



**MINUTES OF THE ANNUAL MAWNAN PARISH COUNCIL MEETING HELD ON THURSDAY 18<sup>th</sup> MAY 2023 AT 7.35PM, IN THE MAWNAN MEMORIAL HALL**

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

**ALSO PRESENT:** clerk + 3 members of the public

**3780.23 TO RECEIVE APOLOGIES** – Cllr Potter & Reid (County Cllr Bastin to attend if possible)

**3781.23 TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2023/24 AND SIGNING OF THE DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Brooksbank explained that he would be moving out of the immediate area in the next 2-3 months but that given the 2 councillor absences tonight it did not seem appropriate to vote on a chair without them present.

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

**RESOLVED** that Cllr Brooksbank act as chair until such time as he officially tendered his resignation, when a vote on the new chairman would be tabled.

on a vote being taken the matter was approved unanimously

**3782.23 TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2023/2024**

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

**RESOLVED** that until a vote on a new chair is undertaken, Mawnan Parish Council would work without the position of vice-chair being filled.

on a vote being taken the matter was approved unanimously

**3783.23 TO CONFIRM STANDING COMMITTEES & TO APPOINT MEMBERS FOR THE MUNICIPAL YEAR 2023/24**

Similarly it was agreed that until all members are present and, if possible, vacancies are filled, Standing Committees will remain as is. Any committee being required in the interim period with insufficient members to be quorate will be required to have a full council vote taken to temporarily fill spaces.

**3784.23 MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS** (includes request for any updates to Register of Interest forms)

Cllr Whibley to update Record of Interest with clerk.

**3785.23 PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY**

None noted

**3786.23 TO RECEIVE AND APPROVE THE MINUTES OF THE 20<sup>th</sup> APRIL 2023 FULL COUNCIL MEETING**

It was proposed by Cllr Whibley seconded by Cllr Bate and

**RESOLVED** that the minutes of the Parish Council meeting held on 20<sup>th</sup> April 2023 be approved and signed by the Chair

on a vote being taken the matter was approved unanimously

**3787.23 ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA**

- Durgan water system position/ responsibility – the National Trust have explained that this is currently under investigation with SWW the NT and local homeowners in talks. They did not feel it appropriate to come to discuss with the Parish Council until this had been resolved beyond the actions outlined in the email/letter previously sent for information purposes.
- The NT had also been asked about the possibility of planting a commemorative Landmark Tree at Durgan Crossroads, on the allotment side corner marking the Coronation – an answer on this was pending so the clerk was looking to at least begin the Landmark Tree application forms.
- The clerk said that works to repaint the parish fingerposts was underway, with the majority of supplies having been purchased by the office. The fingerposts in the village and at Durgan had already been completed, ?? was likely to be next with Tregarne & Trenarth Bridge following (these needed a quiet road to complete safely)

**3788.23 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING**

**Ref. No: PA23/02986** 7 Lowenna Fields Mawnan Smith TR11 5GW

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

**RESOLVED** that Mawnan Parish Council support this application in principle BUT feel that the use of cladding would be outside of the distinctive vernacular for the Lowenna Fields development and agreeing would set future precedent for it being incorporated elsewhere. It would be highly out of character in a development of predominately render facades, so we would ask that this be removed and replaced with render, as the rest of the extension wall are.

We also know of surface water drainage issues within the immediate area, so ask that suitable provision for the management of any additional surface water runoff be requested - the adjacent field (and footpath) already have a flooding issue that the Countryside Access Team are aware of and any possibility that more rainwater would be fed into this overloaded system is not something we would be happy with.

Finally we wonder about the necessity for rooflights. General parish feelings, as addressed in our NDP, towards the 'dark skies' initiative within the area lead to us requesting that all efforts be taken to minimise the effects of any Velux, roof or ceiling lights and we ask if a condition is made to limit/ reduce this through the use of blinds (or similar)

on a vote being taken the matter was approved unanimously

**Ref. No: PA23/03176** Avalon Maenporth Road Maenporth TR11 5HN

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

**RESOLVED** that Mawnan Parish Council support this application in line with the Tree Officers comments, however we would urge the planning officer to require that a formal application be needed to any works to re-pollard these trees in the future so that inspections of the trees at that time can be made.

on a vote being taken the matter was approved unanimously

**3789.23 TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL**  
Read out

**3790.23 APPROVAL OF THE LIST OF PAYMENTS FOR MAY 2023 & TO RECEIVE APR 2023 BANK STATEMENTS AND RECONCILIATIONS**

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

**RESOLVED** that accounts totalling £6089.09 Inc. VAT be approved for payment in May 2023 & duly signed

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

**RESOLVED** that the bank reconciliation presented totalling £130,137.01 (of which £38,500.26 is retained Solar Grant Fund) for the month of April 2023 be received & approved as a true record.

on a vote being taken both the matters were approved unanimously

**3791.23 TO RECEIVE RECOMMENDATIONS FROM THE OFFICE & FINANCE COMMITTEE RE: End of Year accounting position & update to 23/24 budget; continuation of noted direct debits; review of Investment Strategy; receipt of Internal Audit report & recommendations.**

Cllr Brooksbank summarised the O&F minutes from earlier this week. These included the 22/23 End of Year position (income at £67,166 and expenditure at £72,293) with approx. £5000 being needed from General Reserves.

It was agreed to amend the budget for 23/24 to £67,365 can we just double check this figure to be sure? (including agreed transfers of £3000 solar grant; £3105 cfw Burials) as per the clerk amended recommendations. This new budget would be circulated to all councillors.

Direct Debits had been reviewed and agreed and the Investment Strategy was discussed, which included the recommendation to open a 2<sup>nd</sup> Nationwide account and put £40,000 of parish council reserves into this – it would gain greater interest without being tied into a long term commitment as funds were likely to be needed later in the year for ongoing projects.

The 3 minor comments from the Internal Auditor's report were noted and would be actioned as necessary.

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

**RESOLVED** the all of the recommendations made by the Office & Finance Committee at the 10<sup>th</sup> May 2023 meeting be accepted

on a vote being taken the matter was approved unanimously

**3792.23 TO RECEIVE INSURANCE QUOTE(S) FOR 2023/4 (due 1<sup>st</sup> June)**

The clerk apologised for the fact that she had completely forgotten the PC renewal date was in June (both Trusts are September) and had not been out to solicit additional quotes. Thus we only had the Zurich renewal available. Cllr Whibley asked if entering into a LTA would be worth considering at this point.

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

**RESOLVED** that a 3 year LTA with Zurich Insurance be taken up provided that the potential change in office location or use by the Post Office outreach not significantly increase premiums

on a vote being taken both the matters were approved unanimously

It was agreed that the clerk would find out if the premium would be affected by the office change and this information circulated for further agreement. If there was no effect on premium at all then the LTA figure would be paid asap.

**3793.23 TO RECEIVE AN UPDATE ON THE MEMORIAL HALL OFFICES AND DISCUSS ANY FORMAL AGREEMENTS NECESSARY TO CONTINUE THIS PROJECT**

Cllr Brooksbank reported that plans for the new office had been broadly agreed and were pending a planning application being submitted to Cornwall Council, which the PC would be paying for. The Mawnan Memorial Hall would be the named client (depending on if it would be beneficial for the PC to be lead for VAT liability) and a lease agreement is in the process of being drafted up with Stephens

Scown. It had also been agreed that the PC would be looking towards providing funding of £35,000 towards this project, which would include design fees and planning application costs.

Cllr Whibley asked if a reserved parking space was to be included in the lease and how that would affect hall users. The clerk said that this was not really a priority for her – she was happy to park on the road as she was doing already but as part of the general discussion it was agreed that Cllr Bate would talk to the owners of the land behind the hall to see if they would consider selling to create a larger general use carpark.

**3794.23 TO RECEIVE ANY QUOTES FOR TOILET REFURBISHMENTS** (may need to be done under a confidential item at the end of the meeting)

The clerk had to date only received one quote, although had made efforts to chase up anyone who had made contact to see if they would be submitting anything. It was agreed to notify all parties and extend the deadline date until the 5th June.

**3795.23 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 4** – the clerk had made contact with the National Trust area steward to see if the suggested location on the allotment side of the Durgan crossroads would be acceptable to them. An application for a landmark tree would then be progressed asap.

**3796.23 TO RECEIVE INFORMATION AND MAKE DECISIONS ON NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS AND CLIMATE CONSCIOUS MAWNAN.**

- Cllr Whibley reported that she had once again received complaints that the footpath from the allotments to the school was extremely muddy and was not draining standing water. This was already on Penny Hodgson' (countryside ranger) radar. Cllr Moyle felt that this was simply a poor management issue not related to the height below the fields of the footbed and felt that digging out below the stiles, thus allowing the water to flow naturally downhill along the course of the footpath would be more a better solution. He and Cllr Whibley would see if they could get a small group together to give this a go in the autumn.
- Footpath 9 – the Lowenna/Carlidnack waterfall. This has been reported to the Countryside Access Team and Highways because of the potential issues for serious injury or damage it presents. The sheep stile itself is now becoming unsafe and where the water flows is causing damage to the tarmac boundary of the road. There are also complaints being made by the residents opposite who are having the excess water flow down their drive, moving gravel and causing issues further down closer to the house.  
Cllr Bate said that other residents and businesses within the village had also commented that they were concerned about the amount of water that flows down Sampys Hill during heavy rains, especially since the development at Lowenna was completed and that they had in some instances a supply of sandbags ready just in case.
- Beach Cleans – next up 21/5 @ Bosveal carpark starting at 11.30am, the one on 25/6 at Helford Passage – meet at The Ferryboat at 2.30pm.
- Falmouth & Penryn Climate Group – next meeting 8<sup>th</sup> June at the University starting at 4.30pm. Unfortunately Cllr Whibley cannot attend this, so an alternate is sought.
- Cllr Whibley also asked that the salt bins in the parish be cleaned and refilled as she thought the white 'crust' where there had been slight water ingress could be damaging when the salt is used. The clerk said that Council Highways were unlikely to action this in their salt bins but would enquire.
- Reminder from Cllr Morris that the HMCG Annual Summer Conservation Cruise would be taking place starting at Falmouth with a narrated cruise up the Helford River. Tickets could be booked through Eventbrite.

- Cllr Bate said Speedwatch was continuing well, with letters steadily going out to those above the prescribed limits.

**3797.23     REPORTS FROM OTHER GROUPS / INDIVIDUALS**

Cllr Whibley once again stated that the CNP (now renamed CAP – Community Area Partnership) was having the inaugural meeting on 6<sup>th</sup> June

**3798.23     REPORT FROM CORNWALL COUNCIL WARD MEMBER**

Unfortunately Cllr Bastin was unable to attend our meeting, having been delayed in Constantine's meetings.

**3799.23     TO RECEIVE INFORMATION ON CURRENT COUNCIL VACANCIES & POSITION OF NOMINEES FOR CO-OPTION**

It was hoped that there were some candidates to fill the co-option vacancies in the parish – Cllr Whibley wondered if asking those who had either been on the council previously or had shown interest if they could be persuaded to stand would be of use. Although generally thought to be unlikely it was agreed to let Cllr Whibley try.

**3800.23     ITEMS FOR INCLUSION AT THE NEXT MEETING**

Apologies from Cllr Bate – Holiday

**3801.23     MATTERS OF COMMUNITY CONCERN**

None noted

**3802.23     DATE & TIME OF NEXT MEETING: 15<sup>th</sup> JUNE 2023 AT 7.30PM at Mawnan Bowling Club**

Meeting finished at 8.35pm

**3790.23** – Payments for May 2023 & bank rec. for Apr 2023

| Voucher                  | Code  | Supplier                           | VAT            | Total           |
|--------------------------|---|------------------------------------|----------------|-----------------|
| 26                       | Small Business Rates Grant (toilets)            | Reach PLC                          | 10.77          | 64.61           |
| 27                       | S19 - Junior Playing Field                      | Centrewire                         | 12.40          | 74.40           |
| 28                       | Postages  | Royal Mail                         | 0.00           | 3.00            |
| 29                       | Toilet - Cleaning & Materials                   | KC Payne                           | 0.00           | 300.00          |
| 30                       | Clerks Salary (inc PAYE & NI)                   | Clerk                              | 0.00           | 1,108.76        |
| 30                       | Graveyard Resources<br>(Books/Forms/Travel etc) | Clerk                              | 0.08           | 1.62            |
| 30                       | Coronation Celebrations                         | Clerk                              | 0.42           | 8.73            |
| 31                       | Grass Cutting                                   | R Sanders                          | 42.00          | 252.00          |
| 31                       | S19 - Carwinion Playing Field                   | R Sanders                          | 169.00         | 1,014.00        |
| 31                       | S19 - Junior Playing Field                      | R Sanders                          | 32.00          | 192.00          |
| 32                       | Toilets - Utility Charges                       | EDF energy                         | 0.00           | 11.00           |
| 33                       | Clerks Pension Contribution                     | Nest Pensions                      | 0.00           | 38.19           |
| 34                       | Parish Pension Contribution                     | Nest Pensions                      | 0.00           | 83.54           |
| 35                       | Telephone & Internet                            | PlusNet                            | 6.71           | 40.27           |
| 36                       | Graveyard Maintenance/ Grounds                  | Robbie's Garden Services & Fencing | 0.00           | 484.00          |
| 37                       | S19 - Junior Playing Field                      | debit card                         | 0.00           | 3.00            |
| 38                       | Subscriptions                                   | Clean Ocean Sailing                | 0.00           | 100.00          |
| 39                       | Small Business Rates Grant (toilets)            | Eclectic Adventures Ltd            | 0.00           | 500.00          |
| 40                       | Small Business Rates Grant (toilets)            | Eclectic Adventures Ltd            | 0.00           | 153.86          |
| 41                       | Roads & Traffic                                 | Amazon                             | 10.13          | 60.76           |
| 42                       | Postages  | Royal Mail                         | 0.00           | 13.35           |
| 43                       | Toilet - Cleaning & Materials                   | Nisbets                            | 7.20           | 43.17           |
| 44                       | Coronation Celebrations                         | Helford River Gig Club             | 0.00           | 300.00          |
| 45                       | Coronation Celebrations                         | Helford River Scout Group          | 0.00           | 100.00          |
| 46                       | Coronation Celebrations                         | Mrs G Druce - Mawnan WI chair      | 0.00           | 129.19          |
| 47                       | LMP / SWCP Footpaths                            | R Sanders                          | 151.66         | 909.97          |
| 48                       | S19 - Junior Playing Field                      | QVC UK                             | 0.00           | 62.92           |
| 49                       | Office Supplies                                 | the Cartridge Centre               | 6.13           | 36.75           |
|                          |   |                                    |                |                 |
| <b>TOTAL FOR PAYMENT</b> |   |                                    | <b>£448.50</b> | <b>£6089.09</b> |

|  |   |           |            |
|--|---|-----------|------------|
| <b>Bank Reconciliation at 01/05/2023</b> |   |           |            |
|  | Cash in Hand 01/04/2023                             |           | 100,611.93 |
|  | <b>ADD</b><br>Receipts 01/04/2023 - 01/05/2023      |           | 34,891.30  |
|  |   |           | 135,503.23 |
|  | <b>SUBTRACT</b><br>Payments 01/04/2023 - 01/05/2023 |           | 5,366.22   |
| <b>A</b>                                 | Cash in Hand 01/05/2023<br>(per Cash Book)          |           | 130,137.01 |
|  |   |           |            |
|  | Cash in hand per Bank Statements                    |           |            |
|  | Petty Cash 01/05/2021                               | 0.00      |            |
|  | 95 Day Saver Account - Nationwide 01/05/2023        | 38,500.26 |            |
|  | Deposit Account - Lloyds 01/05/2023                 | 82,758.82 |            |
|  | Current Account - Lloyds 01/05/2023                 | 10,844.51 |            |
|  |   |           | 132,103.59 |
|  | Less unrepresented payments                         |           | 4,966.58   |
|  |   |           | 127,137.01 |
|  | Plus unrepresented receipts                         |           | 3,000.00   |
| <b>B</b>                                 | Adjusted Bank Balance                               |           | 130,137.01 |
| <b>A = B Checks out OK</b>               |   |           |            |

**3795.23- Correspondences.**

|    | <b>Rec'd</b> | <b>Description</b>  | <b>From</b>                            | <b>actions</b>  | <b>Agenda</b> |
|----|--------------|---|--|-----------------|---------------|
| 1  | 24.4.23      | Complaint about state of Post Box in parish   | Resident                               | Clerk dealt     | 17            |
| 2  | 24.4.23      | Toilet refurb – spec sent out/advertised & other PC recommendations sought                              |  | pending         | 15            |
| 3  | 26.4.23      | Cont.. waste tipping @ tank road  | Resident                               | Clerk dealt     | 17            |
| 4  | 26.4.23      | Landmark Tree offer   | CC – Natural Environment               | For info        | 17            |
| 5  | 26.4.23      | Govt Energy Support Scheme for non domestic off grid properties   | (CRCC)Cornwall Rural Community Charity | Clerk forwarded |               |
| 6  | 27.4.23      | Request for notes from traffic meeting with school  | Resident/participant                   | pending         | 17            |
| 7  | 27.4.23      | Planning newsletter – extract on CIL grant pot  | CC                                     | Clerk forwarded |               |
| 8  | 27.4.23      | OUTGOING – planning training suggestion for session on trees, TPO , hedges & the biodiversity Emergency | CC - Positive Planning                 | clerk           |               |
| 9  | 28.4.23      | Complaint about graveyard cutting   | Non resident                           | Clerk dealt     |               |
| 10 | 2.5.23       | Wildflower cutting issues in Carwinion Woods  | Resident (via Cllr bate)               | Clerk dealt     | 17            |
| 11 | 9.5.23       | CAP information update (next Mtg 20.6)  | N Drewitt – localism                   | For info        | 18            |
| 12 | 10.5.23      | Carwinion Field – insurance for use of bouncy castle  | MCA Sec.                               | Clerk dealt     | 18            |
| 13 | 11.5.23      | Change of Fun Run date  | Organiser                              |                 | 18            |

**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