th February](#) (draft)
- Planning Committee – [15th November](#)
- Planning Committee – [20th December](#)
- Planning Committee – [17th January](#)
- Planning Committee – [21st February](#) (draft)

Cllr Barrow raised the Environment & Property Committee meeting minutes of 14th February, minute EP121/21, which makes reference to the Porthtowan Shopper's Car Park. It was noted that it is not the Shopper's Car Park which is to be relined, but the Cornwall Council owned car park in Porthtowan. **E & P Manager to clarify position with Cllr Barrow.**

180/21 Cornwall Councillors' reports

No Cornwall Councillors present.

181/21 Parish Youth Project presentation/update

As the PYP representative, Dan Wildman, was unable to attend the meeting, Cllr Rodda read a report which included:

- Attendance has been boosted recently across all 13+ youth clubs throughout the area
- A large social media following continued to grow
- They are working with Richard Lander School and will soon attend a school assembly to promote their youth services.

182/21 “Imagine if” Primary Care Network presentation/update

Item deferred to April meeting.

183/21 Schedule of Payments

RESOLVED to approve as above. Cllrs Clark/Ripper. 11 voted in favour. 1 abstained: Cllr Knight. **RECEIVED** budget reports ([1](#), [2](#)).

184/21 Social distancing signs across the Parish

CONSIDERED the removal as above due to the ending of all legal COVID restrictions in law, and the potential for vandalism and associated maintenance time and cost. **RESOLVED** to remove, and then store any signage which could be considered reusable. Cllrs Caddy/Ripper. Unanimous.

185/21 Emergency centres and Emergency Plan

APPOINTED Cllrs G Brown, Caddy, Knight, Watson and Woolcott to a Working Group to review as above. Cllr Clark to coordinate and oversee WG meetings. **Cllr Clark to pursue. Deputy Clerk to circulate a copy of existing Emergency Plan to WG members.**

186/21 St Agnes Rose Garden

RECEIVED a [report](#) from the above. Cllr Rodda to liaise with Cwll Cllr Mitchell regarding the large Sycamore tree.

187/21 Committee Membership

APPOINTED Cllr Knight to the Environment & Property Committee.

188/21 Scout Hut car park

RECEIVED a verbal update on parking permits at the above. **RESOLVED** that the Council will not enter a financial arrangement to pay for parking spaces. Cllrs Clark/Ripper. Unanimous. **Clerk to write letter of thanks to the Scout Hut in appreciation of the parking facility provided thus far.**

189/21 Update: The Queen’s Platinum Jubilee Beacons

RECEIVED as above, noting the following planned events from 2nd to 5th June 2022:

2nd June

Cream teas & biscuits at the St Agnes MMI 2:30 – 4:30 pm

Beacon lighting on St Agnes Head. Silver Band and Bolster Band contacted and asked to attend. National Trust have agreed to the use of their car parks for the event.

3rd June

Events planned in Mithian.

4th June

Cancer Research planned event at St Agnes Sports Club.

5th June

Picnic organised by the Coastguard.

Various street parties have been organised around the parish and one of ‘The Big Jubilee Lunch’ events could be taking place at Mount Hawke Millennium Green <https://www.edenprojectcommunities.com/the-big-jubilee-lunch>

190/21 Items for Bolster magazine

RECEIVED suggested items: Library refurbishment; byelection details; budget details; asking for Jubilee event intentions; Cllrs indicated that more images should be included; A full page on 'Where does my Council tax go?'. **Cllr Watson agreed to assist the Clerk in putting artwork/design together for last item listed.**

191/21 Notification of meeting/Suggested items for agenda: 4th April 2022

NOTED items for the next Council meeting: "Imagine if" Primary Care Network presentation/update; noticeboards (Mithian not monitored); Review of Council suppliers to ensure competitive rates i.e Viking; Potential for skate park at Porthtowan (Cllrs Knight/Barrow).

192/21 Reports from Council representatives

NOTED the following reports:

Cllrs Clark and G Brown had attended the Blackwater Village Trust AGM where the following was discussed: Speeding concerns in the village (Cwll Cllr Arthur to request moving the 30 mph signage); Bus stop replacement and grass cutting; Jubilee events such as a fete and a vintage vehicle run on Saturday 4th June.

Cllr Watson had attended the Mithian Community AGM. Noted that the repairs to the telephone box at Mithian were now very overdue. **Clerk to liaise with Handyperson regarding works schedule.**

193/21 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 Barrow/Clark. Unanimous.

194/87 Public Rights of Way cutting 2022 and beyond, including purchase of Council vehicle

CONSIDERED a detailed contextual report on the recent growth of the Council; **CONSIDERED** other information from Councillors and staff, and the recommendations from the Environment & Property Committee and the Clerk contained within the report; **RECEIVED** quotations for PROW cutting. **RESOLVED** to:

- Contract out PROW cutting for 2022 only to Stephen Dodd (SD Garden Services). Cllrs Ripper/Slater. 11 voted in favour. 1 abstained: Cllr Knight. **E & P Manager to pursue, along with necessary insurance certification.**
- Agree, *in principle*, to bringing PROW cutting in-house in 2023, which includes the acquisition of a further strimmer. Cllrs Slater/Ripper. 10 voted in favour. 2 abstained: Cllrs D Brown, Watson.

The Council very much acknowledged the need to provide both maintenance staff with a Council vehicle and affirmed that they should not be using their own vehicles for Council business, but they were not in favour of entering into a Hire Purchase agreement for a Ford Ranger truck (per specification as detailed to the Environment & Property Committee). Rather, it was **RESOLVED** to support, *in principle*, the provision of two second-hand vehicles for the maintenance team. It was agreed to form a Working Group of Cllrs Watson and Woolcott, along with the Clerk and E & P Manager, as well as the Handyperson and Assistant Handyperson to explore this recommendation and other suggestions such as vehicle sponsorship. Working Group to meet as a matter of urgency and provide firm recommendations and costings at the next Council meeting. The purchase of necessary tools and equipment (as detailed to the Environment & Property Committee) and authorisation for spending on necessary training (as detailed to the Environment & Property Committee) was held in abeyance until the Working Group's recommendations had been made.

Cllrs Ripper/Caddy. 11 voted in favour. 1 abstained: Cllr Slater. **Clerk to arrange first WG meeting later this week.**

Meeting closed at 21:07.

Appendix A: SCHEDULE OF PAYMENTS

Atlas Tree Services	Completed tree works around the parish 2021, as approved. Minute 196/20	£1,200.00
Screwfix (Trade UK)	Drill bits/screws/hacksaw blades/adhesive etc - Parish Handyman (Trade a/c)	£62.39
Young Ppl Cornwall	Grant payment, as approved. Minute 160/21	£3,000.00
St Agnes Rose Gdn	Transfer of balance from one of Reserves, as approved. Minute 161/21	£225.00
Amazon (online)	DisplayPort to HDMI cable - Office	£14.98
Print-out Printing	The Bolster Paper - April 2022 to March 2023 (12 months, as agreed)	£864.00
Screwfix (Trade UK)	Door stop/hose/carpet cover strip - Library. Parish Handyman (Trade a/c)	£61.23
Rowett Insurance Ltd	Additional premium to cover gardening equipment on Council policy. Clerk	£100.00
L Dunkley	Reimbursement - sight test at Vision Express (inclusive of discount)	£15.00
C Callaway	Reimbursement - sight test at Specsavers	£25.00
Amazon (online)	X3 dictaphones - for Clerk/Handyman/Asst Handyman. Clerk	£80.97
Clive Kalber	Cemetery maintenance - February 2022	£983.33
Screwfix (Trade UK)	X3 van & truck first aid kits - Parish Handyman (Trade a/c)	£44.97
Screwfix (Trade UK)	X1 pack eyewash salinepods - Parish Handyman (Trade a/c)	£4.99
Viking	A4 paper/notepads/document holders/glue etc per invoice	£137.60
Westcountry Blinds	Outstanding balance remaining for roller blinds @ Library. Minute EP49/21	£807.30
Ellis Whittam Ltd	HR/Health & Safety Advisors - Year 3 of contract. Plus e-learning. H71/19	£4,945.62
Ellis Whittam Ltd	Contract insurance, including admin fee	£269.50
L Hay Window Clean	Window cleaning at Parish Rooms - February 2022	£18.00
Atlas Tree Services	Removal of fallen trees at Garden of Rest & Parish Rooms - storm damage	£500.00
Cornwall Council	Re-advertising Facilities Operative job vacancy. Minute H46/21	£90.00
IPS Group Ltd	Card transaction fees for parking meters + secure wireless data - February 2022	£236.76
Amazon (online)	CCTV casing and signage - Porthtowan WCs. Minute EP127/21	£28.95
Viking	Calculator/notebook	£18.34
Viking	Wall-mountable notice boards/industrial tissue rolls/A4 folders	£131.84
Cornwall Council	Porthtowan & Mount Hawke by election recharge (uncontested)	£523.66
ADT Fire & Security	Maintenance of fire alarm system to March 2023 - Library	£280.13
ADT Fire & Security	Maintenance of intruder alarm system to March 2023 - Library	£308.15
Mac salvors Ltd	Spirit level/builders line x2/trimming knife/various Handyman supplies	£136.81
Staffing costs	Total expenditure - March 2022	£27,724.06

PETTY CASH RECORD February 2022 total - £57.89

LIBRARY TAKINGS February 2022 - £35.60

RECEIPTS

Car park donations	Trelawny car park (St Agnes) final donation	£25.00
Cornwall Council	LMP & SW Coast Path annual footpath cutting grant - 2021/22	£3,671.90
D Dyer Memorials	Cremation plaque	£35.00
D Tresise & Sons	Memorial inscription	£25.00
Allotment holder	Deposit for new half plot at Mithian site (o/s lease settled with previous holder)	£25.00
M Carveth	Burial	£500.00
Parishioner	Purchase of cremation plot	£400.00
Car park card paymnts	293 card payment transactions - Trelawny Road C/P parking meters - February	£985.00
Car park donations	Porthtowan collection	£58.91