



ST AGNES PARISH COUNCIL

Parish Clerk: Catherine Nutting LLB, PGDip, BA
(Hons), CILCA
Parish Rooms, 17 Vicarage Road
St Agnes, Cornwall
TR5 0TL

01872 553801
clerk@stagnes-pc.gov.uk
www.stagnes-pc.gov.uk

CEMETERIES & ALLOTMENTS SUB COMMITTEE – 31st July 2024

Minutes of the meeting of St Agnes Parish Council as above, held at Parish Rooms, St Agnes, TR5 0TL, 11:00.

Present: Cllrs. D Rodda, D Brown, A Blight, A Ede, G Brown

Absent: None

In attendance: C Nutting, Clerk and Annette Tippet, Burials and Allotment Officer

CASC 01/24 Appointment of Chair.

APPOINTED Cllr A Blight for the sub-committee 2024/25.

CASC 02/24 Appointment of Vice-Chair.

APPOINTED Cllr G Brown for the sub-committee 2024/25.

CASC 03/24 Apologies for absence

None

CASC 04/24 Declarations of interest/Requests for dispensation.

None

CASC 05/24 Public Participation.

None

CASC 06/24 [Committee Terms of Reference](#)

NOTED as above and **RECOMMEND** change to wording under 'Record of Meeting' to include that minutes will be noted at both AMC and Full Council meetings. Cllrs Rodda/G Brown. Unanimous.

Allotments

CASC 07/24 Allotment Terms and Conditions document.

RESOLVED to adopt the up dated version of the above. **NOTED** guidance docs will be drafted and information from bee society and presented at Sept meeting. Cllrs Rodda/Ede. Unanimous. **Officers to pursue.**

CASC 08/24 Communal compost area, Mount Hawke allotment.

RECEIVED a [report](#) and **NOTED** E&P Committee minute [EP143/23](#) and **CONSIDDERD** the recommendations. **RESOLVED** to **NOT** to have a Communal compost area, but to have a clearly signed/defined Parish Council use only, for the composting of hedge trimmings. To **INFORM** Mount Hawke Allotment holders of this when sending out invoices in September. Cllrs G Brown/D Brown. Unanimous. **Officers to action.**

CASC 09/24 Accessibility provision review.

RECEIVED a report as above and **RESOLVED** that Officers and Maintenance Team to undertake a full assessment of the area and prepare a fully costed design/recommendation documentation for consideration. Cllrs G Brown/Rodda. Unanimous. **Staff and Officers to action.**

CASC 10/24 Allotment taps and water butts update.

NOTED that the push tap installation at both sites is in progress with the Maintenance Team and water butt provision by SWW (ongoing). **Officers to follow up with SWW.**

CASC 11/24 Allotment extension site Mount Hawke.

NOTED Cornwall Council's decision to exclude the extension site from the current devolution package. **RESOLVED** that the Clerk would ask Cornwall Council to see if either of the proposed fields could be rented from the farmer, if the land is not being actively used. Cllrs Rodda/Ede. Unanimous. **Clerk to action.**

CASC 12/24 Allotment enhancements ideas.

RECEIVED a [report](#) and **CONSIDDERED** the recommendations. **RESOLVED** to conduct a feasibility study to ascertain how other allotments run competitions and the budgetary considerations of running such events. Cllrs Ede/Rodda. Unanimous. **Burial and Allotment Office to action.**

CASC 13/24 Allotment income/expenditure report and Fee review.

RECEIVED as above and **RESOLVED** Officers to undertake a fee review and report at the next meeting. Cllrs G Brown/Rodda. Unanimous. **Officers to action.**

CASC 14/24 Allotment web page.

ALLOCATED a sub committee Member Cllr G Brown to sit on any Council Website Review Working Group to support an allotment online provision and to also sit on the W/G after FC. Cllrs Ede/Rodda. Unanimous.

Cemeteries

CASC 15/24 Cemetery Shelter insurance claim.

NOTED an update as above and make a recommendation to the full Council regarding replacement and expenditure. **RESOLVED** to ring fence funds received from the claim and include provision for the 2025/26 budget to replace the shelter. Officers to investigate other structures that will offer longevity, lower maintenance costs and deter as ASB such as installing solar lighting. Cllrs G Brown/A Ede. Unanimous. **Burial and Allotment Office to action.**

CASC 16/24 Cemetery taps update.

NOTED that push tap installation at both sites is ongoing by the Maintenance Team.

CASC 17/24 Burial Authority training (Councillors and Staff).

NOTED as above on 18th September, 5 p.m. It was stressed that all Councillors should attend.

CASC 18/24 Cemeteries income/expenditure report and Fee review.

RECEIVED as above and **RESOLVED** Officers to undertake a fee review and report at the next meeting. Cllrs Rodda/Ede. Unanimous. **Officers to action.**

CASC 19/24 Cemeteries web page.

ALLOCATED a sub committee Member Cllr G Brown to sit on any Council Website Review Working Group to support a cemeteries online provision. Cllrs Ede/Rodda. Unanimous.

CASC 20/24 Notification of meeting/suggested items for agenda: 25th September 2024 – 11 a.m.

None

CASC 21/24 Extension of meeting time (Standing Order 3(w)).

None

CASC 22/24 Public Bodies (Admissions to Meetings) Act 1960.

None

Meeting Close 12.07pm

Draft