



Welcome to the meeting of Mawnan Parish Council.

If you are attending as a member of the public, you are invited to sit in the seats facing the stage. The meeting will follow the agenda as described below. If you would like to make a specific presentation to the council, please give your name (or make yourself known) to the clerk and you will be invited to speak during the public participation section – but please note we do limit time to about 3 minutes per speaker. When you make your presentation, please start by giving your name and the subject of your presentation. The council may ask supplementary questions or invite other members of the public present to join the discussion. We must remind you that you are not permitted to speak in any other section of the meeting unless invited to do so by a councillor.

The time allotted for *Matters of Community Concern* at the end of the meeting is not a forum to discuss or comment on what has taken place during the meeting. Any matter raised here would likely be added to the NEXT meeting agenda for discussion.

You are very welcome to stay until the end of the meeting unless we have an item to discuss which is deemed to be sensitive or confidential in which case all members of the public will be asked to leave.

Please respect the council's policy for respect and tolerance of the views of others and remain courteous at all times.

AGENDA for Mawnan Parish Council's meeting on Thursday, 20th February 2020 at 7.30pm, at the Memorial Hall.

- 1. SAFETY PROCEDURES**
- 2. TO RECEIVE APOLOGIES FOR ABSENCE**
- 3. 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 £50**
- 4. TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**
- 5. PUBLIC COMMENTS ON ITEMS ON THE AGENDA**
- 6. TO CONSIDER INFORMATION & FEEDBACK RECEIVED FROM THE MAWNAN ADMINISTRATION HUB PUBLIC CONSULTATION AND TO RECEIVE A REPORT FROM THE O&F COMMITTEE INTO ONGOING PLANS**
- 7. TO RECEIVE AND APPROVE THE MINUTES OF THE 16th JANUARY 2020 FULL COUNCIL MEETING AND THE CHAIRMAN TO SIGN THEM**
- 8. TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA**
- 9. TO NOTE PLANNING DECISIONS RECEIVED FROM CORNWALL COUNCIL (list attached)**
- 10. TO NOTE ANY PRE-APPLICATION MEETINGS UNDERTAKEN OR ANY ENFORCEMENT COMPLAINTS RECEIVED SINCE THE LAST MEETING OF THIS COUNCIL**

- 11. TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY THE DATE OF THE MEETING (please check the parish website for any extra items arriving within the 7 days prior to the meeting date)**

Ref. No: PA19/11182 Maricel West Bay Maenporth Road Maenporth TR11 5HP
Proposed Side extension and new garage to site

Ref. No: PA20/00060 Land South Of Rosemaen Maenporth Road TR11 5HR
Application for Full Planning permission for one dwelling following Permission in Principle PA19/03096

Ref. No: PA20/00459 Mawnan Parish Council Administrative Hub Carwinion Road TR11 5JD
Proposed office building with variation of condition 2 in respect of decision PA19/04989 dated 06.11.19

Ref. No: PA20/00550 Glendurgan Gardens Grove Hill Mawnan Smith TR11 5JZ
Proposed construction of apple store and visitor engagement shelter.

Ref. No: PA20/00563 Summer Court Carlidnack Road Mawnan Smith TR11 5HA
Non-material amendment to increase proposed roof ridge height, alterations to some windows/doors, internal layout alterations at ground and first floor levels and alterations to number of and position of rooflights in respect of decision notice PA19/08420.

Ref. No: PA20/00625 Bosveal Farm Cottage Durgan Mawnan Smith TR11 5JR
Listed building consent for proposed replacement rear door to single storey wing
- 12. TO RECEIVE RECOMMENDATIONS FROM THE OFFICE & FINANCE COMMITTEE RE: Annual reviews of Financial Controls & Risk Assessment; Posting of agendas and future use of accounting software**
- 13. TO RECEIVE CORRESPONDENCE AND AGREE RESPONSES IF APPROPRIATE**
- 14. TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS, RECEIPTS AND BANK RECONCILIATION FOR THE MONTH OF JAN 2019**
- 15. TO APPROVE THE PAYMENT OF ACCOUNTS IN FEB 2020**
- 16. TO RECEIVE ANY INFORMATION ON NOTED TRAFFIC & FOOTPATH ISSUES**
- 17. REPORT FROM THE NDP STEERING COMMITTEE ON THE CURRENT POSITION**
- 18. REPORTS FROM COMMITTEES AND REPRESENTATIVES**
- 19. REPORT FROM CORNWALL COUNCIL WARD MEMBER**
- 20. ITEMS FOR INCLUSION ON NEXT AGENDA**
- 21. DATE AND TIME OF NEXT MEETING - The next will be held at 7-30pm, on Thursday 19th MARCH 2020, in the Memorial Hall.**
- 22. MATTERS OF COMMUNITY CONCERN (not already covered in this agenda)**

CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS (to include draft public consultation proposals and funding strategy)

Cllr Marsden explained the works he had been doing on the financing of the proposed Admin Hub and works on site to date. A mini-diggers survey had been done for the foundations to allow a proper quote to be done up.

Cllr Faiers said he had taken on-board several alternative location suggestions from other councillors/ the community; one being that the parish somehow fund the purchase of the current Cornwall Holiday Cottages building in Goldmartin Square at £450,000, renting the majority of the building out (including the flat upstairs) and selling the building plot (with planning permission) to the rear. Cllr Nash did not think we were in the business of letting out accommodations and it was not the job of councillors to manage property.

Another suggestion from Cllr Sadler was siting of the modular build on land at the Bowling Club at a groundrent of £1000 per annum (plus build/access costs)- hopefully ensuring the sustainability of the venue. A meeting on site with the Bowling Club had taken place but the locations suggested were not suitable (even to their own membership). This would once again see the parish council expending monies with no visible return – using Carwinion Field sees the Parish Council supporting the Carwinion Trust, offsetting the grant burden from the Parish. Neither of these options was viewed as really suitable.

A public consultation on plans and funding for the Admin Hub as it stands on Carwinion Field was set to take place on 14th & 15th February at the Methodist Hall with initial handouts for delivery to all households in the parish agreed this evening. It was hoped as many councillors as possible would staff the meeting over the 2 days.

Cllr Prasad asked if the clerk was happy with the process to date in the obtaining of quotes for works. It was explained that, because of the bespoke nature of the build, it has been agreed (if informally) that we needed to confirm our intention to suspend the Financial Regulations in order to work with a specific supplier. Cllr Prasad also explained that he was looking into the specifics of the VAT situation and the parish's ability to be safe in reclaiming the full amount, even if we decide to let the community space out in future.

Proposed
Mawnan Parish Council
'Community Hub'



Welcome b

Current Administration Arrangement?

- X Office very cramped
- X Limited light & space
- X Poor Air Quality
- X Fails to comply with Health & Safety regulations
- X No space for meetings of more than three (at best)
- X Expensive £3,120 annual rent
- X Limited storage

New Community Hub Benefits



- ✓ Multi Purpose 21st Century Building (Office & Meeting Space)
- ✓ Easy Car Parking
- ✓ Purpose Designed Parish Administrative office
- ✓ A Low-cost Meeting room for Community Groups (£10 an hour or less)
- ✓ Complies with all Relevant Health & Safety Legislation
- ✓ More Efficient & Safe Working
- ✓ Low Carbon Footprint (Green)
- ✓ A Space for Residents to Meet with Councillors
- ✓ Disabled Toilet Facility

How Much will the Community Hub cost?

- ▶ The 8" thick Reinforced Base for the building - £6,146
- ▶ The 50sqm Fully Fitted Modular Community Hub cost - £ 53,000
- ▶ *Hub Extras - Supply & Fit 4.2kw Solar PV System - £5040*
- ▶ *Hub Extras - Coated Window Shutters (Security - £4500)*
- ▶ Electricity Installation - £2,283.94
- ▶ Water & Sewerage Connection - £
- ▶ Broadband and Telephone Connection - £
- ▶ Realigned Path - £
- ▶ Total Project Cost: £66,000 + (some) VAT

All costs are quoted before VAT. We understand VAT is reclaimable on at least part of the building and other associated items

Predicted Costs & Income of Community Hub

INCOME

- ▶ Saving on Current Office Rental: + £3,120
- ▶ Letting of Community Meeting Room: + £1,840 (46 Weeks at £40)
- ▶ **Total Estimated Income £4,960**

OUTGOINGS

- ▶ Ground Rent: - £500 (Paid to Carwinion Trust)
- ▶ Electricity: - £1,380 (Estimated at 46 x £30 weekly)
- ▶ Water & Sewerage: £240 (Estimated at £60 a Quarter)
- ▶ Non Domestic Rates on Office: £600 (Estimate)
- ▶ Community Hub Cleaning: £2,400 (Wkly 1.5 hours + 1 hour refresh @ £20 Hr)
- ▶ **Total Estimated Outgoings & £5,120**

- ▶ ***Estimated Extra Annual Cost of the New Community Hub £160***
 - ▶ ***Could be less - dependent on letting receipts***



MINUTES OF THE PARISH MEETING HELD ON THURSDAY, 16TH JANUARY 2020 AT 7.30PM, IN MAWNAN MEMORIAL HALL

PRESENT: Cllrs Faiers (chair), Bradley, Gladstone, Marsden, Moyle (I), Nash, Prasad & Whibley

ALSO PRESENT: Mrs L Clements, Clerk & 7 members of the public

3110.20 **SAFETY PROCEDURES**– explained by the chair

3111.20 **TO RECEIVE APOLOGIES FOR ABSENCE** - Cllrs Sadler & Toland.

3112.20 **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 £50**

None noted

3113.20 **TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**

None noted

3114.20 **PUBLIC COMMENTS ON ITEMS ON THE AGENDA**

None noted

3115.20 **TO RECEIVE AND APPROVE THE MINUTES OF THE 19TH DECEMBER 2019 FULL COUNCIL MEETING AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Marsden, seconded by Cllr Whibley and

RESOLVED that the minutes of the Parish Council meeting held on 19th December 2019 be approved and signed by the Chair

on a vote being taken the matter was approved with 1 abstention

3116.20 **PUBLIC COMMENTS ON ITEMS ON THE AGENDA**

Member of public to speak on planning application

3117.20 **PLASTIC FREE HELFORD– REQUEST FROM C HURST FOR SUPPORT**

C Hurst spoke about Plastic Free Helford, which links back to Plastic Free Falmouth, where 69 businesses have committed to reducing single use plastics in their systems as much as possible. Carol needs a numbers of local business to sign up to achieve the status and already has support from 8, including the Budock Vean Hotel, Trebah Gardens, Ferryboat Inn and Helford River Boats as well as the schools in both Mawnan & Constantine.

Members for a small steering group are also needed as is local community support; it was hoped a member of each parish council surrounding the Helford would also sit on this.

Model text for the sign up was provided by Carol, along with other information & leaflets.

- Lead by example as a parish council and try to remove all single use plastic items from our premises and from being used at events supported or organised by us
- Encourage other initiatives and groups within the Helford River area to do the same and ask that other parish councils who border the Helford River try to support the plastic free

initiative, promoting organised events and removing wherever possible single use plastics from their parishes

- Have a named councillor[s] who will support and promote this and be named as our representative on the Plastic Free Helford committee.

It was hoped that the whole of Cornwall would be able to be declared "plastic free" this year.

It was proposed by Cllr Marsden, seconded by Cllr Whibley and

RESOLVED that the Parish Council support this initiative and write a formal letter using the model text.

on a vote being taken the matter was approved unanimously

3118.20 TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

The clerk reported that woodlands on County Farm estates were now to be surveyed and a woodland management strategy drafted.

The TPO on the trees at Maenporth was rejected as they "do not show sufficient amenity value".

Cllr Whibley noted that the Reuse/Recycle fair at the memorial hall raised £150 and asked if a letter of thanks could be sent to the organisers, which was agreed. This money would be held in the earmarked climate pot within the parish accounts for appropriate project funding.

3119.20 TO NOTE PLANNING DECISIONS RECEIVED FROM CORNWALL COUNCIL

The list was read out with the clerk stating that the application for Land at Rosemaen had been withdrawn and new plans now put in for discussion in February. There were a large number of objections by the neighbours.

3120.20 TO NOTE ANY PRE-APPLICATION MEETINGS UNDERTAKEN OR ANY ENFORCEMENT COMPLAINTS RECEIVED SINCE THE LAST MEETING OF THIS COUNCIL

None noted

3121.20 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY THE DATE OF THE MEETING (please check the parish website for any extra items arriving within the 7 days prior to the meeting date)

Ref. No: PA19/10652 The Round Field Carlidnack Lane Mawnan Smith TR11 5HE

It was proposed by Cllr Marsden seconded by Cllr Prasad &

RESOLVED that Mawnan Parish Council is happy to support this application. We feel that consideration to the listed location has been thoroughly undertaken and that all reasonable attempts to prevent water ingress into this family home was made prior to the application being discussed.

We are pleased to see works to return this to a useful, modern family home.

on a vote being taken the matter was approved unanimously

Ref. No: PA19/11199 Woodland Retreat Castle View Park Mawnan Smith TR11 5HB

It was proposed by Cllr Marsden seconded by Cllr Gladstone &

RESOLVED that Mawnan Parish Council support but that we include comments that we are aware of tree management works being undertaken here by a number of residents as the trees mature and fully support these actions and that we

would like assurances that the works, as they only seem to be to one side of the tree, do not cause future issues with the crown becoming unbalanced.

on a vote being taken the matter was approved unanimously

3122.20 TO REVIEW THE LMP/ SWCP OFFER FOR 2020/21

The Clerk explained that this was the provisional offer for the LMP – full papers not yet being received although promised.

It was proposed by Cllr Whibley, seconded by Cllr Gladstone and

RESOLVED that, after discussion, the LMP be accepted for this year at the rates stated but that as part of the Climate Conscious group alternatives be looked at.

on a vote being taken the matter was approved with 1 abstention

3123.20 TO RECEIVE ANY INFORMATION ON NOTED TRAFFIC & FOOTPATH ISSUES

Cllr Whibley reported that the woodland paths down through to Maenporth were exceptionally muddy and hoped that the works on the County Farms Woodland Management Plan would take into account the footpath network.

She also raised concerns about clearing of the Helford Dog bin and some leftover signage in the turning space at the end of Bar Beach.

Village entrance signs – the clerk reported back on her enquire into the siting of new signs (such as at Perran-ar-Worthal). What type of signage we were looking at and how much it would cost are still to be advised from CORMAC.

3124.20 TO RECEIVE AN UPDATE FROM CLIMATE CONSCIOUS MAWNAN

Cllrs Whibley, Marsden & Faiers had started the project but were now handing the reins over the Cllr Gladstone, who would be attending the CNP meeting with the Cllr Whibley. They were awaiting replies on the 16 proposed working areas brought forward from the September meeting and looking for volunteers to take some of these forward. Cllr Whibley was considering ringing those people who had left phone numbers rather than waiting group email replies.

A resident had 100 yards or bunting that could be borrowed for events – in a similar design to the WI climate change scarf.

The next CNP Climate group meeting was on the 28th January and would then be meeting monthly at various venues.

Cllr Gladstone hoped that the project would continue to move forward and would maybe just focus on a couple of the 16 issues for this year. The next Climate Conscious Mawnan meeting was scheduled for early April. Cllr Marsden hoped that this group would follow the successful pattern of the NDP, growing in numbers as the project progressed.

3125.20 TO RECEIVE CORRESPONDENCE AND AGREE RESPONSES IF APPROPRIATE

List was read out.

3126.20 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS, RECEIPTS AND BANK RECONCILIATION FOR THE MONTH OF DEC 2019

It was proposed by Cllr Prasad seconded by Cllr Bradley &

RESOLVED that the statement of payments, receipts & bank reconciliation for the month of December be received & approved as a true record

on a vote being taken the matter was approved unanimously

3127.20 TO APPROVE THE PAYMENT OF ACCOUNTS IN JAN 2020

It was proposed by Cllr Marsden seconded by Cllr Prasad & **RESOLVED** that accounts totalling £2606.89 (inc. VAT) be approved for payment & duly signed

on a vote being taken the matter was approved unanimously

3128.20 REPORTS FROM COMMITTEES AND REPRESENTATIVES

Cllr Moyle spoke as Tree Warden saying that he had spoken to the National Trust in relation to the church application for lychgate works and that the beech in question was not theirs. He had also spoken to Rev'd Clare. Cllr Moyle thought that the parish council should take action and get quotes for the immediate removal of the tree. After discussion it was agreed that further investigation was needed [both into the existing planning application's scope of works and our responsibility for the tree].

3129.20 REPORT FROM CORNWALL COUNCIL WARD MEMBER

Cllr Bastin reported back on the new County Reuse Contract, which was seeing further changes to the original proposal with weekly food waste collections and fortnightly waste & recycling. This would hopefully start to phase in across Cornwall for late October. New food waste bins would be provided to all homes, although issues on rural bin collections have not yet been fully addressed. It was thought it would take about 18 months to spread this across the whole county.

Two residents made comment – one worried about the problems of getting bins up long, hilly or difficult driveways for the elderly or less mobile; the other on the future of garden waste collections, both of which Cllr Bastin would refer.

Cllr Moyle asked about the persistent problems with the drains around Argal/Tresooth and the fact that Dynarod appeared to be constantly circling the area to no effect. Cllr Bradley noted that the drain at Tresooth was being fixed this morning; Cllr Moyle contradicted this, saying it wasn't fixed there had just been no rains for a few days so the area was dry.

3130.20 ITEMS FOR INCLUSION ON NEXT AGENDA

3131.20 DATE AND TIME OF NEXT MEETING - The next will be held at 7-30pm, on Thursday 20th February 2020, in the Memorial Hall.

3132.20 COMMENTS FROM THE PUBLIC

Free trees – what are they and where can they be obtained from? The clerk had info about free tree packs from the Woodland Trust, but these would not be available until November 2020. Cllr Toland did have more info, but was unavailable at this meeting.

Meeting finished at 8.50pm

Item 3125.20 – correspondence

	Rec'd	Description	From	actions	agenda
1	Dec	CALC News – AGM Date Change; Spring Conference; assistance request Chairman's letter/bulletin; vacancies	CALC/ NALC	For info	
2	16.12.19	Standard Committee – update	E Garraway –CC	For info	
3	19.12.19	County Newsletter Privacy Notice update	E Ball – CC	Clerk dealing	
4	19.12.19	Flood Action guide – update	M Flynn – flood forum	Cllr Bradley	18
5	20.12.19	Stopping up Highway Order – Foxglove Cottage	Highways	For info	13
6	21.12.19	Diocese Faculty – decision	Truro Diocese	For info	11
7	23.12.19	CNP- Climate action plan drafts	E Richmond – Localism	Cllr Whibley/Faiers	14
8	2.1.20	SWCP – winter newsletter	SWCP	Website	
9	2.1.20	Community Hall Network newsletter	ACRE	Clerk + MMH	18
10	3.1.20	Response to Woodland Management plan request	County farms	Cllr Whibley / for info	13
11	6.1.20	Community website – info request	National Trust	Clerk dealing	
12	6.1.20	CHRA Voluntary Board members ad.	Cornwall rural Housing	For info	
13	6.1.20	Grow Nature reply – trees for planting	CC	Cllr Faiers	14
14	19.12.19/ 7.1.20	Maenporth TPO pre-app/ decision	Planning	Clerk dealing	11
15	7.1.20	Coastline Housing newsletter	Coastline	website	
16	7.1.20	CNP Climate group meeting info	E Richmond – Localism	Cllr Whibley/Faiers	14
17	8.1.20	Citizens Advice Cornwall – update	W Wong – CA	For info/ website	
18	8.1.20	TPO Maenporth – resident comment	Resident	Clerk dealt	11
19	8.1.20	HVMCG meeting reminder	S Scott	Cllr Nash +	

Item 3127.20 – planning decisions Dec 19 to Jan 20

Ref. No: PA19/10386 | Status: Approved with conditions

Tideway Anna Maria Lane Budock Vean Mawnan Smith TR11 5LJ Works to trees subject to a tree preservation order - Removal of 4 trees: Norway Maple; Sessile Oak, Lombardy Poplar and Ornamental Cherry

Ref. No: PA19/09525 | Status: Approved with conditions

Higher Tregarne Farm Mawnan Smith Falmouth Cornwall TR11 5JW Removal of condition 11 in respect of PA11/00207

Ref. No: PA19/08651 | Status: Approved with conditions

Bosvean Carlidnack Road Mawnan Smith TR11 5HA Demolition of substandard bungalow and construction of new self-build dwelling and improved access

Item 3129.20 – payments Jan 20

Cheque	PAYE	Expense	VAT	Total (inc VAT)
2856	Bowling Club	NDP = venue hire		£50.00
2857	Memorial Hall	Venue hire		£136.00
online	Lisa Clements	Wages & Expenses	£0.07	£954.60
online	KC Payne	Public Services- toilet cleaning contract		£200.00
online	R Sanders	open spaces/ churchyard contract	£161.00	£966.00
online	CBS	admin - toner	£5.55	£33.30
DD	BT	Telephone + internet	£10.57	£63.43
DD	NEST pensions	clerks pension		£75.90
DD	EDF	Toilet utilities - oct/nov 2019	0.08	1.77
Card	as listed	parish expenses accrued by clerk	17.45	125.89
	TOTAL FOR PAYMENT		£194.72	£2,606.89

Jan to Feb 2020

Items in red are summaries of conditions applied to applications, other than the conditions within 3 years & as to provided plans (Tree works are 2 years & to BS3998 standards)

Amendments & Discharge of Conditions notifications

Ref. No: PA20/00773 | Status: Discharged

Land Adj Heatherlea Budock Vean Lane Mawnan Smith TR11 5LQ Submission of details to discharge condition 3 in respect of Decision Notice PA16/06597 (Construction of residential dwelling with detached garage and amenity space)

Pre-Apps

Full Applications

Ref. No: PA19/11199 Status: Approved with conditions

Woodland Retreat Castle View Park Mawnan Smith TR11 5HB Request for works to tree subject to TPO: Tree 1 Monterey Cypress: Reduce end weighted branches growing towards property and over phone cable (See attached picture). Also, remove broken branches.

Ref. No: PA19/09943 Status: Approved with conditions (**works only in accordance with specifications provided**)

St Mawnans Church Old Church Road Mawnan TR11 5HY Listed building consent for demolition of derelict shed building. Repairs to lychgate and erection of new boundary wall.

Ref. No: PA19/09031 Status: Approved with conditions (**details on protection of beech tree required**)

St Mawnans Church Old Church Road Mawnan TR11 5HY Demolition of derelict shed building. Repairs to lychgate and erection of new boundary wall.

Ref. No: PA19/09356 Status: Approved

3 Coomb Pines Helford Passage TR11 5LB Proposed first floor extension and alteration to flat including installation and connection to new oil storage tank and use of the property as a holiday flat without compliance with condition 4 in respect of decision PA09/01601/F

Ref. No: PA19/07615 Status: Approved with conditions (**contamination risk assessment & remediation plan; bat mitigation prior to development; tree works in accordance with plans; not further alterations with planning permissions**)

Redundant Barn West Of Boskensoe Farm Mawnan Smith TR11 5JP Conversion of a barn to a dwelling with associated parking and amenity space.



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON THURSDAY 23RD JANUARY 2020 AT 7.00PM IN THE RENDLESHAM ROOM, MAWNAN MEMORIAL HALL

PRESENT: Cllrs Marsden (chair), Faiers, Nash & Prasad

ALSO PRESENT: Mrs L Clements, clerk + Cllr Gladstone

309.20F **TO RECEIVE APOLOGIES FOR ABSENCE** – Cllr Moyle

310.20F **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 £50** – none noted

311.20F **TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS** – none noted

312.20F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** - none noted

313.20F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 5th DECEMBER 2019 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Faiers seconded by Cllr Prasad and
RESOLVED that the minutes of the meeting held on 5th December 2019 be approved and signed by the Chair

on a vote being taken the matter was approved unanimously

314.20F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN (including signing off on quarter's bank statements)**

Cllr Prasad was still looking into the position as regard the claiming back of VAT on the Admin Hub build if it is then being let out.

315.20F **REVIEW OF CURRENT BUDGET POSITION 2019/20 (3rd quarter) AND DISCUSSION OF ANY AMENDMENTS FORESEEN**

The clerk explained that there would be a deficit with the Public Services line in relation to the leak at the toilet and replacement / repair works being done to rectify it. The quote/ bill for £755 had come in this week with works being done asap. Claims paper-works from SWW for the leak and towards the costs of new pipeworks were being completed and should see at least some of the outlay recouped.

Publications – this was still short as there were still some footpath invoices unpaid, which the clerk was chasing up.

316.20F **INTERNAL AUDIT REVIEW & UPDATE**

The clerk noted that there were no specific actions required on the internal audit for last year two items were noted: use of income in budget setting and recording of the exercise of public rights – both of which have been noted and action on by the clerk.

317.20F **ANNUAL REVIEW OF INTERNAL FINANCIAL CONTROLS, FINANCIAL RISK ASSESSMENT & HEALTH AND SAFETY UPDATE**

It was discussed and agreed that these documents would be sent out via email to allow them to be more easily read. The clerk had included in the Internal Controls a section on Verification of Contracts and needed to review the sections about online payments once they were up and running properly.

It was proposed by Cllr Marsden seconded by Cllr Prasad and **RESOLVED** that the Internal Financial Controls & Risk Assessment be adopted with regular in year review by Cllr Prasad to occur

on a vote being taken the matters were approved unanimously

The only H&S issues of note were an increase in complaints about roads, dangerous trees/branches and drain floodings – many of these were the same areas time and again, which the clerk reported to CORMAC.

318.20F **DISCUSSION ON THE PROCESS OF POSTING OUT FULL AGENDAS & ASSOCIATED PAPERS – is posting these out in full environmentally sustainable?**

The clerk explained that the posting of such large agenda packs was unwieldy and environmentally unsustainable but that removing them entirely was not practical, hence the questionnaire sent to councillors. From this information she was asking that a proposal for the emailing of full agenda packs with only the agenda, draft minutes, planning decision and list of correspondences be posted in future.

Cllr Marsden was of the opinion that now the Memorial Hall was online we should be looking to move to a completely paperless meeting system, using the projector to display materials as the meeting went along. This would now be investigated to see if it could be managed.

319.20F **MOVING TO ACCOUNTING SOFTWARE – review of options & provisional agreement to start 1st April (with future discussion via email with a view to take decision on supplier at Feb/ March Full Council meeting)**

Cllr Faiers explained that the clerk, Cllr Marsden and himself had seen 3 demos of various software packages and had sought recommendations from not only our accountant but other parish and town councils. We felt that a cloud based system would be most appropriate, narrowing our field down to 2. After discussion between the clerk and Cllr Faiers it was decided that we would like to purchase a licence for Scribe Accounting Software for the parish council.

Both Cllr Faiers & Cllr Prasad thought that our finances were well run but that we were let down with reporting errors where data has to be transposed from one form to another and that any software that could help with this would be effective but only if the clerk were willing. The clerk was supportive of anything that meant single entry data and understandable reports being produced.

Cllr Prasad said that he had looked into both companies put forward and that he felt AdvantEGDE had issues with filing history at Companies House and that this threw up some professional warning lights with him.

It was proposed by Cllr Marsden seconded by Cllr Prasad and **RESOLVED** that a licence for Scribe Accounting Software be purchased for the parish council to be used from 1st April 2020 pending a Companies House review by Cllr Prasad

on a vote being taken the matters were approved unanimously

320.20F SUMMARY OF THE ONGOING MCA LEASE DISCUSSIONS

Next meeting on the 3rd February to finalised items for inclusion within the lease (using the preschool document as a template base). Meeting with the Insurance agent from Came & Company on Tuesday 28th would cover Carwinion Field and the MCA/ Admin hub. All appears to be going well to date.

321.20F CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS (to include draft public consultation proposals and funding strategy)

Cllr Marsden explained the works he had been doing on the financing of the proposed Admin Hub and works on site to date. A mini-diggers survey had been done for the foundations to allow a proper quote to be done up.

Cllr Faiers said he had taken on-board several alternative location suggestions from other councillors/ the community; one being that the parish somehow fund the purchase of the current Cornwall Holiday Cottages building in Goldmartin Square at £450,000, renting the majority of the building out (including the flat upstairs) and selling the building plot (with planning permission) to the rear. Cllr Nash did not think we were in the business of letting out accommodations and it was not the job of councillors to manage property. Another suggestion from Cllr Sadler was siting of the modular build on land at the Bowling Club at a groundrent of £1000 per annum (plus build/access costs)- hopefully ensuring the sustainability of the venue. A meeting on site with the Bowling Club had taken place but the locations suggested were not suitable (even to their own membership). This would once again see the parish council expending monies with no visible return – using Carwinion Field sees the Parish Council supporting the Carwinion Trust, offsetting the grant burden from the Parish. Neither of these options was viewed as really suitable. A public consultation on plans and funding for the Admin Hub as it stands on Carwinion Field was set to take place on 14th & 15th February at the Methodist Hall with initial handouts for delivery to all households in the parish agreed this evening. It was hoped as many councillors as possible would staff the meeting over the 2 days.

Cllr Prasad asked if the clerk was happy with the process to date in the obtaining of quotes for works. It was explained that, because of the bespoke nature of the build, it has been agreed (if informally) that we needed to confirm our intention to suspend the Financial Regulations in order to work with a specific supplier. Cllr Prasad also explained that he was looking into the specifics of the VAT situation and the parish's ability to be safe in reclaiming the full amount, even if we decide to let the community space out in future.

322.20F TO AGREE A DATE FOR THE CLERKS ANNUAL PERFORMANCE REVIEW PRIOR TO 1ST APRIL 2019

It was agreed that Cllrs Marsden & Faiers undertake this review again reporting back to the April Office & Finance meeting. The clerk would arrange a suitable day.

Meeting finished at 9.20pm

Correspondence Jan to Feb '20

	Rec'd	Description	From	actions	agenda
1	22.1.20	Governance Review update	Cornwall Council	For info	
2	23.1.20	Code of conduct training	Democratic services	For info	
3	21.1.20	A year of climate action	Cornwall council	For info	
4	28.1.20	Climate Change Development Planning consultation	Cornwall Council	For info	
5	28.1.20	Keep Britain tidy & plastic Free Helford updates		For info	
6	30.1.20	Inspector appeal for PA19/08384	County Planning	Full council	
7	30.1.20	Reclaim vat on commuity build – advice	SLCC	To cllr prasad	
8	30.1.20	Lay person for Standards Committee	Cornwall Council	For info	
9	30.1.20	Lights at Maenporth toilets	Resident	For info	
10	3.2.20	Entrance signs to village – costing	CORMAC	Full council	
11	3.2.20	Chasing the Grove Hill crossing??	Resident	Full council	
12	5.2.20	Water leak claim for submission	SWW	Clerk delat	
13	6.2.20	Admin Hub objection	B Pitman – Cricket Club Sec.	Full council/. Clerk responded	
14	6.2.20	CRUSE Bereavement appeal	CRUSE		
15	6.2.20	Info on retrieving house plans – daughter of ill resident	Public	Clerk dealt	
16	10.2.20	National Community Hall network newsletter	ACRE	Clerk dealt & distributed	
17	10.2.20	Request to film in village Fal University student (3 rd time)	Student	Clerk dealt	
18	10.2.20	Admin Hub objection	Resident	Full council	
19	11.2.20	Footpath 11 issues (Carlidnack woods)	Access Team	Full council	
20	12.2.20	Admin Hub objection	M Ley – Mawnan Cricket Club	Full council	
21	13.2.20	Problem finding village defib	Public	Clerk responded	
21	13.2.20	Community volunteer trailer use – unavailable	D Konick – CORMAC	Pending	
22	13.2.20	PCC roll & burials	Penrose Funerals	Clerk dealt	
23	13.2.20	Governance Review issues -	Budock PC	For info	
24	13.2.20	Toll Point –path issues	P Hodgson – CORMAC	Full council	

Explanation of actions:

for info – already forwarded to councillors

Pending –may need further investigation/discussion

Clerk dealt – clerk has replied/actioned

Full council – already on agenda

Please note: If copies of a specific item (not already referred to in the agenda) are needed by individual councillors please request from the clerk. They will need to be destroyed after the meeting.

Bank Reconciliation period ending:	31/01/2020			
Council Name:	Mawnan Parish			
Prepared by:	Mrs Lisa Clements(clerk & RFO)			
Date:				
Balance per bank statements as at:	Jan-20	£	£ Total	
Current Account - Lloyds			£1,663.11	
Deposit Account - Lloyds			£73,470.48	
95 Day Saver Account - Nationwide			£32,116.56	
				£107,250.15
Less: any un-presented cheques (normally only current account)				
Cheque number				
	2855		£53.90	
	2846		£213.00	
	2856		£50.00	
	2857		£136.00	
				£452.90
Plus unreconciled debit card payments:				£242.96
Add any unbanked cash:				£0.00
Net bank balances:				£107,040.21
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows				
CASH BOOK				
Opening Balance			£100,397.83	
Add: Receipts in the year			£61,997.87	
Less: Payments in the year			-£55,355.49	
Closing balance per cash book [receipts and payments book] as at end of month (must equal net bank balances above)			£107,040.21	amount we have on hand @ bank