

MINUTES OF A MEETING OF MAWNAN PARISH COUNCIL HELD ON THURSDAY, MARCH 20TH, 2014 IN THE MEMORIAL HALL

PRESENT : Cllrs Gibbons (Chairman), Cllrs Barnicoat, Miss George, Mrs Loomes, Lugg, Moyle, Mrs Mason, Nash, Sadler

The Chairman explained the safety procedures.

1552 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs Lawry and C Cllr Hatton.

1553 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY AND NON REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY EXCEEDING £25.

Minute 1562 b) Cllr Sadler Mawnan Anvil Trust Non Registerable Interest

Minute 1577 g) Cllr Sadler & Cllr Barnicoat – Planning at Penwarne Barton, Disclosable Pecuniary Interest

1554 TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS

There were no requests for dispensations.

1555 TO RECEIVE AND APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON FEBRUARY 13TH, 2014 AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Sadler, seconded Cllr Mrs Loomes and

RESOLVED that the minutes of the meeting held on February 13th, 2014 be approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

1556 TO RECEIVE AND APPROVE THE MINUTES OF THE EXTRA ORDINARY FULL COUNCIL MEETING HELD ON FEBRUARY 27TH, 2014 AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Mrs Mason, seconded Cllr Barnicoat and

RESOLVED that the minutes of the meeting held on February 27th, 2014 be approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

1557 TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA FOR INFORMATION ONLY

There were no matters arising.

1558 PUBLIC COMMENT IN ITEMS ON THE AGENDA

There were no comments from the public.

1559 TO RECEIVE A REPORT FROM THE POLICE

The Police had submitted a written report which is attached to these minutes as a record.

1560 TO RECEIVE A REPORT ON HEALTH AND SAFETY AND AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Cllr Mrs Mason reported on health and safety inspections on the bus shelter, public toilets and junior playing field. The following points were noted :

- Bus shelter – nail in bench needs to be replaced
- Junior Playing Field – Chairman/RS delegated Cllrs Lugg and Moyle to make the gate from St Michael's Court into the Junior Playing Field, giving a key to the contractor and one key to the parish council office.

It was proposed by Cllr Sadler, seconded by Cllr George and

RESOLVED that the Chairman would ask the maintenance contractor to quote for cleaning the safety surfaces, repair the wooden edges etc.

On a vote being taken the matter was approved unanimously.

1561 TO CONSIDER GRANT APPLICATIONS RECEIVED FROM LOCAL ORGANISATIONS AND AGREE FUTURE ACTIONS

- a) Mawnan Methodist Church – PAC testing and meter replacement for the school room £222 Proposed Cllr Sadler, seconded Cllr Moyle

Cllr Sadler declared a non registerable interest and left the room.

- b) Mawnan Anvil Trust – Illumination of Workshop Sign £150 Proposed Cllr Moyle/seconded Cllr Barnicoat

Cllr Sadler returned to the meeting.

- c) Mawnan Christmas Lights – purchase of further Christmas lights, trees etc £250 Proposed Cllr Barnicoat, seconded Cllr Mrs Loomes

- d) Mawnan Local History Group – WWI history project £500 Proposed Cllr Mrs Mason, seconded Cllr Nash

- e) Helford River Sailing Trust – purchase of children's buoyancy aids and other running costs £200 Proposed Cllr Sadler, seconded Cllr Moyle

- f) Mawnan P C C – contribution towards costs of the burial grounds and the village newsletter £250 + £250 Proposed Cllr Gibbons, seconded Cllr Moyle

- g) Mawnan P T A – contribution towards the installation of a new boat in the playground. £250 Proposed Cllr Barnicoat, seconded Cllr Mrs Mason
- h) Mothers Union – flower planters Proposed Cllr Sadler, seconded Cllr Moyle
- i) Mawnan Pre School – contribution to the development of a new playground within the pre school area £150 Proposed Cllr Lugg, seconded Cllr Moyle

Having been duly proposed and seconded it was

RESOLVED that the Council award the agreed grants to qualifying organisations subject to the provision of a set of audited accounts to conform to council policy.

On a vote being taken the matter was approved unanimously.

1562 TO ADOPT THE REVISED STANDING ORDERS

It was proposed by Cllr Lugg, seconded by Cllr Sadler and

RESOLVED to adopt the standing orders agreed at the previous meeting.

On a vote being taken the matter was approved unanimously.

1563 TO RECEIVE CORRESPONDENCE FROM THE HELFORD CAR PARK TRUST AND A DONATION OF £100 TO HELP MAINTAIN THE FOOTPATH BETWEEN HELFORD PASSAGE AND DURGAN, AGREE TO RING FENCE THE DONATION IN THE COUNCIL BUDGETS AND AGREE MAINTENANCE TO BE COMPLETED ON THE FOOTPATH USING THE DONATION (deferred from February meeting)

Cllr Mrs Loomes reported that she had visited the path and recommended that the money be used to cut back the hedges either side of path at the top of the steps off the beach at the Helford Passage end. The length is approx. 100 yards of path which needs to be maintained.

It was proposed by Cllr Mrs Loomes, seconded Cllr Gibbons and

RESOLVED that

- i. the money be used to cut back the hedge at the top of the steps from Helford Passage.
- ii. Cllrs Mrs Loomes, Moyle and Sadler inspect the site and report back to the next meeting.

On a vote being taken the matter was approved unanimously.

1564 TO RECEIVE CORNWALL COUNCIL'S LOCAL MAINTENANCE PARTNERSHIP (LMP) GRANT OFFER, AGREE WHETHER TO ACCEPT THE GRANT AND ANY FUTURE ACTIONS

Cornwall Council had advised that the available maintenance grant for 2014/15 for maintaining the public rights of way is £547.

It was proposed by Cllr Gibbons, seconded by Cllr Sadler and

RESOLVED to accept the offer from Cornwall Council and enter into the maintenance partnership for 2014/15.

On a vote being taken the matter was approved unanimously.

1565 TO RECEIVE A REPORT ON THE CONDITION OF THE SALT STORED IN CLLR LUGG'S SHED, AGREE FUTURE ACTIONS AND WHERE TO STORE THE SALT OR HOW TO SAFELY DISPOSE OF IT AS APPROPRIATE

After some discussion, it was proposed by Cllr Sadler, seconded Cllr Mason and

RESOLVED that the Council contact Cornwall Council to investigate how to dispose of the damp, brittle bags and whether it is appropriate to use on the land.

On a vote being taken the matter was approved unanimously.

1566 TO CONFIRM THE INTERVIEW AND SELECTION PROCESS AND ASSOCIATED DATES FOR THE RECRUITMENT OF A NEW CLERK TOGETHER WITH A REVIEW OF ANY SUBMITTED APPLICATIONS FOR THE POSITION OF LOCUM CLERK

It was agreed to defer the item to end of the meeting due to the confidential nature of the business to be discussed

1567 TO RECEIVE A REPORT ON THE TOILETS AND BUS SHELTER AGREE FUTURE ACTIONS AND ANY ASSOCIATED EXPENDITURE

Cllr Mrs Mason reported that the routine inspection had shown up some issues with the condition of the buildings. It was suggested that there was some maintenance work which needed to be addressed more urgently than any upgrade to the facilities. The Chairman confirmed that C Cllr Hatton had secured £1000 from his ward budget for improvements to the buildings. After further discussion

It was proposed by Cllr Sadler, seconded Cllr Moyle and

RESOLVED that the Council gets three quotes for repairing the door and windows on the public toilets for consideration at the next meeting, and that Cllr Sadler, Moyle and Nash will draft a work specification for future improvements.

On a vote being taken the matter was approved unanimously.

1568 TO RECEIVE THE ROAD SURVEY COMPLETED BY MR PAYNE, AGREE ANY FUTURE ACTIONS AND ASSOCIATED EXPENDITURE

As the work had been completed by Cornwall Council this was no longer required.

1569 TO NOTE PLANNING DECISIONS RECEIVED FROM CORNWALL COUNCIL

None

1570 TO NOTE PLANNING ENFORCEMENT COMPLAINTS RECEIVED FROM CORNWALL COUNCIL

None

1571 TO NOTE ANY PRE APPLICATION MEETINGS HELD SINCE THE LAST MEETING OF THE COUNCIL

None

1572 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY THE DATE OF THE MEETING

- a) PA14/01879 – Mr & Mrs Neil Harvey, Middle Trerose, Old Church Road, Mawnan Smith – Replacement of existing external store and bathroom and external alterations NO OBJECTIONS
- b) PA14/02202 – Mrs and Mrs Hambly, Pandora, Sampys Hill, Mawnan Smith – Internal rearrangement, construction of new porch, rear dormer and rooflights. Revised window locations NO OBJECTIONS
- c) PA14/02181 – Rev J Wood, The Cranny, Maenporth, Falmouth – Proposed replacement dwelling. SITE VISIT

1573 TO RECEIVE CORRESPONDENCE AND AGREE RESPONSES IF APPROPRIATE

- a) Cornwall Council Local Plan – it was agreed to purchase a copy to circulate amongst the council for consideration at the next meeting.
- b) Grant Thornton - Notification of audit June 2nd, 2014
- c) Cornwall Council – PA14/00649 Meudon Farm. Notification of the planning officer's recommendation to refuse the application on planning grounds. The Chairman had asked the Officer to discuss the application with the applicant as the parish council maintained its support for the proposals. The council was very disappointed that the application had not been supported.

- d) Cornwall Council – PA14/00949 – Notification of the planning officer’s recommendation to support the application against the parish council’s view that the design should be amended.
- e) Cornwall Council – mobile library consultation
- f) Mawnan Rainbows – a request to plant poppy seeds around the millennium cross – supported.
- g) John Cook Planning Services – a letter regarding a proposed development at Penwarne.

Cllrs Sadler and Barnicoat declared disclosable pecuniary interests and left the room.

It was agreed to put the matter on the agenda for the April meeting.

Cllrs Sadler and Barnicoat returned to the meeting

1574 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS, RECEIPTS AND BANK RECONCILIATION FOR THE MONTH OF FEBRUARY 2014

It was proposed by Cllr Mason, seconded Cllr Gibbons

RESOLVED to adopt the statement of payments.

On a vote being taken the matter was approved unanimously.

1575 TO APPROVE THE PAYMENT OF ACCOUNTS IN MARCH 2014

It was proposed by Cllr Gibbons, seconded Cllr Barnicoat

RESOLVED that

- i. accounts totalling £1906.13 be approved for payment and duly signed.
- ii. The payment to Playground Inspection Co be withheld until the report had been received.

On a vote being taken the matter was approved unanimously.

1576 REPORTS FROM COMMITTEES AND REPRESENTATIVES

- ii) Memorial Hall Committee – Cllr Mrs Loomes gave written report which is attached to the minutes as a record.
- iii) Health and Safety Working Group – Cllr Mrs Mason reported on the progress made to prepare a health and safety manual which included pro forma risk assessments and a number of other council approved policies and documents. The group will continue to meet to complete the work which would also involve the new Clerk.

1577 REPORT FROM CORNWALL COUNCIL WARD MEMBER

None

1578 DATE AND TIME OF NEXT MEETING

The next meeting will be held on Thursday, April 17th, 2014 in the Memorial Hall at 7.30pm

COMMENTS FROM THE PUBLIC

- **Village Notice board** – It was suggested that the parish council should invest in a larger notice board for the village. Cllr Mrs Mason advised that the hedge was private property and the existing board was of the maximum agreed size. Mr Glover agreed to approach the Doctors Surgery to see whether it would be prepared to accommodate a larger board and that the item would go on the agenda for the next meeting.
- **History group** – thanks for the grant from the parish council.
- **Junior Playing Field** – thanks for repairing the zip wire which is getting good use.

1579 THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

It was proposed by Cllr Gibbons, seconded by Cllr Mrs Mason and

RESOLVED that under the 1960 Public Bodies (Admission To Meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed

On the vote being taken it was approved unanimously.

1580 TO CONFIRM THE INTERVIEW AND SELECTION PROCESS AND ASSOCIATED DATES FOR THE RECRUITMENT OF A NEW CLERK TOGETHER WITH A REVIEW OF ANY SUBMITTED APPLICATIONS FOR THE POSITION OF LOCUM CLERK

It was proposed by Cllr Gibbons, seconded by Cllr Sadler and

RESOLVED that

- i. Cllr Mrs Mason would invite all candidates to interview on Monday March 24th at the Bowling Club starting at 10.15am
- ii. that the interview panel would consist of Cllrs Gibbons, Sadler, Barnicoat, Mrs Mason and Miss George
- iii. Cllr Mrs Mason would provide an list of questions for the interview panel to use during the process, and would carry out the correspondence with the candidates

1581 TO RECEIVE THE NOMINATIONS FOR THE ANNUAL COMMUNITY ACHIEVEMENT AWARD AND AGREE THE RECIPIENT FOR THE AWARD

It was proposed by Cllr Mrs Mason, seconded by Cllr Barnicoat and

RESOLVED to seek nominations from the village for the award for consideration at the next meeting.

On the vote being taken it was approved unanimously.

1582 TO CONSIDER A FINAL PAYMENT TO SARAH WILLSSHER FROM THE CLERKS GRATUITY FUND, AGREE ACTIONS AND AMOUNT TO BE PAID

The item was deferred to the next meeting pending legal advice on the payment of gratuities.

1583 TO CONSIDER THE PREPARATION OF THE FINANCIAL YEAR END REPORTS AND THE INITIATION OF PRO FORMA SPREADSHEETS FOR 2014-15

It was proposed by Cllr Gibbons, seconded by Cllr Mrs Mason

RESOLVED that Mrs S Willsher be retained to prepare the year end accounts and work with the new Clerk to prepare pro forma spreadsheets for 2014/15

On the vote being taken it was approved unanimously.

Accounts for Payment - March 2014

Cheque No	PAYEE	Expense	Nett Total (exc VAT)	VAT	Total (inc VAT)
2225	Malcolm Rashleigh	Parish Playing Fields	£880.00	£176.00	£1,056.00
2226	KC Payne	Cleaning Duties	£160.00		£160.00
2227	David Gibbons	Attend Planning Committee	£28.00		£28.00
	Cornwall Council	Non-Domestic Rates	£0.00		£0.00
2228	MS Electrical	Office Rental	£240.00		£240.00
2229	South-West Water	Overdue Reminder	£175.72		£175.72
2230	Martin Luck	Stationery	£21.19		£21.19
2231	BT	Telephone	£40.19	£8.03	£48.22
2232	Martin Luck	Supplies & Repairs	-£62.50	-£12.50	-£75.00
2233	Play Inspection Co.	Annual Inspection	£85.00	£17.00	£102.00
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TOTAL FOR PAYMENT

£1,567.60	£188.53	£1,756.13
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RECEIPTS

Cormac	LMPA	£547.00
Cornwall Council	Community Grant	£1,000.00