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

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

Full Council meeting – Monday 1st December 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, Clark, Biggs, Palombo, Sheard, Pudney, Watson, Mankee-Williams, Law, Griffiths
Absent: Cllrs. Porter, Williams, Woolcott
In attendance: C Nutting, Clerk | Cwll Cllr Blackman | 3 Members of the Public (MOP)

161/25 Apologies for absence
RECEIVED and **ACCEPTED** from Cllr. Porter and Cwll Cllr. Mitchell.

162/25 Notice of Election
NOTED as above for Porthtowan Ward. The Council encourages anyone interested in standing at the By-Election to request an application pack before 8th December.

163/25 Declarations of interest/Requests for dispensation. None.

164/25 Arc of Attrition
RECEIVED a verbal overview from Race Director, Andrew Trudgian, regarding the annual coast path running event, which has operated for over 10 years. The event uses the Eco Park, Porthtowan as the central base and finish point. The event generates income for local businesses during a quiet trading period (January). Mr. Trudgian acknowledged and apologised for issues arising from the 2025 event; explaining that exceptional rainfall had rendered the Eco Park car parks unusable, resulting in traffic overspilling into the village. A revised traffic management plan has been prepared and shared with Cornwall Council, including weather-resilient on-site parking, a stewarded one-way system routing vehicles from the A30 into the rear of the Eco Park to avoid the village (via Mawla), and a managed road crossing for runners with approved signage and attendants. Police are engaged through the event notification process and Safety Advisory Group, and a Traffic Regulation Order (TRO) will be in place with access maintained for residents. The organiser also confirmed proposals for lower-level site lighting and no branding or flags on the Eco Park perimeter.

Mr. Trudgian left – 19:13

165/25 Public Participation
Members of the Mount Hawke Millenium Green Trust answered Councillor questions regarding cost breakdown (167/25 below).

166/25 Cornwall Councillors' Reports
RECEIVED written report from Cwll Cllr Blackman (in attendance). **NOTED** Cwll Cllr. Mitchell's proxy for the coming weeks - Cllr. Leigh Frost.

Cllrs Blackman left – 19:19

167/25 Grant Application: Mount Hawke Millenium Green Trust
RECEIVED a request for £3,000 towards area improvements and CCTV and **RESOLVED** to award £2,000. Cllrs Kimberley/Biggs. Unanimous. *Officers to action.*

168/25 Clerk's update: Temporary Prohibition of Traffic | Event road closure requests | First Bus withdrawal of service | Cornwall Council free parking
RECEIVED and **NOTED** as above.

169/25 Council meeting minutes: 3rd November 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/Sheard. 9 in favour, 2 abstained: Cllrs Clark, Mankee-Williams.

170/25 Committee meeting minutes
RECEIVED and **NOTED** the draft minutes and resolutions therein, as follows:

- HR Committee – 18th November 2025

DEFER Planning Committee (24th November 2025) and Cemeteries & Allotment Sub Committee (26th November 2025) to next meeting.

171/25 Memorial plaque request for Bill Piper: Garden of Rest
RECEIVED a request to affix a memorial plaque to Mr Piper in the Garden of Rest, in recognition of his dry-stone walling, noting that the plaque was made by a local resident. **NOTED** that such requests are infrequent, but that a policy is required to guide future applications and ensure fairness. **RESOLVED** to **APPROVE** the request and to instruct the Asset Management Committee (AMC) to draft and approve an appropriate policy. Cllrs Kimberley/Sheard. Unanimous. *Officers to action.*

172/25 Porthtowan Public Toilets – RTC 13.11.25
RECEIVED a verbal update from the Clerk regarding the incident: a vehicle parked in the Porthtowan car park rolled into the toilet block following a handbrake failure. The impact caused structural damage to the building, and the toilets were closed to the public pending a structural survey. The surveyor has confirmed it is safe to reopen the disabled and ladies' facilities, with signage directing men to use the disabled toilet until further notice. **NOTED** that building quotations will be sought upon receipt of the written report and that the incident is being managed by the Council's insurers. **DISCUSSED** the frequency and dangers of such incidents and concerns raised by the public, noting that Cornwall Council owns the car park and is aware of the issues. **RESOLVED** to refer consideration of appropriate safety measures for both the building and the public to the Traffic & Road Safety Working Group for a report and recommendations on next steps. Cllrs Kimberley/Pudney. Unanimous. *Clerk to action.*

173/25 Community Highways Improvement Programme (CHIP)
NOTED the extended deadline for submitting Expressions of Interest (EOI) to 27.02.26 and **DISCUSSED** the work required to prepare a robust funding application. **NOTED** the proposed project for footpaths down Chapel Hill, Porthtowan which may dovetail with the wider 20mph Highways roll-out. **RESOLVED** to refer development of the EOI to the Traffic & Road Safety Working Group, with Cllr Pudney supporting in respect of the Chapel Hill footpaths, and for recommendations to be brought to the February Council meeting. Cllrs Kimberley/Watson. Unanimous. *Clerk to action.*

174/25 Schedule of Income & Expenditure
RESOLVED to approve as above (Appendix A). Cllrs Watson/Pudney. Unanimous. *Officers to action.* **RECEIVED** and **NOTED** a budget report.

175/25 Christmas closure period
NOTED the Council's Christmas closure period from 12 noon Tuesday 23rd December 2025 – Monday 5th January 2026. **NOTED** there is no Full Council meeting in January 2026.

176/25 Budget 2026/27
CONSIDERED and **DISCUSSED** the budget, including the fees charged for services provided and the level, adequacy and purpose of its General and Earmarked Reserves, and calculated the Council Tax (England) requirement for 2026/27, in accordance with The Local Government Finance Act 1992 or succeeding legislation; then **RESOLVED** to **ADOPT** as prepared and **SET** the Council's Precept requirement for 2026/27: £872,600 – representing a 9.9% uplift on the 2025/26 budget. Cllrs Watson/Clark. 9 in favour, 2 objections: Cllrs Mankee-Williams, Law. *Clerk to action*

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

- The Council considered two budget variations, showing a 7.2% and 9.9% uplift on the 2025/26 budget.

- Some Members considered that a 7.2% increase would be insufficient to robustly deliver services now that the Council is appropriately staffed, and that a higher uplift was required to provide the Council with adequate financial capacity to discharge its functions effectively. Staff training, vehicle resilience, and essential remedial works to the Parish Office and library heating system were cited as key expenditure areas. Whilst the new Library Project was noted as progressing, with planning permission obtained (May 2025) and next steps anticipated in the New Year, it was agreed that a new building remained some years away and that ensuring the current working environment was safe and fit for purpose was a priority. A 9.9% uplift was therefore viewed by some as a relatively modest rise which appropriately balanced running costs and service delivery, which the community supports, and was unlikely to attract substantial concern.

- Some Councillors considered that both 7.2% and 9.9% would exceed inflation, emphasising the need to identify savings and manage budgets within existing resources. They further cautioned that forthcoming national budget decisions were likely to impact public services significantly, with civil servants nationally being required to find efficiencies and consequent knock-on effects at local level.

- Another Member expressed discomfort with year-on-year growth budgets, highlighting the 2025/26 48% uplift and suggested there were alternative ways to build reserves and fund priorities. They noted that no option appraisal had yet been undertaken for the office building e.g., repair vs. renting alternative premises, and argued for prioritisation of key services/duties. They further emphasised Members' role as guardians of the public purse, the need for creative, strategic thinking, and the continuing context of austerity and community representation.

- Some Councillors observed that the Council had historically inappropriately used reserves to suppress the true cost of service delivery and keep the Precept low. It was noted that, as principal authorities are required to find efficiencies, further devolution of discretionary services valued by the community is likely, with second-tier local government increasingly expected to assume delivery. A previous proposal to sell the office building had not been supported by the public. Innovative approaches, including the use of project groups to explore options, were considered helpful; however, Members emphasised the Council's duty to future-proof its services and highlighted the difficult balance between maintaining a reasonable Precept and sustaining service delivery.

- The Clerk advised that the 48% uplift in 2025/26 was a necessary re-set to balance the Council's resources with its service levels. The Clerk referenced sector discussions on potential future limits on Precept increases, like the existing capping regime for principal authorities, and the strategic implications of devolution. The Clerk explained the general principles regarding year-on-year cost rises from nationally negotiated pay awards and incremental progression, employer pension and National Insurance contributions, and inflationary uplifts on contracts, products and services. Holding the Precept at a flat level would erode the Council's spending power in real terms, ultimately necessitating service reductions or unsustainable use of reserves, and that some annual uplift is required to maintain existing service provision.

- The Chair thanked Members for their support in making a difficult but important decision and Councillors expressed their thanks to staff for their work in preparing the draft budget.

177/25 Reports from Council representatives. None.

178/25 Notification of meeting/Suggested items for agenda: 2nd February 2026

- Traffic & Road Safety Working Group recommendations regarding CHIP EOI (173/25 above)
- Library Project: QS consultant quotes to provide a business plan and budget
- Concerns regarding Southwest Water sewage discharges, particularly acute at this time of year affecting coastal rural communities both environmentally and economically.

179/25 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 Watson/Pudney. Unanimous.

180/25 Staff resignation and recruitment
RECEIVED and **NOTED** the HR Committee's recommendations (H25/25, item 170/25 above). The Council recorded its thanks to the Deputy Clerk for their years of dedicated service to the Council and community. **CONSIDERED** the workload and responsibilities of the Deputy Clerk role, including finance, planning and deputising for the Clerk, and **DISCUSSED** increasing demands on senior staff alongside the HR Committee's recommendation to recruit a separate Finance Officer. **NOTED** that recent recruitment will support the efficient running of Council services, including public communication and general office administration. **AGREED** that the HR Committee should give further detailed consideration to the Deputy Clerk Job Description, working hours and priorities. **RESOLVED** to **APPROVE** the HR Committee's recommendations in principle and **REQUESTED** that the HR Committee ensure the Deputy Clerk role is clearly defined with appropriate hours. Cllrs Pudney/Kimberley. Unanimous. *HR Committee & Clerk to action*

181/25 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/Sheard. Unanimous.

182/25 Banking Mandates and Signatories
RESOLVED to remove Cllr Clark and the Deputy Clerk as bank signatories and to add the Locum Financial Officer, Cllrs Sheard and Griffiths. Cllrs Clark/Watson. Unanimous. *Clerk to action*

183/25 Public Sector Proposal for Legal Support
RECEIVED and **NOTED** a confidential report and **RESOLVED** to **ACCEPT** the Public Sector General Retainer from Stephens Scown LLP; **NOTING** that there is no obligation to commit to any minimum level of work or to use the firm where a tender process for legal services is required. Cllrs Watson/Pudney. Unanimous. *Clerk to action*

Meeting closed at 21:12

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 DECEMBER 2025

D/D payments (contracts) - November 2025

IT contracts & support/'phone & b'band/copier/website hosting - Total £1,173.09
Council vehicles (contract lease hire/fuel cards) - Total £713.26
Utilities (water/electricity/waste/recycling) + Council tax (P/Rooms) Total - £3,697.46
WCs consumables - Total £100.70

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

Invoices - November 2025

Indeed Operations Ltd	Sponsored job adverts on Indeed for October 2025. Minute H14/25	PAID	£500.05
Indeed Operations Ltd	Sponsored job adverts on Indeed for later in October 2025. Minute H14/25	PAID	£56.97
WorkNest Ltd	Year 2 of 5 of Employee Assistance Program contract. Minute H31/24	PAID	£1679.04
Kernowek Gardeners Ltd	Open spaces cutting, per contract - x2 cuts in August & x2 cuts in September		£1,440.00
Macsalvors Ltd	Maint. supplies for Library/St Agnes Cem gate/Hub + Allotments (incinerator). Clerk		£206.00
Elite Industrial Supplies Ltd	Workwear for new Maintenance team member (polo shirts & fleeces). Clerk	PAID	£143.66
SWPSI Ltd	Quarterly operational inspections of parish play areas		£180.00
Goggins & Grub	Newspapers for the library - September & October 2025. Clerk		£29.70
Canva (online)	Graphics tool monthly subscription for QR codes & recruitment posters etc. Clerk	PAID	£27.00
Taylors Tyres Ltd	x2 replacement tyres for Peugeot van. Clerk	PAID	£151.20
SLCC Enterprises Ltd	Practitioner's Conference: attendance & accommodation - C Nutting. Clerk		£716.00
Steve Opie Plumbing/Heating	Library oil boiler annual service & parts. Clerk		£174.00
Allotment holder	Refund of deposit payment for surrendered plot at Mithian site. Clerk		£25.00
Amazon	DisplayPort to HDMI cable for A Tippett's office laptop connection. Clerk	PAID	£12.67
Sevenmilestone Garage	Works to Peugeot van + oil & filter change. Clerk	PAID	£190.18
Timpson Ltd	Key cutting (all sites) for new member of Maintenance Team. Clerk	PAID	£96.75
Screwfix (Trade UK)	Expanding foam & polyfilla - Maintenance Hub. Clerk		£16.24
Speedy Asset Services Ltd	Hire of heras fencing to close off Porthtowan WCs following C/park incident. Clerk	PAID	£393.60
Elite Industrial Supplies Ltd	Workwear for further new members of staff (polo shirts & fleeces). Clerk	PAID	£162.94
SWPSI Ltd	Annual inspection of all play areas		£864.00
Braizer Exterior Cleaning	Gutters cleared at Council office and library. Clerk		£200.00
Cornwall Council	Trelawny Road car park ticket enforcement - October 2025		£92.25
B E White	Budget preparation support/data & office attendance on 13th November		£300.00
Timpson Ltd	Key cutting (office) for new office team member. Clerk	PAID	£28.00
Azets Holdings Ltd	Professional payroll services to end of October 2025. Minute 78/25		£747.04
C Kalber	Cemetery maintenance & grave digging - November 2025		£1,790.00
IPS Group (UK) Ltd	Card transaction fees for parking meters + secure wireless data - November 2025		£139.02
Staffing costs	Total expenditure - November 2025		£36,611.30
Clerk's expenses - Nov '25	NIL		£0.00

PETTY CASH RECORD — November 2025 total - £ 44.40
LIBRARY INCOME — November 2025 - £ 262.80

RECEIPTS

Car park card payments	Card payment transactions - Trelawny Road C/P parking meters - November 2025	*£ TBC*	
RingGo Ltd	Income from car park pay & display charging via RingGo app (less fees) - Oct 2025		£1,125.95
Local Authorities Property Fd	Quarter 2, 2025/26 dividend receipt		£963.32
Allotment holder	New half plot allotment takeover at Mithian site (deposit & pro rata lease payment)		£35.45
Tresise & Baldwin	Headstone		£100.00
Tresise & Baldwin	Memorial inscription		£50.00
Non-parishioner	New burial plot		£1,725.00
Allotment holder	New half plot allotment takeover at Mithian site (deposit & pro rata lease payment)		£35.45
Tresise & Baldwin	Memorial plaque		£50.00

Signed & Dated by Councillor 1:

Signed & Dated by Councillor 2: