

# Mabe Parish Council

## Minutes – 10 August 2023

**Minutes of the monthly meeting of Mabe Parish Council held on Thursday 10 August 2023 at 7.00pm at Mabe Parish and WI Hall, Antron Hill**

**Councillors attending:** Cllrs: P Tisdale (Chair), B Galke, P Simmons, T Tindle, M Wilkinson, A Wills

**Cornwall Councillor** – apologies from Cllr Bastin

**Officer support** – Clerk/RFO

Minute no:	Agenda Items
MPC23.24.117	<b>Apologies for absence</b> – were received from Cllr West and Phillips.
MPC23.24.118	<b>Members’ Declarations of Interests</b> – None
MPC23.24.119	<b>To approve written requests for dispensation</b> – None
MPC23.24.120	<b>Cornwall Councillor report</b> – no report
MPC23.24.121	<p><b>Public Speaking</b></p> <p>A speaker explained the reason for the planning application (Minute 124 (a)) refers, explaining that the prime reason was for the security of the site, addressing previous theft and trespass issues, for the security of the site and safety of the public. A question was asked about wild camping, it is not permitted and campers are encouraged to move on.</p>
MPC23.24.122	<p><b>Minutes of meetings of the council held on <a href="#">13 July 2023</a> and <a href="#">27 July 2023</a></b></p> <p><b>Resolved</b> – that the minutes of the meetings 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.</p>
MPC23.24.123	<b>Clerk’s update report</b> - Noted
MPC23.24.124	<b>Planning Applications</b>
	<p>a) <a href="#">PA23/05117</a> – Kernow Adventure Park, Kessel Downs Quarry, Halvasso, Penryn – Proposed retention of residential caravan and timber porch extension.</p> <p><b>Resolved</b> – that in accordance with the current planning policies, the application does not comply with 1,7 8, 11, 12, 14, 17, 18 of the Mabe Neighbourhood Development Plan, section 1, 3 and 4 of the National Planning Policy Framework, and the Cornwall Council Local Plan policies 1, 12, 11, 17, and so the parish council cannot support the application.</p>
MPC23.24.125	<p><b>Scheme of Delegation</b></p> <p><b>Deferred</b> – to next meeting.</p>
MPC23.24.126	<p><b>Terms of Reference for committees</b></p> <p><b>Deferred</b> – to next meeting</p>

MPC23.24.127	<p><b>Review of Asset Register</b></p> <p><b>Deferred</b> – to next meeting</p>																														
MPC23.24.128	<p><b>Review of the Council’s Financial Risk Assessment</b></p> <p><b>Deferred</b> – to next meeting</p>																														
MPC23.24.129	<p><b>Review of council policies</b></p> <p>Policies circulated prior to the meeting – <b>Deferred</b> to next meeting.</p> <p><b>Resolved</b> – to hold a meeting of the working group, and to pay the Clerk for the time and travel to attend the working group meeting(s), and to pay the hall hire.</p> <p><b>Agreed</b> – that the ongoing reviews will be spread across the year in future, with councillors asked to take a lead on various policies to share the workload.</p>																														
MPC23.24.130	<p><b>Schedule of payments</b></p> <p><b>Resolved</b> to approve the payments as set out in the payments schedule, with the addition of £54.97 to the Clerk’s expenses, for the purchase of a replacement lamp for the council’s projector.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Purpose</th> <th>Amount (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>Payments by online banking</i></td> </tr> <tr> <td>Cornwall ALC</td> <td>Finance training – procurement – K West</td> <td>£36.00</td> </tr> <tr> <td>Viking Direct</td> <td>Stationery</td> <td>£89.90</td> </tr> <tr> <td>Purple Cloud</td> <td>Email support and Microsoft business</td> <td>£150.00</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s salary (July)</td> <td>£501.40</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s expenses (July) (inc. £54.97 for projector lamp)</td> <td>£109.29</td> </tr> <tr> <td>HMRC</td> <td>PAYE tax and NI</td> <td>£125.40</td> </tr> <tr> <td colspan="3"><i>Direct Debit</i></td> </tr> <tr> <td>Vodafone</td> <td>August – wifi hub</td> <td>£12.85</td> </tr> </tbody> </table>	Payee	Purpose	Amount (inc VAT)	<i>Payments by online banking</i>			Cornwall ALC	Finance training – procurement – K West	£36.00	Viking Direct	Stationery	£89.90	Purple Cloud	Email support and Microsoft business	£150.00	L Dowe	Clerk’s salary (July)	£501.40	L Dowe	Clerk’s expenses (July) (inc. £54.97 for projector lamp)	£109.29	HMRC	PAYE tax and NI	£125.40	<i>Direct Debit</i>			Vodafone	August – wifi hub	£12.85
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MPC23.24.140	<p><b>Finance report and bank reconciliation</b></p> <p>To follow.</p>																														
MPC23.24.141	<p><b>Motion: To purchase multi user Microsoft 365 licence. To enable other PC members access via @mabeparish.com email address [Cllr West]</b></p> <p>Cllr Galke reported that she would be meeting with Cllr West to try to establish what the business need is, and to try to establish a workable solution.</p> <p><b>Agreed</b> – to defer the item to a future meeting.</p>																														
MPC23.24.142	<p><b>Motion: To provide Microsoft training, for those members who require it, on Microsoft use [Cllr West]</b></p> <p>As for Minute 141, <b>agreed</b> to defer the item to a future meeting.</p>																														

MPC23.24.143	<b>Correspondence – None</b>	
MPC23.24.144	<b>Agenda items for a future meeting</b> Any matters deferred from, or raised at this meeting, and: <ul style="list-style-type: none"> <li>- GDPR training for cllrs</li> <li>- Parish Council Website – to review provider</li> </ul>	
MPC23.24.145	<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	
MPC23.24.146	<b>To consider quotes for landscaping works, land behind the bus shelter, Treliever Road</b> Cllr Tindle reported that he had tried to seek three quotes for the works as agreed at the previous meeting, but that it had proved too difficult based on the specifications available. Members discussed the planned works, and the difficulty in envisaging the final project while the condition of the land and the tenacity of the weeds and vegetation had not yet been established. <b>Resolved</b> - that the works to be quoted for at this stage will be only for clearance of the site, after which a decision will be made on how to proceed to landscape the site. Cllr Tindle agreed to seek three quotes on this basis.	
	Meeting closed: 8.26 pm	Signed by Chair: .....