

8th April 2021



Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council on Thursday 15th April 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 12th 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.

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) **TO RECEIVE AND APPROVE THE MINUTES OF THE 18TH MARCH 2021 FULL COUNCIL MEETING.**
- 5) **ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA**
- 6) **FURTHER INFORMATION ON UPCOMING MAY 2021 PARISH COUNCIL ELECTIONS** – including the possible adoption of an Emergency Scheme of Delegation, if we require a vote or not and co-option protocol
- 7) **TO CONSIDER PLANNING APPLICATIONS RECEIVED AND RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL**
 - Ref. No: PA21/02185** Yesnaby The Fairway Mawnan Smith Falmouth Cornwall TR11 5LR
Single storey extension plus rear balcony to existing floor
 - Ref. No: PA21/03026** 1 Goldmartin Close Mawnan Smith Falmouth Cornwall TR11 5HG
Non-material amendment with respect to decision notice PA20/03103.
 - Ref. No: PA21/01475** Tregarthen Helford Passage Mawnan Smith TR11 5LD
Proposed landscaping works and new boat store for the sole use of the host dwelling
 - Ref. No: PA21/01955** Bar House Bar Road Helford Passage Hill Mawnan Smith Falmouth Cornwall TR11 5LF
Remove redundant chimney stack to reinstate window. Alterations to existing dormers and additional roof lights, window removal and new bridge in replacement of approved steps from 2nd floor extension.
 - Ref. No: PA21/01783** Stable Court Grove Hill Mawnan Smith TR11 5JZ
A stone, slate and glazed single storey lean-to extension is proposed to the north-east side of the existing washroom outbuilding and main house, facing onto the driveway.

Ref. No: PA21/01645 The Quorn Penwarne Road Mawnan Smith TR11 5PQ
Erection of a flat roof dormer including Juliet balcony to the rear slope of the existing roof and conversion of the loft space into a habitable space.

Ref. No: PA21/02529 Rose Cottage Carlidnack Lane Mawnan Smith TR11 5HE
Ground floor and first floor extensions and alterations to dwelling

Ref. No: PA21/02621 7 Carlidnack Close Mawnan Smith TR11 5HF
Internal modifications and single storey flat roofed extension to rear of property. Balcony to the north east elevation

Ref. No: PA21/02414 Penmorva Bar Road Helford Passage Hill Mawnan Smith TR11 5LE
Replacement two storey dwelling with basement and detached garage and associated hard and soft landscape works following demolition of existing house

Ref. No: PA21/02605 Coth Bean Carlidnack Road Mawnan Smith TR11 5HD
Construction of an entrance porch, demolition and rebuild of single storey rear extension and material change to a garage roof

Ref. No: PA21/02606 Coth Bean Carlidnack Road Mawnan Smith TR11 5HD
Listed Building Consent for construction of an entrance porch, demolition and rebuild of single storey rear extension and material change to a garage roof

Ref. No: PA21/02869 Robinswood Maenporth Road Maenporth TR11 5HR
Movement of planned carport to side of house. |

- 8) **APPROVAL OF THE LIST OF PAYMENTS FOR APR 2021 & TO RECEIVE MAR 2021 BANK STATEMENT AND RECONCILIATION**
- 9) **CORRESPONDENCES (LIMITED LIST)**
- 10) **PARISH UPGRADING WORKS – ANY FURTHER INFORMATION**
- 11) **TO RECEIVE A LIMITED SUMMARY ON NOTED ENVIRONMENT ISSUES (note change from Traffic & Footpath Issues)**
- 12) **REPORTS FROM OTHER GROUPS / INDIVIDUALS**
- 13) **REPORT FROM CORNWALL COUNCIL WARD MEMBER**
- 14) **ITEMS FOR INCLUSION AT THE NEXT MEETING**
- 15) **MATTERS OF COMMUNITY CONCERN**
- 16) **DATE & TIME OF NEXT MEETING: 20TH MAY 2021 AT 7.30PM** – note that this meeting will likely be held **in person** on the Carwinion Playing Field and have a **very limited agenda** (statutory items only)

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

This meeting will take place online on Thursday 15th April starting at 7.30pm.

The ZOOM waiting room will be open from 7.15pm 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 - Draft minutes of previous meeting (available on parish website)

Item 6 – information on forthcoming parish council meetings & Emergency Scheme of Delegation

Advice from CALC is that, pending the outcome of a legal challenge currently underway to allow virtual meetings to continue, we should consider putting in place a Scheme of Delegation to cover until 21st June (as a minimum lockdown roadway timing) which would keep the PC legal if it decided NOT to hold physical meetings at an inside venue. I have attached the Scheme of Delegation that was used at the start of lockdown which we might want to agree in principle just in case CALC issue another one just before May 6th which we could then look to email round and adopt [or not] in its place.

There are talks about using ZOOM/Teams to have 'consultation meetings' prior to the clerk making delegated decisions to gauge the feeling of the community – I think we would probably just revert to the 'virtual agenda' style we did last year with me emailing round planning, payments, correspondences etc. for your emailed agreement. We have to have a physical meeting on the 20th May to elect a Chair & Vice-chair and confirm committees but all of the rest of our functions can be done under Delegated Powers if we have the system in place. We need to do at this [April's] meeting so the Scheme is in place in the hiatus period between elections on May 6th and the PC meeting on the 20th.

We should know tomorrow (9th April) if we will need to have an official election for seats on the parish council and following on if we have enough members to be quorate for decision making. If we do not and have spaces that would require filling by co-option we have to do this by 14th June so will have to decide how this is done if we won't be holding proper, physical meetings.

Item 7 – 11 outstanding planning applications + **Planning decision to date: Mar to Apr 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.: PA21/01770 Bar House Bar Road Helford Passage Hill TR11 5LF Status: Approved with conditions
Works to tree namely - Fell Monterey Pine tree 669 - subject to a Tree Preservation Order(TPO)

Item 8 - payments for Apr 21 & Mar 2021(End of Year) bank rec. –

Voucher	Code	Supplier	VAT	Total
1	Postages	Royal Mail	0.00	1.53
2	Meeting Room Hire	Zoom Ltd	2.40	14.39
3	Toilet - Cleaning & Materials	KC Payne	0.00	200.00
4	Clerks Salary (inc PAYE & NI)	clerk	0.00	1,000.71
5	Telephone & Internet	BT	9.20	55.19
6	Toilets - Utility Charges	EDF energy	0.00	11.00
7	Clerks Pension Contribution	Nest Pensions	0.00	34.39
8	NDP - Grant Funding	1&1 Ionos	2.00	11.99
9	Office Rent + Rates	Cornwall Council	0.00	611.28
10	Rates	Cornwall Council	0.00	243.01
11	Subscriptions	SLCC	0.00	166.00
12	Subscriptions	CALC	85.78	514.67
13	Subscriptions	CALC	0.00	102.62
14	Subscriptions	ICCM	0.00	95.00
15	Parish Pension Contribution	Nest Pensions	0.00	75.24
16	Land Registry Searches	Land Registry Searches	0.00	18.00
TOTAL			99.38	3155.02

Item 9 - 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	19.3.21	Complaint about Maenporth closure signs @ Red Lion	Resident/ Cllr Sadler	Clerk dealt	12

2	24.3.21	Grant fundings for 2021/22 – shortfall & regular	WI +	Pending/ Clerk dealing	O&F
3	24.3.21	Complaint about tree root- Carlidnack Road	Resident	Clerk dealt	12
4	26.3.21	Meudon Hotel –development gossip & 'urgent' meeting	Cllr Whibley/ Toland	Clerk dealing	
5	29.3.21	Free LINK ATM for village	Via Cllr Whibley		
6	29.3.21	Complaint about bins at Helford passage	Resident	Clerk dealt	12
7	30.3.21	Constantine group info request	AM- Precious plastics		
8	2.4.21	Maenporth static caravan siting	Various Cllrs, public, residents	Clerk dealing	7
9	7.4.21	Donation towards CET expenses	Land donors	pending	12
		Various election queries from the public, complaints about litter & parking also dealt with by the clerk			

Item 10 – parish upgrading works. No further info from Clerk.

Item 12 – now called 'Environmental Issues' to cover things like climate change, footpaths, roads & traffic, Anna Maria as they do tend to relate to each other.



MINUTES OF THE PARISH MEETING HELD ON HELD ON THURSDAY 18TH MARCH 2021 (NOW HELD ONLINE VIA ZOOM)

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

ALSO PRESENT: Mrs L Clements, Clerk + 6 members of the public

3337.21 **TO RECEIVE apologies** – Cllr Gladstone

3338.21 **MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS** – none noted

3339.21 **PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY** – several deferred as they regard planning applications

3340.21 **TO RECEIVE AND APPROVE THE MINUTES OF THE 18TH FEBRUARY 2021 FULL COUNCIL MEETING.**

It was proposed by Cllr Faiers seconded by Cllr Bradley and

RESOLVED that the amended minutes of the Parish Council meeting held on 18th February 2021 be approved and signed by the Chair.

on a vote being taken this matter was approved unanimously

3341.21 **ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA**

The clerk reported that the Calor Gas application was based on a Crowdfunding platform for match funding and that we did not have a suitable project with costing ready that could be dropped in.

The requested meeting with the Meudon Hotel's new owners was not possible via Zoom but they were reopening on the 17th May and would be able to stage a limited numbers visit in person then.

3342.21 **INFORMATION ON UPCOMING MAY 2021 PARISH COUNCIL ELECTIONS –**

The clerk explained that we needed to prepare for a physical May 20th meeting if there were no changes to legislation allowing online meetings. She said that because of the government making last minutes notification of changes it meant that a late April extraordinary meeting may be necessary to make suitable arrangements.

Cllr Marsden asked about recruiting parish councillors for nomination – the clerk explained that this information had gone up on the noticeboards, the parish website & the Facebook pages and all individuals who had shown any interest have been notified. There was an offer of sending this out via the NDP email list but the clerk was unsure if this breached GDPR guidelines.

3343.21 **TO CONSIDER PLANNING APPLICATIONS RECEIVED AND RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL**

Ref. No: PA21/01475 Tregarthen Helford Passage Mawnan Smith TR11 5LD

There was further information on the application provided by Julian Mills (Marraum, Developer) and Richard Thomas (neighbours).

It was proposed by Cllr Sadler seconded by Cllr Faiers &

RESOLVED that Mawnan Parish Council do not support the plans for the development as they stand, although we understand that there have been concessions and revisions agreed this week with the planning office as to height and the removal of the 2nd storey space.

We feel that at present design for the boathouse would be overbearing on the site even though it is sloping and, as most other dwellings in this area, suffers from the limits of the topography. We currently have a NDP going through legal review and ask that this be included within deliberations given how it relates to Policy 5: Design Principles

on a vote being taken the matter was approved unanimously

Ref. No: PA21/01462 Mawnan Church Of England Primary School Shute Hill TR115HQ

It was proposed by Cllr Faiers seconded by Cllr Toland &

RESOLVED that Mawnan Parish Council support this application

on a vote being taken the matter was approved unanimously

Ref. No: PA21/01770 Bar House Bar Road Helford Passage Hill Mawnan Smith TR11 5LF

It was proposed by Cllr Toland seconded by Cllr Marsden &

RESOLVED that Mawnan Parish Council support this application in lines with the recommendations of the Tree Officer

on a vote being taken the matter was approved unanimously

Ref. No: PA21/01287 Penavon Helford Passage Mawnan Smith TR11 5LB

The homeowners were given time to discuss their application and explain the change in their circumstances since originally plans were put in

It was proposed by Cllr Marsden seconded by Cllr Whibley &

RESOLVED that Mawnan Parish Council support this application in principle. We do however feel that changing the glass to the balconies to a non reflective alternative would be more beneficial - especially when seen from the river.

We feel that it is useful to note that the number of revisions to the application have been brought about through the attempts to adjust to the neighbours' concerns about massing, overlooking and overdevelopment of the site and thank the residents for their attempts.

on a vote being taken the matter was approved unanimously

3344.21

APPROVAL OF THE LIST OF PAYMENTS FOR MAR 2021 & TO RECEIVE FEB 2021 BANK STATEMENT AND RECONCILIATION

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

RESOLVED that accounts totalling £16292.52 (Inc. VAT) be approved for payment & duly signed

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

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

3345.21 CORRESPONDENCES (LIMITED LIST)

Item1 – Cllr Toland suggested adding 608 grade gravel to this areas but after further discussion it was agreed that we had made a good effort on what is essentially private land and that no further works by the parish would be undertaken at present.

Item7 – it was agreed that a bin at this location would be useful. The clerk would provide options for the next O&F meeting. Thanks were given to the resident who had made the effort to collect and recycle all of the litter from this area.

Item11 – WI given Ok to use space around Millennium Cross for Spring Flower Show, clerk to provided posts & ropes to separate from pavement.

Item12 – An Enforcement Complaint had been raised on this issue as it did appear that works above those necessary to mitigate flood damages were taking place

Item15 – the clerk read a statement in relation to this item:

A submission was made to Cornwall Council by a member of the public following the December Parish Council meeting stating that they felt Cllr Moyle had breached the Code of Conduct. Cllr Moyle had not made any response to this complaint so the decision made has been based purely on submitted information by the complainant and previously supplied information, such as the PC minutes and Register of Interest. The decision was made that at the meeting of the Parish Council held on 17 December 2020 the Subject Member had breached paragraphs 2.1, 2.4, 2.5, 2.9, 2.11, 3.2 & 3.5 of the Code of Conduct for Mawnan Parish Council.

As such a recommendation for censure has been made in that Cllr Moyle take no part in any matter relating to the Mawnan Allotments Association for a minimum period of 1 year after from the first council of the municipal year 2021 - 2022.

It is for the Parish Council to note this recommendation and put in place suitable actions address this. Cllr Moyle still has the right to challenge this decision by formally requesting within 14 days of the notice being issued (dated 15.3.21).

Item16 – Highways were not happy with the large granites put in place by the farmer at Durgan/Bosloe to stop cars parking, however they have agreed to leave in place as an interim measure. Cllr Toland made the suggestion that this be made into a private road which appeared unviable. Cllr Moyle said that the parking issues was the fault of the National Trust for installing a Pay & Display meter without making the whole field into all-weather parking. He felt this area would once again be over-run in the summer.

3346.21 PARISH UPGRADING WORKS – ANY FURTHER INFORMATION

Constant problems with toilets since it was agreed to upgrade- closed this week due to leaks & backfill in the inspection pit. This has been jetted. Steve the Plumber is currently doing a quote for replacing fixtures, and the fountain is unlikely to be able to be added to the current pipe works.

Cllr Sadler said this should be a specification only and should be going out to tender; he thought we should be paying a qualified plumber to be coming in to write up a full specification.

Cllr Whibley though that this should be classed as an urgent project given. The clerk did ask for some expansion on what was actually to be included in the scope of 'full refurbishment' works – removing partitions, re-flooring, replacement windows & general repainting – but this was not clarified. After discussion it was decided that a Quantity Surveyor [within the village] should be asked to draw up a full specification for a refurbishment before it when out to tender

The clerk was concerned that in asking for a full refurbishment specification that if it came back too expensive that no works would be done at all. Cllr Sadler suggested the Cllr Moyle be in attendance with the Quantity Surveyor so he can be there to work up the specification. Cllr Marsden said this this should initially be done through the clerk.

3347.21 TO RECEIVE A LIMITED SUMMARY ON NOTED ENVIRONMENT**Foothpaths - Cllr Whibley**

More boughs down within Carlidnack Wood foothpaths. Dealt with via P Hodgson.

On 2 recent occasions dogs had to be rescued after falling down the cliffs between Maenporth &

Bream Cove with the Coastguard Rescue Teams & inshore lifeboat having to be called in, along with others. Investigations into signage proved unviable but that more notice be made of the need to keep dogs under control – we have done what we can notifying residents/local users. Tank Road – ongoing complaints but Cllr Whibley does not feel more correspondence with the landowners at this time is necessary.

Anna Maria Creek – further rubbish had been cleared out and the match-funding provided by the residents had been released following this. Funding from Cllr Bastin's Community Chest has also gone through. CoS are just awaiting a letter of authorisation from The Duchy to allow the remaining larger vessels slated for removal to be dragged across the creek and out for collection. Beach cleans are beginning to restart in the next few weeks. Helford River AGM to take place next week.

CET (Cob Endowment Trust) – Cllr Marsden

The land donation had been withdrawn because of a report by Nigel Farage seen by the donors about trees being removed because of safety concerns in an area local to him. The donors are worried that this could potentially happen on the 1.7 acre site and the community would therefore have no use of the area. They have now indicated that they are removing the offer of the land to the parish and were prepared to contribute to any costs incurred to date by the parish.

School Crossing – Cllr Marsden asked Cllr Bastin for any news as supposedly it was 'still in the design phase'. He would try to chase this up for us but it was reliant on the Design Team. There are problems as widespread annual leave is being taken by Cornwall Council officers.

Cllr Bradley – Teams meeting with Cllr Whibley on Climate Change done but notes currently unavailable. Slides from the presentation are available if anyone wants to see them. CNP meeting for next week cancelled.

A resident had made a request that the PC resubmit it's required for a TPO on the mature pines at Maenporth which the clerk had discussed with planning. They felt that unless a significant change to their visual amenity had been assessed as extremely mature specimens they would not likely be granted TPO status. The clerk however said that they resident would be within their right to attempt to secure a TPO themselves and it was agreed that this could reference the parish's attempts.

3348.21 REPORTS FROM OTHER GROUPS / INDIVIDUALS

T Damer of the NDP Steering Group reported that the draft NDP had been submitted last week for legal scrutiny by the clerk but that a response had only just been received as the files could not be accessed via the Cloud. Thanks were given to the clerk for the work that this application required and for updating the NDP website to show all of the new changes and linking the new draft documents. We are now in the last furlong but it is still likely to be the autumn before we are looking to have this finalised due to extended consultation periods and referendum timings.

3349.21 REPORT FROM CORNWALL COUNCIL WARD MEMBER

- Cllr Bastin reported that the CNP & Climate groups were both suspended pending the local council elections on May 6th. They had hoped to have speakers addressing climate retrofitting & solar panels at the meeting but had found it exceptionally hard to find anyone able to speak on this. The next meeting would take place in June with a new raft of councillors based on the new boundaries. Future funding for CNPs from the current portfolio holder had not been secured.
- Planning DPD – could the parish try to make comments about the lack of protection for farmland specifically 'all Grade 3 agricultural land to be protected from development of any kind'. It was felt that the AONB already offers enough strength and protections to deter

developers but that challenges to farming land by using bought-in consultants were regularly taking place.

- Covid levels in the County are going up again but this could be in part to more tests, especially those of schoolchildren, taking place.

3350.21 **ITEMS FOR INCLUSION AT THE NEXT MEETING** – none noted

3351.21 **MATTERS OF COMMUNITY CONCERN** – none noted

3352.21 **DATE & TIME OF NEXT MEETING: 15TH APRIL 2021 AT 7.30PM**

3353.21 **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.**

(meeting finished at 9.25pm)

3354.21 **TO DECIDE ON AWARDING THE OPEN SPACES CONTRACT (ENDING 31/3/24)**

Only 1 tender had been received back, which the clerk had already opened and circulated. It was suggested by Cllr Moyle that the contract only be awarded for 1 year and then a better review done. This was dismissed.

It was proposed by Cllr Bate, seconded by Cllr Sadler and

RESOLVED that R Sanders be awarded the Open Spaces 2021 contract at £25742.00

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

3355.21 **CLERK TO REPORT ON THE OUTCOME OF A CODE OF CONDUCT BREACH COMPLAINT –**

Dealt with under correspondences, no further discussion.

Meeting finished at 9.40pm

Item 3344 - payments for Mar 21

Voucher	Code	Supplier	VAT	Total
272	S19 - Carwinion Playing Field	sign shed	3.38	20.29
273	S19 - Junior Playing Field	sign shed	1.91	11.45
274	Postages	Royal Mail	0.00	5.70
275	Footpath Repairs	sign shed	5.37	32.20
276	Office Supplies	Hope Educational	11.65	69.88
277	Toilets - Repairs & Maintenance	KC Payne	0.00	114.59
278	Clerks Salary (inc PAYE & NI)	clerk	0.00	1,216.39
279	S19 - Junior Playing Field	R Sanders	13.00	78.00
280	Telephone & Internet	BT	9.32	55.92
281	Toilets - Utility Charges	EDF energy	0.00	11.00
282	Clerks Pension Contribution	Nest Pensions	0.00	33.40
283	NDP - Grant Funding	1&1 Ionos	2.00	11.99
284	Parish Pension Contribution	Nest Pensions	0.00	69.58
285	Postages	Royal Mail	0.00	4.17
286	Clerks Salary (inc PAYE & NI)	HMRC	0.00	209.13
287	Parish NI contribution	HMRC	0.00	179.81
288	Meeting Room Hire	Zoom Ltd	2.40	14.39
289	S19 - Carwinion Playing Field	R Sanders	31.00	186.00
290	Grass Cutting	R Sanders	5.00	30.00
291	Maintenance/ Grounds	R Sanders	55.00	330.00
292	Smaller Earmarked Projects	Clean Ocean Sailing	0.00	5000.00
293	Toilet - Cleaning & Materials	KC Payne	0.00	200.00
294	NDP - Grant Funding	Cornwall Council	22.00	132.00
295	S19 - Junior Playing Field	Junior Playing Field Trust	0.00	3,028.79
296	S19 - Carwinion Playing Field	CPFT	0.00	2,989.26
297	NDP - Grant Funding	James Evans	0.00	1,350.00
298	Toilets - Repairs & Maintenance	Clear-Flow Ltd	29.00	174.00
299	Smaller Earmarked Projects	Stephens Scown LLP	122.43	734.58
TOTAL			313.46	16292.52

Item 3345 - Correspondences.

	Rec'd	Description	From	actions	Agenda
1	22.2.21	Complaint about [gravelled] footpath opposite school	Resident	Clerk dealt	12
2	22.2.21	Dog poo & footpath cutting	Resident	Clerk dealt	12
3	25.2.21	Signs @ Helford quay	Resident	Clerk dealt	12
4	26.2.21	Climate Emergency DPD consultation	CC	For info	
5	5.3.21	New bench in graveyard (church faculty)	Diocese office	Clerk dealing	
6	8.3.21	G7 letter	D&C Police	For info	
7	8.3.21	Request for litter bin @ Trelawny Hotel layby	Resident		12
8	8.3.21	Request for TPO on trees @ Rosemaen	Resident	Clerk dealt	8
9	10.3.21	School crossing update	Mawnan School	Clerk dealt	12
10	10.3.21	Affordable homes- Gwel An Kastel	CRHA	website	
11	10.3.21	Wi request for outside space use – Spring flower show community event	WI	pending	
12	10.3.21	Old Boatyard/ hedgerows enforcement complaint (17.3 confirmation rec'd from CC)	Clerk, Cllr Bastin, residents	Clerk dealt	8
13	11.3.21	Post office/ MMH continued services	MMH committee/clerk	Clerk dealing	5

14	11.3.21	Meudon Hotel zoom meeting/ visit	Owners	pending	
15	15.3.21	Code of Conduct complaint decision – Cllr Moyle	S Mansell- CC		
16	16.3.21	Highway obstruction @ Durgan	CORMAC	Pending	12

DRAFT

Adopted by MPC: 29 March 2020

Next Review: Jul 2020



Mawnan Parish Council

Scheme of Delegation – Additional and Emergency Arrangements during Coronavirus Outbreak 2020

Introduction

The Local Government Act 1972 (s.101) provides for a local council to arrange for the discharge of any of its functions by any other local authority, a committee or sub-committee, or by an officer of the authority.

Acting within these provisions, the Council's standing arrangements provide for the Clerk to take any decisions as may be specifically delegated by the Council from time to time, to incur expenditure on revenue items below £300 in certain circumstances (in accordance with Financial Regulations), and to make certain decisions relating to planning matters (see the Council's website).

During the circumstances occasioned by the coronavirus pandemic from March 2020 until such time as the Council may determine, the Clerk is authorised to do anything expedient and necessary to ensure the continuous business of the Council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during this period. The functions delegated to the Clerk include, but are not limited to, those set out in the Scheme of Delegation below. This Scheme replaces the existing standing arrangements, until the Council may determine otherwise, in order to arrange for the efficient continuation of the business of the authority in the event that the Council is unable to meet to take decisions either because of new legislative requirements and Government guidance or because the Council is otherwise inquorate for whatever reason. All decisions taken under this Scheme will be reported to the next properly convened and quorate meeting of the Council and listed on the monthly virtual minutes as necessary.

Delegation of functions to Clerk

In the circumstances described above, the Clerk has authority to take decisions and act on behalf of the Council as follows:

Function	Description of delegated authority
1. Expenditure authority	<ul style="list-style-type: none">- To arrange for the payment of any outstanding invoices via electronic means. Actual payments will be authorised by the Chair/ vice-chair OR quorate number of councillors- To agree suitable methods and timely payment where electronic transfers are not possible (cheques)- To order goods and services as previously authorised by Council, or as required on an ongoing basis (within approved budgets), or in line with the agreed policies of the Council (in terms of work in progress)

	<ul style="list-style-type: none"> - In respect of urgent or necessary expenditure (revenue or capital), to vire funds as between approved budgets to ensure adequate funding for works or payments as required - To incur revenue expenditure up to £5000 (any one item; within approved budgets) as required, either on an ongoing contractual basis, eg staff or contractor costs, to cover ongoing service requirements, eg to pay for supplies as ordered, or to make any payments to contractors and suppliers as urgently or necessarily required - To incur capital expenditure up to £5000 (any one item; within approved budgets) as required for urgent or necessary works
2. Planning consultations	<ul style="list-style-type: none"> - To forward to all councillors for consideration planning applications received and to collate responses - To liaise with agents, homeowners and public any additional comments for consideration in making decisions on planning applications. - To respond (or decide not to respond) to any planning consultations as received and within statutory timescales
3. Facilities management	<ul style="list-style-type: none"> - To arrange for the closure of Council facilities in the interests of public health and safety, or to allow for urgent or necessary repair works
4. Legal matters	<ul style="list-style-type: none"> - To instruct solicitors if required in any circumstances requiring timely action on the part of the Council
5. Correspondence	<ul style="list-style-type: none"> - To respond to any formal correspondence received, including communications from the ICO and auditors - To deal with any complaints received pursuant to the Council's Complaints Policy insofar as may be possible but otherwise with discretion to act as appropriate in the circumstances
6. Contractors	<ul style="list-style-type: none"> - To manage the Council's contract holders (grounds, footpaths, cleaning) as appropriate to current guidelines
7. Meetings	<ul style="list-style-type: none"> - To convene the Annual Parish Meeting if necessary. - To provide virtual agenda/ minutes as necessary to record the parish councils actions & decisions whilst unable to meet physically and to publish these for the community benefit.
8. Trusts	<ul style="list-style-type: none"> - To undertake such works and administration required to allow the Playing Field Trusts to function. - To obtain quorate decisions on any spending

Acting in accordance with this Scheme of Delegation, the Clerk may do anything pursuant to the delegated powers or duties which it would be lawful for the Council to do, including anything reasonably implied or incidental to that power or duty.

In taking action under this Scheme of Delegation, the Clerk will consult with the Chairman and Vice Chairman, as appropriate, and insofar as may be possible, and will email all councillors on a regular basis to update them as far as possible with the progress of Council business.

Delegation – Limitations

All decisions taken under delegated authority will be in accordance with the Councils Standing Orders and Financial regulations and this Scheme of Delegation, and where applicable any other rules/regulations and legislation. Wherever possible all decision will be made after consultation between the clerk and at least the chair / vice chair. All decisions will be reported to the first appropriate Council meeting. The Council may delegate the power to make individual decisions on individual items to the Proper Office/Responsible Finance Officer and its Committees as and when appropriate. At no point will decision making be limited to a single representative of the council.

This document and the delegated functions therein will be regularly reviewed by the full council to see if they are still necessary. They can be rescinded at any point given a quorate vote.

lisa

Subject: FW: ATM opportunity- for phone box?

From: Jackie Whibley [mailto:jawhibley1@gmail.com]

Sent: 29 March 2021 09:59

To: clerk@mawnan.org.uk

Subject: ATM opportunity- for phone box?

Hi Lisa,

One of our parishioners has handed me this clipping about free ATMs for communities.

Maybe we could put the phone box to good use?

It would be good to have a 24/7/365 cash facility in the parish.

Maybe we could discuss as parish council?

Kind regards,

Jackie



lisa

From: Esther Richmond <esther.richmond@cornwall.gov.uk>
Sent: 30 March 2021 16:26
To: Esther Richmond
Subject: Recycling Plastic Initiative - Constantine Request

Information Classification: CONTROLLED

Dear All

Please see the below request from Precious Plastic Cornwall regarding linking up with other local plastic recycling initiatives.

Best wishes

Esther

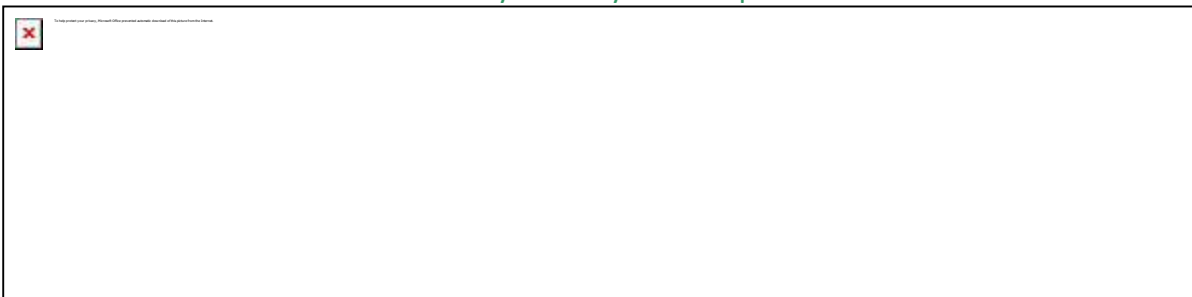
Esther Richmond
Falmouth & Penryn Community Link Officer
Localism
Communities and Public Protection
Neighbourhoods Directorate
Cornwall Council
Tel: 01872 324809
Int: 494809
Mobile: 07528983366
esther.richmond@cornwall.gov.uk

Room 3E.01, New County Hall, Truro TR1 3AY

<http://www.cornwall.gov.uk/> | 'Onen hag oll'
Like us on [Facebook](#)
Follow us on [Twitter](#)

Please let us know if you need any particular assistance from us, such as facilities to help with mobility, vision or hearing or information in a different format.

Please consider the environment. Do you really need to print this email?



Sent: 24 March 2021 16:58
To: Esther Richmond <esther.richmond@cornwall.gov.uk>
Subject: Recycling Plastic Initiative

Dear Esther,

I am involved in an environmental group in Constantine that is looking to set up a local plastics recycling facility. Our idea is to create a small-scale recycling facility that could be used by the local community and education providers to demonstrate the importance of not throwing away plastics that could be reused. This would hopefully feed into wider plans to reduce carbon emissions in Cornwall and our impact on the environment. I have included more information below about our group and how it fits into a wider global organisation called Precious Plastics.

We thought it would be a good idea to contact the wider Falmouth and Penryn community to see if you are aware of any other similar initiatives that it would be useful for us to make contact with? We would also appreciate any information or advice you may be able to give or signpost us to in relation to funding, connections, useful people to know etc! We are already in talks with Penryn College and Constantine School who are both keen to work with us, and we hope to make contact with engineering or other businesses that may be interested too.

Many thanks,
Antonia Mullaly
preciousplasticcornwall@gmail.com

Precious Plastic Cornwall (PPC)

We want to create a community-based plastic recycling centre to tackle the problem of plastic pollution in Cornwall. We would like to do this as part of the Precious Plastic family. This way we can recycle plastic and benefit from it right here in Cornwall, rather than paying to send it up country!

It will be a work space that can be used by individuals, schools and groups to various ends. It can be used as an educational centre, a place to design and make exciting recycled plastic products that can be used as fundraisers. It would become a community workspace, a landmark of local environmental awareness and a source of pride.

We believe this project could be realised best through a three way partnership between Precious Plastic Cornwall (and the local community), a secondary school and an engineering business. Such a partnership would help realise this community based recycling centre (involving social, environmental and economic factors into one delightful project) and benefit all three parties.

The centre would eventually have to be located in a building suitable for visitors with electricity and water connections. The centre would house five hand-made (by the Kernow Team, schools and an engineering business) machines and a whole lot of shredded plastic and perhaps a show area for current products.

Precious Plastic (<https://preciousplastic.com/>)

Precious Plastic represents a growing global not-for-profit community of more than 80,000 people worldwide that help others **recycle** existing stores of 'precious' plastic. They do this through supplying machine plans, product designs, knowledge on plastic and the industry, business models and a full ecosystem that can be adopted by anyone. And all for free!

We would like to use the resources made available by this community to form **Precious Plastic Cornwall**.<image001.jpg>

Here are two useful clips that explain what Precious Plastic is further:

1. <https://www.youtube.com/watch?v=Os7dREQ00I4&t=1s> - a short 2 minute introduction into the 'Precious Plastic Universe'
2. <https://www.youtube.com/watch?v=thhHoPJ6Y14> - a longer 30 minute video with more detail.

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at enquiries@cornwall.gov.uk. Please note that this e-mail may be subject to recording and/or monitoring in accordance with the relevant legislation and may need to be disclosed under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Security Warning: It is the responsibility of the recipient to ensure that this e-mail and any attachments are virus free. The Authority will not accept liability for any damage caused by a virus. <Mail Attachment.eml>

This e-mail and attachments are intended for above named only and may be confidential. If they have come to you in error you must take no action based on them, nor must you copy or show them to anyone; please e-mail us immediately at enquiries@cornwall.gov.uk. Please note that this e-mail may be subject to recording and/or monitoring in accordance with the relevant legislation and may need to be disclosed under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. Security Warning: It is the responsibility of the recipient to ensure that this e-mail and any attachments are virus free. The Authority will not accept liability for any damage caused by a virus.