

Mabe Parish Council

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Minutes – 9 June 2022

Minutes of the meeting of Mabe Parish Council on Thursday 9 June 2022 at 7.00pm, Mabe WI Hall, Antron Hill, Mabe

Councillors present: Cllrs: M Wilkinson (Chairman), C Cole (Vice-Chairman) (from 7.12pm), B Galke, R Phillips (from 7.05pm), P Simmons (until 9.00pm), T Tindle, P Tisdale, K West, A Wills

Cornwall Councillor: C.Cllr Bastin.

Officer in attendance: Clerk/RFO to the Parish Council

Minute no:	Agenda Items
	Chairman's Announcements – the Chairman welcomed all those present to the meeting.
MPC22.23.30	Apologies for absence – were received from Cllrs A Thomas.
MPC22.23.31	Members' Declarations of Interests Cllr Wills declared an interest in Minute 41 (Grants, Christmas Lights) as a member of the Christmas Lights organising committee.
MPC22.23.32	To approve written requests for dispensation – None Councillor Phillips arrived at the meeting during the next item.
MPC22.23.33	Cornwall Councillor report C.Cllr Bastin had sent his apologies as he was chairing the Climate Network Panel meeting, being held at the same time as this meeting.
MPC22.23.34	Public Speaking The applicants for planning application (a) on the agenda explained the need for the application and gave an overview of the plans. The chairman of the Mabe Youth and Community Project spoke of the MYCP's plans to reinstate the football pitch, and a funding application to use s.106 funds. It was agreed that the council was supportive of the football pitch project and the proposed use of s.106 funds. A local resident raised concerns at the Antron Way traffic improvement works, stating that the priorities were incorrect and that motorists often weaved around the speed bumps. Also the road signs were being obscured by trees.
MPC22.23.35	<u>Minutes of meeting of the council held on 12 May 2022</u> Resolved – that the minutes of the meeting of the council, as above, having been circulated, be taken as read, approved and signed by the Chairman as a true and

All Minutes are in draft form until approved at the following council meeting.

	accurate record of the meeting.
MPC22.23.36	<p>Clerk's update report</p> <ul style="list-style-type: none"> - Gweal Darras items were being actioned, a meeting would be held on 29 June, with local residents and representatives from Coastline Housing. - Cllrs Tisdale and Tindle had volunteered to fix the top step and the gate into the Memorial Garden - The phone box had been painted by a local volunteer - The bench originally intended for the MYCP needed to be installed, location to be decided <p>The written update report circulated prior to the meeting, was noted.</p> <p>Cllr Cole arrived at the meeting at this point.</p>
MPC22.23.37	<p>Planning Applications</p>
	<p>a) PA22/04445 – 21 Summerheath, Mabe Burnthouse TR10 9JT – Replacement of conservatory with extension. Conversion of garage to bedroom and replacement of garage door with window.</p> <p>Resolved – that the application is supported.</p>
	<p>Planning appeal notification</p>
	<p>EN Appeal Notification EN19/00069 – Trevone Quarry</p> <p><i>Circulated to cllrs prior to the meeting (31 May), for information. Noted.</i></p>
MPC22.23.38	<p>Mabe Neighbourhood Plan</p> <p>Cllr West updated:</p> <ul style="list-style-type: none"> - The draft plan had been looked at by Cornwall Council, there had been several comments including green policies and environmental aspects, passed to the NDP consultant for comment. - Some policies might be taken out, to avoid duplication with policies to be in the Cornwall Plan - The Cornwall Council comment on the proposal for community open space would require much work, consulting with landowners etc. Reference had been made to a similar policy rejected due to lack of evidence. - Antron Hill / buffer zone – wording to be reviewed, perhaps wording to indicate intention rather than an actual policy, to reduce risk of policy being rejected. - The Cornwall Council comments and proposed revisions to the plan to be reported to the parish council before being agreed as amendments. - Policies relating to live-work units had wording with wide interpretation and so the wording was being re-drafted. - Next NDP meeting – 18 June. <p>Agreed – that it would be aimed to agree a version of the NDP document ready for the inspection stage.</p>
MPC22.23.39	<p>Play Equipment inspection – April 2022</p> <p>Noted.</p>

MPC22.23.40	<p>Review of S.106 funded projects</p> <ul style="list-style-type: none"> - Cllr Tisdale to give details to the school head teacher, giving the options for granite seating - Three quotes would be sought for works to make the planters, bus shelter seating and shelves for the phone box.
MPC22.23.41	<p>Grant applications</p> <p>The grant applications circulated prior to the meeting were considered:</p> <p><u>Mabe 1st Brownies</u> – Agreed: £750 grant towards costs of census, trip, materials.</p> <p><u>Mabe Christmas Lights</u> – Deferred, pending clarification on the amount of grant requested.</p> <p><u>Mabe WI</u> – Deferred, pending clarification on the cost of the annual insurance costs.</p> <p><u>Mabe Youth & Community Project</u> – Agreed: £550 contribution to subsidise the re-start of the luncheon club. Deferred – a decision on the funding request for the door lock to the July meeting.</p> <p><u>MACE (Mabe Action for Community Energy) on behalf of Mabe Climate Action</u> – Agreed a grant of £78.75</p>
MPC22.23.42	<p>Funding of Mabe Matters</p> <p>Following discussion, it was</p> <p>Resolved – that the parish council would pay 50% of the cost of producing Mabe Matters, up to a maximum of £1,000, and this limit could be reviewed if that limit is reached.</p>
MPC22.23.43	<p>Weed control 2022</p> <p><i>To consider steps to be taken to control weeds on pavements and roads in Mabe in 2022</i></p> <p>Following consideration it was agreed to take no action.</p>
MPC22.23.44	<p>Proposed gifting of play equipment to the Mabe Youth & Community Project</p> <p>It was noted that as of 1 June 2022 the play equipment had been gifted to the MYCP, the play inspection company had been advised, and the play equipment had been removed from the parish council’s insurance cover.</p>
MPC22.23.45	<p>Cornwall Council consultation – forthcoming PSPO renewal of existing dog bans on beaches</p> <p>Noted.</p>
MPC22.23.46	<p>Climate Group – regular update <i>To receive a monthly update from the Climate Group</i></p> <p>No update.</p>

MPC22.23.47	<p>University Update <i>To receive a monthly update from the University</i></p> <p>The Vice-Chancellor had invited parish councillors to visit the university. Cllr Simmons will circulate suggested dates, and may also invite local residents / organisations.</p>
MPC22.23.48	<p>To receive the Internal Audit Report for the year ended 31 March 2022 - <i>To receive the Internal Audit report</i></p> <p>The Internal Audit Report was noted.</p> <p>Cllr Simmons left the meeting at this point.</p>
MPC22.23.49	<p>To approve the Annual Governance Statement 2021/2022 for signing by the Chairman – <i>The approval of the Annual Governance Statement is a requirement of the external audit process</i></p> <p>Resolved – that the council approves the Annual Governance Statement 2021/22 and authorises the Chairman to sign it.</p>
MPC22.23.50	<p>To approve the Accounting Statements 2021/2022 for signing by the Chairman – <i>The approval of the Accounting Statements is a requirement of the external audit process.</i></p> <p>Resolved – that the council approves the Accounting Statements 2021/22 and authorises the Chairman to sign it.</p>
MPC22.23.51	<p>To approve the Annual Return for the year ended 31 March 2022</p> <p>Having approved the two above statements, it was Resolved - to agree for the clerk to submit the Annual Governance and Accountability Return form to auditors PKF Littlejohn.</p>
MPC22.23.52	<p>Appointments to Committees, Working Groups and Outside Bodies</p> <p>Resolved – that the following appointments are made:</p> <ul style="list-style-type: none"> - Planning Sites Committee – Chairman, Cllrs Tisdale, West and Tindle - Staffing Committee – Chairman, Vice-Chairman, Cllrs Tindle and Galke - Footpaths working group – Cllrs Cole, Wills, Tisdale, Thomas and Wilkinson, and community volunteer R George) - Health & Safety working group – Cllrs Tindle, Thomas and West - Community Network representatives – Cllrs Simmons and Wilkinson - University Link – Cllrs Wilkinson and Wills - Climate Change Group (CNP) – Cllr Simmons - MYCP representatives – Cllrs Cole and West - Defibrillator checkers – Cllrs Cole and West - Internal audit checks – Cllrs Phillips and Wilkinson - Finance Committee – Chairman, Vice-Chairman and Cllr Phillips - Councillor Surgeries – all councillors on a rota basis
MPC22.23.53	<p>Review of Standing Orders and Financial Regulations</p> <p>Resolved – that these policies are reviewed, with no changes at this time.</p>
MPC22.23.54	<p>Payment of NDP consultant by parish council</p> <p>Members considered the report which set out the position, with a funding gap between the end of the 2021/22 NDP grant and the grant for this financial year which</p>

	<p>was in the application stage. Costs between the approved grant funded dates would need to be covered by the parish council.</p> <p>Resolved – that the payments set out in the payments schedule and referred to in the report to council, be paid, with any amounts not covered by the Neighbourhood Plan earmarked reserves, to be paid from the general reserves fund.</p> <p>Cllr West undertook not to ask the consultant to carry out any further work, until the grant funds for the remainder of the current financial year are in place.</p>																																																			
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MPC22.23.56	<p>Finance report and bank reconciliation</p> <p>Noted.</p>																		
	<p>Update Asset Register</p> <p>Amendments to be made: delete the old laptop which no longer works, add the recently purchased laptop, delete the play equipment gifted to the MYCP.</p> <p>Resolved – that the Asset Register be updated as set out above.</p>																		
MPC22.23.57	<p>Migrating to new parish council email addresses</p> <p><i>To review the progress on moving to new email addresses for all cllrs and the clerk</i></p> <p>Cllrs Simmons, Tisdale, Galke and Cole had successfully moved to the parish council issued email addresses.</p> <p>Remaining cllrs and the clerk to carry out their migration to the new system, calling on the support of the IT company as required.</p> <p>Noted.</p>																		
MPC22.23.58	<p>Correspondence</p> <p>1. Lanteglos By Fowey Parish Council – asking support to approach Local Government Ombudsman to elicit change from Cornwall Council in respect of allocation of social housing – <i>refer to email circulated on 27 May</i> Noted.</p>																		
MPC22.23.59	<p>Agenda items for a future meeting</p> <p>i. Any matters deferred from, or raised at this meeting</p> <p>ii. Replacement of the Bier House roof, and further works needed to the bus shelter roof – <i>to consider any quotes received, and advice on further works needed</i></p> <p>iii. Village fete [Cllrs Wilkinson and Wills]</p>																		
MPC22.23.60	<p>Matters for decision, information excluded from the press and public</p> <p>Resolved 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>																		

MPC22.23.61	<p>Clearing the land behind the bus shelter, Treliiever Road - To agree the works to be carried out to clear overgrowth, brambles and leylandii</p> <p>Deferred to the July meeting, for quotes to be considered.</p>	
MPC22.23.62	<p>Local Protocol for Operation London Bridge</p> <p><i>To agree a parish protocol in line with national arrangements.</i></p> <p>Members considered the written report circulated prior to the meeting and agreed in principle to adopt measures in order that the parish would be prepared in the event of the death of a senior member of the Royal Family.</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1. The protocol to be presented to the July meeting of the council for approval/adoption to include: condolence book to be located at two sites (MYCP and WI Hall), and could be brought to school, care homes, etc. Provision would be made for flowers to be left at the WI Hall and the MYCP. 2. The items set out in the report be purchased (funded from reserves, and be kept at a suitable location in the parish. Purchases to be based on the indicative costs set out in the report and decision on actual items to be purchased to be delegated to the clerk in consultation with the Chairman and Vice-Chairman. 	
	Meeting closed: 9.58pm	Signed by Chairman: