

Mabe Parish Council

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Minutes – 13 October 2022

Minutes of the meeting of Mabe Parish Council on Thursday 13 October 2022 at 7.00pm,
Mabe WI Hall, Antron Hill, Mabe

Councillors present: Councillors: M Wilkinson (Chair), C Cole (Vice-Chair), B Galke, R Phillips, T Tindle, P Tisdale, K West (until 9.00pm)

Officer support: Clerk/RFO

Minute no:	Agenda Items
MPC22.23.141	Apologies for absence – were received from Simmons (work), Thomas (health), Cllrs Wills (unavailable).
MPC22.23.142	Members' Declarations of Interest Cllr Cole declared an interest in Minute 148(a) (PA21/04825 – Land at Penvose Farm), as the applicant was a previous client of his employer, and withdrew from the meeting during consideration of this item. Cllr West declared an interest in Minute 172 (installation of a bench in the bus shelter) as he knew the individuals involved, financially and personally, and withdrew from the meeting during consideration of this item. Cllr Phillips declared an interest in Minute 152 (grants) as a trustee of the Mabe WI Hall, and withdrew from the meeting during consideration of this item. Cllr Phillips declared an interest in Minute 157 as a member of the church, and withdrew from the meeting during consideration of this item.
MPC22.23.143	To approve written requests for dispensation – none.
MPC22.23.144	Cornwall Councillor report – none.
MPC22.23.145	Public Speaking A member of the local branch of the Ramblers Association attended and spoke on the following: <ul style="list-style-type: none">- Has there been an update on the bridleway at Hantertavis?- Feedback on the rights of way maintenance work carried out by the contractor appointed by the council – the maintenance work had been carried out to a good standard. One section remained to be cut, a section which the local landowner had undertaken to cut.- Work was needed on a bridleway (<i>Treev's?</i>) and trees across the path to Halvasso Sunday School- Happy to attend a meeting with the contractors- Field near Little Palestine, landowners had planted trees but it was now possible to get to the public footpath stiles

	<ul style="list-style-type: none"> - Public footpath next to the vicarage (hedge-top footpath) now has evidence of walkers slipping as the hedge is falling away – the parish council was asked to follow up on previous requests for this path to be made safe by Cornwall Council. (path 217/8/3)
MPC22.23.146	<p><u>Minutes of meeting of the council held on 29 September 2022</u></p> <p>Resolved – 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.</p>
MPC22.23.147	<p>Clerk’s update report</p> <p>Members noted the written report circulated prior to the meeting.</p> <p>Updates given at the meeting:</p> <ul style="list-style-type: none"> - The arborists agreed at the previous meeting had submitted their updated quote, to include the felling of all the Leylandii trees from the land behind the bus shelter, agreed to accept the quotes, and for the works to proceed as soon as possible - Objective Tree Consultancy had been instructed to carry out the inspection of trees at the Memorial Garden - The agreed roofing contractor would carry out works on the bus shelter roof in the second week of January - Purchase of the Purple Guide (Health & Safety guidance recommended for event organisers) – following discussion on the options for purchase of this guidance, it was resolved that decision on the edition of the Purple Guide to be purchased is delegated to the clerk in consultation with the council’s Health & Safety representative, Cllr West - Sign for the Memorial Garden – quotes had been sought from sign-makers, one quote received, from the Penryn Sign Shop. Council was advised that the cost of the sign would be £105 + VAT, plus design cost of £35 and an installation charge. Resolved to place the order with the Sign Shop for the artwork, supply and installation of sign for the Memorial Garden.
MPC22.23.148	<p>Planning Applications</p>
	<p>a) <u>PA21/04825</u> – Land at Penvose Farm, Roskrow, Penryn – Reserved matters application for appearance, landscaping, layout and scale following Outline Approval PA16/11983 dated 26.09.2018 for proposed development of a student village, new highway access, landscaping and associated infrastructure.</p> <p>Cllr Cole declared an interest as the applicant was a previous client of his employer, and withdrew from the meeting during consideration of this item.</p> <p>Members considered the draft response to this application, submitted by Cllr West. It was noted that Cllr Wilkinson had previously brought to the attention of the council a document from a previous consultation which included data pertinent to this application.</p> <p>It was noted that the council had submitted previous responses, with a note that there would be further comment to follow. This was that further comment, to be considered in addition to the previous comments sent.</p>

	<p>Resolved – that the response, as drafted by Cllr West, plus reference to the evidence from the public consultation carried out for a previous development (for the innovation centre) to be sent as the parish council’s response.</p> <p>Cllr Tisdale to review the document and then send it to the clerk, for submission to Cornwall Council’s planning portal.</p>
	<p>b) PA22/08587 – Chygrowynek, Antron Hill, Mabe Burnthouse – Replacement windows, installation of gas meter and erection of timber fence and gate.</p> <p>Resolved – that the application is supported provided that Cornwall Council’s Conservation Officer agrees. The parish council would support either single- or double-glazing.</p>
	<p>c) PA22/0858 – Chygrowynek, Antron Hill, Mabe Burnthouse – Listed Building Consent for replacement windows, installation of gas meter and erection of timber fence and gate.</p> <p>Resolved – that the application is supported provided that Cornwall Council’s Conservation Officer agrees. The parish council would support either single- or double-glazing.</p>
MPC22.23.149	<p>Mabe Neighbourhood Plan</p> <p>It was reported that Cornwall Council was reviewing the final draft of the Mabe NDP and that the council would be advised when the plan goes out to the Regulation 16 consultation. Noted.</p>
MPC22.23.150	<p>Coastline meeting re. Gweal Darras – fliers</p> <p>Cllr Wilkinson reported that a meeting with Coastline Housing and residents of Gweal Darras would be held between 4.30pm and 6.00pm on Tuesday 18 October.</p> <p>Councillors to attend: Cllrs Wilkinson and Tisdale, and any others who may be available.</p> <p>Resolved – that Cllr Wilkinson will arrange for the printing and delivery of 60 fliers and that the expense of this will be covered by the parish council.</p>
MPC22.23.151	<p>Footpaths</p> <p>It was noted that the council’s contractor was about to embark on the second round of the maintenance work on the public rights of way in the parish.</p> <p>It was noted that in the first round of the maintenance works the contractor had reported that more work had been needed on some sections than had been set out in the schedule, and than had been quoted for.</p> <p>Agreed – to arrange a meeting with the contractor and the footpaths working group to discuss the maintenance works in general, and the additional works which had been need in particular, and then to report back to council.</p> <p>Noted – that the enhance LMP works were due to commence in the coming weeks (the first phase of the works).</p>

MPC22.23.152	<p>Grant application – to consider the annual grant application from the Mabe WI</p> <p>Cllr Phillips declared an interest as a trustee of the Mabe WI Hall, and withdrew from the meeting during consideration of this item.</p> <p>Members considered the annual grant application from the Mabe WI.</p> <p>Resolved – that a grant of £698.53 be paid to the Mabe WI, towards the upkeep of the WI Hall.</p>
MPC22.23.153	<p>Ongoing issues following the Highways Improvement works</p> <p>Cllr Wilkinson reported that Cornwall Council would carry out a review of the highways works six months after the recent completion of the works.</p> <p>It was noted that the highways works needed to be signed off, in order for the community speed watch scheme to be able to commence.</p> <p>Agreed that Cllr Wilkinson would ask Cornwall Council again to finish and sign off the scheme as soon as possible.</p> <p>This to be an agenda item for the next meeting.</p>
MPC22.23.154	<p>Review of S.106 funded projects</p> <p>It was noted that an update on the remaining s.106 funds would be given following the current round of works (bench and noticeboard at the bus shelter, and sign for the Memorial Garden).</p>
MPC22.23.155	<p>Community Transport Ideas</p> <p>The council was scheduled to consider supporting Community Transport schemes within the Community Network Area, however little information had yet been received.</p> <p>Examples of potential schemes included having smaller buses on more local routes, or community minibuses.</p> <p>An update will be given to council when more information is received. Noted.</p>
MPC22.23.156	<p>Tree Works</p> <p>Objective Tree Consulting had been commissioned to carry out the annual tree inspection before the Remembrance ceremony. It was agreed to ask that advice be sought on branches overhanging neighbouring property, whether the tree canopy can be opened up to give more light for plants.</p> <p>Agreed – that if any tree works are needed after the annual tree inspection is carried out, that Eco Active Arborists be commissioned to carry out the works.</p>
MPC22.23.157	<p>How to support the community support role provided by the parish church</p> <p>Cllr Phillips declared an interest in Minute 157 as a member of the church, and withdrew from the meeting during consideration of this item.</p> <p>It was noted that the parish church did not have a vicar appointed solely to cover the ecclesiastical parish of Mabe, and that the vicar would usually be another figurehead for the community, and source of help and support. The last vicar had been very community spirited and had helped alongside councillors and other volunteers on projects such as the Mabe Emergency Group during the covid lockdown in 2020.</p>

	<p>Resolved – that Cllr Cole will contact the Diocese to ask whether there are plans to appoint a vicar for Mabe.</p> <p>Update to be reported to council at the monthly meeting in January.</p>															
MPC22.23.158	<p>Arrangements for binding of the Condolence Book</p> <p>In addition to the quote for binding which had been received from the supplier of the Condolence Book pages, local quotes had been sought and were reported at the meeting.</p> <p>Resolved – that the Condolence Book will be brought to Booths for binding, at a cost of £50.</p>															
MPC22.23.159	<p>Climate Change training</p> <p>Deferred to the next meeting.</p>															
MPC22.23.160	<p>Dignity at Work Policy – To agree and adopt a policy to ensure dignity at work</p> <p>Having signed up to the Civility and Respect Pledge, one of the requirements is for the council to adopt a Dignity at Work Policy. After considering the draft policy circulated prior to the meeting, it was</p> <p>Resolved – that the council approves and adopts the Dignity at Work Policy.</p>															
MPC22.23.161	<p>Social Media Policy</p> <p>A policy had been drafted, to set out good working practices for those posting on the council’s social media page/s and website.</p> <p>Resolved – that the council approves and adopts the Social Media Policy.</p>															
MPC22.23.162	<p>Protocol for Parish Council Communications 2019</p> <p>It was noted that much of the above policy had been superseded by the Social Media Policy and the Civility and Respect Pledge.</p> <p>Resolved – that the Protocol for Parish Council Communications 2019 be removed from the council’s list of approved policies.</p>															
MPC22.23.163	<p>Absence Policy</p> <p>In line with good practice, an absence policy had been drafted.</p> <p>Resolved – that the Absence Policy is approved and adopted.</p>															
MPC22.23.164	<p>Schedule of payments</p> <p>Resolved - to approve payments as set out in the payments schedule</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Purpose</th> <th>Total payable (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>To be paid by online banking:</i></td> </tr> <tr> <td>Purple Cloud (formerly Cornwall IT Ltd)</td> <td>Email support and Microsoft business – Oct. Inv 3401</td> <td>£138.00</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s salary (Sept)</td> <td>£375.40</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s expenses (Sept)</td> <td>£26.00</td> </tr> </tbody> </table>	Payee	Purpose	Total payable (inc VAT)	<i>To be paid by online banking:</i>			Purple Cloud (formerly Cornwall IT Ltd)	Email support and Microsoft business – Oct. Inv 3401	£138.00	L Dowe	Clerk’s salary (Sept)	£375.40	L Dowe	Clerk’s expenses (Sept)	£26.00
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MPC22.23.165	<p>Finance report and bank reconciliation</p> <p>Members considered the finance report and bank reconciliation circulated prior to the meeting.</p> <p>Resolved – to note the budget monitoring report and monthly bank reconciliation.</p> <p>Members asked that it be noted that the council was content with the level of detail of the explanation of the month 2 payment to HMRC.</p>																		
MPC22.23.166	<p>Migrating to new parish council email addresses</p> <p>It was noted that the majority of councillors had moved to the use of the designated parish council email accounts, and that those who had not had plans to do so in the near future.</p> <p>The clerk was also due to meet with the council's IT support, for the clerk's email to be migrated.</p>																		
MPC22.23.167	Climate Group – regular update – no update.																		
MPC22.23.168	<p>University Update</p> <p>There would be help from the university campuses for the Remembrance Service, including help with the Memorial Garden, choir and a chaplain for the service. Noted.</p>																		
MPC22.23.169	<p>Correspondence</p> <p>No correspondence had been circulated for consideration at the meeting.</p> <p>Cllr Wilkinson reported on being contacted by local residents following the introduction of a new booking system at Penryn Surgery.</p>																		
MPC22.23.170	<p>Agenda items for a future meeting</p> <ol style="list-style-type: none"> i. Any matters deferred from, or raised at this meeting ii. Replacement of the Bier House roof (including whether an Asbestos Management Plan is needed, and getting quotes for re-roofing or covering the existing roof), and consider the future use of the Bier House. iii. Budget and Precept setting – November meeting (Finance Committee to meet via Zoom on a Monday evening, after 5pm. 																		

MPC22.23.171	Matters for decision, information excluded from 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	
MPC22.23.172	<p>Installation of a bench in the bus shelter – to consider quotes received for the works</p> <p>CLlr West declared an interest in this item as he knew the individuals involved, financially and personally, and withdrew from the meeting during its consideration.</p> <p>The clerk reported on the quotes received in response to the specification sent to carpenters, for the installation of a bench and a noticeboard in the bus shelter, bench to utilise wood already in the possession of the parish council.</p> <p>One quote gave a high quote for materials and so the clerk was asked to clarify that the quote for materials had taken into account the fact that the parish council would supply the majority of the timber for the bench.</p> <p>Another of the quotes was for supply only. The clerk was asked to check with this carpenter whether they could install the bench and noticeboard, and if so to provide a quote for doing so.</p> <p>Agreed – that feedback on the two points given, above, would be reported to council for decision at the November meeting of the council.</p>	
	Meeting closed: 9.15 pm	Signed by Chair: