

MINUTES OF THE MAWNAN PARISH COUNCIL MEETING HELD  
ON WEDNESDAY 15<sup>th</sup> JULY 2025 AT 19.30 IN THE  
MAWNAN MEMORIAL HALL.



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

**Minutes**

**2526.66 TO RECEIVE APOLOGIES-** None

**2526.67 MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS-** None

**2526.68 PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY-** None

**2526.69 TO RECEIVE AND APPROVE THE MINUTES OF THE 18th JUNE 2025**

**PROPOSED Cllr Potter, SECONDED Cllr Whibley, RESOLVED to accept the minutes of meeting 18<sup>th</sup> June 2025. All in Favour.**

Cllr Whibley confirmed all site visits have been done. Clerk read out an email regarding planning application PA25/03492 and the comments submitted. Helen Trebilcock is unable to enforce a parking condition on the site as per the comments submitted by the Parish Council.

Cllr Whibley confirmed O+F and Burials committee meetings arranged in June's meeting have happened.

**2526.70 CLERK'S UPDATE AND ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA**

- a) Clerk confirmed the Public Liability on PC insurance- £12million
- b) Clerk confirmed the Grants have been paid

**2526.71 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING**

- a. **PA25/04774 Redwood, Helford Passage-** Works subject to a TPO- 3 x individual trees and 1 x group of trees

**PROPOSED Cllr Stabbins, SECONDED Cllr Whibley, RESOLVED to support application. All in Favour.**

- b. **PA25/04716 The Round Field, Carlidnack Lane-** Works to tree subject to TPO 1 x Cherry

**PROPOSED Cllr Potter, SECONDED Cllr Biggin, RESOLVED to support application. All in Favour.**

- c. **PA25/04673 Tregladen, Carlidnack Road-** Proposed loft conversion, garden room and improved vehicular access

Councillors were unable to view documents on the portal so couldn't comment. Cllrs agreed to look at a later date as the planning portal was not working properly.

*Comments here since been submitted*

- d. **PA25/04660 Roskellan, Bosaath Valley-** Certificate of lawfulness for existing use of detached garage as self contained dwelling house

**PROPOSED Cllr Whibley, SECONDED Cllr Moyle, RESOLVED to support application with a condition to annex the dwelling to the main house so it cannot be sold separately. All in Favour.**

- e. **PA25/04137 Edge Field, Carwinion Road-** Improving appearance and replacement of existing flat roof extension and infill extension of a detached house

Micheal Hormann, the architect, was in attendance was able to explain the application.

**PROPOSED Cllr Morris, SECONDED Cllr Moyle, RESOLVED to support application. All in Favour.**

- f. **PA25/03391 Apt 2 Arvor, West Bay-** Change of use of holiday apartment to full residential and holiday use

This application prompted a discussion from Cllrs because this is the second apartment seeking to remove the holiday let restriction- the last one being discussed in June's meeting and a site visit conducted. Cllrs, considering the response from Helen Trebilcock stating a parking condition cannot be imposed as it cannot be enforced, now have increased concerns about parking as residential properties tend to have two cars and there are only 9 spaces on the site (one for each apartment) with 2 visitor spaces and one disabled space. They also have concerns about the waste disposal; with some apartments remaining for holiday use and some moving to residential there are questions about how refuse will be dealt with by potentially two separate contractors- commercial and council/ private. Cllrs request that their concerns are emphasised to Cornwall Council so when problems arise they have it on record they raised these issues "we know what's going to happen with parking issues".

It's not on a sustainable transport route and there is no public transport for miles.

**PROPOSED Cllr Potter, SECONDED Cllr Whibley, RESOLVED to support application but they have grave concerns about parking and waste collection. Cllrs Biggin, Stabbins, Moyle in favour. Cllr Morris objects.**

- 2526.72 **TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL**
  - 1. **PA25/05088 Eves Barn, Trebah-** BT to install a fixed broadband line- **CLOSED-ADVICE GIVEN**

- 2526.73 **UPDATE ON THE FINANCIAL POSITION AND APPROVAL OF THE LIST OF PAYMENTS FOR MARCH**
  - 1. Review and agree monthly figures, payments and bank reconciliation

2. Concern was expressed that Lloyds charge £4.25 per month as an account fee. Across all three accounts ( 2 x Trust access) this is £153 per annum. Clerk responded she is trying to find the time to look for another banking provider.

**PROPOSED Cllr Biggin, SECONDED Cllr Moyle, RESOLVED to accept reconciliation, figures and payments for July. All in Favour.**

#### **2526.74 ANY OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS**

1. Explore new banks to use for parish accounts
  2. Solar Farm grant funding details
- There are others but please come into office to see list of actions in priority order.

**2526.75 PAYRISE FOR 1 YEAR EXTENSION TO TOILET/ VILLAGE CLEANING CONTRACT-** this item was moved to discuss as a confidential item at the end of the meeting.

#### **2526.76 SPEED INDICATOR DEVICE AND PAVEMENT**

1. Review data since it went live. The councillors discussed the data and their findings:
  - a. **The maximum speed registered is 69 mph which was coming into the village. The highest outgoing was 66mph. This was in the middle of the day.**
  - b. **The average outgoing is 42mph which is much higher than the incoming traffic which is averaging 30mph.**
  - c. Clerk questioned where the 'speed' was being 'clocked'- is it from where the radar picks them up or averaging a car up to the radar/ from the radar.
  - d. **It is rare the speed is under 20mph.**
  - e. **Mornings seem to be worse 8am- 8.45am which can be attributable to work and school runs.**
  - f. Councillors agree to keep watching and look for trends. It is good for a campaign to CC for a pavement.
  - g. On vehicles per hour graph the incoming vehicles is 9024 and outgoing vehicles are at 28000 so there is a huge disparity between the amount of vehicles coming in an out. One councillor commented on a survey in recent years there were 2000 cars a day being recorded coming into the parish in the summer months.
  - h. Clerk warned next month may be slightly odd as when the sign was reconfigured it as set to 65mph for a few days which was an error.
  - i. The sign is now off from 9pm to 6am temporarily until cowling can be bought. It has also be re-angled away from Lowenna Fields to create less incoming light to a neighbouring property.
  - j. Cllrs want to know what the Shute Hill speed sign data says so they can compare the two.

#### **ACTIONS:**

**Clerk to ask tech support if incoming/ outgoing vehicles is being interpreted correctly.  
Find data from Shute Hill speed sign.  
Put data on website for public to view along with FB groups.**

2. Quotes for cowling- quote has not come in in time for meeting.



**SIGN CONFLICT OF INTEREST FORM FOR BDO- done**

**2526.78 AGREE O&F COMMITTEE RECOMMENDATIONS**

1. Adjusting of EMRs (earmarked reserves) as per meeting and establishing a JPF EMR
2. Cllrs to check contract work is being fulfilled for Graveyard, Footpaths and Village Open Spaces

**PROPOSED Cllr Potter, SECONDED Cllr Biggin, RESOLVED to accept recommendations from O+F committee. All in Favour.**

**2526.79 AGREE BURIAL COMMITTEE RECOMMENDATIONS**

1. Cost increase from Jan 1<sup>st</sup>
2. Establish a topping up EMR
3. Changes to regulations
4. Compost bin and signs- Cllr Whibley commented that the prices discussed in the committee meeting were for household not businesses so clerk needs to query this.
5. Sign for wildflower project
6. Fencing for southern boundary out to tender

**PROPOSED Cllr Whibley, SECONDED Cllr Moyle, RESOLVED to accept recommendations from Burials committee. All in Favour.**

**ACTIONS:**

**Clerk to check what rates for compost collection will be charged- business or household?**

**Dataset for churchyard as per David Nash's request needs updating and book reprinting.**

**2526.80 REVIEW RISK ASSESSMENT AND POLICY**

- a. Changes were made to the name and address of the clerk and office. References to MS Electrical as landlord removed and MMH as landlord inserted.
- b. It was agreed that the clerk should do the CIEH Level 3 & Health & Safety in the Workplace and DSE qualifications

**PROPOSED Cllr Potter, SECONDED Cllr Whibley, RESOLVED to amend the policy as above. All in Favour.**

**ACTION: Clerk to do the CIEH Level 3 & Health & Safety in the Workplace and DSE training qualifications**

**2526.81 CARWINION PLAYING FIELD**

1. CCF application result- the application has been successful and the council have been awarded £14,945 towards the consultation and masterplan for Carwinion Playing Field.
2. Agree additional info sheet to go in with survey- **agreed.**
3. FOC- permanent white lines + storage
  - a. Councillors want to know more about the type of lines they will paint on, who will do it, the type of paint, the dimensions of the lines, how long the lines last etc.
  - b. Councillors want to know what they want to store on site.

**ACTION: Clerk to contact County Farms to say got funding for consultation and masterplan.**

**Clerk to contact FOC to ask for more information.**

**Clerk to invoice FOC for time used so far**

**2526.82 JUNIOR PLAYING FIELD**

- a) Bin ordered- the bin funded by the community chest grant has been ordered- there is a 6 week wait on delivery time
- b) Volunteer day on Friday 11<sup>th</sup> July- Cllr Biggin thanked Cllr Moyle for all the clearing he did before the volunteer day started and also Cllr Stabbins for her help on the day. It was very successful and productive and the sensory garden has been completely cleared. There was a discussion about getting some chippings for the path through the sensory garden. Cllr Stabbins agreed to make enquiries about this.
- c) Picnic tables have been returned from Stan.
- d) Cllr Potter noted the Office and Finance meeting decision to create an Earmarked Reserve for the JPF works which the clerk has done. The clerk confirmed the CLUP money has now been spent. Cllr Biggin is going to submit an application to the National Lottery to help with paths and fencing along with an application to Plant the Gap for trees and potentially a solar pump which could be used for the newly 'known about' well on the Bowling Green site which they have potentially agreed to allow us access to for the JPF. Cllr Biggin is also starting a crowdfunder soon with the aim of utilising the match funding grants that are available through the Crowdfunder website. Once £1250 is reached there is a chance the Aviva fund and Cornwall Council both double what has been raised. So with a £5k target this could result in £15k raised. Cllr Potter reminded her that the regattas are soon and these are potential sources of donations to start the Crowdfunder off to get to the initial £1250.
- e) Clerk said she was going to speak to Lucy Nottingham and the Fox family.
- f) There was then a discussion about the dates of the regattas:
  - a. Port Navas- 26<sup>th</sup> July
  - b. Helford Passage- 2<sup>nd</sup> August
  - c. Helford Village- 23<sup>rd</sup> August
  - d. Durgan- 24<sup>th</sup> August

**2526.83 PURCHASE OF NEW OFFICE LAPTOP**

- a) The clerk stated that to configure the speed indicator device she needs a PC laptop. The current one is 13 years old and not working- despite IT support trying. Currently she is using Cllr Biggin's laptop. Mark Lis, IT support, has sent us a list of three potential laptops.
- b) Cllrs think the Acer model may be best as it has the most RAM but the Dell one has an intel core processor but has less RAM. With only £8 (£449 and £457 inc VAT) between them Cllrs agree clerk is to ask IT support what he recommends considering the RAM and processor.

**PROPOSED Cllr Potter, SECONDED Cllr Moyle, RESOLVED to buy a new laptop- either the second or third one in the list based on IT support's recommendation. All in Favour.**

**2526.84 ANY OTHER BUSINESS THAT HAS COME IN SINCE AGENDA WENT OUT**

- a) Cllr Stabbins mentioned she had received a call from a local resident about 2 round haybales blocking the stream in Meudon Wood. It looks like they have been pushed

into the stream as they weren't stacked in a way they could've rolled down on their own.

- b) Cllr Biggin suggested it would be good to have a map of local farmers and their fields.

**ACTION: Clerk to contact Roger Symons - the farmer- to ask him if he can move bales.**

**2526.85 VACANCIES FOR CO-OPTION**

There are 4 vacancies

**2526.86 TO AGREE RESPONSES REQUIRED TO ANY CORRESPONDANCE- none**

- a) Cllr Whibley mentioned the request for a deer sign near Glendurgan. This has come about because a deer was killed on the road by Glendurgan which was quite distressing for locals that had to move it.
- b) A sign could be sighted after the turn to Durgan.
- c) Cllr Whibley will forward request to the clerk.

**ACTION: Clerk to request a sign at Highways and talk to Charlie Watts at the National Trust.**

**2526.87 TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE**

- a) Falmouth Harbour have now got the boats moved further out that were creating a large amount of noise which was disturbing residents and they had complained.
- b) Bosveal and Durgan
  - a. Cllr Potter contacted Charlie Watts about a tree that had fallen over a footpath at Bosveal which has now been cut up and removed.
  - b. Cllr Potter noted the discussion he had had with the clerk during the week about the amount of cars parking in the passing spaces on the way to Durgan. She has experienced this dropping the agenda off to him. There is literally nowhere to pull into if cars meet- people need to reverse either back to the village or hundreds of metres up the road.
  - c. Cllr Potter noted the lack of action by the National Trust over various parking matters around Durgan.
  - d. There are now bins on the walk down to Durgan from the car park but we don't know who they belong to or who is emptying them.
- c) Cllr Biggin also raised the issue at Castle View Road where people are parking entirely on the pavement and using it as their private parking space.
- d) Cllr Whibley also noted that the PC had received a note from Falmouth Footpathers about two dangerous stiles in the Penwarne area – footpath 220/2. Cllr Whibley had replied asking for photos and also said to log it as a report on the council's portal. They have since done this and as a result of this landowners has already been asked to repair the stiles.
- e) Cllr Whibley also informed the dead tree reported on the footpath from Shute Hill to Penpol has been inspected and the landowners have had a notice to have it removed within one month.
- f) The clerk thanks Cllr Whibley for her help on these matters.



**2526.88 MATTERS OF COMMUNITY CONCERN**

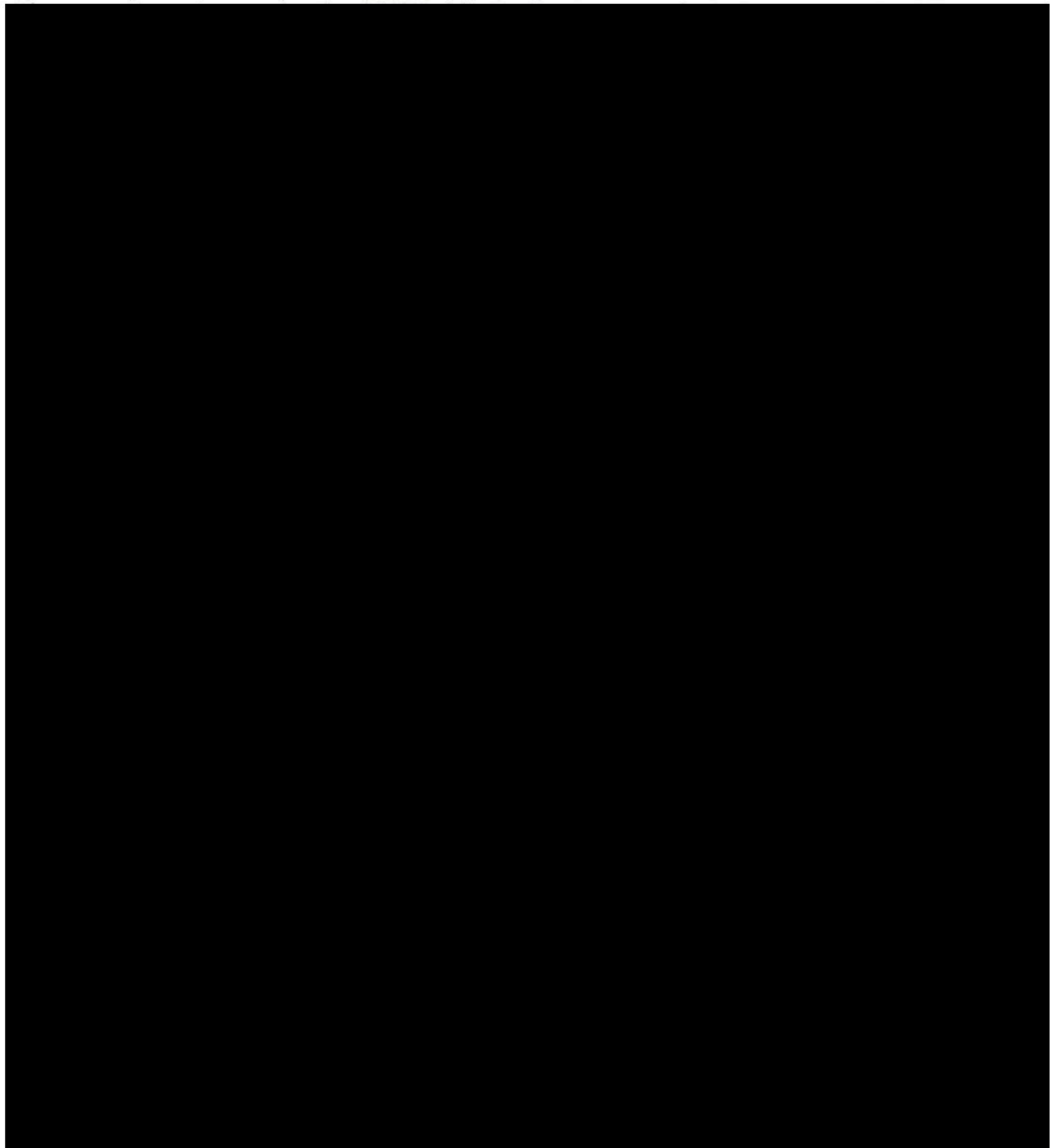
- a) Clerk said an email received from Alexandra Carr about affordable housing sites is not something for immediate action but Cllrs need to be aware that Cornwall Council will be looking for sites within the parish for affordable housing.
- b) Clerk noted she had had a meeting with CC Anna Thomason Kenyon regarding affordable housing and potential pitfalls.

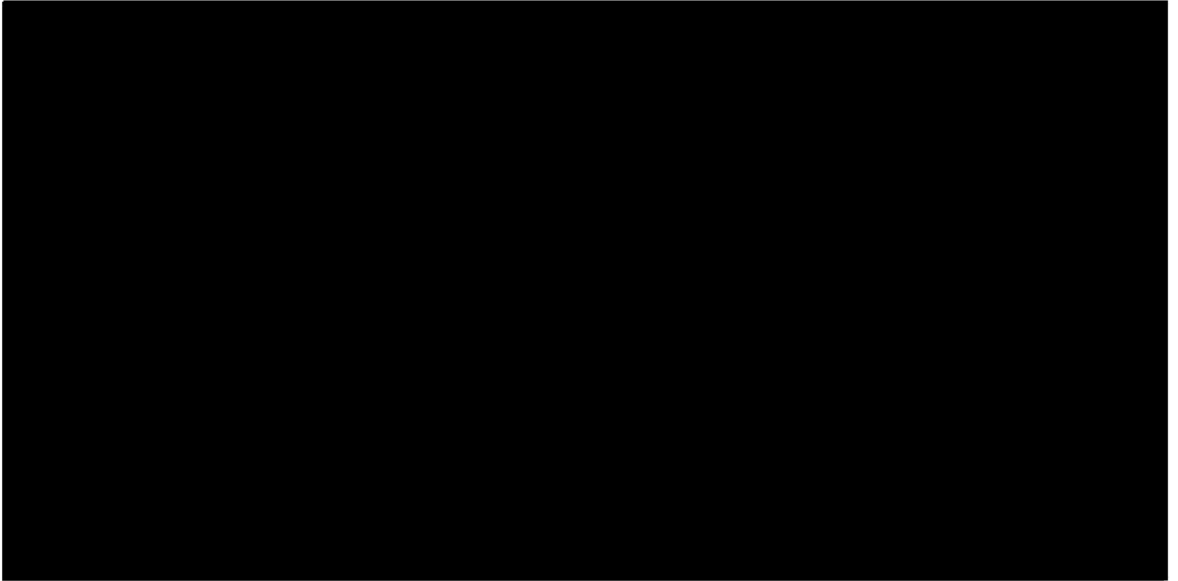
**2526.89 REPORT FROM CORNWALL COUNCIL WARD MEMBER** Anna Thomason- Kenyon was not in attendance and had sent apologies to the clerk prior to the meeting.  
Clerk noted that Councillor Thomason- Kenyon had supported the CCF bi for the Carwinion Playing Field and Cllrs voiced their thanks for this.

**2526.90 ITEMS FOR INCLUSION AT THE NEXT MEETING**

**2526.91 DATE & TIME OF NEXT MEETING-** Next meeting is just for planning matters in August. The next full meeting is September 16<sup>th</sup>.

**2526.92 CONFIDENTIAL ITEMS**





Signed.....

Position.....CHAIRMAN

Date.....19/08/25



### **ITEM list**

- 1 Minutes of meeting 18<sup>th</sup> June
- 2 Speed sign data from 18<sup>TH</sup> June -9<sup>th</sup> July
- 3 BDO- the external auditors required Cllrs to agree and sign a conflict of interest form
- 4 Draft minutes from O+F meeting
- 5 Draft minutes from Burials Committee meeting
- 6 The internal audit recommended a review of the risk assessment and policy
- 7 The speed sign requires a PC laptop to run its software to be able to update and reconfigure the sign. The current parish council laptop is 13 years old and no longer fit for purpose. Our IT support has sent a list of appropriate ones that would be good to purchase and meet council requirements.
- 8 Email from Alexandra Carr- Site Finder for the Rural Affordable Housing Programme

### **Current bank balances**

- Nationwide £48,343.60
- Current account £70,750.75
- Deposit account £435.99
- CPFT £13,296.27
- JPFT £10,336.92

## **Spending 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	Y
47	JPF inspections	SWPSi	May Inspection	9.00	45.00	Y
48	JPF Project	Sports and Play Consulting	2 <sup>nd</sup> payment for Masterplan		2500	Y
49	Office Electricity	Memorial Hall	Electricity used in new office	9.79	205.54	Y
51	IT Support	Objective IT Services	IT support June	23.22	139.32	Y
52	Toilet Cleaning + cleaner	KC Payne	June charge		303.72	Y
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	Y
56	Clerks NI and PAYE	HMRC	Clerks NI- no parish NI as allowance being used		82.05	Y
45	Toilets- Utility Charges	WaterPlus	May- June water		49.78	Y
57	Pension	NEST	Employee and employer pension		166.92	Y
62	Misc	Screwfix	Hose clips for speed visor	3.33	19.99	Y
66	Bank charges	Lloyds	Account charges		4.25	Y
58	Office supplies	ASDA	Wrapping paper, bas etc for presents for Rex, Rob, Maureen	1.53	9.20	Y
63 + 64	Land Registry charges	LR	6 Arvor apartments leasehold, freehold + plan		21.00	Y
65	Office supplies	Adobe	Acrobat Pro	3.33	19.97	Y
59	Misc	Maenporth beach carpark	Car park charge post site visits		1.20	Y
60	Misc	Life's a Beach Café	Coffee post site visits	1.73	10.40	Y
61	Misc	AWNA	Meeting with Anna TK (C Councillor)	2.92	17.55	Y
						Y
			<b>TOTAL</b>	<b>383.69</b>	<b>7068.40</b>	

## **Receipts June**

Item	Cost Centre	Supplier	What	VAT £	Total £
R8	Burial Fees	Martin & Sons	McEwan Headstone placement fees		100

## Payments/ To approve for July

Item	Cost Centre	Supplier	What	VAT £	Total £	Paid?
50	Grass Cutting (green spaces)	R Sanders	Green Space cut May	190	1140	
67	Graveyard Maintenance	Robbie	April, May, June maintenance		1452	
68	JPF inspection	SWPSi	June JPF inspection	9	54.00	
69	Toilets- Utility Charges	WaterPlus	May- June Water charges		86.86	Y
70	Training	CALC	Election training part 2	7	42.00	
71	JPF	Broxap	Bin- 3300 community chest grant	88	528.00	
72	Toilets Electric	EDF	July	3.25	68.25	
73	IT support	Objective IT services	July support	51.22	307.32	
74	Grass Cutting (green spaces)	R Sanders	Green Space cut June	179.00	1074.00	
75	Bank charges	Lloyds	Account charges		4.25	
76	Phone and Internet	BT	Phone and internet July	6.99	41.96	
77	Clerk salary	Mel Mercer	Wages June, 22 hours overtime		1528.31	
78	Clerk PAYE and NI	HMRC	Clerks pension		197.05	
79	Clerk and PC Pension contribution	NEST	Clerk £90.81 PC contribution £127.13		217.94	
80	Toilet Cleaning + cleaner	KC Payne	July charge		300	
			<b>Total</b>	<b>534.46</b>	<b>7041.94</b>	



## Mawnan Parish Council

Prepared by: Melissa Mercer  
Name and Role (Clerk/RFO etc)

Date: 15-7-25

Approved by: GUY POTTER <sup>CHAIRMAN</sup>  
Name and Role (RFO/Chair of Finance etc)

Date: 15-7-25

<b>Bank Reconciliation at 30/06/2025</b>			
	Cash in Hand 01/04/2025		82,678.52
	<b>ADD</b> Receipts 01/04/2025 - 30/06/2025		61,956.89
			144,635.41
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/06/2025		26,158.21
<b>A</b>	<b>Cash in Hand 30/06/2025</b> (per Cash Book)		<b>118,477.20</b>
	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	
			<b>119,617.20</b>
	Less unrepresented payments		1,140.00
			118,477.20
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>118,477.20</b>
<b>A = B Checks out OK</b>			