

Mabe Parish Council

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Minutes – 16 December 2021

Minutes of the meeting of Mabe Parish Council on Thursday 16 December 2021 at 7.00pm, Mabe WI Hall, Antron Hill, Mabe

Councillors present: Councillors: M Wilkinson (Chairman), C Cole, B Galke, P Simmons, K West.

Cornwall Councillor in attendance: C.Cllr Bastin

Officer in attendance: Clerk to the Parish Council

Agenda no:	Agenda Items
MPC21.22.176	Apologies for absence - were received from Cllrs A Wills, R Phillips, A Thomas, T Tindle, P Tisdale
MPC21.22.178	Members' Interests Cllrs Galke and Simmons each declared an interest in MPC21.22.184(a) – planning application, as a neighbour and the former property owner/acquaintance of the applicant respectively. They each withdrew from the meeting during consideration of this item.
MPC21.22.179	To approve written requests for dispensation – None
MPC21.22.180	Cornwall Councillor report Given later in the meeting.
MPC21.22.181	Public Speaking - None
MPC21.22.182	<u>Minutes of meeting of the council held on 18 November 2021</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.
MPC21.22.183	Clerk's update report Members noted the update report circulated prior to the meeting. Further updates given at the meeting: <ul style="list-style-type: none"> - Cllr Wilkinson reported on the response from the Leader of Cornwall Council to the council's letter regarding concerns at the way the Planning Service had treated the application for the Penvose Student Village. It was agreed that Cllr Wilkinson will circulate the response to all cllrs, and that she would send a further response to the CC Leader if it was thought that not all concerns had been fully addressed - Bloomin Mabe volunteers would attend the January council meeting to outline plans for the land behind the bus shelter - Cllr Cole volunteered to seek a quote for the Six Men of Mabe sign, with

All Minutes are in draft form until approved at the next council meeting.

	<p>information and drawings being supplied from the writers of the original booklet.</p> <ul style="list-style-type: none"> - Cllr Tisdale continued to chase up information on how to get the Speedwatch scheme up and running.
MPC21.22.184	<p>Planning Applications</p> <p>Resolved – that as the council would be inquorate for the following item, to delegate the response to the planning consultation to the clerk, in consultation with the council Chairman and taking into account the views of those cllrs present for the discussion.</p>
	<p>a) PA21/10927 – Trevengleth, Halvasso, Penryn – Convert and extend an existing granite stone barn to a dwelling with three bedrooms.</p> <p>Cllr Galke declared an interest in this item as a neighbour of the application site and withdrew from the meeting during consideration of this item.</p> <p>Cllr Simmons declared an interest in this item as the former owner of the property and an acquaintance of the current owner, and withdrew from the meeting during consideration of this item.</p> <p>Of the remaining councillors, there was a consensus to support the application.</p>
MPC21.22.185	<p>Mabe Neighbourhood Plan</p> <p>Cllr West reported that the public consultation had been scheduled to start on 15 January and after the local consultation (and any subsequent revisions) the Cornwall Council 6 week consultation would be carried out. There remained the draft consultation statement and final documents to be completed.</p> <p>The NDP group were looking into grants (CC, Localism) to help raise funds to purchase land from Cornwall Council at Antron Hill.</p> <p>The update report was noted, and progress on the neighbourhood plan was welcomed.</p>
MPC21.22.186	<p>Play Equipment inspection – November 2021</p> <p>The monthly inspection report was noted.</p>
MPC21.22.187	<p>Proposed 20mph zone and traffic calming improvements – Cornwall Council, consultation</p> <p>It was noted that the changes proposed by Cornwall Council following the recent public consultation included a reduction in the proposed double yellow lines, in response to public concerns regarding loss of parking.</p> <p>Resolved – to support the revised traffic calming proposals and to advise Cornwall Council that the parish council would be willing to work with them on communications prior to and during the works.</p>
MPC21.22.188	<p>Councillor Surgeries</p> <p>Cllr Wilkinson reported that she had attended recent webinar on councillor safety.</p> <p>It was agreed that there should be a risk assessment for the councillor surgeries, a minimum of 2 cllrs to attend each surgery (with mobile phones).</p> <p>Cllr Wilkinson had requested the (free) use of the WI Hall, response awaited, and had</p>

	<p>raised the need for WiFi for the hall for emails etc.</p> <p>Cllrs Wilkinson and Simmons volunteered to be the cllrs at the first councillor surgery. It was agreed that a list of useful numbers will be compiled, for cllrs to refer to.</p> <p>Resolved – that councillor surgeries will be held, with the following to be in place:</p> <ul style="list-style-type: none"> - A risk assessment to be written (drafted by the clerk and circulated to cllrs for comment) - Agreement to pay for hall hire if a charge is made - 10am to 12 noon on the first Saturday of each month, at the WI Hall
MPC21.22.189	<p>Clearing the land behind the bus shelter, Treliever Road</p> <p>This item was deferred to the January meeting.</p>
MPC21.22.190	<p>Review of S.106 funded projects, including installation of benches at MYCP</p> <p>Members noted the update report circulated prior to the meeting.</p> <p>Agreed actions:</p> <p>Cllr Simmons to draw up a plan to show where the benches / picnic benches will be located at the Spargo amenity area and at Summerheath open area.</p> <p>Clerk to write to the MYCP Manager and Mabe School head teacher to ask that they bring a costed proposal to the parish council, with concerns that the works should be carried out soon to avoid risk of losing the funding (copy to Cllrs Wilkinson and Cole).</p> <p>Cllr Cole to speak to the MYCP, as the parish council representative.</p>
MPC21.22.191	<p>Footpaths – Enhanced LMP Works</p> <p>It was noted that the quote for the revised works had not yet been received. Cllr Simmons to contact Robert Sanders to ask that a quote be sent through for consideration at the January council meeting.</p> <p>Agreed – that this will be an agenda item for the January council meeting.</p>
MPC21.22.192	<p>Proposed gifting of play equipment to the Mabe Youth & Community Project</p> <p>The clerk reported that the MYCP had agreed, at its recent AGM, to accept the gifting of the play equipment. The clerk had re-sent the formal offer letter, response awaited. Noted.</p>
MPC21.22.193	<p>Update from Quarry Working Group</p> <p>Cllr Wilkinson reported that she and Cllr Tisdale had met with the managers of Carnsew Quarry earlier in the week. There had not been a tour. The concerns of local residents (black smoke in the mornings) would be looked into. The next phase of works at the quarry (near the recycling centre) had been started (topsoil being removed) and there were no plans at this stage for any more works to the North.</p> <p>Noted.</p>
MPC21.22.194	<p>Climate Group – regular update</p> <p>Cllr Simmons reported that he was working with the university and others to produce a climate scheme. Noted.</p>

MPC21.22.195	<p>University Update</p> <p>Cllr Wilkinson reported that she had attended the Vice-Chancellors leaving event and had passed on thanks from the parish council for all her work for the area.</p> <p>Cllr West reported that he had contacted the media department at the university to ask for their help in printing and proofing facilities, response awaited. Noted.</p>																																							
MPC21.22.196	<p>Adoption of a Trees Policy and Tree Inspections</p> <p>Members considered adopting a policy for trees on parish council land, and to arrange for their regular inspection and works</p> <p>Resolved - that</p> <ol style="list-style-type: none"> 1) the Trees Policy be adopted 2) Tree inspections be commissioned to be carried out on an annual basis – the clerk to seek three quotes. <p>Cllr Simmons also reported that he and Oliver Bennett had been appointed as Tree Wardens for the parish, they would be working with the tree officer at Falmouth Town Council and will be raising tree issues at Community Network Panel meetings.</p>																																							
MPC21.22.197	<p>Schedule of payments</p> <p>Resolved - to approve payments as set out in the payments schedule.</p> <table border="1" data-bbox="379 1016 1390 1951"> <thead> <tr> <th data-bbox="379 1016 628 1111">Payee</th> <th data-bbox="628 1016 1219 1111">Purpose</th> <th data-bbox="1219 1016 1390 1111">Amount (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="379 1111 1390 1167"><i>For payment by online banking</i></td> </tr> <tr> <td data-bbox="379 1167 628 1240">Society of Local Council Clerks</td> <td data-bbox="628 1167 1219 1240">Membership renewal (pro rata, full cost £234)</td> <td data-bbox="1219 1167 1390 1240">£58.50</td> </tr> <tr> <td data-bbox="379 1240 628 1279">CALC</td> <td data-bbox="628 1240 1219 1279">Introduction to planning training (Cllr West)</td> <td data-bbox="1219 1240 1390 1279">£36.00</td> </tr> <tr> <td data-bbox="379 1279 628 1317">Paul Webber</td> <td data-bbox="628 1279 1219 1317">NDP planning consultant (November)</td> <td data-bbox="1219 1279 1390 1317">£450.00</td> </tr> <tr> <td data-bbox="379 1317 628 1496">R Sanders</td> <td data-bbox="628 1317 1219 1496">Collect sand and paint benches for Memorial Garden £175 Provide footings for benches and install £475 Provide slab and install bench at MYCP as per quote, less bin. £650</td> <td data-bbox="1219 1317 1390 1496">£1,560</td> </tr> <tr> <td data-bbox="379 1496 628 1603">Southwest Playground Inspections</td> <td data-bbox="628 1496 1219 1603">November 2021 inspection, play equipment at MYCP</td> <td data-bbox="1219 1496 1390 1603">£108.00</td> </tr> <tr> <td data-bbox="379 1603 628 1677">L Dowe</td> <td data-bbox="628 1603 1219 1677">Clerk's salary (November) (note 1)</td> <td data-bbox="1219 1603 1390 1677">£369.00</td> </tr> <tr> <td data-bbox="379 1677 628 1715">L Dowe</td> <td data-bbox="628 1677 1219 1715">Clerk's expenses (November) (note 2)</td> <td data-bbox="1219 1677 1390 1715">£40.39</td> </tr> <tr> <td data-bbox="379 1715 628 1753">HMRC</td> <td data-bbox="628 1715 1219 1753">PAYE tax and NI (Month 8) (Note 3)</td> <td data-bbox="1219 1715 1390 1753">£92.20</td> </tr> <tr> <td data-bbox="379 1753 628 1827">St Laudus Church</td> <td data-bbox="628 1753 1219 1827">Final instalment for grass cutting 2021 (grant awarded in 2020)</td> <td data-bbox="1219 1753 1390 1827">£164.00</td> </tr> <tr> <td colspan="3" data-bbox="379 1827 1390 1883"><i>For payment by Direct Debit</i></td> </tr> <tr> <td data-bbox="379 1883 628 1951">EE</td> <td data-bbox="628 1883 1219 1951">Nov '21 mobile phone contract (DD on 6/12/21)</td> <td data-bbox="1219 1883 1390 1951">£10.58</td> </tr> </tbody> </table>	Payee	Purpose	Amount (inc VAT)	<i>For payment by online banking</i>			Society of Local Council Clerks	Membership renewal (pro rata, full cost £234)	£58.50	CALC	Introduction to planning training (Cllr West)	£36.00	Paul Webber	NDP planning consultant (November)	£450.00	R Sanders	Collect sand and paint benches for Memorial Garden £175 Provide footings for benches and install £475 Provide slab and install bench at MYCP as per quote, less bin. £650	£1,560	Southwest Playground Inspections	November 2021 inspection, play equipment at MYCP	£108.00	L Dowe	Clerk's salary (November) (note 1)	£369.00	L Dowe	Clerk's expenses (November) (note 2)	£40.39	HMRC	PAYE tax and NI (Month 8) (Note 3)	£92.20	St Laudus Church	Final instalment for grass cutting 2021 (grant awarded in 2020)	£164.00	<i>For payment by Direct Debit</i>			EE	Nov '21 mobile phone contract (DD on 6/12/21)	£10.58
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MPC21.22.198	<p>Finance report and bank reconciliation</p> <p>Resolved – to note the budget monitoring report and monthly bank reconciliation</p>
MPC21.22.199	<p>Budget and precept 2022/2023</p> <p>The draft budget had been considered at the November meeting of the council, and the amendments suggested at that meeting had been incorporated into the revised draft circulated prior to this meeting. Following discussion, it was</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) Council approves the recommended additions and transfers to earmarked reserves, for the 2021/22 financial year end, noting that further adjustments may be agreed at year end; 2) Council approves the 2022/2023 budget as set out in the appendix to the report to council; and 3) Council approves the proposed precept of £21,148 for the 2022/2023 financial year, and for the Clerk to submit the 2022/23 precept demand to Cornwall Council.
MPC21.22.200	<p>Correspondence - <i>None</i></p>
MPC21.22.201	<p>Cornwall Councillor report</p> <p>C.Cllr Bastin’s report included the following:</p> <ul style="list-style-type: none"> - Covid-19: cases of the Delta variant were levelling out (currently 4 people hospitalised at Treliske) and the Omicron variant cases were doubling every two days in Cornwall (currently 0 people hospitalised at Treliske) - Housing ‘pods’ were being opened in Penryn (22 units at two locations), noting that in lockdown their use had proved successful for helping people off the streets and into accommodation and moving forward positively with their lives. Having an address was seen as a significant factor in enabling benefits, work, support, etc - A lane on the bypass would be closed until 25 February while regular bridge maintenance was carried out - The Cornwall Council budget was being set, with a £55million shortfall to address. Services were being hit, and there would be an impact on staff. There would be public consultation on the budget in the new year. <p>Cllr Bastin had put a motion to Cornwall Council for the need to declare a biodiversity and ecology emergency and it had been voted through, meaning that all Cornwall Council decisions now took biodiversity and ecology into account.</p>
MPC21.22.202	<p>Agenda items for a future meeting</p> <ol style="list-style-type: none"> i. Review of Emergency Scheme of Delegation (January 2022 meeting) ii. Future use of phone box (January) iii. A bench for the bus shelter (January) iv. Jubilee Update, Cllr Wills (January) v. Footpath enforcement issues (January) vi. Replacement of the Bier House roof, and further works needed to the bus shelter roof (January)

	<p>vii. Contract for work to clear the land behind the bus shelter, Treliever Road <i>To consider the quoted costs for this work, and to agree the level of works to be carried out</i></p> <p>viii. Advertising the footpaths contract for 2022, with a 3 year option <i>To agree a specification for works</i></p> <p>ix. Clean Cornwall / project to tackle litter <i>To consider taking on this project and grant funding, from local community volunteer willing to hand the project over</i></p> <p>x. Application to Cornwall Council for devolution of open space land to the parish council</p> <p>xi. Landmark tree planting <i>[Cllr Wills]</i></p> <p>xii. 2021 grant to St Laudus Church (agreed in 2020), for grass cutting – request for the unspent £95.64 to be carried forward to be used in 2022.</p>
MPC21.22.203	Exclusion of the press and public
	Resolved – that in accordance with s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public be excluded from the meeting during the consideration of the following business owing to the confidential nature of that business
MPC21.22.204	<p>Provision of IT support, Microsoft 365 licences and council email accounts</p> <p>Members considered the quote from the preferred supplier, and the outcome of the Teams meeting which had given opportunity for questions to be put directly to the company’s representative.</p> <p>It was considered that the award of a contract of this size should be decided upon when there was a greater number of councillors in attendance, and so it was</p> <p>Resolved – that the matter will be deferred to the January meeting of the council for decisions on:</p> <ol style="list-style-type: none"> 1) Whether to accept the quote, and if so whether to include the purchase of hardware for councillors; and, separately 2) a replacement laptop and MicrosoftOffice 365 for the clerk.
MPC21.22.205	<p>Weed Control 2022</p> <p>Members considered quotes for a weed spraying contract for the coming year, based on a non-herbicide approach. Following discussion it was agreed that the cost for the non-herbicide treatment was excessive, and was likely to be so for some time, until more cost effective alternatives became available. Continuing with a commitment against use of herbicide if possible, it was</p> <p>Resolved – not to commission a weed treatment at this time, and to review the situation in May 2022.</p>
	<p>Meeting closed: 9.55 pm</p> <p>Signed by Chairman</p>