A Civility & Respect Pledge Council

ST AGNES PARISH COUNCIL

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

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Full Council meeting – Monday 6th October 2025

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

Present: Cllrs. Brown, Kimberley, Biggs, Palombo, Sheard, Pudney, Mankee-Williams, Clark, Watson, Woolcott, Law, Griffiths
Absent: Cllrs. Bradbury, Porter, Williams
In attendance: C Nutting, Clerk | Cwll Cllr Blackman | 3 Members of the Public (MOP)

120/25 Apologies for absence.
RECEIVED and **ACCEPTED** from Cllr. Bradbury and Cwll Cllr. Mitchell.

121/25 Declarations of interest/Requests for dispensation. None.

122/25 Public Participation.
A member of the public addressed the Council regarding making parish footpaths and stiles more accessible for elderly and less mobile users. The speaker, who has led a local walking group for 15 years and is a member of the Local Improvement Committee (LIC), reported that around 20 stiles present barriers; surveys have been undertaken, and landowners contacted without result. Cornwall Council have advised that the case to make improvements would be strengthened if the Parish Council adopts an initiative for "elderly-friendly" footpaths/stiles; the Ramblers Association supports making Public Rights of Way (PRoW) accessible for the elderly and disabled. Formal backing from the Parish Council was requested; and the LIC may contribute funding. Cornwall Council has indicated its support if such an initiative is adopted and enhanced Local Maintenance Partnership (LMP) funding for small physical PRoW projects (beyond routine cutting) may be available to the Parish Council to support improvements. Proposed improvements would not undermine landscape heritage but seek to add handholds and other measures to make them easier and safer to navigate. Matter to be added to the November agenda for discussion.

123/25 Community Roots.
RECEIVED a verbal presentation from Antonia Pickup of Community Roots which is based at the Mount Pleasant Eco Park, Porthtowan. Community Roots is a Community Supported Agriculture project, which cultivates 1 acre and has operated for 4½ years - now with an indoor activity space. They grow food in planet-positive ways and "grow community" through inclusive volunteer sessions (Tuesdays and the first Sunday of each month 10:00–16:00); supporting participants of all ages and abilities with recognised mental-health benefits. Finances are challenging. Weekly veg bags are sold on a sliding scale of affordability (from £5.50). Produce is grown year-round; in winter they supplement from local/UK organic farms and do not use airfreight. However, operations rely on grants and crowdfunding. The Parish Council and other sources have previously provided grants and further PC grant applications are likely. They work collaboratively with Goonown Growers and other community grower enterprises. Community Roots invited the Council to consider ways to improve financial sustainability.

124/25 Cornwall Councillors' reports.
RECEIVED a verbal report from Cwll Cllr Blackman and a written report from Cwll Cllr Mitchell.

Cllr. Woolcott arrived: 19:20
Cwll Cllr Blackman & 1x MOP left: 19:23

125/25 Grant Application: St. Agnes Surf Life Saving Club

RECEIVED a grant application for £4,000 to replace the ceiling of the Clubhouse. **NOTED** the Council's annual grant budget. **DISCUSSED** the organisation's finances and reserves; the importance of maintaining parity of support across the parish; and the breadth of beneficiaries (all ages) supported by the Club, including its lifesaving work. **RESOLVED** to award £1,000 Cllrs Pudney/Kimberley. 11 in favour, 1 objection: Cllr Clark. *Officers to action.*

126/25 Grant Application: Goonown Growers CIC

RECEIVED a revised grant application for £670 for picnic benches. **NOTED** the applicant's negative balance sheet and operating loss. **DISCUSSED** the Council's dual role in supporting community and environmental benefit while safeguarding public funds. Members acknowledged the group's transparency and revised application, noting that funding would support volunteers' health and wellbeing. A motion to award £335 for one unit was put forward (Cllrs Clark/Pudney. 9 in favour). After further discussion, that decision was rescinded (Cllrs Kimberley/Palombo. Unanimous). A motion to award £670 for two units was then lost on the Chair's casting vote (Cllrs Mankee-Williams/Sheard; tied vote). **RESOLVED** to award £335 for one unit. Cllrs Clark/Pudney. 8 in favour, 2 objections: Cllrs Mankee-Williams & Woolcott, 2 abstentions: Cllrs. Sheard & Palombo. *Officers to action.*

2x MOP left: 19:48

127/25 Goonown Playing Field: s.106 Funding Application

NOTED the application submitted to Cornwall Council and **RESOLVED** to **SUPPORT**. Cllrs Watson/Kimberley. Unanimous. *Clerk to action.*

128/25 Council meeting minutes: 1st September 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 Pudney/Biggs. 10 in favour, 2 abstained: Cllrs Mankee-Williams & Clark.

129/25 Planning Committee

1. **NOTED** the draft minutes and resolutions therein of the meeting dated 29.09.2025.

RESOLVED to:-

2. **ACCEPT** the recommendation not to review the NDP at this time (PL44/25, 26.08.25).
3. **ACCEPT** the recommended updates to Planning policies (PL34/25, 28.07.25).
4. **APPOINT** Cllr. Griffiths to the Planning Committee.

Cllrs Clark/Kimberley. Unanimous. *Officers to action.*

130/25 Traffic & Road Safety Working Group

1. **RECEIVED** the draft minutes and recommendations therein and **RESOLVED** to adopt. Cllrs Palombo/Biggs. Unanimous.
2. **RECEIVED** a report regarding the removal/replacement of two Parish Council owned bus shelters in Porthtowan by Cornwall Council Highways, to be supported by advertising revenue. **REVIEWED** its previous decision to refuse a Fernbank advertising-funded bus shelter offer in Porthtowan (55/24, 03.06.24). **DISCUSSED** concerns about the impact of national advertising on health and wellbeing and local businesses, and the absence of a Council hyper-local advertising strategy. There was broad consensus to safeguard local health and interests. **NOTED** that delivering Parish Council provided shelters would be costly (no budget in 2025/26; would require provision in 2026/27) and require officer-led time. Considered the feasibility of pursuing a Council-led locally funded model (including local advertising). The current shelters are non-compliant and used by schoolchildren on a dangerous road. The proposed replacements meet accessibility/robustness and regulation standards. Members acknowledged that Highways' current action has been prompted by the "Slow Down Porthtowan" action group, which has addressed the Council on multiple occasions and whose aims the Council has supported. Highways' funding offer/project is a time-limited scheme, which would be shelved and funding reallocated were the Council to withhold consent. Members expressed disappointment at the limited information received from Highways and the short timescales to decide. **AGREED** that the Council supports improved shelters within the Parish but has concerns about funding via national advertising. **RESOLVED** to accept Highways' project and associated funding as a pragmatic road-safety measure; to consent to the removal of the two shelters; and to record the Council's

continuing overarching concerns regarding advertising. Cllrs Pudney/Clark. 7 in favour, 1 objection: Cllr. Watson, 4 abstentions: Cllrs. Law, Biggs, Kimberley, Palombo. *Clerk to action.*

131/25 HR Committee
RESOLVED to appoint Cllrs Law and Pudney to the HR Committee. Cllrs Brown/Watson. Unanimous. *Clerk to action.*

132/25 Clerk's update: Flood Forum conference | property auction | Portreath Remembrance Service | Neighbourhood Police drop-in | Street Trading | Taxi Zones | Arc Of Attrition
RECEIVED and **NOTED** as above. Traffic manager for the Arc Of Attrition to be added to the November agenda.

133/25 Grant Policy
RESOLVED to adopt the updated policy and application form, amended so that applications are considered quarterly (June/Sept/Dec/Mar) rather than on a rolling basis, to support management of the annual grants budget and promote fairer awards; where the Full Council agenda is busy and/or there are numerous applications, the Chair may call an extraordinary meeting on the advice of the Clerk; and to require the application form to state the organisation's location and the beneficiaries of its work. Cllrs Mankee-Williams/Biggs. Unanimous. *Clerk to action.*

134/25 Schedule of Income & Expenditure
RESOLVED to approve as above (Appendix A). Cllrs Watson/Woolcott. Unanimous. *Officers to action.* **RECEIVED** and **NOTED** a budget report and End Qtr.2 Significant Variation report.

135/25 Conclusion of External Audit 2024-2025
RECEIVED and **NOTED** BDO's completed review of the AGAR for the year ended 31st March 2025 and additional information. **NOTED** the Notice of Conclusion of Audit published on the Council's website.

136/25 Reports from Council representatives. None.

137/25 OPCC CCTV grant application
RECEIVED a report and verbal update from Cllr Kimberley. **DISCUSSED** potential CCTV locations, scheme requirements, timescales, compliance obligations, and costs; thanked those involved for their work; and **RESOLVED** not to proceed at this time. Cllrs Sheard/Biggs. Unanimous.

20:54

138/25 Extension of meeting time (Standing Order 3(w))
RESOLVED that the meeting be extended for a maximum of 30 minutes to complete items of business on the agenda. Cllrs Watson/Mankee-Williams. Unanimous.

139/25 2026-27 Annual Budget Considerations
RECEIVED a report and **RESOLVED** to hold a meeting at 18:30 on 13th October to consider Council strategy to inform budget setting. Cllrs Watson/Brown. Unanimous.

140/25 Notification of meeting/Suggested items for agenda: 3rd November 2025
To be added: Elderly friendly footpaths/styles. Arc Of Attrition traffic management. Apology received from Cllr. Clark.

141/25 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 Brown/Pudney. Unanimous.

142/25 Internal Auditor & Contract for Financial Services

RECEIVED a confidential report and quotes. **CONSIDERED** the Council's financial and accounting support needs and options for financial services. **RESOLVED**:

1. To enter a new contract for financial support with Hudson Accounting Ltd, renewable annually by mutual consent.
2. Appoint Mulberry Local Authority Services (LAS) Ltd as the Council's Internal Auditor for a three-year term.

Cllrs Watson/Pudney. Unanimous. *Clerk to action.*

Meeting closed at 21:30

Appendix A: SCHEDULE OF INCOME & EXPENDITURE

ST. AGNES PARISH COUNCIL

Office Number:- 01872 553801
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SCHEDULE OF INCOME & EXPENDITURE TO 6TH OCTOBER 2025

D/D payments (contracts) - September 2025

IT contracts & support/'phone & b'band/copier/website hosting - Total £1152.71
Council vehicles (contract lease hire/fuel cards) - Total £730.00
Utilities (water/electricity/waste/recycling+ Council tax 17B Vicarage Rd) Total - £3520.12

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

Invoices - September 2025

Healthmatic Ltd	Installation of DDA alarm linked to P/T WCs doors (less £600 goodwill credit). Cle	PAID	£751.68
The Feel Safe Scheme	Grant payment, as approved. Minute 115/25	PAID	£500.00
Cornwall Council	St Agnes ward by-election recharge (uncontested). Clerk	PAID	£302.04
Scientific Services Ltd	Legionella risk assessments - x3 WCs/library/Parish Rooms. Minute AMC 21/25	PAID	£810.00
Reach Publishing Services Lt	Monument safety testing newspaper article. Clerk	PAID	£261.74
Indeed Operations Ltd	Online advertising for Maintenance Team job vacancy. Minute H14/25	PAID	£437.53
Brazier Exterior Cleaning Se	Window cleaning at all sites - August 2025	PAID	£145.00
Screwfix (Trade UK)	Duraplast toilet seats x3 - Porthtowan WCs. Clerk		£67.47
Macsalvors Ltd	Bolts/treated wood/dustbin/pruning saw/litter picker/fire blanket - Maint. team		£201.44
Fire Safety Cornwall Ltd	Fire safety assessment & report - Maintenance Hub. Clerk		£210.00
Mitchell & Webber	1500ls of heating oil for the library. Clerk	PAID	£896.96
Screwfix (Trade UK)	x2 replacement LED tube lights for Parish Rooms kitchen. Clerk		£21.96
BDO LLP	Limited Assurance Review for year ended 31st March 2025. Minute 40/25		£1,638.00
Goggins & Grub	Newspapers for the library - July & August. Clerk		£29.10
Bu-Mar Skip Hire Ltd	Replacement enclosed skip - Mount Hawke allotments. Clerk		£660.00
SeaDog IT Ltd	50% invoice for website design and upgrade. Minute 90/25		£1,500.00
Amazon	x2 packs of 6 Zoflora disinfectant for WCs. Clerk	PAID	£60.00
Canva (online)	Graphics tool subscription for QR codes & recruitment posters etc. Clerk	PAID	£27.00
SWPSI Ltd	Monthly operational inspection of Beaconsfield play area - September		£40.00
Rabart Decorators Ltd	Allcoat gloss for public toilet doors (following vandalism). Clerk		£25.69
Screwfix (Trade UK)	Pipe set to replace vandalised pipes at Churchtown WCs (gents). Clerk		£89.47
Indeed Operations Ltd	Sponsored job adverts for September 2025. Minute H13/25 & H14/25	PAID	£501.31
Pellows Waste Disposal Ltd	Call out charge to library 23/09/2025 to check for drain blockages. Clerk		£104.40
Pellows Waste Disposal Ltd	Emptying of pump pit at library, following pump failure. Clerk		£302.00
Cornwall Council	Trelawny Road car park ticket enforcement - August 2025		£160.50
C Kalber	Cemetery maintenance & grave digging - September 2025		£1,880.00
Kernowek Gardeners Ltd	Open spaces cutting, per contract - x3 cuts in April & x2 cuts in May		£1,800.00
Kernowek Gardeners Ltd	Open spaces cutting, per contract - x2 cuts in June & x2 cuts in July		£1,440.00
Screwfix (Trade UK)	60L heavy duty box for Maintenance Hub. Clerk		£36.00
Young People Cornwall	Partnership agreement (youth provision) - Quarter 2 invoice. Minute 66/25		£4,375.00
IPS Group (UK) Ltd	Card transaction fees for parking meters + secure wireless data - September 202		£224.70
Staffing costs	Total expenditure - September 2025		£33,407.82
Clerk's expenses - Sept '25	NIL		£0.00

PETTY CASH RECORD — September 2025 total - £50.42
LIBRARY INCOME — September 2025 - £217.15

RECEIPTS

Car park card payments	Card payment transactions - Trelawny Road C/P parking meters - September 202	*£ TBC*	
RingGo Ltd	Income from car park pay & display charging via RingGo app - August 2025		£2,463.02
Parishioners x6	x6 access cards sold for Porthtowan WCs doors @ £10 each		£60.00
Cornwall Council	Precept payment 2025/26 - second instalment		£394,700.00
Non-parishioner	Burial - new double cremation plot		£1,725.00
Allotment holders	Half year lease renewals of plots to March 2025 - Mithian & Mount Hawke		£716.25
Parishioners x5	x5 access cards sold for Porthtowan WCs doors @ £10 each		£50.00

Signed & Dated by Councillor 1:

Signed & Dated by Councillor 2: