



19th March 2020

Dear Councillors,

Given the cancellation of our parish meeting prior to some decisions about how we deal with matters during the Coronavirus (COVID-19) outbreak I am putting together a semi-agenda of those items we need to action to allow the parish council to continue working as normally as possible.

Virtual Agenda

- 1) Coronavirus & parish functions
 - 2) Current Council vacancies
 - 3) Any matters arising from the minutes of 20th February 2020 that need full council attention
 - 4) Planning – 2 applications on the table:
 - Ref. No: PA20/01270** Norways Carlidnack Road Mawnan Smith TR11 5HD
 - Ref. No: PA20/01723** Budock Vean Cottage Budock Vean Mawnan Smith TR11 5LJ
- AND** Planning – how do we continue if applications are received?
- 5) Correspondences
 - 6) Approval of the list of payments for March 2020
 - 7) Reports from other groups / individuals

3 items require votes on. Could you please let me know your decision on these

- 1:** upping the payment limit for regular payments (after discussion by clerk/chair/vice chair) from £300 to £1500
- 2:** delegating the undertaking of everyday functions to the Clerk/ Chair /vice chair
OR
The clerk + a quorate number of councillors
- 3:** agree payments for March of £2,917.75 (inc vat)

Item 1: Coronavirus & parish functions

Ongoing payments & Financial Regulations

Our Financial Regulations [4.1 & 4.5] already have in place some measures to cover payments of up to £300 being made by the clerk in discussion with the chair/vice-chair. Can we agree to up this from £300 to £1500 provided either the chair/vice chair or a quorate number (4 councillors) agree to them? I would send the payment list out to everyone to agree to – if you want to see the invoice as well I can let you have them as attachments.

I would be looking to do ALL payments electronically, with Malcolm & Graham now able to authorise these through online banking.

Scheme of Delegation – we don't have one and at this point it, or something in writing saying how we intend to function in emergency situations, would be useful. However, until we know what statutory functions we have the ability to fulfil without actually holding meetings (planning, accepting minutes, authorising works & payments) this may be difficult. **We can always leave at Chair/Vice-chair or choose to name a specific number of councillors who would need to be contacted (quorate) before reporting back to full council at the next available meeting** (see note from Cllr Bastin below in Item 6). We just need something to clarify who is able to take immediate decision to allow me to work effectively for the parish.

Bank reconciliations – it has been agreed that these would be signed off every 3 months at the O&F meeting, with Anil checking monthly. I would need someone to check the end of year bank reconciliations for me sometime in early April – the rest we should be able to defer.

We need to consider what to do about the April O&F meeting – this being the one where our end of year budget assessment & make any necessary changes to the start of the new year. Do we want to assume this WILL NOT go ahead and plan accordingly or wait on further CALC advice?

Public assistance – I am updating information on both the parish website (www.mawnan.org.uk) and the community site (www.mawnanparish.co.uk) regularly and have been posting to the village facebook page. I have also given over the parish council side of the noticeboard to what we are doing during the Coronavirus outbreak. I know that some groups and/or individuals have made contact with councillors about helping out to make deliveries or check on residents and would ask that you signpost them to the community website for more information. I simply cannot co-ordinate a full parish-wide service for assistance myself, but what I can do is get the information out there via our existing websites and email groups.

I have spoken to Terry Damer & Caroline Toland about using the NDP & MawnanDiary mailing lists to get things out and are looking at producing a newsletter rather than diary for next month to keep people aware of services and help as it springs up. Please, nudge people to sign up the either of these newsletters if they can. I will print and give to the shop as normal.

As the restrictions progress we may look to utilise space that is now being "freed-up" to put together collection points where resources can be swapped or dropped off (think books, games, dvds, craft supplies things to keep the "self-isolating" occupied) or where volunteers could arrange to have items safely left.

Item 2: Current Council Vacancies

Don't anyone think of resigning!!! Self isolation will not preclude us working as a parish council ... we will just have to be investing.

The current vacancy will remain open as it is still at the Nomination stage until the 30th March, when it may go to co-option. We fill this as and when.

VOTE
NEEDED

VOTE
NEEDED

Item 3: Any matters arising from the minutes of 20th February 2020 that need full council attention

Notes from the NDP group meeting held on 11th March will be circulated as soon as completed by the clerk. This from Terry Damer:

It may be that it wouldn't be sensible for a large group of us to meet again in 2-3 weeks to progress more queries on the NDP policy document (where most of your queries seem to be centred so far), given the 'elderly' profile of quite a lot of us!

At our end we think we can make a lot of progress remotely, re-writing text to reflect the comments and queries so-far raised both at this week's meeting and by Graham personally to me. We could let you on the PC see these amendments for either your approval or further query.

At the same time perhaps you on the PC could continue to peruse the document(s) and field your queries regularly directly to us (to me so I can pass them on to who ever is best to deal with them). This way we could keep to the deadline of PC approval prior to the April meeting (if it takes place!), by not having to deal with all the queries at once and all at a late stage.

The public consultation is mostly electronic, but I'll take advice from CC as to whether we can be seen to have done a proper and thorough consultation in a situation where face-to-face discussions with the public are likely to be, or need to be, avoided. Complicated times!

Other than that there is nothing that cannot be dealt with at a later date.

Item 4: Planning

Cllr Marsden may or may not have been in contact about a vote on the 2 applications currently on the table. I have contacted both the planning officers @ County and the agent for both applications to see how best we could make comment on them.

Planning are checking with the legal team about validity, but have said that a decision by us undertaken by email discussion and couched as "in principle" from the parish council would be suitable.

Item 5: Correspondences

There is nothing on the current list that needs specific voting or discussion. We have a bequest from a Mrs Hibberd Baker of £1000, which I will accept on our behalf. Otherwise, since it is just our general list, if anyone feels any item needs their input or they want more info please contact me directly.

Given that a number of larger organisations are saying that they will make efforts to pay smaller suppliers asap I think we should be championing this in our local community, where most of our invoices come from, and paying those that we can without delay.

Item 7: Reports from other groups / individuals

Just to keep us aware, I have asked for any reports usually presented at the meeting to be emailed on. County Councillor Bastin, parish Cllrs Whibley (footpaths), Bradley (traffic & CNP) & Gladstone (Climate Group) have been asked for any respective reports as have the NDP team.

From Cllr Bastin yesterday~:

Constantine and Budock have had very short meetings and passed over decision making to the Clerk and Chair ,following advice from CALC I think this also includes email discussions re relevant issues when needed. John

Footpaths report from Cllr Whibley:

- Footpath 11: Carlidnack Lane to Maenporth beach
Remains dep in mud for most of its length and Nicola Lyne (Property Services for Cornwall Council) is setting up a meeting with interested parties and Penny Hodgson to explore what a volunteer group working with Cormac and others might be able to accomplish and when, and what support is needed from the parish council,. I have agreed to attend, if such a meeting goes ahead.
The big fallen tree which was lying across the footpath has been dealt with by the landowner (Glen Mawnan)
- Footpath 9: Stile at Carlidnack Road
Another request for a handpost to be placed (we have still not followed through on this action agreed some time back)
Is the contractor (Bob Sanders) going to proceed with the First Cut of the agreed footpath network? Given that the Government is recommending that people keep getting out to walk during this crisis, to support health and wellness, we will need to maintain accessibility when plant growth surges.
- Helford Passage dog bin: loaded almost to overflowing again when I looked on Monday 16th March. I am not confident that the cycle for dealing with this is happening, or is perhaps frequent enough. I wonder if we can check with relevant personnel.
- Beach Cleans within our parish: Those scheduled by Plastic Free Helford River have been cancelled until further notice. Those scheduled by National Trust will be reviewed as time goes on, and any cancellations will be advised with two weeks' notice through National Trust communications.

Climate Conscious Mawnan:

Cllr Gladstone and I are in agreement that due to the current crisis we recommend cancellation of the community meeting scheduled and booked for Wednesday 22nd April 6 or 7 pm in the Memorial Hall. Unless the parish council disagrees we need to get on with announcing the cancellation through any channels we were using to set it up, unbooking the Memorial Hall, and standing down our Council Cabinet guest speaker Cllr Rob Noland. Do you all agree?

Village benches: As Lisa is aware, I found myself in conversation with Mawnan WI about the condition of the two WI benches opposite the village shop. As you may have noticed, they are aging and likely in need of refurbishment or replacement. It seems that responsibility lies with the parish council. Please can we agree where we go from here?

END OF VIRTUAL AGENDA

Other bits not on the agenda but need to be discussed:

Correspondences & received emails

You will likely get more emails from me on general matters – I will need to keep you more involved just in case. If you get an email from me with no comment from me/no blurb it is just for info and, unless you want to, doesn't need a reply to me.

If I do ask for a response could you please try to do as quickly and briefly as possible? I hope that everyone with specific agreed Areas of Responsibility are capable of keeping these up to date without keeping me informed of every step – a weekly or month summary report will do.

Junior Playing Field & Carwinion Playing Field Trusts	Cllr Faiers
Memorial Hall Committee	Cllr Moyle
Rendlesham Trust	Cllr Sadler & Mr Brooksbank
Helford Marine Conservation Group & Helford River Association	Cllrs Nash & Whibley
Footpaths, Beaches & Tree Warden	Cllr Whibley, Moyle & Toland
Youth Liaison	Cllr Toland
Climate & Environment	Cllrs Gladstone, Whibley, Faiers &
Marsden	
Traffic /Transport & CNP liaison	Cllr Bradley
Burials Committee	Cllrs Moyle, Marsden, Nash & clerk

Meetings in future

If we are looking to postpone regular meetings in April and possibly May then I think that something in a similar format to this "virtual agenda" might be effective in just keeping us going. I will then also post "virtual minutes" - it will at least keep us all up to date and lessen the inevitable backlog we will have come our first real meeting whenever the resume.