



11th February 2021

Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council on Thursday 18th February 2021 at 7.30pm

Please find attached the agenda for our online meeting. 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 Monday 15th 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.

PLEASE NOTE: we have a pre-app planning presentation by Marraum at 7pm via Zoom (more details to follow). This will precede that full council meeting and the public will remain held in the waiting room until 7.25pm

Yours faithfully,

Lisa Clements, Clerk to the Council

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) **PRESENTATION FROM JOHN FLOYD, CENSUS ENGAGEMENT MANAGER ON THE 2021 CENSUS**
(this item may be moved down the agenda if necessary due to a clash with St Ives meeting at 7pm)
- 5) **TO RECEIVE AND APPROVE THE MINUTES OF THE 21ST JANUARY 2021 FULL COUNCIL MEETING.**
- 6) **ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA** (may include information on parish upgrading works and Post Office van service)
- 7) **INFORMATION ON UPCOMING MAY 2021 PARISH COUNCIL ELECTIONS** – including information from CALC about legislation regarding public meetings if legislation if not amended and the issue with our May meeting date
- 8) **TO CONSIDER PLANNING APPLICATIONS RECEIVED AND RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL**

Ref. No: PA21/00376 Dracaena Sampys Hill Mawnan Smith TR11 5EW

Proposed First Floor Extension to include Juliet Balcony and Internal Alterations

Ref. No: PA21/00339 Perran Cottage Budock Vean Lane Mawnan Smith TR11 5LQ
The removal of one large dying monterey cypress

Ref. No: PA21/00712 2 Coastguard Cottages Helford Passage Mawnan Smith TR11 5LB
Remodelling with replacement windows and new pitched roof to replace existing flat roof

- 9) **APPROVAL OF THE LIST OF PAYMENTS FOR FEB 2021 & TO RECEIVE JAN 2020 BANK STATEMENT AND RECONCILIATION**
- 10) **TO RECEIVE RECOMMENDATIONS FROM THE OFFICE & FINANCE COMMITTEE RE: Number of members, CET Funding, Annual reviews of Financial Controls & Risk Assessment; Clerk's Performance Review, pay & pension provision.**
- 11) **CORRESPONDENCES (LIMITED LIST)**
- 12) **TO RECEIVE A LIMITED SUMMARY ON NOTED ENVIRONMENT ISSUES (note change from Traffic & Footpath Issues)** - including vote of LMP/SWCP 2021/22, update on footpaths from Penny Hodgson (Access Team) & Anna Maria clearance project + report from Cllr Marsden on Cob Endowment Trust (CET)
- 13) **REPORTS FROM OTHER GROUPS / INDIVIDUALS**
- 14) **REPORT FROM CORNWALL COUNCIL WARD MEMBER**
- 15) **ITEMS FOR INCLUSION AT THE NEXT MEETING**
- 16) **MATTERS OF COMMUNITY CONCERN**
- 17) **DATE & TIME OF NEXT MEETING (ONLINE AGAIN): 18TH MARCH 2021 AT 7.30PM**

Mawnan Parish Council – how to participate in our online monthly meeting.

This meeting will take place online on Thursday 18th February starting at 7.30pm.

The Parish Council have agreed a planning presentation before this meeting so the ZOOM waiting room will not be open until 7.25pm on the evening of the meeting, anyone trying to join earlier will stay in the waiting room until then. Only individuals who have pre-registered via the clerk (clerk@mawnan.org.uk) to speak on the evening will be able to participate in any debate. Exceptions to recognised parishioners on the evening may be made at the Chair's discretion.

We also intend streaming the meeting live to facebook (then we leave up for the next month) - a link will go on the agenda page of the parish website.

Join Zoom Meeting <https://zoom.us/j/3877928865?pwd=eVBESkVsZDNld1ZqY2ZOcmR3TEtJdz09>
Meeting ID: 387 792 8865

Associated papers:

Item 4 – Census presentation by John Floyd

Item 5 - Draft minutes of previous meeting (available on parish website)

Item 6 – may include report from Cllr Marsden on CET, info from clerk on parish upgrading works and any update of the Post Office outreach service

Item 7 – information on forthcoming parish council elections including important dates, processes in the run up by the parish and the dilemma on May meeting dates

Item 8 – 2 outstanding planning applications + **Planning decision to date: Jan to Feb 21**

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

Ref. No: PA21/00304/PREAPP Bar House Bar Road Helford Passage Hill Mawnan Smith TR11 5LF | Status: Closed - advice given

Exception Notice for works to tree namely - to fell 1 x Monterey Pine(666), east side of garden descending from top of property, with obvious lean to north - subject to a Tree Preservation Order(TPO)

Ref. No: PA20/02475/PREAPP Coth Bean Carlidnack Road Mawnan Smith TR11 5HD| Status: Closed - advice given

Pre-application advice for replacement re extension, material change for the roof of the garages, proposed new entrance into house.

Ref. No: PA20/11048 Pentreath Carlidnack Lane Mawnan Smith TR11 5HE Status: Approved with conditions Alterations and extension to dwelling

Ref. No: PA20/09560 Chall Barn Higher Tregarne Farm Mawnan Smith TR11 5JW Status: Approved with conditions (ancillary to house, not to be sold or let)

To upgrade the existing detached outbuilding to provide ancillary accommodation to Chall Barn

Ref. No: PA20/09319 Carwinion Cottage Carwinion Lane Mawnan Smith TR11 5JB Status: Approved with conditions (bat/owl survey kept to)

Removal of manmade asbestos slate roof covering and associated clay ridge and hip tiles to main roof. Replacement with hook fixed natural slates and reclaimed clay ridge and hip tiles.

Ref. No: PA20/06767 Nansidwell Farm Old Church Road Mawnan TR11 5HU | Status: Approved

Listed building consent for partial roof repairs to the South Barn and internal alterations to the North Barn

Item 9 - payments for Feb 21 & Jan 2021 bank rec. –

Voucher	Code	Supplier	VAT	Total
255	Books	Amazon	0.00	9.99
256	Toilet - Cleaning & Materials	KC Payne	0.00	204.99
257	Clerks Salary (inc PAYE & NI)	clerk	0.00	994.68
258	Grass Cutting	R Sanders PENDING INVOICE	0.00	0.00
259	Telephone & Internet	BT	9.19	55.18
260	Toilets - Utility Charges	EDF energy	0.00	15.00
261	Parish Pension Contribution	Nest Pensions	0.00	52.69
262	Toilets - Utility Charges	SWW/ Pennon Water	0.00	68.69
263	NDP - Grant Funding	1&1 Ionos	2.00	11.99
264	Clerks Pension Contribution	Nest Pensions	0.00	25.29
265	Postages	clerk	0.00	1.98
266	Mileage & Parking	clerk	0.00	2.25
267	Subscriptions	HVMCG	0.00	100.00
268	Smaller Earmarked Projects	Hormann Architects	0.00	277.20
269	Office Supplies	Consortium	6.46	38.75
270	Small Business Rates Grant (toilets)	A & B Industrial Services	76.80	460.80
271	Meeting Room Hire	Zoom Ltd	0.00	14.39
TOTAL			94.45	2,333.87

Item 10 – Recommendations brought forward from O&F meeting 25.1.21 (minutes attached)

Item 11 - Correspondences. Once again a limited list of those correspondences not dealt with by the clerk already that you might want to be involved with.

	Rec'd	Description	From	actions	Agenda
1	26.1.21	? phishing request to help getting elderly, deaf, housebound resident to vaccination	Unknown	Clerk dealt	
2	28.1.21	Confirmation of funding to COS – secondary grant applications	S Green	Clerk dealt	12
3	29.1.21	Question about Open Spaces tender	Local company/resident	Clerk dealt	
4	3.2.21	CC request about covid safety in polling stations	Democratic Services	To MMH	7
5	3.2.21	Complaint about footpath 19	Resident	cllr Whibley/ Access team	12
6	4.2.21	GreenNation annual reporting/funding	J Thompson	Clerk dealt	
7	7.2.21	Anna Maria interest group	Resident/ cc'd to clerk		12
8	8.2.21	Request by architect to make a presentation	P Hawkins, Marraum	pending	
9	10.2.21	Post Office outreach service	M Wallis – Royal Mail	full council	6

Item 12 – now called 'Environmental Issues' to cover the likes of CET and Anna Maria clearances, reports from Cllr Whibley on various footpath issues included those from the Access Team & Anna Maria resident group, Cllr Marsden on the progress of the CET transfers and the LMP/SWCP agreements for 21/22

Mawnan Parish Council

John Floyd

Census Engagement Manager

This slide deck has been provided to local authorities for internal promotion

@Census2021 | @Cyfrifiad2021

The census

- The census is a survey that happens every 10 years and everyone takes part.
- The ONS is responsible for the census in England and Wales.
- The census is important because it gives the most detailed information we have about our society.

Keeping personal information safe

- Before we publish our statistics, we make sure that they don't include any personal information.
- The information we collect in the census remains anonymous for 100 years.
- Everyone must complete the census. Legislation made the modern census a legal obligation in 1920.



Why we have a census

The census provides information that government needs to:

- Shape policy
- Allocate resources
- Plan services
- Monitor equality



Census information informs decisions that improve lives



Planning and development
Census information is used to develop local plans to better reflect future needs and to identify inequalities at a very local level.



Public health and social care
Census information is used to inform service demand, to identify pockets of health deprivation and to support future care planning.



Housing
Census information is used to assess local housing needs and to measure housing affordability.

Census information informs decisions that improve lives



Education
Census information is used for pupil forecasting models, to inform capital bids and to monitor the supply of qualified persons.



Transport
Census information is used for funding bids for road improvements, and informs planning and profiles around areas of transport change.



Other
Census information is used to inform emergency services, libraries and waste collection and disposal.

Census 2021 facts

- The next census will take place on **Sunday 21 March 2021**.
- For the first time this will be a digital-first census, but paper will be available for those who need it.
- We'll focus on engaging with everyone, including under-represented and hard to reach groups.
- Help will be available for people who need support to take part online.



Where we need your help...

- Census 2021 is a 'Digital First'
- What does this mean? ONS hope to get 75% completion online.
- Households will receive a unique code in March, which will allow them to complete the Census online.
- There will be support available for people.
- Paper copies will be available.

We'll keep you up to date

Through this group email we will keep you up to date.

Or you can contact us directly.

Heidi.clemo98@field.census.gov.uk

John.floyd12@field.census.gov.uk

What happens next?

- We'll be recruiting local people to work on the census – this could include local authority employees.
- All households will receive an invitation to fill out the census questionnaire with a household access code, as well as information to help them to take part online.
- We'll have a media campaign to encourage participation.
- We'll work within the community to support those who need help, including help to get online.

We cannot do it without you



- The census happens once every 10 years. It gives us a picture of all the people and households in England and Wales.
- The information we collect is vital to ensuring your work has the best impact.
- Your local knowledge and expertise is essential to support a successful census in your area. It helps to ensure census information continues to improve, protect and save lives.
- Thank you for supporting Census 2021! And making a lasting impact on your community

Keep in touch

- If you have any questions about our partnership activities please email us at
Heidi.clemo98@field.census.gov.uk
John.floyd12@field.census.gov.uk
- Bookmark the Census 2021 website:
[**www.census.gov.uk**](http://www.census.gov.uk)
- Follow us on social Media
 - [#Census2021](https://twitter.com/Census2021)





MINUTES OF THE PARISH MEETING INTENDED TO BE HELD ON HELD ON THURSDAY 21ST JANUARY 2021 (now held online via ZOOM)

Present: Cllrs Marsden (Chair), Bradley, Faiers, Nash, Sadler, Toland & Whibley

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

3302.21 **TO RECEIVE apologies** – Cllrs Gladstone & Moyle

3303.21 **MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS** – none noted

3304.21 **PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY** - none noted

3305.21 **TO RECEIVE AND APPROVE THE MINUTES OF THE 17TH DECEMBER 2020 FULL COUNCIL MEETING.**

It was proposed by Cllr Sadler seconded by Cllr Faiers and

RESOLVED that the minutes of the Parish Council meeting held on 17th December 2020 be approved and signed by the Chair.

on a vote being taken this matter was approved unanimously

3306.21 **ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA**

Item 3299.20 – the clerk had made contact with the contractor for the phone box and changing to red would not incur any increase to the quote. She had agreed that works be started (as feasible) to be completed by Easter. There was no way to install solar power as the trickle charge for the lighting was an inclusive supply and could not be modified.

There was no new information on the Post Office mobile service, despite the clerk chasing up regularly.

3307.21 **TO CONSIDER PLANNING APPLICATIONS RECEIVED AND RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWAL COUNCIL**

Ref. No: PA20/11048 Pentreath Carlidnack Lane Mawnan Smith TR11 5HE

It was proposed by Cllr Sadler seconded by Cllr Faiers &

RESOLVED that Mawnan Parish Council support this application. The property is not significantly overlooked and the extension appears to be in keeping with the original building,

on a vote being taken the matter was approved unanimously

Ref. No: PA20/10228 The Old Boatyard Maenporth Falmouth TR11 5HN

It was proposed by Cllr Sadler seconded by Cllr Toland &

RESOLVED that unfortunately Mawnan Parish Council feel that we have to object to this application. We are well aware of the historic flooding of this immediate area and

do not feel that a siting of even a temporary static caravan in this location is suitable. All data clearly has this area listed as a flood plain and unless there can be shown to be a demanding and essential need for additional accommodations here (although the application form says there will be no gain, loss or change of use of residential units AND non-residential floorspace) we do not feel this siting is appropriate.

on a vote being taken the matter was approved unanimously

Ref. No: PA20/11406 Meudon Hotel Maenporth Road Maenporth TR11 5HT

It was proposed by Cllr Nash seconded by Cllr Sadler &

RESOLVED that Mawnan Parish Council supports this application. We are happy to see that the new owners intend to upgrade the outlook of these additional blocks to make the most of the garden views.

on a vote being taken the matter was approved unanimously

Ref. No: PA20/11553 Pandora Sampys Hill Mawnan Smith Falmouth Cornwall TR11 5EW

It was proposed by Cllr Sadler seconded by Cllr Toland &

RESOLVED that Mawnan Parish Council feel that we cannot support this current application due to the height of the proposed addition.

The height increase of over 2m in an area of predominately low level, bungalow homes [as noted in our draft NDP Design Statement appendix document] would make this home out of context with its neighbours and make it visually dominate those homes directly behind it. This home already had 2 bedrooms on the upper 'dormer' level and we wonder if there is some way that the proposed extra space could be found at a comparable roof height/pitch?

on a vote being taken the matter was approved unanimously

3308.21 TO RECEIVE ANY FURTHER INFORMATION ON THE COB ENDOWMENT TRUST (CET) LAND OFFER

Cllr Marsden reported that drawings for the plot were being put together and should be ready next week. The donors were happy with the boundary plan and solicitors on both sides were now covering the transfer which was hoped to go through in the next 2-3 weeks. Registration of the land would take a little longer – 6/8 weeks- due to COVID delays.

3309.21 TO DISCUSS REVISIONS ON THE OPEN SPACES CONTRACT (ENDING 31/3/21) FOR IMMEDIATE PUBLICATION

Cllr Sadler asked that the small area next to the shop containing the tap & granite posts be included in the contract along with the Millennium Cross.

It was proposed by Cllr Whibley seconded by Cllr Toland and

RESOLVED that the Open Spaces contract for 2021 be accepted and put out to tenders for decision at the March meeting.

on a vote being taken this matter was approved unanimously

3310.21 APPROVAL OF THE LIST OF PAYMENTS FOR JAN 2021 & TO RECEIVE DEC 2020 BANK STATEMENT AND RECONCILIATION

It was proposed by Cllr Marsden, seconded by Cllr Toland &

RESOLVED that accounts totalling £2516.94 (inc. VAT) be approved for payment & duly signed

It was proposed by Cllr Sadler seconded by Cllr Faiers &

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

on a vote being taken both the matters were approved unanimously

3311.21 CORRESPONDENCES (LIMITED LIST)

Item 1 – the clerk asked that as many councillors as possible try to respond to the Cornwall Code of Conduct consultation as the changes being considered are the first in a long time.

Item 2- Cllr Sadler said we had worked hard to retain an existing hedge at Carlidnack Road and that allowing the removal of a hedge here for cosmetic purposes should not be supported.

Item 4 - Cllr Whibley asked that the clerk try to arrange a zoom meeting with the new owners of Meudon Hotel to discuss the plans for upgrading, rather than wait for a limited attendance site visit.

Item 9 - The clerk said that she had used our extended parish communication streams to get the message about volunteers to staff the Vaccination Site at Stithians sent out (website, email & Facebook).

3312.21 TO DISCUSS SUGGESTIONS RAISED FOR PARISH FACILITIES UPGRADING WORKS

A complete refurbishment of the public conveniences was discussed, rather than just reflooring. It would now include new flooring (lino being recommended by the clerk as more environmentally friendly) along with new sanitary ware in both male & female toilets. The clerk was to source some quotes.

Cllr Whibley asked to purchase 3 x 5 space cycle racks for Carwinion Field, Bosloe and the church. It was agreed that we would need to agree a suitable space with the church/National Trust but that in the interim they could be sited at the playing field. Bosloe carpark had already been OK'd with the NT and they had agreed that they would fit it.

It was proposed by Cllr Whibley seconded by Cllr Sadler and

RESOLVED that 3 cycle racks (as noted) be purchased for installation

on a vote being taken this matter was approved unanimously

New benches for the village were to be purchased to replace those under the chestnut tree, with any existing plaques/ remembrances being transferred over.

It was proposed by Cllr Toland seconded by Cllr Whibley and

RESOLVED that 3 benches (as noted & similar to those in Budock) be purchased and installed

on a vote being taken this matter was approved unanimously

Cllr Sadler was concerned that if the refill station was put up at the toilets it would not be seen. The clerk explained that Plastic Free Helford and the Refill Cornwall groups had an array of signs that could be put up once the fountain was in place and registered with the online map.

It was proposed by Cllr Toland seconded by Cllr Whibley and

RESOLVED that a refill station be situated by the public toilets provided that appropriate signage is put up

on a vote being taken this matter was approved unanimously

3313.21 TO RECEIVE A LIMITED SUMMARY ON NOTED TRAFFIC & FOOTPATH ISSUES

- The clerk reported that for the 3rd year running there had been issues in reclaiming the LMP/SWCP funding from Cornwall Council and that this should be a consideration when the contract is next renewed. She then said that a 2% increase in funding for this year was proposed, taking the rebate to £1473.70 for 2021/22.
- Cllr Whibley reported on the flooding issue with Footpath 9, which resulted in a temporary closure. It seems that the new kissing gate at Lowenna is allowing water to run through rather than it being captured by the bottom of the stile, where it would pool but drain slowly. P Hodgson (access team) had looked at the site but thought that the suggestion of removing the kissing gate and re-siting the stile was unlikely to get funding from Cornwall Council and that future flooding was likely to happen. She was however, looking into installing a handrail/post on the Carlidnack end to help access down the sheep stile.
- Cllr Whibley had continued discussions with the landowners of the Tank Track. They are now in the process of reinstating a new gate and locks as well as signs at both ends stating that it is private land and a re-siting of the SWCP waymarker. The new gates will be going in during the next couple of weeks. They are still very unhappy that people are using not only the track itself but are forging their own paths through the adjacent field and littering [including reports of human waste] – which is compromising the farming on the adjoining fields. They may be willing to review if we can stop these issues, but it is obvious that the public need to help themselves in this issue as well.

3314.21 REPORT FROM THE NDP STEERING GROUP FOLLOWING ON FROM 11TH JANUARY MEETING AND DISCUSSION ON RESPONSES/ NEXT STEPS TO BE MADE

T Damer reported on the successful meeting between the NDP Steering Group and the Parish Council to discuss the responses to be made to the comments from the Public Consultations. The NDP website it to be updated with the new draft papers and that letters from the PC to those submitting comments would go out next week. It would then look like a submission of the final draft NDP would be going to Cornwall Council for the next phase of consultation early in February. He thanked all members of the NDP working groups and the parish for the support to the whole process that had been received and confirmed the next steps.

It was proposed by Cllr Sadler seconded by Cllr Faiers and

RESOLVED that the recommendations noted at the 11th January 2021 meeting be ratified as those of the Parish Council for inclusion within the wider NDP Draft Policy

on a vote being taken this matter was approved unanimously

Cllr Sadler said that coming from a humble beginning of 12 people in the Memorial Hall to the current position was a tribute to the dedication and commitment of the NDP group and they should be congratulated; especially D McQuillan for keeping track of the administration.

3315.21 REPORTS FROM OTHER GROUPS / INDIVIDUALS

Cllr Whibley reported that the HVMCG advisory & members meetings had taken place and there was an agreement to cut back on the number of talks for the next 3 months. People had been asked to renew their subscriptions for this year as soon as possible. Next talk on Bluefin tuna. Clean Ocean sailing has already cleared 11 wrecks from Anna Maria and hoped to make 20 by the end of March. Some wrecks were proving difficult as they were entrenched in the mud and this was being sieved by hand and returned to the riverbed to prevent any loss of marine life. Steve Green and his son are also clearing the surrounding shoreline of litter and rubbish at the same time – which appears to include bar-b-ques, plastic tarps and general waste. The Budock Vean Hotel have allowed a drone up to photograph the creek now and will do so again when the works are finished to highlight what has been done. 30 day notices went up just after Christmas so

should allow removal of remaining boats by end of January – some owners have made contact and given permission already. Many thanks to Gweek Boatyard for their assistance in removing the wrecks prior to them going on the flatbed for transport to Truro.

Cllr Faiers said that this was a great job and that he would contact the Creekside residents to discuss releasing their additional match funding and see how the promise of CCTV was panning out.

A resident did ask if we could get this publicised through local news but it was noted that this could actually have an adverse effect, with an unfortunate minority seeing this as an opportunity to move boats here, mooring for free and expecting the potential for a 'free clearance service' of any abandoned boats. Cllr Bradley noted that Clean Ocean had already been publicised on local and National TV – Cllr Toland said that they had featured on Channel 4 last week.

3316.21 REPORT FROM CORNWALL COUNCIL WARD MEMBER

Cllr Bastin reported that COVID marshals are now working with the police to enforce statutory regulations with over 400 tickets being issued. ANPR is being used to check visitors with 7 people moved on locally and fined.

- Mental Health challenges are a really big problem at present – with the effects of homeworking/schooling at the fore. A push that "it's Ok to not be OK" being made through county support services whilst still supplying a large amount of support resources and signposting to other organisations through www.cornwall.gov.uk/coronavirus
- CNP on 26th to focus on policing and mental health issues.
- 7.8% allowance increase to sitting members put forward by CC was rejected.
- The 'G7 Experience' will take place in June, with Falmouth playing host to the majority of the media production. Police have already started plans for management of the event.
- When asked about the Shute Hill crossing start date Cllr Bastin said that all the agreed works had gone to Highways to assess 'capacity' – unfortunately he could not give a specific date.
- Cllr Sadler asked why the postal address had been removed from this year's council tax bills – only the email / electronic transfer advice. He felt that all information being sent out should have a postal address on for the minority that still use this as their primary means of communication.

3317.21 ITEMS FOR INCLUSION AT THE NEXT MEETING

Cllr Nash asked again about filling of the co-option vacancy. The clerk said it had previously been agreed that this would happen at the next physical meeting but that with the pending elections in May 2021 there was usually a stop put on advertising new vacancies. She agreed to check on this.

3318.21 MATTERS OF COMMUNITY CONCERN

None noted

3319.21 DATE & TIME OF NEXT MEETING (ONLINE AGAIN): 18TH FEBRUARY 2021 AT 7.30PM

Cllrs Toland and Whibley offered apologies for this meeting as they had prior personal commitments

Meeting finished at 9.00pm

DRAFT

Item 3310 – payments for Jan & Dec bank rec.

Voucher	Code	Supplier	VAT	Total
231	Postages	Royal Mail	0.00	2.28
236	Toilet - Cleaning & Materials	KC Payne	0.00	200.00
237	Clerks Salary (inc PAYE & NI)	clerk	0.00	994.88
238	Maintenance/ Grounds	R Sanders	55.00	330.00
239	Telephone & Internet	BT	10.30	61.82
240	Toilets - Utility Charges	EDF energy	0.00	11.00
241	Clerks Pension Contribution	Nest Pensions	0.00	25.29
242	NDP - Grant Funding	1&1 Ionos	2.00	11.99
243	Parish Pension Contribution	Nest Pensions	0.00	52.69
244	Meeting Room Hire	Zoom Ltd	0.00	0.00
245	Office Supplies	paperstone	5.38	32.32
246	Subscriptions	Starboard Systems/ Scribe	75.20	451.20
247	Donations/ Grants	Mawnan Memorial Hall	0.00	336.00
248	Postages	Royal Mail	0.00	1.98
249	Postages	Royal Mail	0.00	0.66
250	Postages	Royal Mail	0.00	4.83
TOTAL			147.88	2516.94

Bank Reconciliation at 01/01/2021			
	Cash In Hand 01/04/2020		102,277.55
	ADD		
	Receipts 01/04/2020 - 01/01/2021		72,440.57
			174,718.12
	SUBTRACT		
	Payments 01/04/2020 - 01/01/2021		58,853.43
A	Cash In Hand 01/01/2021 (per Cash Book)		115,864.69
	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 31/12/2020	74,492.97	
	Current Account - Lloyds 31/12/2020	2,491.09	
			116,124.68
	Less unrepresented payments		259.99
			115,864.69
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		115,864.69
	A = B Checks out OK		

item 3311 - correspondences.

	Rec'd	Description	From	actions	Agenda
1	6.1.21	Code of Conduct consultation	S Mansell – Democratic Services	pending	
2	6.1.21	Access change to dwelling on Sampys Hill	resident	Clerk dealt	
3	6.1.21	PA20/10228 – Falmouth as consultees	H Wray/ M Williams (FTC)	Clerk dealt	6
4	11.1.21	New Meudon Hotel owner – intro	Kingfisher Group	For info	
5	13.1.21	Research study request – charity youth interaction	IB - University of Greenwich phd student	Clerk dealing	
6	13.1.21	Footpath 9 – closure update	P Hodgson- access team	CLlr Whibley	12
7	13.1.21	Continued shortfall grant availability	MCA	Clerk dealt	
8	13.1.21	Use of ANPR during lockdown	D&C Police	Pending	

DRAFT

lisa

From: [REDACTED]
Sent: 10 February 2021 17:33
To: clerk@mawnan.org.uk
Subject: Mawnan Smith Post Office service

FAO, Mrs Lisa Clements

Thank you for your email regarding the Post office service operated at Mawnan Smith.

Andy Healey has now left Post office Ltd; I am now covering the Devon & Cornwall area.

Due to unforeseen circumstances the proposed mobile van which was being considered for Rame Cross will no longer be provided. The service at Mawnan Smith will continue as a Hosted service operated from the memorial Hall.

The agreement where the Hosted services operate from is between the postmaster and the venue committee/ provider, however I would be more than happy to answer any queries you have regarding this.

Regards



Matt Walls
Network Provision Lead
Retail Operations

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Information from the clerk on 2021 Parish & Town Council Elections & Parish Processes

Just to clarify – **ALL** the seats on the parish council will be up for election this year. No-one will be 'carried over' and there will be no automatic co-option back onto the PC for current sitting members. If you want to remain on the Parish Council the best way you do this is to put in nomination papers and stand for election.

Nomination packs will be issued around 22nd March ONLINE by Cornwall Council - if you need a paper set you have to request them yourselves direct, but you can do this now. I will be given an extremely limited number of packs as the clerk this time round for 'special circumstances'. This may mean that I have to be in the office to either collect delivery of these or distribute to the public as necessary – this now all hinges on COVID restrictions from the Gov't.

Nomination packs will need to be returned to the appropriate CORNWALL COUNCIL OFFICES by 4pm on 8th April. These need to be delivered in person, although there are shielding exemptions. I will confirm to everyone sitting on the PC where these forms will need to be delivered as soon as I know about it – it is not necessary to tell me if you have put yourself forward for election.

Round about the 9th April we will find out if there will need to be a parish council election in Mawnan, or if there have been less than 10 official nominations submitted. **YOU ALL STILL NEED TO ATTEND THE APRIL 15th MEETING.**

During April PURDAH restriction come into play, election or not, and we must be circumspect when proposing any new decisions as they could be seen as a method of individuals garnering public support. We can therefore agree payments and continuations with ongoing projects, but should not be agreeing to anything new or attempting to make sweeping changes. This means we may have a large March agenda – which may well have to include contingencies for COVID matters if legislation is not amended ready for May 7th to allow the PC to continue to function after the election but before the 1st PC meeting – but limit the amount of things on the April agenda.

If we don't need an election I will be contacting ALL the new members just after the April 15th Parish Council meeting to explain what will happen for the May meetings and then on May 10th [or very close to this date] will likely be sending out the Agenda and associated papers. I will try to keep this meeting as short as possible. I will also be sending out Register of Interest forms which will need to be completed by everyone and returned to me by Thursday 3rd June **and** I will be asking if you are willing to accept all communications – including meeting summons & papers, via email. You can still choose to have the limited postal agenda sent but only in exceptional circumstances will I now post a full set of meeting papers out.

Because we are awaiting an amendment to the duration of the current sector COVID legislation, which ends on 7th May 2021, there is the outside possibility that we would legally have to hold a physical meeting in May and not an online one, which would be illegal as it goes against the nationwide rules. I will be planning for an online ZOOM meeting for May as per guidance from CALC. This will also include the Annual Parish Meeting beforehand at 7.15pm.

ALL sitting members of the new parish council will need to return to the clerk before the start of the May meeting their **Declaration of Acceptance forms** – if you do not you have lost your seat. I have to have actual, handsigned copies of them [scans/photos of these signed forms are OK, but not forms with electronic signatures on] and I will chase these forms up before the meeting but because we are unlikely

to be having a physical meeting the possibility of me having spares for you to sign on the night is limited.

The May parish council meeting will be the first of the new parish council and will involve election a chair, vice-chair and assigning roles/ committees to each new member as the first items. There may also be some co-options taking place - **ANYONE** wishing to put themselves forward to join the new council at this point can do so. The decision on who to co-opt should be fair to all nominees and not biased towards those previously on the parish council. Everyone will need to do a short (2-3 minute) summary of who they are and what they could bring to the council with only the members of the councillor who were confirmed at election being able to vote on who to accept. These co-opted members can join the ongoing meeting ONLY if they are willing to immediately sign the Acceptance of Office forms; officially they cannot join the PC until this is done.

All councillors will be issued with a new Induction pack following the first meeting – in electronic form where possible – and will be expected to complete and return the Register of Interest forms by 4th June.

Local Elections Timetable 2021 - summary of CALC document

Date	Event	Information
From Tuesday 10 November 2020	Casual vacancies arising in a local council	Councils should co-opt as soon as is practicable which, in theory, may mean that some vacancies will not be filled during this time.
22 March 2021	Publication of Notice of Election	The principal authority will call the local elections and issue the Notice of Election to the clerk for display in the parish.
POLITICAL PURDAH From the date stated on the notice of election up to 4pm on Thursday 8 April 2021	Individual submission of nomination papers	Councillors must be mindful of their duty under the Council's Code of Conduct not to do anything which might be interpreted as using their office as councillor to influence the outcome of the election
Thursday 8 April 2021 – 4pm	Deadline for withdrawal of nomination	Candidates may only stand in one parish or town ward.
Thursday 8 April – 4pm	Deadline for submitting nominations	Nominations may only be hand delivered IN PERSON (but not necessarily by the candidate).
Friday 9 April 2021 – 4pm	Publication of Statement of Persons Nominated	This statement will notify local councils of whether a poll will be held on Thursday 6 May 2021.
Tuesday 27 April 2021 (Not later than the sixth day before the day of election)	Publication of Notice of Poll	The unitary authority will send the clerk notices for public display
Thursday 6 May 2021 (07.00 – 22.00)	DAY OF POLL	Polling stations are open from 7am to 10pm, staffed by Presiding Officers and Polling Clerks appointed by the principal council.
Monday 10 May 2021	Change of Council	The previous councillors cease to be members and new councillors take up their office.
Not later than Monday 24 May 2021	Annual Meeting of the Council	The elected councillors may co-opt to fill the seats after they have taken office again on Monday 10 May (four days after the election). Members MUST have signed & returned the Declaration of Acceptance of Office form by start of meeting or loose seat
No later than Monday 7 June 2021	Completion of Register of Disclosable Pecuniary Interests	Every member is required to complete a register of disclosable pecuniary interests.
Not later than Friday 4 June 2021	Election expenses	The return and Declaration of Election Expenses must be delivered to the Returning Officer within 28 days of the election being declared.
Not later than Monday 14 June 2021	Co-options to fill casual vacancies	PC must notify Electoral Services of any remaining vacancies unfilled by co-option
From Tuesday 15 June 2021	Outstanding vacancies on the council	Local Authority may choose to call a 2nd election to fill spaces at PC expense

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 01/02/2021		
	Cash in Hand 01/04/2020		102,277.55
	ADD		
	Receipts 01/04/2020 - 01/02/2021		73,311.59
			175,589.14
	SUBTRACT		
	Payments 01/04/2020 - 01/02/2021		61,524.12
A	Cash in Hand 01/02/2021 (per Cash Book)		114,065.02
	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 31/12/2020	71,493.66	
	Current Account - Lloyds 31/12/2020	3,450.73	
			114,085.01
	Less unrepresented payments		19.99
			114,065.02
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		114,065.02
	A = B Checks out OK		



MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON MONDAY 19TH OCTOBER AT 7.00PM ONLINE VIA ZOOM.

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

ALSO PRESENT: Mrs L Clements, clerk + Cllr Bradley

342.21F **TO RECEIVE APOLOGIES FOR ABSENCE** – Cllr Moyle

343.21F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

344.21F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** - none noted

345.21F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 19TH OCTOBER AND SUMMARY NOTES FROM 9TH DECEMBER 2020 AND THE CHAIRMAN TO SIGN THEM**

It was proposed by Cllr Faiers seconded by Cllr Nash and
RESOLVED that the minutes of the meeting held on 19th October 2020 be approved and signed by the Chair. It was also agreed that the summary notes from 9th December were acceptable

on a vote being taken the matter was approved unanimously

346.21F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN** –none noted

347.21F **TO AMEND THE NUMBER OF COUNCILLORS NEEDED ON THE O&F COMMITTEE**

It was agreed to recommend that the number of members required on the O&F committee be returned to 5 (as per May 2018) with a quorate number of 3.

348.21F **REVIEW OF CURRENT BUDGET POSITION 2020/21 (3rd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES**

The clerk explained the noted issues; Admin/Rent – unexpected rates bill for parish office; Misc – line by line explanation included; Donations/grants – overspend due to pending Solar transfers. It was explained that previous agreements would see the Shortfall Grant spend of £2227.00 come from General Reserves and that there was £8948 to come back in from the Solar Grant by bank transfer.

It was proposed by Cllr Faiers seconded by Cllr Marsden and
RESOLVED that the funding for the CET would be recommended to come from the Solar Grant funds as an extremely positive sustainable project for the wider community

on a vote being taken the matter was approved unanimously

349.21F **ANNUAL REVIEW OF INTERNAL FINANCIAL CONTROLS, FINANCIAL RISK ASSESSMENT & HEALTH AND SAFETY UPDATE**

The clerk explained that both the Internal Financial Controls and the Financial Risk Assessment had been amended to include sections relating to the limitations and restrictions posed by COVID working practices. She also explained that in some instances there was no realistic way to mitigate against those points noted as high risk, other than by keeping them in mind when undertaking regular work. She did point out that the loss of Cllr Prasad did mean that these documents were not regularly being assessed by anyone other than the clerk and that there should be a specific 'named councillor' appointed rather than leaving this catchall in place for too long.

It was proposed by Cllr Toland seconded by Cllr Marsden and
RESOLVED that the Internal Financial Controls & Risk Assessment be adopted with regular in year review by 'a named councillor' to occur

on a vote being taken the matter was approved unanimously

COVID restrictions are still placing a burden on the H&S functions of the parish, but are being dealt with as they happen. The clerk said because of the wider audience she now as thanks to more use of social media/ online meetings she is getting greater contact with the community to report minor issues and is able to get them dealt with before them become a problem. The toilets have been reopened and regularly cleaned and water consumption is being monitored weekly.

350.21F **CONTINUING DISCUSSIONS ON OFFICE ACCOMMODATIONS**

Cllr Marsden explained that the conversation with Memorial Hall on the addition of a parish office as part of the hall building (either an annex or by internal reconfiguration) had previously begun but had been curtailed with the onset of COVID restrictions last March. Tentative communications about the possibility of restarting these talks had been made just before Christmas to allow some basic design works to commence. Cllr Marsden had spoken to members of the Hall Committee and would like to ask M. Horman (architect) to draft some initial designs of a suitable office for us. £50,000 had been earmarked in the budget reserves for this project so he would like authority given to the discussion team to release limited funds from this to spend on design & planning. He would confirm costs with M. Horman and report back to the next Full parish meeting.

Cllr Toland said that the Hall already had plans for a larger project and asked if this were the case was redoing plans not a waste of money? Cllr Marsden said that this proposal was leaning towards an add-on to the existing building so was not part of their original plans but may need some agreement to incorporate it with them. Cllr Faiers then added that through his discussions with the MMH committee they were looking for financial help with their development works, some of which could be included within the design of the parish council annex (such as minor remodelling to the toilets & Rendlesham Room access).

It was agreed that Cllr Marsden, Faiers & the clerk be open to meeting with the MMH committee to discuss and the Cllr Marsden be given limited permission to funding to cover design plans from M Horman.

351.21F **CLERKS TRAINING REQUEST – SLCC PRACTITIONERS CONFERENCE (3 days online @ £75) & REGIONAL TRAINING SEMINAR (1 day online @ £45)**

It was proposed by Cllr Faiers seconded by Cllr Toland and

RESOLVED that the clerk should attend both events, arranging hours as necessary

on a vote being taken the matter was approved unanimously

352.21F **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.**

The clerk was excused at this point and returned only to close the meeting

353.21F **TO DISCUSS THE CLERKS PERFORMANCE AND SALARY PROGRESSION & ANNUAL PERFORMANCE REVIEW.**

Cllrs Marsden & Faiers stated that they had undertaken the clerk's annual review

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

RESOLVED that the clerk received a spinal point increase (taking her to spinal point 20 + 1 extra point for additional duties) as of 1st April 2021.

a vote being taken the matter was approved unanimously

354.21F **TO DISCUSS AN INCREASE TO THE PARISH PENSION PROVISION**

It was agreed that the parish would increase its pension commitment to 7% as of 1st April 2021

Meeting finished at 8.15pm

Mrs Lisa Clements
Mawnan Parish Council
clerk@mawnan.org.uk

Your ref:
My ref: LMP 2021
Date: 25 January 2021

Dear Mrs Lisa Clements,

Local Maintenance Partnership 2021 – 22,

Thank you for your continued support with this excellent initiative. I have pleasure in providing you with information for the Local Maintenance Partnership programme for 2021 - 22.

This funding is specifically for the cutting of vegetation that grows along the surface of Public Rights of Way and is calculated at £125.89 per km, per cut for specific Gold paths, £6.29 per cut for specific isolated gates or stiles and a flat rate of £50.36 per km is offered for the overall length of Silver paths in the parish. Currently there is no specific grant for Bronze paths.

Each of the rates above have increased by 2% from the previous year, and therefore I am pleased to offer you £643.97 for the cutting of Public Rights of Way (PRoW) in your parish or town council area.

Please note, the figure above **does not** take into account any parish boundary changes that will take effect during this financial year.

As all of the paths are directly referenced to the parish number, there is a substantial amount of work to be undertaken to make sure that we make and record all of the changes to the Council maps, databases and LMP schedules.

Therefore, for the 2021 to 2022 financial year, we would ask that you continue to cut the paths as they are set out on the attached maps and schedules.

I know a number of parishes already have been in touch to discuss these changes, and where possible we would look to implement simple, beneficial solutions where applicable.

In addition to this letter, you should find the following documents attached to this email:

- **Parish Schedule** – schedule of cutting lengths and eligible costs.
- **Contractor summary of cutting** – this details cutting lengths only; please copy as necessary and pass to your contractor asking them to note the dates that they undertake each cut and return it to you with their invoice.
- **Digitised Public Rights of Way Maps** - illustrating the Gold, Silver and Bronze path cutting regimes for the Parish. Please make these available to your contractor to use with their schedule so that they can locate areas that require cutting.
- **Information Sheets** - LMP Frequently Asked Questions, Risk Management Note for the Local Maintenance Partnership and Small Works Contract.
- **Invoice Template** – Please use this template when you are ready to submit your invoice.
- **Acceptance of offer form** – To be signed and returned confirming your acceptance.

If you would like to accept this offer, sign your acceptance form and return it to me within one month of the date of this letter to environmentservice@cornwall.gov.uk

Due to Covid-19 and the restricted office access, we would ask that you do not send the form back in the post, but via email. If you do not have access to a scanner, then we would accept a photo of the signed form, or an email stating your acceptance.

On receipt of your acceptance we will send you a Purchase Order in April.

You will need this as a reference to be able to invoice us for the funds once the final cutting is complete. Your invoice must be supported by copies of your contractor invoices and their completed cutting schedule.

In order to aid our finance team, we would request that all of the invoices are submitted no later than 30th November 2021.

We look forward to continuing to work in partnership with you. The Chair and Vice-Chair of Cornwall Countryside Access Forum, Esther Kieboom and Ross Durkin, are pleased to support this initiative. The Forum is an organisation which is independent of Cornwall Council and advises the Council on improving access to the countryside. Further information about the Forum is available on the Council's website.

<http://www.cornwall.gov.uk/environment-and-planning/countryside/cornwall-countryside-access-forum/>

If you have any questions about the scheme in general, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Donald Martin', with a long horizontal flourish extending to the right.

Donald Martin
Countryside Team Leader
Natural Environment Service
Cornwall Council

Offer of Grant: Local Maintenance Partnership (LMP) / SWCP Cutting 2021-22

Mawnan Parish Council Acceptance

We accept Cornwall Council's offer dated 25 January 2021 and agree to comply with the conditions of the offer.

We wish to undertake: LMP Cutting SWCP Cutting (tick as appropriate)

Signed on behalf of Mawnan Parish Council

Name in Capitals:.....

Position:.....

Signature:.....

Date:.....

Please return this form via email to environmentservice@cornwall.gov.uk

- Please **do not** send the form back in the post.

Either:

- Print and complete the form, scan it, and then send via email
- Print and complete the form and take a digital photo of the signed form and send via email
- Or we will accept an email stating that you wish to undertake the cutting, indicating



Mrs Lisa Clements
Mawnan Parish Council
clerk@mawnan.org.uk

Your ref:
My ref: SWCP 2021
Date: 25 January 2021

Dear Mrs Lisa Clements,

South West Coast Path (SWCP) - Local Maintenance Partnership 2021.

Thank you for your continued support with this excellent initiative. I have pleasure in providing you with information for the South West Coast Path Local Maintenance Partnership programme for 2021 - 22.

This funding is specifically for the cutting of vegetation that grows along the South West Coast Path, and is calculated at £208.08 per km, a 2% increase on last year.

I am therefore pleased to offer you £804.71 for the cutting of the Coast Path in your parish.

Please note, the figure above **does not** take into account any parish boundary changes that will take effect during this financial year.

As all of the paths are directly referenced to the parish number, there is a substantial amount of work to be undertaken to make sure that we make and record all of the changes to the Council maps, databases and LMP schedules.

Therefore, for the 2021 to 2022 financial year, we would ask that you continue to cut the paths as they are set out on the attached maps and schedules.

Please find enclosed:

- **Cutting maps** – These show the sections of the path that need to be cut at different times. These vary from one to four cuts.
- **Contractor summary of cutting** – this details cutting lengths only; please copy as necessary and pass to your contractor asking them to note the dates that they undertake each cut and return it to you with their invoice.
- **Information Sheets** - LMP Frequently Asked Questions, Risk Management Note for the Local Maintenance Partnership and Small Works Contract.

- **Invoice Template** – Please use this template when you are ready to submit your invoice.
- **Acceptance of offer form** – To be signed and returned confirming your acceptance.

If you would like to accept this offer, sign your acceptance form (this will be the final page on the LMP offer letter, which will have been sent at the same time as this) and return it to me within one month of the date of this letter to environmentsservice@cornwall.gov.uk

Due to Covid-19 and the restricted office access, we would ask that you **do not** send the form back in the post, but via email. If you do not have access to a scanner, then we would accept a photo of the signed form, or an email stating your acceptance.

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Further information about the Forum is available on the Council's website.

<http://www.cornwall.gov.uk/environment-and-planning/countryside/cornwall-countryside-access-forum/>

If you have any questions about the scheme in general, please do not hesitate to contact me.
Yours sincerely



Donald Martin
Countryside Team Leader
Natural Environment Service
Cornwall Council

