



# ST AGNES PARISH COUNCIL

Parish Clerk: Lee Dunkley BA (Hons), MPhil, FSLCC  
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## Annual Council meeting – 2<sup>nd</sup> May 2023

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, Ripper, Watson, Woolcott.

**Absent:** Cllrs Bunt, Caddy, Davies, Kimberley, Nason, Porter.

**In attendance:** L Dunkley, Clerk. 0 member of the public.

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### 1/23 Appointment of Chair

**APPOINTED** Cllr Clark as Chair of the Council for 2023/24. **RECEIVED** the Chair's acceptance of office. Cllrs Ripper/Rodda. Unanimous.

### 2/23 Appointment of Vice Chair

**APPOINTED** Cllr D Brown as Vice Chair of the Council for 2023/24. **RECEIVED** the Vice Chair's acceptance of office. Cllrs G Brown/Rodda. Unanimous.

### 3/23 Apologies for absence

**RECEIVED** from Cllrs Bunt, Caddy, Davies, Kimberley, Nason, Porter.

**4/23 Declarations of interest/Requests for dispensation.** None.

**5/23 Public Participation.** None.

### 6/23 Cornwall Councillors' reports.

Cllr Rodda read out a written report from Cwll Cllr Mitchell, who passed on his apologies for not attending. The report updated the Council on recent discharges at Trevaunance Cove, and that he is working with local stakeholders to investigate. Surfer Against Sewage testing suggests that there are high levels of e coli. New enforcement and double yellow line markings on kerbs around Vicarage Road mean that there is no longer a 5 minute grace period for parked cars – this is designed to allow access for buses in/out of Rosemundy. **Clerk to email Cwll Cllrs before meetings to request attendance or a written report.**

### 7/23 Council meeting minutes: 3<sup>rd</sup> April 2023

**RESOLVED** that the [minutes](#) of the meeting of the Council as above having been previously circulated, be taken as read and approved. Cllrs Rodda/Ripper. 7 voted in favour. 2 abstained: Cllrs Watson, Woolcott. No matters arising **NOTED**.

### 8/23 Committee meeting minutes

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

- Environment & Property Committee – [11<sup>th</sup> April 2023](#) (draft)
- Planning Committee – [17<sup>th</sup> April 2023](#) (draft)

Cllrs can query any details within the minutes by contacting the appropriate officer.

### 9/23 Schedule of Payments

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

### **10/23 Conflict of Interest: External Auditor**

**RESOLVED** that there is no conflict of interest for any Councillor regarding the external audit company, BDO UK. Cllrs Clark/Bradbury. Unanimous.

### **11/23 Annual Governance Statement 2022/23 (section 1)**

**RESOLVED** to approve [as above](#). Cllrs Ripper/G Brown. Unanimous. **Clerk to finalise document.**

### **12/23 Accounting Statements 2022/23 (section 2)**

**RESOLVE** to approve [as above](#). Cllrs Watson/Rodda. Unanimous. **Clerk to finalise document.**

### **13/253 Internal Audit report**

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

### **14/23 General Risk Assessment 2023/24**

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

### **15/23 Investment Strategy 2023/24**

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

### **16/23 Membership of Committees**

**APPOINTED** members to Committees as follows:

- [Environment and Property Committee](#) – 9 members – second Monday of the month, 18:15.
  - Cllrs: Nason, Caddy, Rodda, D Brown, G Brown, Porter, Woolcott, Kimberley, VACANCY.
- [Planning Committee](#) – 9 members – third Monday of the month, 19:15.
  - Cllrs: Watson, Ripper, Clark, Bradbury, Barrow, Woolcott, Bunt, Rodda, Porter.
- [Human Resources Committee](#) – 7 members – ad hoc, approximately 6 per year, daytime meeting.
  - Cllrs: D Brown, Clark, G Brown, Rodda, Ripper, Woolcott, Kimberley.

Cllrs appointed in their absence can resign if unwilling to sit on the Committees appointed to them.

### **17/23 Meeting start times**

**CONSIDERED** meeting start times for Full Council and set at 19:15 for the next 12 months.

### **18/23 Appointment of Members as representatives to outside bodies**

**APPOINTED** members to represent the Council on the following bodies:

- Community Network Panel – Cllrs G Brown (primary), D Brown (secondary).
- Village Hall committees – Cllrs Barrow (Porthtowan), Watson (Mithian), G Brown (Blackwater), Rodda (Mount Hawke).
- Five Parks Forum – Cllr Rodda.
- Porthtowan Beach Management group – Cllr Barrow to liaise.
- Plastic-free groups – Disbanded.

### **19/23 First annual report – Community Outreach Coordinator**

**RECEIVED** a [written report](#) from the Community Outreach Coordinator. Cllrs were delighted with the presentation given at the Annual Parish Meeting on 21<sup>st</sup> April. It was noted that the report suggested that a move towards working with more adult groups may require an increase in staffing hours. HR Committee to consider when report drawn up by Clerk and Library Manager. The Council pass on their thanks to C Belsito for the excellent progress made in year one of the role and look forward to year two. **Clerk to relay.**

### **20/23 Litter Pick: 17<sup>th</sup> June**

**APPOINTED** Cllrs to lead a litter pick in each ward as follows: St Agnes, Cllr Nason; Mithian, Cllr Watson; Mount Hawke, Cllr Rodda; Porthtowan, Cllr Barrow to liaise with Village Hall; Blackwater, Cllr G Brown. **Officers to order approx.. 25% more litter picking equipment. E&P Manager to liaise with Scouts to consider involvement in St Agnes litter pick.**

### **21/23 Energy contract for streetlighting**

**NOTED** that the decision per minute 261/22 to enter a contract with British Gas Lite for [streetlighting power](#) cannot proceed and that the only choice for streetlighting power is via SSE. Retrospectively **RESOLVED** to enter a contract with SSE as the only option available. Cllrs Ripper/Watson. Unanimous.

### **22/23 Update: Coronation of King Charles III**

**RECEIVED** as above regarding commemorative events. Cllr Clark is liaising with primary schools and the MMI regarding decorations and celebrations and an update was given on PROW naming and tidy ups. Various events are taking place in all wards across the Parish. Thanks were given from Blackwater Village Trust for £150 towards events – and the Council's contractor for grass cutting. **RESOLVED** to fund the [provision of entertainment](#) to the value of £147.50 in Porthtowan. Cllrs Barrow/Rodda. Unanimous. **Clerk to respond.**

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

Item deferred.

### **24/23 Notification of meeting/Suggested items for agenda: 5<sup>th</sup> June 2023**

**NOTED** items for the next Council meeting: Emergency Plan resolution; Future communication/newsletter; List of defibrillators in the Parish; PYP presentation; Invite SWW/River Authority to update in person on Trevaunance Cove discharge. **Clerk to pursue.**

### **25/23 Reports from Council representatives**

**NOTED** the following reports:

Community Network Panel: Cllr Clark attended the most recent meeting although not a great deal to report.

Mount Hawke Millennium Green will hold a summer fair on 1<sup>st</sup> July.

Porthtowan Village Hall: The new committee's first AGM recently took place. There was an increase in last year's income by £6k (40%) though running costs increased by £3.5k. PVH are grateful for £3k grant from the Council for hallway partition. Links between PVH and MMI (idea sharing, possible funding streams etc) were made at the recent Annual Parish Meeting.

Blackwater: A summer fair will take place on 24<sup>th</sup> June.

### **26/23 Public Bodies (Admissions to Meetings) Act 1960. None.**

Thanks were given by the Council to the outgoing Chair of the Council Cllr Diana Rodda for her time and effort for the past two years.

Meeting closed at 20:30.

## Appendix A: SCHEDULE OF PAYMENTS

Macsavors Ltd	Indicator bolts/sander (trade account). Parish Handyerson		£54.60
Cornwall Council	Half yearly rent for Beaconsfield Play Area		£15.00
Rowett Insurance Ltd	Annual Council insurance policy with Aviva. Minute 262/22		£8,936.29
Community Roots	Grant payment, as approved. Minute 247/22		£2,500.00
Young People Cornwall	Grant payment, as approved. Minute 248/22		£2,000.00
Amazon	X1 pack of 6 of Zoflora (cleaning) - public toilets	PAID	£33.99
C P & S News	Newspapers for Library (West Briton only from 18/03/23)		£28.20
Swift Janitorial Supps	Toilet cleaner/cloths/ tissue/roll towel/mop heads/gloves/vac bags. WCs		£391.93
Cornwall Council	Trelawny Rd car parking ticket enforcement (March 2023) including mileage		£81.00
Cornwall ALC Ltd	Councillor training (Community & Young People) March - D Rodda. Clerk		£108.00
Steve Opie Plumbing	Syphon & linkage replacements at Churchtown toilets. Clerk		£158.84
Screwfix Direct Ltd	Clear silicone for Mithian telephone box refurbishment		£9.99
ICCM	Annual corporate membership subscription 2023/24		£95.00
Amazon	HDMI to VGA cable for Clerk's new laptop. Clerk		£7.98
Desmonde Associates	Planning/guidance/associated professional services-Library. Minute 222/21		£4,944.00
Cornwall Council	Election recharges April (uncontested) - Mount Hawke & Porthtowan wards		£524.36
Hudson Accounting Ltd	2022/23 Year end internal audit fee		£375.00
M A Grigg Ltd	Items excluded from previous delivery - Flat 17B external. Minute EP62/22	PAID	£127.36
Sevenmilestne Garage	Annual MOT & minor repairs to Peugeot van. Minute 20/22	PAID	£264.00
X2 Connect Ltd	Final supplies for Mithian telephone box refurbishment. Clerk	PAID	£106.62
Cornwall Council	X20 seagull sacks for sale from the Library. Minute 86/22		£67.00
Swift Janitorial Supplies	X2 boxes of vinyl gloves (to complete earlier order) - WCs		£11.98
L Dunkley	Reimbursement for hospitality - Annual Parish Meeting on 21st April. Clerk		£67.50
Clive Kalber	Cemetery maintenance and grave digging - April 2023	TBC	
C Belsito	Vehicle mileage - Library community outreach work undertaken in April	TBC	
IPS Group (UK) Ltd	Card transaction fees for parking meters + secure wireless data - April 2022	TBC	
Staffing costs	Total expenditure - May 2023	TBC	
<u>PETTY CASH RECORD</u>	April 2023 total - £44.88		
<u>LIBRARY INCOME</u>	April 2023 - TBC		
 <u>RECEIPTS</u>			
Car park card pyments	# card payment transactions - Trelawny Road C/P parking meters - April 23	TBC	
Car park cash income	Trelawny Road C/P - cash received in parking meters from 01/04 - 20/4/23		£287.10
RingGo (Park Now Ltd)	Income from car park pay & display charging via RingGo app - March 2023		£478.14
Car park donations	Porthtowan collection		£131.42
Allotment holders	Second instalments of lease payments at Mithian & Mount Hawke sites		£62.50
Cornwall Council	Precept 2023/24 - first instalment		£229,250.00

M Carveth	x2 burials & x1 interment of ashes	£1,600.00
Allotment holder	Upsizing from half to a full plot at Mount Hawke (deposit & lease payment)	£50.00
Allotment holder	New full plot take up at Mithian allotments (deposit & pro rata lease pymnt)	£75.00
HMRC	VAT repayment - Quarter 4 2022/23	£3,315.69
Cornwall Council	CIL monies (St Agnes) received	£11,298.35
Parishioner	Purchase of x2 cremation plots	£900.00

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