



ST AGNES PARISH COUNCIL

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BURIALS & ALLOTMENTS SUB COMMITTEE – 23rd July 2025

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

Present: Cllrs. Brown, Clark, Polombo, Kimberley, Biggs

Absent: None

In attendance: Annette Tippet, Burials & Allotment Officer and Emily Goater, Property & Business Development Manager

BASC 01/25 Appointment of Chair.

APPOINTED Cllr Polombo for the Chair of the sub-committee 2025/26. Cllrs Kimberley /Clark. Unanimous.

BASC 02/25 Appointment of Vice-Chair.

APPOINTED Cllr Biggs for Vice-Chair of the sub-committee 2025/26. Cllrs Clark/Brown. Unanimous.

BASC 03/25 Apologies for absence. None.

BASC 04/25 Declarations of interest/Requests for dispensation. Cllr Brown – Item 16

BASC 05/25 Mins of last meeting dated 4th December, 2024.

RESOLVED that the minutes of the Cemeteries and Allotments Sub-committee meeting as dated above which had previously been circulated, be taken as read, were approved and signed.

Cllrs Brown/Biggs. Unanimous.

BASC 06/25 Public Participation. None.

BASC 07/25 Committee Terms of Reference

NOTED as above with no **RECOMMENDATIONS** to the AMC Cllrs Brown /Clark. Unanimous.

BASC 08/25 Allotments.

Verbal update from Cemeteries & Allotments Officer and Property & Business Development Officer: **RECEIVED** a verbal update on matters outstanding and **NOTED**:

Introduction - A Tippet gave and overview of her role as an Officer and the sites that the Parish Council manage. A. Tippet gave a description of the sites and an overview of its history in both the Cemeteries and Allotment areas. The role of the Sub Committee and the importance of the stringent regulations the Parish Council are governed by was highlighted by E. Goater

Waiting lists - Mount Hawke have 72 people on the Parishioner's waiting list and 14 at Mithian currently.

Bees - PC are seeking individuals to come forward to investigate the viability of keeping bees on PC land.

Allotment taps - Originally purchased, not fit for purpose and replacement ones are being sourced and installed by the Maintenance team.

Water butts - A. Tippet stated that she had contacted SWW to convene a date to meet with a representative to discuss various water saving ideas.

Allotment extension – E. Goater confirmed that Heads of Terms have been received but the 25-year lease proposal is not favourable Business and Development Manager to provide an update at a future meeting. **Officers and Clerk to pursue**

Compost signs – Burials and Allotment Officer to arrange replacement signs to be installed as the original ones have been removed, unbeknown to the Parish Council.

Badgers at Mount Hawke Cemetery - there is a prolific set at MH cemetery and the PC intend to do a minimal cut back of the overhanging vegetation because of unstable headstones, causing significant H&S risk

Allotments

BASC 09/25 Cemeteries & Allotments Fees review: RESOLVED the frequency of fee reviews every 2 years for Cemeteries and 3 years for the Allotments. Cllrs Brown/Biggs. Unanimous. **Officers to action.**

BASC 10/25 Site visit – Mount Hawke and Mithian Allotments: RECEIVED a report and **RESOLVED** a site visit to be conducted on 18th September at 9am. Cllrs Brown/Clark. Unanimous.

BASC 11/25 Allotment Terms and Conditions – Clarification amendments: RECEIVED the **Allotment Terms and Conditions** and **RATIFIED** 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). Cllrs Clark/Biggs. Unanimous.

BASC 12/25 Amendment to Allotment Tenancy Year: NOTED 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.

BASC 13/25 Implementation of approved Rent and Deposit increase: NOTED that the approved increases will be implemented with effect from 1st April 2026 (CASC 46/24, 04.12.2024).

BASC 14/25 Trailer at Mithian Allotments: RECEIVE a **report** as above and **NOTED** that CC have advised trailer to be removed.

Cemeteries

BASC 15/25 Site visit – Mount Hawke and St. Agnes Cemeteries: RECEIVED a report and **RESOLVED** a site visit to be conducted on 18th September at 9am. Cllrs Brown/Clark Unanimous.

*Cllr Brown left the meeting

BASC 16/25 Cemetery shelter review: RECEIVED a **report**, **NOTED** to explore the feasibility of securing grant funding. **RESOLVED** to explore the use of composite materials in a bandstand style, maintenance team to undertake as much of the work as possible and outsource what is outside of their remit. To be built on the current footings. Cllrs Kimberley/Clark Unanimous. **Officers to action and update at the next meeting.**

*Cllr Brown re-joined the meeting

BASC 17/25 ICCM Audit: RECEIVED the **audit report**, **NOTED** the recommendations **RESOLVED** to not change the 99 years lease length for plots. Cllrs Kimberley/Clark. 4 in favour Cllr Brown. Abstained. **Officers to action.**

BASC 18/25 Memorial Safety Inspection: RECEIVED a **report**. **NOTED** the findings. **RESOLVED** Officer recommended actions (required by legislation). Cllrs Kimberley/Brown. Unanimous. **Burial and Allotment Officer to pursue and update at a future meeting.**

BASC 19/25 Date of next meeting: RESOLVED the date of the next meeting - Wednesday 22nd October at 10am. Cllrs Brown/Kimberley. Unanimous. **Burial and Allotment Officer to issue invitation.**

BASC 20/25 Extension of meeting time (Standing Order 3(w)).

None

BASC 21/25 Public Bodies (Admissions to Meetings) Act 1960.

None

Meeting Close 11.12am