

## Mabe Parish Council

### Minutes – 14 December 2023

**Minutes of Mabe Parish Council** held on Thursday 14 December 2023 at 7.00pm, Mabe Parish and WI Hall, Antron Hill, Mabe.

**Councillors present:** Councillors: P Tisdale (Chair), C Cole, B Galke, P Simmons, T Tindle, M Wilkinson.

**Cornwall Councillor:** C.Cllr John Bastin sent his apologies.

**Officer support:** Clerk/RFO

Minute no:	Agenda Items
MPC23.24.230	<b>Apologies for absence</b> – were received from Cllrs West, Philips, Wills.
MPC23.24.231	<b>Members' Declarations of Interests</b> – None.
MPC23.24.232	<b>To approve written requests for dispensation</b> – None
MPC23.24.233	<b>Cornwall Councillor report</b> – None
MPC23.24.234	<b>Public Speaking</b> – None
MPC23.24.235	<p><a href="#">Minutes of meeting of the council held on 9 November 2023</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 Chair as a true and accurate record of the meeting.</p>
MPC23.24.236	<b>Clerk's update report</b> - the report circulated prior to the meeting was noted.
MPC23.24.237	<b>Planning Applications</b>
	<p>a) <a href="#">PA23/09548</a> – Cliftures Cottage, Trenoweth, Mabe Burnthouse, Penryn – Certificate of lawfulness for existing use of building as self-contained holiday accommodation</p> <p><b>Resolved</b> – that the parish council has no evidence to offer. If a Certificate of Lawfulness is granted, then the parish council requests that it should only permit use as a holiday let, it should be ancillary to the main dwelling and to limit the annual period of use. It should not be used as a residential dwelling as this would not meet the current Mabe Neighbourhood Plan or CEDPD requirements.</p>
	<p>b) <a href="#">PA23/09768</a> – Antron Manor Care Home, Antron Hill, Mabe Burnthouse, Penryn – Works to trees covered by a Tree Preservation Order (TPO) – Fell 3 Beech Trees T1, T2, and T3 and 1 Turkey Oak T4.</p> <p><b>Resolved</b> – that the parish council supports the application provided that the County Tree Officer is satisfied that the trees are unsafe, they should be felled as a matter of urgency to reduce risk of injury or damage to property. It is a concern that the soil base in the area is not thought to be deep enough for trees to root properly due to the granite bedrock just below the surface.</p>

	<p>c) <a href="#">PA23/02128</a> – Gwendra Cottage, Halvasso, Penryn TR10 9DA – 25kW Solar PV ground array</p> <p>Members noted that an application at this site had been considered by this council in June 2023.</p> <p><b>Resolved</b> - that the application is supported.</p>
	<p>d) Planning Appeal notification – <a href="#">PA23/02341</a> – Stable Barn, Trenoweth, Mabe Burnthouse, Penryn – Demolition of existing ‘Field Barn’ and proposed new dwelling.</p> <p><b>Resolved</b> – that a response setting out the objection to the application is delegated to the Clerk in consultation with Cllr Tisdale who will draft the response based on feedback from parish councillors.</p>
MPC23.24.238	<p><b>Update on use of s.106 funds</b></p> <p>The report circulated prior to the meeting was discussed and <b>noted</b>.</p>
MPC23.24.239	<p><b>To consider motion from Cllr Simmons</b></p> <p>Cllr Simmons reported on visiting the site following the concerns raised at the November meeting of the council. He advised that the parish council has to show concern before Cornwall Council will take action.</p> <p><b>Resolved</b> - For the parish council to write to the landowners identified in Cllr Simmon’s email to the clerk dated 23 November 2023, to state the following:</p> <p>"The Parish Council have concerns about the safety risk posed by the tree on the land that you own which was referred to by you and your neighbours at the last parish council meeting on November 9<sup>th</sup>.</p> <p>Under the Occupiers Liability Acts of 1957 and 1984 the owners of the land on which a tree is situated have a duty of care to their neighbours and any people who walk on their land.</p> <p>Can you please confirm, at your earliest convenience, that you have taken professional advice about the tree in question and others on your land in the vicinity and that they are regularly inspected and maintained in view of the above legislation”.</p>
MPC23.24.240	<p><b>Plaque for Landmark Tree</b> Deferred to next meeting, in absence of Cllr Wills.</p>
MPC23.24.241	<p><b>Draft letters to Potters Farm and BF Adventure</b></p> <p>Members considered the draft letters circulated prior to the meeting and noted the problems encountered in Halvasso which had led to the need to raise these with both organisations, to encourage better neighbourly relations and to discourage anti-social behaviour.</p> <p><b>Resolved</b> – to send letters to Potters Farm and BF Adventure/Via Ferrata to convey the concerns raised and to encourage better neighbourliness. Copies to be sent to the Anti Social Behaviour Team at Cornwall Council, the Cornwall Council Divisional Ward Member.</p>
MPC23.24.242	<p><b>Update on the footpath network cutting regimes</b></p> <p>Cllr Simmons reported on his overview of the cutting of the footpaths under the LMP agreement over the past year. Cllr Simmons stated that 11,000 metres of paths in the</p>

	<p>parish are not being cut and so there is scope for adding more of this meterage in the footpaths contract. The contractors have carried out the works quoted for, based on the cutting schedule previously agreed.</p> <p><b>Agreed</b> – that Cllr Simmons will work up a scheme for further cutting, to present to a future meeting.</p>									
MPC23.24.243	<p><b>To consider and approve the budget and precept for financial year 2024/25</b></p> <p>Members considered the draft budget and precept for 2024/25. The following amendments were agreed:</p> <ul style="list-style-type: none"> <li>- Parish and WI Hall insurance to have a new budget line (£700 allocated), and £700 to be deducted from the grants budget. Hall managing committee to be asked for sight of three insurance quotes, in line with the council’s purchasing rules</li> <li>- Ask Mabe Matters to seek three quotes for printing, to see if costs can be brought down, in line with the council’s purchasing rules</li> <li>- Training budget to become ‘training and recruitment’</li> <li>- Grounds maintenance, reduce budget provision to £1,000</li> </ul> <p><b>Resolved</b> – that</p> <ol style="list-style-type: none"> <li>1) Council approves the recommended additions and transfers to earmarked reserves for the 2023/24 financial year end, noting that further adjustments may be agreed at year end;</li> <li>2) Council approves the 2024/25 budget, as set out in the draft report and incorporating the amendments set out above; and</li> <li>3) Council approves the proposed precept of £21,871 for the 2024/25 financial year, and for the 2024/25 precept request to be sent by the Clerk/RFO, for submission (online) to Cornwall Council.</li> </ol>									
MPC23.24.244	<p><b>Banking – savings account</b></p> <p><b>Resolved</b> – to open a savings account with Unity Trust – Instant Access account. £40,000.</p>									
MPC23.24.245	<p><b>Asset Register</b></p> <p><b>Resolved</b> – that the updated Asset Register is approved.</p>									
MPC23.24.246	<p><b>Training</b> - None</p>									
MPC23.24.247	<p><b>Local Government Pay Award 2023/24</b></p> <p><b>Resolved</b> – to note the pay award, to be applied from 1 April 2023.</p>									
MPC23.24.248	<p><b>Schedule of payments</b></p> <p><b>Resolved</b> - to approve payments as set out in the payments schedule</p> <table border="1" data-bbox="391 1758 1401 1944"> <thead> <tr> <th>Payee</th> <th>Purpose</th> <th>Amount (inc VAT)</th> </tr> </thead> <tbody> <tr> <td>P Tisdale</td> <td>Remembrance – refreshments at WI Hall</td> <td>£14.55</td> </tr> <tr> <td>Viking</td> <td>Projector screen</td> <td>£141.54</td> </tr> </tbody> </table>	Payee	Purpose	Amount (inc VAT)	P Tisdale	Remembrance – refreshments at WI Hall	£14.55	Viking	Projector screen	£141.54
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MPC23.24.249	<p><b>Finance report and bank reconciliation</b></p> <p><b>Resolved</b> – to approve the budget monitoring report and monthly bank reconciliation.</p>																								
MPC23.24.250	<p><b>Recruitment of Clerk</b></p> <p>The Clerk reported on the free recruitment advertising carried out to date, and gave options for paid-for recruitment advertising.</p> <p><b>Resolved</b> -</p> <ol style="list-style-type: none"> <li>1) To place a recruitment advert with Cornwall Council</li> <li>2) To appoint Cllr Cole to the Staffing Committee</li> <li>3) To delegate to the Staffing Committee: recruitment and shortlisting; interview; appointment and agreement of contract terms.</li> </ol> <p>Interviews to be held on Monday 15 January from 6pm, Cllr Tisdale to arrange for the hall booking.</p>																								
MPC23.24.251	<p><b>Update the bank mandate</b></p> <p>Deferred to be considered later in the meeting when discussing cover for January. No decision made at this meeting.</p> <p><b>Deferred to the January meeting, along with a proposal for Cllr Galke to be added as a bank signatory.</b></p>																								
MPC23.24.252	<p><b>Use of Unity Bank Corporate Multipay card – To approve the council's protocol for the use of the Multipay card</b></p> <p>Amendments:</p> <ol style="list-style-type: none"> <li>6. misuse or fraudulent use of the card will be viewed as gross misconduct and will result in disciplinary procedure and potentially criminal charges.</li> </ol> <p>Security – no card payments are to be made in response to email requests.</p> <p><b>Resolved</b> – that with the amendments above, the policy is approved and adopted.</p>																								

MPC23.24.253	<p><b>Cornwall Council – Claimed addition of a Restricted Byway at Antron in the Parish of Mabe – WCA 731 Preliminary Consultation – to consider a parish council response to the consultation</b></p> <p><b>Resolved</b> - that the parish council response to be:</p> <ul style="list-style-type: none"> <li>- There are parish councillors who remember this route being used for the past 12 years</li> <li>- The parish council has previously handed over the streetlights at either end of the route which the parish council had installed for the benefit of local users of the route, and handed over to Cornwall Council to take responsibility for the lights approximately 5 years ago.</li> <li>- The existence of street lighting on the route is considered to demonstrate that there is an existing public use of the route.</li> </ul>		
MPC23.24.254	<p><b>Climate Group – regular update</b> - no update.</p>		
MPC23.24.255	<p><b>University Update</b> - no update, in the absence of Cllr Wills.</p>		
MPC23.24.256	<p><b>Correspondence</b></p> <p>Cllr Wilkinson reported on an email from a local resident with complaints that the new development behind Spargo Court is experiencing regular flooding. <b>Agreed</b> – that the tenants need to contact Coastline Housing as Landlord with responsibility to their tenants.</p>		
MPC23.24.257	<p><b>Agenda items for a future meeting</b></p> <p>Any matters deferred from, or raised at this meeting</p> <ul style="list-style-type: none"> <li>- To draw up specifications for additional ground works to be included in the footpath maintenance contract for 2024, on the basis of a quote for an hourly rate for works in addition to the budget</li> <li>- To consider use of CIL funds</li> <li>- Scheme of Delegation</li> <li>- Terms of Reference for Committees</li> <li>- Review of the Council’s Financial Risk Assessment</li> <li>- Review of Council Policies</li> </ul>		
MPC23.24.258	<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>		
MPC23.24.259	<p><b>Staffing arrangements for January 2023</b> <i>To consider the staffing arrangements to ensure business continuity until the appointment of a new Clerk/RFO</i></p> <p><b>Resolved</b> – the current clerk’s contract to be extended to include necessary hours to be worked in January in the lead up to recruitment of a replacement clerk, and the handover.</p> <p>Councillors asked that a councillor sit in on the handover.</p>		
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