



11th June 2020

I hope you are all still keeping well, whatever your continuing restrictions.

Please find attached the agenda for our first online meeting, taking place on 18th June 2020 at 7pm .

As this is the first, official, full meeting since the lockdown taking effect prior to our meeting in March 2020 we are going to slightly restrict the agenda, mainly to those items most essential at present. A series of "virtual meetings" have taken place in the interim period which has kept us going.

We ask that if any member of the public has issues they would like to raise that they contact the clerk prior to the meeting so that we can best manage them- ideally if you could make contact by noon on Wednesday 17th so we have time to distribute out to all interested parties. Please remember that the time allotted for *Matters of Community Concern* is not a forum to discuss what has taken place during this meeting and that any matter raised here would likely be added to the NEXT meeting agenda for discussion. We understand that the community has a lot of upheaval during the lockdown and has matters to raise but we ask that you understand we are unlikely to be able to provide answers immediately.

The Chair will start the meeting by making a short introduction and explain the format of the meeting, along with information on how the public will be able to participate and how to indicate you wish to make comments. Please bear with us as this is our first foray into online meeting (with the exception of a short trial last week).

Online Meeting Agenda

- 1) TO RECEIVE APOLOGIES**
- 2) MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS.**
- 3) PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY**
- 4) TO RECEIVE AND APPROVE THE MINUTES OF THE 20TH FEBRUARY 2020 FULL COUNCIL MEETING.**
- 5) TO RECEIVE AND APPROVE THE "VIRTUAL MINUTES" FROM 19TH MARCH, 16TH APRIL AND 21ST MAY, ALONG WITH A LIST OF DELEGATED ACTIONS UNDERTAKEN BY THE CLERK, AS A RECORD OF ITEMS UNDERTAKEN DURING LOCKDOWN**
- 6) ANY MATTERS ARISING FROM THE MINUTES NOT ON THE CURRENT AGENDA AND AN UPDATE ON PARISH OFFICE ACTIONS SINCE 21.5.20**
- 7) TO REVIEW THE EMERGENCY SCHEME OF DELEGATION AND TO ADOPT THE AMENDMENT TO STANDING ORDERS AS REGARDS 'REMOTE MEETINGS'**
- 8) AN UPDATE ON THE PARISH NDP & CONSIDERATION PARISH COUNCIL AGREEMENT/ RECOMMENDATION**

9) TO CONSIDER PLANNING APPLICATIONS RECEIVED:

Ref. No: PA20/03692 1 Coomb Pines Helford Passage Mawnan Smith TR11 5LB

Removal of condition 1 attached to planning permission PA07/01389/FD dated 9 November 2007 (Use of existing house as holiday flat without compliance with Conditions 9 and 10 of Decision Notice Number 2/06/81/01095/F dated 4 February 1982)

Ref. No: PA20/04287 Penwarne Manor Mawnan Smith TR11 5PH

T1 - Sycamore decay at base. Reduce tree height from 17 m to 11m, below shelter of surrounding tree canopy, to stabilise and balance weight of tree. T2 - Irish Yew. Reduce height from 14m to 3.5m - reducing to the primary bows to invigorate the woodland floor and re-establish a thicker shorter crown

Ref. No: PA20/04165 Trelevra Grove Hill Mawnan Smith TR11 5ER

Demolition of existing dwelling and garage and construction of new dwelling and integral garage

10) APPROVAL OF THE LIST OF PAYMENTS FOR MAY 2020 & TO RECEIVED BANK STATEMENTS AND RECONCILIATIONS TO DATE NOT ALREADY RECOGNISED

11) TO RECEIVE ANY COMMUNITY GRANT OR SHORTFALL ASSISTANCE GRANT APPLICATIONS

12) CORRESPONDENCES (LIMITED LIST)

13) REPORTS FROM OTHER GROUPS / INDIVIDUALS

14) ITEMS FOR INCLUSION AT THE NEXT MEETING

15) MATTERS OF COMMUNITY CONCERN

16) DATE & TIME OF NEXT MEETING (LIKELY TO BE ONLINE AGAIN) – 16TH JULY 2020

Details to join our meeting using ZOOM

Topic: Mawnan Full Parish Council

Time: Jun 18, 2020 07:00 PM London

<https://zoom.us/j/3877928865>

Meeting ID: 387 792 8865

One tap mobile

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Dial by your location

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

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Meeting ID: 387 792 8865

Find your local number: <https://zoom.us/u/adHV3WiB5O>

Item 4 – minutes from the last physical full parish meeting in Feb 2020 which have yet to be agreed.

Item 5 – minutes from the ‘virtual meetings’ of March, April and May 2020 7 a list of delegated actions taken during this period.

Item 6 – notes from the clerk on parish actions since 21.5

Item 7 – Emergency Scheme of Delegation (agreed march 2020) to be reviewed in light of legislative change. Adoption of the amendment to Standing Orders as regards Remote / Online meetings – this will allow us to hold our regular meetings online in future until such time as physical meetings are reinstated.

Item 8 – Outstanding works to the draft NDP Policy Document, postponed in March due to COVID-19. Information on what is left to do, undertaking a socially distanced public consultation and the next necessary steps. This requires a vote from the parish Council on the Policy document & supplementary papers.

Item 9 – 3 outstanding planning applications: PA20/03692 1 Coombe Pines (removal of conditions); PA20/04287 Penwarne Manor (tree works) and PA20/04165 Trelevra (rebuild of dwelling)

Item 10 – payment list for June which includes a payment of the clerks ALCC subscription of £40 (the ALCC being the advisory/union part of the Society of Local Council Clerks that the parish subscribe to) in lieu of a payment to offset home-working costs during the lockdown period (estimated to be £26 per month by HMRC).

Plus bank reconciliations from Feb to May (2 in the old format, 2 with the new software).

PAYMENTS LIST - JUNE 2020				
Voucher	Code	Supplier	VAT	Total
47	Postages	debit card	0.00	2.40
48	Land Registry Searches	debit card	0.00	3.00
49	NDP - Grant Funding	1&1 Ionos	1.60	9.58
50	H&S	debit card	32.50	195.00
51	Clerks Salary (inc PAYE & NI)	clerk	0.00	973.04
52	Telephone & Internet	BT	9.20	55.18
53	Toilets - Utility Charges	EDF energy	0.00	15.00
54	Clerks Pension Contribution	Nest Pensions	0.00	24.62
55	Parish Pension Contribution	Nest Pensions	0.00	51.28
56	Toilet - Cleaning & Materials	clerk	1.00	6.00
57	Miscellaneous Expenses	We Store Cornwall	39.60	237.60
58	Miscellaneous Expenses	We Store Cornwall	3.60	21.60
59	Clerks Salary (inc PAYE & NI)	HMRC	0.00	84.12
60	Parish NI contribution	HMRC	0.00	121.59
61	Internal Audit Fee	Hudson Accounting Ltd	0.00	225.00
62	Subscriptions	ALCC	0.00	40.00
63	Grass Cutting	R Sanders	18.00	108.00
64	Weeds	R Sanders	56.00	336.00
65	Maintenance/ Grounds	R Sanders	96.00	576.00
66	S19 - Junior Playing Field	R Sanders	20.20	121.20
67	S19 - Carwinion Playing Field	R Sanders	50.00	300.00
68	Toilet - Cleaning & Materials	KC Payne	0.00	200.00
total			327.70	3,706.21

Clerk: Mrs L Clements, The Parish Office, MS Electrical, The Square, Mawnan Smith, Cornwall TR11 5EP
Tel: 01326 251022

Email : clerk@mawnan.org.uk

Website: www.mawnan.org.uk

Debit Card Usage LogDate: 31.05.20

Date	description & cost centre	merchant	amount	vat
06-May	postages - d moule	Royal Mail	£0.76	
08-May	postages - Cllr moyle misc	Royal Mail	£0.76	
22-May	land registry - penwarne search	Land Registry	£3.00	
26-May	postages - Cllr moyle misc	Royal Mail	£0.88	
27-May	NDP grant - website	1&1 ONOS	£9.58	£1.60
28-May	Health & Safety (reserves) - sanitiser stations	QBIC UK	£195.00	£32.00

End of month balance (verified by clerk and checked with bank statement)

£209.98 £34.10

Item 11 – grant requests to date. Many groups are still not up and running, or have completely shelved any intended works for this summer so we may need to revisit these again later in the year.

Item 12 – correspondences. Once again a limited list of those correspondences not dealt with under delegated powers that you might want to be involved with.

	Rec'd	Description	From	actions
1	28.5.20	Carwinion Business rates Grant confirmation (£10,000)	Cornwall Council	Trust to discuss
2	29.5.20	Penwarne Road – why bus stops here?	OTS Falmouth	Clerk dealing – info to traffic letter
3	4.6.20	Reopening Carwinion Field	C Bate, MCA	Clerk dealing
4	5.6.20	Request for info on future planning apps @ Maenporth	Resident	Clerk dealing
5	5.6.20	PA20/02978 – Bosevan. 5 day notice	CC Planning	To cllrs for decision
6	5.6.20	Bequest (£1000) receipt – Mrs Baker	Hine Downing	Clerk to bank
7	7.6.20	Online meeting assistance	Budock PC	Clerk dealing
8	9.6.20	Site visit PA20/00060	N Brabyn, Planning	Clerk, Cllr Marsden & Cllr Bastin dealing
9	10.6.20	Opening local highstreets	M James, Localism	For info

Item 13 – reports from other groups . None provided except those for inclusion in AGM report.



MINUTES OF THE PARISH MEETING HELD ON THURSDAY, 20th February 2020 AT 7.30PM, IN

Present: Cllrs Faiers (Chair), Bradley, Nash, Sadler, Gladstone, Marsden, Moyle, Whibley

ALSO PRESENT: Mrs L Clements, Clerk & a large number (40+) of members of the public

3133.20 **SAFETY PROCEDURES**– explained by the chair

3134.20 **TO RECEIVE APOLOGIES FOR ABSENCE** – Cllrs Prasad & Toland

3135.20 **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

3136.20 **TO CONSIDER REQUESTS FROM COUNCILLORS FOR DISPENSATIONS**

None Noted

3137.20 **PUBLIC COMMENTS ON ITEMS ON THE AGENDA**

At this point Cllr Faiers (chair) read the following statement addressing the issues raised following the Carwinion Admin Hub consultation:

Before I invite public comments on items on the agenda, I'd like to update members on the feedback from the recent Mawnan Hub public consultation.

Around 90 people, mostly residents attended over the two days - 6% of the population who live in Mawnan Parish.

Of these 90, approximately a third were opposed or strongly opposed. Several others, younger mums and dads, felt the money should be spent on upgrading the play equipment at the Junior Playing Field. The remainder were not opposed or actively supported the proposal.

I, the Vice-chair and other parish council members had some useful conversations over the two days. As you're aware, the favoured option has always been to have a fit-for-purpose parish office within the village. Till now, that has eluded us.

So when Rod Allday - the Lead on the Memorial Hall Development committee - suggested the possibility that a Parish office could be incorporated within their proposed new development, we were particularly receptive.

To take this forward: this Tuesday, I and the vice-chair met with members of the Memorial Hall Development committee. We had a positive discussion and viewed an area with potential to become a parish office. They have since provided us with architects plans and information on their proposed development.

Regarding timescales, we emphasised that we are seeking to have a relocated parish office this year. In order that we can explore this possibility more fully - with Parish council member's agreement - it's suggested that the Carwinion Community Hub planning application be withdrawn to allow us to concentrate on this potential option.

It was proposed by Cllr Faiers seconded by Cllr Marsden and

RESOLVED that the current planning application for a building on the Carwinion Field be withdrawn

on a vote being taken the matter was approved unanimously

3138.20 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

Cllr Faiers started by explaining that effectively the proposal for a Hub building on Carwinion Field was dead in the water, with overwhelming community objection to the revised location. However the consultation had brought to light the possibility of working with the Memorial Hall on an annex to the original building which could be provided to the parish council for an office. Fuller discussions on this matter were to be undertaken by Cllrs Faiers and Marsden in the very near future but it did seem something that might make more sense to both parties.

There were questions from the members public within the audience which included:

- What would the new Hall plans look like and what would they cost? This was not our proposal, the Hall Committee would be leading this and we had had no real discussions to date with them.
- What were the costs incurred so far in relation to the planning application/ consultation? – cost for the planning application was £142 with approx. £150 for consultation advertising materials.
- Why were 3 quotes not obtained for the building? At the initial stage over a year ago they were, but because of the bespoke nature of the build it was decided to work with a specific contractor one they had been assessed.
- Why wasn't the Technical Department at Cornwall Council asked for a design specification? This was a bespoke modular build, by an accredited company above and beyond national eco standards. What specification should we have been looking for?

There was a statement that "categorically no buildings should go up on the Carwinion Playing Field" by a member of the public. Cllr Sadler followed this with a request that the Carwinion Trust should consider handing it over to Fields In Trust – it was agreed that this would be added to the next Trust meeting for discussion if appropriate.

3139.20 TO RECEIVE AND APPROVE THE MINUTES OF THE 16th JANUARY 2020 FULL COUNCIL MEETING AND THE CHAIRMAN TO SIGN THEM

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

RESOLVED that the minutes of the Parish Council meeting held on 16th January 2020 be approved and signed by the Chair

on a vote being taken the matter was approved unanimously

3140.20 TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA

The clerk provided information on a quote for gates/ village signs as requested at the last meeting (£4500 from Cormac for 4). This was to be reviewed to include something about being 'Climate Conscious Mawnan' on it.

Lychgate works application – the clerk had checked and we had no responsibility for the tree outside the lychgate and that the planning application had gone through with comments from the Tree officer. Cllr Moyle still asked if contact could be made with the diocese tree surgeon who stated this tree should be removed when inspected prior to the parish taking over management.

3141.20 TO NOTE PLANNING DECISIONS RECEIVED FROM CORNWALL COUNCIL

List was read out

3142.20 TO NOTE ANY PRE-APPLICATION MEETINGS UNDERTAKEN OR ANY ENFORCEMENT COMPLAINTS RECEIVED SINCE THE LAST MEETING OF THIS COUNCIL

The clerk explained that there had been a formal objection to the refusal for Chygwyn to the Planning inspectorate made. This was to be done by written statement and she asked if there were any further comments that the parish council wished to submit to uphold its original decision (and the decision on the first similar application, which they also refused). It was discussed and decided that the comments already made on both applications were suitable and did not really need further explanation.

3143.20 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: PA19/11182 Maricel West Bay Maenporth Road Maenporth TR11 5HP

It was proposed by Cllr Bradley seconded by Cllr Marsden &

RESOLVED that Mawnan Parish Council objects to this application as per the decision of the Planning Committee who recommended that the application as it stands be objected to.

It is felt that this is an over-development of an already small plot (it has historically been split) and that not enough consideration has been given to the impact it will have on the immediate neighbours, or context of the area.

The house already features two large additions in a conservatory style. The proposed plans would remove parking close to the house, whilst the intended garage does not appear to leave sufficient spaces for such a large proposed dwelling. We also have concerns on the internal layout being suggested in the plans at present.

on a vote being taken the matter was approved unanimously

Ref. No: PA20/00060 Land South Of Rosemaen Maenporth Road TR11 5HR

The Planning Committee had already made a decision on this application and presented this to the as their recommendation, following a period of discussion from neighbours. These discussions included comments on the loss of mature trees between the pre-app stage and the initial plans going in – trees that had been clearly mentioned as having significant bearing on any planning application in a 2014 planning officer comment; the problems that would be caused to a number of neighbours due to overlooking and the issues with another driveway being added to the stretch of Maenporth Hill, as highlighted by the AONB team. Cllr Marsden added that the plans did not appear to show appropriate sight lines and that a bungalow (or dormer style) would be more in keeping with the surrounding properties on this stretch of the Hill than the larger house in these plans.

Ref. No: PA20/00459 Mawnan Parish Council Admin Hub Carwinion Road TR11 5JD

Withdrawn (see previous item 3137.20)

Ref. No: PA20/00550 Glendurgan Gardens Grove Hill Mawnan Smith TR11 5JZ

It was proposed by Cllr Marsden seconded by Cllr Sadler &

RESOLVED that Mawnan Parish Council supports this application.

on a vote being taken the matter was approved unanimously

Ref. No: PA20/00563 Summer Court Carlidnack Road Mawnan Smith TR11 5HA
It was proposed by Cllr Sadler seconded by Cllr Faiers &
RESOLVED that Mawnan Parish Council supports this application.

on a vote being taken the matter was approved unanimously

Ref. No: PA20/00625 Bosveal Farm Cottage Durgan Mawnan Smith TR11 5JR
It was proposed by Cllr Marsden seconded by Cllr Moyle &
RESOLVED that Mawnan Parish Council supports this application.

on a vote being taken the matter was approved unanimously

3144.20 **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**

Cllr Marsden read out a summary report of the O&F meeting.

It was proposed by Cllr Marsden seconded by Cllr Prasad &

RESOLVED that Mawnan Parish Council supports the recommendations of the
O&F committee

on a vote being taken the matter was approved unanimously

There was an explanation about the accounts software proposal and the action taken to assess the products shortlisted was undertaken by Cllr Faiers, given that it had been agreed that a recommendation would be given only once Cllr Prasad had undertaken financial checks. However upon consideration of the software available it was proposed that the Scribe software be used of 1 year (with regular backups taken) to being with the new financial year in April. The clerk had already received provisional set-up training and would be feeding information into the systems to have it ready.

It was proposed by Cllr Faiers seconded by Cllr Bradley &

RESOLVED that Mawnan Parish Council accept the 1 year quote for Scribe's
accounting software to start 1st March 2020, with a review at the end of the year
on effectiveness

on a vote being taken the matter was approved unanimously

3145.20 **TO RECEIVE CORRESPONDENCE AND AGREE RESPONSES IF APPROPRIATE**

13.21 The clerk explained that she had received info that the pub AED had had the "battery stolen" and was not working and that Coastmedic would not be funding a replacement. Luke from Coastmedic explained that an AED had been bought by the parish in 2015/16 after fundraising of £1200 (mainly from a parish council grant). There appears to have been some crossed wires about future maintenance expenditure – Coastmedic do have a 'helping out fund' to replace consumables such as pads & batteries etc. but this was usually supported by community fundraising efforts, which Mawnan did not appear to have invested in. In order to support the 50 AEDs across the project Luke had been paying for some things out of his own pocket but was unable to fund the £260 needed immediately for a replacement battery.

It was immediately proposed by Cllr Sadler seconded by Cllr Faiers &

RESOLVED that Mawnan Parish Council donate £260 to Coastmedic for the purchase
of a replacement AED battery.

It was proposed by Cllr Sadler seconded by Cllr Marsden &

RESOLVED that Mawnan Parish Council provide annual funding of £125 (either as a parish grant or by purchasing collection tins) to cover maintenance for the AED.

on a vote being taken both matters were approved unanimously

Cllr Bastin then added that he had just used his Community Chest funds to purchase a battery for one of the Budock AEDs and would be able to reimburse Mawnan at the beginning of the next financial year if the clerk put in a reminder.

13.22 The clerk had received a question about fees for burials of those members of the church/PCC community who although on their electoral roll were not resident in the parish- should they be paying parishioner rates or not? It seems there are 40+ possible members of the church who live outside of the parish boundary who this could apply to. She had spoken to Rev'd Clare to see if it was possible to find out how long someone had been on the church roll and use it in a similar for to that of residency to decide parishioner status. It was agreed that in this specific instance parishioner fees would be charged but that the subject would be added to the next O&F agenda for further discussion.

3146.20 TO RECEIVE AND APPROVE THE STATEMENT OF PAYMENTS, RECEIPTS AND BANK RECONCILIATION FOR THE MONTH OF JAN 2019

It was proposed by Cllr Sadler seconded by Cllr Faiers &

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

on a vote being taken the matter was approved unanimously

3147.20 TO APPROVE THE PAYMENT OF ACCOUNTS IN FEB 2020

It was noted that we were now using online banking to pay the majority of monthly bills for the parish, hence the new numbering system for payments. Amendments to our Financial Regulations to cover this change were underway.

It was proposed by Cllr Marsden seconded by Cllr Bradley &

RESOLVED that accounts totalling £8054.72 (inc. VAT) be approved for payment & duly signed

on a vote being taken the matter was approved unanimously

3148.20 TO RECEIVE ANY INFORMATION ON NOTED TRAFFIC & FOOTPATH ISSUES

Cllr Whibley quickly reported on footpath issues – the main one appearing to be mud. Many of the paths in the parish network were suffering with issues related to the persistent and ongoing rain making them treacherous and in places dangerous. Footpath 19 was highlighted as having issues which were being discussed between the Allotment Association (who leased the site) and the National Trust (landowner) to try to address problems increased with the installation of the bottom fencing. Cllr Moyle seemed to feel it was the Parish Council's responsibility to maintain the footbed of all the parish paths that it cut as part of the parish LMP commitment. The clerk & Cllr Whibley explained that this was not the case and that many people did seem to think that the parish council was responsible for cutting, maintaining and fixing issues related to the path network – the footbed was the responsibility of the landowner and that they had asked if someone from the Countryside access Team would be willing to come along to explain about rights and responsibilities surrounding footpaths at the April meeting.

Beach Cleans – next on for Durgan meeting at Bosveal carpark at 10.30am on Sunday. Plastic Free Helford are holding one on 8th March at 10am on Maenporth Beach.

The Helford Estuary Patrol was looking for additional volunteers to support its work out on the river boat during summer (April to Sept). Meeting of all current and potential volunteers at the Bowling Club on 3rd March between 5 & 8pm. RYA L2 & 1st aid qualifications will be needed. More info from Sue Scott.

Cllr Bradley reported on the progress for the crossing at Grove Hill. Unfortunately this had appeared to have fallen through the cracks, with a 55 page feasibility study being sent onto the parish in July with options in that we were now aware we had to decide on – as we originally asked for a crossing, not assessment and though that this was another internal stage of the process before we got a crossing installed. We now need to make a choice on the options provided and either find funds ourselves for this project or submit a further Expression of Interest (EOI) form to the Network Panel asap. A full pedestrian crossing was costed at £30,000; dropped kerbs only at £16,500. It was agreed that this be added to the next agenda and published/advertised as widely as possible for some community input before a decision was made.

3149.20 REPORT FROM THE NDP STEERING COMMITTEE ON THE CURRENT POSITION

Mr Damer reported that there has been a perceived period of quite from the NDP team since the September Public Consultation but this was actually being used to review and revise the documents presented ready for submission. 4 large submission documents (the Design Statement; LLCA, Non-designated Heritage Asset list & Green Space Designations) were hopefully coming out to the parish councillors next week for a discussion meeting in early March, prior to a formal request for approval at the March meeting. After this they would go to the statutory 6 week public consultation prior to formal submission to Cornwall Council. The Bowling Club had been booked for 23rd March for a regular Steering Group meeting which would include a presentation from the AONB Team on the Cornish Hedge Project. Mr Damer once again thanked everyone involved with the project and the community at large for their continued support in these final stages.

3150.20 REPORTS FROM COMMITTEES AND REPRESENTATIVES

Cllr Gladstone reported on the Climate Change Group – the action group itself being set up last September to try to bring all the community groups working together. Point raised at this meeting had now been collated into project areas and it was hoped that some of these could be progressed at the next meeting – 22nd April.

He had also attended the CNP Climate Group meetings as well as some other local action groups events to see what others were doing.

Cllr Marsden said that a resident (PG) had asked to be on the Climate Committee Team. Cllr Gladstone was more than happy with this and gave an open call for any volunteers from within the community to come to the next meeting to take the work forward. The school is already doing a Green Charter and there was a suggestion that the meeting take place earlier (6pm) to allow students to be able to attend

Cllr Bradley reported back on the last CNP meeting – the Climate Group membership had tripled in size but there was general disappointment that elected county councillors were not showing up to support them, as almost all of the parishes were now represented. There was to be a celebration of the Community Chest (monies spent by elected councillors directly in parishes) at the Temperance Hall in Penryn on 10th March at 5.30 prior to the AGM. There were also plans for the ongoing devolution of services to parish councils – 80% of parish councils having already taken on some services.

3151.20 REPORT FROM CORNWALL COUNCIL WARD MEMBER

- Cllr Bastin reported that Highways now had 4 new pressure fill machines to fill potholes, which should be more effective than the current manual process.
- The latest Keep Britain Tidy campaign was being rolled out – there were posters featuring a set of glow in the dark eyes to highlight that dog-fouling was being watched even in the dark!
- The County budget was likely to go ahead at 3.99% on Tuesday with 2% once again being ring-fenced for adult/social care.
A resident then asked about reports of the £44million owed to RBS. Cllr Bastin explained that this related to a recent Ombudsman decision made about the original loan to Cornwall County Council being illegal and had been bubbling away for years (something to do with conditions on paying it back early). The resident then questioned if the Unitary Authority had undertaken due diligence on this matter before the switch was made and what plans were made by them to address this loan issue.
- It looked like evidence for tree planting commitments from each parish (under the Forest for Cornwall banner) was to be requested; this includes not only trees planted by public bodies but those done by individuals and groups too. It was asked if there was any funding for parishes available from the £82 million set aside for the project to buy trees (the Woodland Trust being out of stocks until November 2020). Cllr Bastin said that some funding had gone to school to let them grow from seed but was not aware of money being released to buy trees otherwise.
- 6th September would see the Tour of Britain commencing in Cornwall and coming through Falmouth on the 1st Stage. As such Falmouth Town Council were holding a workshop session for any parish involved (it misses Mawnan).
- Cllr Moyle asked if it was illegal to leave mud from fields on the highway. He explained that there were a lot of fields being worked on locally and significant amounts of mud being tracked onto the highway from agricultural machinery which was making conditions dangerous and blocking drains as it flowed off. Whose responsibility it was to clear mud off the roads – highways or landowners – and why did Cormac not undertake the work if necessary and simply bill the appropriately landowner? He also asked if Cllr Bastin could find out if a new gate onto the highway from a field would need permission granting.
- A resident stated that he was appalled by the state of roads in the village and when way highways going to sort them out as the same complaint had been put in for several years. This was clarified to mean the stretch of Carwinion Road outside the Methodist Chapel which has dips, humps and potholes in and that the clerk had reported on multiple occasions. Cllr Bastin said that highways assess the road as per their maintenance manual but that he would try to highlight the issue with this specific section.

3152.20 ITEMS FOR INCLUSION ON NEXT AGENDA

None not already noted

3153.20 DATE AND TIME OF NEXT MEETING - The next will be held at 7-30pm, on Thursday 19th MARCH 2020, in the Memorial Hall.

3154.20 MATTERS OF COMMUNITY CONCERN (not already covered in this agenda)

Grant paperworks for 2020 – the clerk apologised that these had not yet gone out. They were printed and ready to go but she had not had time to get them sent out. She would do this on her return from holiday on March 9th.

A resident said that he understood the need for a new office after seeing the photos of the current one but did not understand why we were not actively trying to go paperless (by waving a copy of the current agenda). It was stated that the parish council were trying but there were still items that had to be printed and sent out/held. We had looked into trying to use the hall

projector during meetings- but so far plans required the lights to be turned off. Ongoing investigations were being undertaken.

3155.20 **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.**

3156.20 **TO DISCUSS ITEM AS REQUESTED BY CLLR SADLER: TO APPROVE THE CONFIDENTIAL MINUTES FOR THE MEETING OF 16th OCTOBER 2019.** (This is only to approve the minutes for accuracy/context – as there were no resolutions made there are no matters arising).

It was proposed by Cllr Sadler, seconded by Cllr Faiers and
RESOLVED that the confidential minutes (as amended) of the Parish Council meeting held on 16th October 2019 be approved and signed by the Chair

on a vote being taken the matter was approved unanimously

meeting finished at 9.35pm

DRAFT

Item 3141.20 – Planning decisions Jan to Feb 2020

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)

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.

Item 3144.20 – Cllr Marsden's Office & Finance Report of 23rd of January 2020

Previous actions - Cllr Prasad reported he was still investigating reclaiming VAT on the Admin Hub if its let out to community groups.

Budget position — we discussed the current budget position, which is fine, the public toilet leak and related excessive water bill will distort the 'Public Services' position, but we should be able to reclaim some of this back. We are still chasing up outstanding advertising invoices not paid.

Internal Audit & Review — No specific actions required in relation to last years audit. Two mentioned items were income in budget setting and recording of exercise of public rights, both noted by our Clerk.

Review of Internal Financial Controls & risk assessment – Clerk added 'verification of contracts and on-line payments (once up and running). Agreed we would review and agree these annually.

Health & Safety — increase in complaints on roads, trees and drains in the parish - all items the Clerk regularly reports to Cormac.

Reducing paper - Parish Council meeting minutes, agenda etc are often many pages, so to reduce what's posted out to members in future, this will only be - agenda, draft minutes, planning and correspondence received - posted out in future. As the Memorial Hall is now on-line, we will investigate if we can use their projector to display documents in the future.

New Accounting Software — Bespoke Cloud based Parish and Town Council accounting software is now the norm. Our Clerk and chairman have reviewed three different software packages, and from this, recommend we opt for an annual licence with Scribe Accounting software. The cost for the year will be £?

MCA Lease update— This appears to be progressing and the lease discussion is starting to home in on specifics. A review of the insurance cover is also being looked at.

Office Accommodations — this covered the preparation for the forthcoming leaflet drop and public consultation. Other matters included alt native options put forward by members

Clerks Annual performance review — agreed the chairman and Cllr Marsden would undertake this again, reporting the outcome to the April O & F meeting.

Item 3145.20 – 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	10
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	16
10	3.2.20	Entrance signs to village – costing	CORMAC	Full council	8
11	3.2.20	Chasing the Grove Hill crossing??	Resident	Full council	16
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	6
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	6
19	11.2.20	Footpath 11 issues (Carlidnack woods)	Access Team	Full council	6
20	12.2.20	Admin Hub objection	M Ley – Mawnan Cricket Club	Full council	16
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	16

Item 31457.20 – payments Feb 2020

Cheque No	PAYE	Expense	VAT	Total (inc VAT)
OL- 5	Printing Chambers	Misc (future offices) - consultation info 1528		£14.40
OL- 5	Printing Chambers	Misc (future offices) - consultation info 1533		£98.00
OL- 6	Rexel Uk (Denmans)	Grants - MCA heaters	£314.64	£1,887.84
OL- 7	R&D Engineers	public services - toilet water leak repair	£155.00	£930.00
OL- 8	horman architects	Misc (future offices) - design/planning works		£300.00
OL- 9	Lisa Clements	Wages & Expenses	£0.55	£1,132.82
OL- 10	KC Payne	Public Services- toilet cleaning contract		£237.14
OL- 11	R Sanders	open spaces/ churchyard contract	£119.00	£714.00
OL- 12	Complete Buisness Solutions	admin - toner	£22.47	£134.82
credit	Complete Buisness Solutions	admin - toner	-£5.55	-£33.30
OL- 13	James Evans	NDP - planning consultant		£1,050.00
OL- 14	Printing Chambers	Misc (future offices) - consultation info 1540		£60.00
OL- 15	MS Electrical	Public Servies - toilet lighting	£22.23	£133.38
OL- 16	Scribe	subscriptions - finance software	£56.60	£339.60
OL- 17	Coastmedic	Grants - AED battery		£260.00
DD	ICO	Subs - information commissioners office		£35.00
DD	EDF	Toilet utilities - nov/Dec 2019		£9.00
DD	BT	Telephone + internet	£10.32	£61.95
DD	NEST pensions	clerks pension		£92.20
DD	EDF	Toilet utilities - oct/nov 2019		£9.00
DD	SWW	Toilet utilities - jan/feb 20		£199.39
DD	SWW	Toilet utilities - Dec AMENDED BILL		£146.52
Debit Card	as listed	parish expenses accrued by clerk	£19.17	£242.96
	TOTAL FOR PAYMENT		£714.43	£8,054.72



VIRTUAL MINUTES OF THE PARISH MEETING INTENDED TO BE HELD ON HELD ON THURSDAY, 19TH 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 **Seconded:** Cllr Toland

Yes= 7 No = 0

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 **Seconded:** Cllr Sadler

Yes= No = 0

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 20th 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 **Seconded:** Cllr Bradley

Yes= 6 No = 0

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 **Seconded:** Cllr Bradley

Yes= 6 No = 0

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
			£5641.94	£94.59

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.



VIRTUAL MINUTES OF THE PARISH MEETING INTENDED TO BE HELD ON HELD ON THURSDAY, 16TH APRIL 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.

* Where voting has taken place the proposer listed is the first to respond to the clerk, seconder the next.

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. There is also some inclusion to cover the Office & Finance meeting which would have taken place on the 27th. Please read in conjunction with the extended notes included with the Virtual Agenda.

3164.20VM **Update on parish office actions since 19.3.20**

Other than those items already listed in the virtual agenda the clerk noted that she had completed the end of year finances and was waiting arrangements with our internal auditor to collect hardcopy documents. She had also made a visit into the parish offices to swap up some resources, including laminating extra footpaths social distancing notices which Cllr Toland/Whibley were going to collect and put up whilst out.

3165.20VM **Current Council vacancies**

The Casual Vacancy notice has ended and as such co-options would be undertaken at the next-but-one public meeting.

3166.20VM **Planning – 3 applications on the table:**

Additional comments where received from the homeowner and/or neighbours & residents directly to the parish council are included as an appendix document.

Ref. No: PA19/11182 Maricel West Bay Maenporth Road Maenporth TR11 5HP
Mawnan Parish Council still feel that, despite the small reduction in footprint of the proposed extensions, this development is still too large for this small plot and continue with our original objections.

This development does not sit comfortably onto its immediate environment and would have a detrimental effect to the landscape and character of the area -especially impacting on its immediate neighbours. Being within the AONB this development should have to show how it enhances and compliments it - unfortunately this development does not appear to do this at present.

Proposed: Cllr Nash **Seconded:** Cllr Toland

Yes= 6 No = 0

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

Ref. No: PA20/00060 Land South Of Rosemaen Maenporth Road Maenporth Mawnan Parish Council feel that it has to continue with its original objections to this application.

The amended plans to nothing to address the bulk of the proposed development and planned removal of the existing cornish hedges.

The reasoning that there are other 2 storey houses on the road ignores the fact that they are on large original sites, not on split plots.

We are still aware that the AONB Team hold to its original objections and that our (fledgling) NDP would also see these plans as contrary to its policies.

Proposed: Cllr Toland **Seconded:** Cllr Nash

Yes= 6 No = 0

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

Ref. No: PA20/02521 Muggles End Little In Sight Mawnan Smith TR11 5EY Mawnan Parish Council are in support of this application, provided that the works conform to the plans provided in that no works exceed 20% of the tree density and only to successfully manage the tree's future growth.

Proposed: Cllr Marsden **Seconded:** Cllr Bradley

Yes= 5 No = 0

6 councillors notified the clerk of their votes – 3 did not respond, 1 had a request for further clarification on the plans included.

3167.20VM

Correspondences (limited list)

There were no additional comments on these correspondences – it was accepted that the clerk was responding as appropriate and necessary

3168.20VM

Approval of the list of payments for April 2020 (£7679.97)

Payment #	PAYEE & expense	VAT	Total (inc VAT)
OL- 27	Groundwords UK - NDP Grant return		£1,693.43
OL- 28	Lisa Clements Wages & Expenses		£973.04
OL- 29	KC Payne Public Services toilet cleaning contract		£200.00
OL- 30	Bob Sanders Open Spaces/ graveyards	£264.95	£1,589.70
OL-31	CALC Annual Subscription	£64.32	£580.35
OL-32	MS Electrical Office Rent to 10/20		£1,560.00
OL-33	Tregaminon Farm REISSUE 2846 village xmas tree	£36.00	£213.00
OL-34	Mrs SD Jones REISSUE 2855 Misc climate logo design	£4.32	£53.90
OL-35	DAZ Developments (Cornwall) Ltd Misc future office test holes	£30.00	£180.00
OL-36	SLCC Annual Subscription		£161.00
OL-37	ICCM Annual Subscription		£95.00
DD	Cornwall Council Graveyard Rates 2020/21		£211.31
DD	BT Telephone + internet	£9.73	£58.38
DD	NEST pensions clerks pension		£75.90
DD	EDF Toilet utilities monthly direct debit		£9.00
	CARD as listed parish expenses accrued by clerk	£1.60	£25.96
	TOTAL FOR PAYMENT	£410.92	£7,679.97

Proposed: Cllr Toland **Seconded:** Cllr Faiers

Yes= 5 No = 0

5 councillors notified the clerk of their votes – 4 did not respond.

3169.20VM End of year budget position and review of budget for 2020/21

There were no comment on this item, other than Cllr Nash who was 'Glad to hear accountancy package is a success. Look forward to seeing results.'

The clerk would like it noted that these exceptional circumstances would mean that a proper review of the financial position (both End of Year for 2019/20 & amended starting position for 2020/21) would be delayed until the next O&F meeting. Any exceptional changes or needs would be notified to councillors immediately.

3170.20VM Reports for other groups/ individuals

Almost all parish events and activities had either been suspended, postponed or cancelled outright. The clerk & Cllr Toland were working to make sure information and communications through the parish community website and the Self Isolation Facebook page kept everyone up to date and in touch.

3171.20VM Future meetings

Given that it will be unlikely that an Annual Parish Meeting takes place in May the suggestion that the current chair/vice-chair continue until 2021 (as proposed by CALC) was discussed. However a consensus vote was not agreed upon – it was felt by some members that IF a revised time for an AGM later in the year was agreed then a vote on chair should take place then. The clerk decided to defer this decision until physical meetings were resumed when a decision on a deferred AGM could take place.

2 councillors voted continue as is to May 2021; 2 voted to wait until an AGM later in the year; 1 councillor voted to continue as is unless an AGM is arranged sooner. The current chair abstained

**Appendix for planning item - 3166.20 VM
In relation to PA19/11182 - Maricel**

From: Eco Architectural [REDACTED]
Sent: 15 April 2020 08:50
To: lisa
Subject: Re: Mawnan planning application for Maricel

Hi Lisa,
Thank you for your email. I hope you and your family are keeping well.
Sorry for my delayed response. The main thing from my side of things is that the proposal has been reduced considerably to create a structure similar to an attic/roof conversion so we really feel this is a very considerate development.
I have spoken to my client and they wanted the parish to know the fact they are local, employ locals and run the Helford ferry as at least 3 of the objectors are 2nd home owners on this application.
Best Wishes to you and everyone on the Parish.
kindest regards,

[REDACTED]
Eco Architectural Ltd
First Floor Admiralty House, 2 Bank Place, Falmouth. TR11 4AT

From: [REDACTED]
Sent: 14 April 2020 14:58
To: clerk@mawnan.org.uk
Subject: PA19/11182

Hello Lisa-
Hope you are managing in these stange times. The village seems to be coping well so far.
I contacted you re the above application and your committee, I know were against the proposal.
I wanted to let you know that revised plans have been submitted (I'm slight concerned given the timing). These have slightly reduced the original proposal but all the objections from the neighbouring properties are still completely valid.
It is a significant over development of an already well developed plot. The new proposal increases the width of the semi detached house by 50% and uses up almost the entire width of an already small plot. It's ugly and surely must contravene neighbourly development principles.
I will be re stating my objections on the CC site but wanted to ensure Mawnan Parish were aware of the new plans. I'm concerned proposals like this could slip through the net given the circumstances.
Thanks again for your help
Kind regards

In relation to PA20/00060 – Land at Rosemaen

From: RTA [REDACTED]
Sent: 08 April 2020 12:29
To: lisa
Cc: [REDACTED]
Subject: Re: Mawnan Planning application for Land @ Rosemaen

Hi Lisa

Thank you for your email and update.

We have made several changes to the proposals in response to comments by local residents and the planning case officer. These include:

1. Pushing the new vehicular entrance curves back into the site to keep the vehicle visibility splays clear.
2. Pushing the dwelling further into the site, to be in line with the fronts of the neighbouring properties - Rosemaen and Tramaen.
3. The garage has also been pushed back into the site, and more specific landscape planting has been included adjacent to the road, to screen the garage.
4. Reduction of glazing and a variation of the design to the principle front elevation. Some minor changes were also included to the rear elevation.

We understand that the case officer is now supporting the application, following these changes. If you have any queries or require any specific clarification of any aspect of the project, please do not hesitate to contact me.

regards

[REDACTED] Architect
Admiralty House
2 Bank Place
Falmouth
TR11 4AT

From: [REDACTED]
Sent: 14 April 2020 10:43
To: lisa
Subject: Re: PA20/00060

Hi Lisa, hope you're well.

Re the planning application (PA20/00060).

We don't have any further comments as such, other than that all our objections still stand. I've spoken to the surrounding neighbours and we are all of the same view that the revisions don't change anything.

My main concern, as I mentioned earlier, is the planning process during the current circumstances. I would hate for this application to slip through the net and end up not being properly scrutinised because of the Covid situation. The felling of veteran trees in total disregard for a) the environment and b) due planning process also needs to be fully taken into account - otherwise a dangerous precedent could be set.

I've raised this with Councillor Bastin and he sent me this response in reply:

Who should make decisions in the absence of face to face planning committees ? After several versions it is now clear that the divisional member must be the key player and should lead the process. Bottom line nothing will be decided until I have reviewed the case and made my view very clear.

I will remind Nigel B of this — the worst that can happen is that this is deferred to be reviewed by a planning committee once things return to normal When ever that may be.

My personal view that this application does not fit the area is still the same.

Best wishes. John

So that's somewhat of a relief. If the Parish is also of the same view that its objections remain unchanged, that will also help Cllr Bastin.

Thanks so much once again to the Parish for all that you are doing for our community. I hate to go on about an issue like this in a time of crisis, but I hope you understand my reasons for doing so. This is a planning decision that will have an impact on the whole Maenporth area for generations.

Best wishes,



VIRTUAL MINUTES OF THE PARISH MEETING INTENDED TO BE HELD ON HELD ON THURSDAY, 21st MAY 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.

* Where voting has taken place the proposer listed is the first to respond to the clerk, seconder the next.

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. Usually in May we undertake the Annual Parish Meeting, with reports from parish groups on their activities. In lieu of this where I have received them I will do a separate set of "virtual Minutes" recording reports from community groups.

3172.20VM Update on parish office actions since 16.4.20

Other than the items listed on the virtual agenda there clerk has done the handover to our internal auditor, begun drafting revised Financial Regulations (for use of online payments & debit cards) and risk assessed the office for a stages "return to work" strategy . She also sat in on the Mylor parish online meeting to see how it worked and is looking at trying something similar at Mawnan (should a suitable day/time be agreed).

3173.20VM Current Council vacancies & future meetings

The clerk has asked to trial a Zoom meeting of councillors to see how effective this would be for us going forward. She was concerned that Thursday evening meetings might mean clashes with "clapping for the NHS" if not managed correctly or that returning to a full agenda might be problematic without consideration.

The clerk has received a nominee for the co-option vacancy but has told them this will not happen until next-but-one public meeting.

3174.20VM Planning – 3 applications on the table:

Additional comments where received from the homeowner and/or neighbours & residents directly to the parish council are included as an appendix document.

Ref. No: PA20/02978 Bosvean Carlidnack Road Mawnan Smith TR11 5HA

Mawnan Parish Council object to this application.

We agree with the AONB comments in that the removal of such a large amount of established hedge would change the character of the lane here. There have already been a number of developments along this lane that have necessitated removal of parts of the hedges, which have been carefully managed to limit the visual impact on the overall street scene, but nothing on this scale.

If the proposed garage were on the OTHER SIDE of the plot the existing hedge could stay, the current access remain and be used for turning plus would site better in the street scene as there is already a gap next door at Goldmartin where their parking bay is, and the drive is

exactly opposite Chy Ryth thus giving more "road space" at this point.

We are also concerned that such a large garage could be easily be changed to some form of residential use. Should this application be approved we would like to see a condition tying it to the house for ancillary use only.

Proposed: Cllr Toland **Seconded:** Cllr Marsden

Yes= 5 No = 1

6 councillors notified the clerk of their votes – 3 did not respond (2 having sent apologies)

Ref. No: PA20/03103 1 Goldmartin Close Mawnan Smith Falmouth Cornwall TR11 5HG
Mawnan Parish Council support this application.

The extension would have little impact on the immediate neighbours or the general view and produce the much needed space for the residents.

Proposed: Cllr Sadler **Seconded:** Cllr Nash

Yes= 7 No = 0

7 councillors notified the clerk of their votes – 3 did not respond (2 having sent apologies)

Ref. No: PA20/03314 Twitten Edge Budock Vean Lane Mawnan Smith TR11 5LQ
Mawnan Parish Council support this application.

We feel that this is simply the formal enclosure of an existing terrace and should have little impact on neighbouring properties.

Proposed: Cllr Sadler **Seconded:** Cllr Toland

Yes= 5 No = 0

5 councillors notified the clerk of their votes – 4 did not respond (2 having sent apologies)

3175.20VM

Correspondences (limited list)

A response to the resident about traffic along Penwarne was agreed – the clerk having drafted an email – and it was agreed to forward this to both the resident and Cllr Bastian. 5 day notice for PA20/00060 Land at Rosemaen – after communication with Cllr Bastin it was agreed to ask that this be referred to the Planning Committee for decision, rather than an officer delegated one. Our reasoning for this was recorded as: *We feel that the significant opposition to the current plans from not only the parish councils and neighbours but from the AONB warrant having the change to present our case. Our objection still centres around the sheer size of the proposed new building and the removal of established hedges & trees undertaken by this application during its progress.*

3176.20VM

Approval of the list of payments for May 2020

May-20		VAT	TOTAL
VN34	Lisa Clements Wages & Expenses		£973.04
VN33	KC Payne Public Services toilet cleaning contract		£200.00
VN 38-41	Bob Sanders Open Spaces/ graveyards	£139.00	£834.00
VN35	Bob Sanders footpaths	£121.03	£726.19
VN42	Came & Company - parish insurances		£878.90
VN36	BT Telephone + internet	£9.19	£55.18
VN43/44	NEST pensions clerks pension		£75.90
VN37	EDF Toilet utilities monthly direct debit		£9.00
VN25 -32	CARD as listed parish expenses accrued by clerk to 31.4.20	£25.80	£167.12
VN45	SWW - toilet utilities (credit balance)		-£126.16
	TOTAL FOR PAYMENT	£295.02	£3,919.33

Proposed: Cllr Toland

Seconded: Cllr Marsden

Yes= 7 No = 0

7 councillors notified the clerk of their votes – 2 did not respond (having sent apologies)

3177.20VM

Reports from other groups / individuals

Terry Damer asked that the following be included as a NDP report for this month.

Because of social distancing rules currently in force, it is not yet possible to undertake the public consultation process we were hoping to instigate this summer. We are waiting for guidance from Cornwall Council as to when and in what way such consultations can take place, but we think it unlikely we will be able to undertake public consultation until the autumn at the earliest, but will inform the PC when we receive information on this.

The UK govt. has issued guidance that no referenda (including on NDPs) can take place until 6 May next year, which is some time later than the timing we were hoping for (which was before the end of this year).

The document presented to the PC has continued to be revised to either reflect comments received, or to improve the clarity and presentation of a lengthy and complex document.

From: Carol Hurst [mailto:plasticfreehelfordriver@gmail.com]

Sent: 02 May 2020 15:14

To: various

Subject: Update

Dear all

I hope you are keeping safe and well.

As we are unable to hold a meeting at present I thought I would send you all an update.

On Wednesday 11th March, I attended a Plastic Free Coastlines workshop in Plymouth, Surfers Against Sewage gave a presentation about the Plastic Free Communities project which was really helpful. I also met the new SAS CEO Sally Storey along with 12 other PF community leaders from groups in Devon and Cornwall.

After some staff changes at SAS headquarters in St Agnes there is now a new admin coordinator so I have finally made some progress with our application for status.

We are nearly there!

PF Champions

We have just had 2 new plastic free champions approved, Mawnan Village Stores and the Holyfield Farm Project. Well done to them and as soon as I am able, I will be presenting them with their certificates and plaques and posting photos across social media.

Unfortunately we are not able to award the Spar shop in Constantine a Plastic Free Champion award. I didn't realise that only independent businesses are eligible, not chains or large organisations. However, they are doing a brilliant job so I will be making them one of our PF Helford River Allies.

We need 10 champions to apply for status so we just need one more but this will be an ongoing process and we hope to sign up as many businesses around the Helford River as possible.

Schools

We now have 3 schools signed up, Mawnan Smith, Constantine and Zelda in Gweek.

Councils

Mawnan Smith Parish Council have signed the pledge and are fully supporting us, Constantine PC and Gweek PC will support us but not put a named PC member on our steering group. SAS have said as long as we have one council signed up and we keep the others informed of our actions that will be fine.

Allies

We need at least 10 allies signed up, these are organisations that will promote and support PFHR in some way.

There are a number already identified and when approved by SAS they will receive a certificate and like the champions we will post across all social media.

I will keep you all posted on any further developments and hopefully we will be able to hold another steering group meeting sometime soon, 2 metres apart of course!

Take care everyone and stay safe.

Kind regards

Carol

If you do not wish to receive e mails from PF Helford River please let me know and I will remove you from the mailing list.

CAROL HURST

plasticfreehelfordriver@gmail.com



From: Sue Scott [mailto:coordinator@helfordvmca.co.uk]

Sent: 27 April 2020 20:20

Subject: Fwd: Natural England Conservation Advice project pause

Hi Everyone

Here is an email from Natural England, the conservation advice for the Helford MCZ is available for comment. I seem to have missed the email when it was first released, sorry, but we have plenty of time, August 28th is the deadline now.

The supplementary advice and conservation objectives part is the juicy bit

<https://designatedsites.naturalengland.org.uk/Marine/SupAdvice.aspx?SiteCode=UKMCZ0062&SiteName=helf&SiteNameDisplay=Helford+Estuary+MCZ&countyCode=&responsiblePerson=&SeaArea=&IFCAAra=&NumMarineSeasonality=>

Let me know if there is anything you want me to do.

Best Wishes

Sue

Appendix for planning item - 3174.20 VM

In relation to Ref. No: PA20/02978 Bosvean Carlidnack Road Mawnan Smith TR11 5HA

11th May 2020

Parish Council Re. Planning Application PA20/02978

FAO Lisa Clements

Having lived in the locale for thirty years we are very much aware of the sought after and retained character of Mawnan Smith.

We have endeavoured to retain as much garden as possible in this development and present an environmentally and aesthetically pleasing view from the roadside.

The garage is placed in the corner of the plot, minimising the area required for access paths and enabling the maximum amount of existing plants to be protected in their current location.

The garage has been designed to be as low as possible and mostly obscured with the Cornish hedge, that once established with hazel atop matching the existing, will present a pleasing minimalised profile.

Regards

[Homeowner]

Mrs

Comment submitted date: Mon 27 Apr 2020

As the immediately adjoining neighbour (Gold Martin) to the north of the site my comments as follows:

The location plan shows an existing garage in my garden immediately next to the proposed garage. It was demolished and not replaced about 15 years ago. Now open parking.

The applicant has consulted with me over siting and construction of his proposed garage and I appreciate he has kept the height of the ridge as low as possible and therefore have no objection to the application.

My final comment relates to a pre application, PA18/ 03404, made by the executor of the estate of the previous owner. The proposal was divide the plot in two and build a second dwelling in the front garden of Bosvean. It was advised that this was not appropriate within the character of the road. I would therefore ask that, if possible, a condition be put on this application, if approved, that this garage cannot, at a later date, be converted into living accommodation/holiday let etc.

In relation to PA20/03103 1 Goldmartin Close

From: Alan Sanders [REDACTED]

Sent: 19 May 2020 14:42

To: lisa

Subject: Re: PA20/03103 - Proposed Extension & Reconfiguration of Existing Dwelling at Fairmead, 1 Goldmartin Close, Mawnan Smith, Cornwall. TR11 5HG.

Dear Lisa,

Further to my previous e-mail and in response to your invitation to submit comments to the Mawnan Parish Council meeting, my clients would like to formally add to the record that in mid-March they liaised with their immediate neighbours and remaining houses within Goldmartin Close, and discussed the design proposals for 1 Goldmartin Close. Responses from these discussions were both positive and supportive of the proposed alterations, and no concerns were raised regarding any impact on the neighbouring properties.

The existing house has been within the ownership of the applicant and/or relatives for approx. 30yrs, and the modest alterations proposed are to ensure an improved & flexible layout, in order to meet the needs of the current owners.

kind regards

Alan Sanders ^{RIBA}
Architect

DRAFT

Item 6: Update on parish office actions since 19.5.20

The following agreed items from the last agenda have been recorded:

		Total votes
06-May	Accept parish insurance quote (Came & Co)	4
07-May	PA20/00060 Land at Rosemaen - 5 day notice decision	
	agree to disagree	0
	committee	5
21-May	Planning Application PA20/02978 -Bosvean	
	support	1
	object	5
21-May	Support Planning Application PA20/03103 - Goldmartin Close	7
21-May	Support Planning Application PA20/03314 Twitten End, Budock Veau Lane	5
21-May	To agree payments for May of £ 3919.33 (inc vat)	7
27-May	Support PA20/03777 Helford Point (virtual planning meeting 8/6)	7

The following actions have been taken under Delegated Powers:

- 01-May NDP draft notes (remaining issues) sent onto relevant parties
- 04-May shortfall grant application form posted to public & sent to community groups
- 06-May (amended) letter re: verge/bus-stop at Penwarne & dangerous driving sent to resident

Councillors should also have received a weekly update from me, covering those items I have undertaken which include:

Week 6 (w/e 8th May)

- Drafting virtual agenda for May meeting
- Sorted amendments to parish insurances
- Reported damaged bus signage in village
- Multiple requests for headstones/memorials
- Correspondences on traffic concerns at Penwarne/ 30mph limit
- 5 day notice for Land @ Rosemaen issues

Week 7 (w/e 15th May) - clerk on holiday

Week 8 (w/e 22nd May)

- dealing with the tidal-wave of emails; many of which related to either footpath issues, parking problems or complaints about allowing visitors into the parish.
- sitting in on the online meeting done by Mylor Parish on Monday night.
- into the office to swap files with Steve Hudson, our accountant, including office filing.
- checked on the JPF and graveyard.
- drafted (and by now sent) a reply to the letter about traffic on Penwarne;
- risk assessed the office for a staged 'covid-19 return to work';
- collated the first of the Annual Reports received in from parish groups

Week 9 (w/e 29th May)

- into the office yesterday (Thurs) to get back our files, did some more organising
- put up more tape and closed notices at the JPF.
- looked into what it will take to get the public toilets open again
- 4 lots of sanitiser dispensers/ liquid ordered
- contact about provision at Carwinion
- Draft minutes from last week's meeting
- sent the agreed communication regarding Penwarne Road – as well as contacting the bus company sending letters to what I think are the two landowners on either side of the road asking about the possibility of a permissive path going in.
- The usual complaints about parking and footpaths/beaches have been dealt with.
- The majority of our footpath network has been given the initial seasonal cut
- queries about builders/scaffolders being allowed to start work

Week 10 (w/e 5th June)

- first online Zoom meeting on Wednesday, which seems to go well.
- talked through Risk Assessment options for reopening Disabled toilets as well as looking at what will be needed to reopen the other toilets as well.
- chained up the swings & zipwire in the JP with chains similar to those used on motorbikes/ construction plant. B
- discussion on use of the Carwinion Field to meet at a socially responsible distance
- a raft of SCRIBE finance reports sent round to review
- redrafting of statutory documents – Standing Orders (for remote meetings), Financial Regs (debit cards, online payments etc), my contract, drafting a Debit Card Policy and a number of risk Assessments

Week 11 (w/e 12th June)

- Preparation of agenda for June full parish meeting
- Visit to parish to re-open disabled public toilet (and to ASDA for anti-bac sprays)
- Checks on JPF & notices on bins to take poo bags home if bin fill put up
- Checks on graveyard
- Contact about Carwinion re-opening to general use & receipt of small business rates grant
- Multiple burial queries – new interments, new memorials etc
- Online trial meeting arrangements & Wednesday meeting
- Continue updating S/O, new finance policies & procedures drafted

Bank Reconciliation period ending:	28/02/2020		
Council Name:	Mawnan Parish		
Prepared by:	Mrs Lisa Clements(clerk & RFO)		
Date:	9.3.20		
Balance per bank statements as at:		£	£ Total
Current Account - Lloyds			£1,983.24
Deposit Account - Lloyds			£65,473.69
95 Day Saver Account - Nationwide			£32,116.56
			£99,573.49
Less: any un-presented cheques (normally only current account)			
Cheque number			
	2855		£53.90
	2846		£213.00
	DD		£199.39
	DD		£146.52
			£612.81
Plus unreconciled debit card payments:			£72.02
Add any unbanked cash:			£0.00
Net bank balances:			£99,032.70
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			£62,001.08
Less: Payments in the year			-£63,366.21
Closing balance per cash book [receipts and payments book] as at end of month (must equal net bank balances above)			£99,032.70
			amount we have on hand @ bank
Approved by:			
Date:			

Bank Reconciliation period ending:	31/03/2020		
Council Name:	Mawnan Parish		
Prepared by:	Mrs Lisa Clements(clerk & RFO)		
Date:			
Balance per bank statements as at:	Mar-20	£	£ Total
Current Account - Lloyds			£2,660.68
Deposit Account - Lloyds			£60,476.25
95 Day Saver Account - Nationwide			£39,140.62
			£102,277.55
Less: any un-presented cheques (normally only current account)			
Cheque number			
	2855		£53.90
	2846		£213.00
			£266.90
Plus unreconciled debit card payments:			£1.40
Add any unbanked cash:			£0.00
Net bank balances:			£102,009.25
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			£70,227.70
Less: Payments in the year			-£68,616.28
Closing balance per cash book [receipts and payments book] as at end of month (must equal net bank balances above)			£102,009.25 amount we have on hand @ bank

Mawnan Parish Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 01/05/2020			
	Cash in Hand 01/04/2020			102,277.55
	ADD			
	Receipts 01/04/2020 - 01/05/2020			26,685.54
				128,963.09
	SUBTRACT			
	Payments 01/04/2020 - 01/05/2020			7,821.13
				121,141.96
A	Cash in Hand 01/05/2020 (per Cash Book)			121,141.96
	Cash in hand per Bank Statements			
	Petty Cash	01/05/2020	0.00	
	95 Day Saver Account - Nationwide	01/05/2020	39,140.62	
	Deposit Account - Lloyds	01/05/2020	70,478.91	
	Current Account - Lloyds	01/05/2020	11,522.43	
				121,141.96
	Less unrepresented payments			0.00
				121,141.96
	Plus unrepresented receipts			0.00
				121,141.96
B	Adjusted Bank Balance			121,141.96
	A = B Checks out OK			

Mawnan Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 01/06/2020			
	Cash in Hand 01/04/2020			102,277.55
	ADD			
	Receipts 01/04/2020 - 01/06/2020			27,339.03
				129,616.58
	SUBTRACT			
	Payments 01/04/2020 - 01/06/2020			12,209.32
A	Cash in Hand 01/06/2020 (per Cash Book)			117,407.26
	Cash in hand per Bank Statements			
	Petty Cash	01/05/2020	0.00	
	95 Day Saver Account - Nationwide	01/05/2020	39,140.62	
	Deposit Account - Lloyds	01/06/2020	70,482.00	
	Current Account - Lloyds	01/06/2020	7,784.64	
				117,407.26
	Less unrepresented payments			0.00
				117,407.26
	Plus unrepresented receipts			0.00
B	Adjusted Bank Balance			117,407.26
	A = B Checks out OK			