



Minutes

2526.104	TO RECEIVE APOLOGIES Cllr Moyle will be late, Cornwall Cllr Anna Thomason- Kenyon cannot attend
2526.105	MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS Cllr Moyle- toilet tender
2526.106	PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY 1. A member of the public raised the issue of the gate to the path to Helford River from Helford Passage Hill (Tank Track) not yet being open and no access being allowed despite the path being recognised as a PROW by the Secretary of State in August 2025. He asked what the council was doing to ensure the public have access. Cllr Potter said the council would chase it up and Cllr Whibley said she would investigate the situation further and contact the owner of the land the path goes through. She noted she was aware of the popularity of the path and people wanted to use it. The MoP also suggested a memorial dedicated to the troops that lost their lives during D-Day would be fitting as there is one at the other track leading to a embarkation point on the River Fal. Cllrs agreed with this and liked the idea. 2. MoP, David Nash, asked for the map in the lychgate at Mawnan Church to be updated with the extension of the community graveyard and any other graves added since he created the database of the old churchyard. He is also keen that this database gets updated. The Clerk said she had found a printed copied of the database which she needs to get scanned but hasn't yet located a digital copy. The clerk also stated she already had a working copy of a database for the community graveyard so it is either a case of finding a digital copy of the old one or getting the printed copy scanned in and transcribed. 3. MoP Mr and Mrs Bennett spoke about their upset and concern about the SID that has been located on Sampys Hill at the entrance to Lowenna Fields as it shines into the windows of their house. They claim all 5 front facing windows are affected and it results in a sustained period of exposure to this light and it is having a significant impact on their lives. They expressed dismay in their belief that they were excluded from a consultation process when others were consulted about the placement. They also believe that Cornwall Council's guidelines haven't been followed as the SID picks up cars before the 20mph speed zone starts and this could result in inaccurate data. They said that Highways have suggested the sign is turned off until a resolution is found, and that despite cowling being looked at as a solution they want the sign moved back a few metres. They feel this is not an unreasonable request. They also noted that other SID placements often aren't on permanently and don't shine into properties. They also noted the speed sign for the 20 mph is dirty and trees are growing over it so it's hard to see. They noted the three positions

that were originally considered by Highways and feel the other suggestions would be more suitable than the current one.

- a. Cllr Potter thanked them for their comments and said it was hard to make any changes tonight as it would need to be voted on in a future meeting. He also noted there is a quote for some cowling on its way and the parish council are trying to mitigate any negative effects as much as possible. He also explained that the parish council are limited by what Highways want as they dictate where things go after being presented with options. The sequence of events was also made tricky because the pavement was supposed to be going in but then the money promised never appeared. He also stated that mistakes may have been made because there were 3 clerks in one year and things may have been missed and the parish council acknowledge this. He said the conversations with Highways would continue about looking at various options. He explained the priority is the safety of the children so things must stay as they are until they can change and nothing can change until there is a vote on it and Highways need to authorise a change before it can be voted on. Cllr Moyle stated that there was a consultation that took place and lots of people attended from Lowenna Fields. This was also recorded in the minutes. Cllr Moyle also noted the best place to move it was out of the village to avoid all light pollution but this would mean moving the 20 mph speed sign a few metres further out of the village.
 - b. Cllr Potter suggested that the sign can be switched of at 8pm until a permanent resolution could be found. He also expressed that despite the SID picking people up before the 20 mph zone it showed that they were speeding even in the 40 mph zone on their way into the village.
4. The clerk stated she had received a few complaints about the noise at the **Meudon Hotel** over the previous weekend. A MoP also spoke to say there was a wedding with music and lights outside past 1am over the weekend. It affected the neighbours and their business of self-catering units, which resulted in complaints from their guests. They have asked to see the license issued to the hotel as they claim to be able to play music outside until 1am but they have not produced this and Cornwall Council have not yet responded to his request to see the license. Cllr Potter said the council would ask Cllr Thomson-Kenyon to locate the license. Cllr Whibley also noted there had been a lot of traffic on the corner which interrupted traffic flow. MoP also noted this wedding was different to others in that the entire hotel was shut so there was no need to consider other guests with noise pollution. There is also a new Instagram account called Meudon Weddings so there is concern that this could be their new modus-operandi for weddings which would be highly disruptive to neighbours. MoP enquired whether music licenses come through the parish council to which it was confirmed the council have no involvement in them.
5. Cllr Moyle arrived at 19.49

ACTION: Clerk to look into a memorial for the Tank Track if and when it does open

ACTION: Cllr Whibley to make contact with Tank Track owner and talk to council/ government representatives re the PROW.

ACTION: Clerk to look at getting map church lychgate updated and locating digital database of old churchyard.

	ACTION: Clerk to speak to Highways about moving SID in/ out of village and extending speed zone a few metres further out of the village. ACTION: Clerk to enquire with Cllr Thomason-Kenyon to get a copy of the music license for the Meudon Hotel.
2526.107	TO RECEIVE AND APPROVE THE MINUTES OF THE 15th JULY 2025 Cllr Whibley noted a typo on page 3 which was corrected- 'do' was changed to 'no'. She also enquired about the cricket pitch being repaired after the baseball team damaged it. Clerk responded the baseball team had repaired it in time for the cricket game on the Saturday following the complaint. PROPOSED Cllr Potter, SECONDED Cllr Biggin, RESOLVED to accept minutes of meeting 15th July 2025. All in favour.
2526.108	CLERK'S UPDATE AND ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA 1. Speed sign on Grove Hill- ownership and data- Clerk stated Cornwall Council own the SID on Grove Hill and the council is sending the data for the previous 12-24 months. Cllr Potter is keen to know what they do with it. 2. SID on Sampys hill update- FOI request has been responded to and completed. Clerk also said that the new PC laptop is all set up so the SID software can be operated from that. Cllr Potter also asked for up to date data to be released. Clerk also informed the council of the article in Falmouth Packet about the data and findings. 3. New banking- Unity Trust bank came back from CALC members as the most popular. Lloyds was the second most popular. Unity Trust Bank is more expensive at £6.25 per month for the account (Lloyds is £4.25). It was resolved to open an account with Unity to see how workable it is, run the two concurrently and then decide which one to continue with. Cllr Potter noted the priority is to be able to approve payments on the move and quickly. Cllr Biggin also noted that for any events that need a cash float it is difficult if there is no local branch- the council would probably need to go through the post office or a banking hub. 4. CIL- Clerk confirmed the spending window is five years. Cllr Biggin asked how far along we were to spending the CIL payments from 5 years ago. Clerk responded there was £2000 spent in this year on the JPF matting. There is £6k in the reserve and she thinks there is around 3 years left to spend what is there. 5. Clerk also stated she had asked Highways about the deer sign outside Glendurgan but they responded to say there hadn't been enough incidents to merit one. There is also a new initiative at the DfT and CC to minimise road signs as they feel there is too much sign clutter. 6. MoP spoke up and said she has requested hedgehog signs from CC Highways and had sent in figures for known fatalities. As they are an endangered species she is hoping for a positive response. Cllr Biggin is also reporting fatalities on a national database and has put up some hedgehog signs around the village to make people aware. ACTION: Clerk to chase up SID on Grove Hill data, ask how CC use it. ACTION: Clerk to open Unity Trust Bank ACTION: Update SID data on webpage

	ACTION: Check CIL spending deadline
2526.109	TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING None at this time
2526.110	TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL PA25/03266 Methodist Church- Listed building consent for alterations of window to door on rear elevation APPROVED PA25/04137 Edge Field, Carwinion Road- Improving the appearance and replacement of existing flat roof extension and infill extension of a detached house APPROVED PA25/03405 Land at Meudon Barns, Maenporth- Proposed Holiday Let APPROVED **MoP noted there was a lot of parking outside the entrance to Meudon Barns- it is unknown what this parking is down to as it makes it very difficult to wal up the pavement there- is it from Meudon Barn's guests? Cllrs responded they have on site parking so they don't think so but perhaps from walkers and possibly employees at the hotel as parking is so limited at the hotel. Cllr suggested to MoP that they could complain via the CC portal. PA25/00759/PRE Trelevra, Grove Hill- Do I need permission to improve the highway boundary wall CLOSED- ADVICE GIVEN PA25/05442 Carrick, Trelawney Close- 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 APPROVED PA25/03391 Apt 2, Arvor, West Bay- Use of apartment 2, Arvor, as an unfettered residential dwelling APPROVED PA25/04660 Roskellan, Bosanath Valley- Certificate of lawfulness for existing use of detached garage as a self-contained dwellinghouse Granted (CAADs, PIPs and LUs only) 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 APPROVED ACTION: Clerk to check with residents at Meudon Barns and House to see if they know where the increased parking is coming from.
2526.111	UPDATE ON THE FINANCIAL POSITION AND APPROVAL OF THE LIST OF PAYMENTS FOR SEPTEMBER - Review and agree monthly figures, payments and bank reconciliation. Clerk informed Cllrs the only payment not listed was the Royal Mail invoice of £99 for the returns envelope for the Carwinion Project and the Meeting Room invoice which had been queried. PROPOSED Cllr Potter, SECONDED Cllr Moyle, RESOLVED to accept payments and bank rec. All in favour. - Clerk informed Cllrs the second instalment of the precept had come through. - Grants 2025.2 will be launching next month with 2 months to have applications in. Window for applications will close on 10th Dec. - External Audit conclusion- auditors are happy and have sent some recommendations to be considered and implemented. These relate to the ones

	recommended by the internal auditor and making sure general reserves are higher. Clerk explained they had looked at reserves without taking into account the second instalment of the precept coming in so the council's financial position is fine. The Notice of Conclusion of Audit is live. 5. Agree date for next O+F meeting- Clerk explained the budget needs to be done in December's meeting but she thinks a meeting prior to then would be useful. Date set for Monday 13th August at 7pm. Cllr Potter states that money needs to be spent on the things it was allocated for as that's why the precept was increased. Cllr Whibley stated that items in the entire parish need to be considered, not just the JPF. ACTION: Clerk to prepare O+F agenda.
2526.112	CARWINION PLAYING FIELD 1. Agree to install bollards. Kevin Bate has very kindly donated 2 drop down bollards to the Carwinion Playing Field and has quoted £150 for installing them which could be offset against the rent. The council wanted their appreciation for the donation to be recorded- thank you to Mr Bate. 2. Cllrs do not want the work to be offset against the rent but would like an invoice for the work and would like to stop work being offset against the rent in future as it is much more straight forward to just receive invoices for work done after work has been approved by the trust or the council. 3. Cllrs agreed to put one bollard in each gap rather than 2 in one gap as there is another gap further towards the MCA building which could also be a potential way onto the field for vehicles. PROPOSED Cllr Potter, SECONDED Cllr Moyle, RESOLVED agree that one bollard would be placed in each gap leading onto the field and that they would like an invoice for the work rather than offsetting it against the rent and this is how they work should be done from now on. All in favour. 4. Update on Sunday's community engagement event- this was postponed due to bad weather and has been rescheduled for the following Sunday 21st Sept at the same time as Mawnan Fun Run. 5. The survey for the Carwinion Playing Field Project is underway by the Institute of Cornish Studies at Exeter University and will be going out at the beginning of October. 6. Stakeholders of playing field i.e football, cricket teams have all been introduced directly to Mei Loci. They are also arranging workshops at the pre-school, primary school and Penryn School- to get input from Mawnan's older children. ACTION: Clerk to introduce Mei Loci to HMCg
2526.113	JUNIOR PLAYING FIELD UPDATE 1. Update on funding and applications- Cllr Biggin informed Cllrs that Forest for Cornwall has offered a grant of £2k and discussions are underway with the bowling club about potentially installing a solar pump to access their well. A Crowdfunder has been launched for the Nature Area and the Cornwall Council Climate and Nature Fund will be applied for which will match any monies raised by the Crowdfunder once £2.5k has been raised up to the value of £5k. The Community Chest Fund will also be applied for in conjunction with the Crowdfunder and Cllr Thomason-Kenyon has already expressed her interest in donating.

	- Update on Sundays fundraiser football match which was to raise money for the Junior Playing Field in Mawnan and playing field in Budock- this has now been postponed. The cake sale due to take place has also been moved to the Carwinion Playing Field event detailed in 2526.112.4 above. Cllr Biggin would like a thank you to be minuted to Westcountry Foods for donating 90 eggs and 4 kilos of butter for the cake sale. - The Clerk gave an update on the financial position of funds for the JPF which is £45k within the Parish Councils reserves for the project- this is made up of solar farm funding, reserves for the JPF and current budget allocation.
2526.114	BURIALS - Decide circumstances of non-parishioner burials- Cllrs agreed to defer this to the burials committee. - Agree quote to clear compost piles in graveyard. Clerk explained that Libby, the church warden, is going to sign up for domestic compost collection and the Parish Council will reimburse her for this. She will wheel the compost bin to the collection point outside her property once a fortnight. Thank you to Libby for doing this. PROPOSED Cllr Moyle, SECONDED Cllr Stabbins, RESOLVED to accept the quote and go ahead with the work. All in favour. - Agree to tender for path in old graveyard to be re-laid- it is cracked and not level. It was agreed to get quotes for the path to be re-laid. Discussions led to Cllrs agreeing to a plastic mesh style path with gravel. - Who is responsible for upkeep of graves in old graveyard? Cllr Moyle stated the Parish council took on the upkeep for the vegetation, not the graves in the graveyard. The owners of the graves should be responsible but a lot of them aren't around anymore. Some graves are over 100 years old. When they bought the grave are these indefinitely owned or is it for a period of time? The Church took the money when the graves were originally bought. Cllrs agreed to defer this to the burials committee for a longer discussion. ACTION: Clerk to action work on compost piles at graveyard ACTION: Clerk to get quotes for re doing path in graveyard with plastic mesh and gravel specified above. ACTION: Cllr Potter to speak to Toddy (who repaired the Lychgate) regarding paths and what he'd recommend.
2526.115	REVIEW ANNUAL RISK ASSESSMENT PROPOSED Cllr Potter, SECONDED Cllr Moyle, RESOLVED to move this item to next month which gives Cllrs time to read it properly. All in favour.
2526.116	AGREE TENDERS TO GO OUT - Toilet Tender- exclude maintaining of gates closure in new tender. To be discussed in the confidential item in 2526.125 - Path Tender - Clerk had noticed the contract has expired. Clerk stated there are potentially two new paths to add- Path 9 from Cardlinack Road to Sampys Hill. Currently the council get both ends cut but not the middle of the path. The farmer has cut it this year but clerk needs to speak to him to make sure he is happy for parish council to maintain the path side of the fence.

	b. The second path to potentially be added is the new PROW from the road to the Helford the 'Tank Track'. Clerk is not sure if it will be LMP or SWCP. PROPOSED Cllr Potter, SECONDED Cllr Whibley, RESOLVED to put new tender out when Clerk can get it ready. All in favour. ACTION: Clerk to check with landowner on Path 9 if he's happy for path to be cut.
2526.117	ANY OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS 1. Solar set up for toilets- Cllr Potter to look at. Cllr Moyle commented that the water bill is very high. Clerk explained that there is a new contract in place now for the next 3 years and the council is no longer being charged a soakaway charge so bills should be a bit cheaper going forward. 2. Cashflow- Clerk still needs to do 3. Tender for fencing in community burial ground- Clerk still needs to do. ACTION: Cllr Potter to look at solar set up ACTION: Clerk to send a water bill to Cllr Moyle
2526.118	VACANCIES FOR CO-OPTION Council still has 4 vacant seats
2526.119	ANY OTHER BUSINESS THAT HAS COME IN SINCE THE AGENDA WENT OUT None
2526.120	TO AGREE RESPONSES REQUIRED TO ANY CORRESPONDANCE 1. Saving our Sarah- they are asking for money and space for the boat to be on display. Cllrs agree that they can apply for a grant when it is open for applications. ACTION: Clerk to see if they have found a site and communicate when grants have been launched.
2526.121	TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE 1. Footpath to Helford Passage 'Tank Track' – dealt with in 2526.106.1 2. Works to Footpath Mawnan 220/6 on Norway Farm. The landowner was very angry a wooden walkway was constructed on his land that was completely unsuitable for the issues on the PROW. It is now being removed and a more suitable solution is being arranged. 3. Any CAP, HMVC updates. There are two meetings coming up- a. 'Why Cornwall Seas Matter' by Cornwall Wildlife Trust's Head of Marine Conservation in the Memorial Hall- 16th October. b. Seal Sanctuary guided tour on the 27th September.
2526.122	MATTERS OF COMMUNITY CONCERN None- all dealt with in items above
2526.123	REPORT FROM CORNWALL COUNCIL WARD MEMBER Anna Thomason- Kenyon was not present and will send a report in the next few days.
2526.124	ITEMS FOR INCLUSION AT THE NEXT MEETING 1. SID 2. Annual Risk Assessment 3. Update on hedgehog sign 4. Hedges out of village need to be trimmed- from Mawnan to Penwarne.

2526.125

CONFIDENTIAL ITEMS

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.

[REDACTED]

[REDACTED]

[REDACTED]

[illegible]

ITEM list

1	Minutes of meeting 19 th August
2 A and B	External Audit Email and certificate
3	Annual Risk Assessment for review
4	Toilet cleaning and village duties tender
5	Footpaths tender
6 A-C	Save our Sarah info

Current bank balances

- Nationwide £48,343.60
- Current account £126,886.83
- Deposit account £436.52
- CPFT £13,247.77
- JPFT £10,256.37

Spending August

Item	Cost Centre	Supplier	What	VAT £	Total £	Paid?
89	Grass Cutting (green spaces)	R Sanders	Green Space cut July	178	1068.00	Y
92	Graveyard Maintenance	Robbie	July maintenance		484.00	Y
68 + 90	JPF inspection	SWPSi	June & July JPF inspection	18	108.00	Y
91	Toilets- Utility Charges	WaterPlus	June-July Water charges		100.58	Y
87	Training	CALC	Code of Conduct for Cllr Whibley	5	30.00	Y
88	Misc	MS Electrical	Putting SID up	36	216.00	Y
97	Toilets Electric	EDF	July-Aug	3.25	68.25	Y
98	IT support	Objective IT services	August	23.22	139.32	Y
107	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	Y
105	Clerk PAYE and NI	HMRC	Clerks pension		82.05	Y
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	Y
108	Office Admin	Adobe	Acrobat Pro	3.33	19.97	Y
96	Misc	B&Q	New Padlocks for CPF	5.70	34.19	Y
106	Misc	CALC	Donation for Sarah Mason leaving present		20	Y
			Total	279.49	4211.79	

Receipts Sept (none in August)

Item	Cost Centre	Supplier	What	VAT £	Total £
R15	Precept	Cornwall Council	Precept 2 nd Installment		55,817.39

Payments/ To approve for August

Item	Cost Centre	Supplier	What	VAT £	Total £	Paid?
112	Grass Cutting (green spaces)	R Sanders	Green Space cut August	157	942.00	N
109	Graveyard Maintenance	Robbie	August maintenance		484.00	N
110	JPF inspection	SWPSi	June & July JPF inspection	9	54.00	N
111	Toilets- Utility Charges	WaterPlus	July- Aug Water charges		86.86	Y
113	Misc	Mawnan Memorial Hall	Post Office Jan- Aug 25		1224.00	N
114	Graveyard	Travis Perkins	Stakes and plywood for signs Compost and subsiding graves	4.32	25.93	Y
119	Toilets Electric	EDF	Aug- Sept	3.25	68.25	Y
120	IT support	Objective IT services	September Laptop set up and Windows Pro purchase	127.22	763.31	N
101	LMP & SWCP maintenance	R Sanders	LMP & SWCP cuts	171.15	1026.88	N
TBC	Bank charges	Lloyds	Account charges		4.25	Y
122	Phone and Internet	BT	Phone and internet July	6.99	41.96	Y
127	Clerk salary	Mel Mercer	Wages August N.B there was a wage increase in April so this includes August's new salary of £1435.62 (before NI, PAYE and pension) + backpay of £189.05 from April- May		1494.91	N
125	Clerk PAYE and NI	HMRC	NI		145.13	N
126	Clerk and PC Pension contribution	NEST	Clerk £81.23 PC contribution £113.73		194.96	Y
124	Toilet Cleaning + Repairs	KC Payne	August charge Cleaning flooded gents, supplies, bleach floor		403.34**	N
TBC	Office Admin	Adobe	Acrobat Pro	3.33	19.97	Y
115	Graveyard	UK Sign Shop	Wildflower Meadow Sign	10	60.00	Y
116	Office Supplies	Tragoes	Staple Gun	1.33	7.99	Y
117	Grants & Donations	Mawnan AFC	Grant payment		800	Y
118	Graveyard	Greenside Tree services	Trimming of hedge in community graveyard on east side	60.00	360.00	N
121	Carwinion Playing Field CCF project	Mei Loci	1 st Instalment	598.40	3590.40	N
123	Toilets Supplies	Kernow Clinical Waste	Toilet Rolls	5.00	30.00	Y
129	External Audit	BDO	24-25 External Audit	84.00	504.00	N
			Total	1240.99	12332.14	