



# ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC  
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## Full Council meeting – 4<sup>th</sup> July 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, Nason, Prendergast, Ripper, Slater, Watson, Woolcott.

**Absent:** Cllrs Bunt, Davies.

**In attendance:** C Callaway, Deputy Clerk. 1 member of the public present.

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### 52/22 Apologies for absence

**RECEIVED** from Cllrs Bunt and Davies and Cwll Cllr Mitchell.

**53/22 Declarations of interest/Requests for dispensation.** None.

**54/22 Public Participation.** None.

### 55/22 Cornwall Councillors' reports.

Report submitted by email from Cwll Cllr Mitchell which included the following points:

- No grant funding available from Cornwall Council for Truro Museum, which may have to close.
- Reports of incidents of 'drink spiking'; looking to provide training for bar staff.
- Many verges are overgrown and visibility is poor for road users; members of the public are encouraged to report issues to Cornwall Council.
- New development at Whites Close is soon to be completed.
- Hopleys is to trial a bus service through Goonown.

Cwll Cllr Arthur reported via Cllr Clark that speeding issues in Blackwater are to be taken to the next Community Network meeting.

### 56/22 Council meeting minutes: 6<sup>th</sup> June 2022

**RESOLVED** that the [minutes](#) of the meeting of the Council as above having been previously circulated, be taken as read, approved and signed. Cllrs Clark/Barrow. 13 voted in favour. 1 abstained: Cllr Ripper. No matters arising **NOTED**.

### 57/22 Committee meeting minutes

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

- Environment & Property Committee – [13<sup>th</sup> June 2022](#) (draft)
- Planning Committee – [20<sup>th</sup> June 2022](#) (draft)
- HR Committee – [21<sup>st</sup> June 2022](#) (draft)

### 58/22 Schedule of Payments

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

### 59/22 Committee Membership

No Cllr **APPOINTED** as Cllr Davies was absent from the meeting. **To feature on the next meeting agenda.**

#### **60/22 Cashless payments at Trelawny Road car park**

**CONSIDERED** as above (1, 2). **RESOLVED** to select RingGo Cashless Parking due to their short lead time noted, reasonable cost and widespread availability for users. Cllrs D Brown/Ripper. Unanimous. **E&P Manager to pursue.**

#### **61/22 Future lease to St Agnes Museum per minute EP11/22**

**CONSIDERED** a recommendation from the Environment & Property Committee to agree in principle to issuing a new lease of the Chapel building to [St Agnes Museum](#) for 30 years at a peppercorn rent, with a break clause every 10 years for both parties to be explored. **RESOLVED** to agree in principle to the E&P Committee's full recommendation. Cllrs Ripper/Barrow. Unanimous. **E&P Manager to pursue.**

#### **62/22 North Coast Cluster Group**

**CONSIDERED** the Council's position on participating in the [above](#). **RESOLVED** to decline the offer of future participation as members agreed that the Community Network Panel offered the same opportunities for discussion. Cllrs Clark/G Brown. Unanimous. **Clerk to write to the Director of the Group to advise of decision and to notify of Cllr Slater's resignation (original Group representative).**

#### **63/22 Update: Certificates of Recognition working group**

**RECEIVED** as above. Working group will be meeting later this week to discuss the detail around the certificate guidelines such as criteria, frequency of awards etc. **Deferred to August meeting for resolution following working group recommendation.**

#### **64/22 Update: Platinum Jubilee Memory Stones**

**RECEIVED** an update from Cllr Rodda on the seven stones proposed for the Platinum Jubilee Memory Trail, the premise of which members agreed to pursue in principle. The working group will be meeting this week to explore costings etc. **Deferred to August meeting for resolution following working group recommendation.**

#### **65/22 Update: Emergency centres and Emergency Plan**

No updates available; working group are awaiting information. **Defer to August meeting for update.**

#### **66/22 Items for Bolster magazine**

**RECEIVED** suggested items: Submission from Niki Willows on recent dunes planting in Porthtowan; graffiti problem around the parish; Overgrown (private) hedges encroaching onto pavements; new parking app for Trelawny car park.

#### **67/22 Notification of meeting/Suggested items for agenda: 1<sup>st</sup> August 2022**

**NOTED:** Grant awarding policy review; Platinum Jubilee memory stones; Certificates of Recognition; Emergency Plan.

#### **68/22 Reports from Council representatives**

**NOTED** the following reports:

Cllr G Brown had attended the recent Community Network AGM, along with Cwll Cllrs Mitchell and Arthur, where the following was discussed:

- Potential merger of Community Network areas received much opposition.
- Dry weather has meant the A30 works are ahead of schedule. The bridge and underpass proposals have been approved. There is to be an independent enquiry launched regarding the Saints Trail.
- 20's Plenty scheme had been well received. Full update at next CNP meeting.

Cllr Rodda advised that the Mount Hawke Village Hall Summer Fete will take place on the Millennium Green on 23<sup>rd</sup> July. Cllr Barrow reported on the recent, well-attended social event in Porthtowan. There are plans for the Village Hall refurbishment in due course. Thanks were extended to the Community Roots group.

*The next item was brought up the agenda as the member of public in question was solely in attendance at this meeting.*

#### **69/22 Housing crisis – request by member of public for support**

**CONSIDERED** as above. Great concern and sympathy were expressed for this issue. **DISCUSSED** and **RESOLVED** to request the Clerk write a letter of Parish Council support and send to both local MPs (George Eustice and Cheryl Mackerory), Cornwall Council and Olly Monk, Cwll Council Portfolio holder for Planning and Housing; letter to include a request for a planning ‘change of use’ application from residential status be submitted for proposed holiday let properties and to query the reasoning as to why Council tax is not charged on holiday lets. Cllrs Clark/Barrow. Unanimous. **Clerk to action.**

#### **70/22 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, contracts. Cllrs Slater/Caddy. Unanimous.

#### **71/22 Facilities Operative vacancy issue: HR Committee recommendation**

**CONSIDERED** as above, and the recommendation from the HR Committee to conjoin a Facilities Operative and third Assistant Handyperson role and recruit for the position. **RESOLVED** to adopt the new job description for the role and to recruit three panel members: Cllrs Clark and Rodda and the Environment & Property Manager. Cllrs Ripper/Barrow. Unanimous. **E&P Manager to pursue.**

#### **72/22 Rent review correspondence from estate agent**

**CONSIDERED** as above, **DISCUSSED** and **RESOLVED** not to increase the tenant’s monthly rent payments at this time. Cllrs D Brown/Woolcott. Unanimous. **Deputy Clerk to action.**

#### **73/22 Energy contracts**

**CONSIDERED** an update. **RESOLVED** to take no action, as advised. Cllrs Ripper/G Brown. Unanimous.

#### **74/22 SCP adjustments and future pay review: HR Committee recommendation**

**CONSIDERED** the content of a report as above, **DISCUSSED** and **RESOLVED** to:

1. Change the pay for the Assistant Handyperson role from SCP10 to SCP12 from 1<sup>st</sup> August 2022.
2. Change the pay for the Facilities Operatives role from SCP6 to SCP7 from 1<sup>st</sup> August 2022.
3. Review [Spinal Column Points](#) for all staff at normal appraisals in the Winter – with any outcomes of that to be implemented from April 2023.

Cllrs D Brown/Slater. Unanimous. **Clerk to action.**

#### **75/22 Cost of Living crisis payment: HR Committee recommendation**

**CONSIDERED** the content of a report as above, **DISCUSSED** and **RESOLVED** to pay a one-off<sup>1</sup> Cost of Living Crisis payment to staff per the agreed amounts contained within the report and recommendation, which focusses on the greatest support for the lowest paid. To use existing unused funds from the Contingency budget and Apprenticeship Costs budget, at a total cost of approximately £6,300, which does not impact upon the precept and therefore is a cost not passed on to the community. Cllrs Barrow/Ripper. 12 voted in favour. 2 abstained: Cllrs Nason, Watson.

Having invested money in staff training, members noted the importance of retaining and valuing employees. It was also recognised that commuting costs take up a significant proportion of the pay of Facilities Operatives (as they are part time) but they are required to travel to work up to six days per week.

Noted that the Cost of Living Crisis payment would apply to Council employees only and those involved in the decision-making process would not benefit. **Clerk to action following discussion with the Council’s Accountant.**

Meeting closed at 20:35.

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<sup>1</sup> If, after discussion with the accountant, it becomes clear that a series of payments would be more financially beneficial to the Council/Employee (due to tax banding, pension banding etc) then this will be implemented – but there shall be no more than three payments over three months equalling in total the agreed gross amount.

## Appendix A: SCHEDULE OF PAYMENTS

		PAID
SD Garden Services	SWCP & Footpath cutting to date, per contract	£358.31
Community Roots Cwll	Grant payment, as approved. Minute 38/22	£1,968.00
C Belsito	Vehicle mileage - Library community outreach work undertaken in May	£32.06
TEE Electrical Ltd	Installation of new lights at the Library. Minute EP19/22	£538.80
Norman Electrics Ltd	Callout to investigate lighting fault at the Library. Clerk.	£120.00
IPS Group Ltd	X5 boxes of pay & display ticket rolls - Trelawny car park. Clerk	£132.00
Screwfix (Trade UK)	X2 flexible rod drain unblockers - Parish Handyperson (trade account). Clerk	£45.98
	Safety boots (BB & JP)/x2 garden forks & spades/other maint supplies per invoice	£336.49
Macsalvors Ltd	Trelawny Road car parking ticket enforcement (May 22) incl mileage. Contract	£89.70
Cornwall Council		
Swift Janitorial		
Supplies	Toilet tissue/cleaning supplies/PPE per invoice - public toilets	£1,211.66
Judge Ceilings & Interiors	Universal hold-down clips X100 - Library. Clerk	PAID £29.93
		PAID
Amazon	Replacement clock motor for wall clock - Library. Clerk	£4.84
SLCC	Annual membership subscription for L Dunkley	£476.00
	X2 Makita car battery chargers & X2 Mak brushless leaf blowers. Minute EP27/22	PAID £471.96
Buyaparcels.com		PAID
Buyaparcels.com	X2 Makita 5 amp battery packs (X2 packs of 5 - 10 in total). Minute EP27/22	£679.98
SLCC Enterprises Ltd	Civility and Respect course - 06/10/22. L Dunkley	£18.00
L Dunkley	Reimbursement for mileage/parking/subsistence (SLCC conferences May/June).	£171.54
		PAID
Amazon	Replacement laptop bag/case for Clerk	£30.66
Sevenmilestone		PAID
Garage	Work to Isuzu Council vehicle - dashboard fault. Clerk	£214.80
R Goldburn	Vehicle mileage to/from St Agnes School (Library Summer Reading Challenge)	£5.40
	Training event - M Ripper - Giving Local Councils More of a Say on Housing.	PAID
NALC	Clerk	£38.93
Clive Kalber	Cemetery maintenance & grave digging - June 2022	£1,455.83
IPS Group (UK) Ltd	Card transaction fees for parking meters + secure wireless data - June 2022	£156.66
Staffing costs	Total expenditure - July 2022	£23,473.34
<u>PETTY CASH RECORD</u>	June 2022 total - £24.25	
<u>LIBRARY TAKINGS</u>	June 2022 - £116.52	
<u>RECEIPTS</u>		
Car park card payments	537 card payment transactions - Trelawny Road C/P parking meters - June	£1809.00
Car park cash payments	Trelawny Road C/P cash received in parking meters from 26/5 - 14/6	£670.40
Car park donations	Porthtowan collection	£154.24
Carlyon Funeral Dirs.	Purchase of x 2 pre-paid burial plots @ £750 each	£1,500.00
Western Power Distrib.	Payment of wayleaves - St Agnes and Mount Hawke	£43.71

Martin & Sons Mon Mas	X 2 headstone memorial permits @ £70 each	£140.00
D Tresise Memorials Parishioner	Memorial plaque permit	£35.00
	Brass memorial bench plaque - Porthtowan	£400.00