

MINUTES OF THE ANNUAL MAWNAN PARISH COUNCIL
MEETING HELD ON TUESDAY 20TH MAY 2025 AT 19.30 IN
THE MAWNAN MEMORIAL HALL.



PARISH COUNCIL MEMBERS PRESENT:

Cllrs Biggin, Stabbins, Potter, Whibley and Clerk.

N.B This meeting started at 7.45pm.

Minutes

2526.22 TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2025/26 AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE

- a) Cllr Potter was re-voted in but he highlighted he is particularly busy this summer with his job and MA so he will continue in his role but if it becomes untenable he will need to relook at his position at a later date.
- b) **Cllr Whibley proposed, Cllr Stabbins seconded, RESOLVED that Cllr Potter continue as chairman but come forward if it's too much and it will be reviewed. All in Favour.**
- c) Cllr Potter signed the Declaration of Acceptance of office as the chairman.

2526.23 TO RECEIVE APOLOGIES

Cllr Moyle

2526.24 CONFIRM ALL MEMBERS HAVE SIGNED DECLARATION OF ACCEPTANCE

- a) Confirmed all have signed before meeting started

2526.25 TO APPOINT A VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2025/26

- a) **Cllr Potter proposed, Cllr Biggin seconded, RESOLVED that Cllr Stabbins becomes Vice Chairman. All in Favour.**



2526.26 MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS

None

2526.27 CONFIRM VACANCIES FOR CO-OPTION

- a) There are four vacancies available for co-option.

2526.28 TO APPOINT MEMBERS TO STANDING COMMITTEES FOR THE MUNICIPAL YEAR 2025/26

- a) See attached Committees and Representatives sheet.
- b) It was decided that rather than a 'Climate Emergency' group there would be an 'All things related to the environment' working group.
-  c) It was decided that the 'Carwinion Self-Management' Group would no longer exist and would instead come under the Carwinion Playing Field Trust group which involves all Cllrs. 

2526.29 PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY

None

2526.30 TO RECEIVE AND APPROVE THE MINUTES OF THE 22nd APRIL 2025 FULL COUNCIL MEETING

- a) Page 6 needs Cllr Morris added to the newly elected Cllrs.
- b) The slipway chain on Maenporth Beach has no padlock and the chain is rusty.
 - a. **ACTION: Clerk to replace sign "Emergency Access Only"**
- c) **Cllr Whibley proposed, Cllr Potter seconded, RESOLVED to accept minutes. All in Favour.**

2526.31 ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA

- 1. Second home council tax allocation
 - a. Clerk has not had time to look into this properly yet but also thought it wasn't suitable for this meeting so will do some research and put it on a later agenda.
 - b. **ACTION: Clerk to put second home CT allocation on future agenda once researched.**

CLERK'S UPDATE

- 1. Hounding council about highways money they've spent. It's important to let them know the council is very upset. It was highlighted that if there is now a new council it is worth re-asking the question of where the money has gone and if money can be found this year for the pavement.
- 2. The need for finding a new bank was discussed.
 - a. **ACTION: Clerk to look into new banks-ASK Clerks Corner on FB.**
- 3. EOI gone into council for field on the 25th April- Clerk has chased but had no response to date.
- 4. CCF update for CPFT + ownership of CPF
 - a. Clerk is planning on getting application in to carry out the consultation for the Carwinion Playing Field. Cllr Biggin has chatted to the CCF team and they are prioritising applications for £15k and under so important we consider that when putting our application in. The university survey work would need to be funded by the Trust. Clerk highlighted the need for a dedicated trust meeting to discuss in detail.
 - b. There are also questions around the registering of the Carwinion Playing Field with the Land Registry.
 - c. **ACTION: Clerk to look into and speak to Ex Cllr Sadler for more details.**
- 5. Pole ordered for speed sign and job in queue with Cormac. Once the pole is in the clerk needs to find someone to mount the sign on the pole.
- 6. Bench sorted at CPF- in place, photo been forwarded to Cllrs.
- 7. Grants are online and advertised with the correct form.
- 8. Gifts bought for Rob, Rex and Maureen.
- 9. Zipwire matting invoice has been paid.

2526.32 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING

None at time of writing

2526.33 TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL

1. **PA25/00914** Chapel Town Close **APPROVED**
2. **PA24/09304** Treworval Cottages **REFUSED**
3. **PA25/02658** The Old Rectory **APPROVED**
4. **PA25/02185** Carrick Trelawney Close **APPROVED**
5. **PA25/02873** Methodist Church Carwinion Road **APPROVED**
6. **PA25/02346** Honeysuckle Cottage The Square **APPROVED**

2526.34 UPDATE ON THE FINANCIAL POSITION AND APPROVAL OF THE LIST OF PAYMENTS FOR MARCH

1. Review monthly figures and bank reconciliation
 - a. Cllr Whibley queried the cost for emptying the two bins at Helford Passage. One was full to bursting today. It looks expensive.
 - i. **ACTION: Clerk to query with Biffa**
 - b. Clerk highlighted that the electricity and water has gone up but until details have been changed to reflect the new clerk they will not discuss it with her. The standing charge for EDF has quadrupled overnight. There is now a £140 debt with EDF as our £14 a month standing order no longer covers monthly bills.
 - i. **ACTION: Clerk to do letters to EDF and WaterPlus to change details from old clerk to new clerk, then discuss changing tariffs.**
 - c. Cllrs highlighted that we have more than the £80k guaranteed by the government if a bank goes bust which highlights the need for two accounts at two different banks as it is only guaranteed per banking institution- not per account held with bank. Clerk confirmed once a new bank has been selected money can be put into a high interest account and moved to the main account when needed for cashflow.
 - d. **Cllr Whibley proposed, Cllr Potter Seconded, RESOLVED to approve payments for May and approve bank reconciliation. All in favour.**
2. Accept and sign AGAR for 24/25 accounts
 - a. Clerk highlighted the report actions stated by the internal auditor. Last year no notice of conclusion of accounts nor was a notice for the public to inspect the accounts published on the website.
 - b. **Cllr Potter proposed, Cllr Biggin Seconded, RESOLVED to approve the Annual Governing Statement in the AGAR 24/25. All in favour.**
 - c. **Cllr Potter proposed, Cllr Stabbins Seconded, RESOLVED to approve the Accounting Statements in the AGAR 24/25. All in favour.**
3. **ACTION: Make Cllr Biggin and Stabbins signatories on bank accounts**

2526.35 ANY OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

1. Cllr Whibley to send evidence to Clerk in response to consultation to support Trebah Path DMMO application.
2. Clerk to investigate the headstone in the wrong place before giving permission to move ashes. Cllr Moyle has looked into this and the Clerk needs to advise parishioner that the undertakers need to make an application to the Department of Justice. Parishioner will be reasonable for all costs and make good the land where his mother's ashes are being removed from. Cllrs are happy for this to go ahead.
3. Clerk to get more information for Cllrs on second home council tax- as discussed at **2526.31**.

There are others but please come into office to see list of actions in priority order.

2526.36 JUNIOR PLAYING FIELD UPDATE

1. Coffee morning outcome- £500 was raised.
2. Masterplan update

- a. Cllr Biggin and Clerk has had meetings with Liz and Michael regarding the masterplan and taking into account feedback obtained at the coffee morning. We are expecting an updated layout plan which the Clerk will circulate when she receives it.
- b. Clerk states the need for a dedicated Trust meeting. Cllrs arrange the date of **9th June at 7pm in the Rendlesham Room for a Carwinion Playing Field Trust meeting followed by a Junior Playing Field Trust meeting.**

2526.37 ADOPT NEW STANDING ORDERS BASED ON ENGLAND UPDATED VERSION

NALC Legal Team have updated Model Standing Order 14 & 18

- a) **Cllr Whibley proposed, Cllr Potter Seconded, RESOLVED to adopt new standing orders. All in favour.**

2526.38 AGREE QUARTERLEY PAYMENT TO MMH FOR UTILITIES

Ian Newman has located the meter for the Parish Council Office and we have used 526 units since we moved in. So the Memorial Hall will invoice the PC every 6 months for electricity used.

2526.39 GRANT APPLICATIONS

1. Football Club application- Clerk explained that they have sent in a quote for the container they want but it changes everyday but this one gives us an idea of the total costs and they are looking for a contribution towards it.
 - a. Cllrs agree to look at this at next months meeting when grants are decided.
2. The PC has received a request about running a publicly funded yoga class in the parish.
 - a. **ACTION: Clerk to send her the forms to apply for a grant.**
3. Cllr Potter noted the bench at Durgan in memorial of John Badger is broken. The National Trust are going to try and fix it but Cllr Potter has highlighted there could be potential grant application to fix it.
4. Cllr Potter also stated that the church may be in need for some top soil to top up the graves. Cllrs decide to discuss at a burials meeting- which needs to be arranged.

2526.40 ANY OTHER BUSINESS THAT HAS COME IN SINCE AGENDA WENT OUT

None

2526.41 TO AGREE RESPONSES REQUIRED TO ANY CORRESPONDANCE

None

2526.42 TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE

1. Cllr Stabbins ran through some highlights from the HMG most recent minutes. Cllr Stabbins had spoken about the Trebah path DMMO application but this is incorrectly recorded in the minutes. It is not yet a permissive path but the PC advised Trebah to make it a permissive path. Cllr Stabbins intends to send in a correction. The main point of interest was about Root and River Creative and this relates to a project proposing that the Helford be the first river in the country to be given legal personhood. Rivers are living entities but they have no legal recognition of this. The project 'Voice of Water' includes making a film of the founder walking to promote the petition for the legal protection of rivers under the Human Rights Act as living entities. The Helford is owned by the Duchy so is different to most rivers so how this could impact the river being granted 'legal personhood' was questioned.
2. Trees being felled next to Meudon (next door to or at Treworgan house). Clerk cannot find the house on the electoral role to contact the owners. There is little the PC can do about it as

there are no TPOs but would be interesting to know why trees are being felled as Cllr Bastin had received complaints.

3. State of Footpath 16- Grove Hill- Carwinion Rd. The state is bad, it has been reported to Cormac- they are not prioritising it but it's on a list for inspection. Cllrs highlight the need to keep reporting it to CC. Member of Public states how bad it is for people with mobility challenges. The tarmac is being lifted by tree roots in numerous areas.
4. Road closure at Helford Passage 16-25th June. Clerk states she has made a request to Keir to put 2 signs up the hill telling people they cannot drive to the beach as there is nowhere to turn around. If people do drive down it will cause chaos as there is no through road to Bar Beach so therefore no turning place at the beach at all.

2526.43 MATTERS OF COMMUNITY CONCERN

- a) Member of Public states that the tree opposite the village shop is probably dead and could it be looked at and felled if needed.
- b) Cllr Biggin stated that a new tree could be included in the Plant the Gap grant she plans to apply for for the Junior Playing Field.
- c) **ACTION: Clerk to get Cllr Moyle to inspect it.**

2526.44 REPORT FROM CORNWALL COUNCIL WARD MEMBER

Anna Thomason- Kenyon- the new Cornwall Councillor for Reform. Clerk read out report she has sent- included below.

2526.45 ITEMS FOR INCLUSION AT THE NEXT MEETING

- a) Grant applications
- b) Second Homes
- c) CCF application

2526.46 DATE & TIME OF NEXT MEETING- 18th June 7.30 in the Memorial Hall.

X

Guy Potter
Chair

Current bank balances

- Nationwide £48,343.60
- Current account £85,010.31
- Deposit account £435.70
- CPFT £11,170.77
- JPFT £10,076.02

Spending April

Item	Cost Centre	Supplier	What	VAT £	Total £
1	Donations/ grants	Helping Hand	Beach Clean Grant	20.66	123.95
2	Graveyard Rates	Cornwall Council	Business rates		369.26
3	Junior Playing Field Project	AWNA	Coffee for JPF site visit		15.05
4	Junior Playing Field Project	Sports Play Consulting (Michael)	50% master plan costs		2500
5	Subscriptions	CALC & NALC	Membership to both	98.98	606.64
6	Junior Playing Field Project	Bennett Surveys	Topographical survey		320
7	IT support	Objective IT solutions	IT support	23.22	139.32
8	Rubbish Bins	BIFFA	Helford Passage bin collection annual charge	230.46	1382.78
9	Toilets- utility charge	EDF	Electric toilets	0.67	14
10	Telephone and Internet	BT	April charge	6.99	41.96
11	Toilet- Clean and Materials	KC Payne	April cleaning		300
12	Toilets- utility charge	WaterPlus	Water usage		67.93
13	Graveyard Maintenance	Greenside	Tidying Burial Field	100	600
14	Bank Charges	Lloyds	Account fee		4.25
15	Clerks NI	HMRC	Clerks NI- no parish NI as allowance being used		82.05
16	Clerks Salary	Mel Mercer	Wage		1239.51
17	Office supplies	Adobe	Acrobat Pro	3.33	19.97
18	Misc	Village shop	Cards for Rex, Rob and Maureen	2	12
19	Pension	NEST	Clerk and Parish pension contrib		166.92
TOTAL				486.31	8154.57

Receipts April

Item	Cost Centre	Supplier	What	VAT £	Total £
R1	Precept	CC	Precept 1		55817.39
R2	CIL 25	Cornwall Council	CIL payment		4378.66

Payments/ To approve for May

Item	Cost Centre	Supplier	What	VAT £	Total £	Paid?
20	CIL	SWPSi	Matting	400	2400	Y
21	Inspections	SWPSi	April inspection	9	54	
22	Grass Cutting	R Sanders	Green Space cut April	150	900	
23	JPF project	EDS Engineering	JPF site visit, verbal survey	48	288	
24	JPF project	Shiona expenses	Mileage, INK CARTRIDGES, Poster printing	9.38	68	
25	JPF Project	Printing Chambers	Printing of masterplan for Coffee morning		19	Y
26	Misc	ETSY	Hoodie for Rex		18.95	Y
27	Misc	Gifts4U	Gift for Rex		62.99	Y
28	Misc	Junk Mail Art	Pictures for Rob and Maureen		80	Y
29	Meeting Room Hire	Bowling Club	Meeting room July 24- Dec 24		120	
30	Paths cutting	R Sanders	May path cut	171.15	1026.88	
31	Misc	Cormac	Pole for Speed Sign	107.06	642.34	
32	Utilities	EDF	Electric Toilets April	0.67	14	Y
33	IT support	Objective IT	IT support	37.22	223.32	Y
34	Toilets- materials	Kernow Clinical Waste	Toilet Rolls for public toilets	10	60	Y
35	Grass Cutting	R Sanders	Green Space cut March	517.00	3102.00	
36	Bank Charges	Lloyds	`Bank account charge		4.25	Y
37	Telephone & Internet	BT	May charges`	7.03	42.18	Y
38	Toilet Cleaning	KC Payne	May charge		300	
39	Toilets Water Bill	Waterplus	April charges		144.27	Y
40	Insurance	Zurich	Annual renewal		684.49	
42	Clerks NI and PAYE	HMRC	Clerks NI- no parish NI as allowance being used		82.05	
41	Clerks Salary	Mel Mercer	Wage		1239.51	
43	Pension	NEST	Employee and employer pension		166.92	
			TOTAL	1466.51	11743.10	