



## **VIRTUAL MINUTES OF THE PARISH MEETING INTENDED TO BE HELD ON HELD ON THURSDAY, 19<sup>TH</sup> MARCH 2020**

Given that Mawnan Parish Council decided, due to the Coronavirus outbreak, not to undertake a physical meeting a virtual agenda was produced to cover those items deemed necessary for the ongoing and continued functioning of the Parish Council. Consideration of these items were undertaken via email and phone conversations between councillors and the parish clerk, with comments from involved parties passed around if received.

These "virtual minutes" are to cover the decisions made and will look to be entered into the public record at such time as they Parish Council can meet again to explain decision taken during the restriction period. Please read in conjunction with the extended notes included with the Virtual Agenda.

3157.20VM

### **Coronavirus & parish functions**

#### **Ongoing payments & Financial Regulations**

Circulated by Cllr Marsden:

Normally we consider and approve proposed payments at our monthly PC Meeting.

Going Forward - To overcome the absence of that face-to-face meeting, its proposed councillors will, for the foreseeable future, be emailed the list of payments for approval by email. Once a majority of councillors have indicated their approval, the payments will be paid on-line as usual.

*If any councillor wishes further information on any payment, wishes to see an invoice or has any other query, they should call or email Lisa. If their query remains unresolved, they should call or email the Chair or Vice-chair.*

**Vote:-** Do you agree the amendment to Financial Regulations 4.1 and 4.5 - that during the period of absence of face-to-face parish council meetings - Mawnan Parish Council members view and approve proposed payments by email.

**Proposed:** Cllr Marsden

**Seconded:** Cllr Toland

Yes= 7            No = 0

7 councillors notified the clerk of their votes – 2 did not respond.

### **Scheme of Delegation**

Circulated by Cllr Marsden:

Mawnan Parish Council does not currently have in place a Scheme of Delegation.

Rationale - Lisa suggests in these extraordinary times, it would be helpful to have a Scheme of Delegation providing clear guidance on our functioning in emergency situations and/or where normal parish council decision-making protocols and time-scales are disrupted or have to take place in a different way.

What happens now - Currently the Clerk would likely defer to the Chair and Vice-chair for such a decision, who would then bring it before members at the earliest possible time, or if its fairly minor, report this at the next parish council meeting.

**Vote** – We agree to request our Parish Council Clerk research and bring forward to Mawnan Parish Council members a Scheme of Delegation fit for addressing the perceived needs of the parish council in all potential scenarios.

**Proposed:** Cllr Marsden  
Yes= 7            No = 0

**Seconded:** Cllr Toland

7 councillors notified the clerk of their votes – 2 did not respond.

**31.3.20**

The clerk sourced and circulated an Emergency Scheme of Delegation to all members. The undertaking of a regular review was included along with the option to rescind the powers being granted to the clerk at any time if a quorate vote is made.

**Proposed:** Cllr Bradley  
Yes=            No = 0

**Seconded:** Cllr Sadler

councillors notified the clerk of their votes – did not respond.

3158.20VM

**Current Council vacancies**

Currently we are still awaiting the outcome of the Casual Vacancy nomination process (due to finished 30.3.20) however Democratic Services have suspended all elections until further notice. This item will be added to the next agenda as notified

3159.20VM

**Any matters arising from the minutes of 20<sup>th</sup> February 2020 that need full council attention.**

None noted that could not be delayed to be addressed at the next fact to face meeting.

3160.20VM

**Planning – 2 applications on the table:**

**Ref. No: PA20/01270** Norways Carlidnack Road Mawnan Smith TR11 5HD

Mawnan Parish Council support in principle this application.

Mawnan Parish is a climate conscious parish and would appreciate any efforts the developer could make towards mitigating environmental impact and making the build process as carbon neutral as possible.

**Proposed:** Cllr Marsden  
Yes= 6            No = 0

**Seconded:** Cllr Bradley

6 councillors notified the clerk of their votes – 3 did not respond.

**Ref. No: PA20/01723** Budock Vean Cottage Budock Vean Mawnan Smith TR11 5LJ

Mawnan Parish Council support this application.

We would appreciate any "green" technology, materials or processes that could be used in the works themselves.

**Proposed:** Cllr Marsden  
Yes= 6            No = 0

**Seconded:** Cllr Bradley

6 councillors notified the clerk of their votes – 3 did not respond.

**AND Planning – how do we continue if applications are received?**

It was agreed that our planning deliberations would continue as is – site visits being restricted to those deemed 100% necessary. Items would remain on the virtual agenda – with the clerk contacting agents/ owners for comment in advance and accepting & distributing any public comments received in to her to allow due consideration.

3161.20VM **Correspondences**  
No action required

3162.20VM **Approval of the list of payments for March 2020 (£5641.94 inc VAT)**

Mar-20			Value	VAT
OL- 17	Lisa Clements	Wages & Expenses	£958.44	£0.10
OL- 18	KC Payne	Public Services- toilet cleaning contract	£200.00	
OL- 19	R Sanders	open spaces/ churchyard contract	£408.00	£68.00
OL- 20	CBS	Admin - lam pouches/paper & loo rolls	£49.39	£8.23
OL- 21	HMRC	Q4 payment PAYE & NI	£371.39	
OL- 22	Bowling Club	venue hire / NDP misc	£55.00	
OL- 23	Mawnan Methodist hall	venue hire - admin consultation	£60.00	
OL- 24	T Damer	NDP - various expenses	£375.16	
OL- 25	CPFT	Annual Grant	£1,145.00	
OL- 26	JPFT	Annual Grant	£1,579.19	
DD	EDF	Toilet utilities - monthly direct debit	£9.00	
DD	BT	Telephone + internet	£72.14	£12.02
DD	NEST pensions	clerks pension	£75.90	
DD	Cornwall Council	Graveyard Rates	£211.31	
Debit Card	as listed	parish expenses accrued by clerk	£72.02	£6.24
			<b>£5641.94</b>	<b>£94.59</b>

**Proposed:** Cllr Marsden

**Seconded:** Cllr Faiers

Yes= 7 No = 0

7 councillors notified the clerk of their votes – 2 did not respond.

An extra request for this necessary payment was made after the meeting date:

OL-27	Groundworks UK	NDP Grant - grant 3 return	£1,693.43	
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**30.3.20**

**Proposed:** Cllr Nash

**Seconded:** Cllr Bradley

Yes= No = 0

councillors notified the clerk of their votes – did not respond.

3163.20VM **Reports from other groups / individuals**  
None other than those already circulated.