



ST AGNES PARISH COUNCIL

Parish Clerk & RFO: Catherine Nutting LLB, PGDip, BA (Hons), PSLCC
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17th July, 2025

TO MEMBERS OF THE CEMETERIES & ALLOTMENTS SUB COMMITTEE:

Councillors: Brown, Clark, Palombo, Kimberley, Briggs

Dear Members,

I hereby give you notice that a meeting of the Cemeteries & Allotments Sub Committee of St Agnes Parish Council will be held on **Wednesday 23rd July**, at the **Parish Rooms, 17 Vicarage Rd, St Agnes**, at **10:00**. All Members of the Sub Committee are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely

Catherine Nutting, Parish Clerk

Press & Public are invited to attend. Meetings are open to the public and could be filmed or recorded by broadcasters, the media, or members of the public.

AGENDA

Biodiversity – the Council has a duty to conserve and enhance biodiversity and must consider what policies, objectives, and action it can take, consistent with the exercise of its functions, to further the general biodiversity objective.

Natural Environment and Rural Communities Act 2006, s.40 & Environment Act 2021, s.102

Youth Strategy - the Parish Council is committed to supporting children and young people through its adopted [Youth Strategy](#) which shall inform all its decision-making.

- 1. Election of Chair of the Sub Committee 2025/26**
- 2. Election of a Vice-Chair of the Sub Committee 2025/26**
- 3. Apologies for absence:** To **RECEIVE** any apologies.
- 4. Declarations of interest/Request for dispensations:** To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.
- 5. Public Participation:** Members of the public are welcome to attend the meeting. Any member of the public may speak at this point of the meeting on items within the remit of the Committee. No previous notice need be given.
- 6. Cemeteries & Allotments Sub-Committee meeting minutes:** To **RESOLVE** that [the minutes](#) of the meeting of the Sub Committee as above, having been previously circulated, be taken as read, approved and signed.
- 7. [Terms of Reference](#).** To **NOTE** and **RESOLVE** to **RECOMMEND** any changes to the AMC, if necessary.

8. **Verbal update from Cemeteries & Allotments Officer and Property & Business Development Officer:** To **RECEIVE** a verbal update on matters outstanding and to **NOTE** any matters arising: Introduction, Waiting lists, Bees, Allotment taps, Water butts, Allotment extension, Compost signs and Badgers at Mount Hawke Cemetery.
9. **Cemeteries & Allotments Fees review:** To **RESOLVE** the frequency of fee reviews - recommendation every 2 years.

Allotments

10. **Site visit – Mount Hawke and Mithian:** To **RECEIVE** a report and **RESOLVE** a date for site visits.
11. **Allotment Terms and Conditions – Clarification amendments:** To **RECEIVE** the [Allotment Terms and Conditions](#) and **NOTE /RATIFY** amendments made to improve clarity, robustness, and ensure the document is free from internal contradictions or ambiguities. These amendments do not alter the substantive content or intent of the version adopted in 2024 (CASC 07/24, 31.07.2024).
12. **Amendment to Allotment Tenancy Year:** To **NOTE** that the Allotment Tenancy Year will be amended to run from 1st April to 31st March, to address the current issue of income being received across two financial years, bringing the payment cycle in line with the Council's financial year.
13. **Implementation of approved Rent and Deposit increase:** To **NOTE** that the approved increases will be implemented with effect from 1st April 2026 (CASC 46/24, 04.12.2024).
14. **Trailer at Mithian Allotments:** To **RECEIVE** a [report](#) and **NOTE** as above.

Cemeteries

15. **Site visit – Mount Hawke and St. Agnes:** To **RECEIVE** a report and **RESOLVE** a date for a site visit to both cemeteries.
16. **Cemetery shelter review:** To **RECEIVE** a [report](#), **NOTE** specific requirements and **RESOLVE** a course of action.
17. **ICCM Audit:** To **RECEIVE** the [audit report](#), **NOTE** the recommendations and **RESOLVE** to implement/action.
18. **Memorial Safety Inspection:** To **RECEIVE** a report (*to follow*) and **NOTE** the findings. To **RESOLVE** Officer recommended actions (required by legislation).
19. **Date of next meeting:** To **RESOLVE** the date of the next meeting - Wednesday 22nd October at 10am.
20. **Extension of meeting time (Standing Order 3(w)):** If it becomes necessary to do so, to **RESOLVE** that the meeting be extended for a maximum of 30 minutes to complete items of business on the agenda.
21. **Public Bodies (Admissions to Meetings) Act 1960:** If it becomes necessary to do so, to **RESOLVE** that in view of the confidential or special nature of the business about to be transacted it is advisable that the press and public be excluded and instructed to withdraw during the discussion of that item(s).