

**St Mabyn Parish Council**  
**Minutes of the Meeting of St Mabyn Parish Council held in St Mabyn Peace Memorial Hall, St Mabyn,**  
**on Tuesday 5<sup>th</sup> December 2023 commencing at 7.30pm.**

**Present:** Cllrs: G Smith (Chairman), R Martin (Vice Chair), R Ashton, G Martin, D Masters, J Bellringer, R Chadwick and Mrs C Bray.

**In Attendance:** Mrs L Coles, Parish Clerk, Cllr R Moorcroft, Cornwall Councillor

There were no members of the public present.

Item No		Action By
1	<b>Apologies.</b> Apologies received from Cllr Mrs C Daniels and Cllr Finnamore for absence.	
2	<b>Declarations of Interest</b> a) <b>Agenda Items.</b> None declared. b) <b>Gifts.</b> None declared.	
3	<b>Consideration of written requests for dispensation.</b> None received.	
4	<b>Unitary Councillor's Report.</b> Cllr Moorcroft said that a Code of Conduct survey will be sent out from Cornwall Council to ascertain whether Councillors have attended training. The Clerk will look out for this.	Clerk
5	<b>Public Participation.</b> None present.	
6	<b>Response to Public Participation.</b> Not applicable.	
7	<b>Chapelfield Update.</b> It was reported that a Landmark Trust development is experiencing similar problems to that of Chapelfield. Potential purchasers are suing the company for a refund of deposits paid. The footpath at Chapelfield is impassable and the clerk will email Jon Groves to get it put right as per the legal requirement.	Clerk
8	<b>Planning</b> a) <b>Planning applications received before the agenda was finalised:</b> <b>PA23/08860</b> , Variation of Condition 2 (approved plans) of Application No. PA22/04822 dated 20 <sup>th</sup> September 2023 (change of use of barn to dwelling). It was <b>RESOLVED</b> to support the variation, proposed by Cllr Masters, <b>seconded by Cllr Chadwick with all in favour.</b> b) <b>Planning applications received after the agenda was published: None</b> c) <b>Planning decisions received from Cornwall Council:</b> <b>PA23/07215</b> , High Meadows, Station Road, St Mabyn. Proposed first floor extension with internal alterations. - <b>APPROVED</b> d) <b>Cornwall Council Housing Representative and S106 money.</b> The purchase of the property at Longstone for affordable rent is progressing with Cornwall Council and the S106 monies. Details of possible rental values were given and it will be offered to local families first. e) <b>Other planning matters.</b>	Clerk
9	<b>Minutes from the meetings held on Tuesday 7<sup>th</sup> November 2023.</b> It was <b>RESOLVED</b> that the above Minutes are a true record of the meeting, <b>proposed by Cllr Smith, seconded by Cllr R Martin with all who had been present at the meeting in favour.</b>	

<b>10</b>	<b>Matters Arising from the above Minutes.</b> The potholes in the small car park have been filled by Gary Sauntry and Cllr Ashton will extend the Parish Council's grateful thanks to him for doing this.	
<b>11</b>	<b>Village Hall.</b> Progress is being made and the hall now has a very strong committee, with someone dealing with the fundraising and applications and some grants have already been approved. Approximately £105k has been promised so far. A new toilet has been installed and is in use. Work has started on the kitchen ceiling with a new one being suspended beneath the old so as not to disturb any bats. The Planning Application has been approved with conditions. It is likely that the money from the Parish Council will be called upon by the end of January 2024.	
<b>12</b>	<b>Longstone.</b> Bees Trees will undertake the tree felling and is putting a traffic management plan in place. A resident has come forward who wants to build animal and insect habitats from the felled limbs. The Clerk will put him in touch with Bees Trees when a date is available. No further update has been received regarding the telephone kiosk and the Clerk will chase this up.	<b>Clerk</b>  <b>Clerk</b>
<b>13</b>	<b>King George V Playing Field.</b> The Clerk has signed and returned the Contract to HM Probation Services regarding community work in the playing field. Cllr Ashton will contact the group of grass cutting volunteers and will coordinate a rota and get mutual dates when they will be available for training. Cllr Ashton will also liaise with the Probation Service regarding the daily management of the playing field, referring to the Clerk for any administrative or legal requirements.	<b>RA</b>
<b>14</b>	<b>Cemetery.</b> The Clerk has contacted HM Probation Service which is willing to undertake the maintenance of the cemetery and a contract is being drawn up. The Clerk reported that some of the graves are sunken and need topping up with spoil and she will contact the grave digger to complete this work. The entrance and handrail are ongoing and the Clerk will follow up.	<b>Clerk</b>  <b>Clerk</b>
<b>15</b>	<b>Footpaths.</b> Nothing to report.	
<b>16</b>	<b>Highway Matters.</b> VAS has been installed but there is some confusion over the message displayed. The Clerk will contact Elan City to discuss. It is felt that the sign is having a positive effect on speed however.	<b>Clerk</b>
<b>17</b>	<b>Car Park and Toilets.</b> It was agreed that the grass in the overflow car park will be cut using the PC mower. The Ladies toilet is still out of action and Cllr Masters will ask the plumber who is working at the hall to repair it.	<b>DM</b>
<b>18</b>	<b>Correspondence</b> <b>a)</b> Police Report (circulated). <b>Noted.</b> <b>b)</b> Email from Seven Concerned Citizens. Cllr Moorcroft said that Cornwall Council's Legal Team's directive is to delete this email and not respond to it. <b>c)</b> Cornwall Council Off-Street Parking Order Consultation. <b>Noted</b> <b>d)</b> Letter received from the Friends of Wadebridge Leisure Centre requesting help toward funding. It was agreed that the PC cannot help in this regard as it is already undertaking significant Parish projects. Clerk to reply.	<b>Clerk</b>

20	<p><b>Finance</b></p> <p><b>a) Payments. (circulated schedule)</b> It was <b>RESOLVED</b> to make the payments for November, <b>proposed by Cllr Bray, seconded by Cllr G Martin with all in favour of the following:</b></p> <p>Online – L Coles, Clerk’s November salary, office and expenses  Online – HMRC, Clerk’s November PAYE and Employer NIC  Online – B McNary, November &amp; December toilet &amp; bus shelter cleaning - £529.03  Online – Richard Ashton, purchase of cans and fuel for mower -£167.91  Online _ South Petherwin PC – 1/3 of Clerk’s training seminar - £10.00  Online – St Mabyn Peace Memorial Hall, hire of hall, rent for toilets - £161.00  Online – Savills, rent for car park - £125.00  Online – C J Hyde, final invoice for cemetery maintenance - £500.00  Online – Carol Bray, Remembrance Wreath - £20.00  <b>RECEIPTS – VAT Reclaim: £4596.10</b></p> <p><b>b) Bank Reconciliation (Circulated to Members).</b> It was <b>RESOLVED</b> to approve the bank reconciliations for November <b>proposed by Cllr Bray, seconded by Cllr G Martin with all in favour</b></p> <p><b>c) Clerk’s December salary and HMRC</b>  It was <b>Agreed</b> to pay the Clerk’s salary and PAYE for December at the beginning of January, to be ratified at the February meeting. <b>Proposed by Cllr Smith.</b></p>	
21	<p><b>Any Other Business.</b>  The Clerk will chase up the order for the six salt bins.  The Clerk circulated a Draft Bio Diversity Policy for discussion and adoption at the February meeting. Any amendments/questions to be directed to the Clerk in the mean time.</p>	Clerk
22	<p><b>Items for the next agendas.</b></p> <ul style="list-style-type: none"> <li>• Bio Diversity Policy</li> </ul>	
23	<p><b>Date of next meeting.</b> The next meeting of St Mabyn Parish Council will be held on Tuesday 6<sup>th</sup> February 2024 in the Peace Memorial Hall, St Mabyn, and will commence at 7.30pm</p>	

There being no further business to transact the Chair closed the meeting closed at 8.32pm.

Signed.....Chairman. Date.....

A copy of these Minutes and those of previous meetings of the Parish Council can be viewed on the Parish Council Website: [www.stmabynparishcouncil.gov.uk](http://www.stmabynparishcouncil.gov.uk)