



# ST AGNES PARISH COUNCIL

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## Council meeting – 4<sup>th</sup> April 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), Bradbury, D Brown, G Brown, Caddy, Nason, Prendergast, Slater, Ripper, Watson, Woolcott.

**Absent:** Cllrs Barrow, Bunt, Knight, Sanders.

**In attendance:** L Dunkley, Clerk. A Ley, Library Manager. 3 members of the public present.

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### 195/21 Apologies for absence

**RECEIVED** from Cllrs Barrow, Bunt.

**196/21 Declarations of interest/Requests for dispensation.** None.

**197/21 Public Participation.** None.

### 198/21 Council meeting minutes: 7<sup>th</sup> March 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/Ripper. 10 voted in favour. 2 abstained: Cllrs Nason, Prendergast. No matters arising **NOTED**.

### 199/21 Committee meeting minutes

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

- Environment & Property Committee – [14<sup>th</sup> March](#) (draft)
- Planning Committee – [21<sup>st</sup> March](#) (draft)
- HR Committee – [24<sup>th</sup> March](#) (draft)

**200/21 Cornwall Councillors' reports.** None.

### 201/21 Parish Youth Project presentation/update

**RECEIVED** as above from D Wildman: Sessions are planned throughout Easter including a trip to a trampoline park; Young People Cornwall have secured funding for new van which can be used as a mobile youth hub – it has a bbq, pizza oven, inflatable cinema screen etc and is anticipated to be widely used for the PYP, particularly in Mithian. Trips planned later in the year include Alton Towers and a residential on Dartmoor.

### 202/21 "Imagine if" Primary Care Network presentation/update

**RECEIVED** as above from N Kelly and K Feaviour: The initiative seeks to join up with community activities and community groups to create and enhance peer networks. The overall aim is to provide a welcome intervention for people that have issues that do not require visits to GP surgeries. These matters include loneliness, some mental health matters and so on. An update was given on the various projects being pursued. The group are also liaising with the PYP to see what joint working can be pursued.

### 203/21 Schedule of Payments

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

**204/21 Grant request: Blackwater School**

**RECEIVED** as above for £1,558 towards [Blackwater School Stay and Play Community Group](#). **RESOLVED** to award £1,558. Cllrs D Brown/Ripper. Unanimous. **Officers to respond**.

**205/21 Supporting Ukraine**

Retrospectively **RESOLVED** to sign a [statement](#) supporting the sovereignty of Ukraine and oppose the aggression by Russian forces; and retrospectively **RESOLVED** to fly the Ukrainian flag at the Council offices as a public show of support. Cllrs Clark/Watson. Unanimous.

**206/21 St Agnes Library**

**RECEIVED** a [report](#) as above. The Library Manager gave a further verbal update which demonstrated favourable visitor numbers and borrowing statistics. Thanks were given to the library staff.

**207/21 Committee Membership**

**APPOINTED** Cllr Prendergast to the Environment & Property Committee.

**208/21 Annual Parish Meeting 2022**

**DISCUSSED** plans as above and **RESOLVED** to hold a short APM prior to the Annual Council meeting on 3<sup>rd</sup> May. Cllrs Ripper/G Brown. Unanimous. **Officers to action and pursue written reports from community groups**.

**209/21 Mobile Bank at Trelawny Road car park**

**RESOLVED** to allow the [Barclays Mobile Banking Van](#) free access to Trelawny Rd car park every four weeks. Cllrs Ripper/Slater. Unanimous. **Officers to communicate with enforcement**.

**210/21 Use of a section of Trelawny Road car park for Bolster Festival**

**RECEIVED** a request as above ([1](#), [2](#), [3](#)). **RESOLVED** to give permission and delegate to the E&P Manager and Handyperson to make suitable arrangements for use of the top area of the car park. Cllrs Ripper/D Brown. Unanimous. **Officers to action**.

**211/21 Lands End Trail Motorsport event**

**NOTED** that [the above](#) will pass through the Parish in April 2022.

**212/21 Review of Council suppliers**

**DISCUSSED** as above. Suggested a purchasing policy/review for accrued expenditure on, for example, janitorial supplies. A working group was formed to draft a policy – members are: Cllrs Watson, Rodda, Barrow, the Clerk, E&P Manager and Deputy Clerk. **Clerk to convene**.

**213/21 Potential for skatepark at Porthtowan**

Item deferred.

**214/21 Update: Emergency centres and Emergency Plan**

**RECEIVED** as above from the working group. The group have met and identified key information to update; Cllr Clark will meet with the relevant officer at Cornwall Council in due course.

**215/21 Update: The Queen's Platinum Jubilee Beacons**

**RECEIVED** as above, including plans for the celebration and the groups which are involved.

**216/21 Items for Bolster magazine**

**RECEIVED** suggested items: full page on what the Council does and how it spends money; Western Power vulnerable persons initiative (**Cllr Clark to forward**); Jubilee Beacons events (**Cllr Clark to forward**). **Clerk** to negotiate a full colour

page for the inclusion of photos (e.g. showing events, project work, maintenance works on street furniture) from June onwards.

#### **217/21 Notification of meeting/Suggested items for agenda: 3<sup>rd</sup> May 2022**

**NOTED** items for the next Council meeting: Appointment of Chair and Vice Chair; Potential for skatepark at Porthtowan; Saints Trail Cycle bridge over A30. Saints Trail update from Cllr Pete Mitchell; annual review of key policies as necessary. Cemetery Shelter update (E&P Committee).

#### **218/21 Reports from Council representatives**

**NOTED** the following reports:

Cllr Slater previously circulated a report from the Community Network Panel.

Council vehicle working group have met and progress has been made – though delayed by staff COVID issues. **Clerk to reconvene working group.**

Blackwater Village Trust have held a fundraiser to raise money for the Ukraine appeal. A fete is planned for Jubilee weekend.

#### **219/21 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: Staffing, quotations. Cllrs Slater/Ripper. Unanimous.

#### **220/21 Insurance policy 2023**

**RECEIVED** quotations and **RESOLVED** to take out a policy with Aviva for £8,361.29. Cllrs D Brown/Ripper. Unanimous. **Clerk to action, and request that quotes are sought 3 months prior to the next renewal.**

#### **221/21 Insurance pay-out: Personal Injury to staff member**

**NOTED** that the Council have received payment from their insurer for injury sustained by an employee.

#### **222/21 Library exploration work**

**RECEIVED** information, and a quotation for feasibility, planning, guidance and associated professional services relating to a potential rebuild project of St Agnes Library. **CONSIDERED** the recommendation of the Environment and Property Committee “to pursue feasibility of a phased first floor and ground floor extension as their first choice”. There was considerable discussion covering matters such as the need, public perception, funding opportunities, potential impacts on the existing Council office building amongst other matters. **RESOLVED** to accept the quote and use funds from the Library earmarked reserve. Cllrs Ripper/Clark. 8 in favour, 2 against: Cllrs Watson, Woolcott; 2 abstained: Cllrs Bradbury, D Brown. **E&P Manager to pursue – highlighting to the contractor the need for plans to include accommodating council office space and meeting room.**

#### **223/21 Library staff parking**

**RECEIVED** a report from the Library Manager regarding Library land and staff parking. **RESOLVED** that free parking will not be offered to library staff in Trelawny Road car park outside of the current free parking periods – to be reviewed alongside tariff/payment mechanisms after the summer 2022 season. Cllrs Clark/Watson. Unanimous.

Meeting closed at 21:10.

## Appendix A: SCHEDULE OF PAYMENTS

### SCHEDULE OF PAYMENTS TO YEAR END - 31ST MARCH 2022 (FOR RETROSPECTIVE APPROVAL)

Swift Janitorial Suppl	Toilet tissue packs/toilet cleaner/soap dispensers/heavy duty sacks - WCs		£331.99
Rabart Decorators Ltd	Exterior paint - Blackwater bus shelter. Parish Handy person (Trade account)		£20.15
Contract Signs Syst	Supply & fit aluminium sign for Library (displaying new opening times). Clerk		£114.00
Screwfix (Trade UK)	De-icing salt/x2 folding shovels/fence stain. Handy person (Trade account)		£101.92
Cornwall Council	Trelawny Rd car parking ticket enforcement (February) inc. mileage. Contract		£39.60
Screwfix (Trade UK)	X3 Piccolo body fluid kits. Parish Handy person (Trade account)		£33.87
Amazon (online)	Ukrainian flag for display outside Council building	PAID	£17.99
Viking	Kitchen/bathroom supplies/post it notepads/tape (less a credit for A4 paper)		£61.79
Amazon (online)	X5 bags of Yellow Rattle (1200 seeds) for Cemetery Ext Field. Minute EP7/21	PAID	£24.75
Green Waste Co	X1 truck load of compost for new plots @ Mithian allotments. Minute EP71/21	PAID	£96.00
CALC Ltd	Social media strategy training - Cllr D Rodda		£36.00
CALC Ltd	Year-end Accounts & Audit training - Deputy Clerk		£36.00
Toiletspar.es. co.uk	X3 toilet linkage arms for Churchtown WCs. Parish Handy person	PAID	£26.10
Rabart Decorators Ltd	Paint & varnish remover/mask respirator/stripping knife. H/person (Trade acc)		£130.93
Screwfix (Trade UK)	Pair of taps/sealant remover/tape/sandpaper. Handy person (Trade account)		£41.04
Screwfix (Trade UK)	Pair of taps (additional) - WCs. Handy person (Trade account) <b>REFUNDED</b>		£24.99
Contract Signs Syst	X2 self-adhesive vinyl Payment stickers for car park P&D machines. Clerk		£30.00
C Belsito	Mileage for Feb & March - Children's & Community Outreach Asst (Library)		£35.19
NALC	Fighting Climate Change online training - E Goater (E & P Manager)	PAID	£38.93
Clive Kalber	Cemetery maintenance & grave digging - March 2022		£1,995.83
Cornwall Council	DBS checks and Child Workforce - C Belsito (Library)		£53.20

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### SCHEDULE OF PAYMENTS TO 4TH APRIL 2022

Allotment holder	Refund of deposit and pro rata lease payment. Mithian Half Plot not taken up		£43.75
Screwfix (Trade UK)	Heavy duty scraper and blades. Parish Handy person (Trade account)		£10.97
Brazier Exterior Servs	External window cleaning - Library/Parish Rooms/X3 public toilet sites		£95.00
IPS Group Ltd	Card transaction fees for parking meters + secure wireless data - March 2022		£264.48
Kernowek Gdnrs Ltd	Open Spaces cutting per contract - X2 cuts in February & X1 cut in March		£720.00
Staffing costs	Total expenditure - April 2022		£22,698.06

PETTY CASH RECORD      March 2022 total - £57.89

LIBRARY TAKINGS        March 2022 – £109.11

### RECEIPTS

Car park card paymts	339 card payment transactions - Trelawny Road C/P parking meters - March		£1,136.00
Car park donations	Porthtowan collection		£58.95
Member of public	Interment of ashes - St Agnes Cemetery		£600.00
Car park cash paymts	Trelawny Road C/P cash received in parking meters from 1/2/22 - 14/3/22		£627.20
D Dyer Memorials	Memorial inscription		£25.00
J Nicholls Funerals Ltd	Burial (new double grave)		£1,000.00
Car park cash paymts	Trelawny Road C/P cash received in parking meters from 15/3/22 - 31/3/22		£372.10
Car park donations	Porthtowan collection		£20.79