

MINUTES OF MEETING of Mawnan Parish Council on Tuesday 19th May 2026 at 7.00pm in The Mawnan Memorial Hall.



Present: Cllrs Potter, Stabbins, Biggin, Whibley, Shepherd, Head, Mason, Holloway, Morris and Clerk.

Minutes

2627.23	<p>TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2026/27 AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE</p> <p>PROPOSED Cllr Mason, SECONDED Cllr Stabbins, RESOLVED that Cllr Potter continue as Chairman. All in favour.</p> <p>PROPOSED Cllr Potter, SECONDED Cllr Mason, RESOLVED that Cllr Stabbins continue as Vice Chair. All in favour.</p>
2627.24	<p>TO RECEIVE APOLOGIES</p> <p>MoP Shiela Portsmouth Cllr Thomason Kenyon</p>
2627.25	<p>MEMBERS TO DECLARE ANY INTERESTS IN ITEMS ON THE AGENDA OR REQUEST DISPENSATIONS</p> <p>All Cllrs to sign the trusts dispensations for 12 months.</p> <p>PROPOSED Cllr Mason, SECONDED Cllr Potter, RESOLVED a block motion that the Parish Council awards dispensations to all members in respect of the Mawnan Junior Playing Field Trust and the Carwinion Playing Field Trust until the annual meeting in May 2027. All in favour.</p>
2627.26	<p>PUBLIC COMMENTS ON ITEMS ON THE AGENDA ONLY</p> <p>None</p>
2627.27	<p>TO RECEIVE AND APPROVE THE MINUTES OF THE 21st APRIL 2026</p> <p>PROPOSED Cllr Whibley, SECONDED Cllr Biggin, RESOLVED to accept the minutes of the previous meeting. All in favour apart from Cllrs Holloway, Potter, Morris, Stabbins and Mason who abstained as they were not present at the meeting.</p>
2627.28	<p>REPORT FROM CORNWALL COUNCIL WARD MEMBER Anna Thomason- Kenyon</p> <p>PROPOSED Cllr Mason, SECONDED Cllr Shepherd, RESOLVED that Cllr Thomason-Kenyon's report is noted with thanks. All in favour.</p>

	Report available at the bottom of these minutes.
2627.29	<p>CLERK'S UPDATE AND ANY MATTERS ARISING FROM PAST MINUTES NOT ON THE CURRENT AGENDA</p> <ol style="list-style-type: none"> 1. The Parish Council grant window is now open until June 10th and has been put on the website, the mailing list and on social media. 2. Cornwall Council are now launching full public consultation into the reintroduction of Glyphosate. 3. The clerk has conducted a look into how Glyphosate is used within the parish currently and both the contractor for the graveyard and open spaces (inc sections of highway in the parish) have been using it. However both are now aware of the public outcry and recent situation with Cornwall Council and have therefore stopped all usage of it and are looking for suitable alternatives. The main potential implication this will have for the council is costs could increase as alternatives tend to be more expensive. 4. The footpaths tender has been delayed until 2027. This is due to the clerk not realising it was due to be renewed in April this year. The clerk has spoken to the contractor and they are happy to continue for another year and then all Open Spaces contracts are renewed at the same time. 5. The Tree cutting application at Amaryl has been given conditional approval but the council's preference for it to be felled and reasons why have been noted in the planning officers report.
2627.30	<p>TO CONSIDER PLANNING APPLICATIONS RECEIVED FROM CORNWALL COUNCIL BY DATE OF THIS MEETING</p> <ol style="list-style-type: none"> a) PA26/02807 White Lodge Anna Maria Lane Works to trees subject to a Tree Preservation Order (TPO), works include T1- Fir- Fell <p>PROPOSED Cllr Potter, SECONDED Cllr Holloway, RESOLVED to acknowledge and support the tree officer's recommendation which states there is no good reason for this tree to be felled and recommended the application be refused. Cllrs therefore do not support this application. All in favour.</p> <ol style="list-style-type: none"> b) PA26/02938 Trewenack Budock Vean Lane Works to Tree covered by a Tree Preservation Order (TPO) - Small leafed lime - Remove one large lower limb and trim any others overhanging garden. <p>PROPOSED Cllr Mason, SECONDED Cllr Biggin, RESOLVED that there is insufficient detail in the application, including no TPO number, to make a decision as there appears to be no reason for felling; there is no disease or subsidence and in the absence of this detail Cllrs ask the tree officer for their advice and recommendations and ultimately defer the decision to the officer. All in favour.</p> <ol style="list-style-type: none"> c) PA26/02940 An Gwel Budock Vean Replacement of Conservatory with Single Storey Pitched Roof Rear Extension and Lengthening of Porch Canopy <p>The applicants were present and described the application to Cllrs and the reasoning behind the design decisions. Cllrs ran through materials proposed which are similar to those already used, it has no impact in parking, it can be seen from the road but only the attractive extended porch and canopy. There are no comments on the planning portal.</p>

	<p>PROPOSED Cllr Head, SECONDED Cllr Whibley, RESOLVED to support the application. All in favour.</p>
	<p>TO RECEIVE A LIST OF PLANNING DECISIONS MADE TO DATE BY CORNWALL COUNCIL</p> <ol style="list-style-type: none"> PA26/01729 River House Budock Vean Lane Works to trees subject to a Tree Preservation Order, Remove both T1 and T2, both Monterey Pine. APPROVED PA26/00741 Woodcroft Penwarne Road Application for Permission in Principle for the erection of one dwelling (Use Class C3),demolition of the existing side lean-to and demolition of ancillary buildings (minimum of 1, maximum of 1). Granted (CAADs, PIPs and LUs only) PA26/00128 The Ferry Boat Inn Advertisement Consent for erection of illuminated and non-illuminated signs to building and redecoration of exterior walls. PA26/00618 Amanyl Penwarne Road Works to Tree covered by a Tree Preservation Order (TPO) - T1 - Turkey Oak - Crown reduce height by 2m and lateral spread by 1.5m on north, east and south sides, and 2.5m on west side. PA26/01344 Well Meadow Old Church Road Proposed renovation and extension of an existing dwelling and replacement of an existing garden store.
2627.36 Moved up	<p>IT POLICY</p> <p>Agree IT Policy</p> <p>Cllrs discussed the IT policy and made a few amendments which the clerk made to the electronic copy. These were around the need for exclusive emails for Cllrs, personal usage of the council's computer, security and password protection.</p> <p>PROPOSED Cllr Potter, SECONDED Cllr Shepherd, RESOLVED to accept and adopt the IT policy with a review in 6-12 months time. All in favour.</p>
2627.32	<p>UPDATE ON THE FINANCIAL POSITION AND APPROVAL OF THE LIST OF PAYMENTS FOR MAY</p> <ol style="list-style-type: none"> Review and agree monthly figures, payments and bank reconciliation <p>PROPOSED Cllr Potter, SECONDED Cllr Shepherd, RESOLVED to accept the bank reconciliation and payments. All in favour.</p> <ol style="list-style-type: none"> Sign AGAR and note internal audit report and recommendations <p>Cllrs made an amendment to box 4 to tick 'no' as the clerk did not provide the period of public rights during the first 10 days of July in the (25-26) financial year.</p> <p>PROPOSED Cllr Shepherd, SECONDED Cllr Mason, RESOLVED to accept the annual governing statement. All in favour.</p> <p>Cllrs discussed and ran through the internal audit recommendations. 3 out of 4 are resolved as the notice of public rights was agreed at the previous month's meeting (2nd June announcement with the Period of Rights commencing the next day 3rd July to the 14th July).</p> <p>There needs to be an explanation and response as to why each point in the recommendations was not done by the council in the year. This can be addressed fully at the</p>

	<p>next Office and Finance meeting and provisions put in place to stop the same faults happening again.</p> <p>Cllrs agreed to do the internal audit in Oct/ Nov time as it would prove advantageous as any issues would be highlighted early enough to resolve any them prior to the end of financial year and then</p> <p>PROPOSED Cllr Shepherd, SECONDED Cllr Mason, RESOLVED to accept and adopt the Internal Auditors Report and refer to the Office and Finance Committee to look at the recommendation and make a response. All in favour.</p> <p>Cllrs had already viewed and were familiar with the accounting statement as they were provided at last month's meeting for review.</p> <p>PROPOSED Cllr Potter, SECONDED Cllr Biggin, RESOLVED to accept the accounting statement as a true and accurate reflection. All in favour.</p> <p>3. Agree insurance schedule and cost of £906 (up from £640 but we had a three year fixed price contract with them previously).</p> <p>4.</p> <p>Cllrs discussed the current policy quote and would like to reduce the premium by increasing excesses as per the insurance company recommendations and take on a 3 year fixed deal if one is offered up. They would also like to make additional amendments to the insurance value of the toilet block and its contents along with amending the value of some items as per what was agreed in the October 2025 Office and Finance meeting. The toilet block is currently insured for £62k- the clerk has enquired for a quote with it increased to £80-100k. Cllrs suggest giving the sq meterage from the toilet block to see if the insurance company can make a recommendation.</p> <p>PROPOSED Cllr Mason, SECONDED Cllr Potter, RESOLVED to delegate to the clerk in consultation with the chairman and Cllr Shepherd the power to renew the insurance up to the value of £1000 based on the amendments discussed. All in favour.</p> <p>ACTION: Look at potential higher interest accounts including Nationwide. ACTION: Schedule internal audit for November ACTION: Upload internal audit and AGAR- front page, tell when period will be. Put Agar etc on noticeboard ACTION: Ask insurance company for a recommended rebuild cost based on sq meterage.</p>
2627.33	<p>ESTABLISH WORKING GROUPS</p> <p>Committees</p> <ul style="list-style-type: none"> • Planning (all Cllrs) • Burials- Cllrs Moyle, Morris, Mason, Holloway • Trusts (all Cllrs) • Office and Finance and Staffing- Cllrs Potter, Shepherd, Mason, Moyle, Biggin, Stabbins. <p>Working Groups</p>

	<ul style="list-style-type: none"> • Highways and Environmental- Cllrs Stabbins, Morris, Shepherd, Potter, Moyle. • Open Spaces- Cllrs Biggin, Stabbins, Shepherd. <p>Reps/ Portfolio positions</p> <ul style="list-style-type: none"> • Footpaths- Cllrs Whibley, Head • Emergency Planning- Cllr Whibley, Mason as a reserve • CAP- Cllrs Stabbins, Morris • Tree warden- Cllrs Holloway, Moyle • Planning and site visits Cllrs Whibley, Head • Rendlesham Trust- Cllrs Biggin, Morris • Memorial Hall Committee- Cllr Potter • Defib Monitor- Cllr Potter • Comms and community engagement- Cllr Biggin • Helford Marine Conservation Group- Cllr Morris, Stabbins <p>PROPOSED Cllr Potter, SECONDED Cllr Stabbins, RESOLVED to establish and modify committees, working groups and reps as discussed and shown above. All in favour.</p>
2627.34	<p>NEIGHBOURHOOD PLANNING STATEMENTS- FOR THE FUTURE LOCAL PLAN 2030-2050 ITEM 5, 5A, 5B</p> <p>Agree to commit to oversee the Neighbourhood Priorities Statement for Mawnan Parish.</p> <p>Cllrs discussed whether there is a need for an NPS when the NDP took so long to create. The majority decided that on balance, there is a need to produce an NPS as it will be the only form of community led and evidenced based protection through which guidelines provide thresholds for developers and planning officers to meet should any larger development applications be submitted in the parish.</p> <p>Details of the scheme can be viewed here: https://www.cornwall.gov.uk/planning-and-building-control/neighbourhood-planning/neighbourhood-priorities-statements-pilot/#Apply</p> <p>PROPOSED Cllr Potter, SECONDED Cllr Whibley, RESOLVED to send the letter to Cornwall Council committing to produce a Neighbourhood Planning Statement. All in favour except for Cllr Shepherd who voted against.</p> <p>ACTION: CLERK TO Start looking at this, create timeline</p>
2627.35	<p>ELMP GRANTS & LOCAL TRANSPORT PLAN FUNDING</p> <ol style="list-style-type: none"> 1. ELMP: There are 'enhanced' grants of up to £10k for the continued maintenance and improvement to the Public Rights of Way (PROW) in our local area <ol style="list-style-type: none"> a. Agree to make an application for Footpath 35 and any other PROW's in parish where necessary. <p>PROPOSED Cllr Potter, SECONDED Cllr Whibley, RESOLVED that the council make an application to the ELMP for repairs and improvements to Footpath 35. . All in favour.</p> <ol style="list-style-type: none"> 2. LTP: There is money to improve more urban routes that link to local schools or village centres. Footpath 19 is a contender.

	<p>a. Discuss any potential applications</p> <p>PROPOSED Cllr Mason, SECONDED Cllr Morris, RESOLVED that the council make an application to the LTP for repairs and improvements to Footpath 19. All in favour.</p> <p>ACTION: Clerk to put EOI in for both funds</p>
2627.36	IT POLICY moved up agenda
2627.37	<p>RECEIVE RECOMMENDATION FROM TRUSTS MEETING</p> <p>The Carwinion Playing Field Trust resolved at its last meeting to pay the Parish Council the agreed portion of the costs for the Carwinion Playing Field project survey prepared by the University of Exeter.</p>
2627.38	<p>BIN COLLECTION CONTRACT</p> <p>Agree contract</p> <p>PROPOSED Cllr Potter, SECONDED Cllr Holloway, RESOLVED to accept the bin collection contract from Cornwall Council. All in favour.</p>
2627.39	ANY OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS
2627.40	<p>ANY URGENT BUSINESS THAT HAS COME IN SINCE THE AGENDA WENT OUT</p> <p>Cllrs had a brief discussion about a proposal that has come in from Cornwall Council offering to install an electronic bus stop sign (RTPI screens) with live updates. Cllrs questioned the need for this and what the operating hours would be. They also wanted confirmation of exactly where it will be installed- interior or exterior of bus stop.</p> <p>ACTION: Council are reticent about it and are inclined to say no but ask for more information about where it would go, operating hours etc. Is it on at night for example?</p>
2627.41	<p>TO AGREE RESPONSES REQUIRED TO ANY CORRESPONDANCE</p> <p>a) Archaeological project 'Forging the Anchor' at the Anvil Trust Cllr Mason declared an interest and left the room. A member from the Anvil Trust was present and explained that the trust are supporting the project and have offered a small grant if the applicant can get the support of local authorities and bodies such as Natural England.</p> <p>PROPOSED Cllr Potter, SECONDED Cllr Stabbins, RESOLVED that the council support the project. All in favour.</p> <p>b) Dowrglan</p> <ol style="list-style-type: none"> a. Formally declare a Vote of No Confidence in South West Water. b. To agree to sign the collective letter to the Secretary of State demanding the removal of South West Water's management through a Special Administration Order c. https://www.dowrglan.org/sign-the-letter

	<p>This was a lively discussion between Cllrs with the debate focusing around whether it was the council's place to declare something on behalf of the community. There are other parish and town councils that have voted in favour of declaring a vote of no confidence but after consideration it was decided to make the public aware of the scheme and give them the option to sign as individuals rather than formally sign the letter as Mawnan Parish Council.</p> <p>PROPOSED Cllr Mason, SECONDED Cllr Head, RESOLVED that they don't believe it falls within the parish council remit but will publicise the scheme and urge members of the public to research and respond as they see fit. All in favour except for Cllr Holloway who abstained.</p> <p>ACTION: Send link and info on mailing list and put on noticeboard.</p> <p>c) Update on Adaptation Reporting Power and upcoming consultation ITEM 10</p> <p>a. Decide to comment on consultation</p> <p>Cllrs did not feel like they could make a decision on the consultation and since the deadline was the following day it was decided to not move forward with this item.</p>
2627.42	<p>TO RECEIVE INFORMATION AND MAKE DECISIONS ON ANY NOTED ENVIRONMENT ISSUES INCLUDING TRAFFIC, ROADS, FOOTPATHS & COUNTRYSIDE</p> <p>1. Any CAP, HMVC updates</p> <p>Cllr Stabbins talked about the local climate adaptation tool run by the Exeter University to learn how to use it and help to develop local action plans. Cllr Biggins has put her name down to be on the workshops representing Mawnan Parish.</p> <p>2. SID- waiting to get a meeting in the diary with Viv Bidgood via Highways.</p> <p>3. Cllr Holloway brought up that the new fencing at No Mans Land has been replaced much closer to the road and is causing drivers with large vehicles to have to pull out into the middle of the road to avoid hitting it. A few farmers have reported this to Cllr Holloway.</p> <p>ACTION: Clerk to have a look and work out whether to report to Highways/ bring up with Viv</p>
2627.43	<p>MATTERS OF COMMUNITY CONCERN</p> <p>The bus stop on Carlidnack Road is very overgrown so people are having to wait further into the road due to the vegetation.</p>
2627.44	<p>ITEMS FOR INCLUSION AT THE NEXT MEETING</p> <p>Grants</p>
2627.45	<p>DATE & TIME OF NEXT MEETING</p> <p>16th June 7pm</p> <p>Apologies from Cllrs Shepherd and Holloway</p>
2627.46	<p>CONFIDENTIAL ITEM</p> <p>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.</p> <p>1. Quotes for tree cutting at burial ground</p>

PROPOSED Cllr Mason, SECONDED Cllr Shepherd, RESOLVED under the 1960 Public Bodies Act to exclude the press and public due to the confidential nature of items to be discussed. All in favour.

Cllrs discussed the two estimates (not quotes) from the contractors for the tree work put out to tender in the graveyard.

PROPOSED Cllr Potter, SECONDED Cllr Shepherd, RESOLVED to recommend the quote from [REDACTED] to the PCC for consideration subject to prior approval to any material changes once on site and the work as commenced. All in favour.

[REDACTED]

[REDACTED]

PROPOSED Cllr Mason, SECONDED Cllr Shepherd, RESOLVED to delegate to the clerk and Cllr Biggin and Shepherd the power to spend £5000 with Sports Consulting to put a tender together for Mawnan Park. All in favour.

X

Guy Potter
Chair

ITEM list

1	Minutes of meeting 21 st April 2026
2	Bank Reconciliation
3	AGAR 25/26 to be submitted to internal audit
4	Insurance Policy- old one marked up with amendments requested
5	Email about Neighbourhood Planning Statements
5A	PDF of Neighbourhood Planning Statement Intro Presentation
5B	Neighbourhood planning statement letter
6	IT Policy
7	Bin Collection Contract
8	Forging the Anchor- new project at the Anvil Trust email
9	Collective letter to Sec of State re South West Water
10	Email of thanks and update on Adaptation Reporting Power and upcoming consultation

Current bank balances as at 12th May (30th April)

- Nationwide £50,039.67
- Current account £11,867.42 (£61,843.24)
- Deposit account £119,413.45 (£69,383.04)
- CPFT £13,380.44
- JPFT £11,307.02

Spending April

Item	Cost Centre	Supplier	What	VAT £	Total £	Paid?
3	JPF inspection	SWPSi	March JPF inspection	9.00	54.00	Y
4	Toilets- Utility Charges	WaterPlus	March Water charges		92.81	Y
9	Toilets Electric	YU Energy	March invoice	0.50	10.47	Y
7	IT support	Objective IT services	March support	27.44	164.64	Y
14	Bank charges	Lloyds	Account charges		4.25	Y
10	Phone and Internet	BT	Phone and internet April	7.72	46.34	Y
16	Office Admin	Adobe	Acrobat Pro	3.33	19.97	Y
5	Green spaces	R Sanders	March cut	465.40	2792.40	Y
11	Clerk Salary	Melissa Mercer	Wages March hours		1296.88	Y
13	Clerk and PC Pension contribution	NEST	Clerk £59.02 PC contribution £103.28		162.30	Y
12	Clerk PAYE and NI	HMRC	PAYE and NI		278.38	Y
6	Grants	Paul Glover	Little Wembley Cutting plus authorised tree removal		170.00	Y
17	Registry Searches	Land Registry	Trebah Farm search		7	Y
8	Training	CALC	Annual membership Calc and Nalc	104.91	747.95	Y
2	Mawnan Park Crowdfunder + MP project	TK Play	Fencing in Mawnan Park	2458.20	14749.20	Y
1	Graveyard Rates	Cornwall Council	Business rates		362.44	Y
15	Toilet materials	Kernow Clinical	Toilet rolls	10	60	Y
			Total	£3086.50	£21,019.03	

Receipts April/ May

Item	Cost Centre	Supplier	What	VAT £	Total £
R1	Precept	Cornwall Council	Precept instalment 1		57,490.00

R2	Burial Fees	Pascoe and Sons	Internment and Memorial (cremation)		250.00
R3	VAT Refund	HMRC	VAT repayment Oct 25-March 26	6680.82	
R4	Earmarked Reserve CIL	Cornwall Council	CIL payment April 26		3077.00
R5	Earmarked Reserve Mawnan Park	Mark Foundation	Donation to Mawnan Park Project		500
R6	Junior Play Field Forest for Cornwall Grant	Cornwall Council	Forest for Cornwall Grant repayment		2568.24
R7	Earmarked Reserve Solar Fund	Nationwide	Interest for year		1696.07
R10	Earmarked Reserve burial fees		Memorial stone R Ould		150
			Total	£6,680.82	£65,371.31

Payments/ To approve for May

Item	Cost Centre	Supplier	What	VAT £	Total £	Paid?
27	JPF inspection	SWPSi	April JPF inspection	9.00	54.00	N
19	Toilets- Utility Charges	WaterPlus	April Water charges		103.66	Y
20	Toilets Electric	YU Energy	April invoice	0.67	14.03	Y
29	IT support	Objective IT services	April support	27.44	164.64	N
TBC	Bank charges	Lloyds	Account charges		4.25	N
33	Phone and Internet	BT	Phone and internet May	7.72	46.34	Y
24 & 30	Toilet Cleaning	Passmore	March and April Charge	130	780	N
TBC	Office Admin	Adobe	Acrobat Pro	3.33	19.97	N
25 & 35	Green spaces and LMP/ SWCP cuts	R Sanders	April cuts	319.70	1918.22	N
36	Clerk Salary	Melissa Mercer	Wages April hours		1296.88	N
38	Clerk and PC Pension contribution	NEST	Clerk £59.02 PC contribution £103.28		162.30	Y
37	Clerk PAYE and NI	HMRC	PAYE and NI		278.38	N
21	Graveyard Maintenance	Robbie's Garden Services	April maintenance		484.00	N
22	Mawnan Park Crowdfunder + MP project	Budding Nature	August's BioBlitz upfront fee		400	N
18	Office Admin	Clear Mind Concepts	Wall Calendar	2.17	12.99	Y
23 & 26	Crowdfunder and Forest for Cornwall projects	The Forest Garden	Vars planting, shrubs, protection		355.86	N
28	Graveyard maintenance	Libby Reed	Green waste collection		113.92	N
31	Mawnan Park Crowdfunder + MP project	Cornwall Hardwood Supplies	Spent mushroom compost	29.00	174.00	Y

32	Toilet repair	Blue Flame	Repair leak- am questioning this	32.18	193.10	N
34	Internal Audit	Barbara Goraus	Internal audit costs		150	N
			Total	£561.21	£6726.54	

DRAFT