

Mabe Parish Council

Minutes – 8 December 2022

Minutes of the meeting of Mabe Parish Council held on Thursday 8 December 2022 at the Mabe Parish and WI Hall, Antron Hill, Mabe, commencing at 7.00pm

Councillors present: Councillors: M Wilkinson (Chair), B Galke, R Phillips, P Simmons, P Tisdale, K West, A Wills

Cornwall Councillor: C.Cllr Bastin had sent his apologies (health)

Officer support: Clerk/RFO

Agenda no:	Agenda Items
	Chair's Announcements
MPC22.23.204	Apologies for absence – were received from Councillors Cole (work commitment) and Tindle (health).
MPC22.23.205	Members' Declarations of Interests Cllrs Wills and Wilkinson each declared an interest in Minute 211(a) (planning application, Barn adjacent to Lower Spargo Cottage) as friends and neighbours of the applicant, and withdrew from the meeting during consideration of this item. Cllr Phillips declared an interest in Minute 212 (Twinning with Primelin), as a member of the disbanded Mabe Twinning Association. Cllr Phillips made a statement to the council during this item, and then withdrew from the meeting during consideration of the remainder of the item. Cllr Simmons declared an interest in Minute 211(d) (planning application, Tremough Campus) as a student at the university, and withdrew from the meeting during consideration of this item. It was noted that Cllrs Wills, West and Tisdale had attended an event at the university campus last Thursday where there had been refreshments, the hospitality did not exceed £25. Cllr Phillips declared an interest in Minute 215 (Shared Prosperity/Levelling Up Fund Application) as a Trustee of the Hall. The declaration was made part-way through the discussion on the item, at which point Cllr Phillips withdrew from the meeting during consideration of the remainder of the item.
MPC22.23.206	To approve written requests for dispensation
MPC22.23.207	Cornwall Councillor report – It was noted that C.Cllr Bastin was not present.
MPC22.23.208	Public Speaking Representatives from the (disbanded) Mabe Twinning Association spoke in relation to the Twinning item on the agenda. They explained that the Mabe Twinning Association had been disbanded due to dwindling participation in both the twinning groups (Mabe and Primelin), and that they were likely to keep in touch with friends from Primelin on a more informal basis in future. At a meeting of the Twinning Association on 16 November it had been agreed by a vote to cease the association and to use its remaining funds for a meal for Twinning Association members and remainder of funds

Minutes are in draft form until approved by Council

	<p>to be gifted to local charity/s. The twinning members had not received accounts since 2015, however they understood that the parish council had given grants, the last of which was £100 in 2019. The majority of funds had been sourced from fundraising and subscriptions. The funds had not been released. The twinning representatives did not understand why the question of the funds was being brought to council for decision.</p> <p>The applicant spoke in support of planning application (a) – Barn adjacent to Lower Spargo Cottage, explaining the recent use of the barn and the plan for a dwelling for the applicant which would be carbon neutral and on the footprint and shape of the existing building.</p>
MPC22.23.209	<p>Minutes of meeting of the council held on 10 November 2022</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>
MPC22.23.210	<p>Clerk’s update report</p> <p>The written update report circulated prior to the meeting was noted.</p>
MPC22.23.211	<p>Planning Applications</p>
	<p>a) PA22/09299 – Barn adj. to Lower Spargo Cottage, Rose Valley, Mabe Burnthouse, Penryn – Replacement of garage and store with dwelling.</p> <p>Cllrs Wills and Wilkinson each declared an interest in this item as they were friends and neighbours of the applicant, and each withdrew from the meeting during consideration of this item.</p> <p>Resolved – that the application is not supported: it is questioned whether the application is in open countryside; the design of the proposed building is not considered to be in keeping with the nearby Grade II listed building; and the proposed development is not proposed to be ancillary to the main dwelling on the site, and so is seen as a new development at this location.</p>
	<p>b) PA22/09271 – Antron Bungalows, Church Road, Mabe Burnthouse – Reserved Matters application for appearance, landscaping, layout and scale, following outline approval PA19/07232 dated 15.11.19 for erection of 2 dwellings.</p> <p>Resolved – that there is insufficient detail and so the parish council cannot comment at this stage. This council requests that the consultation deadline is extended to enable this application to be considered at its January meeting, and for further and sufficient detail to be provided.</p>
	<p>c) PA22/09957 – The Rookery, Antron Hill, Mabe Burnthouse – Works to trees under a Tree Preservation Order (TPO) namely: T1, T4 – Sycamores – Crown reduction of 25%, T2, T3, T5, T6, T8, T9 – Beech – Crown reduction of 25%, T7 – Sessile Oak – Crown Reduction of 25%</p> <p>Resolved – that the parish council will support the recommendation of the Cornwall Council Tree Officer.</p>
	<p>d) PA22/10285 – Penryn Campus, Penryn TR10 9FE – Non-material amendment in relation to decision notice PA21/08451 dated 01/06/22 for change from profiled</p>

	<p>metal flat roof to bitumen flat roof covering and sliding timber gate to a metal roller shutter door.</p> <p>Councillor Simmons declared an interest in this item as a student at the university, and withdrew from the meeting during consideration of this item.</p> <p>Resolved – that the application is supported.</p>
MPC22.23.212	<p>Twinning with Primelin, France – disbanding of the Mabe Twinning Association</p> <p>Councillor Phillips declared an interest in this item as a member of the recently disbanded Mabe Twinning Association.</p> <p>Cllr Phillips had written to the clerk to report that on a recent Twinning visit to Primelin, the Mayor informed him that the Primelin Council was ceasing to be formally twinned with Mabe due to falling numbers in their twinning association, and the difficulty in arranging for twinning visits with the need for passports (now a requirement since leaving the EU). Cllr Phillips was the Treasurer of the Mabe Twinning Association. Cllr Phillips had stated in his email to the clerk that as the council had to be the political leader in setting up the Association, he believed the parish council was the owner of the assets of the Mabe Twinning Association.</p> <p>The Mabe Twinning Association was reported to have ceased to operate.</p> <p>The clerk advised that the Mabe Twinning Association had its own Chairman, Secretary and Treasurer, it had its own bank account and accounts. The accounts of the Twinning Association did not form part of the accounts of the parish council and no Twinning Association assets were listed on the council's Asset Register. The parish council had given grants to the Twinning Association, the last of which was £100 in 2019. In view of the above, the clerk advised that an appropriate course of action for the council to take was to note that the Twinning Association had ceased, to thank the members of the twinning association for their efforts over the years, and to state that the council makes no claim on the assets of the Twinning Association.</p> <p>Cllr Phillips made a statement which included: the Twinning Charter had been signed by the two local authorities. The purpose of the Charter was to establish a Twinning Agreement under the auspices of Primelin and Mabe. The money in the Twinning Association account was under the auspices of the two councils and so it was up to the councils to decide on how it was spent. The money does not belong to the members and never has done.</p> <p>Cllr Phillips withdrew from the meeting at this point and for the duration of the rest of this agenda item.</p> <p>Members discussed the matter.</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) the council notes that the Mabe Twinning Association has disbanded 2) the council thanks the Twinning Association members for all their efforts in fostering good relations between the two communities over the past years 3) the parish council has no claim on the Twinning Association assets. <p>Councillor Phillips returned to the meeting and raised a point of order that members of the public had been allowed to speak during this item. The Chairman explained that she had exercised the Chairman's discretion.</p>

MPC22.23.213	<p>Mabe Neighbourhood Plan</p> <p>Members noted the written update circulated prior to the meeting.</p> <p>Cllr West explained that by January 2023 it was planned to issue a planning matrix to allow consideration of planning applications objectively against the relevant NDP criteria. It will be made available to the parish council for consideration and adoption, if they so choose, once completed and agreed by the NDP steering group, possibly by the February meeting of the council.</p> <p>The Chairman thanked the volunteers on the Neighbourhood Plan steering group for all their hard work in bringing the document to this stage.</p> <p>Noting that there would be notice of the Regulation 16 consultation to all households, the council acknowledged that costs would include paper, envelopes, labels and postage. Where possible these costs would be invoiced to the parish council, however if the cost of franking was paid in the first instance by a councillor on the steering group (if an invoice could not be raised), the council Resolved that the postage expense (estimated at £680.06 plus VAT) would be repaid to the councillor from the Neighbourhood Plan budget. The other costs were agreed and it was noted that invoices would be requested, these to be put to the January meeting of the council on the payment schedule.</p>
MPC22.23.214	<p>Footpaths</p> <p>Members noted the written report circulated prior to the meeting which had set out the cost of LMP rights of way cutting in the current year and the amount of grant able to be claimed. The LMP schedule did not match the parish council's cutting schedule in all places and so there were sections of path cut for which no grant could be claimed. A request had been made to Cornwall Council to adjust the agreement to accommodate the new system of scheduling path cuts in the parish, but this request had not been agreed to, as it would be a non-standard agreement and could not be accommodated.</p> <p>Members discussed this, and noted that the LMP system would not be changed for one council, but might be changed if a larger number of local councils lobbied Cornwall Council for change.</p> <p>Resolved – that Cllr Simmons is authorised to contact other local councils in Cornwall to seek support for calling for change in the way the LMP system is operated.</p> <p>This year it had been intended to increase the number of cuts from one/two cuts per path (depending on each path's designation) to three cuts of each path this year. In practice the path network had been cut twice and so despite some increased costs to the council, would be within budget. It was agreed to proceed next year on the basis of two cuts as a minimum, and a third cut on paths to be considered if budget permitted.</p> <p>Members considered whether to put the rights of way maintenance contract out to tender for the coming year. It was acknowledged that this had been the first year of a new cutting schedule that was, at this stage, still effectively a work in progress, and that keeping the same contractor for a second year would be an effective way of establishing the cutting schedule to form the specification for contracts in the following years. Also the current contractor was carrying out the enhanced LMP works which were likely to continue into the next year, based on the current scheduling of works.</p>

	<p>Resolved – that the council agrees that Greens be asked to carry out the LMP cutting for the 2023/24 season, provided their quote for the works is in line with this year’s quote. Delegated to the clerk, in consultation with the Chairman, to receive the quote and confirm with Greens whether the quote is acceptable.</p>
MPC22.23.215	<p>Shared Prosperity / Levelling Up Fund application</p> <p>As agreed at the previous meeting, Cllrs West, Galke and Simmons had met with the hall management committee and the Trustees, to discuss the potential to submit an application for funding to build a second storey onto the WI Hall and improve the pavement access to the hall. In meeting the WI Hall Management Committee, it was established that the hall is owned by the Mabe Parish and WI Hall charity trustees and so the agreement of the trustees to the proposal would be essential for the project to proceed.</p> <p>A Letter of Intent had been drafted by Cllr West and had been approved and signed by the hall Trustees.</p> <p>Cllr West had started to complete the funding application form and had circulated the completed sections to Cllrs Galke and Simmons, and the Trustees.</p> <p>Cllr West had made enquiries of an architect, a building company and a quantity surveyor.</p> <p>There would need to be a decision on whether the application would be submitted jointly between the parish council and the Trustees, or submitted by the Trustees alone.</p> <p>There would be a need to raise £50,000 to match fund the grant application of £200,000.</p> <p>Cllr Phillips declared an interest as a Hall Trustee and withdrew from the meeting at this point.</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) that the parish council agrees to take a lead role in this project; 2) a steering group will be set up to move the funding application forward, the steering group to include representatives from the parish council and the Hall Trustees, with no obligation on either party at this stage in terms of financial or other liability; and 3) the council delegates to the Clerk, in consultation with the Chairman, the wording of the Letter of Intent (with councillors to be consulted by email), and when the wording is agreed, the Chairman to sign the Letter of Intent.
MPC22.23.216	<p>Climate Literacy Training for Councillors</p> <p>Cllr Simmons proposed that the whole council undergo Climate Literacy Training to inform the parish council’s decision making and policy setting. Cllr Simmons had circulated various relevant links and tools before the meeting which Members may refer to. There was also Climate Literacy Training being provided by Cornwall Council, with two sessions in December and more proposed for the new year.</p> <p>After discussion, it was</p>

	Resolved – that the parish council will ask Tessa Kingsley and Professor Stefan Harrison to provide Climate Literacy Training to the parish council, on Thursday 9 February from 6.30pm to 7.00pm, before the February meeting of the council.																																													
MPC22.23.217	Conclusion of Audit 2021/22 – to note receipt of the external auditor’s report 2021/22 Resolved – that the report be noted.																																													
MPC22.23.218	Update from Staffing Committee following clerk’s annual appraisal This item was deferred to the January meeting of the council.																																													
MPC22.23.219	Renewal of Clerk’s subscription to the Society of Local Council Clerks The subscription to the SLCC was due for renewal. As the clerk works for two councils, the subscription is split between the two on a pro-rata basis. Recommended – that the council pays the annual renewal subscription to the SLCC of £55.50 (pro rata). <i>Clerk’s note, adjusted to £56.64 upon receipt of invoice.</i>																																													
MPC22.23.220	Schedule of payments – Resolved to approve payments as set out in the payments schedule <table border="1" data-bbox="381 860 1410 1928"> <thead> <tr> <th>Payee</th> <th>Purpose</th> <th>Total payable (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>Payments to be agreed, for online payment</i></td> </tr> <tr> <td>PKF Littlejohn LLP</td> <td>External Audit</td> <td>£240.00</td> </tr> <tr> <td>Purple Cloud</td> <td>Email support and Microsoft business – Oct. Inv 3564</td> <td>£138.00</td> </tr> <tr> <td>Booths Print</td> <td>Binding of condolence book</td> <td>£50.00</td> </tr> <tr> <td>Sign Shop Penryn Ltd</td> <td>Six Men of Mabe sign</td> <td>£222.00</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s salary (Nov)</td> <td>£407.40</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s expenses (Nov)</td> <td>£38.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE tax and NI (Month 9)</td> <td>£101.80</td> </tr> <tr> <td>To be confirmed.</td> <td>Postage of 700 NDP consultation documents. Est. costs: Postage: 680.06 plus VAT</td> <td>To be confirmed</td> </tr> <tr> <td>SLCC</td> <td>Subscription renewal. (note £55.50 original calculation, adjusted when SLCC invoice received.)</td> <td>£56.64</td> </tr> <tr> <td colspan="3"><i>Direct Debit payments</i></td> </tr> <tr> <td>EE</td> <td>Nov ’22 mobile phone contract (DD on 6/12/22)</td> <td>£11.57</td> </tr> <tr> <td>Vodafone</td> <td>Dec – wifi hub (DD on 15 Dec)</td> <td>£11.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payee	Purpose	Total payable (inc VAT)	<i>Payments to be agreed, for online payment</i>			PKF Littlejohn LLP	External Audit	£240.00	Purple Cloud	Email support and Microsoft business – Oct. Inv 3564	£138.00	Booths Print	Binding of condolence book	£50.00	Sign Shop Penryn Ltd	Six Men of Mabe sign	£222.00	L Dowe	Clerk’s salary (Nov)	£407.40	L Dowe	Clerk’s expenses (Nov)	£38.00	HMRC	PAYE tax and NI (Month 9)	£101.80	To be confirmed.	Postage of 700 NDP consultation documents. Est. costs: Postage: 680.06 plus VAT	To be confirmed	SLCC	Subscription renewal. (note £55.50 original calculation, adjusted when SLCC invoice received.)	£56.64	<i>Direct Debit payments</i>			EE	Nov ’22 mobile phone contract (DD on 6/12/22)	£11.57	Vodafone	Dec – wifi hub (DD on 15 Dec)	£11.00			
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MPC22.23.221	Finance report and bank reconciliation Resolved to note the budget monitoring report and monthly bank reconciliation.																																													

MPC22.23.222	<p>Budget and precept setting for the 2023/2024 financial year</p> <p>A draft budget had been circulated, and had been considered by the Finance Committee prior to the meeting. Taking into account the recommendations of the Finance Committee, it was</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) the draft budget be approved and adopted with two amendments: revenue budget for elections be reduced to £0; and the revenue budget for weeding be reduced to £500; 2) at financial year end, funds remaining in the budget lines for Weed Spraying and for Bier House be transferred to an earmarked reserve, for these funds to be carried forward for their respective uses into the next financial year 3) the Precept for 2023/2024 to be £21,322 (£37.17 for a Band D property). 	
MPC22.23.223	<p>Migrating to new parish council email addresses</p> <p>It was noted that there were three councillors still to migrate to the council email addresses, and that the Chairman and Clerk were using their council email addresses, and needed to contact IT support in order to migrate previous emails.</p> <p>Agreed that all Councillors are urged to have completed the move to using council email addresses for council business, by the end of January 2023.</p>	
MPC22.23.224	<p>Climate Group – regular update - No update.</p>	
MPC22.23.225	<p>University Update</p> <p>It was noted that three councillors had attended an event at the university in the previous week.</p>	
MPC22.23.226	<p>Correspondence</p> <ol style="list-style-type: none"> 1. Notification of external auditor appointment Noted. 	
MPC22.23.227	<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. Review of banking arrangements, to include opening a savings/deposit account iii. January – use of MEG funds / refreshments at Warm Hub at the MYCP <i>Cllr Wilkinson</i> iv. Need for Highways improvements <i>Cllr West</i> 	
	Meeting closed: 9.00 pm	Signed by Chair: