ST AGNES PARISH COUNCIL
Parish Clerk: Catherine Nutting LLB, PGDip, BA (Hons), PSLCC
Parish Rooms, 17 Vicarage Road
St Agnes, Cornwall
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Full Council meeting – Monday 2nd December 2024

Minutes of the meeting of St Agnes Parish Council as above, held at Parish Rooms, St Agnes, TR5 0TL, 19:00.

Present: Cllrs D Brown (Chair), Blight, Rodda, Mankee-Williams, Kimberley, Ripper, Woolcott, Watson, Clark, Wright, Taylor, Ede
Absent: Cllrs Bunt, G. Brown, Cwll Cllrs Mitchell & Arthur
In attendance: C Nutting, Clerk | Mr. B. White, Accountant | Mr. D. Wildman, Youth Worker, Parish Youth Project | 3x Members of the Public (MOP)

193/24 Apologies for absence.
RECEIVED and **ACCEPTED** from Cllrs Bunt, G. Brown | Cwll Cllr Mitchell. **NOTED** the requirement to fill the Porthtowan Ward and St. Agnes Ward vacancies by Co-Option.

194/24 Declarations of interest/Requests for dispensation.
NOTED Declarations of Interest from Cllrs Watson and Kimberley regarding 202/24 and 203/24 below, respectively.

195/24 Public Participation
Two MOPs addressed the Council regarding their concerns for pedestrian and cyclist safety at 2 points along the Saints Trail: firstly, at Station Road (aka Piggy Lane) and secondly, at Hurlingbarrow Farm (now Dental Logic). They highlighted poor visibility, traffic volume and speed (60mph), warning signage in the wrong location and degraded road surface. They spoke about how the Saints Trail crosses the carriageway, and a pedestrian has about 5 seconds to cross the road from when a vehicle is invisible to when it passes the crossing point. They asked the Parish Council to champion safety improvements with Cornwall Council such as: cutting back vegetation, re-sighting signage and reducing speed limits. They sought the Parish Council's support to obtain Community Area Partnership (CAP) funding, to conduct improvement scheme feasibility studies and implementation. It was agreed that they would draft information and provide photographs for the Parish Council, CAP and Cwll Cllr Mitchell to consider, when CAP funding becomes available in 2025.

3x MOP left 19:13

Dan Wildman, Youth Worker from the Parish Youth Project (PYP) gave a PowerPoint presentation. Dan explained that the PYP is supporting the Youth Strategy Working Group to draft the Council's Youth Strategy. The project 'My City' enabled young people to think about their top considerations/priorities, which included:

- 8 – 12-year-olds: free transport (4), places to eat (3), a giant well resourced youth club (2), eco friendly (1)
- 13+: play areas more suited to over 10s and inside activities (3), school lessons (2), more information about first aid and buying a house (1)

Dan advised that the PYP's major grant funder has changed their funding criteria which now precludes future applications. If the PYP cannot find another primary funding partner before end of March 2025, the service will be at serious risk. This comes at a time of increasing demand for the service. Dan explained the current efforts to engage local sponsorship. A designated team of 8–14-year-olds are looking at ways they can help fundraise. Dan spoke about how the PYP seeks to engage older children, who prefer not to attend structured youth meetings. The PYP works in partnership with other organisations, such as Player Ready Virtual Reality based in Truro, to offer a diverse range of age-appropriate activities.

Dan Wildman left 19:24

196/24 Cornwall Councillors' reports.
NOTED Cwll Cllr Mitchell's report.

197/24 Council meeting minutes: 4th November 2024
RESOLVED that the minutes of the meeting of the Council as above, having been previously circulated, be taken as read and approved. No matters arising. Cllrs Rodda/ Woolcott. 9 in favour, 3 abstained: Cllrs. Wright, Clark, Ede.

198/24 Committee meeting minutes
NOTED the draft minutes and resolutions therein of the Committee meetings as below:

- HR Committee – 13th November 2024
- Planning – 18th November 2024
- Asset Management Committee – 26th November 2024

199/24 Working Groups: minutes, appointments & formation

- Newsletter Working Group: **NOTED** draft minutes and **RESOLVED** to **APPOINT** Cllr. Blight. Cllr. Watson to offer IT support as necessary. Cllrs. Watson/Rodda. Unanimous.
- Youth Strategy Working Group: **NOTED** draft minutes 24.09.2024 & 28.11.2024
- Emergency Plan Working Group: **RESOLVED** to **APPOINT** Cllr. Clark. Cllrs. Watson/Rodda. Unanimous.
- Traffic & Road Safety Working Group: **RESOLVE** to establish a Working Group and **APPOINT** Cllrs. Taylor, Wright, Rodda, Blight. Cllrs. D. Brown/Kimberley. Unanimous. *Clerk to action.*

200/24 Internal Control 2024/25 Quarter 2
RECEIVED as above and **RESOLVED** to **APPOINT** Cllrs. Watson and Kimberley to undertake the Internal Controls check in January for 2024/25 Quarter 3. Cllrs. Blight/ Wright. Unanimous. *Deputy Clerk to action.*

201/24 Interim Internal Audit
RECEIVED and **NOTED** report as above. The Council thanked Hudson Accounting Ltd for their time, expertise and support. **RESOLVED** that Hudson Accounting Ltd is wholly independent and separate from the Council and any persons connected with the Parish Council. Cllrs. Watson/Ripper. Unanimous.

Cllr. Watson left the room: 19:40

202/24 Schedule of Income & Expenditure
RESOLVED to approve as above (Appendix A). Cllrs Ripper/Clark. Unanimous. *Officers to action* **RECEIVED** a budget report.

Cllr. Watson returned: 19:41
Cllr. Kimberley left the room: 19:41

203/24 Grant application: Cornwall Air Ambulance Trust
RECEIVED a request for £500.00 towards the purchase a second helicopter. Discussed the employment tribunal settlement expenditure and the ongoing Charity Commission investigation. **NOTED** correspondence from the charity that monies granted are restricted to funding the second helicopter. **RESOLVED** to defer a grant award until after the Charity Commission's report is published. Cllrs Ripper/Clark. 9 in favour, 2 abstained: Cllrs. Blight, Ede. *Clerk to respond*

Cllr. Kimberley returned: 19:44

204/24 Parish Council Vice Chair
RESOLVED to **APPOINT** Cllr. Watson as Vice Chair of the Parish Council. Cllrs Blight/Kimberley. Unanimous.

205/24 Clerk's update
RECEIVED and **NOTE** as above.

206/24 Library Outreach Report
RECEIVED and **NOTE** as above. The Council extended its thanks to Mrs. Belsito for the Outreach service.

207/24 New Library Project: Biodiversity Net Gain Assessment
RECEIVED and **NOTED** as above. **NOTED** the submission of the planning application to the Local Planning Authority (Cornwall Council) in accordance with resolution 78/24, 01.07.2024 *(submission delay due to timescales of this report).*

208/24 Budget 2025/26

CONSIDERED and **DISCUSSED** the budget and **RESOLVED** to **ADOPT** as prepared. Precept for 2025/26: £789,400. Cllrs Kimberley/Wright. Unanimous. *Clerk to action*

Councillors had lengthy debate regarding the budget, which included the following considerations:

- Advice from Cornwall Association of Local Councils (CALC) that if further information or consideration of elements of the budget is required, the Council should resolve to ask Cornwall Council for delayed submission of its Precept requirement until January and undertake further work.
- The requirement to be transparent and accountable to the public for increased taxation and its purpose.
- Agreed that Officers had worked hard to provide the Council with information, including: detailed reports | Q&A sessions with senior staff | tour of all Council assets | HR meetings (formal and informal).
- Council activity and responsibility has increased since 2019 due to devolution of services from Cornwall Council e.g., the library and public toilets. The cost impact of this growth has impacted the budget and will continue to do so. The Council must scrutinise the long-term financial implications of any future growth proposals.
- The 2025/26 budget sets out the realistic costs of running St. Agnes Parish Council and takes account of cost increases.
- To cut the budget will require a cut to services delivered by the Parish Council.
- Current workload, staffing requirements and skill audit required, and the need for the budget to respond to this work. The Council's duty as a responsible employer.
- Unease regarding new staffing and the proposed allocated budget and the level of detail able to be provided at this juncture.
- The nature of budget setting and the purpose/requirement of setting a budget that can accommodate future decision making once the Council has scrutinise detail. In setting the budget, the Council is not committing to expenditure *per se.*
- The level of the Council's reserves (Earmarked and General Fund) and best practice guidance to maintain at minimum levels, which currently the Council is unable to meet. The Council has eroded its General Fund in previous years. The Council used to hold reserves between 1 – 1.5 years Precept. The 2025/26 budget will take the Council to ½ years Precept. The 2025/26 budget replaces some reserves and provides for the Council to begin the new financial year on a more secure financial basis. Any underspends in the budget will support the Council's need to continue to build up its reserves to meet its own reserve policy. Reserves support the depreciation of assets; for every £1 net expenditure, the Council should look to budget 25% to ensure adequate reserves.
- The rules regarding the use of reserves i.e., the Council requires genuine purpose for expenditure.
- The importance of transparent and proactive informed communication and dialogue with the community regarding the need to increase the budget.
- Increase expenditure scrutiny by Committees.
- Moving towards a forward-looking Council. An adequate budget is required to move beyond crisis management.
- The budget has been prepared with professional expertise and advice.
- A grant award budget to take into consideration pressures felt by organisations delivering parish services, such as the Parish Youth Project.
- Ability of Councillors to justify the budget to the public.

The Chair thanked Councillors for an informative constructive debate. The Council thanked Mr. White for his time and expertise. Cllr. Kimberley requested that the minutes reflect the Council's acknowledgement and thanks to all staff for the detail and information provided, and the work undertaken to prepare the budget.

Cllr. Ede left the meeting: 20:33

209/24 Reports from Council representatives

NOTED the Mount Hawke Wellbeing Hub event on 19th December, 10am – 12pm. Council staff will be in attendance to explain Council services.

210/24 Christmas closure period
NOTED the varied Christmas closure period between Monday 23rd December 2024 – Monday 6th January 2025.

211/24 Notification of meeting/suggested items for agenda: 3rd February 2025
Presentation of budget information | Annual Parish Meeting.

212/24 Public Bodies (Admissions to Meetings) Act 1960 None

213/24 Extension of meeting time (Standing Order 3(w)) None

Meeting closed at 20:49

Appendix A: SCHEDULE OF INCOME & EXPENDITURE

ST. AGNES PARISH COUNCIL

Office Number:- 01872 553801

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SCHEDULE OF INCOME & EXPENDITURE TO 2ND DECEMBER 2024

D/D payments (contracts) - November

IT contracts & support/'phone & b'band/website hosting/copier - Total £1302.19

Council vehicles (contract lease hire/fuel cards) - Total £764.49

Utilities (water/electricity/waste & recycling for multiple sites) - Total £2052.24

Storage facilities - £172.80 per month

**All invoices listed hereunder have been examined, verified and certified by the Clerk/RFO and Deputy Clerk.*

Invoices - November

C P & S News	Newspapers for the library - September/October	PAID	£22.40
Cornwall ALC Ltd	September Code of Conduct training - Cllr Clark. Clerk		£24.00
SWPSI Ltd	Annual RoSPA inspections for play areas within St Agnes Parish. Clerk		£840.00
Macsalvors Ltd	Safety boots (B Barrett)/silicone/tape/engine oil/cable lock - Maint. team		£143.35
Rialtas Business Sols. Ltd	Additional Rialtas Cloud (accounts software) user fee. Minute 205/23		£364.10
CILIP: Library & Info. Assn	Annual part time membership for Library Manager. Minute H55/21	PAID	£138.24
Allotment holder	Refund of overpayment for annual half plot lease renewal @ Mithian. Clerk		£25.00
Creative View Ltd	A5 composite sign - Mount Hawke allotments. Clerk		£22.20
C Belsito - Library staff	Vehicle mileage - Library community outreach work undertaken during October		£28.68
Swift Catering Supplies Ltd	Toilet tissue/roll towel/toilet cleaner/cloths/aerosols. WCs		£504.43
Viking	Laminating pouches/2025 wall planners & diaries etc (library & office). Clerk		£91.44
Hudson Accounting Ltd	2024/25 Interim Internal Audit, per contract		£375.00
Atlas Tree Services	3 month recommendations work from Tree Inspections. Minute AMC 39/24		£1,325.00
Norman Electrics Ltd	Annual PAT testing at library & Parish Rooms + repair at P/towan WCs. Clerk		£196.68
WorkNest Ltd	Employee Assistance Program - Year 1 of 5. Minute H31/24		£1,679.04
Cornwall Council	Trelawny Road car parking ticket enforcement (October 2024) incl mileage		£63.60
Cornwall ALC Ltd	Introduction to Planning training in October - x3 Cllrs. Clerk		£108.00
Cornwall ALC Ltd	Heritage/Local Plans/Class Q planning training in October - x2 Cllrs. Clerk		£72.00
Spalding Associates (Env) Lt	Biodiversity Net Gain Assessment for library & land. Minute 101/24		£855.06
N.A.M.M	Corporate Associate Membership subscription to December 2025		£264.00
C Kalber	Cemetery maintenance & grave digging - November 2024		£1,975.00
C Belsito - Library staff	Vehicle mileage - Library community outreach work undertaken during Novembe		£30.49
Kernowek Gardeners Ltd	Cutting of Open Spaces per contract: x2 cuts in Oct + x1 cut in Nov		£1,080.00
IPS Group (UK) Ltd	Card transaction fees for parking meters + secure wireless data - November 2024		£136.50
Staffing costs	Total expenditure - November 2024		£42,450.74
Clerk's expenses - Nov '24	NIL		£0.00

PETTY CASH RECORD — November 2024 total - £47.88

LIBRARY INCOME — November 2024 - £257.25

RECEIPTS

Car park card payments	425 card payment transactions - Trelawny Road C/P parking meters - Nov 24	£1,207.50
RingGo Ltd	Income from car park pay & display charging via RingGo app - October 24	£940.86
Goundrys	Monthly rental income for Flat 17B (Oct + Nov), less management fee	£1,584.00
Car park cash income	Trelawny Road C/P - cash received in parking meters from 19/9/24 to 18/11/24	£506.50
Car park donations	Porthtowan collection	£64.11
Tresise & Baldwin	Headstone x2 @ £80 each	£160.00
Allotment holder	New half plot takeover at Mithian site (deposit & pro rata lease payment)	£47.95
M Carveth	Burial (re-open grave)	£550.00
Non-parishioner	Purchase of grave space	£2,250.00
M Carveth	Burial (non-parishioner)	£2,130.00
Tresise & Baldwin	Memorial inscription	£30.00

Signed & Dated by Councillor 1:

Signed & Dated by Councillor 2: