

Mabe Parish Council

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Minutes – 14 January 2021

Minutes of the meeting of Mabe Parish Council held at 7.30pm on Thursday 14 January 2021, a remote meeting held via Zoom.

Councillors present: Councillors: P Tisdale (Chairman), M Wilkinson (Vice-Chairman), J Frost, T Kingsley, K Phillips, R Phillips, Terry Tindle.

In attendance: No members of the public

Officer present: Clerk to the parish council

Agenda no:	Agenda Items
	<p>Chairman's Announcements</p> <p>The Chairman welcomed all present to the meeting.</p> <p>Members were advised that the planning application PA18/11014 – Chyan Farm – Lawful development certificate application would be considered during the planning application item on the agenda, to take into account further advice received from the planning officer since the last meeting.</p> <p>Cllr Wilkinson reported on a university meeting just attended, and updated on the university's decision to refund accommodation fees for students while they were unable to attend. A letter was to be sent to government to seek financial support for private landlords to also make sure that students did not face financial losses if they could not come to campus. Agreed – in principle that the parish council would sign to support a letter to seek this support from the Government. The letter will be circulated by email once received.</p>
MPC145	Apologies for absence - were received from Cllrs Cole, Thomas and West.
MPC146	Members' Declarations
	<p>Cllrs Kingsley and Frost each declared an interest in this planning application e), PA20/11031, as friends of the applicants. They were removed to the waiting room facility of the Zoom meeting for the duration of this item, effectively withdrawing from the meeting.</p>
MPC147	To approve written requests for dispensation – none.
MPC148	Cornwall Councillor report - none.
MPC149	Public Speaking – None
MPC150	<p><u>Minutes of meeting of the council held on 10 December 2020</u></p> <p>Resolved – that the minutes of the meeting of the council, as above, having</p>

	been circulated, be taken as read, approved and signed by the Chairman as a true and accurate record of the meeting.
MPC151	<p>Clerk's update report</p> <ul style="list-style-type: none"> - Numbering signs for Cunningham Park, Cllr Kingsley had carried out a site visit and supplied the potential numbering through to Cllr Tisdale, to request quotes for signage. - Agreed – that Cornwall Council be requested to supply a nameplate for Summerheath - Quotes have been sought for signs for the Memorial Garden. Cllr Tisdale will update when these have been received <p>Resolve that the report be noted.</p>
MPC152	Planning Applications
	<p>a) PA20/10949 – Higher Boswin, Road from Goonhingey to Treliever Roskrow TR10 9AW – Resubmission of previously approved PA20/05648 for a first floor extension to include balcony on south east elevation.</p> <p>Resolved – that the application is supported.</p>
	<p>b) PA20/10368 – Mentone Farm, Jobs Water, Penryn TR10 9BS – Conversion of single storey barn to dwelling.</p> <p>Resolved – that the application is supported.</p>
	<p>c) PA20/11137 – Antron Farm, Antron Lane, Mabe Burnthouse – Application to discharge S106 obligation PA94/00553/F dated 18/10/1996</p> <p>Resolved – that the application is supported.</p>
	<p>d) PA20/11182 - Land east of Solheim, Antron Hill, Mabe Burnthouse TR10 9HH – Resubmission of approved PA20/02213 for proposed new dwelling with off-road parking and garden amenity area for replacement of slate with concrete tiles to match neighbouring properties.</p> <p>Resolved – that the application is supported, provided that all other planning conditions remain in place.</p>
	<p>e) PA20/11031 – Windy Ridge, 4 Halvasso Cottages, Halvasso, Penryn – Alterations and extension to a dwelling</p> <p>Cllrs Kingsley and Frost each declared an interest in this item as friends of the applicants. They were removed to the waiting room facility of the <i>Zoom</i> meeting for the duration of this item, effectively withdrawing from the meeting.</p> <p>Resolved – that the application is supported.</p>
	<p>f) PA18/11014 – Chyan Farm, Jobs Water, Penryn TR10 9BT – Lawful development certificate for the existing use of land for a forest school and for the construction of associated buildings and structures</p> <p>The further update from the planning officer had been circulated beforehand and was considered at the meeting. The planning officer had</p>

	<p>advised on ways to report issues to three other departments within Cornwall Council, and inviting further information on matters related to the certificate of lawfulness application.</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, to enable an update which included confidential information.</p> <p>Resolved – to re-admit the press and public to the meeting.</p> <p>Members considered the certificate of lawfulness application and the further advice received from the planning officer, following which it was</p> <p>Resolved – that a response be sent to Cornwall Council:</p> <ul style="list-style-type: none"> i. To report to the three enforcement sections at Cornwall Council, as suggested ii. To contact the planning service manager (Louise Wood) to express concern that issues on the site had been previously reported for enforcement and to question whether the lack of enforcement action previously had led to the situation now where the certificate of lawfulness could be submitted iii. With regard to the certificate of lawfulness, the parish council are supportive of the aims of the Forest School, however it is important that any development is carried out in accordance with planning law, and that the education element is carried out in accordance with the relevant authorities. iv. The parish council continues to assert that the land use and associated structures have not been in situ for the period claimed. This strong assertion is based on local knowledge of the site, including the knowledge of parish councillors who have lived in the parish and served on the council for well in excess of 10 years, and have had an interest in planning matters across the parish for all of that time. v. Any further evidence that cllrs have with regard to the certificate of lawfulness will be sent to Cllr Tisdale or the clerk for forwarding to the planning officer.
	<p>Planning Partnership - update</p> <p>The Chairman gave an update on the latest Planning Partnership meeting, noting reductions in the numbers of housing to be required in the area. Cornwall Council would be asking for a 4.9% increase in council tax across the council. If this cannot be achieved, there is expected to be a negative impact on the planning service, including consultation with parish councils and enforcement.</p>

MPC153	<p>Mabe Emergency Group</p> <p>Cllr Wilkinson reported that a pasty run would be held next Tuesday. The successful Christmas pasty-run had highlighted the vulnerability of older people in the community and so a renewed effort next week aims to help address this. The reaction to the Christmas hampers delivered was amazing, including the feedback from students who had not been able to return home over Christmas. Many letters of thanks had been received. The generosity of the local community was appreciated.</p> <p>As of today, there had been one request for assistance with food since the latest lockdown.</p> <p>There is a collection box in the shop, for food bank items. Donations of devices for the school have been offered, and the school would wish to accept them.</p> <p>The university have offered that students could volunteer, eg to help with home learning, addressing loneliness.</p> <p>Further cash donations had been received; these will be held by the parish council until next needed.</p> <p>It was agreed that MEG will try to be included on the Cornwall Council food map, Cllr Wilkinson to action.</p> <p>The update was noted, and the Chairman and councillors expressed appreciation to all who work on the Mabe Emergency Group.</p>
MPC154	<p>Mabe Neighbourhood Plan</p> <p>Cllr Wilkinson reported that the postcards have been delivered by volunteers, with a link to the questionnaire. Closing date: 22 February. Within the first 6 days, 60 questionnaires had been completed and the NDP Facebook page had received an increasing number of visits. The valuable communications and marketing input by Cllr Frost was noted, with appreciation.</p> <p>It was noted that the Green Levy element has already been included in the council's Climate Action Plan, and that Paul on the NDP Group had been made aware of this.</p> <p>Agreed: The Clerk was asked to contact the NDP Committee to discuss the way forward for the NDP grant from Groundwork UK. It was expected that at the end of the financial year, unspent grant would have to be repaid, and then applied for again for next year.</p> <p>The update was noted.</p>
MPC155	<p>Play Equipment inspection – December 2020</p> <p>Members considered the report circulated and</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) The inspection report be received and that it be noted that no action is required at this time; and 2) The council notes that the current covid-19 provisions at the play area

	are reasonable and adequate under the current circumstances.
MPC156	<p>Handover of Play equipment at Mabe Youth & Community Project</p> <p>Members considered the report circulated prior to the meeting, and also the additional advice received from CALC, noting that the council had reclaimed the VAT (as a non-business activity) and that this would not prevent the council gifting the equipment to the MYCP.</p> <p>Resolved – to arrange a Zoom meeting with the MYCP Management Committee to discuss the handover arrangements, for report to the next scheduled meeting of the council. Cllrs Tisdale and Wilkinson to attend, also the Clerk.</p>
MPC157	<p>Review of S.106 funded projects</p> <p>With regard to s.106 funds, the clerk had updated on the following:</p> <p>PA12/09580 (Treliever Road) – the last of the funding is being reclaimed from Cornwall Council</p> <p>PA10/08470 (Antron Hill) – initial funds are being reclaimed from Cornwall Council An application needs to be submitted for use of the £7,372 remaining</p> <p>PA07/00412/F (Tremough Barton Farm) – funding for the current ReGreen Mabe project, underway.</p> <p>Cllr Kingsley reported that:</p> <ul style="list-style-type: none"> - A reply from MYCP was awaited, regarding proposed picnic benches - The headteacher of the school is very supportive of proposed picnic benches and had agreed locations with Cllr Kingsley, with benches by the school (which can be used for outdoor learning) and a bench by the skatepark. - The two benches already purchased to be located in the Memorial Garden (rustic park benches) - Park benches more appropriate for Spargo Court - The quotes for the picnic benches were for a longer bench, including provision for wheelchair access. - Pub – very interested in bike stands in the pub car park, they are also keen to engage with Bloomin Mabe <p>Bloomin Mabe: work on the land by the bus shelter had not progressed; the apple tree project is being well-received, many people were still requesting trees.</p> <p>Resolved – that with regard to the ReGreen Mabe funding:</p> <ol style="list-style-type: none"> 1) The Clerk to ask the Community Link Officer how to get permission for benches and planting for Spargo Court 2) A picnic bench, park bench and planting be purchased and installed at Spargo Court, subject to agreement by Cornwall Council 3) The existing benches in storage, to be relocated and installed at the Memorial Garden 4) Two picnic benches be installed in the field next to the school, subject to agreement from the MYCP, a limit of £2,000 to be spent on the picnic

	<p>benches and park benches. Cllrs Kingsley and Tisdale are sourcing quotes.</p> <p>Resolved – that with regard to the s.106 funds relating to PA10/08470, the s.106 officer to be asked whether the funding deadline for expenditure can be extended past February 2022, pending the roads scheme for Antron Hill, referring to the notification from Cornwall Council (circulated by email prior to the meeting) stating that the highways improvements would not be carried out until at least March 2022.</p>
MPC158	<p>Footpaths:</p> <p>Members considered the update from the Footpaths Working Group. The proposed way forward was:</p> <ul style="list-style-type: none"> - To send the list of agreed materials to Cormac, ask that they be costed, so that the amount available for labour/works could be established - To send enforcement matters to Cornwall Council for their attention - To ask the footpaths team to adjust the LMP agreement to reflect the changes agreed by the Footpaths Working Group, as set out in the report. <p>The Clerk advised that the enforcement matters had been notified to Cornwall Council, and that the changes could not be made to the LMP for 2021 but would be considered before September 2021 for potential changes in 2022.</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) The work of the footpaths working group and endorse the progress made to utilise the enhanced LMP funding 2) To endorse the changes to be requested to the LMP maintenance agreement for 2022 3) To send the list of materials to Cormac, part of the enhanced LMP funded works.
MPC159	<p>Amendment to Grants Policy</p> <p>At the previous meeting of the council a question had been raised about the use of the budget for community grants and the spending of s.137 funds. In order to help clarify for the future, the clerk had presented a draft amendment to the grants policy.</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) The budget lines for the 2021/2022 financial year be split: <ul style="list-style-type: none"> • £3,500 for grants • £250 for s.137 payments 2) The amendment to the grants policy, as set out in the report, be approved and adopted. 3) Bring a further amendment to next meeting, to clarify when churches can apply for grant funding <p>Cllr R Phillips requested that it be recorded that he abstained on the vote for this item.</p>

MPC160	<p>Grants</p> <p>Having agreed in principle to award grant funding in response to the application from the parish church, Members considered further advice.</p> <p>1) Resolved – that the grant of up to £789 to St Laudus Church be approved, for the purpose set out in the grant application. This to be actioned by:</p> <ol style="list-style-type: none"> a. Approval to vire £789 from the S.137 payments budget to a new Grants budget line b. £789 from this financial year be carried forward within the Grants budget line, for use in the 2021/22 financial year c. The grant to be paid upon receipt of invoice's, under S.214 of the Local Government Act 1972 <p>Cllr R Phillips requested that it be recorded that he abstained on the vote for this item.</p>
MPC161	<p>Litter on the A394 by the recycling centre</p> <p>Cllr Tisdale spoke of his concern at the levels of litter on the A394 and suggested that the council should discuss the need to tackle this, with Cornwall Council / Suez. It was thought that much of the litter came from traffic to the civic amenity site.</p> <p>Resolved – that Cornwall Council and Suez both be asked to confirm that the A394 will be assigned a regular litter picking regime.</p>
MPC162	<p>Consultation – Local Government Ethical Standards</p> <p>Local councils have been consulted on the review being carried out by the House of Lords Committee in Standards in Public Life.</p> <p>Resolved – that there will be no response from the parish council but that cllrs may response as individuals.</p>
MPC163	<p>Consultation – Code of Conduct</p> <p>Parish and town councils across Cornwall have been invited to respond to a consultation being carried out by Cornwall Council with regard to the Code of Conduct.</p> <p>Resolved - that there will be no response from the parish council but that cllrs may response as individuals.</p>
MPC164	<p>Budget and Precept 2021/2022</p> <p>Members considered the draft budget circulated, along with the supporting report which set out the principles guiding the development of the draft budget for the coming financial year. The budget included a figure allocated as the amount to be requested of Cornwall Council, to be the precept for the parish for 2021/2022.</p> <p>The budget had been given detailed consideration by the working group, as agreed at the December meeting of the council.</p>

	<p>Resolved – that</p> <ol style="list-style-type: none"> 1. Council approves the 2021/22 budget as set out in the report; and 2. Council approves the proposed precept of £20,617 for the 2021/2022 financial year, and for the 2021/22 precept request to be authorised by the Chairman and Clerk/RFO, for submission to Cornwall Council 																																										
MPC165	<p>Schedule of payments</p> <p>Resolved – to approve payments as set out in the payments schedule. It was noted that the defibrillator at the shop had not yet been fixed, and so the payment of this invoice would be withheld until the issue is resolved. Payment to be released after confirming with the Chairman.</p> <table border="1" data-bbox="365 663 1335 1901"> <thead> <tr> <th data-bbox="365 663 684 757">Payee</th> <th data-bbox="684 663 1141 757">Purpose</th> <th data-bbox="1141 663 1335 757">Amount payable</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="365 757 1335 813">Online bank payments:</td> </tr> <tr> <td data-bbox="365 813 684 869">Booths Print</td> <td data-bbox="684 813 1141 869">NDP Postcard printing</td> <td data-bbox="1141 813 1335 869">£110.40</td> </tr> <tr> <td data-bbox="365 869 684 1081">Southwest Playground Safety Inspections</td> <td data-bbox="684 869 1141 1081">Playground inspection – December Labour and materials for replacement of shackles on the swings</td> <td data-bbox="1141 869 1335 1081">£151.40</td> </tr> <tr> <td data-bbox="365 1081 684 1216">Cornwall Wood Treatment Services Ltd</td> <td data-bbox="684 1081 1141 1216">Timber for planters – ReGreen Mabe (s.106)</td> <td data-bbox="1141 1081 1335 1216">£1,784.93</td> </tr> <tr> <td data-bbox="365 1216 684 1312">Duchy Defibrillators</td> <td data-bbox="684 1216 1141 1312">Annual monitoring fee for community hall</td> <td data-bbox="1141 1216 1335 1312">£192.00</td> </tr> <tr> <td data-bbox="365 1312 684 1408">Duchy Defibrillators</td> <td data-bbox="684 1312 1141 1408">Annual monitoring fee for store & post office</td> <td data-bbox="1141 1312 1335 1408">£192.00</td> </tr> <tr> <td data-bbox="365 1408 684 1464">L Dowe</td> <td data-bbox="684 1408 1141 1464">Clerk’s salary (December)</td> <td data-bbox="1141 1408 1335 1464">£361.60</td> </tr> <tr> <td data-bbox="365 1464 684 1520">L Dowe</td> <td data-bbox="684 1464 1141 1520">Clerk’s expenses (December)</td> <td data-bbox="1141 1464 1335 1520">£14.39</td> </tr> <tr> <td data-bbox="365 1520 684 1617">HMRC</td> <td data-bbox="684 1520 1141 1617">PAYE tax and NI (Month 10)</td> <td data-bbox="1141 1520 1335 1617">£90.36</td> </tr> <tr> <td colspan="3" data-bbox="365 1617 1335 1673">Direct debit payments</td> </tr> <tr> <td data-bbox="365 1673 684 1760">EE</td> <td data-bbox="684 1673 1141 1760">Dec ’20 mobile phone contract (DD on 6/1/21)</td> <td data-bbox="1141 1673 1335 1760">£10.46</td> </tr> <tr> <td data-bbox="365 1760 684 1816">Unity Bank</td> <td data-bbox="684 1760 1141 1816">Service Charge</td> <td data-bbox="1141 1760 1335 1816">£18.00</td> </tr> <tr> <td data-bbox="365 1816 684 1901">Ionos</td> <td data-bbox="684 1816 1141 1901">Annual fee for website domain (10/1/21 – 10/1/22)</td> <td data-bbox="1141 1816 1335 1901">£15.60</td> </tr> </tbody> </table> <p data-bbox="341 1939 1374 1973">Defibrillator in the shop – still isn’t working. Cllr K Phillips will follow up on this.</p>	Payee	Purpose	Amount payable	Online bank payments:			Booths Print	NDP Postcard printing	£110.40	Southwest Playground Safety Inspections	Playground inspection – December Labour and materials for replacement of shackles on the swings	£151.40	Cornwall Wood Treatment Services Ltd	Timber for planters – ReGreen Mabe (s.106)	£1,784.93	Duchy Defibrillators	Annual monitoring fee for community hall	£192.00	Duchy Defibrillators	Annual monitoring fee for store & post office	£192.00	L Dowe	Clerk’s salary (December)	£361.60	L Dowe	Clerk’s expenses (December)	£14.39	HMRC	PAYE tax and NI (Month 10)	£90.36	Direct debit payments			EE	Dec ’20 mobile phone contract (DD on 6/1/21)	£10.46	Unity Bank	Service Charge	£18.00	Ionos	Annual fee for website domain (10/1/21 – 10/1/22)	£15.60
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MPC166	Finance report and bank reconciliation Resolved – to receive and note the budget monitoring report and monthly bank reconciliation.	
MPC167	Correspondence	
MPC168	Agenda items for a future meeting <ul style="list-style-type: none"> - Review of policies – general - Review of Grants Policy – when churches can apply - GDPR and provision for remote meetings – to consider whether to move to Office 365 for cllrs (enabling meeting by Teams), and whether to set up .gov.uk email addresses - Parish council Facebook page - Climate Group update - University update 	
MPC169	Exclusion of the press and public	
	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	
MPC170	Appointment of Internal Auditor The clerk reported that a number of potential internal auditors had been identified. Resolved – that each of the potential internal auditors identified be invited to quote for carrying out an annual internal audit, and provide a short summary to explain how they approach their audits.	
	Meeting closed at 10.12 pm	Signed by Chairman: