# ST AGNES PARISH COUNCIL

Parish Clerk: Catherine Nutting LLB, PGDip, BA (Hons), PSLCC
Parish Rooms, 17 Vicarage Road
St Agnes, Cornwall
TR5 0TL

01872 553801
clerk@stagnes-pc.gov.uk
www.stagnes-pc.gov.uk


**Full Council meeting – Monday 1st September 2025**

Minutes of the meeting of St Agnes Parish Council as above, held at Parish Rooms, St Agnes, TR5 0TL, 14:30.

**Present:** Cllrs Brown, Kimberley, Biggs, Palombo, Sheard, Pudney, Bradbury
**Absent:** Cllrs Mankee-Williams, Clark, Watson, Porter, Williams, Woolcott
**In attendance:** C Nutting, Clerk | Cwll Cllr Blackman | 2 Members of the Public (MOP)

---

**105/25 Apologies for absence.**
**RECEIVED** and **ACCEPTED** from Cllrs Mankee-Williams, Clark, Watson, Porter, Williams, and Cwll Cllr Mitchell.

**106/25 Declarations of interest/Requests for dispensation.** None.

**107/25 Public Participation.** None.

**108/25 Cornwall Councillors' reports. RECEIVED** a report from Cwll Cllr Blackman.

**109/25 Council meeting minutes: 4th August 2025**
**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 Kimberley/Biggs. 6 in favour, 1 abstained: Cllr Sheard.

**110/25 Committee meeting minutes.**
**RECEIVED** and **NOTED** the draft minutes and resolutions therein of the Committee meetings as below:

- HR Committee – 5th August
- Planning Committee – 26th August

**111/25 St. Agnes Ward By-Election**
**RECEIVED** and **NOTED** the Notice of Uncontested Election.

**112/25 HR Committee**
**NOTED** the two vacant seats. Unable to appoint new Members to the Committee currently.

**113/25 Dogs on beaches consultation**
**RECEIVED** Cornwall Council's stakeholder consultation letter and **RESOLVED** to submit the following response: Porthtowan Beach is Cornwall Council owned and holds Blue Flag status. However, it is widely acknowledged to be unclean, with ongoing issues relating to irresponsible dog use. The Parish Council considers Cornwall Council's enforcement presence to be insufficient. The Parish Council supports keeping the current restriction hours, but additional stronger supporting actions are required to make them effective. Key points:

- **Signage** - Install large, clear signage at both beach entrances and at key locations in the car park, including near pay-and-display machines. This ensures drivers who may miss entrance signage are informed before paying. Visibility at the point of payment helps prevent situations where visitors unknowingly pay before discovering dog restrictions and then choose to risk non-compliance.
- **Enforcement** - Ensure effective, visible dog warden patrols and publish information on fines issued.

- **Bins** - Improve provision and visibility of dog waste bins.
- **Reporting Mechanism** - A clear contact number should be displayed so the public can report incidents - with location, time, and date - to support evidence-based enforcement action.
- **Partnership working**: The Parish Council would welcome discussion on whether it can contract with Cornwall Council for enhanced enforcement (as with car parks). We also request access to beach data for use by our FPN trained team.

Cornwall Council should take a proactive approach to encourage responsible dog ownership and ensure Porthtowan Beach maintains the standards expected of a Blue Flag beach.
Cllrs Kimberley/Pudney. Unanimous. *Clerk to action.*

**114/25 Clerk's update: Temporary Prohibition of Traffic | Streetlighting Initiative - Next Phase**
**RECEIVED** and **NOTED** as above.

**115/25 Grant Application: Neighbourhood Watch, Feel Safe Scheme**
**RECEIVED** updating information as requested (86/25, 04.08.2025). **NOTED** the Council's responsibility to ensure expenditure benefits the widest number of residents. **RESOLVED** to award £500. Cllrs Kimberley/Bradbury. Unanimous. *Officers to action.*

**116/25 Schedule of Income & Expenditure**
**RESOLVED** to approve as above (Appendix A). Cllrs Sheard/Palombo. Unanimous. *Officers to action.* **RECEIVED** and **NOTED** a budget report.

**117/25 Notification of meeting/Suggested items for agenda: 6th October 2025.** Include: HR Committee vacancies.

**118/25 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. Cllrs Pudney/Palombo. Unanimous.

**119/25 Staff laptops**
**RECEIVED** a report and **RESOLVED** to purchase 5x Lenovo V15 G4 i5 via FocusGroup. Old laptops to be securely wiped and repurposed e.g., through a registered charity. Cllrs Sheard/Kimberley. Unanimous. *Clerk to action.*

Meeting closed at 15:29

# Appendix A: SCHEDULE OF INCOME & EXPENDITURE


**ST. AGNES PARISH COUNCIL**

Office Number:- 01872 553801

Email : clerk@stagnes-pc.gov.uk

www.stagnes-pc.gov.uk


**SCHEDULE OF INCOME & EXPENDITURE TO 1ST SEPTEMBER 2025**

**D/D payments (contracts) - August 2025**

IT contracts & support/'phone & b'band/copier/website hosting - Total £970.67

Council vehicles (contract lease hire/fuel cards) - Total £702.58

Utilities (water/electricity/waste & recycling -multiple sites) - Total £4,322.20

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

**Invoices - August 2025**

| | | | |
|---|---|---|---|
| St Agnes Town Silver Band | Grant payment, as approved. Minute 87/25 | PAID | £400.00 |
| Breakthrough Comms Ltd | Data Protection Compliance package. Minute 99/25 | | £5,994.00 |
| Screwfix (Trade UK) | x20 self-closing taps for both allotment sites. Clerk | | £584.73 |
| Viking | A4 paper for library & office. Clerk | | £49.02 |
| Cornwall ALC Ltd | St Agnes PC's donation to S Mason's retirement collection. Clerk | PAID | £50.00 |
| Amazon | x2 commercial padlocks for Maintenance Hub gates. Clerk | PAID | £21.45 |
| Macsalvors Ltd | Roofing bolts/timber/woodstain/adblue/x2 hivis t-shirts & bump caps. Clerk | | £148.77 |
| Screwfix (Trade UK) | Builder's bucket - WCs use. Clerk | | £4.23 |
| C Harrod - Maint. Team | Reimburse key cutting - Maintenance Hub doors/padlocks. Clerk | | £22.50 |
| SWPSI Ltd | Monthly operational inspection @ Beaconsfield play area - July | | £40.00 |
| Swift Catering Supplies Ltd | Toilet cleaner/toilet tissue/hand soap/mop heads/gloves/toilet brushes -WCs. Clerk | | £857.08 |
| QR Code Generator Pro | Online annual membership fee (150 euro). Minute 91/25 | PAID | £133.45 |
| Swift Catering Supplies Ltd | Long roll towel for WCs (to complete above order). Clerk | | £155.99 |
| Imageset Printers | Stationery stock donated to the Parish Council: A4 paper/folders/envelopes. Clerk | | £50.00 |
| TEE Ltd | Remedial works to correct C2 electrical deviations at Parish Rooms. Clerk | | £406.80 |
| DeterTech UK Ltd | SmartWater forensic markers for tools left @ Maintenance Hub. Clerk | PAID | £59.50 |
| TEE Ltd | Remedial works to correct FI electrical deviations at the library. Clerk | | £294.00 |
| TEE Ltd | Electrical Installation Condition Report (EICR) for Flat 17B. Clerk | | £270.00 |
| SWPSI Ltd | Operational inspections of all play areas within the parish - August | | £180.00 |
| WF Education Ltd (Gresswell) | x20 small book stands for the library. Clerk | | £94.80 |
| St Austell Gdn Machinery Ltd | Makita pole saw (to replace existing broken one). Clerk | PAID | £340.00 |
| Cornwall ALC Ltd | CCTV & Data Protection Webinar on 4th August - C Nutting. Clerk | | £43.80 |
| St Austell Gdn Machinery Ltd | New strimmer head and blades - Maintenance Team. Clerk | PAID | £55.60 |
| St Austell Gdn Machinery Ltd | New hedgetrimmer blades/angle bracket/rebuild - Maintenance Team. Clerk | PAID | £88.20 |
| Cornwall Council | Trelawny Road car park ticket enforcement - July 2025 | | £123.00 |
| Contract Sign Systems | Security notice signage (x3) for Maintenance Hub. Clerk | | £58.62 |
| Cornwall ALC Ltd | Code of Conduct training - Cllr Biggs. Clerk | | £30.00 |
| C Kalber | Cemetery maintenance & grave digging - August 2025 | | £2,145.00 |
| IPS Group (UK) Ltd | Card transaction fees for parking meters + secure wireless data - August 2025 | *TBC* | |
| Staffing costs | Total expenditure - August 2025 | | £38,736.36 |
| Clerk's expenses - August '25 | NIL | | £0.00 |

PETTY CASH RECORD — August 2025 total - £25.31

LIBRARY INCOME — August 2025 - £ *TBC*

**RECEIPTS**

| | | | |
|---|---|---|---|
| Car park card payments | Card payment transactions - Trelawny Road C/P parking meters - August 2025 | *TBC* | |
| RingGo Ltd | Income from car park pay & display charging via RingGo app - July 2025 | | £1,911.61 |
| Parishioners x2 | x2 access cards sold for Porthtowan WCs doors @ £10 each | | £20.00 |
| Tresise & Baldwin | Added memorial inscriptions x3 @ £50 each | | £150.00 |
| Carlyon Funerals | Burial | | £650.00 |
| Parishioners x4 | x4 access cards sold for Porthtowan WCs doors @ £10 each | | £40.00 |
| Parishioners x2 | x3 access cards sold for Porthtowan WCs doors @ £10 each | | £30.00 |
| Goundrys | Deposit return - Flat 17B, Vicarage Road | | £300.00 |

**Signed & Dated by Councillor 1:**

**Signed & Dated by Councillor 2:**