

# Mabe Parish Council

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## Minutes – 10 March 2022

**Minutes of the meeting of Mabe Parish Council on Thursday 10 March 2022 at 7.00pm, Mabe WI Hall, Antron Hill, Mabe**

**Councillors present:** M Wilkinson (Chairman), P Tisdale (Vice-Chairman), C Cole (from 7.10pm), B Galke, R Phillips (from 7.05pm), P Simmons, A Thomas (from 7.27pm until 9.15pm), A Wills

**Cornwall Councillor:** apologies had been received.

**Officer in attendance:** Clerk/RFO to the Parish Council

Agenda no:	Agenda Items
	<p><b>Chairman's Announcements</b></p> <ol style="list-style-type: none"><li>1. Whilst we, as a Council, have not tabled a formal motion, I would like to suggest that we state that we stand with the people of Ukraine and wish for the end of bloodshed of innocent people, in Ukraine and around the world. We encourage anyone wishing to help provide support for those displaced by this conflict to donate to the Disasters Emergency Committee, the Red Cross, or any other official charity providing direct support.</li><li>2. I ask the council to pause for a minute silence in memory of David Charles, a former parish councillor and a committed member of the community, serving through his work with the council, the Church and the MYCP. Our deepest sympathies go to David's family, he will be sorely missed.</li><li>3. Peter Tisdale has returned in his position as CALC Director – congratulations are in order.</li></ol> <p>Cllrs Cole and Phillips arrived at the meeting during this item.</p>
MPC21.22.268	<b>Apologies for absence</b> – were received from Cllrs T Tindle, K West.
MPC21.22.269	<b>Members' Declarations of Interests</b> Cllr Simmons declared an interest in Minute 275(b) (planning application, Land at Carnebo) as a friend of the applicant, and withdrew from the meeting during consideration of this item.
MPC21.22.270	<b>To approve written requests for dispensation</b> – None
MPC21.22.271	<b>Cornwall Councillor report</b> Cllr Bastin had sent his apologies due to ill health.
MPC21.22.272	<b>Public Speaking</b> Representatives from the community at Trevone Quarry attended to speak about the work and ecological aims of those working at the quarry. Members noted the overview circulated prior to the meeting and at the meeting heard of the potential that Mabe was considered to have, with scope for supporting artists and master craftsmen. The representatives wish to champion the work that is already being carried out, and to encourage the growth of creative industries and biodiversity in Mabe.

	Cllr Thomas arrived at the meeting at this point.
MPC21.22.273	<p><a href="#">Minutes of meeting of the council held on 10 February 2022</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>
MPC21.22.274	<p><b>Clerk's update report</b></p> <p>Bench for bus shelter – Cllr Wilkinson would get a quote from Mr Fields' son, and Barry Williams.</p> <p>Cllr Tisdale – Speedwatch scheme – waiting for a response from the police before the scheme in Mabe could move forward.</p> <p>Memorial Garden sign, to be fixed to the fence at the back of the garden. Currently being edited by Ruth Olver.</p> <p>Bier House – awaiting response from local roofer.</p> <p>MYCP – the second bench is not possible to be installed in the MYCP play area, and so there is a bench with Bob Sanders which can be installed in another location.</p> <p>Carnsew Close – agreed that the sketch showing the requested locations for No Waiting at Any Time to be sent to Cornwall Council, for the Network Highways Scheme application.</p>
MPC21.22.275	<b>Planning Applications</b>
	<p>a) <a href="#">PA22/00992</a> – Land south of Coronation Cottages, Mabe Burnthouse TR10 9HD – Change of use of land to be used as garden land in conjunction with approved residential development on Application No PA19/03269</p> <p><b>Resolved</b> – that the application is supported.</p>
	<p>b) <a href="#">PA22/01312</a> – Land at Carnebo, Trenoweth Lane, Mabe – Retrospective application for a general purpose agricultural building.</p> <p>Cllr Simmons declared an interest in this item as a friend of the applicant and withdrew from the meeting during its consideration.</p> <p><b>Resolved</b> – that the application is supported provided that a condition is included to require the building to be used for equine and agricultural uses only.</p>
MPC21.22.276	<p><b>Mabe Neighbourhood Plan</b></p> <p>It was noted that the NDP steering group were currently carrying out a 6 week consultation process which was likely to be extended to give full opportunity for community input.</p>
MPC21.22.277	<p><b>Vandalism – MYCP play equipment, and the possibility of installing CCTV</b></p> <p>Members considered further reports of wilful damage to the play equipment at the MYCP, and the steps that could be taken to counteract this</p> <p><b>Resolved</b> – that the MCYP Chairman (cc'd to MYCP Manager) be advised that the MYCP can apply to Cornwall Council for s.106 funding, which might be able to be used for CCTV for the play area.</p>
MPC21.22.278	<p><b>Play Equipment inspection – February 2022</b></p> <p><b>Resolved</b> – that the monthly inspection is noted.</p>

MPC21.22.279	<p><b>Replacement defibrillator – Mabe shop and post office</b></p> <p>Members considered the report which set out options for replacing either parts or the whole defibrillator.</p> <p><b>Resolved</b> – that the defibrillator provider be asked to replace the battery in the defibrillator at Mabe shop and post office.</p>
MPC21.22.280	<p><b>Rights of way maintenance, 2022 season – bringing the parish LMP contractor schedule in line with the LMP grant offer from Cornwall Council</b></p> <p>Members noted the report setting out the steps to bring the two cutting schemes into line with one another.</p> <p><b>Resolved</b> – that the council endorses the action of the clerk in seeking agreement of Cornwall Council’s LMP officers for the LMP grant for 2022/23 to cover the ‘unders and overs’ which result from the difference in the LMP meterage and the more detailed cutting scheme set out by the parish council.</p>
MPC21.22.281	<p><b>Start date – highways improvement scheme</b></p> <p>It was noted that two speed humps had been installed and the remainder of the works were expected to be complete by the end of May.</p> <p>It was also noted that a Penryn traffic scheme had included a section of Treliever Road, following which it was</p> <p><b>Resolved</b> – that the parish council supports the proposed works for a crossing and bus shelter works at Treliever Road, part of a Penryn traffic scheme.</p>
MPC21.22.282	<p><b>Parking / obstruction – Kingston Way</b></p> <p>Members considered steps that the parish council may take to help tackle the problem of parking causing an obstruction in Kingston Way.</p> <p>The advice issued to students by the university was noted and agreed to be the best that can be done at this time.</p>
MPC21.22.283	<p><b>Application to Cornwall Council for devolution of open space land to the parish council</b></p> <p><b>Resolved</b> – to defer this item to the next meeting of the council.</p>
MPC21.22.284	<p><b>Jubilee Update</b> It was noted that:</p> <ul style="list-style-type: none"> <li>- Jubilee committee meeting had been held</li> <li>- There would be an exhibition in the WI Hall on the Friday of the Jubilee weekend, featuring previous Mabe Shindigs.</li> <li>- Work has started on constructing a beacon</li> <li>- There would be an event at the school, and working with other groups in the parish</li> <li>- Coins – ask for delivery by 20 May</li> <li>- Insurance, the clerk to send Cllr Wills the guidance on points to include on the form to be returned to the council’s insurers.</li> </ul>
MPC21.22.285	<p><b>Clearing the land behind the bus shelter, Treliever Road</b></p> <p><b>Resolved</b> – that Bob Sanders be asked to quote for cutting and removing the Leylandii trees from the land behind the bus shelter. The trees to be cut level with the ground, all trees except the two marked with ribbons. Quote to be reported to the April</p>

	meeting of the council, for decision.
MPC21.22.286	<p><b>Review of S.106 funded projects</b></p> <p>Noting that there was a s.106 fund for the area which had not yet been applied for, it was agreed that the MYCP could be told that there was an option for the MYCP to apply for funding for CCTV and/or a basketball practice area.</p> <p>It was also agreed to put out a message on social media to let others know that the s.106 funds were able to be applied for, for suitable projects in public open space in the Mabe parish.</p> <p>Cllr Thomas left the meeting at this point.</p>
MPC21.22.287	<p><b>Cornwall's Housing Crisis</b></p> <p>Members considered correspondence received from parish councils in response to the housing crisis in Cornwall, and to make any further resolution if appropriate</p> <p><b>Resolved</b> – that the parish council notes the correspondence and would note future housing lobbying letters without bringing them to council for decision, as the parish council has already issued a position statement on this matter.</p>
MPC21.22.288	<p><b>Pledge for Nature &amp; Ecological Emergency Summit</b></p> <p>It was noted that Cllr Simmons will attend the summit and will speak on the work to improve the cutting of rights of way, and would report back to this council.</p>
MPC21.22.289	<p><b>Proposed gifting of play equipment to the Mabe Youth &amp; Community Project</b></p> <p>It was noted that quotes were being sought for the repairs to the birds nest swing, and the installation of a step to the bench, following which works the play equipment would be gifted to the MYCP.</p>
MPC21.22.290	<p><b>Climate Group – regular update</b></p> <p>Cllr Simmons reported that the Dark Skies talk and walk would be held on the following Monday.</p> <p><b>Resolved</b> – that the £100 agreed for refreshments for this event could instead be allocated as prizes for the poster competition. Cllr Simmons to ask the organisers to send through the group's bank account details for payment.</p>
MPC21.22.291	<p><b>University Update</b></p> <p>Noted that the next meeting would be held next month.</p>
MPC21.22.292	<p><b>Appointment of councillors to carry out periodic internal audit checks</b></p> <p><b>Resolved</b> – that Cllrs Phillips and Wilkinson are the cllrs nominated to carry out the periodic internal audit checks.</p>
MPC21.22.293	<p><b>2021/22 pay agreement</b></p> <p><b>Resolved</b> – that the NJC agreed 2021/22 pay agreement be approved and applied to salary payments as from 1 April 2021.</p>
MPC21.22.294	<p><b>Review of Financial Risk Assessment</b></p> <p><b>Resolved</b> – that the council approves and adopts the Risk Register and Financial Risk Assessment for the financial year 2022/23.</p>

MPC21.22.295	<p><b>Review of Asset Register</b></p> <p><b>Resolved</b> – that the council approves the March 2022 revision of the Asset Register.</p> <p><b>Agreed</b> – that Cllr Wilkinson will ask Keith Bryant about the current location of the bier.</p> <p><b>Resolved</b> – that if the projector cannot be repaired, a replacement to be purchased, Cllr Galke offering to research suitable options.</p>																																							
MPC21.22.296	<p><b>Schedule of payments</b></p> <p><b>Resolved</b> – that the payments as set out in the payments schedule are approved for payment:</p> <table border="1" data-bbox="363 600 1409 1290"> <thead> <tr> <th data-bbox="363 600 716 683">Payee</th> <th data-bbox="716 600 1219 683">Purpose</th> <th data-bbox="1219 600 1409 683">Amount (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3" data-bbox="363 683 1409 736"><i>Online bank payments</i></td> </tr> <tr> <td data-bbox="363 736 716 808">Mabe WI</td> <td data-bbox="716 736 1219 808">Hall hire [181121; 161221; 130122; 050222] @ £15</td> <td data-bbox="1219 736 1409 808">£60.00</td> </tr> <tr> <td data-bbox="363 808 716 882">Southwest Playground Inspections</td> <td data-bbox="716 808 1219 882">February 2022 inspection, play equipment at MYCP</td> <td data-bbox="1219 808 1409 882">£30.00</td> </tr> <tr> <td data-bbox="363 882 716 920">Booths Print</td> <td data-bbox="716 882 1219 920">Mabe Matters – issue 62 March/April</td> <td data-bbox="1219 882 1409 920">£311.00</td> </tr> <tr> <td data-bbox="363 920 716 958">Paul Webber</td> <td data-bbox="716 920 1219 958">NDP planning consultant (February)</td> <td data-bbox="1219 920 1409 958">£100.00</td> </tr> <tr> <td data-bbox="363 958 716 996">Viking Direct</td> <td data-bbox="716 958 1219 996">Stationery</td> <td data-bbox="1219 958 1409 996">£18.56</td> </tr> <tr> <td data-bbox="363 996 716 1034">Running Imp</td> <td data-bbox="716 996 1219 1034">Commemorative Coins</td> <td data-bbox="1219 996 1409 1034">427.19</td> </tr> <tr> <td data-bbox="363 1034 716 1108">L Dowe</td> <td data-bbox="716 1034 1219 1108">Clerk's salary (February) <b>(note 1)</b> <b>(including backpay from 1 April 21)</b></td> <td data-bbox="1219 1034 1409 1108">£439.40</td> </tr> <tr> <td data-bbox="363 1108 716 1146">L Dowe</td> <td data-bbox="716 1108 1219 1146">Clerk's expenses (January) <b>(note 2)</b></td> <td data-bbox="1219 1108 1409 1146">£26.00</td> </tr> <tr> <td data-bbox="363 1146 716 1184">HMRC</td> <td data-bbox="716 1146 1219 1184">PAYE tax and NI (Month 10) <b>(Note 3)</b></td> <td data-bbox="1219 1146 1409 1184">£109.80</td> </tr> <tr> <td colspan="3" data-bbox="363 1184 1409 1223"><i>Direct Debit payments:</i></td> </tr> <tr> <td data-bbox="363 1223 716 1290">EE</td> <td data-bbox="716 1223 1219 1290">Feb '22 mobile phone contract (DD on 6/3/22)</td> <td data-bbox="1219 1223 1409 1290">£10.58</td> </tr> </tbody> </table>	Payee	Purpose	Amount (inc VAT)	<i>Online bank payments</i>			Mabe WI	Hall hire [181121; 161221; 130122; 050222] @ £15	£60.00	Southwest Playground Inspections	February 2022 inspection, play equipment at MYCP	£30.00	Booths Print	Mabe Matters – issue 62 March/April	£311.00	Paul Webber	NDP planning consultant (February)	£100.00	Viking Direct	Stationery	£18.56	Running Imp	Commemorative Coins	427.19	L Dowe	Clerk's salary (February) <b>(note 1)</b> <b>(including backpay from 1 April 21)</b>	£439.40	L Dowe	Clerk's expenses (January) <b>(note 2)</b>	£26.00	HMRC	PAYE tax and NI (Month 10) <b>(Note 3)</b>	£109.80	<i>Direct Debit payments:</i>			EE	Feb '22 mobile phone contract (DD on 6/3/22)	£10.58
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MPC21.22.297	<p><b>Finance report and bank reconciliation</b></p> <p><b>Resolved</b> to approve the budget monitoring report and monthly bank reconciliation</p>																																							
MPC21.22.298	<p><b>Correspondence - None</b></p>																																							
MPC21.22.299	<p><b>Agenda items for a future meeting</b></p> <ul style="list-style-type: none"> <li>i. Any matters deferred from, or raised at this meeting</li> <li>ii. Replacement of the Bier House roof, and further works needed to the bus shelter roof – <i>to consider any quotes received, and advice on further works needed</i></li> <li>iii. Contract for work to clear the land behind the bus shelter, Treliever Road – <i>after seeking a quote based on agreed works, to confirm the contract.</i></li> <li>iv. Appointment to staffing committee [Cllr Cole is willing to volunteer]</li> <li>v. Devolution – open space Expression of Interest</li> <li>vi. CIL Application [Cllr Simmons]</li> </ul>																																							
MPC21.22.300	<p><b>Matters for decision, information excluded from the press and public</b></p>																																							
	<p><b>Resolved</b> 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</p>																																							

	Cllr Thomas left the meeting at this point.	
MPC21.22.301	<p><b>LMP contract 2022/23 – to consider quotes for the rights of way maintenance work, and appoint a contractor for the 2022/23 season</b></p> <p><b>Resolved</b> – that a decision on the award of this contract is delegated to the clerk in consultation with Cllrs Simmons, Tisdale and Wilkinson.</p>	
MPC21.22.302	<p><b>Enhanced LMP works – to consider the quotes received for the rights of way improvement works, and appoint a contractor to carry out this work</b></p> <p><b>Resolved</b> – that a decision on the award of this contract is delegated to the clerk in consultation with Cllrs Simmons, Tisdale and Wilkinson.</p>	
MPC21.22.303	<p><b>Provision of IT support, Microsoft 365 licences and council email accounts</b></p> <p>Members considered options for supported email and/or linked website hosting, including a quote from Cornwall IT for a package which included</p> <ul style="list-style-type: none"> <li>- Microsoft Exchange Online email</li> <li>- Cornwall IT implementing security on the email system</li> <li>- Option for regular reports on the security of the email system</li> <li>- Backup of all mailboxes</li> <li>- Support during normal business hours for help in setting up email or issues related to the email system</li> <li>- And, after 6 – 12 months, setting up a filtering system on the email system.</li> </ul> <p>Also:</p> <ul style="list-style-type: none"> <li>- Supply of new laptop for the parish council office</li> <li>- Microsoft Office apps for the office laptop</li> <li>- Migrate emails over from existing gmail accounts used solely for parish council business</li> </ul> <p><b>Resolved</b> – that Cornwall IT be commissioned to provide new councillor and clerk email accounts, to migrate emails for those cllrs who wish to have their emails migrated, to provide a support for the email system, and to supply a new laptop and Microsoft Office apps for the parish council office.</p>	
	Meeting closed: 9.47pm	Signed by Chairman: .....