

MINUTES OF THE MAWNAN PARISH COUNCIL MEETING HELD
ON WEDNESDAY 18th JUNE 2025 AT 19.30 IN THE
MAWNAN MEMORIAL HALL.



PRESENT Cllrs Moyle, Morris, Biggin, Whibley, Stabbins,
Potter and Clerk

Minutes

2526.47 TO RECEIVE APOLOGIES

- a. None noted

2526.48 MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS

- a. None noted

2526.49 PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY

- a. None noted

2526.50 TO RECEIVE AND APPROVE THE MINUTES OF THE 20th MAY 2025 ANNUAL PARISH MEETING AND THE ANNUAL PARISH COUNCIL MEETING

- a. One amendment on the Annual Parish Meeting
- b. One amendment on the Annual Parish Council Meeting- to underline that the Carwinion Self-Management Group would no longer exist and would instead come under the Carwinion Playing Field Trust Group which all Cllrs are part of.

Cllr Potter Proposed, Cllr Whibley Seconded, RESOLVED, to accept both sets of minutes as amended. All in favour.

2526.51 CLERK'S UPDATE AND ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA

- a) Helford bins- clerk confirmed she had spoken to Helford River Boats and Biffa who confirmed that the bin on the East side of Helford Passage was emptied twice a week. The second bin emptied is located on the hill up from the car park turning.
- b) Moving of ashes in burial ground- the clerk is trying to get confirmation of which area of the burial field has been consecrated. To move ashes needs permission from the diocese registry in Bristol. The contact is currently away so she will continue to investigate. Cllr Whibley believes, as she was there for the second consecration, that the entire field is consecrated.
- c) The Old Boatyard, Maenporth- once CC Planning have made a decision the Parish Council will be notified. If their recommendation differs from the PC's previous recommendation then the planning officer will give the PC the opportunity to relook at the application.
- d) Speed sign pole up- it's up! Yey.

2526.52 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING

PA25/03492 Apartment 6 Arvor West Bay Maenporth Road

Change of use from a holiday let into a full residential use

- a. Councillors discussed this and would like to request an extension to the 25th June deadline that comments need to be in by and arrange a site visit. Parking would be a serious issue as there is only one space per apartment which works for holiday let use but not necessarily for residential use where most households have two cars. Concerns were also around rubbish collection if some apartments were residential and had a council collection and others were on business rates with private waste collections.

Cllr Whibley Proposed, Cllr Morris Seconded, RESOLVED, to extend the deadline and arrange site visit and find out more about ownership with regards to Freehold and Leasehold. All in favour.

Cllr Moyle Proposed, Cllr Potter Seconded, RESOLVED, that if the extension is not granted then they would support the application. Cllrs Biggin and Stabbins were in favour, Cllrs Morris and Whibley abstained.

PA25/04018 Shed Trebah Helford Passage Mawnan Smith

Change of use of existing props shed from storage to mixed use including sale of alcohol during amphitheatre productions, in accordance with the site's premises licence

Cllr Whibley Proposed, Cllr Biggin Seconded, RESOLVED, to support the application. All in favour.

Additional items that have come in since agenda went out- moved up from 2526.58

PA25/03437 Meudon Barns, Mawnan Smith

Lawful development certificate for existing use of Bream Barn as a holiday let

PA25/03405 Meudon Barns, Mawnan Smith

Construction of a new single bedroom holiday let unit "The Shed"

Cllr Moyle Proposed, Cllr Whibley Seconded, RESOLVED, to arrange a site visit to know more and understand the site for both above applications. All in favour.

PA25/03266 Methodist Church, Mawnan Smith

Listed building consent to remove window to rear of building and replace with a door

Cllr Whibley Proposed, Cllr Moyle Seconded, RESOLVED, to arrange a site visit. All in favour.

ACTION:

Clerk to arrange site visits

2526.53 TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL

1. **PA25/ 02751** The Beach House Maenporth Road **APPROVED**
2. **PA25/02615** Arrabin Maenporth Road Maenporth **APPROVED**
3. **PA25/02800** Trewenack Budock Vean Lane Mawnan Smith **REFUSED**

2526.54 UPDATE ON THE FINANCIAL POSITION AND APPROVAL OF THE LIST OF PAYMENTS FOR MARCH

1. Review and agree monthly figures, payments and bank reconciliation

- a. When the next contract for cutting green spaces is next tendered it is agreed that equal payments will be made each month so the annual contract is paid in 12 equal instalments.

Cllr Potter Proposed, Cllr Moyle Seconded, RESOLVED, to accept the reconciliation and monthly figures and payments. All in favour.

2. Nationwide- now waiting for clerk to provide ID in person in Truro branch
3. Decide on date for Office and Finance Meeting
 - a. 7th July at 7pm followed by a Burials committee meeting at 8pm.

ACTION:

Clerk to do agenda for Burials and O+F meetings.

2526.55 ANY OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

1. Solar Farm research- in progress
2. CCF grant app- it's been submitted and is being looked at- awaiting a decision.
3. Clerk to get more information for Cllrs on second home council tax- the clerk confirmed she had spoken to CC and any second home council tax goes into the general council tax pt and is spent as part of the overall council budget.
4. Explore new banks to use for parish accounts
5. Letters to EDF and Waterplus- clerk confirmed she needs to look into increased costs from both suppliers but she needs to change existing details to herself as the account admin before either will discuss anything over the phone with her.

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

2526.56 AGREE ON EXTENSION TO TOILET CLEANING CONTRACT

- a. The clerk explained that the toilet cleaning contract is up this month and she hadn't realised so she hadn't put it out to tender. The current contract holder needs to know if he still needs his public liability insurance. The clerk explained her instinct was to extend it for 12 months until 25th March 2026 and tender again in January 2026.
- b. Cllr Whibley highlighted some issues with the contract wording regarding the dates- the new one needs to run from 1st April 2026 to 31st March 2029.
- c. Cllr Whibley also questioned the rubbish from toilets and JPF being put in other bins in the village.
- d. Cllrs also noted that the bus shelter should be removed from the contract.
- e. The contract needs to be reviewed in January 2026 meeting.
- f. Cllr Moyle asked how much the PC have as PL on their insurance for any incidents that happen in relation to the toilets.

Cllr Moyle Proposed, Cllr Potter Seconded, RESOLVED, to renew contract for a current year under its current terms. All in favour.

ACTION: Clerk to check PL on PC insurance

2526.56a JUNIOR PLAYING FIELD

- a) Decide on bin purchase. Out of the three bins the Cllrs decided on the one that came recommended by our JPF consultant (Micheal at Sports and Play Consulting).

Cllr Moyle Proposed, Cllr Potter Seconded, RESOLVED, to buy the Boxap bin, in black and gold, with no dog litter symbol on it or ashtray on top, with the generic litter bin symbol. All in favour.

2526.57 GRANT APPLICATIONS

- a) Football Club applied for £800 **AWARDED £800 to be paid once the FC have got match funding from the Football Association.**
- b) Anvil Trust applied for £729 **AWARDED £250**
- c) Erin Dale applied for £1131- the Cllrs felt there wasn't enough evidence of the need for this in the parish so would like Erin to provide some evidence and then reapply in October's grant window. Also Cllrs would like to know which other rural parishes provide these subsidised classes.
- d) Friends of Falmouth Hospital applied for £1467.84 **AWARDED £300**
- e) Helford River Scout Group applied for £250 **AWARDED £250**
- f) Mawnan community Garden applied for £369 **AWARDED £369**
- g) Cllr Biggin also mentioned that we don't capture on our forms if applicants are applying for other grants and if we aren't able to give them the full amount requested can they still proceed.
- h) Cllr Biggin also mentioned the sports days that are run by the parish council in Ponsanooth for the local children within that parish. That is similar to the Erin Dale application and demand needs to be evidenced.

ACTION:

Clerk to inform applicants of outcomes and pay monies awarded.

Clerk to amend grant application form to include Cllr Biggin's suggestions.

2526.58 ANY OTHER BUSINESS THAT HAS COME IN SINCE AGENDA WENT OUT

- a. See 2526.52
- b. Falmouth Oyster Catchers have made an enquiry about using Carwinion Playing Field as their home ground.
 - a. The football club have expressed concerns regarding the playing interfering with the grass seeding they do in the summer when the football season is finished. They are worried it could impact the condition of the pitch when it is recovering from its autumn and winter bashing.
 - b. Cllr Potter knows the group and used to play with them. He explained it's a CIC.
 - c. There was a discussion focusing on how often they would play- which is every Monday night for practice and once every 4 weeks for a match. Cllrs didn't think this was an issue for reseeding as it is not a huge amount of play on the field. It is when the ground is at its driest so any damage would be minimal.
 - d. The baseball ground layout would need to avoid heavily used areas by the football club.
 - e. An advantage is income for the Trust and potential income for the MCA with the bar being open after a match.
 - f. From a community aspect, being a mixed sex sport for multiple ages it is seen as a good thing. Potential school and local children involvement could be great.
 - g. This is great evidence for the community need for more green space which feeds into the consultation being run on the field and potential purchase of the adjacent field.

Cllr Potter Proposed, Cllr Moyle Seconded, RESOLVED, to allow Falmouth Oyster Catchers to use the field as their home ground on a trial basis for 2025. Charges are to be £20 per match day and £10 per practice session. All in favour.

ACTION:

Clerk to let FOC know and arrange logistics

2526.59 VACANCIES FOR CO-OPTION- the are 4 vacancies

2526.60 TO AGREE RESPONSES REQUIRED TO ANY CORRESPONDANCE

2526.61 TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE

1. The commencement of King Charles III England Coast Path National Trail between Penzance and St Mawes, Cornwall

ACTION: Clerk to put notice on noticeboard

2526.62 MATTERS OF COMMUNITY CONCERN

- a. Cllr Stabbins gave an account of the CAP AGM meeting- see attached minutes
 - a. John Bastin was voted in to be chairman again with Darren willcocks as vice-chair.
 - b. Main activity for the meeting was prioritising the CSP action plan areas for the coming year
 - i. Highways/ Transport/ Connectivity
 - ii. Health and Wellbeing
 - iii. Young people
 - iv. Environment and Climate Change
 - v. Planning and affordable housing
 - vi. Cross cutting theme- how does the group know more about what County Council are doing as often don't know until they announce them. Members want more structure around information dissemination and asset based community development.
 - c. Healthy Cornwall will be running some family days over the summer- there will be free walks in Glendurgan called Family Wellbeing Walking Groups for people with kids aged 0-10. There will also be rockpool safaris. More can be found at healthycornwall.org.uk
 - i. Healthy Cornwall are also available to come and give sessions for parents in the village on various topics- cooking, early years and pregnancy etc so it may be worth reaching out to see if there is a demand. The contact is Sue Collins-Smith.
 - d. Regarding the National Policy Framework will not be available until 2027 so there will be an interim pan until then- mainly regarding housing allocation and permissions. Cllr Stabbins said there was a heated debate about the need for affordable and social housing for local people when looking at new housing targets.
 - e. There are also opportunities for Digital Expansion workshops within the community if there is a need. These could be helpful for Mawnan residents who have trouble or need training when using digital services.
- b. Cllr Biggin also mentioned that there will be a charity football match- Budock vs Mawnan to raise money for the playing grounds. It may take place in September. More news to come.

2526.63 REPORT FROM CORNWALL COUNCIL WARD MEMBER Anna Thomason- Kenyon

- a. One person has complained regarding bags strewn across their entrance after recycling and rubbish collection. Biffa is now dealing with it.
- b. There has been a complaint about the fly tipping of hardcore at the layby at Lamanva crossroads. Cllr Moyle said this was now largely cleared. They have been

doing some digging to put new telephone poles in and they were using that as storage area temporarily. It needs to be monitored to make sure it's all removed.

- c. Once caught up with the paperwork on the pavement Anna will bring this up with Cornwall Council. Clerk and Cllrs expressed gratitude for this.
 - a. Cllr Moyle expressed his frustration that when Lowenna fields was built the Sec of State deemed it not necessary to have a pavement or car park for the village and allowed the developers to put housing on the area allocated instead- when CC had specified a pavement and car park should be added as a condition if planning was granted.
 - b. It was noted that with regards to safety- incidents are something that can be/ could've been prevented and someone is liable. Accidents are unforeseen.
- d. Anna expressed her plan to attend alternate meetings with Constantine and Mawnan each month if meetings fall on the same night.
- e. Cllr Thomason- Kenyon confirmed she lives in Cury.
- f. Cllr Whibley asked for updates from Cornwall Council- the headlines on their priorities. She asked for more information on Reform's progress and news from CC. Cllr Thomason replied that there is a lot of work ongoing to organise the committees for councillors to be part of. There is also work going on that is cross party between Lib Dems and Reform.
- g. Cllr Thomason- Kenyon emphasised full transparency is a cornerstone of Reform's plans and promises.

ACTION:

Clerk to send Anna the calendar of PC meetings in 2025.

Pass on Reform news once received from Cllr Thomason Kenyon

2526.64 ITEMS FOR INCLUSION AT THE NEXT MEETING

- a. Old Boatyard, Maenporth
- b. Solar Farm
- c. Bank accounts

2526.65 DATE & TIME OF NEXT MEETING 15th July at 7.30

Signed

Date.....

Spending May

Item	Cost Centre	Supplier	What	VAT £	Total £
36	Bank Charges	Lloyds	Bank Charges		4.25
33	IT support	Objective IT services	IT support	37.22	223.32
44	Office Supplies	Adobe	Acrobat Pro	3.33	19.97
37	Telephone and Internet	BT	Phone and internet	7.03	42.18
40	Insurance	Zurich	PC Insurance		684.49
29	Meeting Room Hire	Bowling Club	Meeting room July 24- Dec 24		120
43	Pension	NEST	Employee and employer pension		166.92
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
24	JPF project	Shiona expenses	Mileage, INK CARTRIDGES, Poster printing	9.38	68
35	Grass Cutting	R Sanders	Green Space cut March	517.00	3102.00
34	Toilets- materials	Kernow Clinical Waste	Toilet Rolls for public toilets	10	60
38	Toilet Cleaning	KC Payne	May charge		300
32	Utilities	EDF	Electric Toilets April	0.67	14
39	Toilets- Utility Charges	WaterPlus	April- May water		144.27
26	Misc	ETSY	Hoodie for Rex		18.95
27	Misc	Gifts4U	Gift for Rex		62.99
28	Misc	Junk Mail Art	Pictures for Rob and Maureen		80
31	Misc	Cormac	Pole for Speed Sign	107.06	642.34
23	JPF project	EDS Engineering	JPF site visit, verbal survey	48	288
25	JPF Project	Printing Chambers	Printing of masterplan for Coffee morning		19
13	Graveyard Maintenance	Greenside services	Tidying work	100	600
20	CIL	SWPSi	Matting	400	2400
			TOTAL	1239.69	10382.24

Receipts May

Item	Cost Centre	Supplier	What	VAT £	Total £
R4	Burial Fees	Penrose	Beryl Craze Internment fees		500
R5	VAT reclaim	HMRC	VAT reclaim Dec 24- March 25	1159.89	

Payments/ To approve for June

Item	Cost Centre	Supplier	What	VAT £	Total £	Paid?
22	Grass Cutting	R Sanders	Green Space cut April	150	900	Y
30	Paths cutting	R Sanders	May path cut	171.15	1026.88	Y
46	Internal Auditor	Ruth Thomas	Internal Audit		250	
47	JPF inspections	SWPSi	May Inspection	9.00	45.00	
48	JPF Project	Sports and Play Consulting	2 nd payment for Masterplan		2500	
49	Office Electricity	Memorial Hall	Electricity used in new office	9.79	205.54	
50	Grass Cutting (green spaces)	R Sanders	Green Space cut May	190	1140	
51	IT Support	Objective IT Services	IT support June	23.22	139.32	
52	Toilet Cleaning + cleaner	KC Payne	June charge		303.72	
53	Toilets Electric	EDF	June	0.67	14.00	Y
54	Telephone and Internet	BT	Phone and internet	7.02	42.12	Y
55	Salaries	Mel Mercer	Clerk Salary June		1239.51	
56	Clerks NI and PAYE	HMRC	Clerks NI- no parish NI as allowance being used		82.05	
45	Toilets- Utility Charges	WaterPlus	May- June water		49.78	Y
57	Pension	NEST	Employee and employer pension		166.92	
			TOTAL	560.85	8104.84	

Mawnan Parish Council

Prepared by: Melissa Mercer

Name and Role (Clerk/RFO etc)

Date: 15-7-25Approved by: GUY POTTER ^{CHAIRMAN}

Name and Role (RFO/Chair of Finance etc)

Date: 15-7-25

Bank Reconciliation at 30/06/2025			
	Cash in Hand 01/04/2025		82,678.52
	ADD		
	Receipts 01/04/2025 - 30/06/2025		61,956.89
			144,635.41
	SUBTRACT		
	Payments 01/04/2025 - 30/06/2025		26,158.21
A	Cash in Hand 30/06/2025 (per Cash Book)		118,477.20
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	0.00	
	Current Account - Lloyds 30/06/2025	70,837.61	
	Deposit Account - Lloyds 30/06/2025	435.99	
	95 Day Saver Account - Nationwide 30/06/2025	48,343.60	
			119,617.20
	Less unrepresented payments		1,140.00
			118,477.20
	Plus unrepresented receipts		
B	Adjusted Bank Balance		118,477.20
A = B Checks out OK			