

Minutes of the meeting of Mabe Parish Council held remotely (via Zoom) on Thursday 9 July 2020, commencing at 7.30pm

Present: Councillors P Tisdale (Chairman), M Wilkinson (Vice-Chairman), J Frost, K Phillips, R Phillips (*audio only, hearing only*), T Tindle and K West.

Officer: Clerk

Public: Two members of the public, also attending via Zoom

Minute	Agenda Items
MPC008	Apologies for absence were received from Cllrs Kingsley and Thomas.
MPC009	<p>Public Speaking</p> <p><u>Footpaths</u> Paul Simmons from ‘walkitcornwall’ (a resident of the parish and keen walker) presented a proposal to better publicise the walks around Mabe parish, for the benefit of local residents and visitors. He explained that other areas had already taken steps to modernise their footpath routes to help make paths more relevant to users, and would be willing to help with such a project in Mabe. Walks leaflets could be produced from £200 to £5,000, depending on content, size and print-run. There was the potential to include advertising on walks leaflets, to help fund them. He spoke also of the potential to link with local landowners and the university.</p> <p>Members asked questions, including the growing use of smartphone apps versus paper maps, and the need for good footpath maintenance, including route-marker repair and replacement.</p> <p>Cllr Tisdale advised that he held a list of footpaths that needed work to improve them, and suggested a meeting with cllrs and Mr Simmons to consider a potential way forward. It was noted that this had the potential to feed into a project currently being worked on with Cormac in response to an offer of funding for footpaths works.</p> <p>Mr Simmons offered to send through further information via the Clerk.</p> <p><u>Planning</u> A speaker gave supportive background to the certificate of lawfulness application at Trevone Quarry (PA20/04957), to be considered later in the meeting. He explained the background to the application to formalise use of the property as a blacksmith forge and dwelling.</p>
MPC010	<p>Minutes of meeting of the council held on 12 March 2020 and ratification of delegated decisions made on 9 April, 10 April and 29 May 2020</p> <p>Resolved that minutes of the meeting of the Council, as above, having been previously</p>

	<p>circulated, be taken as read, approved and signed by the Chairman as a true and correct record of the meeting.</p> <p>Resolved that the delegated decisions, as listed above, be approved and ratified.</p>
MPC011	<p>Clerk's update report</p> <p>Resolved that the update report, circulated prior to the meeting and discussed at the meeting, is noted.</p> <p>Cllrs also noted an update from Cllr Wilkinson that residents of Kingston Way continued to experience problems with rats and with parking. It was noted that residents would need to follow up on this with the developers, for the highway to become adopted by Cornwall Council.</p>
MPC012	<p>Approval of amendment to Standing Orders, in relation to remote meetings of the council</p> <p>The Clerk advised that an amendment to Standing Orders needed to be made, to set out the ability for the parish council to meet remotely, a response to the covid-19 pandemic.</p> <p>Resolved – that Standing Orders be amended accordingly, with the exact wording to be circulated to cllrs before being incorporated into the document.</p>
MPC013	<p>Planning Applications</p>
	<p>a) PA20/04842 – Antron Manor Care Home, Antron Hill, Mabe Burnthouse TR10 9HH – Works to tree namely T1 Monterey Pine – fell – subject to a Tree Preservation Order</p> <p>Resolved – to support subject to agreement from the County Tree Officer.</p>
	<p>b) PA20/04849 – Oaklands, Antron Hill, Mabe Burnthouse TR10 9HH – Crown reduce an Oak and two Sycamore trees</p> <p>Resolved – to support subject to agreement from the County Tree Officer</p>
	<p>c) PA20/02755 – The Old Coach House, Antron Hill, Mabe Burnthouse TR10 9HH – Alterations and extension to outbuilding to form annexe accommodation.</p> <p>Resolved – application supported, provided a condition to be ancillary to the main dwelling, and request provision for bats, if found to be necessary following the bat survey.</p>
	<p>d) PA20/04957 – Trevone Quarry, The Forge, Trevone, Mabe Burnthouse TR10 9JQ – Certificate of Lawfulness for existing use for 1. Mixed use of blacksmiths forge/artist studio/office/residential dwelling and 2. Ancillary domestic use/sound recording studio/workshop/office</p>

		<p>Resolved – Some concern raised that there needs to be adequate sewerage provision for the residential use.</p>
	e)	<p>PA20/00003/NDP – Budock – Plan proposal submitted for the Budock Neighbourhood Plan area. The (Regulation 16 statutory consultation will run between the 11th of June until the 3rd of September 2020 for a twelve week period due to the current Covid-19 situation.)</p> <p>Cllr West reported that he had read the plan proposal and that there was nothing of concern to Mabe parish. They are suggesting a green buffer zone which borders Mabe, and so might feed into the Mabe NDP.</p> <p>Resolved – to note the consultation.</p>
	f)	<p>PA20/04690 – 11 Summerheath, Mabe Burnthouse, Penryn TR10 9JT – Works to tree namely – mature Turkey Oak subject to a Tree Preservation Order</p> <p>Resolved – not in agreement, pending a report from the Cornwall Council Tree Officer.</p>
	g)	<p>PA20/00004/NDP – Penryn – Plan Proposal, Strategic Environment assessment and Habitat Regulations assessment for the Penryn Designated Neighbourhood area. The statutory Reg 16 consultation will run between 18 June until 10 September 2020 for a twelve week period due to the Covid-19 situation.</p> <p>Cllr West reported that he had read the report, and gave an overview of the elements relevant to Mabe parish. There was some concern at the proposed mixed use of housing, without detail on the potential elements of the mixed use.</p> <p>Resolved – to note the application at this stage.</p>
MPC014	<p>Mabe Neighbourhood Plan</p> <p>The Outline NDP Housing had been circulated and the parish council comment was sought, in particular the desire or need for community parking, energy and a development boundary. Cllr West advised that work on the NDP was progressing, the website had been upgraded, with documents and draft plans being uploaded as developed. The parish council were invited to comment on the development boundary, whether to include a community car park, community energy, and ideas for a forest for Mabe. Numbers on the steering group were reducing, this and the covid-19 restrictions had meant that it had been difficult to progress and to carry out public consultation.</p> <p>Adverts had asked for people to put forward suggested sites for housing, no responses from the public, landowners or Cornwall Council, to date. It was suggested that steps to publicise the plan could be increased using Mabe Matters and social media.</p> <p>Grant funding had been successfully applied for by the NDP Steering Group. Following discussion it was agreed that this funding should be received and expended by the parish</p>	

	<p>council, as the organisation named by the grant funders.</p> <p>It was asked whether the clerk to the parish council’s role could be extended to include management of the grant, and the secretarial role (noting that the Secretary and Treasurer had recently resigned from these roles). It was suggested that the clerk could be paid for additional hours worked to carry out the secretary role, and to manage the grant.</p> <p>Resolved – that</p> <ul style="list-style-type: none"> i. the grant funds be paid to, and expended by, the parish council, with the Clerk to be the authorised officer for grant administration with the funders; and ii. the NDP Steering Group to discuss with the council and the clerk the possibility of the clerk taking on the role of Secretary to the steering group.
MPC015	<p>Covid-19 emergency:</p> <ul style="list-style-type: none"> i. Recognition of community support in response to the Covid-19 lockdown and precautionary measures ii. MABE emergency group <p>This item was included on the agenda to recognise the work of volunteers in the village, and especially Steve at the shop, and the landlord at the pub.</p> <p>The Mabe Emergency Group (MEG) had been out and about supporting the community and delivering food to individuals and families who needed it. There had been funding of £300 from the CC Community Chest, a pasty run had been held for the luncheon club members, and flowers had been given to the MEG helpers. Cllr Wilkinson reported £87.31 left in the MEG fund, and the clerk advised that more donations had been received directly by the parish council. Another pasty run was planned for 21 July. Volunteers had helped in numerous ways, helping many who were shielding and others who also had to isolate. This had been the first week that food deliveries had not been needed for supported families.</p> <p>It was noted that there will always be residents who need their community around them and so it was hoped that MEG would be able to continue in the future.</p> <p>Resolved – for a letter of thanks to the shop and the pub, to also be printed in Mabe Matters. Cllrs Tisdale and Frost agreed to action this.</p> <p>It was noted that the proposed parish emergency plan will be re-visited again, once there is more time after the current emergency.</p>
MPC016	<p>Play equipment at Mabe Youth & Community Project:</p> <p>The following matters were considered:</p> <ul style="list-style-type: none"> i. Inspection and assurance of safety of play equipment, including the need for regular (monthly) visual inspections and record keeping ii. Covid-19, risk assessment and re-opening of the play area iii. Insurance position iv. Arrangements for handover to the MYCP Trust

	<p>v. Gate for the play area – including funding/costs</p> <p>Resolved:</p> <ol style="list-style-type: none"> 1. The insurance cover was noted 2. It was noted that there would likely be remedial works before re-opening the play equipment, including getting the climbing rope repaired 3. A risk assessment would be written and circulated to cllrs 4. When the play area re-opened there would be a need for covid-19 signage which would be based on wording provided by Cornwall Council / CALC, metal signs to be sourced (Cllr Tisdale volunteered to seek quotes) 5. A gate for the play area was pending confirmation about the ability to spend the remaining s.106 funding 6. A note to be sent to the school to ask that they let parents know that the children should not be using the play equipment as the play area is still closed. 7. Arrangements to be made for regular inspections of the play equipment.
MPC017	<p>Completion of drainage channel works – MYCP</p> <p>It was reported that the drainage channel works had been carried out and that snagging work was due to be agreed and carried out. Offers had been made to meet with the contractor to agree a way forward.</p> <p>It was agreed that 50% of the payment be retained until the works were completed to satisfaction. It was agreed to try to arrange a meeting with the contractor and Cllr West.</p> <p>There was the option to consider installing the planned pedestrian gate (suggested as an ‘open to close’ gate), especially if the access route is changed at all.</p> <p>The update was noted.</p>
MPC018	<p>Review of S.106 funded projects</p> <p><u>S.106 funding</u></p> <p>The clerk undertook to confirm with Cornwall Council the status and availability of the remaining s.106 funds.</p> <p><u>Memorial Garden</u></p> <p>Concerns were raised at the complaints and anti-social behaviour at the memorial garden. Litter collecting last week had resulted in two bin-bags of rubbish, including drugs paraphernalia and beer cans. Such use was considered disrespectful, and steps to tackle anti-social use of the area were considered.</p> <p>It was suggested that S.106 funds could be used to install signs to give information about the people listed on the war memorial.</p>
MPC019	<p>Footpath maintenance – an update and review on any additional works needed</p> <p>Cllr Tisdale reported on work to gather a list of additional path maintenance work needed, with many paths not having been cut for some time and so in need of extra</p>

	<p>work. He would compile the full list ready for discussion. During discussion it was noted that paths from Trevone to BF Adventure, and beyond BF Adventure should be included for extra cutting.</p> <p>Resolved - Cllr Tisdale to compile a list of footpaths requiring additional work, to be finalised via Zoom meeting if needed (working group of Cllrs Tisdale, Wilkinson and Kingsley, also Paul Simmons, and Ronny George of the Ramblers</p>
MPC020	<p>Enhanced LMP funding opportunity</p> <p>Cllrs noted that there was a need to agree on works to utilise the additional funding available from Cormac.</p> <p>Resolved – a response to Cormac regarding funding opportunity, be developed by Cllrs Tisdale, Wilkinson and Kingsley, to be circulated to all cllrs.</p>
MPC021	<p>Weed control 2020</p> <p>It was noted that delays due to Covid-19 restrictions had led to this item being considered late in the growing season.</p> <p>Resolved – not to carry out weed control this year, and to ask Cormac to dig out the growth on the pavement from the crossroads to the roundabout at the bottom of Antron Hill.</p>
MPC022	<p>Traffic, including traffic on Antron Hill</p> <p>Agreed to wait for the consultation from Highways. Noted against next item.</p>
MPC023	<p>Falmouth and Penryn Community Networks Highways Scheme</p> <p>Members noted that the parish council could apply for works under the scheme. Cllr Tisdale stated that previous advice had been that it was unlikely for Mabe to be successful as there was already £120,000 allocated for highways works in the parish.</p> <p>Cllr Tisdale also offered to send a link which could lead to an application for grant funding for a traffic feasibility study, although this might not be needed if the forthcoming consultation from Cornwall Council was satisfactory. He had also circulated information about Speed Watch, the scheme would be up and running soon and volunteers could contact him about it.</p> <p>Resolved – that if the opportunity arises to submit a bid, it should be based on Church Road and improved parking. Cllr Wilkinson volunteered to lead on this.</p>
MPC024	<p>Management of trees – Memorial Garden</p> <p>It was noted that the memorial garden had been discussed earlier in the meeting.</p>
MPC025	<p>Annual meeting of the council.</p> <p>Cllrs considered whether to hold a deferred annual meeting of the council, to elect to</p>

	<p>positions: Chairman, Vice-Chairman, committee/working group members and representatives on outside bodies</p> <p>Resolved – that there would not be an annual meeting held in 2020 and so the next annual meeting of the council will be held in May 2021.</p>
MPC026	<p>Grant applications</p> <p>It was agreed that grant applications would be invited for the next meeting, including from local organisations: (Mabe Christmas Lights – contact is Karen Phillips), Brownies, WI, Luncheon Club, MEG, MYCP</p> <p>It was noted that an option for MEG could be for an emergency fund to be agreed and to be drawn upon as needed (eg if there was a second spike of covid-19).</p>
MPC027	<p>Schedule of payments</p> <p>The schedule of payments was circulated. Resolved – to approve the payments set out in the schedule, with 50% of the payment for the MYCP channel drainage works to be withheld until works completed satisfactorily.</p>
MPC028	<p>Finance report and bank reconciliation</p> <p>Resolved that the finance reports and bank reconciliation be noted</p>
MPC029	<p>Audit arrangements</p> <p>The Clerk updated that work on the end of year accounts had been carried out and that the internal audit would be carried out in coming weeks, to be reported at the August meeting of the council.</p>
MPC030	<p>Agenda items for next meeting</p> <p>A request had been made by a member of the public – whether the parish council was still intent on challenging the Antron Way planning appeal decision. It was noted that post-application meetings could be an option.</p>
	<p><u>Meeting closed: 10.27pm</u></p>
	<p><u>Signed by Chairman:</u></p>