ST AGNES PARISH COUNCIL

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CEMETERIES & ALLOTMENTS SUB COMMITTEE – 26TH November, 2025

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

Present: Cllrs. Clark, Polombo, Kimberley, Briggs
Absent: Cllr. Brown
In attendance: Annette Tippett, Cemeteries and Allotments Officer

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CASC 22/25 Apologies for absence. Cllr. Brown.

CASC 23/25 Declarations of interest/Requests for dispensation. None

CASC 24/25 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 Kimberley/Briggs. Unanimous.

CASC 25/25 Public Participation. None.

CASC 26/25 Cemeteries and Allotment recruitment.
NOTED interviews being held tomorrow (27th November, 2025).

Allotments.
CASC 27/25 Verbal update from Cemeteries and Allotments Officer.

A) **Waiting Lists –** The Officer stated that the waiting list for Mount Hawke stood at 75 and Mithian had no waiting parishioners and was about to start down the non-parishioner waiting list in accordance with policy.
B) **Extra land for allotments at Mount Hawke –** Progressing: matter is with the Clerk, Cornwall Council and Solicitors.
C) **Bee areas –** Matter had been held in abeyance, new contacts - Officer to follow up.
D) **Taps and Water Butts –** An allotment holders' letter was read and noted. **RESOLVED** Officer to reply stating that the new taps would remain as had shown to be cost effective. Cllr. Kimberley stated that he was working with Cornwall Councillor P. Mitchell, in contact with Southwest Water regarding possible funding for water butts.

Cllrs Briggs/Kimberley Unanimous

CASC 28/25 Site Allotment Terms and Conditions.
It was noted that amendments need to be made to the Terms and Conditions to improve clarity regarding Notice Letters and other amendments to be robust and ensure the document is free from contradictions and ambiguities. These amendments do not alter the substantive content or intent of the version adopted.

a. **Notice to Improve** – Sent due to a breach of the Terms and Conditions identified via the regular monthly inspections. The Notice gives 14 days to carry out the required work, prior to a 2nd inspection. The Tenant being advised that the date of the Notice is also the start date of the one months' notice period to vacate if remedy is not made.

b. **Notice of Termination** – if a tenant has not improved or remedied the breach a letter to advised them that they have 14 days to remove all personal belongings from the plot and leaving date.
c. **Tyres to be added as prohibited**; enforceable from 1st April 2026

RESOLVED that these amendments would be added to the Terms and Conditions. – Officer to deal with.
Cllrs Kimberley/Clark. Unanimous

CASC 29/25 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.

CASC 30/25 Rolling Leases.
RESOLVED for the new leases to be issued as rolling leases. Officer to deal with.
Cllrs Kimberley/Palombo. Unanimous

CASC 31/25 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).

CASC 32/25 Asset Walkabout – Mount Hawke and Mithian Allotments.
Discussed both sites. No matters were raised at this time.

CASC 32/25 Trailer at Mithian Allotments.
NOTED trailer had been removed.

CASC 33/25 Area to be set aside for Parish Council use at Mithian site.
Cllrs. Received a verbal report from the Officer as to the need to section off an area of the Car Park for Parish Council use. **RESOLVED** to approve this action. Cllrs Kimberley/Briggs. Unanimous

CASC 34/25 Letter from Mount Hawke Allotment Holders.
Considered the following matters arising from this letter.

a) That the Council consider offering concessions (pension/benefits) – **RESOLVED** that this would not be considered at this time, however the Parish Council did support the GP Service funding "Social Subscribing" which any allotment holder could apply for. Officer to reply
b) That fencing height be increased to six feet to protect crops and infrastructure – It was decided that six feet was too high and would cause problems for neighbouring allotments. **RESOLVED** to change the Terms and Conditions to state that fences could be four feet high. Officer to action
c) That a hook is fitted to hold the gate whilst entering or leaving the site. Possibility of stile for pedestrian access to one side of the gate. It was **NOTED** that a previous request for a pedestrian access had been received and refused. **RESOLVED** that the maintenance team would be asked to fit a hook to hold back the gate. Officer to advise
d) That the Parish consider subdividing to provide quarter plots. **RESOLVED** that this would be considered when the Parish Council started a new site. Office to note
e) That ponds are allowed up to 2sq meters surface area, with no dimension exceeding two meters. **RESOLVED** that due to Health and Safety on the site, ponds would not be allowed. Kimberley/Palombo Unanimous

<u>Cemeteries.</u>
CASC 35/25 Asset Walkabout – Mount Hawke and St Agnes Cemeteries.
Discussed both sites. No matters were raised at this time.

CASC 36/25 Cemetery shelter review.
Verbal update given by Officer into her findings regarding composite materials, funding and whether the work to erect could be undertaken by the maintenance team. It was **RESOLVED** to progress that:-

a) The incoming Assistant would be tasked to explore the feasibility of securing grant funding.
b) The Officer would liaise again with Truro Portable Buildings to discuss the Parish Councils requirements and report back to the Sub-Committee with findings. Officer to action.

Cllrs Kimberley/Briggs. Unanimous

CASC 37/25 Memorial Safety Inspection - update.
Received verbal report from Officer that Red Memorials had been dealt with, Amber memorials all banded, some owners had come forward and carried out required work, others will remain banded for a period of one year to cover Christmas, Easter, birthdays and anniversaries, in the hope that more grave owners will come forward. After this time quotes will be obtained to carry out the remedial work on those left outstanding.
RESOLVED Officer to continue to work as per required legislation. Officer to progress
Cllrs Kimberley/Clark. Unanimous

CASC 38/25 Date of next meeting:
Date of the next meeting – to be advised and confirm. Officer to issue invitation in due course.

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 11.15 am