

Mabe Parish Council

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Minutes – 10 September 2020

Minutes of the meeting of Mabe Parish Council held at 7.30pm on Thursday 10 September 2020, a remote meeting held via Zoom.

Councillors present: Councillors: P Tisdale (Chairman), M Wilkinson (Vice-Chairman), C Cole, J Frost, T Kingsley, K Phillips (until 8.31pm), R Phillips, Terry Tindle, K West

Officer present:

Parish Clerk

Minute	Agenda Items
	Chairman's Announcements The Chairman welcomed everyone to the meeting.
MPC050	Apologies for absence - were received from Cllr A Thomas.
MPC051	Members' Declarations of Interest Cllr West declared an interest in Minute MPC057 (b) as a neighbouring property owner, and withdrew from the meeting during consideration of this item. Cllr Kingsley declared an interest in Minute MPC057 (b) as a neighbouring property owner, and withdrew from the meeting during consideration of this item. Cllr Phillips declared an interest in Minute
MPC052	To approve written requests for dispensation None
MPC053	Cornwall Councillor report None
MPC054	Public Speaking None
MPC055	<u>Minutes of meeting of the council held on 13 August 2020</u> Resolved – 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.
MPC056	Clerk's update report Resolved that the clerk's update report be noted.

MPC057	Planning Applications	
	a)	<p>PA20/06938 – Antron Lodge, Church Road, Mabe Burnthouse TR10 9HW – Discharge of planning obligation dated 30/4/87 relating to decision no W2/86/0234/O</p> <p>Resolved – application supported</p>
	b)	<p>PA20/06388 – 3 Eston Close, Mabe Burnthouse TR10 9JW – Proposed ground floor extension.</p> <p>Cllrs Kingsley and West each declared an interest in this item as neighbouring property owners, and withdrew from the meeting during consideration of this item.</p> <p>Resolved – application supported</p>
MPC058	<p>Mabe Neighbourhood Plan</p> <p>Cllr West updated that the NDP steering committee</p> <ul style="list-style-type: none"> - Still awaiting parish council approval of the consultation strategy - Cath Statham has sent through the Landscape Assessment which is being posted on the NDP website, invoice to be sent to the parish clerk - Working on getting a list of postal addresses to post out to all addresses in the parish and will work with this and the list of addresses that the Mabe Matters volunteers deliver to, to ensure that all are covered. - Residents will be encouraged to participate online to help with capturing and analysing the data - The plan is still to ask if people wish to complete the response online, to minimise printing costs - A postcard will be delivered to all households, and then paper copies of the consultation documents will be delivered to those who request them. <p>Cllr Wilkinson advised that she was in the process of contacting potential volunteers who will help with the delivery of the postcards.</p> <p>It was agreed that the latest draft of the questionnaire would be sent to the clerk for distribution to all cllrs.</p> <p>Cllr West advised that the consultation strategy was for a postcard to be delivered to every household in the parish (to be printed by a NDP volunteer with paper to be provided by the NDP Steering Committee) and for the postcards to be delivered (by volunteers if possible, by post if necessary), and then for paper questionnaires (where requested) to be delivered by volunteers if possible, and by post if necessary.</p> <p>In response to a question, Cllr West confirmed that a member of the steering group had offered to include a pre-paid response envelope with each paper questionnaire sent out.</p> <p>Based on the Consultation Strategy circulated to the 13 August council meeting, and the further discussion, it was</p> <p>Resolved – to approve the proposed Consultation Strategy for the Mabe NDP questionnaire.</p>	

MPC059	<p>Play equipment at Mabe Youth & Community Project</p> <p>The clerk reported that the play equipment had been checked and repaired where necessary, before being re-opened after the covid-19 closure of the play area. The majority of the work carried out had been fixed within the initial warranty period, with some remaining work that would be charged for.</p> <p>After discussion there was agreement that there should be arrangements in place for inspections and maintenance, pending handover to the Mabe Youth & Community Project.</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) Advice be sought on the recommended frequency of inspections 2) Quotes be sought, separately, for inspections and maintenance, to be reported back to the next meeting for decision.
MPC060	<p>Review of S.106 funded projects</p> <p>Cllr K Phillips left the meeting at this point.</p> <p>Members noted that the parish council needs to submit an application for use of the s.106 funding from the Land at Antron Hill development (PA10/08470). It was agreed that this would be an agenda item at a future meeting, being partly dependent on the planned traffic calming works – for which the consultation was still awaited.</p> <p>When considering potential open spaces, it was said that Cornwall Council had previously advised of a masterplan for Mabe, maps showing the open spaces owned by Cornwall Council had been received, with the only potential areas for use for the community being said to be Spargo Court and the small patch of land by Summerheath. Cllr West had been asking Jonny Alford (CC) for more information on land which could be used for community use, and was waiting for a reply.</p> <p>Cllr Wilkinson agreed to follow up on a request from the NDP - looking for use of CC owned land for community projects, to seek a meeting with the Cornwall Council ward member.</p> <p>The Clerk was asked to contact Jonny Alford to follow up on previous emails from councillors.</p> <p>With regard to the Regreen Mabe spend (s.106 funds agreed for this purpose), Cllr Kingsley referred to the Regreen Mabe update report circulated prior to the meeting.</p> <p>Questions were considered:</p> <ul style="list-style-type: none"> - Need to approach the landowners where cycle racks and planters are proposed, to seek their agreement - Due to meet Viv Bidgood about the cycle racks and the planters, with the intention of using widened pavements, once the traffic calming is in place. <p>Agreed that the proposals were a good use of the Regreen Mabe funds, and were in accordance with the original application. Preparatory work would continue, along with meeting with Viv Bidgood and learning more about the proposed traffic calming.</p> <p>Initial costings for littering initiatives had been discussed with the person who had brought forward a scheme for recycling bins, and more work was needed, with</p>

	<p>considerations being the aesthetics for the village, avoiding too many signs or industrial-looking bins, and the need to fund rubbish collection from the bins. It was agreed that three rubbish/recycling bins would potentially be a good use of the Regreen fund.</p>
MPC061	<p>Footpaths:</p> <p><u>LMP cutting works</u> It was noted that the paths cut under the LMP maintenance scheme had been cut to a high standard, there had been no complaints since the last meeting and feedback received had been really positive. Agreed - that the additional paths at Eathorne be cut.</p> <p><u>Footpaths / walks leaflet proposal</u> It was understood that there has been progress on working up the costings and finding an illustrator, and so further information could be circulated prior to the next meeting.</p> <p><u>Lost footpaths</u> Members noted this issue, raised at the last meeting, and agreed that it would be discussed at the footpaths working group.</p>
MPC062	<p>Enhanced LMP funding opportunity</p> <p>Agreed that this would be progressed further by the footpaths working group, to be reported to the next meeting for further consideration.</p>
MPC063	<p>Consultation – Planning White Paper</p> <p>It was suggested that the parish council should submit a response to the consultation, and that a response would be better informed after attendance at a NALC briefing event next week.</p> <p>Resolved – that Cllr West will attend the event on behalf of the parish council and that the cost of attending the event would be paid for by the parish council.</p> <p>It was noted that cllrs were able to submit a response as individuals also.</p>
MPC064	<p>Consultation – Marine European Sites SPD Consultation</p> <p>Resolved – that the consultation be noted, and for cllrs to be able to respond as individuals.</p>
MPC065	<p>Policy Review:</p> <p>Standing Orders</p> <p>It was noted that the council’s Standing Orders had been reviewed and did not need amendment at this time.</p> <p>Financial Regulations</p> <p>The council’s Financial Regulations were last updated in July 2019, following which</p>

	<p>NALC issued revised Model Financial Regulations in August 2019 which were used as the basis for an updated draft of the Financial Regulations, circulated prior to the meeting.</p> <p>Resolved - that the draft Financial Regulations, based on the NALC model regulations, are approved as the Financial Regulations, for adoption by Council at its next scheduled meeting.</p>																					
MPC066	<p>Website Accessibility Regulations</p> <p>The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector bodies to ensure reasonable adjustments are made to websites so that they are accessible to all, including being readily usable to people with disabilities such as impaired vision, mobility problems, learning disabilities.</p> <p>The clerk advised that from 23 September 2020 all local council websites will have to comply with these regulations. Following discussion, it was</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) the parish council adopts and publishes an Accessibility Statement 2) the steps to website accessibility compliance as set out in the report, be approved, and a ‘roadmap’ be developed, also for publication on the website 3) website accessibility compliance be reviewed in 6 months. 																					
MPC067	<p>Pay Award 2020/21</p> <p>Recommended – that the nationally agreed 2020/21 pay award be approved and applied to salary payments as from April 2020.</p>																					
MPC068	<p>Schedule of payments</p> <p>Resolved – that the payments as set out in the schedule are approved for payment:</p> <table border="1" data-bbox="344 1267 1295 1778"> <thead> <tr> <th>Payee</th> <th>Purpose</th> <th>Amount payable</th> </tr> </thead> <tbody> <tr> <td>The Sign Shop (Penryn) Ltd</td> <td>2 x A4 signs for MYCP play area (no dogs)</td> <td>£24.00 (inc £4 VAT)</td> </tr> <tr> <td>Rialtas Business Solutions Ltd</td> <td>Alpha Financial Software £295 + VAT Alpha set up of Chart of Accounts £100 + VAT Alpha software annual support and maintenance licence £124 + VAT</td> <td>£445.80</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s salary (August)</td> <td>£400.00</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s expenses (August)</td> <td>£44.09</td> </tr> <tr> <td>HMRC</td> <td>PAYE tax and NI (Month 5)</td> <td>£100.00</td> </tr> <tr> <td>EE</td> <td>Jul ’20 mobile phone contract (DD on 6/8/20)</td> <td>£10.46 (inc VAT of £1.74)</td> </tr> </tbody> </table>	Payee	Purpose	Amount payable	The Sign Shop (Penryn) Ltd	2 x A4 signs for MYCP play area (no dogs)	£24.00 (inc £4 VAT)	Rialtas Business Solutions Ltd	Alpha Financial Software £295 + VAT Alpha set up of Chart of Accounts £100 + VAT Alpha software annual support and maintenance licence £124 + VAT	£445.80	L Dowe	Clerk’s salary (August)	£400.00	L Dowe	Clerk’s expenses (August)	£44.09	HMRC	PAYE tax and NI (Month 5)	£100.00	EE	Jul ’20 mobile phone contract (DD on 6/8/20)	£10.46 (inc VAT of £1.74)
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MPC069	<p>Finance report and bank reconciliation</p> <p>It was noted that there was no finance report or bank reconciliation, pending update of the accounts onto the new accounts software.</p>																					

MPC070	Correspondence i. The Planning Inspectorate – Land off Antron Way – noted.	
MPC071	Agenda items for a future meeting - Regreen Mabe - Links with the university - MEG - update	
	<u>Meeting closed: 9.37pm</u>	<u>Signed by Chairman:</u>