

# Mabe Parish Council

C/o The Parish Office, MS Electrical, The Square, Mawnan Smith, Cornwall TR11 5EP

## Minutes of the meeting of Mabe Parish Council held on Thursday 11<sup>th</sup> April 2019 at the Mabe WI Hall, at 8.00pm

**Present:** Parish Councillors; P Tisdale (chair), Cole, Frost, Kingsley, R Phillips & Tindle. L Clements (Parish Clerk) & 2 members of the public (planning only).

**431.19 Safety Procedures** - These were explained.

**432.19 Apologies for absence** - Cllrs Higgins, K Phillips, A Thomas & M Wilkinson. Cllr Williams does not attend our meetings nor provide apologies.

**433.19 Declarations of interest in Agenda Items** – Cllr Cole (PA19/02602)

**413.19 Minutes of Previous Meeting – 14<sup>th</sup> March 2019 Proposed:** Cllr Cole **Seconded:** Cllr Tindle

### 414.19 Matters Arising from previous minutes

- Cllr R Phillips asked is any progress on finding the deeds for the Memorial Garden had been made. The clerk said that she had tried all of the files she held and had asked the previous clerk if she had seen them but could find nothing. She would try in the bank to see if any records were being held.
- Cllr Kingsley said that Richard Scrase had been given one set of WI Hall documents and would need the 2<sup>nd</sup> (or subsequent) versions to go thorough fully before commenting.
- The clerk had gotten a price for the replacement coin meter of £200 (approx.) and had checked on what type of charge the WI would like it to run on. It was agreed that since this was still within the limit of the original resolution that it should go forward asap.

**415.19 To receive notice of resignation and address council vacancies** - it was felt that the email from Cllr Higgins was ambiguous and that she should be given the opportunity for a "leave of absence". The clerk agreed to contact her again asking for a formal resignation (to contain the word resignation) if she still felt it necessary.

**416.19 Public Participation** - 2 residents in relation to PA19/02068 made thorough representations & answered questions from the councillors.

### 417.19 Planning -

Planning Applications				
A	PA19/02602	Tregaron Trenoweth Mabe TR10 9JH	Attic and side extension of a bungalow and improving its pebble dash appearance.	(Cllr Cole left at 8.20, returning at 8.27) Members discussed the application and voted to <b>SUPPORT</b> the application <b>Proposed:</b> Cllr R Phillips <b>Seconded:</b> Cllr Tindle
B	PA19/02068	Barn Higher Treliever Farm Longdowns TR10	Prior notification of agricultural barn to form 2no. dwellings and for associated operational development	Mabe Parish Council discussed the application are disappointed that we are not consultees on this application, but understand that being a "Q" application it is not required. However, we do feel that this application pushes the limits of this designation. Once again we have concerns with any potential further development on this site that does not include serious intervention on the access onto the increasingly busy A394 or the provisions for drainage and surface water treatment. Despite comments from the highways officer

involved we as a parish are aware of multiple accidents, near misses and collisions on this stretch of road - in fact our councillors were almost hit during their attempt to access the property for a site visit regarding this application! We feel that a full highways assessment of the road, based on the currently available conditions, not developments or applications that were put in over 5 years ago, is required. The conditions on the road have changed measurably since then.

There are also worries about how the access lane would manage with extra traffic; in places it is only single track and there are no passing spaces necessitating reversing (even onto the main road in instances). No reference has been made to where the vehicles for the conversion property would be accommodated - there are no plans showing parking provision for what could be up to 9 additional cars.

We are also worried about the drainage, sewerages and management of surface water on the entire site. There are already instances on flooding down through the barn conversion developments from the current agricultural barn, which have never been addressed. Soakaways are not capable of dealing with the extremes of water run-off already happening and we would like to see, in line with current legislation updates, full plans of provision to deal with these issues prior to any new plans being approved. Note has to be made that the water source (well) for some of these homes has the potential to be affected by increased use of septic tank soakaways.

We also have concerns about the proximity of this new development to the existing properties; the fact that windows would immediately face onto residences; that there is no provision for outside maintenance on the boundary; that vehicle entrance would be made within meters of the kitchen windows of the farmhouse and for the general design aesthetics of the proposed development. It will not be in keeping with the granite buildings of the farmhouse or associated existing barn developments - being of single skin concrete block built construction.

We would ask that any development to this barn would require a full planning application be submitted and would cover safe highways provision and access, full explanation of drainage & surface water management plans and the suitability of design for its location.

**Proposed:** Cllr R Phillips **Seconded:** Cllr Cole

Planning Decisions				
C	PA19/00892	Rosslyn Halvasso Penryn TR10 9BY	Construction of first floor extension and alterations, installation of garden shed and solar panels and stationing of temporary static caravan	Approved with conditions: shed tied to house; static caravan to be removed by March 2022/ end of build
D	PA18/10548	Chynoweth Farm Rose Valley Mabe Burnthouse Penryn Cornwall TR10 9JF	Removal of planning obligation dated 7th August 1991 in respect of decision W2/89/01514/F to allow sale of two fields to local farmer	S106 Discharged

**418.19 Planning matters arising since 10<sup>th</sup> February 2019 – Enforcement EN19/00423 (PRoW next to Allotments)**

**419.19 S106 funding – to draw up a list of potential projects for existing funding to relay to Cornwall Council (could also be used for CNP highways EOI).**

It was agreed that the initial response to ALL S106 proposals that would see developments lose green/open spaces would be that we would like to see them remain as a part of the development, since that is what the plans are based on. If not then it should be beholden on the developer to source and fund purchase land of comparable size somewhere else within the parish.

Other than that it was felt that things like a purpose built running track round the MYCP field and associated outdoor gym equipment would be of benefit, as would a hypothetical cricket pitch or tennis court. Replacement football posts were an immediate necessity.

Cllr Frost asked if S106 could be used to retroactively fund fingerpost repairs (in Halvasso) which had just cost £400.

The clerk was asked to find out exactly what S106 monies could be allocated to within the parish – did they have to be open space, when what we needed was provision to gain safe access across the road to get to them? A request to local landowners (including CC) to find out if there was any small parcels of land available for purchase was to be made (possibly via MabeMatters).

**420.19 Financial matters**

**a. Payments received (£10,202.44 S106 reclaim) & bank reconciliation**

<b>Bank Reconciliation as at</b>	<b>31.3.19</b>		
Balances	Barclays	£	22,247.54
	NS&I	£	7,388.83
less unpresented cheques			
	101444	£114.00	
		£	114.00
		£	<b>29,522.37</b>
Balance brought forward		£	26,294.93
plus receipts		£	141,914.51
less payments		-£	138,687.07
<b>on hand balance</b>		<b>£</b>	<b>29,522.37</b>
PAYE commitment		£	-
VAT commitment		£	388.60

**Proposed:** Cllr Cole **Seconded:** Cllr Tisdale

**b. Payments to be made – totalling £849.94**

Date	Cheque Number	Payee	Details of payment	Payment	VAT
<b>Apr 19</b>					
10.4.19	101445	Lisa Clements	Wages & Expenses	£350.43	
1.4.19	101446	CALC	Annual Subscription	£489.53	£50.61
29.3.19	DD			£9.98	£1.32
				<b>£849.94</b>	<b>£52.27</b>

Proposed: Cllr Cole

Seconded: Cllr Kingsley

**c. Details of End of Year position & preliminary details of Annual Return**

The clerk reported that the annual return & explanation of variances was drafted and that Hudson Accounting were looking to pick up the parish's accounts on the 18<sup>th</sup>. She felt that there were, no doubt, some papers that had not been signed that would be highlighted. Dates for the public review were provisionally from 17<sup>th</sup> June and that the June meeting should be able to cover the ratification of Governance & Finance statements – she would send papers as soon as the accounts had been agreed.

**421.19 Budget & Spending review Q4 including consideration of all on-going payments by the parish (including made by recurrent grant)**

	2018/19 - revised Apr 18	1st Quarter apr - jun	2nd Quarter jul - sept	3rd Quarter oct - dec	4th Quarter jan - mar	% spent
<b>Income</b>						
Precept	£19,000.00	£9,500.00	£19,000.00	£19,000.00	£19,000.00	
CTS Grant	£743.82	£371.91	£743.82	£743.82	£743.82	
Cornwall Council re Footpaths		£1,264.20	£1,264.20	£1,264.20	£1,264.20	
Interest (NS&I) approx		£0.00	£0.00	£0.00	£0.00	
Misc		£60.00	£70.00	£298.00	£298.00	
AED maintenace collection tins		£30.73	£79.83	£135.70	£150.56	
S106 reclaimable funding	£93,996.00	£0.00	£44,604.50	£99,411.44	£99,411.44	
VAT reclaimed (rec'd)					£21,046.49	
<b>TOTAL INCOME</b>	<b>£113,739.82</b>	<b>£11,226.84</b>	<b>£65,762.35</b>	<b>£120,853.16</b>	<b>£141,914.51</b>	
<b>Expenditure</b>						
VAT Paid		£946.99	£10,277.59	£19,787.30	£21,435.09	
<b>General Admin</b>	<b>£360.00</b>	<b>£37.73</b>	<b>£82.92</b>	<b>£125.12</b>	<b>£158.56</b>	<b>44.04%</b>
<b>Employment Expenses</b>	<b>£4,785.00</b>	<b>£998.48</b>	<b>£2,402.76</b>	<b>£3,630.27</b>	<b>£4,853.21</b>	<b>101.43%</b>
<b>Subscriptions</b>	<b>£450.00</b>	<b>£431.89</b>	<b>£431.89</b>	<b>£431.89</b>	<b>£467.89</b>	<b>103.98%</b>
<b>Insurances</b>	<b>£740.00</b>	<b>£499.35</b>	<b>£499.35</b>	<b>£499.35</b>	<b>£499.35</b>	<b>67.48%</b>
<b>Audit Fees</b>	<b>£370.00</b>	<b>£0.00</b>	<b>£125.00</b>	<b>£125.00</b>	<b>£125.00</b>	<b>33.78%</b>
<b>Election expenses</b>	<b>£1,000.00</b>	<b>£0.00</b>	<b>0</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.00%</b>
<b>Hall Hire</b>	<b>£200.00</b>	<b>£75.00</b>	<b>£75.00</b>	<b>£210.00</b>	<b>£210.00</b>	<b>105.00%</b>
<b>Website</b>	<b>£180.00</b>	<b>£0.00</b>	<b>£175.00</b>	<b>£175.00</b>	<b>£350.00</b>	<b>194.44%</b>
<b>Misc</b>	<b>£392.12</b>	<b>£392.12</b>	<b>£392.12</b>	<b>£430.58</b>	<b>£544.58</b>	<b>138.88%</b>
<b>Training</b>	<b>£300.00</b>	<b>£45.00</b>	<b>£220.00</b>	<b>£232.00</b>	<b>£262.00</b>	<b>87.33%</b>
<b>Public Services</b>	<b>£8,970.00</b>	<b>£4,171.90</b>	<b>£5,424.00</b>	<b>£6,001.25</b>	<b>£6,001.25</b>	<b>66.90%</b>
<b>Grants &amp; Donations</b>	<b>£4,450.00</b>	<b>£2,020.30</b>	<b>£3,660.30</b>	<b>£4,048.70</b>	<b>£4,368.70</b>	<b>98.17%</b>
<b>S106 funding</b>	<b>£93,209.00</b>	<b>£0.00</b>	<b>£53,525.40</b>	<b>£91,464.82</b>	<b>£99,411.44</b>	<b>106.65%</b>

<b>TOTAL PAYMENTS</b>	<b>£115,406.12</b>	<b>£9,618.76</b>	<b>£77,291.33</b>	<b>£127,161.28</b>	<b>£138,687.07</b>	
<b>Balance of Income minus Expenditure</b>	<b>-£ 1,666.30</b>	<b>£104,121.06</b>	<b>-£11,528.98</b>	<b>-£6,308.12</b>	<b>£3,227.44</b>	

A review of the current direct debits (EE – mobile phone) was undertaken. A discussion perpetual grants was also done in light of information from Cllr R Phillips, since there was no provision specifically made in the budget. The clerk could only find agreements for £500 or 50% for MabeMatters; there was no record of agreements to fund Twinning (£100) or MYCP (£500 for play equipment maintenance) but grant requests up to 2017 could be found. She felt that any agreement towards automatic payments on receipt of accounts should be included in the budget, not taken from grants as that way they would not be missed (the cause of Cllr R Phillips original email).

After discussion it was agreed that Twinning would be granted an annual provision (since it was a parish council responsibility devolved to them) of £100 on receipt of accounts. **Proposed:** Cllr Tisdale **Seconded:** Cllr Tindle.

Cllr Kingsley asked that this be conditional on the councillors being invited to the reception event when the French contingent arrived and that attempts should be made to open up Twinning to a wider membership somehow.

Recurrent funding for the MYCP for equipment maintenance was deferred to the May meeting as it needed to be considered with the provision for handing over of the new equipment.

**422.19 Further details on the parish boundary review and associated processes** –Cllr Tisdale said that residents in Longdowns were eager to become part of Mabe – and not only for the significant reduction of parish Council Tax element! Historically the had been part of the parish, they currently are within the school catchment area, use facilities in the village more than those in Stithians/Rame and feel they are more a part of Mabe than Stithians. It was also noted that in all likelihood Penryn would be making some kind of attempt on Tremough so we would need to be involved I the process. It was agreed to rescind our original “no intention” position immediately and that the clerk would draft up comments for the consultation document for review by the July deadline.

**423.19 To receive information on the NDP proposal and to discuss the NDP area designation request & a request for interim funding.**

The clerk stated that an initial group meeting had taken place but with limited attendance. Plans had been made for a public meeting but that currently the project was slightly confused. Notwithstanding, the group members had asked that the designation request be signed by the Parish Council for the whole parish and sent to county to begin the consultation period of 6 weeks.

It was agreed that this fell within the parish council previous agreement to go ahead with a NDP, so was signed by the Chairman without further vote.

A request for a small working balance to cover the interim period was deferred until a draft proposal of what funding would be used and a finalised date for the public meeting for was received.

**424.19 To receive any correspondence and agree appropriate responses if required**

	<i>Date</i>	<i>Who</i>	<i>Description of issue</i>	<i>Action taken</i>	<i>Agenda item</i>
.1	16.3.19	CPRE	Litter Free Campaign – spring 2019	For info	
.2	19.3.19	CALC	Governance (boundary) Review – AGM presentation slides	For info	13
.3	26.3.19	Ruth Grimmer, EXU	Issue raised with mayor of neighbouring parishes wearing civic regalia without “invitation” by parish	pending	21
.4	19.3 & 28.3.19	Nicola Drewitt (Localism)	CNP meeting – past minutes (for 26.3) & new venue arrangements	For info	16
.5	21.3.19	CALC	PFJ Littlejohn – webinar for 2018/9 smaller authority audits	Clerk dealing	10
.6	26.3.19	CALC	Planning Partnership Vacancies/ Notification of Audit Code of Practice	For info / clerk dealing	

.7	26.3.19	D Charles	Churchyard cutting response	Pending (grants)	
.8	28.3.19	S Higgins	Resignation from Parish Council	Full council	6
.9	29.3.19	Esther Richmond (localism)	Road Safety event invitation -14/5/19	For info	15
.10	4.4.19	Lynne Beardsmore CCAF	Countryside Access vacancies		
.11	4.4.19	E Ball (planning)	Meet the Planners – presentation slides	For info	
.12	4.4.19	FXU	Invitation to Annual Review	Full council	
.13	5.4.19	EP&E (planning)	Housing SPD consultation	For info	9
.14	9.4.19	Street trading	Cornish Noodle Box application	Pending	9
.15					

Please note items classed as '*for info*' have already been emailed on to all councillors and will not be included in the emailed agenda pack. It may be appropriate to assign/accept invitations to events/training during this item.

Item .9 – Cllr Tisdale to attend

Item.13 – Cllr Tisdale to draft comments for June meeting, forwarding to other councillors as drafted for comment.

Item .14 – HGV access & public safety concerns to be noted. Also no restriction of access to Treliever Equestrian Centre.

**425.19 Police / Traffic & Transport matters** – Cllr Tisdale noted from the regular meeting with Cormac the following on-going issues:

- Runoff at Rose Valley – on-going issue
- Longdowns Feasibility study ... when starting?
- Repainting request for Lozenge markings again.
- Drains – dig out & dump to side is because Cormac do not have correct waste removal licences
- Oil leak on Antron Hill – was hydraulic fluid from crane. Road will be regularly checked to make sure this has caused no degradation to the surface – if so it will need to be replaced.
- The delay to the pavement works at Carnsew Close was a communication error at Cormac – the crew were advised patching required, so ordered equipment & supplies based on this only to arrive to plans for full replacement so hadn't enough resources. Should be just about finished.

**426.19 Report from Cornwall Councillor Williams** - nothing noted. Clerk stated that she has written to Cllr Williams explaining that he would now only be receiving emailed agendas & minutes – they would no longer be posted out.

**427.19 Reports from councillors on any meetings undertaken on behalf of the council (including University liaison, CNP)**

Apologies – Cllr Cole did not make the Uni meeting.

**428.19 Items to be added to May Agenda** - none not already noted

**429.19 Date and time of next meeting: 9<sup>th</sup> May 2019 7.00pm (Annual Parish Meeting)** Please be aware invitations to present a review have been issued to all groups awarded a grant in 2018.

**430.19 Exclusion of the Public and Press Under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 because of the confidential nature of the business to be transacted under agenda items 22 -24 the public and press be excluded.**

**431.19 To address protocol & procedures for parish meetings & induction of new councillors**

It was agreed that new policies should be drafted for review in June. Until then they would both be actioned in principle.

**432.19 Discussion on Chains of Office & Civic Regalia – do we have a logo and should we purchase a set?**

It was agree to return this item to the May agenda for further consideration.

- 433.19 To review tenders for footpaths & weed-spraying contract 2019/20 and appoint contractor**
- a. Weedspraying** – 2 tenders were received. It was agreed to accept the tender from Complete Weed Control (south west)  
**Proposed: Cllr R Phillips                      seconded: Cllr Tisdale**
- b. Footpaths** – only 1 tender was received. It was agreed to accept the tender from R. Saunders  
**Proposed: Cllr Tisdale                      seconded: Cllr R Phillips**

Meeting finished at 10.10pm

DRAFT