



14th March 2024

Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council on Thursday 21st March 2024 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 OR DECLARE GIFTS OVER £50**
3. **PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY**
4. **TO RECEIVE AND APPROVE THE MINUTES OF THE 15th FEBRUARY 2024 FULL COUNCIL MEETING AND THE EXTRAORDINARY MEETING OF 11TH MARCH 2024**
5. **ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA (churchyard closure; speed sign offer)**
6. **TO NOTE THE RESIGNATION OF THE PARISH CLERK AND COMMENT ON ACTIONS TAKEN TO RECRUIT**
7. **TO RECEIVE ANY UPDATE ON SAMPYS HILL PAVEMENT PLANS**
8. **FOLLOWING ON FROM DISCUSSIONS AT THE RECENT PLAYING FIELD TRUST MEETING – TO DECIDE IF THE TRUST OR PARISH COUNCIL WILL BE SUBMITTING THE CCF GRANT APPLICATION**
9. **TO AGREE TO APPROVAL FOR FORTNIGHTLY PAYMENTS TO THE CONTRACTOR TO BE MADE (with approval from chair + one other councillor)**
10. **TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING**
Ref. No: PA24/01399 House In The Wood Budock Vean Lane Mawnan Smith TR11 5LQ
 Works to trees subject to a Tree Preservation Order (TPO), works include G1 - 3 X Lawson Cypress - To fell small group of trees and replant with 1 x Lime tree in the woodland to the north of property.

Ref. No: PA24/01392 Bosulla Budock Vean Lane Mawnan Smith TR11 5LH
 Erect a single storey sauna/storeroom

Ref. No: PA24/00864 Seadrift West Bay Maenporth Road Maenporth TR11 5HP
Proposed rear extensions, new dormer windows and first floor en-suite, internal ground floor alterations including moving of stair

Ref. No: PA24/01772 Bodergy Budock Vean Lane Mawnan Smith
Works to trees subject to a Tree Preservation Order - crown reduction to improve visibility and to reduce interference with overhead power cable

11. **TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL– including any information in relation to outstanding Inspectorate Appeals or Committee submissions**
12. **APPROVAL OF THE LIST OF PAYMENTS FOR MAR 2024 & TO RECEIVE FEB 2024 BANK STATEMENTS AND RECONCILIATIONS**
13. **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.
14. **TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE**
15. **REPORTS FROM OTHER GROUPS / INDIVIDUALS**
16. **REPORT FROM CORNWALL COUNCIL WARD MEMBER**
17. **TO RECEIVE INFORMATION ON CURRENT COUNCIL VACANCIES & POSITION OF ANY NOMINEES FOR CO-OPTION.**
18. **TO DISCUSS A VICE –CHAIR AND CONSIDER OPTIONS FOR A PROPER OFFICER DURING THE HANDOVER PERIOD**
19. **ITEMS FOR INCLUSION AT THE NEXT MEETING**
20. **MATTERS OF COMMUNITY CONCERN**
21. **DATE & TIME OF NEXT MEETING: 18th APRIL 2024 AT 7.30PM**
22. **THAT THE COUNCIL RESOLVES UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT, TO EXCLUDE THE PRESS AND PUBLICS DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED.**
23. **TO DISCUSS QUOTES RECEIVED AND AWARD THE OPEN SPACES 2024 CONTRACT.**

Note: O&F meeting due on 22nd April 2024 – needs to be quorate as covers end of year accounts.

Associated papers:

Item 4 - Draft minutes of previous meeting as well as Extra Ordinary meeting from 11th March

Item 6 - Cllr Slater has tendered his resignation due to the time commitment needed – a casual vacancy notice has gone up. The official notice of the clerk's resignation also needs to be made public (adverts have gone out for this vacancy as of Monday 11th).

Staffing committee – an additional meeting to discuss the contract and processes/ dates for opening applications and shortlisting needs to happen asap.

Item 7 – there was talk of a secondary meeting with residents etc where a range of options for a suitable pavement could be discussed but it has not yet arranged.

Item 8 - as part of the discussion at last week's Trusts meeting who would be best positioned to make any grant applications was undertaken, but no decision was ultimately made since there were no grant applications underway. However since additional CFF funding has been put in and "our" application was already underway it needs to be completed to have any chance of a bid for the remaining pot of £590K. The CCF funding is only for feasibility and pre-works studies: there is no purchase of physical resources, which would have much longer term implications as to ownership, insurances & VAT.

Item 9 - Fortnightly staged payments have been requested as part of the contract with the builder. These invoices would be Ok'd by Rod Allday first, but it would usually be reliant on the chair & vice chair to authorise making 'out of schedule' payments. Since we have no vice chair delegated authority needs to be given to another councillor to act as 2nd signatory for these payments - and for Cllrs Bate & Reid to be prepared for them (especially if the current clerk is no longer available – discussion on this to be part of item 17). They would still be listed on the monthly payment schedule brought to full council.

Item 10 - 4 planning applications pending

Item 11- Planning decision to date Feb to Mar 2024

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: PA23/10228 Springbank Budock Vean Lane Mawnan Smith TR11 5LH
Proposed Roof Extension and adapted parking area

Status: Approved

Ref. No: PA23/09806 Tregarthen Helford Passage Mawnan Smith TR11 5LD

Rear extension and west elevation lean to plus associated external material amendments

Status: Approved with conditions

8	6.3.24	Request for Redruth Mayor to wear chains of office @ trebah event	Admin – RTC	Clerk dealt	
9	6.3.24	Complaint about footpath 10 (lowenna) & waterfall feature (carlidnack)	Residents	to Countryside Access team	14
10	6.3.24	Possible co-option interest	Resident	Clerk dealt	17
11	8.3.24	Councillor resignation and then request for casual vacancy notice	G Slater and S Richards, CC democratic services	Clerk dealt	17
12	11.3.24	Resident request for extension of S106 boundary for house swap	Resident	Clerk dealt	
13	13.3.24	Question about increase to precept	Resident	Clerk dealt	
14	13.3.24	Solar grant payment due	GreenNation	Clerk dealt	

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 17 – currently 1 Casual Vacancy going thorough and 2 co-option vacancies. We have had 2 possible interest to fill the co-option vacancies both invited along to tonight’s meeting

Item 18 - Cllr Potter has raised the possibility that there might be instances where he is unable to act as chair (due to ongoing medical issues) in the near future and, without a clerk in post, that voting to fill even a temporary vice chair might be worth considering for use until the annual May meeting.

I am also concerned that basic works (payments, emails, burials & agendas) may be compromised if I leave before a new clerk takes over. So I have asked CALC if I remain in a limited ‘pay-as-you-go’ capacity once I’ve officially left, to help out over any transition period, would I remain as Proper Officer. If not, could a councillor be voted to be Proper Officer until a new clerk is in position?

Sarah Mason has said that she could be available to take minutes at full council meetings, but would not be willing to do the rest of the clerk job – and a temporary/locum might be hard to come by.

Item 23 – 4 quotes received. Yet to be opened (hopefully if enough councillors round on Monday I can get these done) and sent on via email.



MINUTES OF THE MAWNAN PARISH COUNCIL MEETING HELD ON THURSDAY 15th FEBRUARY 2024 AT 7.30PM, IN THE MAWNAN BOWLING CLUB

Present: Cllrs Potter (chair), Bate, Morris, Moyle, Reid, Sadler, Slater & Whibley

ALSO PRESENT: clerk + 18 members of the public

3937.24 **TO RECEIVE APOLOGIES -**

3938.24 **MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS -** none noted

3939.24 **PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY**

3940.24 **TO RECEIVE AND APPROVE THE MINUTES OF THE 18th JANUARY 2024 FULL COUNCIL MEETING**

It was proposed by Cllr Potter seconded by Cllr Reid and

RESOLVED that the minutes of the Parish Council meeting held on 18th January 2024 (with the agreed minor amendments) be approved and signed by the Chair.

on a vote being taken the matter was approved unanimously

3941.24 **ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA** (update on Open Spaces tender)

Item 3929 – dog poo stickers had been placed on footpath between Maenporth Road & Gatamala Cove by Cllr Whibley. A neighbour has agreed to install a replacement signpost for the stile onto Grove Hill on footpath 19 but it now needs another replacement sign to be bought as the recent one has been damaged.

Discussion on the placement of the speed sign on Sampy's Hill was undertaken, given the response and suggestion from County Highways. The new proposal was between the entrance to Lowenna Fields and the garage ... however a resident from across the road thought that this was not suitable as it would shine into their windows and asked for further information on how this spot had been agreed to and how to be involved with any future correspondences on the matter.

The clerk explained that she had received a number of requests for the Open Spaces tender pack – but some were asking to split out sections (such as weeding). Hopefully this would mean we would have a number of submission to consider in March.

3942.24 **TO RECEIVE AN UPDATE ON SAMPYS HILL PAVEMENT PLANS**

Cllr Potter read out the last email communications on the proposals, both to and from the PC. It was agreed by those in attendance (both at this meeting and the last) that there was no objection to the pavement but why were they not willing to compromise or have a full public consultation.

A resident then asked if the comments meant that this project would not be going ahead – Cllr Reid responded that the last meeting had been scheduled as a PC catch-up, not the public consultation. There was no question that a pavement was needed but that the parking restrictions were not seen as suitable. There was no dissent on the show of hands at the meeting for the pavement – but no support for double yellow lines. They wanted to know why there is no consideration of alternative plans.

Cllr Bate said that when on a recent Speedwatch session a delivery lorry was parked on the hill and not a single vehicle coming down the hill exceeded the 20mph limit – it showed the slowing impact of parked traffic.

Several resident had comments about the plans, some feeling that it was being pushed through to ensure funding was spent this financial year, some that Cornwall County should be taken to task and that CORMAC left out of the process, some that the adherence to the Highways Manual is not realistic when addressing rural road and existing provision.

It was agreed that a request be made to the County Infrastructure Team about the possibility of them being open to considering a range of alternative plans at the suggestion of the parish or that at least a proper public consultation on the existing plans be undertaken.

It was proposed by Cllr Potter seconded by Cllr Whibley and

RESOLVED that Adam O'Neill be asked for a face to face, on site, public meeting about the project with an intention to renegotiate the current plans to be more acceptable to the parish community

on a vote being taken the matter was approved unanimously

At this point the majority of the public left – 5 remained

3943.24 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING - none

3944.24 TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL– including any information in relation to outstanding Inspectorate Appeals or Committee submissions (extra info on Enforcement Case @ Tranquebar)

These were read out. The clerk then explained that additional concerns had been noted with the development at Tranquebar and she had taken advice from the Enforcement Team whether these could be rolled into the existing case - their response was that a full investigation into the whole succession of planning applications centring around this property were to be reviewed.

3945.24 TO RECEIVE RECOMMENDATIONS FROM THE OFFICE & FINANCE COMMITTEE inc. Annual reviews of Internal Financial Controls, Financial Risk Assessment & H&S update + 2023 policy review items (Standing Orders, Financial Regulations, and Reserves & Safeguarding) & Staffing Committee meeting request.

Cllr Potter summarised the minutes from the O&F meeting, covering policy updates, annual risk assessments and H&S review.

It was proposed by Cllr Reid seconded by Cllr Whibley and

RESOLVED that the recommendation of the O&F committee to accept the annual reviews of Financial Controls & Risk Assessment be approved and likewise the annual review of Standing Orders, Financial Regulations, Reserves & Safeguarding.

on a vote being taken the matter was approved unanimously

It had been proposed that by the O&F committee that the Civility & Respect pledge not be fully committed to at present, but that a statement be included that we 'agree in principle' be minuted at full council. This was accepted by the full council as reasonable.

The discussion as to the numbering of minutes & agendas as put forward by the clerk was addressed, with Cllr Reid once again stating that he felt anything other than 1-10+ on both the agenda and minutes was detracting and pointless. Discussion about restarting the minutes numbering from May each year (so becoming 1.24, 2.24 - 1.25, 2.25 etc.) was thought to be pointless so the numbering as is would continue, with only the year suffix changing each January

It was proposed by Cllr Reid seconded by Cllr Whibley and
RESOLVED that agenda & minute numbering would remain the same format and
 continue as is for the foreseeable future

on a vote being taken the matter was approved unanimously

3946.24 APPROVAL OF THE LIST OF PAYMENTS FOR FEB 2024 & TO RECEIVE JAN 2024 BANK STATEMENTS AND RECONCILIATIONS

It was proposed by Cllr Whibley, seconded by Cllr Morris &
RESOLVED that accounts totalling £7543.41 Inc. VAT be approved for payment in
 February 2024 & duly signed.

It was proposed by Cllr Bate, seconded by Cllr Sadler &
RESOLVED that the bank reconciliation presented totalling £90,437.77 (of which
 £38,500.26 is retained Solar Grant Fund) for January 2024 be received & approved as a
 true record.

on a vote being taken both the matters were approved unanimously

3947.24 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 13 – unfortunately it had come to light that the old churchyard had not fully gone through the
 process of closure and remained open. This led that PC into a grey area as, depending on who
 advice came from, parish councils could not fund the work of maintaining the churchyard. The clerk
 had only found out about this on Monday and had spent a large amount of time talking to the
 Ministry of Justice, the Truro Diocese Registrar and Churchwardens about why the closure had not
 gone through and what impact this would have on the parish council's current position.
 There followed some debate on what should be happening with Cllr Moyle adamant that the church
 needed to be called to task and funding for maintenance immediately stopped until the matter had
 been fully resolved. He felt that excessive cutting was taking place anyway on the contract and that
 leaving it to nature was probably something that would do no harm.
 The clerk and Chair pointed out that we were still in the process of gathering information and that
 no vote was tabled on this matter at the moment. It was eventually accepted that this item would be
 added to the next full agenda where a more considered and researched discussion could take place.

3948.24 TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE

Cllr Whibley reported that she had received a report about the bridge/stile above Prisk Beach being
 in a poor state and dangerous from a member of the public. Both PH (Countryside Access Team
 Ranger) & Charlie from the National Trust were intending to review.

Cllr Potter said that he had yet to receive any response to the Durgan parking situation and
 correspondences with G Lay (NT) about potential funding for next year. He also mentioned that it
 appeared the public bins had been removed from the School House, being replaced with
 private/resident only one (signed).

Cllr Whibley thought it prudent to say that she had been told that emergency vehicles (fire engines
 specifically) would move vehicles parking if they are in the way by whatever means. She was not sure
 how ambulances would deal with parked vehicles blocking the road as they were not in position to
 move parked cars (Cllr Moyle thought they would just ring the fire brigade to clear a path for them).

3949.24 REPORTS FROM OTHER GROUPS / INDIVIDUALS

Cllr Morris reported that she had been to the HMCG meeting, where they had once again said they needed more volunteers to keep the group viable. The AGM is on 16th March at Gweek – members need to sign up to get free pasties.

Plastic Free Helford had said that they were very glad the PC were involved and appreciated all the advertising, support and feedback on events that we were providing. They've totalled about 140 volunteers on the 48 beach cleans between 2020 & 2023. Their current focus is towards dog-poo bags being thrown in hedges or left on beaches – one suggestions being to chalk paint outlines round them to bring to other users notice.

Next beach clean – 10th March 10.30-11.30 meeting at Bosveal Car Park with coffee and cake after.

Cllr Whibley reported back on the CAP meeting, where Rob Lacey discussed the changes to the planning policy underway at County. This included the revision of the Local Plan and how the existing NDP's would need to be changed when due for amendment (through a series of content templates). This would see parish & town councils contacted when due for review to discuss the new requirements.

There was a CAP meeting on 8th March to discuss the priority plan (column 1) which Cllr Whibley tried to explain... but it was a lot of paperwork to go through. She had added to the meeting chat about Sampy's Hill, Speedwatch and litterpicks/beach cleans as they would be included in the group's records.

She also asked if there were any councillors who would be willing to either attend meetings or support the work the CAP generated. She felt that it was now getting a bit excessive for only one voting councillor to keep up with. Cllr Reid, although he had attended previously, would only do so again if meetings were to take place in person.

Update of CFF & CLUP funding – there were 18 EoI in line for the CLUP funding, none of which had as yet been committed with the CCF area pot being overspent – the original £75K is now £95k with the balance being taken from the central reserve.

Cllr Reid stated that he felt the Local Plan was pointless as it did not address planning within the AONB and should reinforce the national park status this is said to equate to. He felt that the local plan should be tailored to reflect these individual areas and not a one-size-fits-all approach taken. He felt there should be more stringent development rules to allow any kind of building within the AONB and intended to contact other national parks area to find out what their planning teams did to prevent indiscriminate development taking place.

3950.24 **REPORT FROM CORNWALL COUNCIL WARD MEMBER**

- Cllr Bastin reported that there would be Expressions of Interest sought for locations for electric vehicle charging point coming from County.
- Cornwall Council were holding a planning training session on the updates to the Local Plan, including an update on other planning changes coming from the Levelling Up and Regeneration Act (LURA) and updated National Planning Policy Framework (NPPF), on 28th February from 4pm to 5.30pm. This would be a TEAMS event.

The Call for Land associated with the review of the Local Plan had also gone out – full details would be sent on to the clerk next week.

Cllr Moyle felt that, in relation to the Local Plan, that the county had reached saturation point and there should be a levy put onto developers to build additional hospital space to cope. Cllr Sadler felt that a dedicated site/ unit for those ready to go home but awaiting care packages etc. and not in need of ongoing hospital treatment should be a priority.

- The Cormac Spring Workshops were also mentioned – taking place around the county in March/April with this year's focus being on 'what works well and how things can improve'. Our nearest would be County Hall on 26th April from 10am.
- Cllr Bastin also stated that the recent Planning Inspector Appeal in relation to a development of 40 new homes in Budock has been unsuccessful. This would remove the green belt between Falmouth & Budock almost entirely.

- Cllr Sadler asked about the speed signs in Budock and where the funding came from – he was aware the £5000 was from the parish but where did the rest come from and who bought/ installed the signs.

3951.24 TO RECEIVE INFORMATION ON CURRENT COUNCIL VACANCIES & POSITION OF ANY NOMINEES FOR CO-OPTION

2 co-option vacancies still stand but no interest in them has been received by the clerk.

3952.24 ITEMS FOR INCLUSION AT THE NEXT MEETING - graveyard

3953.24 MATTERS OF COMMUNITY CONCERN

A resident complained about the state of the render on building adjacent to the road at Lowenna Field and how it gave a poor impression, being clearly seen on entering the village. They felt that the developer should be contacted to arrange this be repainted/ refinished. The clerk said that this matter had been raised before and contact made with the management group, who said that their maintenance standard was for repainting only 5 years after completion. It was then suggested that the management company of the affordable homes (Coastline?) be notified of the state of the buildings – since the affordables were most visible – to see if they would take matters on.

3954.24 DATE & TIME OF NEXT MEETING: 21st MARCH 2023 AT 7.30PM

Meeting finished at 9.15pm

Agenda cont.

3955.24 **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.**

3956.24 **TO DISCUSS THE PROCESS TO RECRUIT A NEW CLERK**

The clerk followed up from the covering email sent with this agenda and tried to explain that she was now actively looking for new employment. She felt that it would be prudent to begin the process necessary to recruit a new clerk as soon as possible even though she had a 12 week notice period. She stated it was likely that she would be handing in her resignation 'sooner rather than later' and urged the PC to strongly consider starting the process to recruit someone else without delay. However it was felt by several councillors that until a resignation was on the table that this was not something that needed to be rushed into.

Cllr Potter expressed his gratitude to the work of the clerk, her breadth of knowledge and understanding of the workings of Mawnan PC. He said they would be sorry to see her go but understood her reasons.

Questions about notice periods, use of accrued holidays & overtime, handover and Year End processes were set aside. It was however decided that the current Staffing Committee of Cllrs Moyle, Sadler and Whibley would not be enough and

It was proposed by Cllr Moyle seconded by Cllr Potter and
RESOLVED that the staffing committee be extended to include all councillors

on a vote being taken the matter was approved unanimously

A first meeting date was set to discuss recruitment for 29th February. All relevant papers (existing contract, model CALC contract, list of extras etc.) above that already sent out by the clerk for this meeting would be sent asap.

Meeting finished at 9.35pm

Item 3946.24 - payments for Feb 2024 & bank rec. for Jan 24

Item	Cost Centre	Name & Item Description	VAT	Amount
215	Grass Cutting	Reach PLC - <i>cutting contract advert</i>	£17.81	£106.85
216	Donations/ Grants	Mawnan Bowling Club - <i>agreed grants for 4 sets x junior bowling woods</i>		£510.00
217	Donations/ Grants	Mawnan School PTA - <i>school request for planters outside entrance</i>		£500.00
218	Parish Council Websites	Webhosts UK Ltd - <i>domain renewal mawnan.org.uk x 2 years</i>	£3.10	£18.60
219	S19 - Junior Playing Field	SWPSi - <i>monthly operational inspection.</i>	£9.00	£54.00
220	Telephone & Internet	BT - <i>Dec phone & interent</i>	£5.57	£33.42
221	Grass Cutting	R Sanders - <i>jan cutting</i>	£73.00	£438.00
222	Postages	Royal Mail - <i>6 x burials, 8x agenda</i>		£10.50
223	Toilet - Cleaning & Materials	ebay - <i>toilet rolls</i>		£16.99
224	Pension Contributions	Nest Pensions - <i>clerks pension</i>		£143.03
225	CIL Payments	SWPSi - <i>part works - zipwire repair with grass mat pending</i>	£213.00	£1,278.00
226	Telephone & Internet	BT - <i>Jan bill</i>	£5.29	£31.76
227	Clerks Salary (inc PAYE & NI)	clerk - <i>wages + Kresen Kernow mileage</i>	£0.54	£1,204.06
228	Toilet - Cleaning & Materials	KC Payne – <i>contract + toilet cleaner</i>		£300.00
229	Toilets - Utility Charges	EDF energy		£11.00
230	Graveyard Maintenance/ Grounds	Robbie's Garden Services & Fencing		£484.00
231	Toilets - Utility Charges	WaterPlus – <i>jan charges</i>	0.00	60.00
232	Office Supplies	SmartInks ltd – <i>A3 printer inks</i>	5.33	31.99
233	S234 (PH Act) - AED Grant	Coastmedic – <i>annual equipment grant</i>	0.00	150.00
234	Publications/ footpath leaflet	Complete Business Solutions – <i>15,000 x footpath leaflet</i>	0.00	2,142.50
235	Footpath Repairs	Safety Signs & Notices – <i>Grove Hill spur sign</i>	2.42	14.51
		TOTAL	£335.06	£7543.41

Bank Reconciliation at 31/01/2024			
	Cash in Hand 01/04/2023		100,611.93
	ADD Receipts 01/04/2023 - 31/01/2024		69,770.68
			170,382.61
	SUBTRACT Payments 01/04/2023 - 31/01/2024		79,944.84
A	Cash in Hand 31/01/2024 (per Cash Book)		90,437.77
	Cash in hand per Bank Statements		
	Petty Cash 01/05/2021	0.00	
	Current Account - Lloyds 31/01/2024	2,170.94	
	Deposit Account - Lloyds 31/01/2024	50,266.57	
	95 Day Saver Account - Nationwide 01/06/2023	38,500.26	
			90,937.77
	Less unrepresented payments		500.00
			90,437.77
	Plus unrepresented receipts		
B	Adjusted Bank Balance		90,437.77

Item 3947.24 Correspondences

	Rec'd	Description	From	actions	Agenda
1	22.1.24	Question about bottle refill signs	CH – Plastic Free Helford	Clerk dealt	12
2	24.1.24	Mabe footpath linking project – more info	PS	pending	12
3	24.1.24	CAP – Measles info for distribution	N Drewitt – CC Localism	Clerk dealt	13
4	25.1.24	Request for details of repair masons for existing grave kerbs	Non-resident	Clerk dealt	
5	29.1.24	Footpath issues – prisk beach	ML – resident	Cllr Whibley	12
6	29.1.24	Anna Maria issues - ongoing	Resident group	For info	12
7	29.1.24	CAP meeting preferences	N Drewitt – CC Localism	Cllr Whibley to deal with	13
8	30.1.24	Further enforcement issues @ Tranquebar	RB (port navas resident)	Clerk dealing	8
9	1.2.24	Planning application – office support (not warranting a 5 day notice)	J Moseley – CC Planning		8
10	1.2.24	Training session - Preparing for a new Local Plan for Cornwall	CALC	For info	
11	5.2.24	Ongoing enforcement complaint – question about extras needing inclusion	MD -Enforcement Officer	For info	8
12	7.2.24	Placement of speed sign – ongoing item	LH – CC Highways IT	pending	12
13	13.2.24	Request for interment in churchyard ... follow on issues with incomplete MoJ closure order	Churchwarden	pending	
		Multiple comments about the proposals for Sampy's Hill and the PC's response to the last County statement (8.2.24)	Various		12



MINUTES OF AN EXTRAORDINARY MEETING OF MAWNAN PARISH COUNCIL HELD ON MONDAY 11TH MARCH 2024 AT 10AM IN THE MEMORIAL HALL.

Present: Cllrs Potter (chair), Bate, Reid, Sadler & Whibley

ALSO PRESENT: clerk + V Tunwell & R Allday (Memorial Hall representatives) & 1 member of the public

3957.24 TO DISCUSS THE POSITION ON THE SIGNING OF THE LEASE AND CONTRACT DOCUMENTS ASSOCIATED WITH THE NEW OFFICES PROJECT INCLUDING ANY FURTHER FORMAL AGREEMENTS NECESSARY TO CONTINUE THIS PROJECT

Cllr Potter explained that the meeting had been called as the working group had become aware that, in order for the MMH to obtain their grant funding and to secure the services of a contractor, it was imperative that final agreements be voted on by the whole parish council prior to waiting for the next Full Council meeting on the 21st.

There had been some confusion about terms and agreements as part of the office lease when extra legal advice had been sought (on commercial rent, tenure length and 'lease vs licence') which had caused some consternation and potential delays to the project but these had now been addressed. There were still a few issues that needed to be ironed out but they could be confirmed in the lease at a later date.

It had been agreed by the Hall Working Group that to take the project forward the PC should act as account holder and pay all invoices as they came due, claiming back the VAT as necessary, with the hall making contributions towards their share of funding to the parish council as invoices were received. We would also be agreeing to be the employer for the project, with R Allday managing a basic JTC works contract.

Two letters of agreement were to be discussed – one from the PC to the Memorial Hall to agree to be account holders for the project and one from the Memorial Hall confirming their funding above the £35,00 agreed from the PC. It was also decided that the formal office lease should need to be signed at this juncture.

Cllr Reid added that the tendering process had thrown up 5 tenders, some of which were deemed to be extremely inflated or excessive and were knocked out of the running. Ultimately Helford River Construction had been awarded the contract (of £51,030) by the working group on a fixed price contract.

Cllr Whibley had a few remaining questions:

- What/ how would the rateable value be calculated? The clerk explained that she had spoken to the Valuation Officer and rateable value could not be calculated until there was a building to measure. A simple calculation of the difference between the existing rate for the hall and a new calculation would give the office/reception rateable value, which the PC would be liable for.

- Is the hall wi-fi suitable for the PC office? Would we need a landline? – the clerk said that this could not really be assessed until we move in and see how the wi-fi connection copes but it was extremely likely that we would need to look at moving the current contract to the MMH new offices.
- Insurances – the hall's insurances would cover the fabric of the building (and be pro-rata'd into the rent payment) but the PC would still need to retain our current contents insurances (this already forms part of our existing operating insurance).
- Utilities – how would 'proportional' be calculated? As said about rates it would need to be assessed on the difference in existing and future use once the PC had moved in.

At this point the clerk explained what resolutions needed to be made at this meeting, with Cllr Sadler asking for a recorded vote.

It was proposed by Cllr Reid, seconded by Cllr Potter and

RESOLVED that Mawnan Parish Council will be the named account holders for the Hall Office Project.

on a vote being taken the matter was approved
(supported by Cllrs Bate, Potter, Reid, Sadler & Whibley)

It was proposed by Cllr Potter, seconded by Cllr Reid and

RESOLVED that Mawnan Parish Council accept the Hall Working Group's recommendation to appoint Helford River Contractors to the new offices project, with the parish council becoming employers under a JCT Minor Works contract (monitored by Mr R Allday).

on a vote being taken the matter was approved
(supported by Cllrs Bate, Potter, Reid & Whibley; Cllr Sadler abstained)

It was proposed by Cllr Reid, seconded by Cllr Potter and

RESOLVED that Mawnan Parish Council agree to sign the lease between the Memorial Hall & Parish Council for the new offices

on a vote being taken the matter was approved
(supported by Cllrs Bate, Potter, Reid & Whibley; Cllr Sadler abstained)

Cllrs Potter & Reid then signed that lease agreement on behalf of the parish council, which was handed to the members of the Hall Committee present, where it was signed by Mr P Moyle (as a Memorial Hall named Trustee) to be relayed to a second signatory & witnessed before being returned to the clerk for duplication and distribution.

The meeting ended at 10.35am

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Mawnan Parish Council –

Vacancy for a Part Time Clerk & Responsible Financial Officer

Currently 18 hours per week plus an additional 3 hours per week (as necessary) to administer the council's 2 charitable trusts.

Starting salary will be in accordance with national recommended rates for SCP 24 (£33,024 pro rata) and dependent on experience and qualification.

Mawnan Parish Council is looking for a highly organised and patient applicant to take over the day-to-day organisation and management of the Council's services, finances & administration. They will also be working as the Burials Officer for the parish and be responsible for the administration of 2 playing field charities, overseen by the parish council, as well as managing the parish council website and social media presence. The intention is that this position will see the clerk working from new parish council offices, based at Mawnan Memorial Hall.

The Clerk is expected to attend all meetings of the council and its committees (11 full council + 5 Office & Finance committee) held in Mawnan Smith, providing agendas and taking minutes/notes as appropriate for general circulation.

Time management is essential, as is the capability of working alone and unsupervised for the majority of the time. Otherwise applicants will need to be enthusiastic, flexible and community-focused with excellent administrative, inter-personal, accounting and IT skills, in order to work successfully with Councillors, external organisations and the wider community. They will also have to have a hands on approach as this post involves undertaking outdoor H&S site checks.

Ideally the candidate will already possess the CiLCA qualification and have an understanding of local authority organisation and management.

We anticipate interviews taking place sometime in mid April and hope to contact everyone shortlisted during the week of 8th April with arrangements.

For further information and an [application pack](#), please contact:

Lisa Clements, Parish Clerk

c/o MS Electrical, The Square, Mawnan Smith, TR11 5EP

Tel: 01326 251022 email: clerk@mawnan.org.uk

Closing date for applications : Wednesday 3rd April 2024

Please ensure that the attached application form is completed and submitted. CV's will not be accepted as a means of application. A word version of the [application form](#) is available.

Mawnan Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 01/03/2024		
	Cash in Hand 01/04/2023		100,611.93
	ADD Receipts 01/04/2023 - 01/03/2024		72,074.96
			172,686.89
	SUBTRACT Payments 01/04/2023 - 01/03/2024		87,392.73
A	Cash in Hand 01/03/2024 (per Cash Book)		85,294.16
	Cash in hand per Bank Statements		
	Petty Cash	01/05/2021	0.00
	Current Account - Lloyds	01/03/2024	1,469.05
	Deposit Account - Lloyds	01/03/2024	45,324.85
	95 Day Saver Account - Nationwide	01/08/2023	38,500.26
			85,294.16
	Less unrepresented payments		
			85,294.16
	Plus unrepresented receipts		
B	Adjusted Bank Balance		85,294.16
	A = B Checks out OK		