

Mabe Parish Council

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Minutes – 29 September 2022

Minutes of the meeting of Mabe Parish Council on Thursday 29 September 2022 at 7.00pm, Mabe WI Hall, Antron hill, Mabe.

Councillors present: Cllrs: C Cole (Vice-Chair, chairing the meeting), B Galke, A Thomas (until 9.00pm), T Tindle, P Tisdale, K West (until 9.06pm), A Wills

Officer support: Clerk/RFO

Minute no:	Agenda Items
	<p>Chair's Announcements</p> <p>The reaction of the local community to the death of HM The Queen was noted, and in particular the lone bell ringer who had carried out a number of peals of bells to mark the mourning period.</p> <p>Resolved – that a letter of thanks be sent to the bell ringer for their work to mark the death of the Queen.</p>
MPC22.23.105	<p>Apologies for absence – were received from Cllrs Phillips, Simmons and Wilkinson.</p>
MPC22.23.106	<p>Letter of Condolence to be sent from the Chair to the Royal Family, on behalf of the parish</p> <p>Resolved – that the letter of condolence be sent to the Royal Family.</p>
MPC22.23.107	<p>Members' Declarations of Interests</p> <p>Cllr West declared an interest in Minute 140 (repairs to bus shelter roof) as an acquaintance of one of the quote providers, and left the meeting before consideration of this item.</p> <p>Cllr Galke declared an interest in planning application (a) (as a neighbour of the application site) and withdrew from the meeting during consideration of this item.</p> <p>Cllr Cole declared an interest in planning application (c) (as his employer had previously carried out work for the applicant) and withdrew from the meeting during consideration of this item.</p>
MPC22.23.108	<p>To approve written requests for dispensation – none</p>
MPC22.23.109	<p>Cornwall Councillor report – none.</p>
MPC22.23.110	<p>Public Speaking</p> <p>Two local residents spoke to voice their concerns at the proposal for the land at Penvose Farm, including: worried at the increase in traffic and how that will exacerbate the existing traffic problems; proposed bus route not clear; not clear if the layby will still be a layby; no detail on the proposed walkway/cycleway; the lane should not be</p>

	<p>used as a route between the site and the university campus; concern that there is no space for any additional parking in the area; and how will the non-removal of hedgerows be enforced?</p> <p>Two members of Bloomin' Mabe spoke on the following:</p> <ul style="list-style-type: none"> - As a member of the Climate Action Group, one had attended the climate meeting in Truro. This winter would be a good time to reactivate the Mabe Emergency Group. Community Energy Plus has funding for 'warm boxes' (containing electric blankets, hot water bottle, etc) and so those in need could apply to CEP for help with warming items. - Bloomin Mabe would be able to plant the cherry tree at Summerheath but would not have resource to carry out more planting work there - Bloomin Mabe would be able to help with the planting at Spargo Court and had apple trees ready to plant. - Asked whether tree branches could be cut back in the Memorial Garden to give more light for plant growth and amenity - Agreed that all the Leylandii at the land behind the bus shelter could be removed, noting advice that they had been poorly pruned in the past and would likely topple when not protected by the trees which are to be felled.
MPC22.23.111	<p><u>Minutes of meeting of the council held on 11 August 2022</u></p> <p>Resolved – that the minutes of the meeting of the council, as above, having been circulated, be taken as read, approved and signed by the Chair as a true and accurate record of the meeting.</p>
MPC22.23.112	<p>Clerk's update report</p> <p>The report circulated prior to the meeting was noted.</p> <p>Meeting with the MP – agreed to proceed with the date suggested by the MP's office, and Cllrs Tisdale and Tindle to attend, Cllr Cole if available.</p> <p>Meeting with Coastline – agreed that a daytime meeting could be arranged.</p>
MPC22.23.113	<p>Planning Applications</p>
	<p>a) <u>PA22/06845</u> – Land West of Rosslyn, Halvasso, Penryn TR10 9BY – Erection of 2 stables and associated barn for storage.</p> <p>Cllr Galke declared an interest in this application as a neighbour of the application site, and withdrew from the meeting during consideration of this item.</p> <p>Resolved – that it be noted that there is considered to be insufficient information on which to base a decision, and so it is requested that this application is brought back to the parish council when there is clarity around the proposed roof material and colour. Clarification is needed – are there proposed two stable blocks, each block to stable two horses (potential 4 horses in total), and then a separate storage barn? Does the County Land Agent agree that this development is needed? Is the land classed as agricultural, ie is a change of use needed? The parish council would wish to see a condition for the development to be for equestrian use only.</p>

	<p>b) PA22/07752 – Tara, Treliever Road, Mabe – Proposed single-storey extension to rear to provide a boot room, and a bedroom en-suite with dressing room.</p> <p>Resolved – that the single-storey extension is supported, provided that a condition requires the use of the extension to be ancillary to the main dwelling, in line with the emerging Mabe neighbourhood development plan.</p>
	<p>c) PA21/04825 – Land at Penvose Farm, Roskrow, Penryn – Reserved matters application for appearance, landscaping, layout and scale following Outline Approval PA16/11983 dated 26.09.2018 for proposed development of a student village, new highway access, landscaping and associated infrastructure.</p> <p>Note: a consultation response to this application was sent following the 11 August meeting of the council, however this council reserved the right for further comment, pending a meeting with the applicant.</p> <p>Cllr Cole declared an interest in this item as his employer had previously carried out work for the applicant, and withdrew from the meeting during consideration of this item.</p> <p>Resolved – that Cllr Tisdale chairs the meeting for this item.</p> <p>Matters covered in the discussion on this application included:</p> <ul style="list-style-type: none"> - There does not appear to be provision for a cycle/footpath for the complete route between the application site and the university campus - Concerns at potential highway safety implications - Insufficient information on parking provision for site residents - Incomplete ecological statement - The water assessment has not been carried out - An Environmental Impact Assessment needs to be carried out, to assess the effects on the Fal Estuary - The cycle/roadway is not covered under the s.278 provision <p>Resolved – that this item be deferred to the 13 October meeting of the council, and to request a deadline extension in order to seek further meetings with the applicant to clarify a number of points which had insufficient detail.</p>
MPC22.23.114	<p>Mabe Neighbourhood Plan</p> <p>Cllr West advised that the dates on the Consultation Statement had been changed due to an extension to the consultation period.</p> <p>Resolved – that the amended Consultation Statement is approved.</p>
MPC22.23.115	<p>Footpaths</p> <p><i>To consider actions needed to progress:</i></p> <ol style="list-style-type: none"> i. <i>The current LMP rights of way maintenance programme</i> ii. <i>The current Enhanced LMP works</i> <p>Deferred until the October meeting of the council.</p>
MPC22.23.116	<p>Tree planting and benches at Summerheath and the land next to Spargo Court</p> <p><u>Tree planting</u></p>

	<p>The Forestry Team at Cornwall Council had agreed to the tree planting, provided that the council first enters into a planting agreement and the community volunteer scheme.</p> <p>Resolved – that the parish council signs up to the planting agreement and the community volunteer scheme, with Cllr Wills agreeing to complete the planting agreement and volunteer scheme paperwork.</p> <p><u>Benches</u></p> <p>Members considered the benches proposed for Summerheath and Spargo Court.</p> <p>Resolved – that the clerk is instructed to order the benches as set out in the report and to arrange for installation by Greens, the council’s outdoor contractors. Supply and installation to be funded from the s.106 project funds.</p>
MPC22.23.117	<p>Ongoing issues following the Highways Improvement works</p> <p>Members noted the update provided by Cllr Wilkinson. It was suggested that the council should consider submitting a formal complaint in respect of the problematic elements of the works.</p> <p>Agreed to defer this item to the October meeting of the council for update from Cllr Wilkinson and/or the Cornwall Council ward member.</p>
MPC22.23.118	<p>Road crossing at Kingston Way / University</p> <p>It was noted that the MP had agreed to meet Cllrs and stakeholders on 14 October, and that the stakeholders letter was due to be signed by representatives from each organisation.</p>
MPC22.23.119	<p>Review of S.106 funded projects</p> <p>Agreed – to review the use of remaining s.106 funds after purchasing and installing the benches as agreed earlier in the meeting.</p>
MPC22.23.120	<p>Coastline</p> <p>Cllr Wilkinson had advised that Coastline were only able to offer a meeting in the daytime and on a weekday. It was agreed to agree to a daytime meeting.</p>
MPC22.23.121	<p>Community Transport Ideas</p> <p>Agreed to defer this item until the October meeting of the council.</p>
MPC22.23.122	<p>Arrangements for binding and archiving of the Condolence Book</p> <p><i>To agree the arrangements for the binding and archive of the Condolence Book, forming a record of the thoughts and condolences of local residents following the death of HM The Queen</i></p> <p><u>Archiving of the condolence book</u> – agreed that Kresen Kernow will be asked to archive the condolence book.</p> <p><u>Binding</u> – agreed that Cllrs Galke and Tisdale will bring the condolence pages to local printers/bookbinders and seek quotes, to report to the next meeting of the council.</p>
MPC22.23.123	<p>Replacement of office mobile phone and call package</p>

	<p>Members considered the written report.</p> <p>Resolved – that the council authorise the clerk to purchase a replacement mobile phone with a budget of £100 exc VAT, and switch contracts to GiffGaff (£6 per month package).</p>																																	
MPC22.23.124	<p>Councillor Training</p> <p>Members considered the option for a councillor to attend online training for staffing committee members, provided via CALC, at a cost of £100 + VAT (three-part training).</p> <p>Resolved – not to take up the training for staffing committee members.</p>																																	
MPC22.23.125	<p>Climate Change training</p> <p>Deferred until the October meeting of the council.</p>																																	
MPC22.23.126	<p>Schedule of payments – Resolved to approve payments as set out in the payments schedule, and to retrospectively endorse the payments made in accordance with Financial Regulations, following the cancellation of the 15 September meeting of the council.</p> <table border="1" data-bbox="379 869 1445 1559"> <thead> <tr> <th>Payee</th> <th>Purpose</th> <th>Total payable (inc VAT)</th> </tr> </thead> <tbody> <tr> <td colspan="3"><i>Payments to be paid by online banking</i></td> </tr> <tr> <td>Bea Galke</td> <td>NDP expenses reclaim</td> <td>£46.52</td> </tr> <tr> <td colspan="3"><i>Payments already paid by online banking</i></td> </tr> <tr> <td>Cornwall IT Ltd</td> <td>Email support and Microsoft business – Sept Inv. 3327</td> <td>£138.00</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s salary</td> <td>£375.40</td> </tr> <tr> <td>L Dowe</td> <td>Clerk’s expenses</td> <td>£26.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE tax and NI</td> <td>£93.80</td> </tr> <tr> <td colspan="3"><i>Direct Debit payments</i></td> </tr> <tr> <td>EE</td> <td>Mobile phone</td> <td>£11.57</td> </tr> <tr> <td>Vodafone</td> <td>Wifi hub</td> <td>£11.00</td> </tr> </tbody> </table>	Payee	Purpose	Total payable (inc VAT)	<i>Payments to be paid by online banking</i>			Bea Galke	NDP expenses reclaim	£46.52	<i>Payments already paid by online banking</i>			Cornwall IT Ltd	Email support and Microsoft business – Sept Inv. 3327	£138.00	L Dowe	Clerk’s salary	£375.40	L Dowe	Clerk’s expenses	£26.00	HMRC	PAYE tax and NI	£93.80	<i>Direct Debit payments</i>			EE	Mobile phone	£11.57	Vodafone	Wifi hub	£11.00
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MPC22.23.127	<p>Finance report and bank reconciliation</p> <p>Resolved - to approve the budget monitoring report and monthly bank reconciliation</p>																																	
MPC22.23.128	<p>Civility and Respect project (a NALC/SLCC, OVW and County Associations Project)</p> <p>It was noted that the above groups were working to increase the value placed on civility and respect in the local council sector and so a pledge and associated actions had been prepared, for local councils to consider signing up to.</p> <p>Resolved – that Ludgvan Parish Council signs up to the Civility and Respect Pledge.</p>																																	

MPC22.23.129	<p>Communications and Email Protocol</p> <p>A draft policy had been circulated prior to the meeting. In line with good practice, it was</p> <p>Resolved – to approve and adopt the Communications and Email Protocol.</p>
MPC22.23.130	<p>Review of Standing Orders and Financial Regulations</p> <p>After reviewing policy documents against the NALC model policies,</p> <p>Resolved – that</p> <ol style="list-style-type: none"> 1) the council approves and adopts the September 2022 version of Standing Orders; 2) the council approves and adopts two amendments to the council’s Financial Regulations: <ol style="list-style-type: none"> a. at paragraph 3.1, insert at the beginning ‘where appropriate’; b. at paragraph 4.5, the provision for emergency expenditure by the clerk to be increased to a limit of £1,000; and c. at paragraph 18 (d) (iii) change ‘Invitation to tender to be advertised in a local newspaper and in any other manner that is appropriate.’, to: Invitation to tender to be advertised on the parish council website and in any other manner that is appropriate.” <p>At this point in the meeting it was noted that it was approaching 9.00pm.</p> <p>Agreed – that the meeting would continue past 9.00pm.</p> <p>Cllr Thomas left the meeting at this point.</p>
MPC22.23.131	<p>External Audit arrangements 2022/23 until 2026/27</p> <p>Members considered the options set out in the report.</p> <p>Resolved – that the council accepts that the countywide auditor appointed under the SAAA arrangement offers the council security and assurance, and not to opt out of this arrangement.</p>
MPC22.23.132	<p>Migrating to new parish council email addresses</p> <p>It was noted that all but three Councillors had migrated to the new council email addresses, and the technical issues were due to be resolved in the coming weeks.</p>
MPC22.23.133	<p>Cornwall Council consultation – Statement of Principles under Gambling Act 2005</p> <p>Noted. No consultation response to be sent.</p>
MPC22.23.134	<p>Climate Group – regular update - no update.</p>
MPC22.23.135	<p>University Update – no update.</p>
MPC22.23.136	<p>Correspondence</p> <ol style="list-style-type: none"> 1) Let Cornwall Decide – Mabe’s view on a Mayor of Cornwall Noted.
MPC22.23.137	<p>Agenda items for a future meeting</p> <ol style="list-style-type: none"> i. Any matters deferred from, or raised at this meeting ii. Replacement of the Bier House roof

	<ul style="list-style-type: none"> iii. Adoption of an Absence Policy (October meeting) iv. Tree works [<i>Cllr Cole</i>] v. Support for the community role played by the parish church [<i>Cllr Cole</i>] vi. Quotes for installing a bench in the bus shelter
MPC22.23.138	Matters for decision, information excluded from 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
MPC22.23.139	<p>Clearing the land behind the bus shelter, Treliever Road</p> <p>Members considered the quotes received for tree inspection survey work, and for clearing the trees on the land behind the bus shelter.</p> <p>Resolved – that</p> <ul style="list-style-type: none"> 1) Objective Tree Consultancy be commissioned to carry out the tree survey inspection work 2) Eco Active Arborists be commissioned to carry out the work to remove all the Leylandii trees from the land behind the bus shelter. <p>Cllr West left the meeting at this point.</p>
MPC22.23.140	<p>Replacement of bus shelter roof, including gutters</p> <p>Members noted that the bus shelter roof had been made safe recently with a temporary fix, after a number of tiles had become dislodged and slipped.</p> <p>Quotes had been sought from local roofers. Following consideration it was</p> <p>Resolved – that Michael Bailey be commissioned to carry out the replacement of the bus shelter roof, as per his quote.</p>
	<p>Meeting closed: 9.15 pm</p> <p>Signed by Chairman:</p>