



# ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC  
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## Annual Council meeting – 3<sup>rd</sup> May 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, Prendergast, Slater, Ripper, Watson, Woolcott.

**Absent:** Cllrs G Brown, Bunt, Caddy, Knight, Nason, Sanders.

**In attendance:** L Dunkley, Clerk. Cwll Cllr Mitchell. 2 members of the public present.

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### 1/22 Appointment of Chair

**APPOINTED** Cllr Rodda as Chair of the Council for 2022/23. Cllrs Slater/Clark. Unanimous.

### 2/22 Appointment of Vice Chair

**APPOINTED** Cllr Clark as Vice Chair of the Council for 2022/23. Cllrs Rodda/D Brown. Unanimous.

### 3/22 Apologies for absence

**RECEIVED** from Cllrs G Brown, Bunt, Caddy, Nason.

### 4/22 Declarations of interest/Requests for dispensation. None.

### 5/22 Public Participation.

S Wetherill, Truro Cycling Campaign, spoke about the Saints Way cycle route, highlighting the proposed changes made to the original route – in particular: on-road alternative to the “Teagle Straight” via Wheal Butson and Silverwell, and a subway tunnel under the A30 instead of a bridge. It was emphasised that the alternatives are unsuitable as they are hilly, lengthy, dangerous, and intimidating and would therefore not be an attractive commuter route for cyclists, as is the intention. A request was made for the Council to write a letter supporting the stance of the original route (Teagle Straight and bridge over A30) to Cornwall Council, who will be considering tenders for the building of a bridge after 13<sup>th</sup> May 2022. **E&P Committee to consider.**

### 6/22 Cornwall Councillors’ reports.

Cwll Cllr Mitchell gave an update on the Saints Way cycle route, including highlighting how much the plans have changed because of significant issues with stakeholders, initial consultation processes and funds. Cwll Cllr Mitchell does not support the Wheal Butson alternative route to the Teagle Straight, as it is “hilly and dangerous”. It was reported that issues experienced at other parts of the trail are worse still, notably in the Perranporth area.

### 7/22 Council meeting minutes: 4<sup>th</sup> April 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. 9 voted in favour. 1 abstained: Cllr Barrow. No matters arising **NOTED**.

### 8/22 Committee meeting minutes

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

- Environment & Property Committee – [11<sup>th</sup> April](#) (draft)
- Planning Committee – [19<sup>th</sup> April](#) (draft)

## 9/22 Schedule of Payments

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

## 10/22 Meeting calendar 2022/23

**NOTED** as [above](#). **Clerk to circulate**.

## 11/22 Committee Membership

**APPOINTED** members to all Committees:

[Planning Committee](#) – Cllrs Bunt, Ripper, Barrow, Slater, Watson, Woolcott, Clark, Knight, Bradbury

[Environment & Property Committee](#) – Cllr Nason, G Brown, Caddy, D Brown, Rodda, Prendergast, Slater, Woolcott, Knight.

[Human Resources Committee](#) – Cllrs Rodda, Ripper, Slater, Clark, D Brown, Caddy, Woolcott.

**Clerk to notify Cllrs and Admin Staff.**

## 12/22 Annual Governance Statement 2021/22 (section 1)

**RESOLVED** to approve [as above](#). Cllrs Slater/Woolcott. Unanimous. **Clerk to action**.

## 13/22 Accounting Statements 2021/22 (section 2)

**RESOLVED** to approve [as above](#). Cllrs Bradbury/D Brown. Unanimous. **Clerk to action**.

## 14/22 Internal Audit report

**NOTED** [as above](#).

## 15/22 General Risk Assessment 2022/23

**RESOLVED** to approve [as above](#). Cllrs D Brown/Rodda. Unanimous. **Clerk to publish**.

## 16/22 Investment Strategy 2022/23

**RESOLVED** to approve [as above](#). Cllrs Clark/Watson. Unanimous. **Clerk to publish**.

## 17/22 Internal Control 2021/22 Quarter 4

**RECEIVED** as [above](#). **APPOINTED** Cllrs D Brown and Prendergast to undertake checks in July for 2022/23 Quarter 1. **Clerk to pursue**.

## 18/22 IT WatchGuard system renewal

**RESOLVED** to renew as above ([1](#), [2](#)). Cllrs Barrow/Watson. Unanimous. **Clerk to action**.

## 19/22 IT support contract renewal

**RESOLVED** to renew as [above](#). Cllrs Barrow/Watson. Unanimous. **Clerk to action**.

## 20/22 Council vehicles

**RECEIVED** a [detailed report and recommendations](#) from the vehicle working group. The Council gave thanks to the working group for the investigative work put into producing a quality report with clear outcomes. **RESOLVED** to adopt the recommendations set out in the report:

1. to spend a maximum of £14,000 on vehicle one as per criteria detailed in the report.
2. to spend a maximum of £9,000 on vehicle two as per criteria detailed in the report.
3. to delegate authority for purchasing the specific vehicles to the Clerk, in agreement with the Cllrs on the Vehicle working group (Cllrs Ripper, Watson, Woolcott), noting that there is a need for quick decision-making in order to obtain best value and to make financial savings.
4. to authorise ongoing expenditure for tax and insurance (fleet policy – lower cost, better value).
5. to delegate authority to the Clerk to spend on repairs, breakdown cover, servicing (annual), and MOT testing (annual), within the limits of the available budget or otherwise to refer back to Full Council.

6. to use Fuel cards, which affords a cheaper rate of fuel from a variety of garages, and to delegate to officers to obtain the best deal for obtaining cards.
7. to make the modifications to the Employee Handbook as detailed in the report and to issue a letter to all employees to that effect.
8. consider quotes for sign writing at a future meeting.
9. consider parking arrangements on all Council land for Council-owned vehicles at a future meeting.
10. consider the strategy for replenishing earmarked reserve for a Vehicle fund at budget discussion meetings later in this financial year.

Cllrs Slater/D Brown. Unanimous. **Working group to action.**

#### **21/22 Additional Bolster page**

**CONSIDERED** the need and [cost](#) as above and **RESOLVED** to buy an additional colour page monthly to visually/pictorially demonstrate the work of the Council. Cllrs Slater/Barrow. 9 in favour, 1 against: Cllr Watson. **Clerk to pursue, and to request geographical distribution information. To reappear on March 2023 agenda for renewal decision.**

#### **22/22 Potential for skatepark at Porthtowan**

Item deferred.

#### **23/22 Update: Emergency centres and Emergency Plan**

**RECEIVED** as above from the working group. Contact with the relevant officer at County Hall has been made and Cllr Clark is reconvening the working group in order to refresh relevant details. Cllr Barrow indicated that communication with Porthtowan Village Hall Committee on this matter was needed as soon as possible.

#### **24/22 Update: The Queen's Platinum Jubilee Beacons**

**RECEIVED** as above. Various partners are working together to finalise the details of the Beacon lighting, refreshments, speeches, music, children and youth involvement and so on.

#### **25/22 Items for Bolster magazine**

**RECEIVED** suggested items: Phone box pictures from Mithian School students, and reiteration of the Children's and Community Outreach worker role; the Jubilee as a year-long occasion.

#### **26/22 Notification of meeting/Suggested items for agenda: 6<sup>th</sup> June 2022**

**NOTED** items for the next Council meeting: Grant award policy, vehicle sign-writing quotes; Council vehicle parking arrangements on Council land; telephony system renewal; Certificate of Recognition.

#### **27/22 Reports from Council representatives**

**NOTED** the following reports:

Cllr G Brown circulated a written report from the Community Network Panel.

Porthtowan Village Hall – the committee gave two weeks notice that they will resign en masse on 9<sup>th</sup> March as there were too few people to manage too sizeable burden. Residents then came forward to volunteer time to help the Committee and a subsequent public meeting drew 30 people interested in helping; the meeting was chaired by A Richards of Porthtowan Surf Lifesaving Club. A new committee of 12 has now been formed and is active. This was noted as a big positive for the community.

#### **28/22 Public Bodies (Admissions to Meetings) Act 1960.** None.

Meeting closed at 20:40.

### Appendix A: SCHEDULE OF PAYMENTS

Initial W/Room Hyg	Waste management at public toilets to July 2022	£471.02
Blackwater School	Grant payment, as approved. Minute 204/21	£1,558.00
Cornwall ALC Ltd	Annual membership subscription (including to NALC) 2022/23	£2,358.89
ICCM	Annual corporate subscription 2022/23	£95.00
Cornwall Council	Half yearly rent - Beaconsfield Play Area	£15.00
Rowett Insurance Ltd	Annual Council insurance policy with Aviva. Minute 220/21	£8,361.29
Mac salvors Ltd	Paint/compost/cable ties/buckets/hand trowels/shovels. (Trade a/c)	£107.19
Cornwall Council	Trelawny Road car park enforcement (March 22) incl mileage. Contract	£100.80
Enerveo Ltd	Routine maintenance of street lighting - January to March 2022	£145.80
Cormac Solutions Ltd	Speed sensor signposts and installation. Clerk approved	£713.06
B E White	Accounting support per contract - Quarter 4 2021/22	£675.00
Hudson Accounting	2021/22 Year-end Internal Audit	£325.00
Mac salvors Ltd	Lawn seed/screws/rawl plugs. Parish Handyperson (Trade account)	£26.24
SLCC Enterprises Ltd	South West Training Seminar - L Dunkley. Clerk	£102.00
SLCC Enterprises Ltd	South West Training Seminar - C Callaway. Clerk	£102.00
Steve Opie Plumbing	Repair to Gents' low level WC - Trevaunance Cove toilets. Clerk	£90.00
Amazon (online)	5l of white vinegar and 5kg of bicarbonate of soda - Public WC (cleaning)	£25.53
Cornwall ALC Ltd	Breakthrough Comms training courses - Cllr G Brown and A Tippett	£72.00
C Belsito	Vehicle mileage - Library community outreach work	£23.18
Screwfix	Makita sander and Makita combi drill (trade account). Minute EP88/21	£234.97
Powertool World	Double shoulder strimmer harness - Asst Handyperson. Minute EP88/21	£40.90
Toolstore UK	Makita brushless strimmer - Assistant Handyperson. Minute EP88/21	£251.08
Buyparcel.com	5x Makita 18v battery packs - x 2 @ £283.32 each. Minute EP88/21	£679.98
Clive Kalber	Cemetery maintenance & grave digging - April 2022	£1,308.33
IPS Group (UK) Ltd	Card transaction fees for parking meters + secure wireless data - April 22	£341.97
Staffing costs	Total expenditure - May 2022	<i>TBC</i>

PETTY CASH RECORD April 2022 total - £57.89

LIBRARY TAKINGS April 2022 – *TBC*

#### RECEIPTS

Car park card paymnts	Card payment transactions - Trelawny Road C/P parking meters – April	£1,566.50
Car park cash paymnts	Trelawny Road C/P cash received parking meters from 1/4/22 - 21/4/22	£549.10
M Carveth	Interment of ashes	£100.00
M Carveth	Burial	£1,000.00
The Military Mutual	Insurance compensation payout to Council for Clerk's car accident	£371.43
Cornwall Council	Precept 2022/23 - first instalment	£207,875.00
Cornwall Council	CTS Grant 2022/23 - first instalment	£1,890.29
Cornwall Council	CIL monies - St Agnes Parish - April 2022	£1,890.57
HMRC	VAT repayment - Quarter 4 2021/22	£2,937.54
Cornwall Council	Further CIL monies - St Agnes Parish - April 2022	£322.55
D Tresise & Sons	Cremation plaque	£35.00
Allotment holder	Second instalment of allotment - Full Plot at M/Hawke (overpaid by £5)	£30.00
Non-parishioner	Interment of ashes	£300.00
Allotment holders	Second instalments of allotment - £25, £25 & £12.50 (Mithian site)	£62.50