

MINUTES OF THE MAWNAN PARISH COUNCIL MEETING HELD
ON TUESDAY 25th MARCH 2025 AT 19.30 IN THE
MAWNAN MEMORIAL HALL.



PRESENT Cllrs Moyle, Morris, Biggin, Bate,
Stabbins, Potter, Clerk, Sadler

Minutes

5000.01 TO RECEIVE APOLOGIES

None

5000.02 MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS

None

5000.03 PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY

1. MoP Jeanette Smitheram spoke about Item 12a to make an appeal for the headstone design she would like for her husband at the burial ground.
2. MoP Paul Glover asked for an extra £50 payment in this coming year to cover a dead elm tree being removed from Little Wembley in addition to his current payment of £120 per annum for maintenance of the area.
 - a. **ACTION FOR NEXT MEETING:** Agreed £50 in principle but will need to be voted on in April's meeting
3. MoP Andy Tribe mentioned Item 7 regarding constructing a fence and door at the back of his garden which backs on to the path leading from Shute Hill to the JPF. He was also querying the ownership of the path as he would like to propose buying a segment of it to add to their garden and square off the path as it is a few metres wide with a wasted scrub area.
 - a. Issues of accessibility were raised and keeping path as wide as could be required in future.

5000.04 TO RECEIVE AND APPROVE THE MINUTES OF THE 11th FEBRUARY 2024 FULL COUNCIL MEETING

- a) Chairman to sign and any changes made by hand

Proposed Cllr Bate, Seconded Cllr Morris, RESOLVED to accept minutes without changes. All in favour.

ACTION: Put minutes onto website- scan and signed copy

5000.05 ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA

- a) Clerk updated Cllrs
 - a. JPF and Burial Field work to be done.
 - i. Quotes received and will be opened and discussed at confidential item at end of this meeting.
 - b. Owners of Tregelly- has been to see clerk and will make contact with neighbours once TMP is in place. Just before works commence they will take some baseline photos of the lane to show its condition before the build, notify neighbours and establish method of communication

throughout build and agreement to make good any damage done. Once Traffic Management Plan done she will send it to clerk.

- c. Trees in JPF- dead Elm trees over path- contact established with owners of property, they will get them taken down.
- d. St Micheals Court- maintenance of path- email sent to housing association, no reply currently.

5000.06 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING

- a) [PA25/01173](#) Saffrons Budock Vean Lane Mawnan Smith Falmouth TR11 5LH Works to trees subject to a Tree Preservation Order (TPO), works include Fell T1 Oak. N.B this expired on 10th March

1. Cllrs deferred to tree officers decision

- b) [PA25/00914](#) 3 Chapel Town Close Mawnan Smith Falmouth TR11 5UU Construction of porch, widening of windows and conversion of garage to annexe

- 1. **Cllr Whibley described development- balanced design, quiet road, modest development at the rear, looks like it could only be used as the current residential use (not a separate rentable annex) and recommended Parish Council support application.**
- 2. **Proposed Cllr Whibley, Seconded Cllr Stabbins, RESOLVED to support application. All in favour.**

Carrock, Treloveney Close
Cllrs also briefly discussed a new application PA25/02185 that had come in that day. Cllr Stabbins has had a initial look and thinks it should be supported. Cllr Whibley wants to have a look and will feedback comments in time for expiry date on 14th April. *We did support this*

ACTION: Clerk to chase up comment from Cllr Whibley before 14th April.

5000.07 TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL

- a) **APPROVED PA24/08568** Killibrae West Bay Maenporth
- b) **APPROVED PA25/00998** 7 Trevena Gardens Mawnan Smith
- c) **GRANTED (CAADs, PIPs and LUs only) PA24/07913** Carwinion Vean Grove Hill Mawnan Smith

5000.08 UPDATE ON THE FINANCIAL POSITION AND APPROVAL OF THE LIST OF PAYMENTS FOR MARCH

- 1. Reviewed monthly figures and bank reconciliation
 - a. Clerk ran through all payments from previous month and payments for approval. Additions were the Play Inspection Company @£169.20.
 - b. Zipwire matting still needs further discussion
 - c. **Proposed Cllr Potter, Seconded Cllr Sadler, RESOLVED to accept payments. All in favour.**
- 2. Clerk Informed Cllrs on bank situation. The PC still doesn't have access, nothing has worked for either account, new forms have been sent, clerk has filled them out- they need signing tonight at end of meeting for both Nationwide and the JPF and CPF Trust accounts.
 - a. It was noted Santander in Falmouth are also closing later this year.

3. Solar farm funds- clerk explained the solar farm people have been taken over by new owners and want to know where to pay the new balance. Clerk proposed using deposit account at Lloyds temporarily as we have access to that one but not to the Nationwide one.
 - a. Cllr Potter emphasised the need to keep it ring fenced.
 - b. **Proposed Cllr Moyle, Seconded Cllr Potter, RESOLVED to put payments from solar farm into deposit account at Lloyds temporarily until access to other accounts is sorted. All in favour.**
 - c. **ACTION: Clerk to contact solar farm and let them know which account to pay monies into.**
4. Cllr Whibley asked who is on the O&F committee. It is Cllrs Moyle, Sadler, Potter and Bate.

5000.09 ANY OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

Clerk updated meeting on the following:

- 1) Clerk to go to storage to check leaflets - *get leaflet*
- 2) Clerk- grants- to work wording on website and dates of opening/ closing scheme
- 3) Clerk to look into allocation of affordable housing- N.B housing requirements for parish being recalculated- Positive Planning meeting
 - a. New formula = number of properties in parish area x affordability = properties needed to be built. So the worse the affordability in an area, the more properties will need to be built.
- 4) Clerk to draft something regarding precept increase for website
 - a. Clerk informed meeting this is now done. Cllr Whibley requested a copy of what has been put on website.
 - b. **ACTION: Clerk to send Cllr Whibley copy of what's on website re precept. Also put a statement on Facebook.**
- 5) Contact Viv Bidgood re Penwarne drain
 - a. Cllr Moyle asked Clerk to remind Highways to clear drains on a rainy day!
- 6) Submit form for speed sign
 - a. **ACTION: Clerk to submit this now pavement is delayed.**
- 7) Research solar grant and double check the arrangement
- 8) Check to see if still a member of HMCS
 - a. Sue Scott think we are still a member.
 - b. **ACTION- Clerk to double check**
- 9) Check Rendlesham details on noticeboard
- 10) Make grid plan for graves and memorial stones
 - a. Cllr Sadler talked about a book that David Nash and Graham Marsden did regarding the old graveyard. He stated the need for the book to be looked after and kept in good condition.
 - b. **ACTION: Clerk to look into the book in question**

5000.10 JUNIOR PLAYING FIELD UPDATE

- a) Update from Cllr Biggin
 - a. Annual inspection report
 - i. 108 pages, Cllr Biggin has done a 4 page condensed version to show major issues, high risk items and what should take priority. The zipwire has been taken out of action as we need to make repairs to it. How we proceed with this depends on the outcome of the CLUP application which will be known in April. So PC will need to make decision at next meeting.

ii. ACTION: Check insurance covers volunteers

- b. CCF event update- it was a great event, useful to meet other people.
 - c. CLUP funding app- submitted on Thursday 27th Feb. CAP meeting informed us that 9 projects were submitted to a value of £800k. The PC bid was for phase 1 of masterplan, a bid for £109k. The PC also plan to go for CIL funding when its released later in the year.
 - d. Official notification of the Community Chest grant monies- Cllr Bastin has awarded the JPF £300 so this will be put towards a bigger bin for the park. Thank you Cllr Bastin.
- b) Matting under Zipwire- the middle mats have been lifted and new soil put down- however safety inspection has raised issues with some pegs that are potential trip hazards. **Cllrs agree to get the hazards highlighted in the safety report fixed and then pay matting invoice.**
- c)** Quotes for Zipwire repairs- clerk to inform Cllrs and they must then decide on course of action if CLUP funding doesn't come through- is it economically viable to keep repairing it? The company that originally built it is no longer in existence. Would buying a new one be the best, most economical way forward in the long run? **Cllrs agree to pause decision until next meeting. ITEM 9.**
- d) Cllrs to **agree** MOU and wording between JPF Trust and Parish Council **ITEM 1**
- a. This item was not available so no discussion was had. Cllrs agree to do it at next meeting. Clerk to forward to all Cllrs before next meeting if possible.
- e) Cllr Biggin and the clerk explained the MOU is between the PC and the JPFT stating that the parish council is taking responsibility to raise money, grants and be responsible for any play equipment on playing field inc the maintenance.
- f)** Benches- the manufacturer of the benches has picked up the two broken benches and is fixing them and reinforcing them with large bolts. He will bring them back to the JPF and reinforce the two left at the JPF. Cllr Biggin stated that if they still weren't strong enough after this some further reinforcement can be done by volunteers. Wood can be purchased for £100. Other Cllrs expressed concerns with volunteers working on things re: insurance etc. **ACTION: Clerk to check they've been returned/ follow up**
- g)** Bin post- Cllr Moyle will be fixing this. Cllr Biggin told him another one was also broken and wondered if perhaps he could look at that one too. **ACTION: Clerk to check bin posts.**

5000.11 CARWINION PLAYING FIELD UPDATE

- a) Mei Loci meeting & quote for consultation
 - a. As agreed at the last CPFT meeting, the work has begun to apply for a CCF grant to produce a masterplan for Carwinion Playing Field. This will produce a community led, long term plan for the fields with a full community consultation. This will include the field next door the council is looking to purchase. Clerk informed Cllrs herself and Cllr Biggin had met with Mei Loci, the company that would deliver the masterplan and shown them around the site. They have provided a quote for around £14,900 exc VAT. Clerk mentioned she was also seeking the advice and consultation from the survey experts at Exeter university ICS to help with the community consultation.
- b) Cllr Potter stated that, with notes passed over to him from Cllr Reid, the next move was to make contact and express interest in buying the field next door.
 - a. Cllr Bastin offered to help arrange a meeting with the right people if necessary. He stated the farm is likely to be sold or released this summer.
 - b. There was a discussion about a topo survey and quote obtained by a MoP for the football field to level it. It is a minimum £160k. £360k if the finest grade top soil is to be used.
 - c. Cllrs agree to arrange a site visit. **ACTION: Clerk to arrange field site visit**

- d. **Proposed Cllr Sadler, Seconded Cllr Moyle, RESOLVED to get EOI in asap and permission to use the field in the CCF project. All in favour.**
- e. **ACTION: Clerk and Chair to arrange EOI and make contact with Cornwall Farms**

5000.12 BURIALS

- a) To **decide** if headstone design and photo acceptable **ITEM 2**. This was a lengthy discussion debating the design and type of granite of the headstone and whether it is suitable. It was raised that, aside from a min and max size and materials, we do not have any rules about the design.
 - a. **ACTION: Regulations need to be discussed, looked at, by burials group.**
 - b. **Proposed Cllr Potter, Seconded Cllr Whibley, RESOLVED that the design is acceptable in the Karen grey granite. Cllrs Sadler and Morris abstained.**
- b) The Clerk informed the meeting that she has received a number of requests for information about topping up graves. Who is responsible? Do we need a small pile of earth for people to top up graves and if so, a location needs to be decided. Clerk suggested that some spoil from newly dug graves can be put aside in a soil bin. Concerns were raised about equipment needed and the risk of spades, wheelbarrow etc being stolen, broken or lost. There was a discussion about whether it should be a contractor or family topping up graves. Cllrs questioned whose responsibility it is to maintain graves? Who should pay- the owner/ family or the taxpayer? Cllrs agree that a review of prices is necessary. **ACTION: Cllrs agree to add this to the next burials group meeting.**
- c) Compost/ bin for old flowers for families to use. Whether to have one and where? **ACTION: Cllrs agree to add this to the next burials group meeting.**
- d) Jonathan Thornton had recently spotted a sign regarding the living graveyard scheme by the Wildlife Trust. He is keen to put up a sign talking about the wildflower project at the entrance to the burial field. Cllrs need to decide on wording stipulations for this. **ITEM 3. ACTION: Cllrs agree to add this to the next burials group meeting.**
- e) Agree no further triple graves allowed. Clerk explained she had chatted to Tim Lugg and he had explained the issue with triple graves is how unstable it makes the earth for new graves next to them. Even at the times of year with favourable conditions it is safer and preferable to not dig any. **ACTION: Cllrs agree to add this to the next burials group meeting.**

Cllrs agree all items b-^e/above are to be dealt with by the burials committee.
ACTION: Clerk to arrange burials committee meeting after elections.

5000.13 HIGHWAYS

- a) Sampys Hill
 - a. After sending the new plans to the council it turns out the money has been reallocated. The council claim the PC were informed of this in an email trail with the previous clerk stating the project would be shelved. However, Cllr Potter explained the email trail doesn't quite add up with the timing of a Teams meeting which happened later than the email trail where Adam O'Neill said the funds would be left open for the Cllrs to come up with a community led design. Cllr Potter read out the latest email from the council and informed the meeting the pavement project is likely to be put in for the 2027 pot. **ITEM 4**
 - b. **Proposed Cllr Potter, Seconded Cllr Moyle, RESOLVED that to question the decision and timings and push for the project to be completed. All in favour.**

- c. **ACTION: Clerk to contact Highways to keep pushing for project to be completed**

5000.14 GRANT APPLICATIONS

- a) Cllrs had a brief discussion about the application by the Mawnan Snooker Club and spotted a small difference in figures regarding the funds requested between two parts of the form.
 - a. **Proposed Cllr Moyle, Seconded Cllr Potter, RESOLVED to support the grant app based on the figure requested being clarified. All in favour.**
- b) This prompted Cllrs to have a discussion about making sure grants are only available for a set period of time each year.
 - a. **Cllrs agreed to limit it to a set amount of time post the first instalment of the precept in April. ACTION: Put on next agenda**

5000.15 CLLR REID'S RESIGNATION

- a) Cllr Potter explained that sadly Rob Reid has resigned. Rob has been heavily involved in many things over the years he's been on the PC. Cllr Potter expressed his gratitude to him for his unwavering service to the council.
- b) **Record a vote of thanks for Rob's hard work and dedication to the council.**

Cllrs agree to get Rob a present from the chairman's budget- flowers, card, wine up to the value of £40.

ACTION- Cllr Whibley to follow up with Rob's wife as to what he likes re wine.

5000.16 TO AGREE RESPONSES REQUIRED TO ANY CORRESPONDANCE

- a) **ITEM 7** Path from Shute Hill to Playing Field- An enquiry from a MoP has come in as their property backs onto the path between the Junior Playing Field and Shute Hill. The path and their garden have a non-straight boundary and the resident wants to know if, in the short term, he can put up a fence and gate on his boundary rather than the low bund that's there now. And in the long term he is asking that ownership of the path be looked at and he wants to register his interest in potentially purchasing a small section of it that is currently unused scrub to make the boundary line straight and uniform. Cllrs discussed the need to clarify ownership and then seek to get the path registered. Malcolm Dearney remembers that when the estate was built the path was given to the parish council. Cllr Moyle mentioned John Wright should know. He claims the fence between the bowling ground and path belongs to PC and it was part of the bowling club originally. Clerk states it's not on asset list and not recorded anywhere.
 - a. Cllr Biggin expressed concerns about making sure all paths remained accessible and wide enough for buggies, wheelchairs, bikes, scooters etc.
 - b. **Proposed Cllr Potter, Seconded Cllr Whibley RESOLVED that they support a fence with a door in it. All in favour.**
 - c. **Cllrs agree they do want to try to add it to the Public Right Of Way schedule on Cornwall Council definitive footpath map and to seek to register path with land registry.**
 - d. **ACTION: Clerk to speak to John Wright and start LR process off.**

5000.17 TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE

- a) CAP meeting- Cllr Stabbins reported that the meeting minutes will be available soon but the meeting focused on climate and young people. There were a number of presentations by people and organisations from youth projects and services such as the Children's Council and the Dracaena Centre in Falmouth explaining the work they do. It was inspirational. A major issue highlighted in rural areas was transport for kids to access youth clubs and projects. In funding news, the CLUP will be

announcing who has funding in April and the CCF fund will reopen soon after being paused and projects will need to be delivered by the end of December.

a. ACTION- pass on minutes of meeting

- b) Footpath 35 closed- Cllr Whibley stated it was technically closed by Cormac but the tree stump still hasn't been taken and the closure notices have been ripped off and the barrier to stop people using it has been moved. So the public has kept using the path. The owner of the house still has damage to his garden from the Monterey Pine falling down along with an unsecure boundary. Cllr Whibley has reported it to Cormac and feels the PC should be proactive in helping the owner.
- c) Wrecks Free Fal and Helford- report from Cllr Whibley. 100 people were there from landowners to business owners, boat builders, MMO and Clean Ocean Sailing (COS) etc. It focused on the costs of dealing with a boat (esp fibreglass) at the end of its life and the looming issue this poses- the results being boats being dumped in rivers and estuaries all over the local area including in the Helford at Anna Maria Creek, and potential solutions. The country should be thinking about boat scrapyards such as the ones they have in France. There is a wreck map available online at wreckfree.org with 3 of the boats on AM creek on and people can list wrecks on there. After a notification process COS will try and drag it out of the water and get it scrapped at £500 per tonne.
- d) Friends of Meudon Woods **ITEM 8** - Now a group formed properly, 3 benefactors are covering the costs of clearing, using contractors, an old cart track that has been discovered through the woods. Cormac are onboard and work is going on with planting and eventually there will be a track for bringing up chippings etc. They have a website and people can join up.
- e) AGM- HMC- 8th March- Cllr Morris updated the PC that at the meeting the HMC elected their officers and had various presentations. Membership is still only £10 per annum for individuals and £15 for a family. Their next meeting is at the Memorial Hall in April.
- f) LMP & SWCP schedules for cutting- the clerk questioned the schedule for the grass cutting for the SWCP and LMP grant. **ACTION: Cllr Whibley offered to come in one day and go through it.**

5000.18 MATTERS OF COMMUNITY CONCERN

- a) Tree and wire in Carwinion playing field- the clerk informed Cllr Bate it has been fixed.
- b) Signage at churchyard on temporary path- clerk spoke to Libby and she will be redoing the signage because the current ones are a bit washed out.
- c) Cllr Bates stated the tree behind the toilets has been knocked over by some recent works by the electricity board. **ACTION: Clerk arranged to get rid of tree.**

5000.19 REPORT FROM CORNWALL COUNCIL WARD MEMBER

- a) The Old Boatyard, Maenporth- request for letter of support **ITEM 6**. Cllr Bastin said he had contacted a planning officer about it but had no reply. Cllrs discussed the history of the site and agreed to standby their previous comments. Therefore they could not offer a letter of support.

5000.20 ITEMS FOR INCLUSION AT THE NEXT MEETING

- a. Paul Glover £50 for removing Elm Tree at Little Wembley
- b. Grant funding min and max plus time limit- opening and closing of fund.
- c. CLUP funding app outcome
- d. MOU between JPFT and PC

5000.21 DATE & TIME OF NEXT MEETING- Tuesday 22nd April

- l. There was a brief discussion about scheduling meetings for the third Tuesday of each month. **ACTION: Clerk to do a rough schedule and send out.**

- II. Cllr Sadler announced next month would be his last meeting after 54 years and he would not be standing again.

5000.22 CONFIDENTIAL ITEMS- JPF & Quotes

The council resolves under the 1960 Public Bodies Act to exclude the press and public due to the confidential nature of items to be discussed.

Cllr Moyle removed himself from the meeting as he had an interest in the item being discussed.

Actions relating to the JPF were agreed and two quotes were opened for works needed (burial ground and JPF) and the Cllrs decided, on the basis of best value, to award one contract to each contractor.

Proposed Cllr Potter, Seconded Cllr Stabbins, RESOLVED to award one job to each contractor. All in favour.

Proposed Cllr Biggin, Seconded Cllr Potter, RESOLVED to action some work relating to the JPF Masterplan. All in favour.

Further information & associated papers for this agenda
can be found on the parish council website

www.mawnan.org.uk

X

quy Potter
Chairman



Bank rec to 28th Feb

Prepared by: Melissa Mercer

Date: 17/3/25



 Name and Role (Clerk/RFO etc)

Approved by: Guy Potter

Date: 25/3/25



 Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 28/02/2025		
	Cash in Hand 01/04/2024		63,119.40
	ADD		
	Receipts 01/04/2024 - 28/02/2025		167,009.35
			230,128.75
	SUBTRACT		
	Payments 01/04/2024 - 28/02/2025		146,810.69
	Cash in Hand 28/02/2025 (per Cash Book)		83,318.06
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2024	0.00	
	Current Account - Lloyds 28/02/2025	39,154.73	
	Deposit Account - Lloyds 28/02/2025	434.71	
	95 Day Saver Account - Nationwid 31/08/2024	46,428.62	
			86,018.06
	Less unrepresented payments		2,700.00
			83,318.06
	Plus unrepresented receipts		
B	Adjusted Bank Balance		83,318.06
	A = B Checks out OK		

