

MINUTES OF THE MAWNAN PARISH COUNCIL MEETING HELD  
ON WEDNESDAY 19<sup>th</sup> AUGUST 2025 AT 19.30 IN THE  
MAWNAN MEMORIAL HALL.



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

**Minutes**

**2526.93 TO RECEIVE APOLOGIES**

**2526.94 MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS**

**2526.95 PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY**

**2526.96 TO RECEIVE AND APPROVE THE MINUTES OF THE 15th JULY 2025**

**PROPOSED Cllr Potter, SECONDED Cllr Whibley to accept the minutes. All in Favour.**

**2526.97 TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING**

**PA25/04700 Skerries, Budock Vean Lane**

Erection of a carport, relocation of vehicular access, some changes to window openings, conversion of existing garage into habitable accommodation, creation of new driveway and some landscaping works

The design was deemed as sympathetic and moderate in size. There was a question about how many people would be at the property. There was discussion about needing clarification of what damage is being done to a hedge being removed to create a new driveway because the application states there are no hedges being affected or damaged. They ask that if there is any loss to the Cornish Hedge please can it be made good elsewhere in the curtilage of the property.

**PROPOSED Cllr Potter, SECONDED Cllr Whibley to support the application subject to clarification of what damage is being done to the hedge in question to create the new driveway and if there is any loss to a Cornish Hedge please can it be made good elsewhere within the curtilage of the property. All in Favour.**

**PA25/04957 Clamerkin Quay, Anna Maria Lane**

The complete demolition of the existing dwelling and the construction of a new 4 bedroom self/custom build replacement dwelling with associated landscaping works.

Comments were made that this house is massive but an amazing design. It is noted there are supportive comments on the portal from neighbours. Whilst the footprint isn't huge in difference the height is very different to the existing property. It will be much more visible from the water and the banks opposite. It was noted the windows will stand out more as the

frames will be painted white. It was also positively noted that the property will have solar panels and an air source heat pump.

Cllrs decided to support subject to a set of conditions; there can be no damage or blocking to any public right of way and any damage done must be repaired. There must be a construction management plan to mitigate any disruption to traffic on the lane which is already very difficult with two way traffic at the best of times. This should involve people at the top and bottom of the hill with radios making sure any deliveries and traffic is managed. Cllrs noted there was a removal lorry stuck on the hill up to Budock Vean years ago which required a tree to be cut down to allow it through. This must not happen again. Boat deliveries may be an option. All the other conditions set by consultees must be met and run off into the river must be mitigated.

**PROPOSED Cllr Whibley, SECONDED Cllr Biggin to support the application subject to a Construction Management Plan to manage all deliveries and any traffic to and from the site so as to not block the road for other users, subject to all conditions by consultees must be met, and subject to any run off from construction- especially the boat house- into the river must be mitigated and consideration of all glazing to be triple glazed to reduce the visual impact of the property. All in favour.**

**PA25/05127 Helford House, Budock Vean Lane**

Extensions to main house to create new entrance area and bedrooms. New garage to replace previous. New shed.

The application does not include a plan for water run off and south west water have mentioned this- Cllrs are also keen to see the details requested by SWW. The materials used are good and sympathetic to the surroundings. The scale is moderate. It was noted this is a particularly difficult location to build due to access and route to the property. It was also noted the garage and shed are designed to be inconspicuous with the use of the materials used. The property will be more visible from the water but not visible from the lane.

**PROPOSED Cllr Whibley, SECONDED Cllr Potter to support the application subject to knowing about run off into the river and conditions in that regard being met and any run off mitigated, subject to a Construction Management Plan- Budock Vean Lane cannot be blocked due to construction- its narrow and thought needs to be put into this to make sure neighbours and users of the lane aren't negatively affected. All in favour.**

**PA25/05031 Apartment 3, Arvor, West Bay Road **ITEM 2****

Use of apartment 3, Arvor, as an unfettered residential dwelling

This is the third application from this block of flats to remove the holiday let condition. The Cllrs support this but with the same concerns as the previous two applications- parking issues and waste collection issues.

**PROPOSED Cllr Potter, SECONDED Cllr Morris to support the application subject to the same issues raised for the previous applications from flats in the same block to remove the holiday let conditions; these concerns are around parking and waste collection. All in favour.**

**PA25/05442 Carrick, Trelawney Close, Maenporth**



Non-Material Amendment in relation to Decision Notice PA25/02185 dated 01.05.2025: Adjustment to window sizes and positions and adjustments to dormer windows

This had already been decided by the council and approved so <sup>no</sup>~~no~~ decision was required by the council. Incidentally they would've supported it.

**ADDITIONAL ITEM-** brought up from **2526.100:**  
**PA25/05790 8 Parc An Manns, Mawnan Smith**  
Side Extension to main house.

Cllrs saw this as moderate in scale. They noted the small gap it was leaving between the applicant property and its neighbouring property as a result of extending the property out to the side.

**PROPOSED Cllr Whibley, SECONDED Cllr Morris to support the application. All in favour.**

**2526.98 TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL**

1. **PA25/04236 Tregelly, Carlidnack Lane-** Submission of details to discharge conditions 5 and 7 in relation to Decision notice PA24/09095 dated 06.02.2025  
**S52/S106 and discharge of condition apps**
2. **PA25/04240 South Hill, Bar Road-** Application for a Lawful Development Certificate for proposed external alterations to an existing detached garage within the curtilage of a dwellinghouse, including replacement of doors and windows, recladding of external walls and recladding of the pitched roof.  
**Granted (CAADs, PIPs and LUs only)**
3. **PA25/04716 The Round Field, Carlidnack Lane-** Works to a tree subject to a Tree Preservation Order (TPO): T1 (Cherry) - Fell. This tree is now suppressing 2 English Oaks and has a natural lean towards the lane, fell recommended for the future benefit of the 2 native species and better tree management.  
**APPROVED**
4. **PA25/03492 Apartment 6, Arvor, West Bay-** Use of apartment 6, Arvor, as an unfettered residential dwelling  
**APPROVED**
5. **PA25/04018 Trebah Garden Shed-** 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  
**APPROVED**
6. **PA25/04774 Redwood, Helford Passage-** Works to trees subject to a Tree Preservation Order (TPO), works include Works to trees in a conservation area (CA), works include T1-Lime- crown raise to approximately 4 metres and reduce the remaining canopy by 20% T2-Beech- fell - This tree is being suppressed by neighbouring Lime trees and has a much smaller diameter. T3-Lime- Crown raise to approximately 4 metres and reduce the remaining canopy by 20% G1-This group consists of Lime/Beech & Ilex oak- prune by 1-2 metres to reduce encroachment of property.  
**APPROVED**
7. **PA25/00744/PRE Tide End, Budock Vean-** 5 Day Exemption Notice To fell and remove a veteran oak tree  
**CLOSED- advice given**

**2526.99 UPDATE ON THE FINANCIAL POSITION AND APPROVAL OF THE LIST OF PAYMENTS FOR AUGUST**

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

**PROPOSED Cllr Potter, SECONDED Cllr Moyle to accept payments, figures and bank reconciliation. All in favour.**

**2526.100 ANY OTHER BUSINESS THAT HAS COME IN SINCE THE AGENDA WENT OUT**

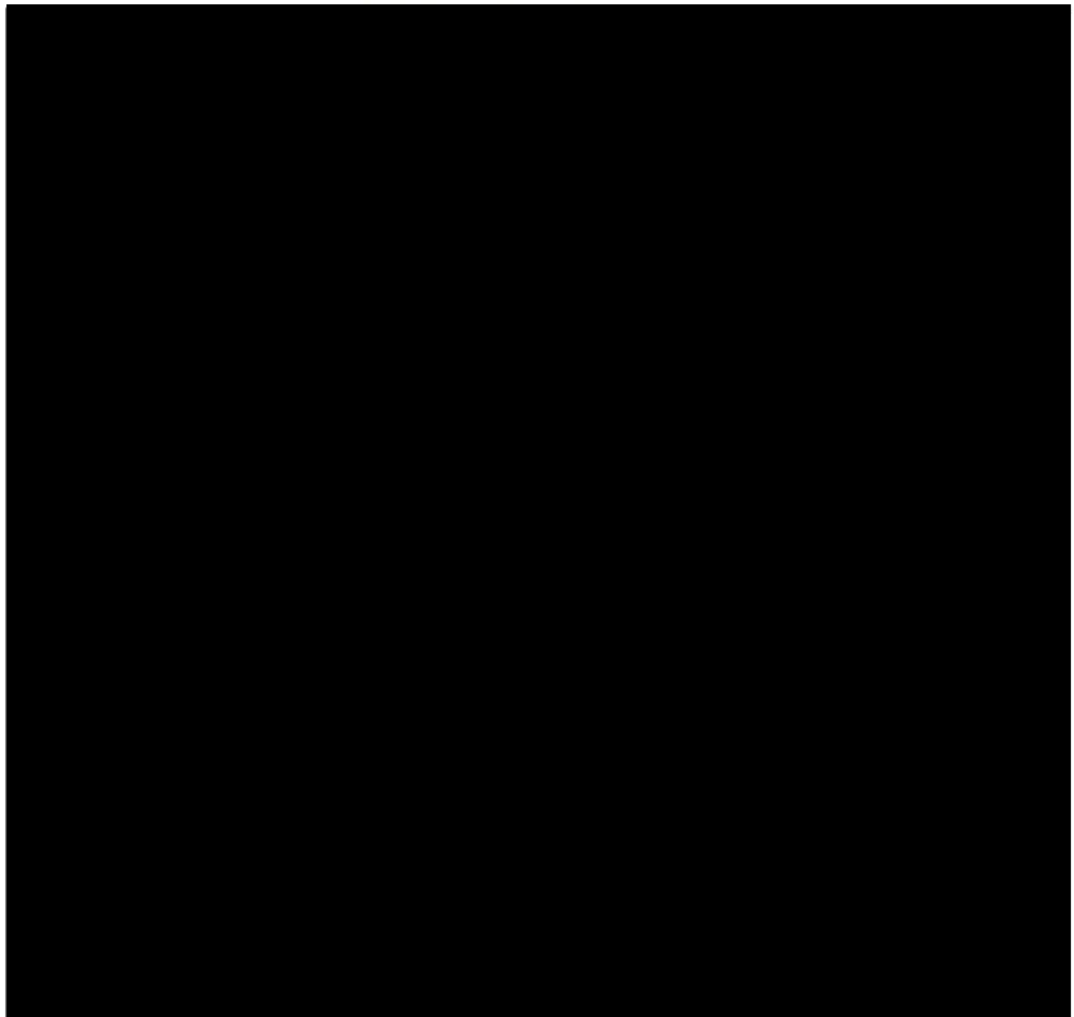
1. See planning application in 2526.97
2. The cricket team have complained about damage done to the pitch by the baseball team when they played their match on Sunday. Clerk has been down to check and agrees it needs to be fixed. Clerk to check with the baseball team why they played in a different place to where it has been agreed.

**ACTION: Clerk to contact baseball team and investigate and get it repaired.**

**2526.101 ITEMS FOR INCLUSION AT THE NEXT MEETING**

Padlock and bollards for the Carwinion Playing Field.

**2526.102 CONFIDENTIAL ITEMS**



2526.103 DATE & TIME OF NEXT MEETING 16<sup>th</sup> September 2025

**Signed**

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Guy Potter  
Chairman

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**Current bank balances**

- Nationwide £48,343.60
- Current account £76,142.24
- Deposit account £436.24
- CPFT £13,292.02
- JPFT £10,336.92

## Spending July

Item	Cost Centre	Supplier	What	VAT £	Total £	Paid?
50	Grass Cutting (green spaces)	R Sanders	Green Space cut May	190	1140	Y
67	Graveyard Maintenance	Robbie	April, May, June maintenance		1452	Y
69	Toilets- Utility Charges	WaterPlus	May- June Water charges		86.86	Y
70	Training	CALC	Election training part 2	7	42.00	Y
71	JPF	Broxap	Bin- 3300 community chest grant	88	528.00	Y
72	Toilets Electric	EDF	July	3.25	68.25	Y
73	IT support	Objective IT services	July support	51.22	307.32	Y
74	Grass Cutting (green spaces)	R Sanders	Green Space cut June	179.00	1074.00	Y
75	Bank charges	Lloyds	Account charges		4.25	Y
76	Phone and Internet	BT	Phone and internet July	6.99	41.96	Y
77	Clerk salary	Mel Mercer	Wages June, 22 hours overtime		1528.31	Y
78	Clerk PAYE and NI	HMRC	Clerks pension		197.05	Y
79	Clerk and PC Pension contribution	NEST	Clerk £90.81 PC contribution £127.13		217.94	Y
80	Toilet Cleaning + cleaner	KC Payne	June charge		300	Y
81	Grants & Donations	Friends of Falmouth Hospital	Grant		300	Y
82	Grants & Donations	Helford River Scouts Group	Grant		250	Y
83	Grants & Donations	Mawnan Community Garden	Grant		369	Y
84	Grants & Donations	The Anvil Trust	Grant		250	Y
94	Office Admin	Adobe	Acrobat Pro	3.33	19.97	Y
93	Misc	B&Q	Padlocks and chains for playing fields	13.01	78.04	Y
95	Subscriptions	Helford Marine Conservation Society	Yearly membership fee		100	Y
			<b>Total</b>	<b>541.80</b>	<b>8354.95</b>	

## Receipts July

Item	Cost Centre	Supplier	What	VAT £	Total £
R10	Misc Income	Mawnan WI	Printing and Laminating		3.20
R11	Carwinion Playing Field	Cornwall Council	CCF Grant		14,960



## Payments/ To approve for August

Item	Cost Centre	Supplier	What	VAT £	Total £	Paid?
89	Grass Cutting (green spaces)	R Sanders	Green Space cut July	178	1068.00	
92	Graveyard Maintenance	Robbie	July maintenance		484.00	
68 + 90	JPF inspection	SWPSi	June & July JPF inspection	18	108.00	
91	Toilets- Utility Charges	WaterPlus	June-July Water charges		100.58	Y
87	Training	CALC	Code of Conduct for Cllr Whibley	5	30.00	
88	Misc	MS Electrical	Putting SID up	36	216.00	
97	Toilets Electric	EDF	July-Aug	3.25	68.25	Y
98	IT support	Objective IT services	August	23.22	139.32	
101	LMP & SWCP maintenance	R Sanders	LMP & SWCP cuts	171.15	1026.88	
TBC	Bank charges	Lloyds	Account charges		4.25	Y
100	Phone and Internet	BT	Phone and internet July	6.99	41.96	Y
104	Clerk salary	Mel Mercer	Wages July		1239.51	
105	Clerk PAYE and NI	HMRC	Clerks pension		82.05	
103	Clerk and PC Pension contribution	NEST	Clerk £69.55 PC contribution £97.38		166.93	Y
99	Toilet Cleaning + Repairs	KC Payne	July charge Repairs, bulbs, extra time		388.78	
TBC	Office Admin	Adobe	Acrobat Pro	3.33	19.97	Y
96	Misc	B&Q	New Padlocks for CPF	5.70	34.19	Y
			<b>Total</b>	<b>450.64</b>	<b>5218.67</b>	

## Mawnan Parish Council

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

Date: 19-8-25

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

Date: 19/08/25

<b>Bank Reconciliation at 31/07/2025</b>			
	Cash in Hand 01/04/2025		82,678.52
	<b>ADD</b>		
	Receipts 01/04/2025 - 31/07/2025		76,920.34
			159,598.86
	<b>SUBTRACT</b>		
	Payments 01/04/2025 - 31/07/2025		34,596.01
<b>A</b>	<b>Cash in Hand 31/07/2025</b> (per Cash Book)		<b>125,002.85</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2025	0.00	
	Current Account - Lloyds 31/07/2025	76,277.01	
	Deposit Account - Lloyds 31/07/2025	436.24	
	95 Day Saver Account - Nationwide 31/07/2025	48,343.60	
			<b>125,056.85</b>
	Less unpresented payments		54.00
			125,002.85
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>125,002.85</b>
<b>A = B Checks out OK</b>			