

10<sup>th</sup> November 2022



Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council on Thursday 17<sup>th</sup> November 2022 at 7.30pm in the Mawnan Bowling Club.

Please find attached the agenda for our 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. 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

### 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 20<sup>th</sup> OCTOBER 2022 FULL COUNCIL**
- 5) **ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA** (noticeboard repairs, graveyard contractor meeting; Meudon planning letter)
- 6) **TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING**  
**Ref No. PA22/09837** Muggles End Little In Sight Mawnan Smith Falmouth  
 Works to a tree subject to a Tree Preservation Order for Lime (T1), reduce by 30% (see photo) to reduce chance of failure and allow more light into the garden.
- 7) **TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL** - please note the Cornwall County Planning portal has been down this week so list summary info has been included instead.
- 8) **APPROVAL OF THE LIST OF PAYMENTS FOR NOV 2022 & TO RECEIVE OCT 2022 BANK STATEMENT AND RECONCILIATION**
- 9) **TO RECEIVE RECOMMENDATIONS FROM THE OFFICE & FINANCE COMMITTEE FROM THE OCTOBER MEETING (this includes the 5 year review of Policies , date for budget /precept setting and proposal for a budget for the Coronation Celebrations 2023)**
- 10) **TO AGREED RESPONSES REQUIRED TO ANY CORRESPONDENCES** not already made by clerk  
 Please be aware that items listed under 'Correspondences' could be addressed as part of the relevant Agenda item given in the Associated Papers during the full council meeting.
- 11) **TO CONSIDER PARISH TOILET UPGRADING WORKS (following further site visit)**

- 12) TO RECEIVE INFORMATION AND MAKE DECISIONS ON NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS AND CLIMATE CONSCIOUS MAWNAN.**
- 13) REPORTS FROM OTHER GROUPS / INDIVIDUALS**
- 14) REPORT FROM CORNWALL COUNCIL WARD MEMBER**
- 15) PARLIAMENTARY BOUNDARY REFORM – CONSULTATION ON PROPOSED CHANGES**
- 16) TO RECEIVE INFORMATION ON CURRENT COUNCIL VACANCIES & POSITION OF NOMINEES FOR CO-OPTION AND TO ASSIGN 'ROLES & RESPONSIBILITIES' IF APPROPRIATE**
- 17) ITEMS FOR INCLUSION AT THE NEXT MEETING MATTERS OF COMMUNITY CONCERN**
- 18) MATTERS OF COMMUNITY CONCERN**
- 19) DATE & TIME OF NEXT MEETING: 15<sup>th</sup> DECEMBER 2022 AT 7.30PM @ MAWNAN BOWLING CLUB**  
where the usual celebrations for Xmas will take place with seasonal refreshments provided.

## Associated papers:

**Item 4** – draft minutes attached for October meeting

**Item 5** – general handyman sought for repairs to noticeboard & clean-up of Telephone box. Amendments to contract for graveyard being worked on following meeting with contractor to review on Wednesday 9<sup>th</sup> (will circulate once done).

**Item 6** - only 1 TPO application to review to date

**Item 7** - Planning decision to date: Jul to Oct 2022

**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: PA22/08912** Chygywyn Sampys Hill Mawnan Smith Falmouth Cornwall TR11 5EW

**Status: APPROVED**

Application for non material amendment following grant of planning permission PA21/11094 dated 13.01.2022. Amendments sought retention of existing bay window in lieu of approved sliding doors in south west elevation. Amended hard landscaping layout in response to bay window/ sliding-door amendment above. Timber cladding to proposed kitchen extension in lieu of approved slate cladding. Render finish to garage in lieu of timber and inclusion of timber log store to north elevation.

**Ref. No: PA22/09179** White Lodge Anna Maria Lane Budock Vean Mawnan Smith TR11 5LJ

**S52/S106 and discharge of condition apps**

Submission of details to discharge condition number 4 in relation to decision notice PA18/11116 dated 18.02.2019

**Ref. No: PA22/06967** Maricel West Bay Maenporth Road Maenporth Cornwall TR11 5HP

**Status: APPROVED**

Proposed side extension and new garage to site without compliance with condition 2 in respect of decision notice PA19/11182 dated 29/04/2020.

**Item 8** – - payments for Nov 2022 & bank rec. for Oct 2022

Voucher	Code	Supplier	VAT	Total
211	Toilet - Cleaning & Materials	KC Payne	0.00	300.00
212	Clerks Salary (inc PAYE & NI)	clerk	0.00	1,484.37
213	S19 - Junior Playing Field	R Sanders	30.00	180.00
214	Toilets - Utility Charges	EDF energy	0.00	10.00
215	Clerks Pension Contribution	Nest Pensions	0.00	37.66
216	Parish Pension Contribution	Nest Pensions	0.00	82.38
217	Telephone & Internet	PlusNet	5.40	32.40
218	Graveyard Maintenance/ Grounds	Robbie's Garden Services	0.00	433.35
219	S19 - Carwinion Playing Field	R Sanders	86.00	516.00
220	Grass Cutting	R Sanders	40.00	240.00
221	Books	clerk	0.00	17.99
222	Roads & Traffic	clerk	0.00	3.27
223	Toilet - Cleaning & Materials	clerk	0.00	3.30
224	Graveyard Resources (Books/Forms/Travel etc)	clerk	0.09	1.62
225	Toilets - Utility Charges	WaterPlus	0.00	60.97
226	S19 - Carwinion Playing Field	Treve Young	0.00	60.00
227	S19 - Junior Playing Field	Treve Young	0.00	20.00
<b>Total</b>			<b>£161.49</b>	<b>£3,483.31</b>

**Item 9** – draft minutes from O&F meeting from 24<sup>th</sup> October are attached.

All Councillors should have had the 1<sup>st</sup> draft of the 23/24 budget to take a look at; anyone with questions or additions need to contact the clerk before the December meeting. There is a potential overspend of £4000 +/- (this is before the Solar Grant to Donations decision, but is affected by burials income in the interim period).

The list of policies reviewed & outline of amendments made are:

	<b>Amendments made</b>
Financial Regulations	relates to the financial limits on page 15 ( 11b) + our appendix 1 statement
Standing Orders	<p>Apart from changes to numbers (days, councillors etc) as necessary the following changes have been made to update our Standing Orders from the Model version. Section in red are specific to us.:</p> <p><b>3.s</b> - Such a request shall be required to be made prior to a vote taking place.</p> <p><b>4b</b> – Non-councillors may be included in the <b>Office &amp; Finance Committee</b> provided that there are a minimum 3 councillors present.</p> <p><b>15.b. XV</b> refer a planning application received by the Council to the <b>Planning Review Committee</b> within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council</p> <p><b>18.c</b> A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).</p> <p><b>19g.</b> The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.</p> <p><b>h.</b> Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified. <b>Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the clerk and/or the Chairman of the Council.</b></p> <p><b>20.b</b> The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015</p>
Planning Protocol	rewritten
Pre Application Planning protocol	rewritten
Freedom of Information - Publication Scheme	Changes to classes of information etc.
Retention & Disposal policy	addition of a single line on bottom of Page 4 so we stay in line with the County Archives.

Burial information & site regulations (inc scale of fees)	Extra section about "definition of parishioner" (page 3) & about memorial applications (page 10) following a couple of in-year issues. Annual review of charges also needed (page 9) in January. New inclusion on insurance added.
Graveyard Safety Regulations	Section 2 rewritten. New inclusion on insurance added.
Disciplinary Policy	Points 4 & 14 + examples of gross misconduct
Scheme of Delegation	Minor (covid)
H&S Risk Assessment Policy	Minor (covid)
Safeguarding Policy	None required
Grievance Policy	None required
Councillor privacy notice	- has had the blank for Data Control Officer filled in with 'O&F Committee, c/o Parish Clerk'
information & data protection policy	None required
Recording of Public Meetings - guidelines	None required
Complaints Procedure	None required
Dignity at Work Policy	None required
Equal Opportunities Policy	None required
Reporting of Accidents and Incidents Policy	None required
Graves and Graveyards Policy	None required
GDPR - privacy notice	None required

**ALSO** – to discuss the proposal for a budget of £3000 for the Coronation Celebrations was proposed from next year's budget. This was to allow groups to start preparations for this event, with a formally constituted committee needing to be set up to avoid the issue arising from the Jubilee Celebrations.

**Item 10-** Correspondences. If councillors wish to see any more information on individual items this will need to be requested from the clerk.

	Rec'd	Description	From	actions	Agenda
1	24.10.22	Grant funding request from cub scouts	L Allen – resident	Clerk dealt	
2	24.10.22	LLCA consultation event (D Mcquillan to attend on behalf of PC)	K Statham – CC Environment	For info	
3	24.10.22	Grant writing & funding training session	SCRIBE software	pending	
4	26.10.22	Budget setting – 1 <sup>st</sup> draft	FROM CLERK		9
5	2.11.22	Problem with cherry tree @ church	Churchwarden	Clerk dealt	5
6	3.11.22	Local handyman sought for minor works – response		pending	11
7	3.11.22	Annual pay awards 22/23	NJC/ CALC	pending	9
8	7.11.22	Precept & Council Taxbase info for 22/23	W Tarrant – CC Finance	pending	9
9	7.11.22	Durgan New year Roadworks (businesses notified)	CC Highways	Clerk dealt	12

10	7.11.22	Request for position on Mayor for Cornwall	Letcornwalldecide	Clerk dealt	
11	7.11.22	Planning refresher training – reminder	CALC	pending	
12	10.11.22	Parliamentary boundary review consultation	Boundary Commission	Full council	15
13					
14					

**Explanation of actions:**

*Clerk dealt – clerk has replied/actioned for info - forwarded to all councillors; no specific response necessary*

*Full council – already on agenda*

*Pending –may need further investigation/discussion*

**Item 11** – info following further site visit by Cllr Brooksbank & Reid (notes attached) decision into final scope of works to be agreed prior to clerk sourcing contractors quotes for new year.

**Item 15** – details on proposed parliamentary boundary review changes for Cornwall. There are now no changes being considered that would have an effect on Mawnan and its position in the Camborne & Redruth division.

**Item 16** – still 2 co-option vacancies open with no contact being made to the clerk. Roles & responsibilities updating still on the table.



**MINUTES OF THE MAWNAN PARISH COUNCIL MEETING HELD ON THURSDAY 20<sup>th</sup> OCTOBER 2022 AT 7.30PM, IN THE MAWNAN BOWLING CLUB**

**Present:** Cllrs Brooksbank (Chair), Bate, Morris, Moyle, Potter, Reid, Sadler & Whibley

**ALSO PRESENT:** Mrs L Clements, Clerk + 5 members of the public

3651.22 **TO RECEIVE APOLOGIES-** none noted

3652.22 **MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS** - none noted

3653.22 **PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY –**

Cllr Moyle said he was complaining as a member of the public about item 10 on the agenda, requesting his removal as a signatory. He stated he had no knowledge of the reasoning for this item, that it was defamatory and would be pursuing legal action. He also felt that this should have been heard/ discussed under a 'Part 2' (confidential) session. The clerk offered to move this item into the Part 2 session at the end of the meeting but Cllr Moyle continued on, saying he had been to the bank to verify his details and that the signature was even older than the amended one he had previously been down with Cllr Faiers to change several years ago.

The clerk then explained that she had spoken to Cllr Moyle about the problems with his signature of bank forms and that this was, after multiple long conversations with the bank, the only way forward they could offer. An explanation of this item was included in the associated papers page, which form part of the Full Agenda.

3654.22 **TO REVIEW THE USE OF THE EMERGENCY SCHEME OF DELEGATION ( put in place due to royal mourning period)**

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

**RESOLVED** that the Emergency Scheme of Delegation adopted on 9<sup>th</sup> September 2022 be revoked

on a vote being taken the matter was approved unanimously

3655.22 **TO RECEIVE AND APPROVE THE MINUTES OF THE 21<sup>st</sup> JULY 2022 FULL COUNCIL MEETING & THE 'VIRTUAL MEETING' OF 15<sup>TH</sup> SEPTEMBER 2022 (and all delegated decisions made)**

It was proposed by Cllr Sadler seconded by Cllr Potter and

**RESOLVED** that the minutes of the Parish Council meeting held on 21<sup>st</sup> July 2022 and the virtual minutes of 15<sup>th</sup> September be approved and signed by the Chair

on a vote being taken the matter was approved unanimously

3656.22 **ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA**

The clerk stated that she had bought and erected signs on the bus-stop signposts adjacent to the school showing a pedestrian crossing since CORMAC had refused them.

Cllr Potter said that he had heard nothing back from highways on the Durgan parking problems other than an email already forwarded on to the clerk. The clerk said she had has something similar, saying that changes to parking (enforcement) wouldn't be possible as residents were parking on the road and

that they would need to be agreeable. But she did then state that she's received an email from Cllr Bastin saying this was being 'looked at closely by (County) Cllr Desmonde without any more explanation.

Parish noticeboard repairs – the clerk explained the previous offer to refurbish had been rescinded as the need to replace the backboard was too much work to take on.

It was proposed by Cllr Brooksbank seconded by Cllr Potter and

**RESOLVED** that works up to £300 should be undertaken to replace the backboard asap.

on a vote being taken the matter was approved unanimously

Cllr Sadler asked about the graveyard visit, having stopped the contractor to discuss last week. The clerk explained that there had been calendar conflicts in getting this sorted between her, the chair & contractor but it was still hoped to get it done.

3657.22

**TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING**

**Ref. No: PA22/01579/PREAPP** Land North Of Mannshone Penwarne Road Mawnan Smith

It was proposed by Cllr Whibley seconded by Cllr Brooksbank &

**RESOLVED** that Mawnan Parish Council would just like bring to the attention of the Planning Officer to make sure that the concerns we have with additional vehicles accessing the road in this immediate area are included in any consideration of this plan. The proposed exit splay would be in the immediate vicinity of the change of speed from 40 to 30mph on Penwarne Road.

There is also community worry that these homes, although proposed as a rural exception site by the landowner to ease the problems of getting affordable homes for 'truly local' residents, would simply end up being given to non-residents in the parish, - especially under the current allocation need system used by Cornwall Housing. We have asked that he make contact with the CLT to seek advice on how to focus development on these considerations and to see if there is a way to increase the ration of affordable/ open market.

It was noted that at this stage no recommendation for support or rejection can be made and the above comments do not infer any such position.

on a vote being taken the matter was approved unanimously

**Ref. No: PA22/08329** Budock Vean Cottage Budock Vean Mawnan Smith TR11 5LJ

It was proposed by Cllr Whibley seconded by Cllr Brooksbank &

**RESOLVED** that whilst Mawnan Parish Council support this application in principle we have to ask if the inclusion of the vellux window is really necessary - the potential for light pollution in this area and its effect on bats would be cause for concern as there is no Bat report available

on a vote being taken the matter was approved unanimously

**Ref. No: PA22/07006 & 7007 (listed consent)** Estate Workshop Penwarne Manor Mawnan Smith TR11 5PH

It was proposed by Cllr Whibley seconded by Cllr Sadler &

**RESOLVED** that Mawnan Parish Council would support this application however we would need reassurances that there would be measures tying it to the farm for purely ancillary function (storage/ workshop).

We also have worries about screening from the adjacent footpath, although the location of the current store is also along this path the size of the new building holds the potential for more impact.



**Ref: PA22/0 7007 (listed consent)** Mawnan Parish Council support this proposal but, as per our comments as per PA22/07006 and the Historic Environment dept. comments here we are worried about screening round this new building and the impact it will have on the surrounding landscape.

on a vote being taken the matter was approved unanimously

**Ref. No: PA22/08912** Chygwyn Sampys Hill Mawnan Smith TR11 5EW  
It was proposed by Cllr Whibley seconded by Cllr Bate &  
**RESOLVED** that Mawnan Parish Council support this application

on a vote being taken the matter was approved unanimously

**Ref. No: PA22/08599** Carwinion Playing Field Carwinion Road Mawnan Smith TR11 5JD  
The objection from Sport England was discussed as there appeared to be confusion about some aspects, such as orientation of nets which were currently the same as the planning proposal. This was to be passed to the MUGA project team to go through.

It was proposed by Cllr Brooksbank seconded by Cllr Whibley &

**RESOLVED** that Mawnan Parish Council support this application but understand that Sport England have concerns that need to be addressed

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

3658.22 **TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL** (inc. consideration of Hotel Meudon rejection & reasoning behind it)

This list was read out by Cllr Brooksbank.

There were wider concerns with the Hotel Meudon planning application process – the time taken for a decision, the secrecy about the application process itself and the high number of modified plans and inclusions, which seemed to go against Cornwall Council's own protocols. It was agreed that the clerk and Chair write a formal letter of complaint about the process surrounding this application, especially the contradictory information that seemed to relate to the red-line boundary.

3659.22 **APPROVAL OF THE LIST OF PAYMENTS FOR OCT 2022 & TO RECEIVE SEPT 2022 BANK STATEMENT AND RECONCILIATION**

It was proposed by Cllr Brooksbank, seconded by Cllr Sadler &

**RESOLVED** that accounts totalling £8,275.36 Inc. VAT be approved for payment & duly signed

It was proposed by Cllr Brooksbank, seconded by Cllr Sadler &

**RESOLVED** that the bank reconciliation presented totalling £123,263.97 (of which £32,763.84 is retained Solar Grant Fund) for the month of September 2022 be received & approved as a true record.

on a vote being taken both the matters were approved unanimously

3660.22 **TO AGREE A RESOLUTION REMOVING CLLR MOYLE AS A SIGNATORY, ALLOWING 'SPECIAL CIRCUMSTANCES' MANDATE(S) TO BE COMPLETED**

Most of this had already been discussed. Cllr Moyle said that he would go to the bank again to ensure that the Trust accounts also had a newer signature on them. The clerk wanted it made clear that this situation did not reflect on any actions undertaken by Cllr Moyle with the exception of the inconsistent signature and that would arrange to have the mandates in question restarted once she had contacted the bank.

**3661.22 TO DISCUSS THE 2022 REMEMBRANCE DAY SERVICE FORMAT & REQUIREMENTS**

It was agreed that the format from pre-covid services be adopted. Rev'd Johanna has been asked to attend and help with the reading of the order of Service, likewise Year 6 from Mawnan School will be coming down and are willing to read 'In Flanders' Field' and lay memorial crosses.

**3662.22 TO DISCUSS THE GOVERNMENT'S LEVELLING UP WHITE PAPER IN RELATION TO CORNWALL COUNCIL AND A 'MAYOR FOR CORNWALL'; THE CLOSURE OF CAMBORNE FIRE CONTROL AND THE FUTURE OF THE CNP SYSTEM.**

Levelling Up agenda – Mayor for Cornwall. Notice was given that this process had stalled at a County level and a request back to Central Government, requesting the Level 3 Devolution deal which required an elected mayor, was refused. Cllr Brooksbank remained unsupportive of the idea based purely on the geographic extent of Cornwall. County Cllr Bastin stated that many local councillors are also unsupportive of the plans for a Mayor and that the funding being touted with this plan would come thorough over the next 30 years is not index linked. Changes to Government policy would also affect the amounts available. It was agreed that we once again write to Cornwall Council objecting to the plans for an elected Mayor.

Fire Control Service – closure of Camborne facility. The clerk had circulated a lot of the information from the County Neighbourhood Scrutiny Committee report, all of which seemed to show this as a done deal – something seconded by Cllr Bastin.

It was proposed by Cllr Sadler seconded by Cllr Whibley &

**RESOLVED** that Mawnan Parish Council write to Cornwall Council supporting the letter received from a Tolvaddon Fire Service employee and asking that the closure/ transfer of this critical service out of Cornwall not be undertaken.

on a vote being taken the matter was approved unanimously

Details on the changes planned for the Community Network Partnership areas had been sent on by the clerk. A reduction from 19 areas to 12 – now renamed Community Area Partnerships – countywide is being proposed. Although there is no change to the geographic area of the Falmouth/Penryn group it does appear that there will be a more significant administrative load placed on all of the groups.

It was proposed by Cllr Brooksbank seconded by Cllr Bate &

**RESOLVED** that Mawnan Parish Council support the idea behind the changes to the general CAP idea but have reservations about the administrative load that creating and implementing many of the suggestions in the plan includes without additional support.

on a vote being taken the matter was approved unanimously

**3663.22 TO AGREED RESPONSES REQUIRED TO ANY CORRESPONDENCES not already made by clerk**  
**Please be aware that items listed under 'Correspondences' could be addressed as part of the relevant Agenda item given in the Associated Papers during the full council meeting.**

Item 12 – Cllr Potter updated on the most recent fuel spillage at Durgan, which was likely from a ruptured heating oil tank. This is now the 3<sup>rd</sup> such marine spill this year and questions were being raised about how this was suddenly happening so frequently and what prevention measures were being taken to secure the special marine environment in the Helford River & environs.

**3664.22 PARISH UPGRADING WORKS (toilets) –AND DISCUSS ANY FURTHER REQUIREMENTS**

This complete discussion was moved to the confidential Part 2 at the end of the meeting.

**3665.22 TO RECEIVE INFORMATION AND MAKE DECISIONS ON NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS AND CLIMATE CONSCIOUS MAWNAN.**

(summary notes from NT Durgan meeting inc. works list attached; 20 is plenty pilot survey & info, inc parish Speedwatch update;)

Cllr Bate reported back that the parish Speedwatch group had all done initial training and were waiting our own set of equipment. Our original site/ location request had been approved but it seemed that this may have changed – she was going to contact PCSO Wood to confirm. Everything just seems to be moving very slowly though. She had gone to the training session in Wadebridge today, but much of this had already been covered in the parish training sessions, which would have been good to know beforehand. Thanks for Cllr Bate's effort were made by the Chair.

Cllr Whibley reported back on footpaths issues – there were (separate) wasp & hornet infestations in Carwinion that had been dealt with by the National Trust, as well as a tree down across the path down in the woods above Maenporth, which had been dealt with by the residents at Glen Mawnan. Works with the Friends of Meudon Woods was still stalled with no contact being received back from S Morgan at County Estates. Cllr Bastin was asked to try to find out how to progress this, as confirmation of insurance cover was needed by the volunteer group before works could be started. Currently running is the regular consultation on the 'dogs on the beach' orders in place across Cornwall - more info at Let's Talk Cornwall on this and other open consultations.

The Helford Estuary boat is now off the water for the season but had spent a lot of time out this summer informing sailors about the protected and no anchor areas in the river.

Cllr Morris reported back on the most recent of the events run by the HMCG – a talk by Clare Owen, Cornwall Wildlife Trusts Seaquest Southwest's co-ordinator, on whale song through the South Pacific. She had also attended Wildlife Groundswell, the soil & water conference where Sue Scott (HMVCG) gave a talk. The current leaflet for next year's events programme is being compiled.

Oyster bashing - Helford Passage 26/11 from 11-2, 9/12 Bar Beach from 11-2 and 10/12 @ Calamansac 10.30 – 2pm

Next dates for Plastic Free Helford beach-cleans are 23/10 at Bosveal carpark from 10.30am; 12/11 for Helford Beach meeting at the Ferryboat at 11am and 11/12 @ 11am for an pre-Xmas clean , also at the Ferryboat.

**3666.22 REPORTS FROM OTHER GROUPS / INDIVIDUALS**

Cllr Whibley reported back on the last CNP meeting; Cornwall Council reiterated their intention to become carbon neutral by 'creating a thriving and sustainable economy'. There was also a need for 'community volunteers – to help ease issues around bed blocking and ambulance holdups. Cllr Bastin added that there remained a mismatch between social care provision and allocation so alternative helpers/methods were being sourced to assist in this.

We now have 4 neighbourhood beat officers and 3 PSCO's working out of Falmouth who cover the Mawnan area. Advice is still ring 999 only in an emergency – 101 is for non-essential issues or you can now report most things online.

The WI held a Border Force event, led by 2 Cornwall Intelligence Officers. They outlined the Force's current top 3 priorities – smuggling of goods, smuggling of people and people trafficking. They need support of the public in the south west, given the scale of our coastline, to keep an eye out for suspicious activities or situations and ring them through to a new Border Force led crimestoppers number- 0800 011 3304. Details in poster/ flyer form were being sent on, which would also be passed onto the clerk for adding to the website/ Facebook pages.

**3667.22 REPORT FROM CORNWALL COUNCIL WARD MEMBER**

Cllr Bastin reported that Cllr Desmond (Roads & Transport) had resigned and would now be replaced by Cllr Connor Donohue. How this left the Durgan parking issue was unknown but he did intend to lobby for something to be done. He hoped to persuade him to follow through and 'bite the bullet' on

works. He felt that copying him into any further consultation works with the residents would not hurt the issue.

He questioned if Mawnan were putting in an Expression of Interest for the Prosperity Fund, which had recently been advertised. The clerk said she had passed this onto groups and was looking into it for the PC.

Hotel Meudon – Cllr Bastin would support our intention to send a letter to both Louise Wood, Head of Planning and to Cllr Olly Monk, housing Portfolio Holder. He also felt that this had been allowed to drag on.

**3668.22 TO RECEIVE INFORMATION ON CURRENT COUNCIL VACANCIES & POSITION OF NOMINEES FOR CO-OPTION AND TO ASSIGN 'ROLES & RESPONSIBILITIES' IF APPROPRIATE**

It was agreed to discuss this again at the November meeting. However it was agreed that Cllr Brooksbank join the Carwinion Self-management Group and Cllr Reid the O&F Committee with immediate effect.

**3669.22 ITEMS FOR INCLUSION AT THE NEXT MEETING MATTERS OF COMMUNITY CONCERN**

None noted

**3670.22 DATE & TIME OF NEXT MEETING: 17<sup>th</sup> NOVEMBER 2022 AT 7.30PM @ MAWNAN BOWLING CLUB**

**3671.22 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.**

**3672.22**



3673.22

The meeting finished at 9.20pm

**Item 3659.22** Payments for October 2022-

Voucher	Code	Supplier	VAT	Total
181	Postages	Royal Mail	0.00	3.94
182	Parish NI contribution	HMRC	0.00	0.14
183	S19 - Carwinion Playing Field	PortalPlanQuest Ltd	5.37	266.20
184	S19 - Carwinion Playing Field	BarriersDirect	17.92	107.51
185	Donations/ Grants	RBL	3.10	18.57
186	Postages	Royal Mail	0.00	0.95
187	Toilets - Utility Charges	EDF energy	0.00	-60.48
188	Toilets - Utility Charges	EDF energy	2.88	60.48
189	S234 (PH Act) - AED Grant	coastmedic	0.00	125.00
190	Clerks Salary (inc PAYE & NI)	clerk	0.00	1,193.76
191	Mileage & Parking	clerk	0.22	4.05
192	Toilet - Cleaning & Materials	KC Payne	0.00	308.00
193	Postages	Royal Mail	0.00	3.40
194	S19 - Carwinion Playing Field	R Sanders	119.00	714.00
195	Toilets - Utility Charges	EDF energy	0.00	11.00
196	Clerks Pension Contribution	Nest Pensions	0.00	42.68
197	Parish Pension Contribution	Nest Pensions	0.00	93.37
198	Telephone & Internet	PlusNet	6.79	40.76
199	Graveyard Maintenance/ Grounds	Robbie's Garden Services	0.00	433.35
200	Graveyard Contingency	Robbie's Garden Services	0.00	700.00
201	Grass Cutting	R Sanders	40.00	240.00
202	S19 - Junior Playing Field	R Sanders	30.00	180.00
203	Toilets - Utility Charges	SWW/ Pennon Water	0.00	42.10
204	Jubilee Celebrations	Clean Image IPC	20.80	124.80
205	Course/Conference fees	CALC	6.00	36.00
206	S19 - Junior Playing Field	Junior Playing Field Trust	0.00	1,685.00
207	S19 - Carwinion Playing Field	Carwinion Playing Field Trust	0.00	150.20
208	Office Rent (+Rates & Storage)	Ms Electrical	0.00	1,664.00
209	NDP Parish Pot- resources	Terry Damer	6.33	37.99
210	Office Supplies	the Cartridge Centre	8.10	48.59
<b>TOTAL FOR PAYMENT</b>			<b>£266.51</b>	<b>£8275.36</b>

**Item 3663.22-** Correspondences.

	Rec'd	Description	From	actions	Agenda
1	16.9.22	Dealing with a preapp – planning	M Ball –CC Planning	For info	7
2	19.9.22	Request for stall at annual craft market	Non resident	To hall/clerk dealt	
3	21.9.22	Camborne fire control closure letter	J Rickard -CFS	Full council	12
4	21.9.22	Village halls, VAT & the energy crisis	ACRE	To hall	
5	21.9.22	Research request based on non-PC facebook pages	D Godley, UofC	Clerk dealt	
6	22.9.22	Charitable trusts training session (10.10)	SLCC	For info	
7	22.9.22	Response to question about Pa22/082329	S spear	Full council	7
8	26.9.22 + 12/10/22	LLCA update consultation session / info pack	K Statham – CC	To NDP/Cllrs	16
9	26.9.22	Hotel Meudon article	Resident	Full council	8
10	27.9.22	CNP highways pot bid – are we doing?	Cllr Bastin	Clerk dealt	16

11	27.9.22	2 <sup>nd</sup> fuel spill at Durgan?	Cllr potter	Clerk dealt	16
12	28.9.22 + 10.10.22	Pre app presentation request – heufield	Agents	Clerk dealt	
13	29.9.22	Tree Warden group hub (let's talk cornwall)	CC environment	To Cllr Moyle	
14	29.9.22	5 day notice – PA22/01383	Cc Planning	For info	7
15	3.10.22	Request for better LLCA map from NDP for planning app consideration	Agent/ landscaper	Clerk dealt	
16	4.10.22	Damage to car counter strips	Resident	Clerk dealt	15
17	6.10.21	Reminder about planning appeal comment PA22/00941		From clerk to cllrs	7
18	6.10.22	Shout out re: coronation working group		From clerk	
19	8.10.22	Toilet refub spec (not quote)	S penrose	Full council	14
20	10.10.22	Request for posters/info from Border Force talk		From clerk to WI+	16
21	12.10.22	CNP group future consultation request	E Richmond – Localism	Full council	12
22	12.10.22	Landowner additional comment pa22/01579/prepp	Resident	Full council	7

**Explanation of actions:**

*Clerk dealt – clerk has replied/actioned*

*Full council – already on agenda*

*for info - forwarded to all councillors; no specific response necessary*

*Pending –may need further investigation/discussion*

**parish clerk**

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**From:** parish clerk <clerk@mawnan.org.uk>  
**Sent:** 03 November 2022 11:28  
**To:** 'Sharon Rearden'  
**Subject:** RE: Local Handyman available

Hi Stuart

Unfortunately the works in question – for our public toilets – have fallen through yet again. I can let you know when they revise the spec again ... hopefully in a few months.

In the meantime ... I need a couple of little handyman things looking at if you want them ...

My parish noticeboard needs a new marine ply backing board as the current one has failed and is letting in water & warping the pinboard itself. It could also do with a quick 'tidy' of the outside (scrubbing down, maybe re-varnishing, a thorough clean). It's monster of a thing and would need removing from its current bolts to work on, but there is suitable access from the Doctors Surgery behind.





I also need our retired telephone box looking at. It's a mess as we bought it for £1 when decommissioned at the request of community groups ... who have never stepped up to take charge of it. At the very least it needs a very, very thorough scrub down to the exterior and repainting. I could also do with something that would end up with our box looking a bit more like this:



I can sort out getting the 'right' paint and spares for the missing pieces of glass but would love some shelving to get some use out of this box. We're leaning towards a home for our climate change group .. so it'll hold some clip-in notice frames for events posters, seed swaps, plant sales, footpath leaflets & maps, some green resources, a little recycling bin ..... that sort of thing. I don't have a massive budget for this – I had £400 agreed for the outside works at the start of lockdown (which scuppered the works then) and could probably stretch this a bit to cover the inside works.

Anyways, let me know what you think.

Ta

Lisa C

Mrs Lisa Clements (Clerk)  
Mawnan Parish Council Offices  
MS Electrical  
The Square  
Mawnan Smith  
TR11 5EP

Email: [clerk@mawnan.org.uk](mailto:clerk@mawnan.org.uk)  
Tel: 01326 251022

Office Hours: Monday, Wednesday & Thursday 9am to 2pm

[www.mawnan.org.uk](http://www.mawnan.org.uk) & [www.mawnanparish.co.uk](http://www.mawnanparish.co.uk)

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Any communications made with Mawnan Parish Council are considered to be in the public domain unless explicitly stated by the sender. As such they are subject to disclosure under a Freedom of Information Request.

Personal data will only be held long enough to allow us to make reasonable responses (6 months) and then removed from our systems.

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**From:** Sharon Rearden [mailto:sharonmariasjb@outlook.com]

**Sent:** 25 October 2022 10:50

**To:** clerk@mawnan.org.uk

**Subject:** Local Handyman available

Hello,

I note that you needed some painting and general maintenance work doing, is this still the case? If so I would like to quote please? I am experienced and local,

Please advise,

Thank you

Stuart McClellan

07748 334625

Sent from [Mail](#) for Windows

## Mawnan Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 02/11/2022</b>		
	Cash in Hand 01/04/2022		107,737.90
	<b>ADD</b> Receipts 01/04/2022 - 02/11/2022		59,088.53
	<b>SUBTRACT</b> Payments 01/04/2022 - 02/11/2022		166,826.43
			48,648.43
<b>A</b>	<b>Cash in Hand 02/11/2022</b> (per Cash Book)		<b>118,178.00</b>
	Cash in hand per Bank Statements		
	Petty Cash	01/05/2021	0.00
	95 Day Saver Account - Nationwide	01/08/2022	32,763.84
	Deposit Account - Lloyds	02/11/2022	82,593.84
	Current Account - Lloyds	02/11/2022	2,987.42
			<b>118,345.10</b>
	Less unrepresented payments		167.10
			118,178.00
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>118,178.00</b>
	<b>A = B Checks out OK</b>		

**MINUTES OF A MEETING OF THE OFFICE AND FINANCE COMMITTEE OF MAWNAN PARISH COUNCIL HELD ON Monday 24<sup>th</sup> October 2022 at 7.00pm in Mawnan Bowling Club**

**PRESENT:** Cllrs Brooksbank (Chair), Moyle, Reid & Sadler

**ALSO PRESENT:** Mrs L Clements, clerk

424.22F **TO RECEIVE APOLOGIES FOR ABSENCE** - Cllr Whibley

425.22F **MEMBERS TO DECLARE ANY INTERESTS IN THE ITEMS ON THE AGENDA (OVER £50) OR REQUEST DISPENSATIONS** – none noted

426.22F **PUBLIC COMMENT ON ITEMS ON THE AGENDA** – none noted

427.22F **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING OF THIS COMMITTEE HELD ON THE 25<sup>TH</sup> JULY 2022 AND THE CHAIRMAN TO SIGN THEM**

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

**RESOLVED** that the minutes of the meeting held on 25<sup>th</sup> July 2022 be approved and signed by the Chair.

on a vote being taken the matter was approved unanimously

428.22F **TO BE ADVISED OF ANY INFORMATION PERTAINING TO PREVIOUS MINUTES, AMENDMENTS AND ACTIONS AGREED THEREIN.**

Cllr Sadler apologised that he had not taken further the request to sign up to internet banking. Cllr Moyle asked for details of the Trust bank accounts so that he could arrange to verify his signature to allow the mandate variations to go through.

429.22F **REVIEW OF CURRENT BUDGET POSITION 2022/23 (2nd quarter) AND DISCUSSION OF ANY SIGNIFICANT ISSUES (including signing off on quarter's bank statements)**

The clerk went through the current budget position (end of Sept 2022) which also included the projected End of Year total – including the unexpected receipt of £2,100 CIL monies this week. It was hoped that some of this could be used for the JPF zipwire replacement works.

An EoY overspend was likely for Administration because of increases to office rent & storage fees; salary negotiations and changes to tax & NI contributions left her unsure of a final figure; there had been no specific allocation made for the Post Office Outreach (currently an overspend of £810 coming from Donations & Grants) but it would have its own line next year. The £1600 set aside for footpath repairs (part funding to resurface footpath 19, which was considered impossible by CORMAC after review because it was lower than the surrounding fields/properties) would not be required.

A projected year end spending figure of £66,178 was given at this point, an excess of £6,513 over the April amended budget, the majority of which was the £5,000 spent on the Jubilee Celebrations from Earmarked Reserves.

It was proposed by Cllr Brooksbank, seconded by Cllr Sadler and  
**RESOLVED** that the Q2 budget position be accepted as a true and accurate record

on a vote being taken the matter was approved unanimously

**430.22F PRECEPT SETTING FOR 2023/24 – INTIAL THOUGHTS & PROPOSALS PRIOR TO 1st STAGE COLLATION (including any possible new projects; review of solar grant awards to Community Projects, cost of living increases, Coronation budget, Footpath leaflet – updating & reprint schedule)**

The clerk went through her initial draft budget for 23/24.

A discussion on funding for reprinting and/or redesigning the footpaths leaflet, given we only had 11 boxes left, at some point next year was had. Cllr Sadler thought that the current format was still acceptable, Cllr Moyle that costs should be covered completely by advertising (if not a profit) and that bulk numbers should not be given to anyone not advertising. It was agreed that the clerk contact local businesses to see how they felt about advertising, given the current financial situation.

Cllr Brooksbank proposed increasing the S19 funds for both the JPF & CPT by £1000 to begin building sinking funds for both – the CPT increase funding works as part of the Self-Management Group's remit. It was agreed that the remaining funds held in the Parish NDP pot would become a sinking fund for the JPF.

The clerk explained that whilst she was passing information about grant funding on – including the County CIL funding pot & the Levelling Up agenda monies – it did not appear that any applications were being made. It was concerning that sourcing funding for the MUGA and general upkeep of the JPF equipment by the village users had not been forthcoming and that crowdfunding, general fundraising and assistance from the school communities were not active. It was felt that this kind of thing should not be the sole responsibility of the PC and needed some reliance on the wider community.

It was also agreed that with the general increases in current interest rates looking into moving the PC fund not being used for daily needs (such as the earmarked reserves) into something with a greater interest rate be undertaken. The Clerk & Cllr Brooksbank would start the process of assessing long term savings, bonds or investments and the amount the PC could safely think of tying up.

**431.22F TO AGREE ARRANGEMENTS FOR PRECEPT/BUDGET SETTING MEETING PRIOR TO DECEMBER FULL COUNCIL MEETING.**

It was agreed that the draft budget as discussed go out to all councillors for consideration and requesting information on any additional project/ needs be returned to the clerk for inclusion asap. A meeting immediately prior to the 15<sup>th</sup> December meeting to agree both the budget and precept figures for 2023 was agreed to, rather than a separate O&F meeting.

**432.22F TO REVIEW CHANGES OR ADDITIONS TO POLICIES & PROCEDURES FOR 2022. A number of policies are for review under 5 year cycle (23 in total)**

These were discussed and several amendments made with minor typo errors noted. The model document format on Standing Orders was to be reverted to a gender neutral 'chair' & 'they'.

A section on graveyard insurances was to be added once investigated by the clerk. Our current parish insurance covers accident within the graveyard under Public Liability but, since the memorials themselves are privately owned, it does not extend above safety checking on them. The change to length of memorial purchase was not clear throughout the Burial Regulation and it was agreed to discuss reverting this to 100 years, not 50, at the January meeting when the annual burial fees review would be done.

It was proposed by Cllr Brooksbank, seconded by Cllr Moyle and

**RESOLVED** that the amendments and updates to the 23 listed policies either made by the clerk during review or as discussed this evening be accepted (Office member protocol to be updated once policies ratified by Full Council

on a vote being taken the matter was approved unanimously

**433.22F INFORMATION ON SIGNING UP TO THE CIVILITY & RESPECT PLEDGE INITIATIVE**

The clerk explained that at this point CALC were not advocating signing up to the Civility Pledge as the format at present appears to be little more than a box ticking enterprise. They thought that the pledge, without any specific training requirements to back it up left the potential for any council signing up to do so without any commitment to actual change. It is being suggested that councils recognise the Pledge and the outcomes it intends to foster but that until more details are provided they do not sign up to it.

**434.22F TO REVIST THE DISCUSSIONS ON FUTURE OFFICE ACCOMMODATIONS AT THE MEMORIAL HALL**

The last set of designs provided by M Hormann Design and what position they were at was discussed again at the request of Cllr Brooksbank, who thought that there still needed to be a better office for the clerk. Cllr Sadler again said that the majority of local clerks now worked from home and that the idea of a community museum was something that had been discussed with Sylvia King as a home for her archives, if not taken further. It was noted that the office could be used to run the weekly Post Office outreach service, which would decrease cost in renting the hall. Cllr Brooksbank advised that he considered a physical parish office presence is a benefit to the parish.

It was agreed that Cllr Brooksbank would arrange a discussion with the hall committee to see how things stood with regards to space and financial contributions. There was no commitment to carry this forward, but the proposal needed to be properly reviewed.

The meeting ended at 9.10pm

**Item 432.22 - Policy Review.** Copies of the policies themselves are available to councillors through the Dropbox link already sent to them. Once ratified at Full Council they will be updated onto the parish website, replacing out of date information.

	<b>Emailed to O&amp;F</b>	<b>Amendments made</b>
Financial Regulations	14.10.22	relates to the financial limits on page 15 ( 11b) + our appendix 1 statement
Standing Orders	14.10.22	<p>Apart from changes to numbers (days, councillors etc) as necessary the following changes have been made to update our Standing Orders from the Model version. Section in red are specific to us.:</p> <p><b>3.s</b> - Such a request shall be required to be made prior to a vote taking place.</p> <p><b>4b</b> – Non-councillors may be included in the <b>Office &amp; Finance Committee</b> provided that there are a minimum 3 councillors present.</p> <p><b>15.b. XV</b> refer a planning application received by the Council to the <b>Planning Review Committee</b> within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council</p> <p><b>18.c</b> A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).</p> <p><b>19g.</b> The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.</p> <p><b>h.</b> Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.</p> <p><b>Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the clerk and/or the Chairman of the Council.</b></p> <p><b>20.b</b> The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015</p>
Planning Protocol	24.8.22	rewritten
Pre Application Planning protocol	24.8.22	rewritten
Freedom of Information - Publication Scheme	21.9.22	Changes to classes of information etc.



Retention & Disposal policy	14.10.22	addition of a single line on bottom of Page 4 so we stay in line with the County Archives.
Burial information & site regulations (inc scale of fees)	21.9.22	Extra section about "definition of parishioner" (page 3) & about memorial applications (page 10) following a couple of in-year issues. Annual review of charges also needed (page 9) in January. New inclusion on insurance added.
Graveyard Safety Regulations	21.9.22	Section 2 rewritten. New inclusion on insurance added.
Disciplinary Policy	24.8.22	Points 4 & 14 + examples of gross misconduct
Scheme of Delegation	21.9.22	Minor (covid)
H&S Risk Assessment Policy	21.9.22	Minor (covid)
Safeguarding Policy	24.8.22	None required
Grievance Policy	24.8.22	None required
Councillor privacy notice	14.10.22	– has had the blank for Data Control Officer filled in with 'O&F Committee, c/o Parish Clerk'
information & data protection policy	4.7.22	None required
Recording of Public Meetings - guidelines	4.7.22	None required
Complaints Procedure	4.7.22	None required
Dignity at Work Policy	4.7.22	None required
Equal Opportunities Policy	4.7.22	None required
Reporting of Accidents and Incidents Policy	4.7.22	None required
Graves and Graveyards Policy	4.7.22	None required
GDPR - privacy notice	4.7.22	None required

Office Member Protocol –this needs to be updated, but if fed into by a number of the policies above. As such it will come to the next meeting feeding in any updated agreed.

	Last Year 2021-2022				Current Year 2022-2023					Projected EOY	PROJECTED END OF YEAR NOTES
	Receipts		Payments		Receipts		Payments				
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Forecast		
Administration/Rent		1,222.56	5,600.00	6,023.47			4,870.00	2,245.34	2,044.34	4,289.68	budget did not include storage locker allocation
Insurance			780.00	754.07			764.65	764.65		764.65	
Meeting Room Hire			350.00	347.36			350.00	200.99	200.99	401.98	extra meetings post COVID
Internal Audit Fees			225.00	225.00			225.00	225.00		225.00	
External Audit Fees			350.00	300.00			300.00	300.00		300.00	
Parish Council Websites			100.00	62.89			100.00	10.00	100.00	100.00	
Publications										0.00	
Salaries		431.80	16,500.00	15,378.41		210.67	16,500.00	7,887.57	7,890.68	15,778.25	
Training & Conference Fees			1,000.00	110.00			550.00	135.00	200.00	335.00	
Allowances			100.00	25.46			100.00			100.00	
Subscriptions			1,200.00	1,395.51			1,400.00	815.53	700.02	1,400.00	SLCC, CALC, ICO, HVCG & scribe
Paths & Open Spaces	1,473.70	1,448.68	4,000.00	2,924.69	1,513.12	1,513.12	5,500.00	2,329.40	3,129.38	5,458.78	general increases / extra works
Public Services			5,200.00	4,091.88		44.71	4,600.00	3,879.24	2,200.00	6,079.24	mainly bin costs (£1900) & cleaning contract increase (£500)
Misc		3.20	1,398.00	1,643.87		5.70		5.70		5.70	
NDP - Parish Pot			2,815.06	259.60				828.24		828.24	is an earmarked reserve pot of £2565.45. Agreed to change to JPF maint reserve when NDP complete
S19 - Carwinion Playing Field		116.10	6,240.92	6,356.98			7,000.00	2,754.76	2,754.76	7,000.00	
S19 - Junior Playing Field		1,895.00	5,000.00	5,368.00			5,000.00	2,192.00	2,192.00	5,000.00	
S234 (PH Act) - AED Grant			125.00	125.00			125.00			125.00	
Donations & Grants			10,290.00	12,245.00			5,080.00	5,105.47	2,540.00	6,090.00	Budget includes £3000 solar grant. Post Office outreach rent (£1400) not considered
Graveyard	2,000.00	5,845.00	3,200.00	8,080.83	1,000.00	2,275.00	7,200.00	3,863.29	3,524.96	7,388.25	Extra agreed works/ will change with future income. Budget included cfw £5200
Precept	48,917.00	48,917.00			48,917.00	48,917.00					
CTS Grant	471.08	471.08			223.59	223.59					
Bank Interest	100.00	96.99			100.00	7.81					
Earmarked Reserves		8,757.45		4,243.75		3,284.29		5,675.95		6,500.86	
Reclaimed VAT											
NDP - Grant Funding			226.38	226.38					226.38		end of funding stream
	52,961.78	69,204.86	64,700.36	70,188.15	51,753.71	56,481.89	59,664.65	39,218.13	27,703.51	68,170.63	£5583 budget shortfall to come from reserves, not precept increase
										60,841.53	Budget did not include Earmarked Reserves ( +NDP parish pot) spending of £7329.10

	Next Year		2023/24 BUDGET SETTING NOTES
	Receipts Budget	Payments Budget	
<b>Administration/Rent</b>		4680.00	increase of £208pa in rent from Oct 22
<b>Insurance</b>		800.00	
<b>Meeting Room Hire</b>		400.00	
<b>Internal Audit Fees</b>		225.00	
<b>External Audit Fees</b>		350.00	new appointment for 22/23
<b>Parish Council Websites</b>		60.00	webhosting in house; domain name until 2024
<b>Publications</b>		0.00	should we be considering a footpath leaflet reprint & redesign?
<b>Salaries</b>		17550.00	variable
<b>Training &amp; Conference Fees</b>		500.00	
<b>Allowances</b>		100.00	
<b>Subscriptions</b>		1500.00	
<b>Paths &amp; Open Spaces</b>	1500.00	4600.00	
<b>Public Services</b>		6750.00	£3800 cleaning + materials, £600 utilities, £2000 bins,
<b>Misc</b>		0.00	
<b>NDP - Parish Pot</b>		0.00	<b>BUDGET LINE TO BE REMOVED 23/24</b>
<b>S19 - Carwinion Playing Field</b>		8000.00	increase of £1000 for sinking fund proposed
<b>S19 - Junior Playing Field</b>		6000.00	increase of £1000 for sinking fund proposed - additional to NDP Parish Pot ER of £1705
<b>S234 (PH Act) - AED Grant</b>		150.00	review for increase
<b>Donations &amp; Grants</b>		3430.00	initial £2000 from budget + £1350 new budget line for PO +£80 shute hill; Add Solar Grant funding in April
<b>Graveyard</b>	1000.00	3400.00	will change with additional income until EoY- Needs to be AT LEAST £5200 to cover contract + £400 for rates
<b>Precept</b>	51852.02		
<b>CTS Grant</b>	0.00		<b>BUDGET LINE TO BE REMOVED 23/24</b>
<b>Bank Interest</b>	100.00		
<b>Earmarked Reserves</b>			£5k for Coronation? Swap remaining NDP to JPF sinking fund
<b>Reclaimed VAT</b>			<b>BUDGET LINE TO BE REMOVED 23/24 - software now allocates immediately</b>
<b>NDP - Grant Funding</b>			<b>BUDGET LINE TO BE REMOVED 23/24</b>
	54,452.02	58,495.00	
		-4042.98	<b>BUDGET SHORTFALL - to come from General Reserves</b>

## **Mawnan Smith Village Toilets – List of Works**

The toilets were inspected by Cllr Tim Brooksbank (Chair) and Cllr Robert Reid on the morning of 26<sup>th</sup> October 2022. It was concluded that the following items needed attention.

### **Disabled Toilet**

1. The painted floor is in a poor state of repair and needs resurfacing
2. The toilet to be replaced
3. All windows to be repaired and repainted inside and outside
4. The main access door to be repainted
5. A bulkhead light (controlled by a PIR ?) to be fitted on the outside next to the door

### **Gents Toilets**

1. The painted floor is in a poor state of repair and needs resurfacing
2. The toilet to be replaced
3. Access to the toilet cubicle is restricted and the block wall needs replacing with a partition set back to widen the space
4. The sink tap is loose and needs tightening
5. The stainless-steel urinal needs replacing with two ceramic urinals fitted with flushing mechanisms set on a section of white tiled wall
6. The walls, ceiling and the internal doors need repainting
7. All windows to be repaired and repainted inside and outside
8. Closing mechanism on the main door needs adjustment or possibly replacing
9. The standard of the wiring inside the cupboard was of concern and the building needs inspecting by a qualified electrician as soon as possible

### **Ladies Toilets**

1. The painted floor is in a poor state of repair and needs resurfacing
2. The toilets to be replaced
3. The sink tap is loose and needs tightening
4. The walls, ceiling and internal doors need repainting
5. A bulkhead light (controlled by a PIR) to be fitted on the wall opposite the door to illuminate the steps

**Note: The wiring needs inspecting by a qualified electrician as soon as possible**

# 2023 Review of Parliamentary Constituencies

## Did you know that Parliamentary constituencies are set to change?

The independent Boundary Commission for England (BCE) are redrawing the map of constituencies.

### Final consultation

The Boundary Commission for England (BCE) published revised and final constituency proposals on 8 November 2022.. There are significant changes to previous proposals after two previous consultation periods.

Interactive maps of the final proposals are available on the [BCE consultation portal](#). More information, including pdf maps and the South-West regional report, is available via the [BCE website](#).

**From 8 November**, the BCE is holding a final four-week consultation on these proposals. Comments can be sent to the BCE online via the [BCE consultation website](#), or by email or letter. **The consultation closes on 5 December 2022.**

It's the last chance to have a say on proposed constituency boundaries or constituency names.

### How to respond

It is easy to get involved. Go to the [Boundary Commission website](#) to view interactive maps showing the proposed changes and to submit your feedback. You can submit your response to the Boundary Commission for England in three ways:

- **online** by selecting the "Make a comment" button on the [BCE consultation portal](#). Then select a proposed constituency on the UK map.
- **by email** to [information@boundarycommissionengland.gov.uk](mailto:information@boundarycommissionengland.gov.uk)
- **by post** to:  
Boundary Commission for England  
35 Great Smith Street  
London  
SW1P 3BQ.

If you wish your views to be considered, please ensure the Boundary Commission receive them **by 5 December 2022**.

### What happens next?

The final consultation period closes on **Monday 5 December 2022**. After that date, the BCE will analyse the responses and form its final recommendations. These will be submitted to Parliament by 1 July 2023.

### Need help?

Most issues can be resolved online, it's the quickest and most convenient way to get help.

[Use our contact us form](#)

Elections team

Cornwall Council  
4S County Hall  
Treyew Road  
Truro  
TR1 3AY

## Our proposals for South West

The map below displays our proposals for new constituencies in the area you searched for.

We encourage you to explore the interactive map below, viewing comments submitted by others by either clicking on the map pins for the areas you are interested in, or clicking on the 'View Comments' button to browse, filter and search all responses in table form. Please then give us your views on our revised proposals through this website using the 'Make a Comment' button during a statutory consultation period. Click on the 'How to' link at the top of the page for help on how to use this interactive site. You can alternatively view our text proposal report for the region, and pdf maps, via the link under the 'Useful links' heading below the map.

**Our final consultation - on our revised proposals - is currently underway. If you wish to respond, please do so using the 'Make a comment' button below by 5 December at the latest.**

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**View  
comments**

**!** The boundaries and the name labels in the wards, existing and proposed constituency layers are visible only at a certain zoom level. Please zoom in to see all the information on these layers.

## Review details

### What do you need to know?

- The number of constituencies in the South West will increase from 55 to 58
- By law, every constituency we propose must contain between 69,724 and 77,062 Parliamentary electors (as at 2 March 2020)
- As far as possible, we try to have regard to local ties, geographic factors, local government boundaries (as they were known at 1 December 2020), existing constituencies, and minimising disruption caused by proposed change
- We use local government wards as the building blocks for proposed constituencies, but will consider splitting a ward where there is a strong case for doing so that helps us better respect the factors above

## Useful links

- [All documents relating to the South West region \(https://boundarycommissionforengland.independent.gov.uk/2023-review/south-west/\)](https://boundarycommissionforengland.independent.gov.uk/2023-review/south-west/)
- [Guide to the 2023 review \(https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/\)](https://boundarycommissionforengland.independent.gov.uk/2023-review/guide-to-the-2023-review-of-parliamentary-constituencies/)
- [.\(Initial consultation\) Counter-proposal for Devon \(https://www.bcereviews.org.uk/node/57559/view\)](https://www.bcereviews.org.uk/node/57559/view)
- [.\(Initial consultation\) Counter-proposal for whole region \(https://www.bcereviews.org.uk/node/59338/view\)](https://www.bcereviews.org.uk/node/59338/view)
- [.\(Initial consultation\) Counter-proposal for Devon \(https://www.bcereviews.org.uk/node/59706/view\)](https://www.bcereviews.org.uk/node/59706/view)

- [.\(Initial consultation\) Counter-proposal for Gloucestershire, Wiltshire and Somerset \(https://www.bcereviews.org.uk/node/62208/view\)](https://www.bcereviews.org.uk/node/62208/view)
- [.\(Initial consultation\) Counter-proposal for whole region \(except Cornwall\) \(https://www.bcereviews.org.uk/node/62734/view\)](https://www.bcereviews.org.uk/node/62734/view)
- [.\(Initial consultation\) Counter-proposal for Somerset and Avon \(https://www.bcereviews.org.uk/node/62902/view\)](https://www.bcereviews.org.uk/node/62902/view)
- [.\(Initial consultation\) Counter-proposal for whole region \(except Cornwall and Dorset\) \(https://www.bcereviews.org.uk/node/63725/view\)](https://www.bcereviews.org.uk/node/63725/view)
- [.\(Initial consultation\) Counter-proposal for whole region \(except Cornwall and Dorset\) - see also 78902 \(https://www.bcereviews.org.uk/node/72050/view\)](https://www.bcereviews.org.uk/node/72050/view)
- [.\(Initial consultation\) Counter-proposal for whole region \(https://www.bcereviews.org.uk/node/79465/view\)](https://www.bcereviews.org.uk/node/79465/view)
- [.\(Initial consultation\) Counter-proposal for whole region \(https://www.bcereviews.org.uk/node/84936/view\)](https://www.bcereviews.org.uk/node/84936/view)
- [.\(Initial consultation\) Counter-proposal for whole region \(except Cornwall and Dorset\) \(https://www.bcereviews.org.uk/node/85087/view\)](https://www.bcereviews.org.uk/node/85087/view)
- [.\(Initial consultation\) Conservative Party counter-proposal for whole region \(https://www.bcereviews.org.uk/node/86590/view\)](https://www.bcereviews.org.uk/node/86590/view)
- [.\(Initial consultation\) Green Party counter-proposal for whole region \(https://www.bcereviews.org.uk/node/85287/view\)](https://www.bcereviews.org.uk/node/85287/view)
- [.\(Initial consultation\) Labour Party counter-proposal for whole region \(https://www.bcereviews.org.uk/node/79518/view\)](https://www.bcereviews.org.uk/node/79518/view)
- [.\(Initial consultation\) Liberal Democrat Party counter-proposal for whole region \(https://www.bcereviews.org.uk/node/80986/view\)](https://www.bcereviews.org.uk/node/80986/view)
- [.\(Initial consultation\) Constituency name alternatives for all regions \(except London\) \(https://www.bcereviews.org.uk/node/63106/view\)](https://www.bcereviews.org.uk/node/63106/view)
- [.\(Initial consultation\) Constituency name alternatives for all regions \(https://www.bcereviews.org.uk/node/85615/view\)](https://www.bcereviews.org.uk/node/85615/view)
- [.\(Initial consultation\) University of Bristol Quantitative Spatial Sciences Lab analysis \(all regions\) \(https://www.bcereviews.org.uk/node/83054/view\)](https://www.bcereviews.org.uk/node/83054/view)
- [.\(Second consultation\) Conservative Party - oral 1 \(https://www.bcereviews.org.uk/node/97424/view\)](https://www.bcereviews.org.uk/node/97424/view)
- [.\(Second consultation\) Conservative Party - oral 2 \(https://www.bcereviews.org.uk/node/97546/view\)](https://www.bcereviews.org.uk/node/97546/view)
- [.\(Second consultation\) Conservative Party - written \(https://www.bcereviews.org.uk/node/97624/view\)](https://www.bcereviews.org.uk/node/97624/view)
- [.\(Second consultation\) Green Party - written \(https://www.bcereviews.org.uk/node/95629/view\)](https://www.bcereviews.org.uk/node/95629/view)
- [.\(Second consultation\) Green Party - oral \(https://www.bcereviews.org.uk/node/97425/view\)](https://www.bcereviews.org.uk/node/97425/view)
- [.\(Second consultation\) Labour Party - oral 1 \(https://www.bcereviews.org.uk/node/97426/view\)](https://www.bcereviews.org.uk/node/97426/view)
- [.\(Second consultation\) Labour Party - oral 2 \(https://www.bcereviews.org.uk/node/97834/view\)](https://www.bcereviews.org.uk/node/97834/view)
- [.\(Second consultation\) Labour Party - written \(https://www.bcereviews.org.uk/node/95667/view\)](https://www.bcereviews.org.uk/node/95667/view)
- [.\(Second consultation\) Liberal Democrats - written \(https://www.bcereviews.org.uk/node/96091/view\)](https://www.bcereviews.org.uk/node/96091/view)
- [.\(Second consultation\) Liberal Democrats - oral \(https://www.bcereviews.org.uk/node/97399/view\)](https://www.bcereviews.org.uk/node/97399/view)
- [.\(Second consultation\) Devon and Cornwall Liberal Democrats - oral \(https://www.bcereviews.org.uk/node/97404/view\)](https://www.bcereviews.org.uk/node/97404/view)
- [.\(Second consultation\) - Jonathan Stansby \(https://www.bcereviews.org.uk/node/87731/view\)](https://www.bcereviews.org.uk/node/87731/view)
- [.\(Second consultation\) Name withheld - written \(https://www.bcereviews.org.uk/node/93994/view\)](https://www.bcereviews.org.uk/node/93994/view)
- [.\(Second consultation\) John Bryant - written \(https://www.bcereviews.org.uk/node/94126/view\)](https://www.bcereviews.org.uk/node/94126/view)
- [.\(Second consultation\) John Bryant - oral \(https://www.bcereviews.org.uk/node/97819/view\)](https://www.bcereviews.org.uk/node/97819/view)
- [.\(Second consultation\) Alistair Philpot - oral \(https://www.bcereviews.org.uk/node/97815/view\)](https://www.bcereviews.org.uk/node/97815/view)
- [. Make a general comment \(https://www.bcereviews.org.uk/node/add/informed-representation/6489\)](https://www.bcereviews.org.uk/node/add/informed-representation/6489)

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## MAWNAN PARISH COUNCIL COMMITTEES AND REPRESENTATIVES FROM MAY 2022

Be aware that because of the limited numbers of current sitting councillors these position can be reviewed at any time. When necessary other councillors may be asked to undertake some other functions.

COMMITTEE	MEMBERS	OUTLINE OF FUNCTION
Planning Committee	All sitting councillors	Sits as part of the Full Council, but may be called to act outside of the normal PC schedule if necessary for Extraordinary items.
Planning Advisory Group Committee	Cllrs Brooksbank & Whibley (2)	Reviews plans on receipt to consider any implications with regards to the NDP & Local Plan and provides additional information to the Full PC. Has the power to call for site visits to take place but cannot make unilateral decisions on behalf of the PC.
Office and Finance Committee	Cllrs Brooksbank, Moyle, Sadler & Reid (5)	Formulates new policies & procedures as required. Discusses financial, procedural and administrative matters (inc HR), making recommendations to the Full Council. Discusses annual Budget & Precept recommendations. Has no delegated powers, and makes recommendations to the Council.
Burials Committee	Cllrs Moyle & Sadler (3)	Meets to agree procedures & initiatives to the workings of the new graveyard. Delegated powers (spending up to a limit of £5000).
Emergency Planning Committee	Cllr Sadler & Moyle (2)	Only meets in an emergency situation, such as natural disaster, terrorism threats, etc.
Staffing Committee	Cllrs Moyle & Whibley (4)	Meets to manage the appointing/ interview when new members of staff are required. Is also called on to appoint a 3 member grievance sub-committee to investigate any Formal Grievance from an employee or, subsequently, a 3 member Appeal Panel.
Climate change	Cllr Whibley + (1 + reserve)	Created to act as an central information point for the various climate change/ sustainability/ green initiatives and groups within the parish and to have a position on the CNP (Community Network Panel) Climate Group



OUTSIDE BODY		SUMMARY OF ACTIONS
Community Network Panel (CNP)	Cllr Whibley + Cllr Sadler  (1 + reserve)	County led, area based consultation and information sharing forum
Junior Playing Field & Carwinion Playing Field Trusts	All sitting councillors	These are charitable Trust which own and manage the Junior and Carwinion Playing Fields, in Mawnan Smith.
Memorial Hall Committee	Cllr Moyle  (1)	Manages all aspects of the operation of the Memorial Hall, in Mawnan Smith.
Helford Marine Conservation Group	Cllr Morris  (1)	Seeks to preserve the underwater marine environment of the Helford River.
Rendlesham Trust	Cllr Sadler + Brooksbank	Offers financial support to the needy in Mawnan Smith.

<b>NEW FOR 2021/22</b> Carwinion Self Management Group	Cllr Sadler + Brooksbank  (2)	Oversees day to day management of the Carwinion Playing Field along with a group of field users
MUGA / Youth Project	Cllrs Sadler, & Brooksbank  (4)	Carwinion Changes project – scope to be agreed by group

### PORTFOLIOS

Please note that portfolio holders are responsible for coordinating activities on behalf of the Parish Council, but **do NOT have any delegated decision making or financial powers.**

PORTFOLIO	COUNCILLOR	COMMENTS
Footpaths, Beaches	Cllr Whibley	Liaison with Cornwall CC and the Parish Council's maintenance contractor, regarding all aspects of Rights of Way
Tree Warden	Cllr Moyle	Liaison with Cornwall CC regarding all aspects of Trees.
Youth Liaison	Cllr Bate	Liaison with the Youth Club leaders and School on any issues concerning young people.