ST AGNES PARISH COUNCIL
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Cemeteries and Allotments Sub-committee meeting held 15th October 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, Rodda.
ii. Members of the Public: One Members of the Public (MOP)
iii. Others: Annette Tippett (Cemetery and Allotments Officer), Kerrie Barnes (Assistant Cemetery and Allotments Officer), Emily Goater (Properties & Business Development Manager)

CA17/26 Apologies for absence
Received and accepted from Cllr. Kimberley.

CA18/26 Declarations of interest/Requests for dispensation.
None received.

CA19/26 Public Participation
A letter handed to the chairman from MOP was read and noted.

CA20/26 Minutes of previous meeting held 24th June 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/Rodda

CA21/26 Verbal report from Cemeteries and Allotment Officer.
NOTED:-
Waiting Lists – For Parishioners (P) and Non-Parishioners (NP)

- **Mount Hawke** 87 (P) 9 (NP) Vacancies 1
- **Mithian** 6 (P) 21 (NP) Vacancies 3

Bee Keeping both Cemeteries and Allotments officers are now both progressing this matter. Kerrie Barnes met with members of the beekeeping association at a recent event at Kehellend Farm and will be contacting them for advice
Taps and Water Butts it was noted from an email from Cllr. Kimberley that the Water Butt funding/supply was due to be finalised this week between SWW and Cornwall Cllr Mitchell. It was agreed that allotment holders would be advised on how to apply for water butts as a newsletter item should more details be received. Palombo/Rodda

CA22/26 Cemetery Shelter – St. Agnes Cemetery (CASC 50/25)
RESOLVED to spend £840 of budget plus delivery to purchase the preferred option 3m x 3m Aluminium & Steel hardtop gazebo, to be erected by the Maintenance Team, the remainder of the budget to be used to purchase the necessary

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materials required, to carry out the work of underpinning the current hard standing, in preparation for the building of 2 dwarf side walls and full back wall, awaiting costings from Chris Harrod. Rodda/Palombo

CA23/26 Memorial Safety work
NOTED Tresise and Baldwin has carried out the work

CA24/26 Cemetery Extension Survey
Cemetery Extension Survey (011/26) - proposed uses of this land prior to its use for burials discussed.
Annette Tippett discussed scattering area/rose garden for ashes as per report. Councillors liked the idea and suggested possibility of sponsors for scattering area. Currently this area is a well-known dog walking area. Also considered were the suggestions of goal posts or basketball hoop for this area. Consideration of possibly separating the space for more than 1 use. A request for allotments in the village was noted, would need to consider timescale/future need for ground for burials. **RESOLVED** to revisit after the Councillor asset walkabout (29.10.26). Palombo/Rodda

CA24/26 Allotment extension – Mount Hawke
NOTED preliminary drawing of new site layout **DISCUSSED** making smaller sized plots to accommodate more tenants and may make them more manageable. Noted that the suggested 3m width for 2 cars passing was not required, and to keep with single width track to reduce the impact on the affected existing half plots on current site. **APPROVED** Annette Tippett suggestion for Maintenance team to place demarcation posts for affected tenants to see implications to their existing plot. **AND NOTED** that the committee agreed that using topsoil removed on site would be most cost effective. To review on asset management walkabout, with a view to contacting the affected tenants and possible options. Rodda/Palombo

CA25/26 Sexton Apprentice (sector provision) (CASC 014/26)
Annette Tippett presented report to committee that there is currently no provision for Sexton courses, the closest would be the Level 2 Horticulture or Landscaping course. It was agreed to recommend this to HR to further progress a scheme whereby the Parish Council could liaise with local colleges such as Duchy College, who have just recently set up a Butchery Apprentice Scheme due to the number of Butchers declining, or work alongside the Cornwall College's apprentice officer to see if Sexton duties could be added to the above Level 2 Horticulture/Landscaping with an Apprenticeship and also see if the ICCM help make a bespoke course that the Parish Council could assist with and work with them to offer new career opportunity, to what is another dying trade that can't be done by AI. Offering an Apprentice at the Parish Council the Maintenance team would benefit from Horticultural assistant for gardening duties in conjunction with sexton apprentice. **resolved** findings passed on to HR. Palombo/Rodda

CA26/26 **Allotment Outreach Events**
Kerrie Barnes gave a brief verbal report on the Storytime held at Mithian Allotments by herself and Outreach Officer Molly Bisscoe. Event was well attended with positive feedback received from Tenants. Annette Tippett also gave an update on the recent Allotment Quiz Evening and noted thanks to Councillor Kimbereley for his generosity in giving up his time to compare the evening and for The Soils Cup presented to Annette Tippett to be used for future events. Several tenants that were in attendance have contacted the allotments team to express how much they enjoyed the evening. Thanks also to councillors and officers who helped to make the evening a success. . Councillors were keen for more events to be held for Allotment Tenants and their families to build relationships.

CA27/26 **Asset Site Review Initial Budget Considerations**
Committee **viewed the** budget considerations and discussed recommendations to AMC as follows- 3 new push taps for Mount Hawke Allotments recommended approval, Raised bed Christmas tree scheme recommended approval, cemetery pathways approved 50% of costings following further quotes for types of surfacing, discussion of hard surface renewal of allotment car park for Mithian to remove grass (possibly with white vinegar) provide a runoff water ditch and to resurface area once complete in conjunction with other hard surfacing works. For Mount Hawke it was noted that work would be incorporated with works on new site £4,000 over 3 years each year to maintain it as it is rather than complete new start, Officers hut, the sub-committee agreed in principle to officer huts at Mithian and in the extension at Mount Hawke, contact sign gates for both allotment site gates approved, oak gate refurbishment at St Agnes cemetery recommended

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approved, cemetery new extension ash scattering area recommended approval budget set to £1,000, Mount Hawke allotment extension to progress and follow procurement processes. Unanimous Palombo/Rodda.

CA28/26 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. Rodda/Palombo

CA29/26 Mithian inspection - update (CASC 016/26)
RECEIVED report from officers and **RESOLVED** that the tenant would be made aware of the numerous breaches of the Tenancy Agreement as signed by them and that the council will be terminating the lease and a Termination Notice is to be sent to Tenant to this effect outlining the terms of termination and advising Tenant that deposit and Rent will not be refunded Unanimous Palombo/Rodda.

CA30/26 Sexton & Grounds maintenance contract (CASC 014/26)
Committee **RECEIVED** report and supporting quotations for renewal of current contracts and officers noted difficulties in obtaining quotes for sexton role due to lack of existing Sextons. **RESOLVED** to award both the sexton and ground maintenance contract to C Kalber for further 2 years. Also to share positive feedback in newsletter. Unanimous Palombo/Rodda.

Meeting closed 11.35am

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