



11<sup>th</sup> April 2024

Dear Councillor,

You are summoned to attend a meeting of Mawnan Parish Council on Thursday 18<sup>th</sup> April 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 21<sup>st</sup> MARCH 2024 & 4<sup>th</sup> APRIL FULL COUNCIL MEETINGS**
5. **ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA**
6. **A PUBLIC REQUEST TO DISCUSS THE CUTTING OF THE UNUSED SECTION OF THE COMMUNITY GRAVEYARD IN LIGHT OF THE ECOLOGICAL IMPACT IT HAS**
7. **TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING**
  - Ref. No: PA23/09821** 13 Parc An Manns Mawnan Smith TR11 5EU  
Erection of 2 new outbuildings - 1x timber outbuilding will serve as additional ancillary annexe supported by the main property and 1 x greenhouse.
  - Ref. No: PA24/02288** Penwarne Woods Penwarne Road Mawnan Smith Cornwall  
Application for works to trees subject to Tree Preservation Order namely tree works within woodland W1 - please refer to detailed specification and application supporting documents
  - Ref. No: PA24/02042** Swallows Rest Penwarne Road Mawnan Smith TR11 5PQ  
Extension and alterations to dwelling.
  - Ref. No: PA24/02504** Springbank Budock Vean Lane Mawnan Smith TR11 5LH  
Works to trees subject to a Tree Preservation Order for Ash (T1) - fell to ground level. Extensive dieback evident and tree is in poor condition. Remove and replace. Sycamore (T2) - fell to ground level. Extensive basal decay and tree in close proximity to lane. Sorbus (T3) - fell to ground level. Tree suppressed by

adjacent trees, replacement tree to be planted in more sustainable location. Oak (T4) - lift crown to increase light reaching under canopy. Oak (T5) - remove side limb to rebalance tree and increase light reaching under canopy. Removals to be replaced 1 to 1 with Sessile Oaks.

8. **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**
9. **APPROVAL OF THE LIST OF PAYMENTS FOR APR 2024 & TO RECEIVE MAR 2024 (End of Year) BANK STATEMENTS AND RECONCILIATIONS**
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 RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE**
12. **REPORTS FROM OTHER GROUPS / INDIVIDUALS**
13. **REPORT FROM CORNWALL COUNCIL WARD MEMBER**
14. **TO RECEIVE INFORMATION ON CURRENT COUNCIL VACANCIES , INCLUDING THAT OF THE CLERK (may include ratifying any decision/ choices made at interview this week)**
15. **TO ADDRESS THE TEMPORARY APPOINTMENT OF A NAMED PROPER OFFICER FOR THE PERIOD BETWEEN CLERKS AND DECIDE WHO WILL TAKE OVER ESSENTIAL TASKS**
16. **ITEMS FOR INCLUSION AT THE NEXT MEETING**
17. **MATTERS OF COMMUNITY CONCERN**
18. **DATE & TIME OF NEXT MEETING: 16<sup>th</sup> MAY 2024 AT 7.30PM** - please be aware this meeting will be preceded by the Annual Parish meeting at 7pm.

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

This will be my final full council meeting as clerk to Mawnan Parish. I would like to express my gratitude for the community support and help that I have received over the last 10 years. Thank you to everyone.

## Associated papers:

**Item 4** - Draft minutes of previous meeting as well as extra meeting on 4<sup>th</sup> April (Trust issue)

**Item 6** - a request was received from a member of the public to stop cutting in the unused area of the community graveyard and allow to become a meadow was received last last summer (see June minute ref 3815.23 ). The resident in question has now been into the office objecting to the cutting of the site this year and demanding that the 'environmental vandalism' being done under the parish cutting contract is reviewed. I have tried talking to this resident but they are insistent that this be taken to the parish council, saying they have 'experts' now involved with assessing the impact being done.

**Item 7** - 4 planning applications pending

**Item 8**- 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: 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.

Status: Approved with condition (replacement tree planted within 1 year; protected for 5)

**Item 9** - payments for Apr 2024 & bank rec. for Mar 24

Item	Cost Centre	Name & Item Description	VAT	Amount
1	Toilet - Cleaning & Materials	KC Payne- + toilet cleaner & hand soap		£319.19
2	Clerks Salary (inc PAYE, NI & Pension	clerk - WAGES + EXTRA MEETING MILES	£0.26	£1,203.52
3	Toilets - Utility Charges	EDF energy	£0.00	£11.00
4	Clerks Pension Contribution	Nest Pensions	£0.00	£53.23
5	Parish Pension Contribution	Nest Pensions	£0.00	£93.16
6	Office Rent (+Rates & Storage)	Cornwall Council - for info only - MS office & public toilet block rates	£0.00	£0.00
7	Graveyard Maintenance/ Grounds	Robbie's Garden Services- extra cutting	£0.00	£664.00
8	Toilets - Utility Charges	WaterPlus	£0.00	£60.00
9	Graveyard Rates	Cornwall Council - graveyard rates 24/25	£0.00	£369.26
10	Subscriptions	CALC -CALC annual subscription	£94.26	£671.25
11	advertising	Cornwall Council - CC website clerks advert	£16.00	£96.00
12	advertising	Indeed Ireland Operations Ltd - clerks advert	£0.00	£95.00
13	Parish Council Websites	Norton- anti virus subscription to mar25	£0.00	£29.99
14	Course/Conference fees	CALC - trust training - Rex	£12.00	£72.00
15	Telephone & Internet	BT	£6.35	£38.08
16	MMH New Offices	Stephens Scown LLP - lease registration + land registry	£250.00	£1,545.00
17	Donations/ Grants	paul glover / shute hill green space - rolling grant as agreed	£0.00	£120.00
18	MMH New Offices	Helford River Construction Ltd- new offices - 2nd phase payment	£731.25	£4,387.50
19	Postages	Royal Mail- agenda x 7, 3 x burials	£0.00	£3.05
20	Toilet - Cleaning & Materials	debit card -toilet rolls	£5.73	£34.38
21	Office Rent (+ Rates & Storage)	MS Electrical	0.00	£1,716.00

22	Roads & Traffic	Elan City- solar speed sign as requested (mar23 minutes)	£450.00	£2,700.00
<b>TOTAL</b>			<b>£1,565.85</b>	<b>£14,290.11</b>

Already passed for payment as per agreement last month

**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	25.3.24	Praise for toilet refurb	Visitor	For info	
2	27.3.24	Great British Spring Clean campaign	CC C Mould - Neighbourhoods	Cllr whilbey/ Morris	
3	27.3.24	Rendlesham trust – PC members query	A Matthews	Clerk dealt	
4	28.3.24	CIL Report for 23/24	R Searle – CC Planning	Clerk Dealt	
5	28.3.24	(outgoing) delay to community grants	Clerk	June review	
6	3.4.24	Request to inter a pet body in graveyard	Penrose Funerals	Clerk dealt	
7	4.4.24	Supposed removal of cremation plaque	Non resident	Clerk dealt	
8	8.4.24	Complaint about footpath 19 spur & mud	Walker	Clerk dealt / cllr Whibley	
9	8.4.24	(outgoing) Question about application numbers/process to Constantine	Clerk		
10	10.4.24	Falmouth Mayor making invite	FTC	To Cllr Potter	
11	10.4.24	Dog fouling on Carlidnack Road & stickers	Resident	To Cllr Whibley	
12	10.4.24	MMH lease – land registry submission etc	Stephens Scown Ltd	For info	
13	28.3.24 + 11.4.24	(Visit) request to add item about graveyard cutting	resident	pending	

#### 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*

**Item 14 -** 2 interviews take place on Wednesday 17th April. It may be the staffing committee have a recommendation of someone to fill the clerk's vacancy to put forward at this meeting. A resolution by full council will be needed to make this appointment. Remember that this will be subject to references and proof of right to work being validated before the final offer of work is made.

**Item 15 -** Putting this on once again as there MUST be someone named to act as proper officer for the period between next Wednesday (24th) and the start of the new clerk. If this is not done then the legality of any meeting called or decisions made could be called into question.

Some MUST agree to step up and :

act as burials officer

issue agendas for the May Annual Meetings

collate next month's payments (paying online or by cheques)

deal with incoming email (just review for content at the very least)



**MINUTES OF THE MAWNAN PARISH COUNCIL MEETING HELD ON THURSDAY 21<sup>ST</sup> MARCH 2024 AT 7.30PM, IN THE MAWNAN BOWLING CLUB**

**Present:** Cllrs Potter (chair), Moyle (L), Reid, Sadler, & Whibley

**ALSO PRESENT:** clerk + 4 members of the public

3957.24 **TO RECEIVE APOLOGIES** - Cllrs Bate & Morris

3958.24 **MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS OR DECLARE GIFTS OVER £50** - none noted

3959.24 **PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY** - none noted

3960.24 **TO RECEIVE AND APPROVE THE MINUTES OF THE 15<sup>th</sup> FEBRUARY 2024 FULL COUNCIL MEETING AND THE EXTRAORDINARY MEETING OF 11<sup>TH</sup> MARCH 2024**

It was proposed by Cllr Whibley seconded by Cllr Sadler and

**RESOLVED** that the minutes of the Parish Council meetings held on 15<sup>th</sup> February and 11<sup>th</sup> March 2024 be approved and signed by the Chair.

on a vote being taken the matter was approved unanimously

3961.24 **ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA (churchyard closure; speed sign offer)**

The clerk explained that she had received further information from the Church regarding their discussions with the MoJ on proceeding the closure order. They have been told that because the original forms were completed and stopped at such a point that the process could skip ahead to that point and not need further lengthy consultations to take place. They had asked that the PC once again accept the closure order going through to the MoJ.

It was proposed by Cllr Sadler seconded by Cllr Potter and

**RESOLVED** that Mawnan Parish Council accept the closure order to be placed and St Mawnan Church and accept the responsibilities for maintenance as previously agreed to

on a vote being taken the matter was approved unanimously

Speed Sign – the clerk had sent round an offer for speed signs, similar to those in uses locally. Issues with a resident worried about light coming into their home at night were addressed with Viv Bidgood (Cormac) who felt that this would be very minimal and sporadic with the sign facing the driver on the road and only activated when they passed – thus no more light that was already there.

Although the offer was for 2 cameras it was felt that we only needed one new one (although access to data from the other, paid for in part by the parish was to be requested on a seasonal basis).

It was proposed by Cllr Reid seconded by Cllr Sadler and

**RESOLVED** that the clerk proceed with an order for single camera, to be placed outside the Garage/ Lowenna Fields provided that it comes in within the Earmarked Reserve budget (£2400).

on a vote being taken the matter was approved unanimously

**3962.24 TO NOTE THE RESIGNATION OF THE PARISH CLERK AND COMMENT ON ACTIONS TAKEN TO RECRUIT**

It was formally noted that the clerk had tendered her resignation to the chair on 20<sup>th</sup> February and would be working her last day on 24<sup>th</sup> April. The Staffing Committee (all councillors at this point) had met and the advert for a new clerk has been posted locally and online.

It was proposed by Cllr Potter seconded by Cllr Reid and

**RESOLVED** that Mawnan Parish Council note the resignation of Lisa Clements, parish clerk effective as on 20<sup>th</sup> February 2024.

It was proposed by Cllr Whibley seconded by Cllr Reid and

**RESOLVED** that applications would be 'officially opened' by the clerk, chair & Cllr Whibley on 4<sup>th</sup> April before the scheduled trust meeting

on a vote being taken both matters were approved unanimously

This session would take place before the two scheduled meetings that evening and then copies containing all the applications forms would go to the 5 members of the Staffing Committee (Cllrs Potter, Sadler, Whibley, Moyle & Reid).

The clerk stated that all of the information necessary to recruit was in the SLCC/CALC manual that had been distributed and it would be useful if councillors took the time to read both it and the linked template documents. She also stated that there was a need for a Staffing Committee meeting to take place so the processes of deciding how to selection, shortlist & prepare for interview were discussed but this was considered unnecessary however an agreement to a meeting to discuss the specifics of the selection criteria and shortlisting process was agreed to be held just before the shortlisting meeting to take place on 8<sup>th</sup> April at 10.30 am (venue TBC). The intention being to hold interviews W/b 15<sup>th</sup>.

(Cllr Moyle arrived @ 8pm)

**3963.24 TO RECEIVE ANY UPDATE ON SAMPYS HILL PAVEMENT PLANS**

Cllrs Potter & Sadler had had an online session with Adam O'Neill (CC Transport) following the last meeting and the community feeling that the current plans were not acceptable – summary notes of this attached as an appendix. The decision not to take the existing plans to a public consultation, where they were obviously going to be objected to were in part financially based – a public consultation costing upwards of £2000. It did not mean that all plans were now off the table, although funding for this particular allocation was now lost. A suggestion of moving the pavement to the opposite side of the road where an element of 'future-proofing' would have a better fit were received positively.

It was proposed that a small working group to brainstorm alternative ideas be created to see what new solution might come through, whilst advice from Esther Richmond (Localism Team) about submitting and Eol to the CAP Highways group for further works to the Grove Hill crossing needed to take place.

Adam did say that any future meeting(s) would have to online as the budget did not stretch to physical site meetings taking place. Cllr Reid strongly objected to this and requested that County Councillor Bastin be drafted to get a physical site meeting to take place or strong reasoning behind the requirement that there be no physical meetings found out. It was not suitable and undemocratic.

Cllr Reid also suggested that this item be held back until after the May meeting and the appointment of a new clerk as there was already a full table of works needing to be considered.

Cllr Sadler asked that any conversations with highways bring up, once again the subject of repainting the dragon's teeth at the far end of the village (near Trevornack) as he felt they had not been done for a long time, no matter how often requested. Reference to the Highway Manual made said every 5 years – this definitely had not happened as Cllr Lugg had pushed these and he'd been off council for at least 7 years.

**3964.24 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 ON BEHALF FOF THE JPF**

The clerk explained that this request was materially different from any relating to the CPF discussions taking place (4<sup>th</sup> April meeting) as the CCF grant was not for any physical resources – rather it was specifically for consultations, feasibility studies and pre-design works - and therefore had no long term implications as to ownership, insurances & VAT for future upkeep.

She was clear that in making this submission on behalf of the Parish Council it would not tie us to being named applicant further down the line for any physical resources but would allow the all the grant funding to be used to assist the project planning/ creation.

It was proposed by Cllr Reid seconded by Cllr Whibley and  
**RESOLVED** that Mawnan Parish Council agree to be named applicant for the CCF application on behalf of the JPF

on a vote being taken the matter was approved unanimously

**3965.24 TO AGREED TO APPROVAL FOR FORTNIGHTLY PAYMENTS TO THE CONTRACTOR TO BE MADE (with approval from chair + one other councillor)**

Cllr Reid explained that the contract with the builders for the new MMH Office had been negotiated to include regular, phased fortnightly payments. The level of works each phase would be signed off on by R Allday, acting as contract supervisor, and invoices passed onto the clerk for payment.

The request today was that the schedule of fortnightly payments be pre-approved by the council with authorisation only needed by the chair for payment (Cllrs Bate & Reid still needing to go online to actually make the bank payments). Payment would still be logged onto the finance system and presented at the monthly meetings – they would just have already been made.

The clerk explained that there were some issues around online banking that she would like to discuss in the part 2 session.

It was proposed by Cllr Moyle seconded by Cllr Sadler and  
**RESOLVED** that Mawnan Parish Council agreed to make pre-approved fortnightly contract payments as per the schedule provided based on agreement by R Allday & full VAT invoices being issued. The Chair would need to agree on individual invoices.

on a vote being taken the matter was approved unanimously

**3966.24 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

It was proposed by Cllr Sadler seconded by Cllr Potter and  
**RESOLVED** that Mawnan Parish Council support this application

on a vote being taken the matter was approved unanimously

**Ref. No: PA24/01392** Bosulla Budock Vean Lane Mawnan Smith TR11 5LH

It was proposed by Cllr Sadler seconded by Cllr Potter and

**RESOLVED** that Mawnan Parish Council support this application

on a vote being taken the matter was approved unanimously

**Ref. No: PA24/00864** Seadrift West Bay Maenporth Road Maenporth TR11 5HP

It was proposed by Cllr Sadler seconded by Cllr Potter and

**RESOLVED** that Mawnan Parish Council

on a vote being taken the matter was approved unanimously

**Ref. No: PA24/01772** Bodergy Budock Vean Lane Mawnan Smith

This application had been withdrawn so no decision was necessary.

**3967.24 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**

As read out. No further information on the 2 ongoing enforcement complaints (Tanqueray & Lowenna Fields speed change) had been received.

**3968.24 APPROVAL OF THE LIST OF PAYMENTS FOR MAR 2024 & TO RECEIVE FEB 2024 BANK STATEMENTS AND RECONCILIATIONS**

Cllr Whibley had a question about the water bill – had the leak issues been fully addressed? The clerk said that the urinal leak had been sorted but the contractors had made 2 visits without successfully remedying the water fountain for more than a couple of uses and were now saying it was a product fault. The clerk was trying to get a 2<sup>nd</sup> opinion for a local plumber but it was difficult to get one to come out as they were all very busy.

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

**RESOLVED** that accounts totalling £24,244.80 Inc. VAT be approved for payment in March 2024 & duly signed.

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

**RESOLVED** that the bank reconciliation presented totalling £85,294.16(of which £38,500.26 is retained Solar Grant Fund) for February 2024 be received & approved as a true record.

on a vote being taken both the matters were approved unanimously

The clerk explained that she could not submit the VAT 126 claim (currently in the region of £5000) as the period of the claim had to finish at month end. She had this prepared for a 3<sup>rd</sup> April submission date.

**3969.24 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 1 & 9** – both these issues had been passed the Cllr Whibley and the Countryside Access Team for review.

**Item 12** – a resident had requested that the PC become involved in changing the S106 agreement for her Lowenna Fields home on advice from her housing officer. The clerk had checked and this was not something we could – or would- be involved with as the S106 was between her/the developer/ county/ the housing association and modification of the local connection criteria to the extent she was looking for would open up housing allocation in the parish to unsustainable levels.

**Item 14** - this would be the final payment from GreenNation as the investment group was taking site management in house. A payment of £8571 for this year was expected by the end of the month.



**3970.24 TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE**

- Cllr Whibley said she had been asked about the progress of the DMMO for the Tank Track, and had checked online where it gave a date of at least a year ago. The clerk explained that the original submission by a member of the Ramblers had taken so long that it breached the government guidelines and had the right to be called before the Environment Secretary for immediate review, which had been done and caused the notice a couple of months ago. She would sort out chasing this up the outcome of this with DMMO officer.
- Cllr Whibley also reported on several footpath issues - footpath 10 was in the hands of the Countryside Access team pending review and footpath 19 was just seasonally wet/muddy but was not in her view impassable. She had received complaints about issues navigating stiles along this path and a request to remove them – but there were 5 sets and on investigation removal of these would not be felt necessary as they show the historic backbone of the footpath network.
- Thanks to Charlie of the National Trust for dealing with the removal of a downed tree on the Porth Sawsen/ Carwinion Woods path, even though it was not actually on NT land.
- She also said that she had attended a very interesting HMCG AGM where there was a talk on seagrass beds at Calamansak.
- The recent beach clean had seen 14kg of litter picked up with the Big Plastic Count taking place at the same time to highlight just how much plastic waste is still ending up as beach litter.
- Cllr Potter reported that the household bins at Durgan had been removed from the store at the schoolhouse and replaced with unsuitable temporary plastic bins, which had rubbish (bagged) blowing round the beach & sea as the bins were tipped over in recent high winds. The NT Cottages & Estates team were to work with the users/ owners of the holiday lets here to try to address the rubbish issues.  
He also still had in his possession a yellow oak tagged footpath post that had come loose from somewhere but was unsure what to do with it. Cllr Whibley would take it off his hands and contact P Hodgson (CC Area Ranger) to get back to her for reinstatement.
- The Landmark Tree sited at Bosloe crossroads still had no fanfare about its placement made. Cllr Potter was concerned that without at the very least a plaque it would easily be ignored and would have no care shown to it falling back into the hedgerow it we were lucky. It was agreed to see if the NT would be willing to at least trim round the tree in the summer whilst the PC looked into a commemorative plaque/ event.

**3971.24 REPORTS FROM OTHER GROUPS / INDIVIDUALS**

Cllr Whibley said she had been to the CAP Highways group meeting (which she was a member of) who would be reporting back at Tuesday's hybrid CAP meeting (she and Cllr Reid to attend physically).

She had also attended the training session on the new Cornwall Local Plan and would like everyone to remember that the 'call for land' for housing development was still underway.

**3972.24 REPORT FROM CORNWALL COUNCIL WARD MEMBER**

Cllr Bastin reported that the latest round of CIL applications had opened and Expressions of Interest for grant funding up to £100,000 needed to be in by 13th April.

Public health are pushing forward with a campaign about high blood pressure and free checks available from local pharmacies (warning that Penryn, Killigrew Street & Trescobeas are all reporting to be extremely busy). Cllr Moyle thought providing dentist would be a better use of money than this campaign.

As of July the home for the West Area Planning team moves to space within Kresen Kernow, the building at Dolcoath having been sold off.

The next CAP meeting (hybrid) was due on 26<sup>th</sup> with a physical venue in Falmouth Town Council offices.

Reminder of the CORMAC sessions on 26<sup>th</sup> April

CLlr Reid asked if was any further news on the Hotel Meudon planning application –had an appeal to the Planning Inspectorate been logged? CLlr Bastin was unaware of what might be going on but any Inspectorate Appeal would be notified to the clerk. It would be likely that this would be dealt with by online submission, rather than a physical and public meeting taking place,

CLlr Reid also mentioned the possible Judicial Review following the recent Planning inspectorate appeal being allowed in Budock. He felt that, since this went against both the Cornwall Local Plan and the Budock NDP something should be done to ensure that this decision is highlighted and the decision makers brought to account. His suggestion of parish council's banding together to put money towards a review, as was done before with Crantock, was thought to be presumptive and better left to Budock to consider, not Mawnan.

CLlr Whibley asked CLlr Bastin to intervene in getting a physical meeting with Adam O'Neill rather than something online. There should be a mechanism available to have actual site visits and meetings even when told there is no budget for them.

**3973.24 TO RECEIVE INFORMATION ON CURRENT COUNCIL VACANCIES & POSITION OF ANY NOMINEES FOR CO-OPTION.**

CLlr Slater has tendered his resignation due to the time commitment needed so a casual vacancy notice has gone up.

There were two parishioners who wished to stand for the current vacancies:

Shiona Biggin who has lived in the village for the last couple of years and has two young children, one attending each of the village schools. She works in online marketing for Falmouth University and is/has been the secretary of several steering groups. Currently she is working on the JPF improvement group and sees becoming a parish councillor as something that would work well with this.

It was proposed by CLlr Potter seconded by CLlr Moyle and

**RESOLVED** that Shiona Biggin is immediately elected to fill a co-option vacancy on Mawnan Parish Council

on a vote being taken the matter was approved unanimously

Manice Stabbins is a retired vet who has lived in the village for over 20 years, although she had spent time recently away sailing. During this time she felt that it was the communities and not the locations visited that had the most impact and on returning to the parish felt that she would like to contribute more and have greater involvement in the community. She feels that her background and professional skills and interest in the environment & rural agriculture would be a good fit with the parish council.

It was proposed by CLlr Moyle seconded by CLlr Reid and

**RESOLVED** that Manice Stubbins is immediately elected to fill a co-option vacancy on Mawnan Parish Council

on a vote being taken the matter was approved unanimously

**3974.24 TO DISCUSS A VICE –CHAIR AND CONSIDER OPTIONS FOR A PROPER OFFICER DURING THE HANDOVER PERIOD**

Cllr Potter explained that he was due to go in for surgery next week and that currently there is no vice-chair who could be delegated responsibilities in his absence. As such a proposal for the nomination of a vice chair to act until the May Annual meeting was tabled

It was proposed by Cllr Sadler seconded by Cllr Moyle and  
**RESOLVED** that Mawnan parish Council elect Cllr Robert Reid to act as vice chair until the Annual parish Meeting in May, taking up named duties should the chair be unavailable in the interim period

on a vote being taken the matter was approved unanimously

There followed as discussion on the election of a proper officer for any period where the current clerk has left and a new clerk has not yet been appointed. The Clerk explained that it was essential to the functioning of the parish council that it have a proper officer in place; at the very least to be able to issue summons for meetings. Cllr Reid seems to be of the notion that this was not something essential, or that it would be done on an 'ad-hoc' basis by amendment to the Standing Orders.

3975.24 **ITEMS FOR INCLUSION AT THE NEXT MEETING** - Recruitment update;

3976.24 **MATTERS OF COMMUNITY CONCERN**  
None noted

3977.24 **DATE & TIME OF NEXT MEETING: 18<sup>th</sup> APRIL 2024 AT 7.30PM**

3978.24 **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.**

Cllr Whibley left the meeting at 9.05pm

**Associated papers:****Item 3968.24** payments for Mar 2024 & bank rec. for Feb 24

Item	Cost Centre	Name & Item Description	VAT	Amount
236	Toilets - Utility Charges	WaterPlus	£0.00	£0.00
237	Office Supplies	Argos- graveyard files - label printer	£0.00	£29.99
238	Grass Cutting (JPF/CPF/ OS & weeds)	R Sanders balancing invoice - contract end	£298.60	£1,791.60
239	Office Supplies	Viking - paper & stapler	£3.34	£20.01
240	S19 - Carwinion Playing Field	Simon Spear CAD - payment for CPF MUGA works - needed to be done online. Funds to come back in as cheques	£0.00	£309.00
241	S19 - Junior Playing Field	GR Furniture - bench for JPF - needed to be paid online. Cheque to come from Trust	£0.00	£237.00
242	Toilet - Cleaning & Materials	KC Payne	£0.00	£300.00
243	Clerks Salary (inc PAYE & NI)	clerk - wages + overtime + trusts subcontracted. Inc mileage for leaflet distribution & staffing cmtee	£0.63	£1,533.25
244	Postages	Royal Mail - 1 x invoice, 2x CPF invoices 8 x extraordinary agenda	£0.00	£12.25
245	Toilets - Utility Charges	EDF energy	£0.00	£11.00
246	Clerks Pension Contribution	Nest Pensions	£0.00	£71.85
247	Parish Pension Contribution	Nest Pensions	£0.00	£125.73
248	S19 - Junior Playing Field	Junior Playing Field Trust - annual grant part 2	£0.00	£2,578.22
249	Clerks Salary (inc PAYE & NI)	HMRC - Q4 Tax & NI	£0.00	£312.68
250	Parish NI contribution	HMRC - Q4 Tax & NI	£0.00	£292.93
251	Graveyard Maintenance/ Grounds	Robbie's Garden Services & Fencing	£0.00	£484.00
252	Toilets - Utility Charges	WaterPlus - jan/feb charges	£0.00	£71.98
253	Telephone & Internet	BT	£5.78	£34.66
254	S19 - Junior Playing Field	SWPSi - JPF operational check Feb 2024	£9.00	£54.00
255	Footpath Repairs	Steven Bryan - above promised amount - JW checking	£0.00	£35.00
256	Office Rent (+Rates & Storage)	We Store Cornwall- storage until Feb 2025	£39.60	£237.60
257	S19 - Carwinion Playing Field	CPFT - annual grant part 2	£0.00	£2,445.15
258	Postages	Royal Mail - 7 x council agendas	0.00	6.00
259	Toilets - Utility Charges	WaterPlus – feb/mar water	0.00	55.77
260	Postages	Viking – stamps for resignation period	0.00	18.40
260	Office Supplies	Viking – a4 paper	3.06	18.37
261	MMH New Offices	MC Plan & Site Services Ltd - building control - site inspection fees	73.00	438.00
262	MMH New Offices	Hormann Architects - tender drawings	120.06	720.36
263	MMH New Offices	Helford River Construction Ltd- interim payment certificate - initial MMH office works	2,000.00	12,000.00
		<b>TOTAL</b>	<b>£2553.07</b>	<b>£24,244.80</b>

<b>Bank Reconciliation at 01/03/2024</b>			
	Cash in Hand 01/04/2023		100,611.93
	<b>ADD</b> Receipts 01/04/2023 - 01/03/2024		72,074.96
			172,686.89
	<b>SUBTRACT</b> Payments 01/04/2023 - 01/03/2024		87,392.73
<b>A</b>	<b>Cash in Hand 01/03/2024</b> (per Cash Book)		<b>85,294.16</b>
	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 - Natiorwid: 01/08/2023	38,500.26	
			<b>85,294.16</b>
	Less unrepresented payments		
			85,294.16
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>85,294.16</b>
	<b>A = B Checks out OK</b>		

**Item 3969.24 - Correspondences.**

	<b>Rec'd</b>	<b>Description</b>	<b>From</b>	<b>Actions</b>	<b>Agenda</b>
1	26.2.24	Complaint about footpath 19	resident	To cllr whibley	14
2	26.2.24	Arrangements for online meeting with A O'Neill (highways) re Sampy's Hill	INCOMING	To Cllrs Sadler/ Potter	7
3	28.2.24	Issues with footpath leaflet content	D Morgan/Anvil Trust	Clerk dealt	
4	29.2.24	Recruitment to CC Planning partnership	N Phillips – CC Planning	To cllrs	
5	29.2.24	Fal. Uni St Pirans Day celebration invite	R Caunter, U of E	To Cllrs	
6	29.2.24	Diocese registrar –closure question	J Lintern, VWV	Pending	5
7	4.3.24	Sorting of (trust) records sent to KK	Archivist Kresen kernow	Clerk dealt	
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	

Appendix item – as noted in 3693.24

### **Summary notes from the online TEAMS follow up meeting about a Sampys Hill pavement held on 27<sup>th</sup> February 2024**

**Present:** Cllr G Potter (chair + note taker); Cllr R Sadler - Mawnan PC & Adam O'Neill (CC Connectivity & Transport Programme Development)

1. Adam O hasn't dropped it entirely, only notified Cormac that it's not 'immediate'. Whatever is agreed, the work will only happen/get actioned as a 2025 project anyway, regardless of what is agreed and he's going to keep it on the back-burner so that it doesn't disappear... which gives us plenty of time to sort it out.
2. He's quite happy for us to go away and discuss as a community and come up with another set of plans and compare/bring to him, and he seemed quite flexible.
3. His main concerns, or the angle he took after advice, was that we were going to lose parking on the road and believed people didn't want that, weren't going to agree to compromise and were therefore 'stuck'. He said it was going to cost them several thousands of pounds to go to a public consultation to present a plan he knew would fail - hence not going through with that. He said the pavement width was below the 2.1(!) they originally planned for, and was a compromise, but he didn't close the door on 1.5m just advised that width would still mean we couldn't park a car on the left and right side of the road and still fit a car driving down the middle... so either way the yellow lines are to prevent road parking on dual sides so passing cars can fit...no solution allows for parking on dual sides it seems.
4. Rex emphasised the aspect of future proofing the village and quite rightly spending more on better longer-term investment (as we nearly went down a road of pausing until we knew what we going on with more housing developments and relying on contractors to do this work instead). As a result Adam then understood that moving the pavement to the other side (MMH side) was indeed a good option, as it would be of benefit to hall, potential car park, potential future housing expansion in the village and putting a zebra crossing or some such at Lowenna to compensate for crossing the road safely wouldn't be impossible.
5. I pressed on the speed signal sign situation and he said Viv's choice of place was a good one (@Lowenna) and as it would be facing away from Lowenna Fields, wouldn't cause light pollution to houses and it would only flash up at night if a car with headlights was coming anyway - he said it was Highways land so it was up to Viv's discretion and for any homeowner to take it up with him instead of us...
6. He agreed re issues of visibility with the school crossing, and suggested that we apply to the Community Network Panel fund(?) and talk to Esther Richmond and Viv Bidgood about it as his plans didn't cater for it and it was a different issue, but he supported the overall desire to make it more visible and safer and he is actually part of the decision making on that too... but it has to be done separately.

In conclusion, he was quite flexible and I think had misunderstood the situation re parking reduction assuming we were willing to die on our sword about it, so with that clarified and now more understood he's quite open to alternatives and happy for us to discuss and come back to him. He did say that when we had options it would have to be a Teams meeting, as that was all about budget etc - and to be fair we did have a productive experience all round I think.

**MINUTES OF THE MAWNAN PARISH COUNCIL MEETING HELD ON THURSDAY 4<sup>TH</sup> APRIL AT 7.15PM  
(following immediately on from the Carwinion Trusts meeting) IN THE MAWNAN BOWLING CLUB**

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

**Apologies:** Cllr Morris

**Also Present:** none

3979.24 **TO RECEIVE APOLOGIES** – Cllr Morris

3980.24 **MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS OR DECLARE GIFTS OVER £50** – none noted

3981.24 **PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY** – none noted

3982.24 **TO CONSIDER THE REQUEST THAT THE PARISH COUNCIL TAKE OVER AS NAMED APPLICANT FOR THE MUGA COMMUNITY LEVELLING UP GRANT (CLUP) SUBMISSION.**

Following on from the Trusts meeting a formal request for the Parish Council to be named as applicant on the CLUP grant submission was tabled.

As previously noted the Clerk/ Trusts Administrator had sent out her advice reminding councillors that the Trusts & PC were completely separate entities and had to be viewed as such, however she did not feel that this was considered fully in the decision making.

It was proposed by Cllr Sadler seconded by Cllr Whibley Reid and **RESOLVED** that Mawnan Parish Council accept the request from the CPFT to become named CLUP grant applicant as per the statement: 'Mawnan Parish Council as Trustee of the Carwinion Playing Field Trust'

on a vote being taken this matter was approved unanimously

3983.24 **PUBLIC COMMENTS** – none noted

Meeting finished at 7.50pm

**Lisa Clements**

---

**From:** [REDACTED]  
**Sent:** 11 April 2024 11:07  
**To:** Lisa Clements  
**Cc:** [REDACTED]  
**Subject:** Community Graveyard. Mowing schedule.  
**Attachments:** Recommendations for Mawnan Church.pdf; Untitled attachment 00194.htm

Dear Lisa,

Further to my communication with you last year concerning the mowing regime at the Community Graveyard, I am attaching a document that has been specifically prepared by conservation experts for the site that highlights the best regime for allowing the unused area of the Graveyard to be managed.

As a very regular visitor to the location, and having spoken to many others who also have relatives buried in the Graveyard, I am asking the Parish Council to recognise three benefits in adopting the recommended regime.

- A). Maintaining the remarkable natural beauty of the site. This is of particular solace to those of us who visit in grief, as well as others who come to share the sense of harmony with nature there.
- B). Enhancing the ecological diversity of the site, with the resultant conservation benefits of substantially increased pollinators. These pollinators create benefits to ecosystems over a widespread area.
- C). Reducing mowing should result in reduced costs, which would allow Parish funds to be more appropriately spent elsewhere.

The consideration of the Council to this proposal is very much appreciated.

With kind regards,

[REDACTED]



### For Mawnan Church, Recommendations for the Community Graveyard

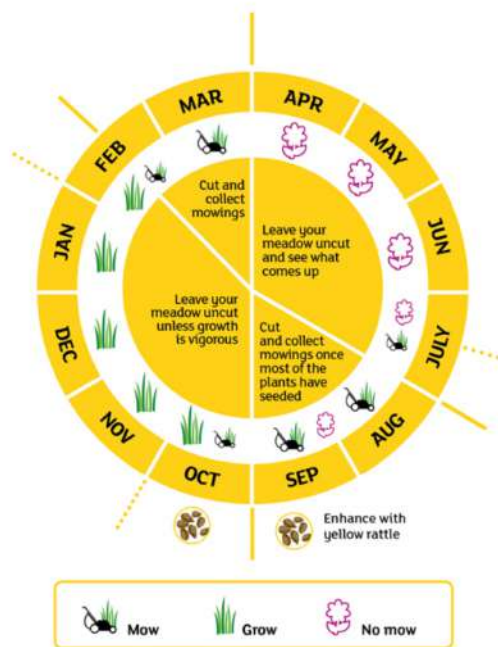
Ideally from an ecological viewpoint the unused area should not be mowed between March and the end of June.

This will allow native wildflowers to grow and set seed and pollinators such as bees and butterflies to flourish. The result will be an improvement in ecological diversity and resilience, benefitting both natural biodiversity and local agriculture.

#### Recommended Mowing Schedule.

- After the final winter mowing in March, the vegetation in the unused area should be left to grow and bloom over spring and summer. Once the plants have set seed, the site should be cut.
  - We recommend:
    - (1) **An optional main summer cut** - a 'hay cut' - between **July** and the **end of August**.
    - (2) **One or two Autumn cuts** between the **end of August** and **November**.
  - If performing a summer 'hay cut', cutting in July favours spring flowers, such as cowslips, lady's smock, selfheal and bugle. August cutting favours summer flowers, such as knapweed, devil's bit scabious and lady's bedstraw. The cut material should ideally be left in place for a few days to allow the seeds to drop to the ground, then it should be raked up and removed to help reduce soil fertility.
  - One or two cuts between the end of August and late November removes surplus growth and helps to keep grasses at bay, letting the wildflowers thrive.
  - Either option outlined above will promote wildflower growth and ecological diversity.
  - A strip (the banks would be ideal for this) should be left completely uncut year-round for sheltering invertebrates.
  - Most of the grass should then be kept at ankle-height over winter.
  - Cutting with a mower set at its highest setting, or with a strimmer or brush cutter are all good options. Raking off and removing the clippings afterwards is recommended so that the clippings don't rot down and enrich the soil – wildflowers thrive in poor soil.
  - When the re-wilded areas are cut the material can be composted.

This infographic, provided by Plantlife, may be very helpful to inform the mowing schedule for the entire site:



- If it is not possible to leave the entire unused area unmown, then at least leave deliberate large areas unmown in the middle of the unused area of the Community Graveyard, with mown paths between, ideally informed by where wildflower leaves are present among the grasses. The entire area should at least be left until May before the first mow to see what flowers are growing, with the more floriferous areas left until at least the end of June.
- Photos of Mawnan Church online suggest that the banks are rather thin-grassed and would support flowers like Yarrow and Knapweed if allowed to grow up.
- Native wildflowers could be added to the site to rapidly increase the floral diversity (such as Yellow Rattle, *Rhinanthus minor*, which can help to suppress unwanted grasses and weed species). If local volunteers can be engaged to plant plugs or seeds this may help to engage the community and allay concerns about a 'messy' site. We can happily supply a list of suggested native species to add to the site.
- No chemical fertilisers or pesticides (including herbicides) should be used at the site.
- Small groundcover native species can also be added amongst the paved paths - some species can be wonderful for pollinators, drought resistant, withstand foot traffic and, crucially, suppress unwanted weeds. These can reduce the need for chemical herbicides and weeding in the longer term, reducing negative environmental and health impacts associated with chemical use and reducing maintenance costs.
- Small signs (and notices in local papers or social media) educating the community about the efforts and the need to support biodiversity at the site may also be very beneficial.
- The RHS has some excellent guidelines on best practice for mowing - <https://www.rhs.org.uk/lawns/wildflower-meadow-maintenance>. Plantlife have very good information here - <https://meadows.plantlife.org.uk/3-maintaining-meadows/managing-meadows-of-all-sizes-with-mowing/>.

## 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 31/03/2024</b>		
	Cash in Hand 01/04/2023		100,611.93
	<b>ADD</b> Receipts 01/04/2023 - 31/03/2024		73,948.08
			174,560.01
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/03/2024		111,440.61
<b>A</b>	<b>Cash in Hand 31/03/2024</b> (per Cash Book)		<b>63,119.40</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2024	0.00
	Current Account - Lloyds	31/03/2024	1,780.13
	Deposit Account - Lloyds	31/03/2024	22,375.61
	95 Day Saver Account - Nationwide	31/03/2024	39,857.62
			<b>64,013.36</b>
	Less unrepresented payments		893.96
			63,119.40
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>63,119.40</b>
	<b>A = B Checks out OK</b>		

**Lisa Clements**

---

**From:** Lisa Clements <clerk@mawnan.org.uk>  
**Sent:** 25 March 2024 14:14  
**To:** [REDACTED]  
**Subject:** RE: Public Loos in Mawnan Smith

Hi C [REDACTED]

Thanks you for your comments - it took us a while to agree what changes were needed and save the money up but it has come out very well. We just need to get the dripping water fountain outside sorted out!

Thanks

Lisa C

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

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

Office Hours: Monday, Wednesday & Thursday 9am to 2.30pm. Communications (phone or email) will only be answered during office hours so please allow at least 2 working days for us to get back to you.

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

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-----Original Message-----

**From:** [REDACTED]  
**Sent:** 25 March 2024 14:02  
**To:** clerk@mawnan.org.uk  
**Subject:** Public Loos in Mawnan Smith

Hello,

As a reasonably regular (several times a year over the past 8 years) visitor passing through MS I just wanted to write to thank the Parish Council (or whoever is responsible) for not only keeping your local loos open but for their excellent refurbishment.

So good to see when so many are being closed down. I'm sure I'm not the only person who is most grateful to you.  
Kind regards

**Lisa Clements**

---

**From:** [REDACTED]  
**Sent:** 30 March 2024 20:15  
**To:** Lisa Clements  
**Subject:** Re: Rendlesham Trust

**Flag Status:** Flagged

Hi Lisa

Whoops, yes definitely crossed wires! Apologies I failed to pick up your email in September, and after Tim Brooksbank left I asked Rex about a replacement. Of course it was about the time that Rex was absent from probably Parish Council Meetings after his latest hip replacement, and he was still recovering when The Trust had our six monthly meeting in October! He perhaps didn't notice in Parish Council Minutes that you had elected Georgena Morris, a very apt choice being on NHS Integrated Care Panel. I continued to ask Rex if there was a replacement and he said he had invited Robert Reid to attend our meeting in February, which he did as an observer, I assume he didn't consult anyone else before doing this. I will speak with Rex and no doubt we can sort this out, we will then contact Georgena and make sure she is invited to join us at our next meeting.

Thank you for all your help you have given myself over the years, and I wish you all the best for the future,

Many thanks

A [REDACTED]

On Wednesday, 27 March 2024, 11:13:52 GMT, Lisa Clements <clerk@mawnan.org.uk> wrote:

Hi A [REDACTED]

Not quite sure about this – there seem to be a few crossed wires.

Robert has not been requested at any PC meeting to be a representative on the Rendlesham Trust. But now I feel that you might not have gotten my letter in September about Tim Brooksbank's replacement ... so I've attached just in case.

Hope this manages to get sorted out.

As you may be aware I've resigned as clerk and will be leaving later in April – but the [clerk@mawnanorg.uk](mailto:clerk@mawnanorg.uk) email address will remain the same ... it just might not be responded to very quickly until someone new is appointed.

Ta

Lisa C

Mrs Lisa Clements (Clerk)

Mawnan Parish Council Offices

MS Electrical

The Square

Mawnan Smith

TR11 5EP

Email:clerk@mawnan.org.uk

Tel: 01326 251022

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**From:** [REDACTED]

**Sent:** 27 March 2024 10:36

**To:** Lisa Clements <clerk@mawnan.org.uk>

**Cc:** Guy Potter <guy.potter@live.co.uk>; Robert Reid <reid@boydreid.com>

**Subject:** Rendlesham Trust

Hi Lisa,

I was talking to Mrs [REDACTED] about other subjects at a social event yesterday morning.

She mentioned that we have not formally notified the Rendlesham Trust that Cllr Reid is now an official representative on that, for the Parish Council.

Please can I leave this with you?

Kind regards,

Jackie

**Lisa Clements**

---

**From:** Lisa Clements <clerk@mawnan.org.uk>  
**Sent:** 08 April 2024 12:30  
**To:** Guy Potter (guy.potter@protonmail.com); Robert Reid; 'Jackie Whibley (jawhibley1@gmail.com)'  
**Cc:** Rex Sadler; 'Phill Moyle'  
**Subject:** FW: constantine advert & applicants

Hi All

Just in case you wondered ... looks like our 4 actual applications were not that far off the mark in real terms when compared to Constantine.

Ta

Lisa C

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

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

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---

**From:** [REDACTED]  
**Sent:** 08 April 2024 11:15  
**To:** Lisa Clements <clerk@mawnan.org.uk>  
**Subject:** Re: constantine advert & applicants

Hello Lisa,

Thanks for your email.

I don't feel the way in which Mawnan Parish Council has reached that anything has been done wrongly.

From our side we received 82 Expressions of Interest which resulted in 16 completed & submitted Application Forms (viz. 16 Applicants).

We are going through those now and it's taking longer than first envisaged.



If I was to make an observation, our advertisement offered the position showing the number of hours required and the rate of pay/hour, we steered away from an 'equivalent to salary' references.

We also found many of those who expressed interest felt the role was 100% virtual and could be carried out remotely by computer and overlooked the specific and essential requirement to attend meetings of the Council. Some of those who submitted Applications, indicated they were retaining existing paid roles or would be looking for additional paid hours elsewhere.

Maybe from the 4 Applications you have received, the right candidate for your parish will become self evident and emerge quickly into the role?

I hope you find the right person for the role at Mawnan,

best regards

Chris,

[Redacted]

Parish Councillor (Constantine) - Vice Chair (He/Him)

[Redacted]

On 08/04/2024 09:37, Lisa Clements wrote:

Hi Cllr P [Redacted] r

I've been informed by one of our councillors that you had 76 applicants for the Constantine clerks' vacancy ... we only had 4 and I'd like to get some idea on what we appear to have done wrong if possible.

I used the Cornwall County jobsite, CALC, the jobcentre, Indeed, facebook (our pages & several others) , pc website , noticeboard, community newsletter and enlisted several local parish/town councils to advertise as well. What did we do wrong?

Thanks

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)  
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## CLERK OF THE COUNCIL

### AN094 - Clerk: Appointment and Proper Officer and Responsible Financial Officer

A local council is required by s.112 of the Local Government Act 1972 to appoint such officers as it considers necessary for the proper discharge of its functions. The number and designations of officers so appointed will vary according to the size of the council, the range of functions carried out and the resources available to it. Thus, there are local councils employing, at one end of the scale, full-time clerks (and deputy clerks) plus support staff and manual workers; and at the other end of the scale, there are the small local councils who only employ a part-time clerk.

The 1972 Act and other legislation entrust a number of responsibilities and duties to the 'proper officer' of the council. In a local council the proper officer will usually be the clerk. So that the public knows the extent of their authority, the council (e.g. in standing orders) should formally designate the clerk as the proper officer for any purpose in respect of which the proper officer is given responsibility under any statute.

Section 151 of the 1972 Act also requires a local council to ensure that one of its officers has overall responsibility for the administration of its financial affairs. Again, the larger council may have a separate officer for that purpose but, more often than not, the responsibility falls upon the clerk. The title commonly used is that of responsible financial officer (RFO).

A member of the council may fulfil the role of a clerk, but they cannot assume the title of clerk ('acting clerk' may suffice) and a specific position without remuneration needs to be created. A person who has been a member of the council may not be appointed as clerk (or indeed into any other paid employment with the local council) with remuneration until a period of 12 months has elapsed since they ceased to be a councillor (ss.112(5) and 116 of 1972 Act).

The appointment of a clerk (and of any other senior officer) is made by resolution of the local council.

When it is necessary to recruit, the first stage (unless an internal promotion will be the ideal solution) will be to advertise the post. The advertising of chief officer vacancies is always best practice, but it is not compulsory for local councils.

Legally it is possible to appoint an officer under s.112 or s.151 LGA of 1972 Act and then make use of the power in s.113 to share that officer with another council (A employs and B shares, or B employs and A shares), or two councils can set up a joint committee under the power in s.101 LGA 1972 (A and B employ and share). PAYE is dealt with by whoever is the employer.

A disadvantage of buying in the services of an officer is that the purchasing council has less control over the individual than would be the case if that individual was its employee. But they also have the benefit of not having the employer responsibilities. However, buying in services in this way can be more complex than it at first appears and, from the clerk's point of view, they may prefer to have a number of separate employers because, if the employment relationship breaks down with one of them, it need not impinge on their employment with the others. Clearly it will be worse for the employee where there is only a single employer (who is providing the services of that officer to other councils) and the employment relationship breaks down.



# Local Government Act 1972

## 1972 CHAPTER 70

### PART XII

#### MISCELLANEOUS AND GENERAL

##### *General*

#### **270 General provisions as to interpretation.**

....

[<sup>F34</sup>(1A) A requirement to publish a notice or document electronically, imposed by—

- (a) this Act on a local authority in Wales, or
- (b) Part 5A on a body or authority in Wales (other than a principal council),

is, where such an authority has its own website, a requirement to publish on that website.]

(1) In this Act and in any other enactment, whether passed before, at the same time as, or after this Act, the expression “non-metropolitan county” means any county other than a metropolitan county, and the expression “non-metropolitan district” means any district other than a metropolitan district.

(2) Any reference in this Act to a proper officer [<sup>F35</sup>, corporate joint committee] and any reference which by virtue of this Act is to be construed as such a reference shall, in relation to any purpose and any local authority or other body or any area, be construed as a reference to an officer appointed for that purpose by that body or for that area, as the case may be.

(3) In any provision of this Act which applies to a London borough, except Schedule 2 to this Act,—

- (a) any reference to the chairman of the council or of any class of councils comprising the council or to a member of a local authority shall be construed as or, as the case may be, as including a reference to the mayor of the borough;
- (b) any reference to the vice-chairman of the council or any such class of councils shall be construed as a reference to the deputy mayor of the borough; and
- (c) any reference to the proper officer of the council or any such class of councils shall be construed as a reference to the proper officer of the borough.

[<sup>F36</sup>(4A) Where a London borough council are operating executive arrangements which involve a mayor and cabinet executive <sup>F37</sup>....., subsection (4) above shall have effect with the omission of paragraphs (a) and (b).]

(4) In this Act, except where the context otherwise requires, references to any enactment shall be construed as references to that enactment as amended, extended or applied by or under any other enactment, including any enactment contained in this Act.

**Changes to legislation:** Local Government Act 1972, Paragraph 10 is up to date with all changes known to be in force on or before 11 April 2024. There are changes that may be brought into force at a future date. Changes that have been made appear in the content and are referenced with annotations. (See end of Document for details) View outstanding changes

## SCHEDULES

### SCHEDULE 12

#### MEETINGS AND PROCEEDINGS OF LOCAL AUTHORITIES

##### Modifications etc. (not altering text)

- C1** Sch. 12 excluded by [Local Government Act 1985 \(c. 51, SIF 81:1\)](#), **ss. 1, 86(9)**
- C1** Sch. 12 modified by [S.I. 1987/2110, art. 2\(2\)](#), **Sch. 1 para. 2(4)**
- C1** Sch. 12 applied with modifications by [Local Government and Housing Act 1989 \(c. 42, SIF 81:1\)](#), **s. 160(2)**  
Sch. 12: power conferred to make provisions about matters of the kind dealt with in this Schedule (1.9.1997) by [1997 c. 50, s. 44\(1\)](#), **Sch. 4(a)(ii)**; [S.I. 1997/1930, art. 2\(1\)\(2\)\(m\)](#)
- C1** Sch. 12 modified (5.11.2008) by [The Local Elections \(Ordinary Day of Elections in 2009\) Order 2008 \(S.I. 2008/2857\)](#), **art. 6**
- C1** Sch. 12 modified (E.) (7.9.2013) by [The Local Elections \(Ordinary Day of Elections in 2014\) Order 2013 \(S.I. 2013/2277\)](#), **arts. 1(1), 5**
- C1** Sch. 12 modified (E.) (4.4.2020) by [The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020 \(S.I. 2020/392\)](#), **regs. 1, 6 (with reg. 2(4))**
- C1** Sch. 12 modified (W.) (22.4.2020) by [The Local Authorities \(Coronavirus\) \(Meetings\) \(Wales\) Regulations 2020 \(S.I. 2020/442\)](#), **regs. 1(3), 6**
- C1** Sch. 12 modified (W.) (22.4.2020) by [The Local Authorities \(Coronavirus\) \(Meetings\) \(Wales\) Regulations 2020 \(S.I. 2020/442\)](#), **regs. 1(3), 7**
- C1** Sch. 12 modified (E.) (4.4.2020) by [The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) Regulations 2020 \(S.I. 2020/392\)](#), **regs. 1, 6 (with reg. 2(4))** (as amended (1.8.2020) by [The Local Authorities and Police and Crime Panels \(Coronavirus\) \(Flexibility of Local Authority and Police and Crime Panel Meetings\) \(England and Wales\) \(Amendment\) Regulations 2020 \(S.I. 2020/808\)](#), **regs. 1, 2(3)**)

## PART II

### PARISH COUNCILS

- 10 (1) Meetings of a parish council shall be held at such place, either within or without their area, as they may direct, but shall not be held in [<sup>F1</sup>premises which at the time of such a meeting may, by virtue of a premises licence or temporary event notice under the Licensing Act 2003, be used for the supply of alcohol (within the meaning of section 14 of that Act)] unless no other suitable room is available either free of charge or at a reasonable cost.
- (2) Three clear days at least before a meeting of a parish council—
- (a) notice of the time and place of the intended meeting shall be fixed in some conspicuous place in the parish and, where the meeting is called by members

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of the council, the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting; and

**[<sup>F2</sup>(b)** a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and certified by the proper officer of the council, shall be sent to every member of the council by an appropriate method.]

**[<sup>F3</sup>(2A)** In sub-paragraph (2)—

(a) “authenticated” means signed or otherwise authenticated in such manner as the proper officer thinks fit; and

(b) the reference to sending the summons to a member by an appropriate method is to—

(i) leaving it at, or sending it by post to, the member’s usual place of residence, or

(ii) where the member has given consent for the summons to be transmitted in electronic form to a particular electronic address (and consent has not been withdrawn), sending it in electronic form to that address.]

(3) Want of service of any such summons as is referred to in sub-paragraph (2)(b) above on any member of the parish council concerned shall not affect the validity of the meeting.

#### Textual Amendments

- F1** Words in Sch. 12 para. 10(1) substituted (24.11.2005) by [Licensing Act 2003 \(c. 17\)](#), ss. 198, 201(2), [Sch. 6 para. 61\(2\)\(a\)](#) (with ss. 2(3), 15(2), 195); S.I. 2005/3056, [art. 2\(2\)](#)
- F2** Sch. 12 para. 10(2)(b) substituted (30.1.2015) by [The Local Government \(Electronic Communications\) \(England\) Order 2015 \(S.I. 2015/5\)](#), arts. 1(1), [2\(4\)\(a\)](#)
- F3** Sch. 12 para. 10(2A) inserted (30.1.2015) by [The Local Government \(Electronic Communications\) \(England\) Order 2015 \(S.I. 2015/5\)](#), arts. 1(1), [2\(4\)\(b\)](#)

#### Modifications etc. (not altering text)

- C1** Sch. 12 para. 10 applied (4.3.1996) by [S.I. 1996/263](#), [reg. 8\(5\)](#)
- C2** Sch. 12 para. 10 applied (1.4.2009) by [The Charter Trustees Regulations 2009 \(S.I. 2009/467\)](#), regs. 8(5), [9\(3\)](#)

**Changes to legislation:**

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**Changes and effects yet to be applied to the whole Act associated Parts and Chapters:**

Whole provisions yet to be inserted into this Act (including any effects on those provisions):

- s. 80(3B) omitted by [2021 asc 1 Sch. 2 para. 1\(3\)\(c\)](#)
- s. 101(6ZA) inserted by [2023 c. 55 Sch. 12 para. 2](#)
- s. 123(2C) inserted by [2023 c. 55 s. 75](#)
- s. 131(2)(n) and word inserted by [2023 asc 3 Sch. 13 para. 16](#)

## **Notes from research into the Local Government Act 1972 and 2000, and various regulations and guidance**

There is a legal obligation for a parish council to have a Proper Officer. Under the Local Government Act 1972 (Section 111) and the Local Government Act 1972 (General Regulations) 1996, every parish council in England is required to appoint a Proper Officer.

The Proper Officer is typically the Clerk of the Council, although in some cases, it may be a different individual designated by the council to fulfil the role. Under the Local Government Act 1972 and associated regulations, there is no specific minimum or maximum period of employment stipulated for the Proper Officer.

Under the Local Government Act 1972, Schedule 12, Section 10, a parish council in England can hold a meeting without the clerk present, but it must have a chairperson or vice- chairperson presiding over the meeting.

If the Proper Officer (typically the Clerk) leaves their employment, and there is no replacement immediately available, the Parish Council must designate another authorised person to serve notice of a Parish Council meeting.

The specific requirement for the Parish Council to designate another authorised person to serve notice of a Parish Council meeting in the absence of the Proper Officer (typically the Clerk) is generally outlined in the council's own standing orders or governance procedures. While there might not be a direct provision in a specific act of law or regulation that mandates this action, it's typically considered a standard practice and part of good governance principles.

The authority of the Parish Council to designate an authorised person to serve notices is also derived from broader legislation that governs local government operations, such as the Local Government Act 1972 in England. This Act provides Parish Councils with the authority to make standing orders for regulating their proceedings and business, which would include provisions for designating authorised persons for various tasks.

Additionally, the Local Government Act 1972 empowers Parish Councils to manage their administrative affairs and make decisions necessary for the effective functioning of the council. This authority would encompass the ability to designate an authorised person to serve notices in the absence of the Proper Officer.

**RR 23 March 2024**