

Mabe Parish Council

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Minutes – 18 November 2021

Minutes of the meeting of Mabe Parish Council held at 7.00 pm on Thursday 18 November 2021 at the Mabe WI Hall.

Councillors present: Councillors: M Wilkinson (Chairman), C Cole, R Phillips, P Simmons, K West, A Wills

Cornwall Councillor in attendance: C.Cllr Bastin had sent his apologies.

Officer in attendance: Clerk to the Parish Council

Agenda no:	Agenda Items
MPC21.22.140	Apologies for absence were received from Cllrs B Galke, A Thomas, T Tindle, P Tisdale.
MPC21.22.141	Members' Declarations of Interests Cllr West declared an interest in Minute 165 as one of the payees on the payments schedule.
MPC21.22.142	To approve written requests for dispensation – None
MPC21.22.143	Cornwall Councillor report C.Cllr Bastin had sent his apologies. Cllr Wilkinson gave updates from Cllr Bastin, including: - Twenty is Plenty initiative is ongoing - a reminder to sign the petition for the future of the Ships and Castles leisure facility - red, white and blue flower seeds had been handed to Bloomin Mabe (for the Jubilee next year)
MPC21.22.144	Public Speaking – None
MPC21.22.145	<u>Minutes of meeting of the council held on 15 October 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.
MPC21.22.146	Clerk's update report <i>Refer to separate report</i> <ul style="list-style-type: none"> • MYCP benches – one has been installed and the other had not yet been installed, the cost of locating it in the position originally intended was too costly. It was suggested that the second bench could be located instead in the toddlers play area at the MYCP. Agreed that Cllr Wilkinson will arrange a site meeting with Robert Sanders and the MYCP Manager to consider whether this

All minutes are draft until approved at the next council meeting.

	<p>option for the bench will be viable.</p> <ul style="list-style-type: none"> • Minute 121 – Twenty is Plenty signage. The clerk provided an update, the two existing Halvasso signs are to be replaced by Cormac, with the new versions to include the wording ‘Twenty is Plenty’. These signs will be official highways signs, funded by Cornwall Council on a one-off basis as it is effectively a trial to see whether the signs have any impact. Alongside the sign installation, Cormac will undertake before and after speed readings using Radarclass, to measure how the signs help to change motorists behaviour at these locations. Agreed to the signage proposed by Cormac. Cllr Simmons asked to be informed when the signs were due to be installed. • SpeedWatch – Cllr Simmons updated, Cllr Tisdale has spoken to one of the lead people for the Perranwell scheme and will follow up with them by email. • MYCP AGM – Cllrs Cole and Wilkinson will attend to represent the parish council on 22 November, other councillors welcome to attend also.
MPC21.22.147	Planning Applications
	<p>a) PA21/09980 – Land adj to Tremoughdale House, Tremoughdale, Penryn TR10 8JA – Reserved matters following outline approval PA21/00184 dated 12.03.2021 for construction of a single detached dwelling and garage.</p> <p>Resolved - The proposed red roof tiles would be out of keeping with the local area and so it is requested that grey roof tiles are used, to be in keeping with neighbouring properties.</p> <p>It is requested that a condition is included for the use of the room over the garage to be ancillary to the main dwelling.</p>
	<p>b) PA21/10901 – Oaklands, Antron Hill, Mabe Burnthouse TR10 9HH – Double storey front and rear extension and loft conversion</p> <p>Resolved – that the application is supported, provided that the cladding is a natural material in view of the prominent position of the property in the village.</p>
MPC21.22.148	<p>Mabe Neighbourhood Plan</p> <p>Cllr West reported that an update report had been circulated to councillors prior to the meeting, Version 8 of the plan had been published on the NDP website and has been submitted to Cornwall Council for comment, before being reviewed to take into account further comments received.</p> <p>There was a need to gather further evidence for the need for a green buffer between Mabe and Penryn, and to set the development boundary. It was agreed that Cllrs will encourage local residents to read the plan and send in their comments.</p> <p>Agreed that Cllr West will provide consultation questions to be posted on the website (by the clerk) and social media (by Cllr Wills).</p>
MPC21.22.149	<p>Play Equipment inspection – October 2021</p> <p>Agreed to note the monthly inspection report.</p>

MPC21.22.150	<p>Installation of bench at Summerheath</p> <p>The parish council had asked Cornwall Council for permission to install a bench at Summerheath. Cornwall Council had advised on three options:</p> <ol style="list-style-type: none"> 1. For the parish council to pay for Cormac to purchase and install a bench, and for Cornwall Council to remain responsible for maintenance of the site 2. To enter into discussion to devolve the land to the parish council (not likely to be actioned until 2023) 3. To enter into a licence agreement, the parish council to become responsible for the area and able to install a bench, and to potentially discuss devolution at a later date. <p>Following discussion, it was</p> <p>Resolved – that for both the Summerheath and the amenity area next to Spargo Court, the parish council would pay for the purchase and installation of benches, and to submit an expression of interest for the devolution of three parcels of land to the parish council for community use (amenity space at Summerheath, amenity area next to Spargo Court, and two fields off Antron Hill).</p>
MPC21.22.151	<p>Purchase of BT phone box</p> <p><i>To consider signing the contract for the purchase of a phone box (able to house a defibrillator cabinet) for £1</i></p> <p>Resolved – to purchase the phone box for £1.</p> <p>Agreed – future use of the phone box to be an agenda item for the January meeting of the council, with suggestions being a swap-box or book exchange.</p>
MPC21.22.152	<p>Clearing the land behind the bus shelter, Treliever Road</p> <p><i>To agree the works to be carried out to clear overgrowth, brambles and leylandii</i></p> <p>Cllr Phillips reported that he was following up with possible land owners and that their solicitors were researching whether deeds were held for this area of land. It was expected that there would be an update by the December meeting.</p> <p>Agreed – that the parish council will maintain the land, subject to resolving the land ownership issue.</p> <p>Agreed – this to be an agenda item for the January meeting of the council.</p>
MPC21.22.153	<p>Review of S.106 funded projects</p> <p>Members considered the update report. It was noted that the remaining funds available for the ReGreen Mabe project was in the region of £5,725 (to be confirmed upon receipt of invoice for installation of benches to date).</p> <p>It was noted that the ReGreen Mabe project funds had been approved. There was a further s.106 fund pending application for use by the parish council, and the expectation of further s.106 fund opportunities in the coming years.</p> <p>It was Agreed to phase the works and for those works that could not be funded from the current funds to be rolled over into the next s.106 project round if possible.</p>

	<p>Resolved - The next works to be carried out (funds permitting):</p> <ol style="list-style-type: none"> i. Two 3-seater timber benches and two tables (secured in concrete) for the school field (design and location to be agreed with the head teacher and the manager of the MYCP, Cllr Wilkinson to liaise). To be supplied and installed by Cormac. ii. Spargo Court amenity area – a 2-seater bench and a step-through picnic table, to be supplied and installed by Cormac iii. Summerheath amenity area – a picnic bench, to be supplied and installed by Cormac. iv. Sign for Memorial Garden, pending design and quotes v. A basketball court and/or MUGA (multi use games area) for the MYCP part of the school field, Cllr Cole to seek quotes.
MPC21.22.154	<p>Footpaths – Local Maintenance Partnership</p> <p>Members considered the update report following the review work carried out by Cllr Simmons and the response from Cornwall Council on proposed amendments to the LMP cutting scheme and level of grant available to the parish for the coming year.</p> <p>Resolved – to accept the revised LMP cutting scheme and to budget £3,000 for footpaths expenditure in 2022/2023 financial year.</p>
MPC21.22.155	<p>Footpaths:</p> <ol style="list-style-type: none"> i. Enforcement matters <p>A list of enforcement issues had been sent to the CC enforcement officer. Cllr Simmons to follow up on these, and to copy C.Cllr Bastin into correspondence, so that he is aware of the issues being raised.</p> <ol style="list-style-type: none"> ii. Enhanced LMP Works <p>Agreed – to seek the quote for these works to bring to the December meeting of the council.</p>
MPC21.22.156	<p>Litter Bins</p> <p>Members noted that there were now three new bins in the village, and following discussion agreed that this was an adequate number of bins.</p> <p>Resolved – to withdraw the offer of match-funding for bins/litter picking in the project funded by Clean Cornwall, a project which had stalled following the 2020 lockdown.</p>
MPC21.22.157	<p>Councillor Surgeries</p> <p><i>To consider setting up regular surgeries to enable local residents to easily raise matters with parish councillors. [deferred from last meeting]</i></p> <p>Members considered the benefits of holding regular parish councillor surgeries, to give an opportunity for parish residents to talk to cllrs on an individual basis in addition to the opportunity to speak at council meetings.</p> <p>Agreed that councillor surgeries will only be held with a minimum of 2 councillors attending.</p>

	<p>Resolved – that the first councillor surgery will be held in late February 2022, on a Saturday morning, in the WI Hall, noting that there will be a cost to the council by hiring the hall.</p> <p>Cllrs West, Simmons and Cole to provide an update report at the December meeting of the Council.</p>
MPC21.22.158	<p>Appointment of Tree Warden(s) for the parish</p> <p><i>To appoint a Tree Warden to be the point of contact regarding trees, and to liaise with the Forest for Cornwall team at Cornwall Council</i></p> <p>Resolved – to appoint Tree Wardens: Cllr Paul Simmons and community volunteer Oliver Bennett, for the aspects of the role that he is able to carry out without conflict with his paid work.</p> <p>Agreed – that further volunteers will be sought through Mabe Matters.</p>
MPC21.22.159	<p>Mabe Matters</p> <p>Cllr Simmons reported that a small group of community volunteers were working to publish a copy of Mabe Matters in January. If there are sufficient volunteers, it would get printed. There was the possibility of funding from the Cornwall Council ward member. Noted.</p>
MPC21.22.160	<p>Extension of meeting beyond 2 hours</p> <p>Noting the provision in Standing Orders for meetings to last for a maximum of two hours, the Chairman exercised discretion and extended the meeting, with the agreement of the councillors present.</p>
MPC21.22.161	<p>Grant Applications</p> <p><i>To consider grant application:</i></p> <ul style="list-style-type: none"> - Parish Church – maintenance of graveyard (open) – deferred from last meeting <p>Resolved – not to award a grant for the maintenance of the graveyard.</p>
MPC21.22.162	<p>Proposed gifting of play equipment to the Mabe Youth & Community Project</p> <p><i>To receive an update on the efforts to transfer the play equipment to the MYCP</i></p> <p>It was noted that this matter was due to be discussed at the MYCP annual general meeting on 22 November, and so would be brought to the December meeting of the council for update and any further decision needed.</p>
MPC21.22.163	<p>Update from Quarry Working Group</p> <p>Cllr Wilkinson reported that she would attend the meeting with the Carnsew Quarry manager on 9 December, along with working group members Cllrs Phillips, Tisdale, Tindle and Simmons.</p>
MPC21.22.164	<p>Climate Group – regular update <i>To receive a monthly update from the Climate Group</i></p> <p>Cllr Simmons reported:</p> <ul style="list-style-type: none"> - He was due to attend Cornwall Council’s Climate Literacy Training, and could potentially share the learning with others from the parish

	<ul style="list-style-type: none"> - Bloomin Mabe had received the ‘jubilee’ seeds for red, white and blue flowers - Bloomin Mabe were due to help clear and plant at the land behind the bus shelter - There had been a local grower selling food locally, an event to be repeated again in future - The university had a potential renewable energy scheme for the parish, currently under consultation. 																																										
MPC21.22.165	<p>University Update <i>To receive a monthly update from the University</i></p> <p>Cllrs Simmons and Wills (if available) were due to attend the next meeting with the university on 9 December. Thanks to be passed on to the gardening team, choir and chaplain for their support for the Remembrance Commemoration. Noted</p>																																										
MPC21.22.166	<p>Schedule of payments</p> <p>Resolved - to approve payments as set out in the payments schedule.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Payee</th> <th style="text-align: left;">Purpose</th> <th style="text-align: right;">Amount (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>Payments by online banking</i></td> </tr> <tr> <td>PKF Littlejohn</td> <td>External audit 2020.2021</td> <td style="text-align: right;">£240.00</td> </tr> <tr> <td>Southwest Playground Inspections</td> <td>October 2021 inspection, play equipment at MYCP</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>Paul Webber</td> <td>NDP planning consultant</td> <td style="text-align: right;">£250.00</td> </tr> <tr> <td>MYCP</td> <td>Hall hire – October meetings 8 & 15 (invoice typo – November)</td> <td style="text-align: right;">£78.75</td> </tr> <tr> <td>Keith West</td> <td>Reimburse expense incurred – upgrade of Zoom licence, NDP</td> <td style="text-align: right;">£143.88</td> </tr> <tr> <td>Zurich Town & Parish</td> <td>Mid-term top up insurance cover (volunteer roofing works)</td> <td style="text-align: right;">£56.00</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s salary (October) (note 1)</td> <td style="text-align: right;">£368.80</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s expenses (October) (note 2)</td> <td style="text-align: right;">£40.39</td> </tr> <tr> <td>HMRC</td> <td>PAYE tax and NI (Month 7) (Note 3)</td> <td style="text-align: right;">£92.40</td> </tr> <tr> <td>Peter Tisdale</td> <td>refund for cost of Remembrance Wreaths</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td colspan="3"><i>Payments by Direct Debit</i></td> </tr> <tr> <td>EE</td> <td>Oct ’21 mobile phone contract (DD on 6/11/21)</td> <td style="text-align: right;">£10.58</td> </tr> </tbody> </table>	Payee	Purpose	Amount (inc VAT)	<i>Payments by online banking</i>			PKF Littlejohn	External audit 2020.2021	£240.00	Southwest Playground Inspections	October 2021 inspection, play equipment at MYCP	£30.00	Paul Webber	NDP planning consultant	£250.00	MYCP	Hall hire – October meetings 8 & 15 (invoice typo – November)	£78.75	Keith West	Reimburse expense incurred – upgrade of Zoom licence, NDP	£143.88	Zurich Town & Parish	Mid-term top up insurance cover (volunteer roofing works)	£56.00	L Dowe	Clerk’s salary (October) (note 1)	£368.80	L Dowe	Clerk’s expenses (October) (note 2)	£40.39	HMRC	PAYE tax and NI (Month 7) (Note 3)	£92.40	Peter Tisdale	refund for cost of Remembrance Wreaths	£30.00	<i>Payments by Direct Debit</i>			EE	Oct ’21 mobile phone contract (DD on 6/11/21)	£10.58
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MPC21.22.167	<p>Finance report and bank reconciliation</p> <p>Resolved - to approve the budget monitoring report and monthly bank reconciliation.</p>																																										

MPC21.22.168	<p>Budget and precept 2022/2023</p> <p>Members considered the draft budget and precept for the coming year, drafted by the clerk. Amendments to the draft were considered, to be included in a re-worked draft to be presented to council in December, for approval.</p> <p>Amendments:</p> <ul style="list-style-type: none"> - Footpaths expenditure, increase to £3,000 - Bins, reduce to £0 - Earmarked reserves, check provision of £3,000 included in EMR for Bier House
MPC21.22.169	<p>Agenda items for a future meeting</p> <ul style="list-style-type: none"> i. Review of Emergency Scheme of Delegation (January 2022 meeting) ii. Future use of phone box (January 2022 meeting) iii. Land behind the bus shelter – clearance and ownership (December 2022 meeting) iv. A bench for the bus shelter (January) v. Jubilee Update (Cllr Wills) (January) vi. Second bench at MYCP (December) vii. MYCP play equipment (December)
MPC21.22.170	<p>Exclusion of the the press and public</p> <p>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</p>
MPC21.22.171	<p>Repairs to the bus shelter roof</p> <p><i>To receive an update on the repairs carried out, and decide how to address the outstanding repair works at a later date</i></p> <p>Cllr West reported that he had carried out the urgent repairs on the front section of the bus shelter roof. The back section would need more significant works and so he had contacted a local roofer for their input. Further update to be provided when feedback has been received from the roofer.</p> <p>Noted, and thanked Cllr West for the work carried out.</p>
MPC21.22.172	<p>Contract for work to clear the land behind the bus shelter, Treliever Road</p> <p><i>To consider the quoted costs for this work, and to agree the level of works to be carried out</i></p> <p>Deferred to the December meeting, pending update on land ownership.</p>
MPC21.22.173	<p>Weed Control 2022</p> <p><i>To consider quotes for a weed spraying contract for the coming year</i></p> <p>Deferred to the January meeting, pending receipt of quotes, and the clerk to seek a quote from Falmouth Town Council’s operational team.</p>

MPC21.22.174	<p>Advertising the footpaths contract for 2022, with a 3 year option</p> <p><i>To agree a specification for works</i></p> <p>Deferred to next meeting, with a revised works specification to be worked up by Cllr Simmons and the clerk, based on the proposed cutting schedule.</p>	
MPC21.22.175	<p>Provision of IT support, Microsoft365 licences, and council email accounts</p> <p><i>To consider the quotes received in response to Minute MPC187, deferred from last meeting.</i></p> <p>Resolved – that Alchemy is the council’s preferred IT provider and that a remote meeting be arranged with them in order to find out more about the package being offered in order that a final decision will be fully informed.</p> <p>A Teams/Zoom meeting to be arranged, cllrs to attend at the MYCP (for wifi), or at the WI Hall (if a wifi dongle available), or cllrs to meet remotely and Cllrs Cole and Phillips to attend at the Chairman’s house. The clerk may attend remotely.</p>	
	<p><u>Meeting closed: 10.24pm</u></p>	<p><u>Signed by Chairman:</u></p>