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 3rd November 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, Watson, Porter, Williams, Woolcott, Law, Griffiths
Absent: Cllrs. Clark, Mankee-Williams
In attendance: C Nutting, Clerk | Cwll Cllr Blackman | 2 Members of the Public (MOP)

143/25 Apologies for absence and Member resignation
RECEIVED and **ACCEPTED** from Cllrs. Clark, Mankee-Williams and Cwll Cllr. Mitchell. **NOTED** the resignation of Cllr. Bradbury, Porthtowan Ward and resulting Casual Vacancy.

144/25 Declarations of interest/Requests for dispensation. None.

145/25 Parish Youth Project (PYP)
RECEIVED a presentation regarding the work of the Parish Youth Project.

Mr. Wildman left – 19:24

146/25 Public Participation
A member of the public recapped access issues: ~15–20 stiles in the parish are difficult to traverse; national guidance favours replacing stiles with accessible gates. Landowner cooperation is essential to the programme's success. Parish Council backing is sought to support the initiative.

147/25 Accessible footpaths
NOTED minute 122/25, 06.10.2025 and **CONSIDERED** the Council's position. **NOTED** available Cornwall Council funding up to £15,000 in a single application, with projects to start and complete by 31 March 2026; while the timescale may be challenging, anticipated future rounds support preparing now. **NOTED** that grant funding should remove any expectation of landowner contributions, aiding partnership working.
RESOLVED:

- To support the initiative to make Parish stiles and footpaths accessible. Cllrs Watson/Law. 10 in favour, 2 abstained: Cllrs Porter & Williams.
- To form a Working Group (Cllrs Clark, Sheard, Law, and Richard Tufnell (MOP)) and seek LMP funding; the Group to develop a strategy of action and financial plan to support the application process. Cllrs Law/Sheard. 10 in favour, 2 abstained: Cllrs Porter & Williams.

MOP left – 19:44

148/25 Cornwall Councillors' reports.
RECEIVED written reports from Cwll Cllrs Blackman (in attendance) and Mitchell. **NOTED** additional details from Cllr Kimberley on the road safety matters in Cllr Mitchell's report; these do not fall within the Parish Council's ownership, liability, insurance, enforcement or management. **NOTED** that Cllr Kimberley is liaising with Cllr Mitchell and Cornwall Council, as a courtesy, to support positive action.

Cwll Cllr Blackman left: 19:47

149/25 Council meeting minutes: 6th October 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 Watson/Pudney. Unanimous.

150/25 Replacement of Bus Shelter(s)
NOTED minute 55/24, 03.06.2024 and receive verbal updates from Cllr. Kimberley and the Clerk. The Clerk reported that Cornwall Council has confirmed continued support for a replacement shelter on Beach Road, Porthtowan on the previously agreed basis. Fernbank would supply the shelters as advertising units at no cost, with delivery and installation charges met by Cornwall Council. Fernbank provided shelters would remain their asset, with Fernbank responsible for ongoing cleaning, maintenance and insurance. Specification (colour, seating, etc.) would be agreed between Fernbank and the Council. The Council may enter into an advertising agreement with Fernbank to control suitability, with a 200m buffer from any school (alcohol). The Maintenance Team is updating the Bus Shelter Audit to identify priority sites; new shelters are considered necessary in Porthtowan, Blackwater and Mount Hawke. **RESOLVED**:

- Refer the bus-shelter matter to the Traffic & Road Safety Working Group to consider the completed Audit and Cornwall Council/Fernbank information (including the advertising agreement and maintenance plan), and to develop a parish-wide bus-shelter strategy securing negotiating power and community benefit; report back with final recommendations.
- To appoint Cllr. Law to the Working Group.

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

151/25 Clerk's update: Temporary Prohibition of Traffic
RECEIVED and **NOTED** as above.

152/25 Proceedings under Highways Act 1980: Proposed diversions/extinguishment to public footpaths - preliminary consultation
RECEIVED and **NOTED** as above. **RESOLVED** to make no comments regarding the four proposals:

Diversion - 318/61/8 and 318/61/3 (at "Jericho Cottage")	Diversion - 318/61/4 (at " Fernhill")
Extinguishment - 318/61/15 (at "Blue Hills Mine")	Extinguishment - 318/61/9 (at "Jericho Cottage")

Cllrs Sheard/Kimberley. Unanimous.

153/25 Committee meeting minutes
RECEIVED and **NOTED** the draft minutes and resolutions therein, as follows:

- Planning Committee – 27th October

154/25 Schedule of Income & Expenditure
RESOLVED to approve as above (Appendix A). Cllrs Pudney/Biggs. Unanimous. *Officers to action.* **RECEIVED** and **NOTED** a budget report.

155/25 Community Infrastructure Levy (CIL) 'Neighbourhood' payment - October 2025
NOTED payment of £46,585.52, as above for Planning applications PA24/01522 | PA24/03025 | PA25/02340.

156/25 Arc Of Attrition – Traffic Management Concerns
CONSIDERED that traffic impacts can run Wednesday–Monday and local infrastructure is strained, requiring a balance between supporting businesses/events and residents. **NOTED** a meeting between Cornwall Council Highways and Cwll Cllr Mitchell regarding event traffic management, to which the Parish Council is not invited. **NOTED** that Cllr. Pudney has written to the organisers and taken a lead interest in the matter as Member for Porthtowan. **RESOLVED** to invite Cllr.

Pudney to draft a letter for Councillor approval, to be sent to Highways and the event organisers setting out the Council's and communities concerns. Cllrs Pudney/Biggs. Unanimous. *Clerk to action.*

157/25 Public toilet locking regime
RECEIVED a verbal report from the Clerk explaining that due to risks of vandalism, anti-social behaviour, rough sleeping and drug misuse, the public toilets at Churchtown and Trevaunance Cove, St. Agnes are being locked/unlocked daily by the Maintenance Team, including at weekends. This requires out-of-hours attendance and is incurring overtime costs. **CONSIDERED** whether to (a) continue the current locking regime, (b) keep the toilets unlocked and accept the associated risks, or (c) lock over the weekend (Friday evening – Monday morning). **RESOLVED** to lock/unlock throughout the week within staff working hours and **APPROVED** out-of-hours attendance over the weekends. Cllrs Watson/Palombo. 11 in favour, 1 objected: Cllr Porter. *Officers to action.*

158/25 Internal Control 2025/26: Quarter 2
RECEIVED and **NOTED** as above and **RESOLVED** to appoint Cllrs Sheard and Palombo to undertake the Internal Controls check on 15.01.2026 for 2025/26 Quarter 3. Cllrs Watson/Pudney. Unanimous. *Clerk to action.*

159/25 Reports from Council representatives.
Cllr. Brown: CAP meeting update regarding the extension of the Saints Way. CAP transport information to be sent to the Traffic & Road Safety Working Group for relevant funding review.
Cllr. Kimberley: Updated regarding Mount Hawke school safety initiative.

160/25 Notification of meeting/Suggested items for agenda: 1st December 2025
RESOLVED to diarise a separate budget meeting on 8th December, if the Council requires additional time to consider after its 1st December meeting. Cllrs Williams/Pudney. Unanimous. *Clerk to action.*

Extension of meeting time (Standing Order 3(w)) None
Public Bodies (Admissions to Meetings) Act 1960 None

Meeting closed at 21:00

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 3RD NOVEMBER 2025

D/D payments (contracts) - October 2025

IT contracts & support/'phone & b'band/copier/website hosting - Total £947.89

Council vehicles (contract lease hire/fuel cards) - Total £685.93

Utilities (water/electricity/waste/recycling) + Council tax (P/Rooms) Total - £4111.57

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

Invoices - October 2025

Cornwall Council	1st May uncontested parish election recharges (x5 wards). Clerk	PAID	£1369.04
Macsalvors Ltd	Wood screws/treated batten/barrier tape/screwdriver bits/treated boards - Maint.	PAID	£102.68
Contract Sign Systems	Signage - 'How to Use Door Payment System' @ P/towan WCs. Clerk	PAID	£30.00
Indeed Operations Ltd	Sponsored job adverts on Indeed for later in September 2025. Minute H14/25	PAID	£433.65
Initial Washroom Hygiene	Waste management contract at WCs - October 2025 to January 2026		£588.41
St Agnes Surf Life Saving Club	Grant payment, as approved. Minute 125/25	PAID	£1000.00
Goonown Growers CIC	Grant payment, as approved. Minute 126/25	PAID	£335.00
Viking	A4 paper/keyboard/mouse/laptop bag (A Tippett)/large ring binder. Clerk		£177.59
Cornwall Council	Remaining half yearly rent - Beaconsfield Play Area		£15.00
Cornwall ALC Ltd	Chairmanship Skills for Councillors training - C Nutting. Clerk		£42.00
Cornwall ALC Ltd	Councillor Skills for Councillors training - C Nutting. Clerk		£42.00
Cornwall ALC Ltd	Code of Conduct training - Cllr Mankee-Williams. Clerk		£30.00
Cornwall ALC Ltd	Introduction to Planning training - Cllr Biggs. Clerk		£42.00
Cornwall ALC Ltd	Finance training - C Nutting (x2) & x5 Councillors. Clerk		£294.00
Amos Pumps (UK) Ltd	Labour costs - library sewerage pump (following overflow). Clerk		£360.00
Allotment holder	Surrendered full plot at Mount Hawke allotments - deposit refund. Clerk		£50.00
Atlantic Fabrications (ebay)	1 further steel security gate for Maintenance Hub door. Clerk	PAID	£152.00
Stephens & Scown LLP	Interim professional charges - Lease of Coosewartha Allotments. Minute 103/25	PAID	£748.80
Stephens & Scown LLP	Interim professional charges - Reg. & TFR of land to St Agnes LIC. Minute 221/24	PAID	£2348.40
Stephens & Scown LLP	Interim professional charges - Acq. Beaconsfield Play Area. Minutes 32/24, 138/24	PAID	£124.80
Stephens & Scown LLP	Interim professional charges - Acq. P/towan Shoppers C/P. Minutes 32/24, 138/24	PAID	£187.20
B E White	Accounting support (July/August) & budget support on 29th September 2025		£675.00
Canva (online)	Graphics tool subscription for QR codes & recruitment posters etc. Clerk	PAID	£27.00
Screwfix (Trade UK)	General purpose mortar & mixed plaster - Maintenance Hub. Clerk		£36.87
ICCM	Memorial management one-day training course for x2 delegates. Clerk		£420.00
Azets Holdings Ltd	Professional payroll services for August & September 2025. Minute 78/25		£305.63
K & M Water Engineers	Replacement of underground water pipe adj. to Maint Hub (leak). Clerk		£2,070.00
Somerset Assn Local Councils	Allotment management training for x2 delegates. Clerk		£80.00
Action Fire Southwest	Annual fire extinguisher testing (& materials) - Office. Clerk		£204.12
Action Fire Southwest	Annual fire extinguisher testing (& materials) - Library. Clerk		£114.00
Clear-flow Ltd	Callout/rodding of blocked urinals @ Porthtowan WCs (July 2025). Clerk		£228.00
Allotment holders x3	Refund of x3 allotment lease overpayments by tenants at Mithian. Clerk		£97.50
Allotment holder	Downsizing of plot at Mithian allotments from full to half - deposit refund. Clerk		£25.00
Allotment holder	Refund of deposit at Mount Hawke, moving from full plot to half plot. Clerk		£25.00
Cornwall Council	Trelawny Road car park ticket enforcement - September 2025		£162.00
South West Water	Water/sewerage invoice since tenant's departure in July - Flat 17B. Clerk	PAID	£20.10
Cornwall ALC Ltd	Chairing Skills training (in person session with S Mason) - x7 delegates. Clerk		£558.36
Healthmatic Ltd	Supply of x250 pre-paid access cards for WCs doors. Minute AMC 90/24		£2,349.00
Royal British Legion (Poppy)	x4 Remembrance wreathes for wards within the parish. Minute 170/19		£114.00
Swift Janitorial Supplies Ltd	x10 packs of toilet tissue - WCs. Clerk		£475.09
Screwfix (Trade UK)	Plastering tools & materials for Maintenance Hub interior works. Clerk		£67.24
C Kalber	Cemetery maintenance & grave digging - October 2025		£1,915.00
IPS Group (UK) Ltd	Card transaction fees for parking meters + secure wireless data - October 2025		£195.36
Staffing costs	Total expenditure - October 2025		£34,894.85
Clerk's expenses - Oct '25	NIL		£0.00
PETTY CASH RECORD	October 2025 total - £16.52		
LIBRARY INCOME	October 2025 - £195.15		

RECEIPTS

Car park card payments	Card payment transactions - Trelawny Road C/P parking meters - October 2025	£1,953.00
RingGo Ltd	Income from car park pay & display charging via RingGo app - September 2025	£1,479.74
D Lovering Funerals	Burial (triple depth) - existing grave plot holder	£695.00
Cornwall Council	Footpath cutting grant (LMP & SWCP) 2025/26	£4,822.09
Tresise & Baldwin	Memorial plaque - St Agnes Cemetery	£50.00
Martin & Sons Mon. Mason	Memorial inscription - St Agnes Cemetery	£50.00
Allotment holders - Oct	Half year lease renewals of plots to March 2025 - Mithian & Mount Hawke sites	£917.50
Allotment holders - Oct	New plot takeovers at Mithian & M/Hawke sites (new leases & deposit payments)	£400.00
Parishioners x2	x2 access cards sold for Porthtowan WCs doors @ £10 each	£20.00
HMRC	VAT repayment - Quarter 2, 2025/26	£6,583.72
Non-parishioner	Interment of ashes (new grave)	£1,725.00
R Pascoe & Sons	Memorial plaque - St Agnes Cemetery	£50.00
Cornwall Council	CIL receipts in respect of planning apps: PA24/01522, PA24/03025, PA25/02340	£46,585.52
M Carveth Funerals	x2 burials (new plots), x1 interment of ashes, x1 plaque on new cremation plot	£4,090.00
Nayax Financial Services	Income from Porthtowan WCs doors (September 2025), less fees	£204.40
Tresise & Baldwin	Memorial inscription - Mount Hawke Cemetery	£50.00
Tresise & Baldwin	Headstone - Mount Hawke Cemetery	£100.00
Carlyon Funerals	Interment of ashes - parishioner	£575.00
Car park donations	Porthtowan collection - July/August/September/October	£398.35

Signed & Dated by Councillor 1:

Signed & Dated by Councillor 2: