ST AGNES PARISH COUNCIL
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# Cemeteries and Allotments Sub-committee meeting held 24th June 2026

Minutes of the meeting of Cemeteries and Allotments Sub-Committee as above, held at St. Agnes Parish Rooms, 17, Vicarage Road, St. Agnes TR5 0TL, at 10:00 a.m.

**Attendees**

i. Parish Councillors: Cllrs. Biggs (Council Chair), Kimberley, Palombo.
ii. Members of the Public: One Members of the Public (MOP)
iii. Others: Emily Goater (Properties & Business Development Manager), Kerrie Barnes (Assistant Cemetery and Allotments Officer)

**CA01/26 Appointment of Chair**
**APPOINTED** Cllr. Biggs as Chair of the Cemeteries and Allotments Sub-Committee 2026/27.

**CA02/26 Appointment of Vice-Chair**
Due to lack of eligible members able to hold this position. **RESOLVED** to hold this matter in abeyance. Palombo/Kimberley

**CA03/26 Apologies for absence**
Received and accepted from Cllr. Mrs Brown.

**CA04/26 Declarations of interest/Requests for dispensation.**
None received.

**CA05/26 Public Participation**
The member of the public spoke to the Parish Council, regarding the issue of the number of chickens on his allotment. Noted. Member of the public left the meeting.

**CA06/26 Minutes of previous meeting held 26th February 2026**
**RESOLVED** that the minutes of the Cemeteries and Allotments Sub-Committee, as dated above, which had previously been circulated, be taken as read and approved, signed as a correct record. No matters arising. Palombo/Kimberley

**CA07/26 Terms of Reference**
A copy which had been previously circulated was **ACCEPTED AND NOTED.**

**CA08/26 Verbal report from Cemeteries and Allotment Officer.**
**NOTED:-**
**Waiting lists (CASC 46/25)** All persons on the Mount Hawke waiting list had been contacted and asked to renew their interest in having an allotment. Already four persons had been removed from the waiting list due to no longer interested, though house moves and finding space elsewhere.
**Bee Keeping (CASC 46/25)** Due to the previous adverse weather conditions and work/training commitments this matter was held in abeyance. Officers will now follow up this matter.



Signed: Date:

**Taps and Water Butts (CASC 46/25)** All new taps and now been fitted. There had been some complaints to the type of tap used. Cllr. Kimberley stated that he and Cornwall Cllr. Pete Mitchell was still in negotiations with South West Water regarding the supply of water butts.
**Updated New Allotment Garden Tenancy Agreement (CASC 48/25) and Updated Allotment Garden Rules and Regulations (CASC 47/25)** Had taken longer than expected but were now complete.
**Allotment Inspections (CASC 49/25)** The method by Scribe for inspections and follow up had improved.

**CA09/26 Cemetery Shelter – St. Agnes Cemetery (CASC 50/25)**
The quote requested by the previous sub-committee was noted together with a breakdown of the monies available for the project and the short fall possibly funded by potential donation and from General Reserves.
Following further discussion, it was **RESOLVED** that the Officers would again investigate other options. Palombo/Kimberley

**CA10/26 Memorial Safety work**
The Cemetery and Allotments Office stated that five companies had been contacted for quotes. One had retired, another declined leave three quotes following discussion it was **RESOLVED** to recommend to the Asset Management Committee to go with the quote from Tresise and Balwin.

**CA11/26 Cemetery Extension Survey**
The Environment and Property Manager reported that the survey work was currently being carried out to be able to decide whether the Parish Council could proceed to tier two on this project. **NOTED** that the report findings will be taken to the next Asset Management Meeting.

**CA12/26 Allotment extension – Mount Hawke**
The Environment and Property Manager reported that assistance was required for the planning permission submission and quotes have been outsourced for **RESOLVED** to recommend to Full Council to carry on with the outsource for this assistance. Cllrs Palombo/Kimberley

**CA13/26 Memorial Plaques/Tree Policy review (AMC 10/26)**
Received a verbal report from the Environment and Property Manager. **NOTED.**

**CA14/26 Sexton & Grounds Maintenance Contract/apprentice**
The Cemetery and Allotments Officer brough to the attention of the sub-committee that the above contracts were due to be reviewed again in November. Also raised was the subject of the Parish Council looking for an apprentice. She advised the sub-committee that the role of Sexton (Grave digger) was now very rare and there seemed to be nowhere for School levers to know or learn about the job. **RESOLVED** to contact Notational Association of Funeral Directors and Memorial Masons and the ICCM to see what they provide in this sector and how it can be moved forward with promotion and apprenticeships. Cllrs Kimberley/Palombo.

**CA15/26 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 Palombo/Kimberley

**CA16/26 Mithian Inspection – out come.**
**RESOLVED** to seek confirmation from Allotment Tenants with poultry on Plot that professional pest control contractor has been engaged (written proof), rat-proof feeders are being used, and copies of DEFRA/APHA Poultry registration certificate has been provided. Offered made for the temporary use of a void Plot to remove poultry whilst professional pest control services are engaged as discussed at site meeting with Tenant, but Tenant declined. Any Tenant exceeding permitted number of poultry must not to add further to number of birds on the Plot and must reduce numbers to meet Rules and Regulations. Agreed letter to be sent to Tenants informing them of the Parish Councils requirements.
Cllrs Kimberley/Palombo.

Meeting closed 11.14 am.



Signed: Date: