

# Mabe Parish Council

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## Minutes – 29 April 2021

Minutes of the meeting of Mabe Parish Council held at 7.00pm on Thursday 29 April 2021, a remote meeting held via *Zoom*.

**Councillors present:** Cllrs P Tisdale (Chairman), J Frost, T Kingsley, K Phillips, R Phillips, T Tindle, K West

**In attendance:** 4 members of the public.

**Officer present:** Clerk to the parish council.

Minute no:	Agenda Items
	<b>Chairman's Announcements</b> – the Chairman welcomed those present to the meeting
MPC262	<p><b>Presentation</b> – the parish council received a presentation on the intended development to be subject to a planning application in the near future, at the proposed Penrose Student Village.</p> <p>The planning agent set out the proposals with reference to the Design &amp; Access Statement circulated prior to the meeting. With regard to the proposal for zero-carbon student accommodation, the planning agent answered Members' questions, confirming that the proposal was for student accommodation only and that a planning restriction to ensure this would be acceptable. Members expressed concern that if there was not sufficient demand for the accommodation from students, whether there would be a risk that the site would instead be used for market housing. The planning agent was clear that the proposal is for the student accommodation, in the form of student bed-spaces rather than housing, and associated facilities. There was also no intention for the student accommodation to be used for holiday-lets between term times, and that rather this time would be allocated to repairs and maintenance.</p> <p>The zero carbon claims were questioned – whether it referred to the running of the buildings only, or also vehicles on site. All buildings would be zero carbon in the way they were finished and used post-construction. The actual source materials were not yet established. Councillors flagged up that vehicles on site, source materials and the loss of biodiversity also needed to be taken into account.</p> <p>The biodiversity net-gain calculation used has been set by DEFRA and a biodiversity consultant had been employed to do this.</p> <p>The Chairman thanked those presenting for their attendance at the meeting.</p>
MPC263	<b>Apologies for absence</b> – were received from Cllrs M Wilkinson,
MPC264	<b>Members' Declarations of Interests</b> - None

MPC265	<b>To approve written requests for dispensation</b>
MPC266	<p><b>Cornwall Councillor report</b></p> <p>The clerk advised of a message sent from the Cornwall Council Ward Member, wishing the council a friendly goodbye as he would no longer be the ward member for this area, and reflecting on achievements over the past eight years, including the road crossing helping link the play area, Kingston Way and Cunningham Park, and the recent increase in funding for the forthcoming highways improvements. <b>Noted, and agreed to send a thanks for his assistance over the past 8 years.</b></p>
MPC267	<b>Public Speaking</b> – none.
MPC268	<p><a href="#"><u>Minutes of meeting of the council held on 8 April 2021</u></a></p> <p><b>Resolved</b> – 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 accurate record of the meeting.</p>
MPC269	<p><b>Clerk's update report</b></p> <p>Members considered the update report circulate prior to the meeting. Item MPC241 (proposed highways improvements) was deferred for consideration later in the meeting.</p>
MPC270	<b>Planning Applications</b>
	<p>a) <a href="#"><u>PA21/02954</u></a> – Higher Treliever Farm, Wheelers Byr, A394 between Longdowns and Treliever Cross, Longdowns TR10 9DH – Proposed summerhouse.</p> <p><b>Resolved</b> – that the application is supported.</p>
	<p>b) <a href="#"><u>PA21/02798</u></a> – 11 Cunningham Park, Mabe Burnthouse TR10 9HB – Proposed replacement garage.</p> <p><b>Resolved</b> – that the application is supported.</p>
MPC271	<p><b>Mabe Neighbourhood Plan</b></p> <p>Cllr West updated – there had been three responses to the site allocations document consultation and amendments have been made where required. Comments have come back from the consultant and will be shared in due course. Similarly, the Design Codes have been updated and the consultant has replied, their comments yet to be considered.</p> <p>The responses from the questionnaire are due to be updated and will be reported to the NDP steering committee on Thursday.</p> <p>Cllr Kingsley reported that she had been in touch with the primary school and a reply was awaited.</p>
MPC272	<p><b>Mabe Emergency Group</b></p> <p>It was noted that there had been no pasty run, during the purdah period prior to the election.</p>

MPC273	<p><b>Advertising councillor vacancies, for co-option</b></p> <p><i>To agree the arrangements to fill seats on the council which will be vacant after the 6 May elections.</i></p> <p>Following brief consideration of the report, it was</p> <p><b>Resolved</b> – that an agenda item for the Annual Council meeting be: approval for advertising the co-option of new councillors, and the process to be followed, with a view to then immediately advertising vacancies, for co-option interviews and appointments to be made at the next following meeting of the council.</p>
MPC274	<p><b>Agreement of arrangements for Declaration of Acceptance of Office of newly elected Councillors, Chairman and Vice-Chairman</b></p> <p><i>To agree the arrangements for Declaration of Acceptance of Office following elections on 6 May</i></p> <p>Following brief consideration of the report, it was</p> <p><b>Resolved</b> – that the council agrees that following the May 2021 elections and in view of the ongoing pandemic, Declarations of Acceptance of Office (for Councillors, Chairman, and Vice-Chairman) may be made outside of council meetings, in the presence of the clerk, from 10 May to the date of the meeting following the annual council meeting.</p>
MPC275	<p><b>Returning to physical meetings</b></p> <p>Members considered the report circulated prior to the meeting along with an update following a CALC briefing for clerks held earlier in the day, following the ruling from the High Court case announced yesterday, confirming that from 7 May 2021 local councils must return to physical council meetings.</p> <p>During the discussion on this matter, the following points were considered:</p> <ul style="list-style-type: none"> <li>- suitability of the WI Hall would need to be ascertained. Alternative venues, if needed, could be the MYCP or the school hall</li> <li>- noted that the council would need to seek the agreement of the venue management, whichever venue was used</li> <li>- the clerk had drafted a risk assessment which had been circulated to all cllrs as a basis for further consideration</li> <li>- it would be lawful for meetings to be held outside</li> <li>- there was a range of precautionary measures that could be taken, including social distancing, face coverings, hand washing/sanitising, posters and signage, sanitising desks, chairs, touchpoints, how to safely accommodate cllrs, staff and the public.</li> <li>- Agreed that seating would be 2m apart, face coverings to be worn, and all precautionary measures that could be taken, to be taken.</li> </ul> <p><b>Agreed actions:</b></p> <p>Cllr West and Cllr R Phillips to view the WI Hall and MYCP hall the following day at 5pm, to carry out measurements and consider a checklist of considerations, to be written by the clerk.</p>

	<p><b>Resolved</b> – that the clerk would ask the MYCP and the WI Hall if they would be willing to hire the hall out to the council for meetings on the second Thursday of the month, and to liaise with them about the precautions they have in place and how parish council meetings could work at their venue.</p> <p>Further consideration of this item was then deferred to the end of this meeting.</p>
MPC276	<p><b>Approval of Annual Governance Statement and AGAR Accounting Statements for 2020/2021</b></p> <p>Members considered the report circulated prior to the meeting, along with supporting documents and the internal auditors report.</p> <p><b>Resolved</b> – that the council:</p> <ol style="list-style-type: none"> <li>1. receives the report from the Internal Auditor for 2020/2021</li> <li>2. approves the Annual Governance Statement for 2020/2021</li> <li>3. approves approves the AGAR Accounting Statements for 2020</li> </ol>
MPC277	<p><b>Insurance policy – renewal</b></p> <p>Members considered the renewal details for the second year of the two year contract.</p> <p><b>Resolved</b> – to approve renewal of the insurance policy and payment of the premium of £748.04</p>
MPC278	<p><b>Review of S.106 funded projects</b></p> <p>With regard to the proposed two wooden benches for the play area, and the wooden picnic bench and bench at Spargo Court:</p> <p><b>Resolved</b> - to purchase benches for the above from Celtic Garden Furniture at the originally quoted price, and to commission R Sanders to carry out the installation work, and for R Sanders to move the existing benches stored at the MYCP to the Memorial Garden, and to install them there.</p> <p>Cllrs then considered options for the playing field, with granite blocks being the preferred option. Costs had been given for individual blocks sourced from the local quarry, having discussed with Trenoweth Quarry (Tim Marsh).</p> <p>Cllr Tisdale reported on an offer that had been made previously by the quarry at Carnsew to provide granite, to be dressed perhaps by Tim Marsh.</p> <p>Cllr Kingsley had raised the matter of seating in the playing field with the school and the MYCP, they were considering and would reply to the council in due course.</p>
MPC279	<p><b>Climate Group – regular update</b></p> <p>Cllr Kingsley reported that there would be another plant swap in the coming weeks. The group are looking for volunteers to tend planters when they are in situ. There are planters planned for Antron Way, the WI Hall, the bus shelter and two others (possibly at MYCP and in the vicinity of Kingston Way). Exact locations may depend on finding local volunteers. <b>Noted.</b></p>

MPC280	<p><b>Schedule of payments</b></p> <p><b>Resolved</b> - to approve the payments to be made, as set out in the schedule:</p> <table border="1" data-bbox="384 300 1433 1184"> <thead> <tr> <th data-bbox="384 300 715 360">Payee</th> <th data-bbox="715 300 1185 360">Purpose</th> <th data-bbox="1185 300 1433 360">Amount</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="384 360 1433 416"><i>Payments to be agreed, for online payment</i></td> </tr> <tr> <td data-bbox="384 416 715 472">Zurich</td> <td data-bbox="715 416 1185 472">Annual Insurance renewal</td> <td data-bbox="1185 416 1433 472">£748.04</td> </tr> <tr> <td data-bbox="384 472 715 595">Southwest Playground Safety Inspections</td> <td data-bbox="715 472 1185 595">Playground inspection – April – invoice to follow at end of month. <b>Payable on 13 May 2021</b></td> <td data-bbox="1185 472 1433 595">£30.00</td> </tr> <tr> <td data-bbox="384 595 715 685">L Dowe</td> <td data-bbox="715 595 1185 685">Clerk's salary (April) <b>Payable on 13 May 2021</b></td> <td data-bbox="1185 595 1433 685">£369.00</td> </tr> <tr> <td data-bbox="384 685 715 775">L Dowe</td> <td data-bbox="715 685 1185 775">Clerk's expenses (April) <b>Payable on 13 May 2021</b></td> <td data-bbox="1185 685 1433 775">£352.39</td> </tr> <tr> <td data-bbox="384 775 715 864">HMRC</td> <td data-bbox="715 775 1185 864">PAYE tax and NI (Month 2) <b>Payable on 13 May 2021</b></td> <td data-bbox="1185 775 1433 864">£92.20</td> </tr> <tr> <td data-bbox="384 864 715 913">R Larter</td> <td data-bbox="715 864 1185 913">Internal Audit 2020/21</td> <td data-bbox="1185 864 1433 913">£200.00</td> </tr> <tr> <td data-bbox="384 913 715 1003">Booths</td> <td data-bbox="715 913 1185 1003">Printing of 2,000 footpath walks leaflet</td> <td data-bbox="1185 913 1433 1003">£388.00</td> </tr> <tr> <td colspan="3" data-bbox="384 1003 1433 1059"><i>Direct Debit payments:</i></td> </tr> <tr> <td data-bbox="384 1059 715 1184">EE</td> <td data-bbox="715 1059 1185 1184">April '21 mobile phone contract (DD on 6/5/21) (1.2% increase from 31 March 2021) <b>invoice to follow</b></td> <td data-bbox="1185 1059 1433 1184">£10.58</td> </tr> </tbody> </table>	Payee	Purpose	Amount	<i>Payments to be agreed, for online payment</i>			Zurich	Annual Insurance renewal	£748.04	Southwest Playground Safety Inspections	Playground inspection – April – invoice to follow at end of month. <b>Payable on 13 May 2021</b>	£30.00	L Dowe	Clerk's salary (April) <b>Payable on 13 May 2021</b>	£369.00	L Dowe	Clerk's expenses (April) <b>Payable on 13 May 2021</b>	£352.39	HMRC	PAYE tax and NI (Month 2) <b>Payable on 13 May 2021</b>	£92.20	R Larter	Internal Audit 2020/21	£200.00	Booths	Printing of 2,000 footpath walks leaflet	£388.00	<i>Direct Debit payments:</i>			EE	April '21 mobile phone contract (DD on 6/5/21) (1.2% increase from 31 March 2021) <b>invoice to follow</b>	£10.58
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MPC281	<p><b>Finance report and bank reconciliation</b></p> <p><i>To consider and approve the budget monitoring report and monthly bank reconciliation</i></p> <p><b>Resolved</b> – that the budget monitoring report and monthly bank reconciliation be approved.</p>																																	
MPC282	<p><b>Highways Improvements</b></p> <p>This item was included in the Clerk's update report and members considered the response received from Highways and their request for feedback from the parish council to enable the proposals for the works to be finalised ready for consultation.</p> <p><b>Resolved</b> – that the feedback to Highways to be:</p> <ul style="list-style-type: none"> <li>- Questioned whether the public consultation would include a consultation meeting held by Cornwall Council?</li> <li>- Treliever Road – 20mph for the full length – option 1.</li> <li>- Antron Hill – option 3, with the fallback to be option 2.</li> <li>- Memorial Garden Ramp the proposal did not match the parish council's intention. Cllr Tisdale to provide the clerk with a sketch to forward on to Highways.</li> <li>- Gateways – agreed with Highway's suggestions except Antron Hill request that the Antron Hill gateways be located at the Longdowns junction, otherwise would</li> </ul>																																	

	agree with the Antron Hill gateway proposal too.	
MPC283	<p><b>Physical meetings</b></p> <p>The meeting was adjourned during consideration of this item and so, pending further information, this item to be considered at the reconvened meeting to be held on Wednesday 5 May at 8.00pm.</p>	
	Meeting adjourned at 9.27 pm	Signed by Chairman: .....