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
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Full Council Meeting – Monday 5 October 2026

Minutes of the meeting of St Agnes Parish Council as above, held at Parish Rooms, 17 Vicarage Rd, St Agnes, TR5 0TL, at 19:00.

Attendees

i. Parish Councillors: Kimberley (Council Chair), Palombo (Vice Chair), Biggs, Clark, Griffiths, Pudney, Wood, Law, Sheard, Rodda
ii. Members of the Public: 1
iii. Others: C Nutting: Clerk
iv. Absent Councillors: Cllrs. Porter, Brown, Watson and Cornwall Cllrs Mitchell and Blackman

098/26 Apologies for absence
Received and accepted from Cllrs Porter, Brown, Watson; noted apologies from Cornwall Cllrs Mitchell and Blackman.

099/26 Councillor vacancy and By-Election update
NOTED that no nominations were received for the Mount Hawke by-election on 8 October and that a further by-election would be announced in due course. **NOTED** that a further vacancy had arisen in the Mount Hawke Ward due to the non-attendance of Cllr. Jack Williams, and that a Notice of Vacancy had been published in accordance with Section 87(2) of the Local Government Act 1972.

100/26 Declarations of interest/Requests for dispensation.
None received.

101/26 Public Participation
None.

102/26 Grant Applications
RESOLVED as follows:

a. Perranporth Rugby Club: application for £1,500 towards a kitchen renovation which will allow the supply of food and drink for people who visit for matches and training. To award £300, reflecting the approximately 20% of players attending from the Parish. Members considered the benefit to Parish residents alongside the existing youth rugby provision within St Agnes. Cllrs Sheard/Biggs. Carried; 2 against: Cllrs Law and Clark; 1 abstention: Cllr Kimberley. Officers to action.
b. Visit Economy Development Group: received further information towards an application for at least £500 (+VAT) towards the development of Cornwall's new Destination Organisation, to support Cornwall's tourism economy. Members recognised the importance of tourism to the Parish economy but noted that the Council's grant application process had not been followed, despite a request to complete the application form. Insufficient information had been provided on how the organisation would operate differently from its predecessor and remain financially viable. Members were disappointed that Group seemed unconcerned of the importance to

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communicate clearly in support of the funding request. Resolved not to award a grant. The applicant may reapply in the future through the Council's normal process, providing sufficient information. Cllrs Law/Griffiths. Carried; 3 abstentions: Cllrs Pudney, Wood, Sheard. Officers to action.

103/26 Cornwall Councillors' Reports

RECEIVED and **NOTED** a written report from Cwll Cllr. Blackman and an email from Cwll Cllr. Mitchell. Members welcomed the detail of Cllr Blackman's report, including her visit to a battery-storage facility in Devon. **NOTED** that five Parish Councillors have attended climate emergency briefings at various locations and dates. **AGREED** to refer the emergency planning matters raised in Cllr Mitchell's email to the Climate and Emergency Planning Working Group to review the practical arrangements and the Council's role. Members to send any questions to the Clerk for the Working Group's consideration. Clerk to action.

104/26 Council meeting minutes: 7 September 2026

RESOLVED that the minutes of the Council as above, having been previously circulated, be taken as read, approved and signed. No matters arising. Cllrs Clark/Sheard. Unanimous.

19:50, a representative of Perranporth Rugby Club joined the meeting and was advised of the grant decision at 102/26(a).

105/26 Committee meeting minutes and resolutions

RECEIVED the draft minutes of the Committee meetings as below: -

a. Asset Management Committee – 14 September 2026, **RESOLVED** to **ADOPT** the Advertising Policy (AMC 29/26). Cllrs Biggs/Sheard. Unanimous.
b. Planning Committee – 21 September 2026
   i. **RECEIVED** the recommendation (PL69/26) to commission a community consultation to support the Neighbourhood Priorities Statement and inform the Council's business and strategic planning, health and wellbeing strategy and New Library project. **NOTED** that four firms had been approached, two quotations had been received from PFA Research and Rural and Coastal, and a further two quotes were pending, one being a 'lighter touch' approach due to the limited support able to be offered by the consultant at this time. Members considered the need for reliable evidence, value for money, likely response rates and the demands on staff and Councillors. **AGREED** to **DEFER** the appointment and refer the matter back to the NPS and Library Project Working Groups to clarify the information required and how it should be obtained. **AGREED** to review all quotes received and consider approaching universities about potential student-project support. No consultant was appointed or consultation budget approved. Clerk and Working Groups to action.
   20:00, Cllr Law left the meeting during consideration of the community consultation.
   ii. **RECEIVED** the recommendation (PL73/26) and **RESOLVED** to include £5,000 in the 2027/28 budget for specialist planning and highways advice, to support technical representations where required. Cllrs Clark/Pudney. Carried; 1 abstention: Cllr Griffiths. Clerk to action.

106/26 Working Groups

RECEIVED the minutes of the following Working Groups:

a. Neighbourhood Priorities Statement: 21.09.2026 The recommendation for community consultation was deferred in accordance with 105/26(b)(i).
b. Library Project Working Group: 01.10.2026
   (i) **RESOLVED**, subject to the ground investigation identifying no insurmountable difficulties, to instruct Wellers to provide further order-of-magnitude cost estimates for a small number of alternative approaches to meeting the Library Service's requirements, including options which may or may not retain the existing library building. This would update the earlier work (240/25, 02.03.2026), maintain project progress and inform the 2027/28 project budget. Cllrs Pudney/Sheard. Unanimous. Clerk to action.
   (ii) The recommendation for consultation with residents was deferred in accordance with 105/26(b)(i).
   (iii) **RESOLVED** to authorise proportionate expenditure to maintain the existing library as a safe and usable facility, including addressing the heating service, main door system and other essential interim repairs. **NOTED** that

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larger works were likely to require provision within the 2027/28 budget. Cllrs Sheard/Pudney. Unanimous. Officers to action.

107/26 Clerk's Report: Weed and Public Realm Management | Porthtowan Beach Road carpark payment options | Mount Hawke bus shelter | British Gas charges for residential flat | Local road closures
RECEIVED and **NOTED** as above.

108/26 Proposed Stopping-Up Order – Penwinnick Road, Mingoose, St Agnes
RECEIVED the Department for Transport's public notice and draft order and plan for the proposed stopping up of highway under section 247 of the Town and Country Planning Act 1990, to enable development permitted under planning permission PA22/08358. **NOTED** that no formal response is required if the Council does not have any concerns with the proposal. **AGREED** that no comment or objection would be submitted.

109/26 Code of Conduct Assessment Decision Notice
NOTED the Monitoring Officer's decision, as above, regarding Cllr. Porter: that, for the reasons set out in the Notice, there has been no breach of the Code of Conduct by Cllr. Porter and no further action will be taken.

110/26 Financial Procedures and Financial Procedures Checklist
RECEIVED updated internal documents as above and **RESOLVED** to adopt. Cllrs Sheard/Clark. Unanimous. Officers to action.

111/26 External Auditor's Report and Certificate 2025/26
RECEIVED as above. **NOTED** no further action is required and the Notice of Conclusion of Audit published on the website.

112/26 Staff laptops
RECEIVED a report Members queried the cost compared with previous purchases and the warranty arrangements. The Clerk confirmed that suppliers and business-grade alternatives had been compared and the IT provider's recommendation followed. **RESOLVED** to ratify the Clerk's decision to purchase two devices. The Clerk will confirm the existing warranty terms, investigate extended cover at a maximum cost of £150 and report back to Councillors by email. Cllrs Pudney/Wood. Unanimous. Clerk to action.

113/26 End of life assets: proposed disposals to staff
RECEIVED a report and **RESOLVED** to **APPROVE** the free of charge transfer of the Beaconsfield rubber matting and the two hedge trimmers to staff who may be able to make use of them under clause 6.1 Asset Register and Disposal Policy. The condition of the items should be explained to recipients. The Clerk/RFO to oversee the transfers, record the recipients, condition, estimated values, disposal dates and reasons for no income, and update the Asset Register and accounting records. Cllrs Biggs/Palombo. Unanimous. Clerk/RFO to action.

114/26 Library electricity contract
RECEIVED a report and **RESOLVE** to **RATIFY** Officer's decision to enter a 36-month renewable electricity contract with EDF through Focus Group at 27.400p/kWh and 65.00p per day, with an estimated annual cost of £1,661.50. Cllrs Kimberley/Sheard. Unanimous.

115/26 IT support and phone contract
RECEIVED a report and quotation information. **NOTED** that alternative providers had been considered and Focus Group remained the lowest-cost option. **RESOLVED** to retain Focus Group as the Council's IT support and telephone provider on the terms of the quotation received. Cllrs Kimberley/Rodda. Unanimous. Officers to action.

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116/26 Schedule of Payments
RESOLVED to approve (Appendix A). Cllr Kimberley, authorised signatory, will countersign electronic payments. **RECEIVED** and **NOTED** a budget report and Significant Variation report at the end of Quarter 2. Cllrs Clark/Rodda. Unanimous. Officers to action.

117/26 Proposed removal of Barclays cashpoint, St Agnes
RECEIVED a report Members raised concerns that Post Office opening hours and availability did not provide an equivalent to 24 hour cash access, and that local shops could not reliably provide cashback. **RESOLVED** to submit a response to LINK supporting the retention of adequate cash access in St Agnes and objecting to the loss of the cashpoint. The response should ask whether LINK could provide a cashpoint hosted at the Parish Council office, what this would cost the Council, and whether a withdrawal charge could support retention. The Clerk to prepare and circulate the response to Councillors and submit it within the appeal deadline. Cllrs Kimberley/Palombo. Unanimous. Clerk to action.

118/26 St Agnes Library Summer Outreach report
RECEIVED and **NOTED** a report from the Outreach Coordinator. The Clerk was asked to convey the Council's thanks for the work and effort involved.

119/26 Reports from Council representatives
NOTED reports of similar graffiti affecting facilities and benches across the Parish. Climate related presentation links will be circulated to Members. The Chair reported liaison with the Police following a spate of burglaries in St. Agnes and confirmed that information received had been passed to them.

120/26 Extension of meeting time (Standing Order 3(w))
RESOLVED to extend the meeting for a maximum of 30 minutes to complete the remaining business on the agenda. Cllrs Sheard/Pudney. Unanimous.

121/26 Notification of meeting/Suggested items for agenda: 2 November 2026
NOTED the date of the next meeting. No additional agenda items were agreed.

122/26 Public Bodies (Admissions to Meetings) Act 1960
RESOLVED that in view of the confidential and 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/Rodda. Unanimous.

123/26 Devolution update and Land Valuation
RECEIVED a confidential report regarding legal advice and land valuation quotes and **RESOLVED** to:

a. **APPOINT** Lodge & Thomas to undertake valuations of Beaconsfield Play Park and Porthtowan Shoppers Car Park. Cllrs Pudney/Biggs. Unanimous.
b. **CONFIRM** that the Council did not wish, at this time, to undertake a utility search at the Beaconsfield site, commission an independent invasive-species inspection at the Porthtowan site, or take out mineral indemnity insurance. Cllrs Sheard/Wood. Unanimous.

Clerk to instruct the valuer, confirm the Council's position to its solicitor and report the valuations back to Council.

123/26 Event: confidential detail
RECEIVED a confidential verbal update from the Chair concerning a high-profile event organised by third parties, unrelated to Parish Council business, taking place in the Parish. **NOTED** that the Chair, Vice Chair and Clerk would attend. Event arrangements to remain confidential.

Meeting closed at 21:10

Signed: Date:

Appendix A

	ST. AGNES PARISH COUNCIL		
	Office Number:- 01872 553801		
	Email : clerk@stagnes-pc.gov.uk		
	www.stagnes-pc.gov.uk		
	SCHEDULE OF INCOME & EXPENDITURE TO 30TH SEPTEMBER 2026		
	D/D payments (contracts) - September 2026		
	IT contracts & support/'phone & b'band/copier/website hosting - Total £ 186.00		
	Council vehicles (contract lease hire/fuel cards/car tax) - Total £ 158.98		
	Utilities (water/electricity/waste/recycling + Council tax (P/Rooms) Total - £ 319.86		
	WCs consumables - Total £ 1191.95		
**All invoices listed hereunder have been examined, verified and certified by the Clerk/RFO and Deputy Clerk.*			
	Invoices to 30th September 2026		
St Agnes Sports Club	Grant Payment for roof repairs. Minute ref 083/26 (b).	£2,932.00	**PAID**
Parkrun UK	Grant payment towards the one-off start-up costs to establish. Minute ref 083/26(c).	£250.00	
Goggins and Grub	West Briton Newspaper for Library. Clerk	£3.60	
Post Office	Tracked Postage for 2 letters to allotment holders. CA16/26.	£6.60	**PAID**
Starlink	Monthly fee for connection at Porthtowan & Trevaunance Toilets. AMC 39/25	£80.00	**PAID**
British Gas	Flat electrical and standing charges. Underestimating now caught up. Minute tbc.	£1,747.53	
K. Barnes	Pay & Display Ticket for travel into Truro to deposit at bank. Clerk	£5.30	
K. Barnes	Mileage for travel into Truro and deposit at bank. Clerk	£7.43	
BDO LLP	Limited Assurance Review for year ended 31st March 2026. Minute 21/26	£2,016.00	
Screwfix	Mini locks for general maintenance/stock. Clerk	£47.94	
Screwfix	Lock mechinism for PT Toilets. Clerk	£37.98	**PAID**
Macsalvors	August 26 invoice - Garden of Rest, Toilets, Bin Storage Area. Clerk	£84.17	
Rabarts	Brush and Paint for Phone box. Clerk	£107.64	
Screwfix	Brushes for Phone Box. Clerk	£38.70	
Screwfix	Padlock for Beaconsfield Playpark. Clerk	£3.99	
Atlas Tree Services	Cutting and Pruning of Trees in Beaconsfield Playpark. AMC 09/26	£1,220.00	
Stephens Scown LLP	Interim Charges - Acq-Porthtowan Shoppers Car Park. Minutes 32/24, 138/24.	£1,784.40	
Stephens Scown LLP	Interim Charges - Acq-Beaconsfield Play Area Adj to St Agnes School. Minutes 32/24, 138/24.	£661.80	
Stephens Scown LLP	Interim Charges - Registration & Transfer of Land to St Agnes LIC. Minute 221/24.	£994.80	
Stephens Scown LLP	Interim Charges - Lease of Coosewartha Allotments. Minute 103/25.	£694.20	
Canva (online)	Graphics tool monthly subscription for QR codes & recruitment posters etc. Clerk	£27.00	**PAID**
CALC	Attendance at CLCC Conference 2026 - 1 x delegate. Clerk	£45.00	
CALC	AI for council operations - 1 x delegate. Clerk	£42.00	
CALC	Councillor social media skills - 1 x delegate. Clerk	£42.00	
DCC Cleaning	Cleaning at all toilet sites: PT, TC and CT. AMC 21/26 (3)	£1,814.40	
DCC Cleaning	Cleaning at all toilet sites: PT, TC and CT. AMC 21/26 (3) - Payment uplift as agreed.	£302.40	
Dead Cert Pest Control	2 x Wasp Nest Clearance at Allotments and Footpath. Clerk	£150.00	
Cornwall Council	Emptying of Private Bin in Blackwater, April 26 - March 27. PO: Bins26/27.	£621.77	
Cornwall Council	CEO Patrols for August 26 in Trelawney Rd Car Park.	£128.47	
Clive Kelber	Maintenance on Cemeterys, 3 x ashes.	£1,550.00	
Azets	Professional payroll services to end of August 2026. Minute 78/25	£195.19	
Staffing costs	Total expenditure - September 2026	£49,638.92	
Clerk's expenses - Sept'26	NIL	NIL	
LIBRARY INCOME	August 2026 - £235.35		
PETTY CASH RECORD	September 2026 - TBC		
LIBRARY INCOME	September 2026 - TBC		
	RECEIPTS		
Car park card payments (IPS)	Card payment transactions - Trelawny Road C/P parking meters - August 2026	£3,825.75	
RingGo Ltd	Income from car park pay & display charging via RingGo app (less fees) - August 2026	£3,415.42	
Allotment Holder	Payment for rent of (2x) Full Plot & Deposit and pro-rata rent for Half plot.	£245.00	
Car park cash income	Trelawny Rd C/Park - Pay & Display cash received from 28/08/2026 - 24/09/2026	£263.10	
M. Carveth	2x Burial at St Agnes Cemetery, 1x Plaque with no burial, 1x Re-open ashes St Agnes.	£2,495.00	
R.E Lawrence	Memorial at Mount Hawke Cemetery.	£100.00	
Nayax Financial Services	Income from Porthtowan & Trevauance Cove WCs doors (13/08/26 - 13/09/26), less fees	£1,219.87	
Parishoners	18x access cards sold for Porthtowan & Trevauance Cove WCs doors @ £10 each	£180.00	
Onbuy	Refund for projector never delivered.	£79.99	
Cornwall Council	Precept 2026/27 - second installment	£436,300.00	
Signed & Dated by Councillor 1:			
Signed & Dated by Councillor 2:			

Signed: Date: