



# ST AGNES PARISH COUNCIL

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## Full Council meeting – 5<sup>th</sup> December 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, Bunt, Caddy, Davies, Knight, Nason, Prendergast, Ripper, Watson, Woolcott.

**Absent:** None

**In attendance:** L Dunkley, Clerk; 5 members of the public.

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### 158/22 Apologies for absence.

**RECEIVED** from Cllr Mitchell, Arthur.

### 159/22 Declarations of interest/Requests for dispensation. None.

Cllr Barrow declared an interest in item 15: Maintenance equipment purchase request for new staff member

Cllr Watson declared an interest in item 11: Grant request: 1st St Agnes Scouts

Cllrs Rodda and Caddy declared an interest in item 12: Grant request: Mount Hawke Millennium Green Trust

### 160/22 Public Participation.

J Everill-Taylor gave context to the Grant Application for the Porthtown Village Hall.

D Stein gave context to the Grant Application for the Scout Hut.

### 161/22 Cornwall Councillors' reports.

Cllr Mitchell and Cllr Arthur submitted written reports which were circulated.

### 162/22 Council meeting minutes: 7<sup>th</sup> November 2022

**RESOLVED** that the [minutes](#) of the meeting the Council having been previously circulated, be taken as read, approved and signed. Cllrs Barrow/Ripper. 12 in favour, 3 abstained: Cllrs Bunt, Davies, Knight. No matters arising **NOTED**.

### 163/22 Committee meeting minutes

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

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

### 164/22 Schedule of Payments

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

### 165/22 Councillor vacancy co-option

**RECEIVED** statements from candidates for the vacancy ([1](#), [2](#), [3](#)) and **DISCUSSED** with candidates present. **ELECTED** Paul Kimberley to fill the vacancy via secret ballot. Vote results:

- Paul Kimberley – 9 votes
- Ashley Muckley – 5 votes
- Derek Law – 1 vote

Clerk to contact.

#### **166/22 Grant request: Porthtowan Village Hall**

**RECEIVED** as above for £3,449 towards building works and facilities ([1](#), [2](#), [3](#)). It was noted that Council policy is not to normally award 100% of project costs if over £2,500, though it was also recognised that PVH have not applied for funds for a significant period of time – and that the project is of benefit to the whole community, not just a single group. Proposed to award £3,449. Cllrs Barrow/Nason. AMENDMENT proposed to award £3,000. Cllrs Clark/Davies. 12 favour, 3 against: Cllrs Ripper, Watson, Knight. Therefore, **RESOLVED** to award £3,000. **Clerk to respond.**

#### **167/22 Grant request: St Agnes Parish Church**

**RECEIVED** as above for £1,000 towards “A warm welcome” project ([1](#), [2](#), [3](#)). There was a reservation from one Cllr that the net worth of the Church of England is high. There was a consensus that the Council had agreed not to offer financial reimbursements or incentives to participate in the Community Warm Spaces Scheme and, further, that the grants awarding policy states that running costs are not normally funded. **RESOLVED** not to make an award on the basis of the Warm Spaces and running costs points per above. Cllrs Ripper/Watson. 12 voted in favour, 1 against: Cllr Bunt, 2 abstained: Cllrs Clark, Bradbury. **Clerk to respond.**

*\*Cllr Watson left the meeting*

#### **168/22 Grant request: 1<sup>st</sup> St Agnes Scouts**

**RECEIVED** as above for £1,595 towards redecorating ([1](#), [2](#), [3](#)). There was a reservation from a Cllr that nationally the Scouts hold significant wealth. **RESOLVED** to award £1,595. Cllrs G Brown/Bunt. 14 voted in favour, 1 against: Cllr Knight. **Clerk to respond.**

*\*Cllr Watson re-entered the meeting. Cllrs Rodda and Caddy left the meeting.*

#### **169/22 Grant request: Mount Hawke Millennium Green Trust**

**RECEIVED** [as above](#) for £5,000 towards new play equipment. **RESOLVED** to award £4,000, which matches the amount of another funder approached. Cllrs Watson/Barrow. Unanimous. **Clerk to respond.**

*\* Cllrs Rodda and Caddy re-entered the meeting.*

#### **170/22 Bi-monthly Library reports**

**RECEIVED** written reports from the Library Manager and the Children’s and Community Outreach Officer. The Council did not reach a consensus on what to set commission at for sales of items through the library (e.g. greetings cards, art). To feature on a future agenda. Thanks were offered from the Council for the comprehensive reports.

#### **171/22 Interim Internal Audit report**

**NOTED** [as above](#). **RESOLVED** to introduce the use of Purchase Orders for purchases over the net value of £1,000 and to add this detail to [Financial Regulations](#), section 10.1. Cllrs D Brown/Watson. Unanimous. **Clerk to pursue.**

*\*Cllr Barrow left the meeting*

#### **172/22 Maintenance equipment purchase request for new staff member per minute EP117/22**

**RECEIVED** a recommendation from the Environment & Property Committee to release up to £500 from Earmarked Reserves (unidentified) to purchase [priority items](#). **RESOLVED** to release up to £500 from the Capital Earmarked Reserve and to instruct the E&P Committee to consider what the correct purchase is regarding a strimmer. Cllrs Ripper/Clark. Unanimous. **Clerk to liaise with E&P Manager.**

*\*Cllr Barrow re-entered the meeting*

#### **173/22 SLCC Practitioners Conference**

**RECEIVED** a request for the Clerk to attend the [two-day event](#) at a cost of £435 and **RESOLVED** to fund. Cllrs Clark/Caddy. Unanimous. **Clerk to pursue.**

**174/22 Purchase of dog waste bins and contract for emptying**

Per minute 146/22, **CONSIDERED** [further information](#) (and verbal from Clerk) and **RESOLVED** to purchase a bin and enter a waste removal contract. Cllrs Watson/Barrow. 14 voted in favour, 1 against: Cllr Ripper. **Officers to pursue.**

**175/22 Community Network Area review: consultation**

Per minute 149/22 and following a meeting with Cornwall Council on 2<sup>nd</sup> December, **CONSIDERED** the Council's position and **RESOLVED** to issue a response. Cllrs G Brown/Caddy. Unanimous. **Clerk to action.**

**176/22 St Agnes Community minibuses**

**RECEIVED** [information](#) regarding the above. **CONSIDERED** the Council's position – new information suggested that the scheme will be run by members of the community that have come forward. To be monitored and reviewed at February Full Council meeting.

**177/22 Budget considerations 2023/24**

**CONSIDERED** a reviewed forecast for the 2022/23 budget and requirements for 2023/24. Committees continue to feed into the process and staff continue to keep under review. To come to Full Council for resolution on 23<sup>rd</sup> January. **Clerk to pursue.**

**178/22 Update: Warm Banks initiative across the Parish**

**RECEIVED** as [above](#). The scheme is now "live".

**179/22 Update: Emergency centres and Emergency Plan**

**RECEIVED** as above from the working group. **RESOLVED** to approve in principle a draft plan. Cllrs D Brown/Barrow. Unanimous. Thanks extended to those who have worked on the Plan. **Cllr G Brown to finalise.**

**180/22 Items for Bolster magazine**

**RECEIVED** suggested items: Warm banks; Certificates of Recognition.

**RESOLVED** to enable the meeting to extend to 21:30. Cllrs Clark/Barrow. Unanimous.

**181/22 Notification of meeting/Suggested items for agenda: 23<sup>rd</sup> January 2023 (18:15)**

**NOTED:** Budget resolution 2023/24. **NOTED** for February: sales commission at the library; community minibuses update.

**182/22 Reports from Council representatives**

**NOTED** the following reports:

- Porthtowan Village Hall – Cllr Barrow attended their last meeting, where they discussed the grant application to the Parish Council.

**183/22 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: Personal data. Cllrs Clark/Ripper. Unanimous.

**184/22 Waiving of burial fee**

**RESOLVED** retrospectively to waive a burial fee of £500 to a member of the public due to a grave location error (error made in the 1970s). Cllrs D Brown/Watson. Unanimous.

Meeting closed at 21:20.

Part Shop Direct	Makita double shoulder harness for new employee. Clerk	PAID	£43.99
Amazon	X4 deep clean mops for public toilets & library. Clerk	PAID	£76.95
Swift Janitorial Supps	Toilet tissue/cleaning supplies/latex gloves - public toilets		£374.30
Steve Opie Plumbing	Callout & fix leak @ Trev Cove disabled toilets, plus new pipework. Clerk		£204.00
Amazon	6 x 500ml pack of zoflora disinfectant - public toilets. Clerk	PAID	£28.00
Hudson Accounting Ltd	2022/23 Interim Internal Audit		£375.00
Cornwall ALC Ltd	Virtual Finance training for Councillors - Cllr G Brown. Clerk		£36.00
Cornwall ALC Ltd	Essentials of Being a Good Employer training - Cllr J Clark. Clerk		£36.00
Cornwall Council	Trelawny Rd car parking ticket enforcement (October 22) including mileage		£109.20
Viking	A4 paper/glue sticks/A4 files - Library. Certificate frames/stapler - Office.		£125.29
The Grower	X4 native trees for Jubilee waymarker trail, as approved. Minute 83/22		£300.00
ACAS	Menopause & The Workplace - digital event (L Dunkley). Clerk		£115.00
Eurooffice (UK) Ltd	A4 presentation display book - Library. Minute 123/22	PAID	£15.14
Amazon	Acrylic sign holder - Library. Minute 123/22	PAID	£30.98
Thomann (online)	Aluminium stand - Library. Minute 123/22	PAID	£76.00
Tresise & Baldwin	Restoration of angel & cross memorials in St Agnes Cemetery. Min EP96/21		£600.00
Cornwall Council	DBS check admin fee - Library volunteer. Clerk		£18.00
Viking	Erase-all' sponges - public toilets. Clerk		£9.55
Amazon (UK Venker)	USB headset with microphone for laptop for E & P Manager. Clerk	PAID	£27.98
St Stephen-Brannel PC	Cemetery-related training by ICCM - E&P Manager & Sexton. Min H41/21		£650.00
Clive Kalber	Cemetery maintenance and grave digging - November 2022		£1,560.00
Neighb. Watch (Police)	X1 alarmed padlock for fuel containers (Library oil tank). Clerk		£12.00
E Goater	Vehicle mileage for two day cemetery-related ICCM training course		£32.04
L Dunkley	Vehicle mileage & subsistence for SLCC National Conference in Hinckley		£306.50
SeaDog IT	Website support (posts & policies). Clerk		£20.00
C P & S News	Newspapers for the Library during November		£40.40
Amazon	Cleaning products/x3 rubber brooms/x6 mop pads - public toilets. Clerk	PAID	£141.51
Rialtas Business Sols	Making Tax Digital for VAT subscription to March 2024		£160.00
Swift Janitorial Supps	Aerosols/roll towel/toilet cleaner/cloths/toilet tissue - public toilets		£617.02
National Windscreens	Replacement glass (excess fee) in Peugeot van following vandalism. Clerk	PAID	£95.00
C Belsito	Vehicle mileage - Library community outreach work in November		£13.13
IPS Group (UK) Ltd	Card transaction fees for parking meters + secure wireless data - Nov 2022		£104.46
Staffing costs	Total expenditure - December 2022		£25,640.16

#### PETTY CASH RECORD

November 2022 total - £8.14

#### LIBRARY TAKINGS

November 2022 - £75.00

#### RECEIPTS

Car park card pymnts	247 card payment transactions - Trelawny Road C/P parking meters – Nov	£797.00
Car park cash pymnts	Trelawny Road C/P - cash received in parking meters from 15/10 - 14/11	£587.50
RingGo (Park Now Ltd)	Income from car park pay & display charging via RingGo app - October	£611.18
Tregunna Funerals	Single depth burial	£1,000.00
Cornwall Council	Footpath cutting maintenance grant 2022/23	£3,818.28
Tresise & Baldwin	Headstone memorial permit x2 @ £70 each	£140.00
M Carveth Funerals	Interment of ashes (re-open)	£100.00
Car park donations	Porthtowan collection	£73.31