



ST AGNES PARISH COUNCIL

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CEMETERIES & ALLOTMENTS SUB COMMITTEE – 26TH February 2026

Minutes of the meeting of St Agnes Parish Council as above, held at Parish Rooms, St Agnes, TR5 0TL, 10:00 a.m.

Present: Cllrs. Clark, Brown, Palombo, Kimberley, Briggs

Absent: None

Members of the Public: One

In attendance: Annette Tippet, Cemeteries and Allotments Officer, Kerrie Barnes Assistant C & A, Emily Goater Property and Business Development Officer

CASC 41/25 Apologies for absence. None.

CASC 42/25 Declarations of interest/Requests for dispensation.

Cllrs. Brown and Palombo raised about owing graves at the Parish Cemetery, Emily Property and Business Development Officer, stated that dispensation was not necessary.

CASC 43/25 Public Participation.

One member of the Public attended and asked when the new Rules and Regulations were coming into effect. Officer advised that this would coincide with the release of the new Allotment Garden Tenancy Agreements renewing in March for the 1st of April. The member of the public also raised a concern regarding people that had limited or no computer contact. It was stated that printed copies would also be available if requested and further copies would be made available at the library, regarding other matters raised the Officer also stated that with the improved level of staffing in the office there would be better liaison and communication with the Allotments holders in the future.

CASC 44/25 Mins of last meeting dated 26th November 2025.

RESOLVED that the minutes of the Cemeteries and Allotments Sub-committee meeting as dated above, which had previously been circulated, be taken as read, following the amendment to the date under Minutes of the Last meeting to show 23rd July 2025, were approved and signed. Cllrs Clark/Briggs. Unanimous. Cllr. Brown abstained.

CASC 45/25 Cemeteries and Allotment recruitment.

Cllr Kimberley welcomed Kerrie to her new post.

Allotments.

CASC 46/25 Verbal update from Cemeteries and Allotments Officer. - Noted

- A) **Waiting Lists** – The Officer stated that the waiting list for Mount Hawke stood at 77 and Mithian 2.
- B) **Extra land for allotments at Mount Hawke** – Progressing: The Clerk, Emily Goater and a representative from Cornwall Council Farms had held a site meeting, regarding the installation of a standpipe to connect water to another leased Cornwall Council field and were awaiting information from the Cornwall Council representative.
- C) **Bee areas** – Matter had been held in abeyance, due to the adverse weather conditions and time constraints.
- D) **Taps and Water Butts** - Cllr. Kimberley stated that he was still working with Cornwall Councillor P. Mitchell, in contact with Southwest Water regarding possible funding for water butts, whether it was possible for the Parish Council to have a supply or was it just for residents to apply. He also stated that potentially the old refuse bin could be adapted and recycled into a water butt by obtaining a kit.

CASC 47/25 Updated Allotment Garden Rules and Regulations (CASC28-31/25, 26.11.25).

The Sub-Committee discussed item 8.5 of the Rules and Regulations, regarding Tyres and agreed that a new approach to this matter would be to limit the number of tyres, have all tyres registered with a refundable deposit of £5 for each tyre. This being a measured response to the request by an allotment holder who did not want to see tyres prohibited from the allotment sites.

It was **RESOLVED** to **APPROVE** the updated Rules and Regulations, and this amendment, to come into force with the new Allotment Garden Tenancy Agreement at the renewal of leases commencing 1st April 2026.

Cllrs Kimberley/Brown. Unanimous.

CASC 48/25 New Allotment Garden Tenancy Agreement (CASC 29-31/25, 26.11.25).

The previously circulated updated Allotment Garden Tenancy Agreement, to run annually from 1st April – 31st March, as a rolling contract, to be issued to all tenants on renewal of their lease were read and noted. The amendments ensure legal compliance and shall come into effect from 1st April 2026 (CASC 46/24, 04.12.2024).

The Sub-Committee **RESOLVED**:

- a. To **APPROVED** the Allotment Garden Tenancy Agreement and **CONFIRMED** it is to be used alongside the Council's updated Allotment Garden Rules & Regulations (**CASC 47/26**)
- b. That pursuant to the Council's Scheme of Delegation and s.234 Local Government Act 1972, the Clerk to the Council (Proper Officer) is hereby authorised to sign on behalf of St. Agnes Parish Council all allotment tenancy agreements/leases and renewals which:
 - i) are in the approved lease template form (**CASC 48/26**) , and ii) are not required to be executed as a deed.
- c. That any proposed allotment letting, renewal or variation which is intended to be executed as a deed, or which departs materially from the approved template/terms, must be referred to the Full Council for decision and execution in accordance with Standing Order 24.

CASC 49/25 Allotment Inspections.

It was **NOTED** that an initial inspection had been carried out using the new forms for the Scribe computer system. As the uploading took a little longer than anticipated this inspection was treated as a dry run with a new inspection planned for shortly after the leases have been renewed.

Cemeteries.

CASC 50/25 Cemetery shelter review (CASC 36/25).

Verbal update given by the C & A Officer who stated that following the meeting with Truro Portable Buildings at which the Parish Council's requirements were discussed, there had since been no feedback from the Company despite numerous tries to contact.

It was **RESOLVED** that: -

- a) The Officer would contact again Truro Portable Buildings and if nothing further is forthcoming to seek further quotes from other companies. Cllrs Kimberley/Briggs. Unanimous

CASC 51/25 Memorial Safety Inspection – update (CASC 37/25).

It was **NOTED** that the period of one year (to cover Christmas, Easter, birthdays and anniversaries), in the hope that more grave owners will come forward, ends in March. Then becomes a matter for the Parish Council's Asset Management Committee to discuss/and decide on quotes.

It was **RESOLVED** that the C & A Officer would obtain quotes from Memorial Masons to carry out the remedial work on the remaining banded memorials, either to reinstated or laid flat.

Cllrs Kimberley/Briggs. Unanimous

CASC 52/25 Date of next meeting:

Date of the next meeting – to be advised and confirm. Officer to issue invitation in due course.

CASC 53/25 Extension of meeting time (Standing Order 3(w)). None

CASC 54/25 Public Bodies (Admissions to Meetings) Act 1960. None

Meeting Close 10.47 am