

# Mabe Parish Council

Tel: 07964 735 219

Email: [mabeparish@gmail.com](mailto:mabeparish@gmail.com)

## Minutes – 8 April 2021

Minutes of the meeting of Mabe Parish Council held at 7.30pm on Thursday 8 April 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:** Three members of the public.

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

Minute no:	Agenda Items
	<b>Chairman's Announcements</b> - the Chairman welcomed those present to the meeting.
MPC230	<b>Apologies for absence</b> - none received.
MPC231	<b>Members' Declarations of Interests</b> Cllr Tindle declared a non-registerable interest in Minute MPC 254 (Payment Schedule – CALC payment), as a Director of CALC, noting that this position was not paid.
MPC232	<b>To approve written requests for dispensation</b> – None.
MPC233	<b>Cornwall Councillor report</b> None received.
MPC234	<b>Public Speaking</b> <ol style="list-style-type: none"><li>1. A local resident asked if the parish council ask for signs around the village to warn motorists that there are likely to be horse riders on the road, for the safety of motorists and riders. Response – previous advice from Highways is that the problem lies with the driver rather than the roads, but the council can ask the question. <b>Agreed that a request would be put to Highways to consider warning signage on roads around Rose Valley and the village, in view of greater use by riding school.</b> Also, reported six separate lots of litter around the village, resulting in three bin bags which had been reported to Cornwall Council's enforcement team. It was agreed that the parish council could help follow up, i</li><li>2. A local resident, volunteer walks leaflet organiser and neighbourhood plan volunteer – gave an update on the footpaths brochure, the opportunity to incur an extra £66 to have 2,000 rather than 1,000 leaflets. This was discussed, and considered other ways of distributing the walks leaflets more widely. Also raised three potential funding opportunities – Sport England, Suez (apply from April). Members considered the grant funding and it was thought that these</li></ol>

	<p>would be more appropriate for the newly elected council to consider after the elections, also the opportunity for CIL funding. <b>Agreed that these potential grant funding opportunities to be an agenda item for the next</b></p>
MPC235	<p><b>Footpaths:</b>  <i>To consider an update on the proposed use of enhanced LMP funding, and to endorse the actions of the footpaths working group</i></p> <p>Members considered the report circulated prior to the meeting, including update from the footpaths working group.</p> <p>It was noted that the green metal footpath signs were the responsibility of Cornwall Council, however the council had been informed that there was no budget for these from Cornwall Council for the foreseeable future.</p> <p><b>Resolved</b> – that</p> <ol style="list-style-type: none"> <li>1) At the point later in the meeting when a contractor is agreed for the LMP maintenance works, that contractor is also asked to provide a costed estimate for overseeing and carrying out the proposed Enhanced LMP work (noting that materials must be sourced from Cormac), noting that the cost for the management element will be covered from the Enhanced LMP funding.</li> <li>2) The estimated costs list drafted by the clerk be used as a basis for reviewing the breakdown of costs when provided by the contractor</li> <li>3) The green metal footpath signs (showing paths from the road) will be included in the Enhanced LMP funded works.</li> </ol> <p>An update was given on the costs of the footpaths leaflet, based on the design as circulated to cllrs prior to the meeting. It was noted that the cost of 2,000 leaflets was not significantly greater than the originally proposed 1,000 order number.</p> <p><b>Resolved</b> – that 2,000 footpath leaflets will be ordered.</p> <p>In response to a question about the blocked bridleway at Hantertavis – the matter has been reported to CC Footpaths enforcement team, for their attention.</p>
MPC236	<p><b><u><a href="#">Minutes of meeting of the council held on 11 March 2021</a></u></b></p> <p>An amendment was agreed – at Minute 200 (re MPC206(c), it was noted that Cllr Tindle had declared an interest as the husband of the applicant.</p> <p><b>To resolve</b> – that the amended 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>
MPC237	<p><b>Clerk's update report</b></p> <p>Members considered the report circulated prior to the meeting, and noted the following:</p> <ul style="list-style-type: none"> <li>- link for byway application – request CC to send again</li> <li>- s.106/benches – to be further updated at a later meeting</li> </ul>

	<ul style="list-style-type: none"> <li>- Climate DPD – Cllr Kingsley has reviewed, reported that there are a good deal of worthwhile proposals in the document, an ambitious policy, and others were encouraged to read it.</li> </ul>
MPC238	<b>Planning Applications</b>
	a) None
MPC239	<p><b>Mabe Neighbourhood Plan</b> [Cllr West/Wilkinson]</p> <p><i>To receive an update on progress and to consider two documents – responses requested from the NDP Steering Committee:</i></p> <ol style="list-style-type: none"> <li>1. the <a href="#">draft NDP Site Allocation document</a></li> <li>2. NDP draft Design Code and Guidelines</li> </ol> <p>Site allocations – comments received from volunteers on the NDP committee. Typo's were being reviewed. Any further comments welcome, to be sent through to Cllr West. Comments made at the meeting:</p> <ul style="list-style-type: none"> <li>- bottom of Antron Hill, land has been allocated for housing, but it was thought that it had previously been agreed that this should be a green buffer zone</li> <li>- there was a need to review the document against the draft Design Code, the Climate Action Plan, and other emerging locally generated policies</li> <li>- An initial review of the Design Code was underway – comments invited, to be sent to Cllr West.</li> </ul> <p>There had been 123 responses to the questionnaire to date.</p> <p>It was reported that the groundworks response had been sent, refund to be paid, and the NDP group will apply for funding for 2021/22.</p>
MPC240	<p><b>Mabe Emergency Group</b></p> <p>The latest pasty run had been a success, there was a small amount of donations to pay into the MEG funds, and the phone buddies were still running. <b>Noted.</b></p>
MPC241	<p><b>Antron Hill – proposed highways improvements</b> [Cllrs Tisdale and Wilkinson]</p> <p><i>To receive an update following the 24 March meeting with Cormac and Cornwall Council representatives, and to agree any actions to move this workstream forward.</i></p> <p>Members noted the meetings held with CC and Cormac representatives, regarding the designs for highway improvements. Parish Council comments were invited before the plans were put out to public consultation.</p> <p>It was noted that CC will come back with revised drawing in line with the parish council requests for changes – entrance to new development and moving the island up the hill.</p> <p><b>Agreed</b> – to check if the £10,000 s.106 funding may be extended for 3 (maybe more) years, to be part of these works.</p> <p>It was noted that the proposal is based on 20mph through whole village – would require speed humps. 40mph from chapel. Not enough dwellings from the Longdowns</p>

	<p>junction to merit 40mph from the junction.</p> <ul style="list-style-type: none"> <li>- there seemed to be options in the design documents</li> <li>- Longdowns junction – CC had proposed £10k to £15k on trees, but the parish council has suggested that Mabe in Bloom could instead carry out the planting at the junction.</li> <li>- noted that highways signs may be limited, but the parish council can install village signs, eg Welcome to Mabe and please do not speed through the village</li> <li>- asked whether all the works add up to £115,000 (noted that an itemised breakdown had been requested, noting that £12,000 of this had already been spent on design work. £103,000 available for works, currently.</li> <li>- If Speedwatch comes on stream, volunteers could help to slow traffic by using the speed cameras</li> <li>- village ‘gates’ like at Perranaworthal (£2k to £3k)</li> </ul> <p><b>Resolved</b> – to liaise with CC and aim for revised plans to the 29 April meeting, thoughts:</p> <ul style="list-style-type: none"> <li>- remove the proposed planting on the Longdowns junction</li> <li>- first pinch point on Antron Hill (at the top), keep the pinch point and island, and have the pinch point between the top bungalow and the next house down (so including the farmhouse) and can utilise the existing electric feed</li> <li>- keep the 20mph through the village</li> <li>- 20mph through Treliever Road – from the village until the pinch point (to help reduce speeds for children walking to school.</li> <li>- if cushions – could the existing speed bumps be utilised?</li> <li>- if possible, village ‘gates’ around the village</li> <li>- the entrance to Coronation Cottages needs to be factored in – the new development in the bottom half of Antron Hill – see the planning application.</li> </ul> <p>Also, can we include the pavement improvement and the ramp to the Memorial Garden (include in the TRO)?</p>
MPC242	<p><b>Cornwall Council consultation – European Sites Mitigation Supplementary Planning Document (SPD)</b></p> <p><i>To consider a parish council response to the consultation:</i>  <a href="https://www.cornwall.gov.uk/europeansitespd">https://www.cornwall.gov.uk/europeansitespd</a> <b>Noted</b></p>
MPC243	<p><b>Funding opportunities</b></p> <p>Members considered funding opportunities, as previously emailed to Cllrs, and in response to suggestion from Cllr West.</p> <p>Regarding the GRIN funding opportunities circulated by email, it was <b>noted</b> that it had been agreed earlier in the meeting for this to be an agenda item in May</p> <p>It was noted that a CC officer has indicated to the NDP committee that they would be willing to discuss transfer of land to the parish (whether parish council or another organisation), and so it would be helpful to gain an awareness of grants available.</p> <p><b>Noted.</b></p>

MPC244	<p><b>Restricted Byway application – Antron Lane, Mabe</b></p> <p>It was noted that residents had been concerned at the proposals.</p> <p><b>Resolved</b> – that the update was noted, with Cornwall Council requested to send the correct link. The Clerk will circulate the link to cllrs when received.</p>
MPC245	<p><b>Play Equipment inspection – March 2021</b></p> <p><i>To consider the monthly inspection report and approve maintenance work recommended, if necessary.</i></p> <p><b>Noted.</b></p>
MPC246	<p><b>Proposed gifting of play equipment to the Mabe Youth &amp; Community Project</b></p> <p><i>To agree the steps to take to transfer the play equipment to the MYCP</i></p> <p>The MYCP had acknowledged the formal offer to gift the equipment and will reply fully in due course. <b>Noted.</b></p>
MPC247	<p><b>Review of S.106 funded projects</b></p> <p><i>To receive an update, and agree the next steps for s.106 projects.</i></p> <p>Deferred to the next meeting.</p>
MPC248	<p><b>Provision of additional litter bins</b> [Cllr Kingsley]</p> <p><i>To receive an update on progress to install additional bins, and give direction on preferred way forward if needed.</i></p> <p>Per additional bin, the approximate cost to the parish council would be £200 per annum, possibly a little more, depending on land ownership. Advice has been received that too many additional litter bins can be counterproductive, and so wisely positioned bins are more effective.</p> <p>The MYCP bins are not being emptied – this was not considered acceptable and it was discussed whether the MYCP should enter into a contract for bin emptying, or if this would have to be taken up by the parish council.</p> <p>Litter bins in the footpath to the playing field had been on the wishlist, but not affordable when the works were carried out.</p> <p><b>Resolved</b> – that this be an agenda item for the first meeting after the elections.</p> <p>(Cllr Kingsley has prices for bins, prices for emptying and details of the Clean Cornwall funding )</p>
MPC249	<p><b>Returning to physical meetings</b></p> <p>Members considered arrangements for returning to physical meetings of the council, noting the report and risk assessment circulated by the clerk prior to the meeting.</p> <p>The matter was discussed and it was noted that there remained uncertainty about the arrangements that the council would be expected to make, with further advice</p>

	<p>expected from CALC, NALC and the government.</p> <p><b>Resolved</b> – to defer this matter to the 29 April meeting of the council, when further advice is expected to be available from NALC, CALC and government guidance.</p>																					
MPC250	<p><b>Parish Council Facebook Page</b></p> <p><i>To consider creating a Facebook page, and how to manage administration of Facebook posts</i></p> <p>Members considered the report and discussed the options for setting up a Facebook page, agreeing that it should be a community organisation page, to be updated on roughly a weekly basis with council messages, and for the clerk to be the administrator. Cllrs were mindful that there should not be too much time allocated to work on the facebook page.</p> <p><b>Resolved</b> – to set up a Facebook page on the basis set out in the report and as agreed at this meeting.</p>																					
MPC251	<p><b>Tour of Britain</b></p> <p>No meetings had been held since the last update.</p>																					
MPC252	<p><b>Climate Group – regular update</b></p> <p>Cllr Kingsley reported that a Bloomin Mabe seed swap was held last weekend. Rootstock has arrived and has been grafted, ready to give out more apple trees to local residents next year. <b>Noted.</b></p>																					
MPC253	<p><b>University Update</b></p> <p>It was noted that the Vice-Chancellor of Falmouth University has announced that she is planning to step down in early 2022.</p>																					
MPC254	<p><b>Schedule of payments</b></p> <p>It was noted that the two payments relating to the Neighbourhood Plan website had been paid by card by K West, and so the payment for these items will be payable to K West. The annual website renewal was agreed for a 2-year term to benefit from a discount.</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>The Sign Shop</td> <td>Street numbering signs - inv 9123</td> <td>£36.00</td> </tr> <tr> <td>Mark Smith</td> <td>NDP expenses - Questionnaire banner £58.58 - Postcard dispenser £16.86 - Zoom licence, annual £143.88</td> <td>£219.32</td> </tr> <tr> <td>Groundwork UK</td> <td>Return of unspent element of NDP grant</td> <td>£8,781.18</td> </tr> <tr> <td>Cornwall Association of Local Councils</td> <td>Annual Membership 2021/22</td> <td>£564.51</td> </tr> <tr> <td>Southwest Playground</td> <td>Playground inspection – March</td> <td>£30.00</td> </tr> </tbody> </table>	Payee	Purpose	Amount (inc VAT)	<i>Payments by online banking</i>			The Sign Shop	Street numbering signs - inv 9123	£36.00	Mark Smith	NDP expenses - Questionnaire banner £58.58 - Postcard dispenser £16.86 - Zoom licence, annual £143.88	£219.32	Groundwork UK	Return of unspent element of NDP grant	£8,781.18	Cornwall Association of Local Councils	Annual Membership 2021/22	£564.51	Southwest Playground	Playground inspection – March	£30.00
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	Safety Inspections		
	K West, repayment re Namesco	NDP domain name (annual renewal)	£47.98
	K West, repayment re Wix	NDP website (bi-annual renewal, two year basis)	£226.04
	L Dowe	Clerk's salary (March) (note 1)* With increase set out in report from Aug 2020, applied, as agreed by Staffing Committee in a meeting following the council meeting.	£420.60
	L Dowe	Clerk's expenses (March) ( <b>note 2</b> )	£29.03
	HMRC	PAYE tax and NI (Month 12) ( <b>Note 3</b> )* With increase set out in report from Aug 2020 applied	£105.00
	<i>For payment by Direct Debit</i>		
	EE	March '21 mobile phone contract (DD on 6/4/21) (1.2% increase from 31 March 2021)	£10.46
	Unity Bank	Service Charge	£18.00
	*Salary and HMRC payments were approved by the Staffing Committee following the meeting.		
MPC255	<b>Finance report and bank reconciliation</b> Deferred to next meeting.		
MPC256	<b>Correspondence</b>		
MPC257	<b>Agenda items for a future meeting</b> <ul style="list-style-type: none"> <li>- after the elections – consider funding opportunities (see email – GRIN funding) – Paul Simmons</li> <li>- Litter bins – first meeting after elections</li> <li>- Highways improvements</li> <li>- MYCP basketball hoop</li> </ul>		
MPC258	<b>Exclusion of the press and public</b>		
	<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		
MPC259	<b>Footpaths:</b> <i>To consider quotes for footpath maintenance contract 2021</i> After considering the quotes received, it was agreed to ask the contractor to carry out two cuts on gold paths and one cut on silver paths, for the whole of the path network in the parish.		

	<p><b>Resolved –</b></p> <ol style="list-style-type: none"> <li>1) to accept R Sanders quote as per quote provided, on the same basis as the LMP lists</li> <li>2) to ask R Sanders to carry out grounds works as needed for the coming year, and to oversee and manage the Enhanced LMP works (to be based on a costed estimate, to be sought).</li> </ol>	
MPC260	<p><b>Clerk's salary and expenses</b></p> <p><i>To consider the scheduled review of the clerk's salary</i></p> <p>A report had been circulated to cllrs prior to the meeting, seeking a decision on whether to apply an increment to the clerk's salary from August 2020, and to consider a home office expenses payment.</p> <p>This matter was deferred to the members of the staffing committee, to make a decision, to be reported to the next meeting of the council, as this is a matter previously delegated to that committee.</p>	
	Meeting closed at 10.05 pm	Signed by Chairman: .....