

# Mabe Parish Council

## Minutes – 8 June 2023

Minutes of the monthly meeting of Mabe Parish Council held on Thursday 8 June 2023 at the Mabe Parish and WI Hall, Antron Hill, Mabe, commencing at 7.00pm

**Councillors present:** Councillors: P Tisdale (Chair), K West (Vice-Chair), C Cole, B Galke, R Phillips, P Simmons, T Tindle, M Wilkinson

**Cornwall Councillor attending:** Cllr Bastin had sent his apologies

**Officer support:** Clerk/RFO

Minute no:	Agenda Items
MPC23.24.49	<b>Apologies for absence</b> – were received from Cllrs Thomas and Wills.
MPC23.24.50	<b>Members’ Declarations of Interests</b> Cllr Wilkinson declared an Interest in Minute 63 (grants – MYCP) as a volunteer for the Luncheon Club, and withdrew from the meeting during consideration of this item.
MPC23.24.51	<b>To approve written requests for dispensation</b>
MPC23.24.52	<b>Cornwall Councillor report</b> Cllr Tisdale reported that a site meeting is being arranged with the CC ward member and enforcement officer, to review issues at Halvasso.
MPC23.24.53	<b>Public Speaking</b> A speaker spoke in support of the MYCP grant application (agenda item 63). The MYCP is busy, with growing uses, and the Luncheon Club is so successful that there is now a waiting list. Recently updated Constitution. Due to be renamed the Mabe Community Hub, pending permission from the Charity Commission. Reasonable reserves are held, and now a 3 – 5 year programme to update the premises, and so reserve funds will be utilised. Increasing the level of joint working with the school. Explained the need for the new oven, subject to the grant application.
MPC23.24.54	<b><u><a href="#">Minutes of meeting of the council held on 11 May 2023</a></u></b> <b>Resolved</b> – that the minutes of the meeting of the council, as above, having been circulated, be taken as read, approved and signed by the Chair as a true and accurate record of the meeting.
MPC23.24.55	<b>Clerk’s update report</b> <i>Noted</i>
MPC23.24.56	<b>Planning Applications</b>
	a) <b><u><a href="#">PA22/08587</a></u></b> – Chygrowynek, Antron Hill, Mabe Burnthouse, Penryn TR10 9HG – Replacement windows, installation of gas meter and erection of timber fence, gate and shed. <b>Resolved</b> – the parish council has no objection, provided that Cornwall Council’s Conservation Officer has no objection.

	<p>b) <a href="#">PA23/03439</a> – Tremough House, Penryn Campus, Penryn – Essential maintenance to retain integrity to the link bridge, which is attached to Tremough House, which is Grade II Listed. The works will remove decayed windows and cladding, and provide robust fenestration and walling at the link bridge.</p> <p><b>Resolved</b> – that the application is supported provided that the bottom panel (grey aluminium) is replaced with a material more in keeping with the building, advice of the CC Conservation Officer requested to be sought on this.</p>
	<p>c) <a href="#">PA23/02128</a> – Gwendra Cottage, Halvasso, Penryn – 25kW Solar PV ground array</p> <p><b>Resolved</b> – that the parish council supports the application, subject to condition that the array is screened in such a manner that it is not visible from the roadway. The land in which the array is situated continues to be used for some form of agricultural purpose. In compliance with Policy RE1 c), e) &amp; g) of the CEDPD and Policy 4 of the MNDP.</p>
	<p>d) <a href="#">PA23/03990</a> – Skyber Goth, Halvasso, Penryn – Demolition of outbuilding and erection of a self contained one bed annexe with removal of condition 3 of decision PA20/11120 dated 16.04.21</p> <p><b>Resolved</b> – that the parish council objects on the basis that the reason set out to accompany Condition 3 in the Decision Notice remains valid.</p>
MPC23.24.57	<b>Scheme of Delegation</b> – Deferred to next meeting.
MPC23.24.58	<b>Terms of Reference for committees</b> – Deferred to next meeting.
MPC23.24.59	<b>Review of Asset Register</b> – Deferred to next meeting.
MPC23.24.60	<b>Review of the Council’s Financial Risk Assessment</b> – Deferred to next meeting.
MPC23.24.61	<p><b>Mabe Neighbourhood Plan [Cllr West]</b> <i>To receive an update on progress of the creation of the Mabe Neighbourhood Plan.</i></p> <p>Officers at Cornwall Council have requested minor amendments (typo’s) and once these have been completed to their satisfaction, it is expected to progress to referendum. Noted.</p>
MPC23.24.62	<p><b>Halvasso – request to Cornwall Council to bring in a 30mph speed limit, with repeater signs</b></p> <p>Cllr Tisdale reported on advice received from outside Cornwall Council that a 30mph speed limit can be brought into force in an area without streetlights, provided that repeater signs are used.</p> <p><b>Resolved</b> – that a request be submitted to Cornwall Council to implement a 30mph speed limit for Halvasso.</p>
MPC23.24.63	<p><b>Grants applications</b></p> <p>Cllr Wilkinson declared an interest in the MYCP grant application and withdrew from the meeting during consideration of that item.</p> <p><u>MCYP</u> – application for funding of £500 towards provision of a new oven.</p>

	<p>Considerations: the amount of reserves held by the MYCP, the plans for improvements to the community hall, the value of the luncheon club to the local community, the importance of supporting local senior residents.</p> <p><b>Resolved</b> – to make a grant payment of £500 to the MYCP for the purpose as set out in the application.</p> <p><u>Mabe 1st Brownies</u> - to help subsidise running costs</p> <p>Consideration – the benefit of the organisation to the local community, including girls from families who may not be able to afford a holiday or days out.</p> <p><b>Resolved</b> – to make a grant payment of £750 to the Mabe 1st Brownies for the purpose as set out in the application.</p> <p><u>Citizens Advice Cornwall</u> – deferred – pending receipt of accounts.</p> <p><u>Mabe Christmas Lights</u> – deferred – pending receipt of accounts</p> <p><u>Mabe WI</u> (insurance for the hall) - <b>Resolved</b> – that the parish council will continue to pay the annual insurance cost for the WI Hall, to be a budget line within the council's budget rather than treat it as a grant application, to be paid from Reserves for this year (up to £700 or bring to council), and to be added to next year's budget.</p>
MPC23.24.64	<p><b>Street naming for new development off Antron Hill – land south of Coronation Cottages</b></p> <p>Members discussed the names suggested by the developers and did not agree that Hornblower was an appropriate reference as the engineer had lived in Penryn and not Mabe.</p> <p><b>Resolved</b> – that the parish council proposes College Reach.</p>
MPC23.24.65	<p><b>The Bier</b></p> <p>Cllr Wilkinson reported that the volunteers were ready to bring the bier to the bier house to start repairing it, and would help to load papers and items to be removed.</p> <p>Cllr Phillips, Wilkinson and West to liaise, to arrange for waste to be disposed of and to identify documents to be archived, making reference to the council's Document Retention policy.</p>
MPC23.24.66	<p><b>Training</b></p> <p><b>Resolved</b> – that council approves the attendance of Cllr West at the following training, and will pay the cost of the training:</p> <ul style="list-style-type: none"> <li>- Finance for Councillors (20 June, zoom) £30 plus VAT</li> <li>- Being a good Chair (26 June, Liskeard) £30 plus VAT.</li> </ul>
MPC23.24.67	<p><b>To receive the Internal Audit Report for the year ended 31 March 2023</b></p> <p>The internal auditor's report and the AGAR documents had been circulated prior to the meeting, but with very little time to allow for all Councillors to read and comment.</p> <p><b>Resolved</b> – to accept the Internal Auditor report, on the basis that 2 days will be allowed for all Councillors to read the document and for Councillors to email the Chair (cc'd to the Clerk and all other Councillors) with any concerns they might have.</p>

MPC23.24.68	<p><b>To approve the Annual Governance Statement 2022/23 for signing by the Chair</b></p> <p><b>Resolved</b> – to approve the Annual Governance Statement 2022/23 provided that no substantial concerns are raised by Councillors over the next 2 days, the extension granted to give time for all Councillors to read and consider the documents.</p>																																				
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MPC23.24.71	<p><b>To approve other year end audit documents:</b></p> <ul style="list-style-type: none"> <li>- <b>Conflict of Interest Form (BDO Auditors)</b></li> </ul> <p><b>Resolved</b> – to sign and return the Conflict of Interest Form to BDO Auditors.</p> <ul style="list-style-type: none"> <li>- <b>Notice of the public right to inspect documents</b> – it was <b>noted</b> that the period for the public inspection of accounts would commence on Monday 12 June 2023 and conclude on Friday 21 July 2023</li> </ul>																																				
MPC23.24.72	<p><b>Schedule of payments</b></p> <p><b>Resolved</b> – to approve the payments as set out in the payments schedule:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Purpose</th> <th style="text-align: right;">Amount (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>Retrospective approval – invoice required prior to council meeting</i></td> </tr> <tr> <td>Zurich Municipal</td> <td>Annual insurance premium</td> <td style="text-align: right;">£601.18</td> </tr> <tr> <td>Groundwork UK</td> <td>Repayment of unspent grant funds (NDP)</td> <td style="text-align: right;">£4,295.15</td> </tr> <tr> <td colspan="3"><i>To be paid by online bank payment</i></td> </tr> <tr> <td>MYPC</td> <td>Grant – towards cost of new oven</td> <td style="text-align: right;">£500.00</td> </tr> <tr> <td>Mabe 1<sup>st</sup> Brownies</td> <td>Grant – towards running costs</td> <td style="text-align: right;">£750.00</td> </tr> <tr> <td>Barbara Goraus</td> <td>Internal Audit</td> <td style="text-align: right;">£200.00</td> </tr> <tr> <td>Corey Massey</td> <td>Construct and install timber bench and noticeboard, Treliever Road bus shelter, as per quote</td> <td style="text-align: right;">£2,450.00</td> </tr> <tr> <td>Purple Cloud</td> <td>Email support and Microsoft business – June. Inv 4028</td> <td style="text-align: right;">£150.00</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s salary (May)</td> <td style="text-align: right;">£501.40</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s expenses (May)</td> <td style="text-align: right;">£43.16</td> </tr> </tbody> </table>	Payee	Purpose	Amount (inc VAT)	<i>Retrospective approval – invoice required prior to council meeting</i>			Zurich Municipal	Annual insurance premium	£601.18	Groundwork UK	Repayment of unspent grant funds (NDP)	£4,295.15	<i>To be paid by online bank payment</i>			MYPC	Grant – towards cost of new oven	£500.00	Mabe 1 <sup>st</sup> Brownies	Grant – towards running costs	£750.00	Barbara Goraus	Internal Audit	£200.00	Corey Massey	Construct and install timber bench and noticeboard, Treliever Road bus shelter, as per quote	£2,450.00	Purple Cloud	Email support and Microsoft business – June. Inv 4028	£150.00	L Dowe	Clerk’s salary (May)	£501.40	L Dowe	Clerk’s expenses (May)	£43.16
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	HMRC	PAYE tax and NI (Month 3)	£125.40
	<i>To be paid by direct debit</i>		
	Vodafone	June – wifi hub (DD on 16 June)	£12.85
MPC23.24.73	<b>Finance report and bank reconciliation - Deferred to next meeting.</b>		
MPC23.24.74	<p><b>Migrating to new parish council email addresses</b>  <i>To review the progress on moving to new email addresses for all Cllrs and the clerk.</i></p> <p><b>Ongoing</b> The Clerk to send Cllrs Philips and Thomas the contact details for the IT support company.</p>		
MPC23.24.75	<b>Climate Group – regular update</b> No update.		
MPC23.24.76	<b>University Update</b> - meeting to be held on 21 June. Cllr Wilkinson has asked for an agenda item to ask how the university is advising students to save water, in view of the hosepipe ban.		
MPC23.24.77	<p><b>Correspondence</b></p> <ol style="list-style-type: none"> <li>1) Meeting with SW Lakes Trust <b>Noted.</b></li> <li>2) Cllr Simmons had received an email about a missing waymarker for a right of way, and will try to contact a local landowner for them to arrange for the waymarker to be replaced.</li> <li>3) Penvose application – Cllr West will attend the CC planning committee meeting.</li> <li>4) Cllr Simmons – no edition of Mabe Matters this month.</li> </ol>		
MPC23.24.78	<p><b>Agenda items for a future meeting</b></p> <ul style="list-style-type: none"> <li>- Any items deferred from this agenda</li> <li>- To write to Westcountry to ask that their drivers be told not to drive through Halvasso</li> </ul>		
MPC23.24.79	<p><b>Exclusion of the press and public</b></p> <p><b>Resolved</b> – that in accordance with s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from the meeting during the consideration of the following business owing to the confidential nature of that business.</p>		
MPC23.24.80	<p><b>Fencing or planting behind the bush shelter on Treliever Road</b></p> <p>An update was given, setting out all the options that had been considered for the fencing of the site. It was agreed that the decision of the previous meeting, to attach fencing panels to the fence of one property, should not be enacted as expenditure for the benefit of one property was beyond the council’s lawful powers.</p> <p>No decision was made on an alternative course of action. Blooming Mabe to be asked to advise on potential options to be considered at the July meeting of the council.</p>		
	Meeting closed: 8.55pm		Signed by Chair: .....