

# Mabe Parish Council

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## Minutes – 11 March 2021

Minutes of the meeting of Mabe Parish Council held at 7.30pm on Thursday 11 March 2021, a remote meeting held via Zoom.

**Councillors present:** Councillors: P Tisdale (Chairman), M Wilkinson (Vice-Chairman), J Frost, T Kingsley, K Phillips, R Phillips, Terry Tindle, K West

**In attendance:** 2 members of the public

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

Minute no:	Agenda Items
	<b>Chairman's Announcements</b> – the chairman welcomed everyone to the meeting, and noted an additional item added in view of urgency, a licensing application on the Penryn Campus.
MPC199	<b>Apologies for absence</b> – were received from Cllrs C Cole and A Thomas.
MPC200	<b>Members' Declarations</b>  Cllr Tindle declared an interest in Minute MPC 206(c) (planning application), as the spouse of the applicant, and withdrew from the meeting during consideration of this item.  Cllr Wilkinson declared an interest in Minute MPC206(c) (planning application) as a close neighbour and friend of the applicant, and withdrew from the meeting during consideration of this item.  Cllr R Phillips declared an interest in Minute MPC210 (gifting of play equipment to the MYCP) as a committee member of the Mabe Youth & Community Project, and withdrew from the meeting during consideration of this item.
MPC201	<b>To approve written requests for dispensation</b> - None
MPC202	<b>Cornwall Councillor report</b>  Cllr Wilkinson reported that the parish council has been advised to draw up a wish list for Antron Hill in readiness for the meeting with Cornwall Council on 24 March.  <b>Agreed</b> – that a working group of parish council and NDP representatives will be held prior to 24 March, and that the Community Link Officer and Highways will be asked if a greater number of representatives from Mabe can attend the meeting on 24 March

	(from the parish council and the neighbourhood plan steering committee)
MPC203	<p><b>Public Speaking</b></p> <ol style="list-style-type: none"> <li>1. The applicant for planning application MPC206(b) on the agenda spoke in support of the application. He advised that he had worked to keep the proposals in keeping, and had opted for painted render external finish on the advice of the planning officer. Aiming to improve on the proposals which had previously been approved, and neighbour privacy had been improved with the new location of the fence. A cllr question regarding the proposed soakaway was raised and the applicant advised that this would be followed up with the architect. The soakaway was reported to be of a modern design which treats the water before it is released.</li> <li>2. Food and Beverages Manager, University Campus, attended to explain that the application for the 4am licence related to occasional one or two events per annum, and that the main bulk of the licence application related to including all relevant buildings in the licence and making sure that it is up to date and reflects the uses of buildings on the site. The university is aware of the concerns of local residents and work to minimise the impact on local residents. A question concerned the use of the balcony on the Stannary, and the proposed outdoor auditorium as this would likely impact on local residents. It is proposed that events will be managed, and the balcony is generally only used for café or where there are limited numbers. Alcohol for most events stops at midnight, and it has been the practice for music to stop at 10pm, followed by silent disco. Cllrs asked whether local residents could be informed when there are proposed to be late night events. These would be Freshers, and the Summer Ball (mainly outdoors). The point was made that good notification will help residents to be well informed and aim to keep good relations.</li> </ol>
MPC204	<p><b><u><a href="#">Minutes of meeting of the council held on 11 February 2021</a></u></b></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>
MPC205	<p><b>Clerk's update report</b></p> <p>Members noted the report circulated prior to the meeting.</p> <p><b>Agreed</b> - that the street numbering signs, as circulated prior to the meeting, to be ordered.</p> <p><b>Agreed</b> – that the update report is noted, and that the additional cost for the apple rootstocks be approved.</p>
MPC206	<p><b>Planning Applications</b></p>
	<p>a) <b><u><a href="#">PA20/11120</a></u></b> – Skyber Goth, Halvasso, Penryn TR10 9BY – Demolition of outbuilding and erection of a self contained one bed annexe.</p> <p><b>Resolved</b> – to support the application provided that there is a condition for the annexe to remain ancillary to the main dwelling.</p>

	<p>b) <a href="#">PA21/01012</a> – Barn at Higher Treliever Farm, Longdowns, Penryn TR10 9DH – Proposed replacement of agricultural building (which has benefit of redevelopment under Class Q PA19/02068) with two dwellings.</p> <p><b>Resolved</b> – that the development is supported in principle, but that there is concern that the finish is not in keeping with the character of neighbouring properties. It is suggested that there should be a more comprehensive drainage report carried out, in view of concerns at flooding and potential impact on other properties who use well water from the area (not on mains water supply). Concern also that during the building process there might be a need for provision to address highway safety concerns in view of large vehicles accessing the site.</p>
	<p>c) <a href="#">PA21/00969</a> – Trewartha, Rose Valley, Mabe Burnthouse TR10 9JG – Erection of a general purpose agricultural building for hay and machinery storage.</p> <p>Councillors Tindle and Wilkinson each declared an interest in this item and withdrew from the meeting for the duration of this item (<i>moved to the waiting room facility in Zoom</i>). Cllr Tindle as the applicant, and Cllr Wilkinson as a close neighbour and friend of the applicant.</p> <p><b>Resolved</b> – that the application is supported, subject to confirmation that the development will be on land classed as agricultural, due to the size of the proposed building.</p>
	<p>d) <u>Licensing application – University Campus</u> Noted.</p>
MPC207	<p><b>Mabe Neighbourhood Plan</b> [Cllr West/Wilkinson]</p> <p>Cllr West reported that:</p> <ul style="list-style-type: none"> <li>- Still a number of paper questionnaires are out and pending return</li> <li>- Questionnaire online is now officially closed (122 completed responses, from the 734 possible households). Enough have been received for the work to continue. These will now be analysed.</li> <li>- Interim reports are due in the next few days. Photo's have been requested for examples of acceptable solar PV panels in the parish.</li> <li>- Green Infrastructure Policy has been uploaded to the NDP website.</li> <li>- Noted that the NDP volunteers have been working really hard on this</li> </ul> <p><b>Noted.</b></p>
MPC208	<p><b>Mabe Emergency Group</b></p> <p>Cllr Wilkinson reported that another pasty-run had been carried out. Those residents who had received a pasty (primarily luncheon club members) were incredibly grateful for the visits, and so there was the intention to carry out another next month. MEG still has funds.</p> <p><b>Noted.</b></p>
MPC209	<p><b>Play Equipment inspection – February 2021</b></p> <p><b>Resolved</b> – to note the inspection report</p>
MPC210	<p><b>Proposed gifting of play equipment to the Mabe Youth &amp; Community Project</b></p>

	<p>Members noted the update following the meeting with members of the Mabe Youth &amp; Community Project (MYCP).</p> <p>Cllr R Phillips declared an interest in this item as a committee member of the MYCP, and withdrew from the meeting during consideration of this item (<i>moved to the waiting room facility in Zoom</i>)</p> <p><b>Resolved</b> – that</p> <ol style="list-style-type: none"> <li>1) The parish council confirms its decision to gift the ownership of play equipment at Mabe Youth &amp; Community Project to the MYCP Charity, with the intention that the transfer will take place on 1 April 2021, or soon afterwards, date to be agreed with the MYCP Management Committee</li> <li>2) The draft letter appended to the report to this meeting be agreed as the formal transfer letter to the MYCP</li> <li>3) The parish council agrees to support the MYCP by offering financial assistance for monthly play equipment inspections on the basis of up to £500 to be allocated from reserves in 2021/22 and in future years as a separate budget line (not from the grants budget), and for this funding to be reviewed on an annual basis.</li> </ol>
MPC211	<p><b>Review of S.106 funded projects</b></p> <p>Members noted the update circulated prior to the meeting and <b>agreed</b> that the order for the benches needs to be placed, for the benches to be purchased and installed.</p>
MPC212	<p><b>Provision of additional litter bins</b></p> <p>Cllr Kingsley has sourced potential bins and had spoken to the waste officer at Cornwall Council who had recommended limiting the amount of bins, and that only general waste will be collected (and so no recycling bins). The council was awaiting a response from Mark Smith regarding the use of the Clean Cornwall grant for general litter bins rather than recycling bins. Costs for emptying bins are awaited also. There will be a further report to a future meeting. <b>Noted.</b></p>
MPC213	<p><b>Footpaths:</b></p> <p>Following a brief discussion, it was <b>Agreed</b> – that:</p> <ol style="list-style-type: none"> <li>1) The works on the Enhanced LMP improvements to be progressed</li> <li>2) Footpath cutting specification to be sent to three contractors to seek quotes for the 2021/22 work</li> <li>3) Cllrs to liaise and report the overgrown footpath by the old school</li> </ol> <p>It was noted that the footpaths have been really well maintained this year, and that the cutting carried out by local volunteers had made a huge difference.</p>
MPC214	<p><b>Walking Routes</b></p> <p>Cllr Frost suggested improvements to signage of walking routes around the village. <b>Resolved</b> – to ask Coastline Housing to make improvements to the footpath from Carnsew Crescent to Gweal Darras</p> <ol style="list-style-type: none"> <li>i. For it to be signed as a footpath</li> <li>ii. The path to be better maintained and the steps to be replaced with ramp, for accessibility</li> </ol>

	<p>iii. Low level lighting to help visibility at night (eg waist height).</p>
MPC215	<p><b>Returning to physical meetings</b></p> <p>Members considered arrangements for returning to physical meetings of the council. It was noted that there were still uncertainties pending clear direction from the government, and so it was</p> <p><b>Resolved</b> – that this will be an agenda item for the next meeting.</p>
MPC216	<p><b>Parish Council Facebook Page</b></p> <p>Members discussed how a facebook page may be set up, and what it's purpose would be. It was noted that some councils use social media just for giving out messages, and others invite comments. Other considerations: an open forum or a closed page? Examples to consider: Mylor, Flushing and Mawnan facebook pages.</p> <p>It was agreed to be important that posts from the parish council would show as 'Mabe Parish Council' rather than individuals posting. The admin for the facebook page should be logged with the council rather than an individual.</p> <p><b>Agreed</b> – to consider this item further at the next meeting, with cllrs invited to circulate examples of best practice and the potential model which the parish council may follow.</p>
MPC217	<p><b>Tour of Britain</b></p> <p><i>To receive an update on plans for the national cycle event in September 2020</i></p> <p>Cllr Frost reported on a meeting attended, the organisers are keen for local communities to participate, including people waving along the route etc. The organisers suggested that local communities might want to start planning on ways to get involved.</p> <p>This was discussed and there were ideas about how to showcase the village and encourage community participation. This will be a national event, an opportunity to promote sustainable transport, also a chance for display of community artwork.</p> <p><b>Agreed</b> – that this will be an agenda item next month.</p>
MPC218	<p><b>Internal Controls – policy and procedures</b></p> <p>Members considered the report, setting out the need for the council to have a policy on Internal Controls, to help the council to meet its responsibilities for effective financial management and management of risk, in accordance with the Accounts &amp; Audit Regulations 2015.</p> <p><b>Resolved</b> – that</p> <ol style="list-style-type: none"> <li>1. The council adopts the Internal Controls Policy and Checklist, as circulated with the report; and</li> <li>2. That councillors will be appointed (following the elections in May) to arrange with the clerk to carry out period internal audit checks throughout the year (commencing in the Autumn)</li> </ol>
MPC219	<p><b>Asset Register and regular inspections</b></p> <p>The Asset Register had been updated, and in an accompanying report the Clerk</p>

	<p>advised that there should be a regular inspection of the council's assets.</p> <p><b>Resolved</b> – that</p> <ol style="list-style-type: none"> <li>1. the Asset Register as at 11 March 2021 be approved;</li> <li>2. The Asset Checklist be used as the basis for inspection and record keeping (to be emailed to the Clerk after each inspection); and</li> <li>3. That 2 councillors will be nominated to carry out an asset inspection at regular intervals (ie at least once per annum. To be appointed following the elections in May, and for inspection to be carried out in the autumn.</li> </ol>
MPC220	<p><b>Code of Conduct Training</b></p> <p>Members considered commissioning Code of Conduct online training from CALC, to be delivered to Mabe PC after the elections in May.</p> <p><b>Resolved</b> - to arrange with CALC for online code of conduct training to be scheduled to be held in mid to late May 2021, with the intention that all parish cllrs will attend.</p>
MPC221	<p><b>Climate Group – regular update</b></p> <p>Cllr Kingsley reported that she had attended the CNP Climate Group held recently, included an update on a carbon calculator being worked on with Exeter University. Mawnan Parish are starting to install water fountains around the parish to help reduce use of plastic bottles. Cllr Kingsley will look into this further.</p> <p>There are other parishes considering cycle racks installation.</p> <p><b>Noted.</b></p>
MPC222	<p><b>Cornwall Council Consultation – Climate Emergency</b></p> <p>Members considered the consultation, details circulated prior to the meeting.</p> <p><b>Agreed</b> – that Cllr Kingsley will draft a response to the consultation.</p>
MPC223	<p><b>University Update</b> <i>To receive a monthly update from the University</i></p> <p>Cllr Wilkinson reported:</p> <ul style="list-style-type: none"> <li>- 64% of students are back</li> <li>- All Falmouth University students are back</li> <li>- Regular covid tests are being carried out</li> <li>- Blended learning is being provided</li> <li>- Falmouth workshops will remain open in June, to give time to catch up on work, for practical courses</li> <li>- Research project is underway in Falmouth, using researchers in the community</li> <li>- Students are having to travel to Penryn for their tests, this is an issue for the Falmouth students.</li> </ul> <p><b>Noted.</b></p>
MPC224	<p><b>Renewal of annual subscription to CPRE (Campaign to Protect Rural England)</b></p> <p><b>Resolved</b> – to renew the subscription (£36 rate).</p>
MPC225	<p><b>Cornwall Council Consultation – St Austell China Clay Restoration &amp; Tipping Supplementary Planning Document</b></p>

	<b>Noted</b> – no response from this council.																																					
MPC226	<p><b>Schedule of payments</b></p> <p><b>Resolved</b> – that the payments set out in the schedule be approved for payment.</p> <table border="1"> <thead> <tr> <th>Payee</th> <th>Purpose</th> <th>Amount (inc. VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>Payments by online banking.</i></td> </tr> <tr> <td>Southwest Playground Safety Inspections</td> <td>Playground inspection – February</td> <td>£30.00</td> </tr> <tr> <td>Walcot Nursery Organic</td> <td>Apple rootstocks, grafting strips and grafting sealant (Bloomin Mabe), plus delivery</td> <td>£86.25</td> </tr> <tr> <td>Rev Steve Smith</td> <td>MEG funded – February pasty run (covid support)</td> <td>£135.00</td> </tr> <tr> <td>L Dowe</td> <td>Clerk's salary (February) (<b>note 1</b>)</td> <td>£361.60</td> </tr> <tr> <td>L Dowe</td> <td>Clerk's expenses (February) (<b>note 2</b>)</td> <td>£14.39</td> </tr> <tr> <td>HMRC</td> <td>PAYE tax and NI (Month 11) (<b>Note 3</b>)</td> <td>£90.40</td> </tr> <tr> <td>CPRE</td> <td>Annual memberships</td> <td>£36.00</td> </tr> <tr> <td>L Dowe</td> <td>Payment of clerk's expenses (March &amp; April 2020), uncashed cheque 101508, July 2020</td> <td>£11.99</td> </tr> <tr> <td colspan="3"><i>Payments by Direct Debit</i></td> </tr> <tr> <td>EE</td> <td>Feb '20 mobile phone contract (DD on 6/3/21)</td> <td>£10.46</td> </tr> </tbody> </table>		Payee	Purpose	Amount (inc. VAT)	<i>Payments by online banking.</i>			Southwest Playground Safety Inspections	Playground inspection – February	£30.00	Walcot Nursery Organic	Apple rootstocks, grafting strips and grafting sealant (Bloomin Mabe), plus delivery	£86.25	Rev Steve Smith	MEG funded – February pasty run (covid support)	£135.00	L Dowe	Clerk's salary (February) ( <b>note 1</b> )	£361.60	L Dowe	Clerk's expenses (February) ( <b>note 2</b> )	£14.39	HMRC	PAYE tax and NI (Month 11) ( <b>Note 3</b> )	£90.40	CPRE	Annual memberships	£36.00	L Dowe	Payment of clerk's expenses (March & April 2020), uncashed cheque 101508, July 2020	£11.99	<i>Payments by Direct Debit</i>			EE	Feb '20 mobile phone contract (DD on 6/3/21)	£10.46
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MPC227	<p><b>Finance report and bank reconciliation</b></p> <p>Members considered the budget monitoring report and monthly bank reconciliation circulated prior to the meeting.</p> <p><b>Resolved</b> – that the reports be noted.</p>																																					
MPC228	<b>Correspondence</b> – none.																																					
MPC229	<p><b>Agenda items for a future meeting</b></p> <ul style="list-style-type: none"> <li>- Tour of Britain, cycle event in September [Cllr Frost]</li> <li>- Returning to physical meetings of the council</li> <li>- Provision of additional litter bins [Cllr Kingsley]</li> </ul>																																					
	<u>Meeting closed: 10.12pm</u>	Signed by Chairman: .....																																				

