

Mabe Parish Council

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Minutes of the annual meeting of Mabe Parish Council held on 24 May 2021 at 7.30pm, at the Mabe Youth & Community Project hall, Cunningham Park, Mabe Burnthouse

Councillors present: Councillors: P Tisdale (Chairman), M Wilkinson (Vice-Chairman), R Phillips, P Simmons, A Thomas, Terry Tindle, K West

In attendance: one member of the public

Officer present: Clerk to the parish council

Minute no:	Agenda Items
	Chairman's Announcements – The Chairman welcomed all present to the meeting and welcomed Cllr P Simmons, newly elected at the elections held on 6 May.
MPC21.22.1	Election of Chairman for council year 2021/2022 Resolved – that Cllr Wilkinson be the council chairman for 2021/2022
MPC21.22.2	Apologies for absence – None
MPC21.22.3	Members' Declarations of Interests - None
MPC21.22.4	To approve written requests for dispensation - None
MPC21.22.5	Election of Vice-Chairman for council year 2021/22 Resolved – that Cllr Tisdale be the council vice-chairman for 2021/2022
MPC21.22.6	Cornwall Councillor report Members noted the written report from C.Cllr Bastin, circulated prior to the meeting, and welcomed his enthusiasm for the 'twenty is plenty' traffic speed reduction campaign.
MPC21.22.7	Public Speaking - None
MPC21.22.8	Minutes of meeting of the council held on 29 April and reconvened on 5 May 2021 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.
MPC21.22.9	Clerk's update report It was agreed that the clerk should meet with the Chairman and Vice-Chairman at regular intervals, to enable review of the council's priorities and whether longstanding items on the update report should be prioritised, deferred, or no longer actioned. Resolved – that the report is noted.
MPC21.22.10	Planning Applications – None
MPC21.22.11	Advertising councillor vacancies, for co-option Members considered a draft co-option process and the suggested arrangements to fill seats on the council, vacant after the 6 May elections.

	<p>Resolved - that the council</p> <ol style="list-style-type: none"> 1) Approves and adopts the co-option procedure 2) Approves the co-option application form 3) Advertises the vacancies on parish noticeboard and website, with an advert via social media (to be placed by Cllr Simmons) 4) Schedules the co-option of councillors to the three vacancies at the June meeting of the Council
MPC21.22.12	<p>Appointments to Committees, Working Groups and Outside Bodies</p> <ul style="list-style-type: none"> • Planning Sites Committee – Chairman, Vice-Chairman and Cllrs West and Tindle • Staffing Committee – Chairman, Vice-Chairman and Cllr Thomas • Footpaths Working Group – Cllrs Simmons, Tisdale, Thomas and Wilkinson. Community volunteer, R George • Health and Safety Working Group – Cllrs Tindle and Thomas • Community Network representative – Cllrs Simmons and Wilkinson • University Link – Cllrs Simmons and Wilkinson • Climate Change Group (CNP) – Cllr Simmons • MYCP Representative – Cllrs Simmons and Wilkinson <p>Resolved – that the membership of committees and working groups, as set out above, is confirmed.</p>
MPC21.22.13	<p>Bank Signatories</p> <p>Members considered the authorised councillor bank signatories following the elections and with changes to cllr responsibilities at this, annual, council meeting.</p> <p>Resolved – that the clerk is instructed to update the bank mandate to reflect the following change in authorised councillor signatories:</p> <ul style="list-style-type: none"> - Delete T Kingsley and R Phillips - Add K West
MPC21.22.14	<p>To receive and adopt the Cornwall Code of Conduct 2021</p> <p>Members considered the model Code of Conduct 2021, as recommended by Cornwall Council and Cornwall Association of Local Councils.</p> <p>Resolved – that the updated Code of Conduct is adopted with immediate effect, and that the level at which gifts and hospitality must be declared should remain at £25.</p> <p>When considering the Code of Conduct, it was agreed not to arrange the whole-council training, as previously agreed, as there was adequate training being provided by Cornwall Council (at no cost), and by CALC.</p>
MPC21.22.15	<p>Emergency Scheme of Delegation</p> <p>As a continuing precaution against risk of spread of coronavirus, the council aims to minimise time spent in face-to-face meetings, and to ensure continuity of business the adoption of an Emergency Scheme of Delegation was considered. It was agreed that the adoption of an emergency scheme of delegation would enable decision making should monthly meetings not be possible, but that the intention of the council was to return to regular monthly meetings from June onwards.</p>

	<p>Resolved - that the Council delegates authority to the Clerk in consultation with the Chairman and Vice-Chairman to take any actions necessary, with associated expenditure, to protect the interests of the community and ensure council business continuity, informed by consultation with Members of the Council. The Emergency Scheme of Delegation to be reviewed no later than September 2021.</p>
MPC21.22.16	<p>Key Review Dates</p> <p>It was agreed to keep under review the suitability of venues for physical meetings, and for the Emergency Scheme of Delegation to be reviewed in September 2021.</p>
MPC21.22.17	<p>Dates of forthcoming meetings</p> <ul style="list-style-type: none"> - a meeting in late June, possibly a single item agenda, to appoint co-opted councillors - no meetings to be held in July/August unless there is a business need for a meeting to be convened. Instead, the Emergency Scheme of Delegation to be used (if adopted) - 9 September 2021 – depending on circumstances, a meeting to review whether there is a need to extend the Emergency Scheme of Delegation. It is currently the expectation that the council will be able to return to more usual monthly meetings from September 2021 (with any covid-19 precautions that may be necessary at that time) <p>Resolved – that the June meeting of the council be held on 14 June (venue permitting), and that the meeting schedule resumes, but on the third Thursday of the month, when meetings can return to the WI Hall.</p>
MPC21.22.18	<p>Review of S.106 funded projects</p> <p>It was noted that the order was due to be placed for the benches for the MYCP play area, once arrangements were in place for their installation.</p>
MPC21.22.19	<p>Tour of Britain cycle race – September 2021</p> <p>Members considered arrangements for the stage of the cycle race which passes through the parish of Mabe. Some initial ideas were discussed.</p> <p>Resolved – to notify the school and Brownies with a suggestion that they might wish to consider activities to mark the event, and to raise awareness through social media, when the facebook page is set up.</p>
MPC21.22.20	<p>Meeting venue for coming council meetings</p> <p><i>Members considered which venue to use for coming council meetings and, based on the current roadmap out of lockdown,</i></p> <p>Resolved – that the June meeting of the council will be held in the MYCP Hall, and the intention from July onwards is to return to the WI Hall.</p>
MPC21.22.21	<p>Schedule of payments</p> <p>Resolved – that the payments set out in the schedule be approved for payment.</p>

	Payee	Purpose	Amount (inc VAT)
	<i>Payments by online banking</i>		
	Viking Direct	Meeting supplies – covid precautions	£98.23
	Viking Direct	Stationery for cllrs/meetings	£47.62
	<i>Direct debit payments:</i>		
	EE	May '21 mobile phone contract (DD on 6/5/21)	£10.58
	Information Commissioner's Office	Annual data protection fee from 21 June 2021	£35
	<p>It was noted that the Booths' invoice for the printing of the footpaths leaflets had been agreed previously to be increased by £130 to cover the costs of increased number of leaflets, and at this meeting it was also agreed to cover the additional cost (£20) incurred following a print error.</p>		
MPC21.22.22	<p>Finance report and bank reconciliation</p> <p>It was noted that due to workload (including elections, audit and return to physical meetings), a finance report was not available for this meeting.</p>		
MPC21.22.23	<p>Correspondence</p> <p>Desmond's Estate Agents, re a property in Gweal Darras – correspondence setting out the intention for Coastline Housing to sell a property due to its condition was considered. The parish council agreed its opposition to the proposed sale, asking whether shared ownership could be an option. The loss of social housing would set a concerning precedent while there remained a housing need in the area.</p> <p>Resolved – that Coastline would be asked to reconsider the sale of the property, and that the Cornwall Council ward member be asked to support the parish council's opposition to this proposal.</p>		
MPC21.22.24	<p>Agenda items for a future meeting</p> <p>It was noted that Mabe Matters might need to be considered by the parish council. Councillor Wilkinson offered to first check the position with the MYCP.</p>		
	Meeting closed at 8.50pm		Signed by Chairman