

# St Mawgan-in-Pydar Parish Council

## Minutes of the Meeting held at St Mawgan Community Hall on Wednesday 11<sup>th</sup> March 2026 at 6.30pm

027/26		<p><b>To note those present:</b> Chair Cllr L McK, Vice Cllr D Carter, Cllrs T Abell, J Latham, N Lobb, S Karkeek, N Shield, G Jennings, M Sterling.</p> <p><b>To receive any apologies:</b> Cllr H Harris due to illness, Cllr C Tyson.</p> <p><b>Apologies not received:</b> Cllr J McLuskie</p> <p><b>In attendance:</b> Parish Clerk, Angela Hayne, Cornwall Cllr R O'Connor, 1 Member of the public.</p>
		<p><b>The Chair welcomed Heather Hillman who has been appointed Clerk/RFO/Burial Officer and invited her to take a chair at the meeting to shadow the current Clerk.</b></p>
028/26		<p><b>Members' interest</b></p>
	a	To receive declarations of interest from Members relating to items on the agenda. None
	b	To consider written requests for dispensations or interests (if any). None
	c	To receive written statements from members expressing interests in agenda item. None
029/26		<p><b>To receive oral or written reports, and authorise any action</b></p>
	a	Police Report – 1 Harassment, 1 violent section 47.
	b	<p>Cllr O'Connor report – circulated prior to meeting. Updates: Cornwall Council Budget. Pot Holes - repairs now exceeding number of reports Protection of AGLV within planning decisions – I am willing to take on a corporate challenge. Fed back on the Boardmasters meeting.</p>
	c	<p>Clerk's report – covered within agenda. In addition - noting the sad passing of Dave Taylor. The Parish Council would like to express condolences to his family and give recognition for his significant contribution to the parish community and beyond, over the many years.</p>
30/26		<p><b>Minutes of the Parish Council Meeting</b></p>
		To Resolve that the Minutes of the meeting held on Wednesday 11 <sup>th</sup> February are an accurate record and duly signed by the Chair. It was proposed, seconded and <b>resolved</b> to approve.
31/26		<p><b>Public Participation - none</b></p>
32/26		<p><b>Planning</b></p>
	a	Pre-App Consultation in accordance with Local Council Protocol. None
	b	Planning - new applications – to discuss and decide on response to Cornwall Council.
	i	<p><b>PA25/09322.</b> Applicant Drs Choong. Proposal: Demolition of existing dwelling and erection of self-build replacement dwelling including detached double garage. Location: Sheerwater Trenance Mawgan Porth. It was proposed, seconded and <b>resolved</b> no objection but to mention to the case officer that there was no recognition of the parish emerging Neighbourhood Plan within the application. The draft Mawgan-in-Pydar Parish Design Guide states a preferred pitched rather than flat roof and that large expanses of glazing should be shaded.</p>
	ii	<p><b>PA26/01218.</b> Applicant: Mr Mark Etherington. Proposal: Reserved Matters application for (appearance, landscaping, layout and scale) details following</p>

		outline consent PA24/07162 dated 23.01.2025 for construction of one dwelling. Location: Land Adjacent to the Lodge Trevenna Cross TR8 4HA. It was proposed, seconded and it was <b>resolved</b> no objection but raising the points within the Mawgan-in-Pydar design guide of the bulk and massing and materials.
	iii	<b>PA26/01349.</b> Applicant Mr and Mrs Mike and Sophie Moreland. Proposal: Rear extension, internal renovations, gable extension and half-hipped roof to front with variation of Condition 2 of decision notice PA23/08724 dated 29/12/2023. Location: Sandy Beach House Mawgan Porth Hill Mawgan Porth. It was proposed, seconded and <b>resolved</b> no objection.
	c	To consider planning applications received before meeting.
	i	<b>PA26/01350</b> Applicant: Mrs Angela Hayne on behalf of Parish Council and landowner. Proposal: Works to Trees within a Conservation Area (TCA) - Copse of Sycamore Trees - Self-seeded. Crowded and weak specimens within the copse. Seeking to thin out to allow other trees to mature. Location: Mower Shed and Sycamore Copse. St Mawgan. Noted.
	d	To note Advice and Decisions by Cornwall Council:
	i	<b>PA25/04001 APPROVED</b> Location: Sun Haven, Land Southwest Of Jacaranda Retorrick Mill. Noted.
	ii	<b>PA26/00233/PRE Closed - advice</b> given Mr Robson Location: The Ranch Mawgan Porth Hill Mawgan Porth. Noted.
	iii	<b>PA25/07918 APPROVED</b> Location: Hylton Lanvean St Mawgan TR8 4EY. Noted.
	iv	<b>PA25/07846 REFUSED</b> Location: Carne Crest Trenance Mawgan Porth TR8 4BZ. Noted.
	v	<b>PA26/00389 WITHDRAWN</b> Location: Bob Tails Trenance Mawgan Porth TR8 4DE. Noted.
	vi	<b>PA26/01544</b> Decision Issued Applicant: Mr Graham Jones. Location: Clear Heights Trenance Mawgan Porth TR8 4BY. Proposal: Contaminated Land Service Request. Noted.
	vii	<b>PA26/00500 S52/S106 and discharge of condition apps</b> Applicant: MOKD Ltd. Location: Old Coastguard Cottages Mawgan Porth Hill Mawgan Porth Proposal: Submission of details to discharge conditions 9 (Ecology and vulnerable species) and 12 (HMMP) and details to discharge BNG condition as set out in under any other additional information in respect of application PA25/05136 dated 01/09/2025. Noted.
	e	To note Advice and Decision by Planning Committee.
	f	To note Advice and Decision by Planning Inspectorate.
	i	<b>APPEAL DECISION: PA25/02172 - PiP:</b> Construction of 3-4 dwellings - Land south of Ebron and Mor, High Cove Farm, Trenance - Appeal Dismissed. No Costs claimed. Noted.
	ii	<b>APPEAL DECISION: PA25/01283</b> – Land adj to Tamarisk House, Mawgan Porth. Appeal Allowed PiP is granted for a single dwelling (minimum 1, maximum 1). No Costs claimed. Noted.
	g	5-day Protocol for Local Councils.
	h	To discuss planning enforcement issues – to refer any new issues and updates, if any. None
33/26		Cornwall Planning Partnership - vacancy for Saints Coast parishes area. Noted.
34/26		<b>WORKING GROUPS - to receive reports (if any), and agree any necessary action and expenditure:</b>
	a	Amenities – Cllr Carter reported that an expression of interest has been submitted for Cornwall Council Community Infrastructure Levy for enhancements to the playground.
	i	Playground – RoSPA Play Safety Inspection – to approve in the sum of £87+ VAT It was proposed, seconded and <b>resolved</b> to approve.

	ii	Playing Field drainage- update/report – The Clerk reported a meeting took place with Cornwall Council Land Drainage Team on 25 February. A plan has been drawn up that accurately shows the mapping of drains and pipes in the area. Still awaiting CCTV survey and report of the state of the playing field pipes due to limited dry weather. The Leat drainage is delayed until the field is drier.
	iii	Cemetery fee review – The Clerk recommended a 4% increase (rounded up) to keep abreast of inflation - to take effect from 1 <sup>st</sup> April. It was proposed, seconded and it was <b>resolved</b> to approve.
	iv	Loo of the Year/Technician of the Year – it was proposed, seconded and <b>resolved</b> to show the PC's appreciation of the consistent commitment to maintaining a high standard of cleanliness in the village toilets with an accolade in the Dreckly.
	v	Set of keys held by Reef Solutions Ltd – to approve supply in the sum of £20. It was proposed, seconded and <b>resolved</b> to approve retrospectively.
	vi	Trevarrian Parish Noticeboard – to approve replacement due to storm damage (Insurance Claim) in the sum of £1,759.87 including delivery and VAT. It was proposed, seconded and it was <b>resolved</b> to approve. <b>Action:</b> Clerk to try to reuse the storm damaged frame at Carloggas bus shelter.
	vii	Trevarrian Defibrillators – to approve repairs and service in the sum of £310.50+vat (S137 for the benefit of the community). It was proposed, seconded and it was <b>resolved</b> to approve. <b>Action:</b> Clerk to contact Jamie Philips to say repairs to the cabinet and lock have been undertaken as a one off.
	viii	Bier Shed – the Clerk reported that the building sustained a hit from a van with considerable damage to the inside wall. The owner of the van has been in touch with the landowner Mr P Young-Jamieson admitting liability.
	b	Transport and Rights of Way
	i	Maladyke – DMMO User Path Forms final submissions imminent. Noted.
	ii	Trevarrian – to note Church Close footpath awaiting landowner repair of storm damaged fence. Noted.
	iii	Worn section of highway between ford and playing field gate St Mawgan – The Clerk updated that Highways have passed the complaint (of serious risk of slip, trip, fall and inaccessibility by wheelchair, or mobility scooter to the playing field) to Countryside Access. Currently awaiting steward assessment. Noted.
	iv	Highways Reference: W262166019 Issue: Flooding and Blocked Drainage Issue Details: Water flowing from adjoining land Tamarisk/Tamarisk Lodge deemed does require attention. Noted.
	v	Cllr Shield request for information regarding field ownership behind 5-bar gate at Trevarrian.
	vi	Arla Speed Sign has been returned having been upgraded to withstand the elements.
	vii	Two trees down footpath 409/9/1 (Dark Lane)– <b>Action.</b> Clerk report to landowner - last field going towards Tolcarne Merock before bridge (between the badger setts and first stile).
	c	Beach and Environment –
	i	RNLI – to discuss request to site container for their equipment on the PC owned disabled access following 2 <sup>nd</sup> meeting on 18 February. Clerk met Cllr O'Connor on site on 5 <sup>th</sup> March as he has had contact from CC and wanted to see the site for himself. MS4S is of opinion that the PC are being sensible in their approach to not allow. It was proposed, seconded and it was <b>resolved</b> to maintain objection
	ii	Old bus shelter Biffa/Cornwall Council bins have been replaced as the apertures on the old ones were buckled and difficult to open. <b>Action:</b> Clerk to approach scrap company to remove PC owned old metal bins.
	d	Neighbourhood Plan –

	i	Regulation 14 Consultation - Chair reported that the six-week Regulation 14 consultation, runs until 23 <sup>rd</sup> March. Three drop-in sessions have taken place with responses positive. Feedback via the NP survey is still requested.
	e	St Mawgan Community Hall –
	i	Bat survey booked for two dates in June and July. Will need to await the outcome of the bat survey for any mitigation and planning application approval before tenders to undertake the work are sought. The Coffee morning/Cake and Craft sessions have continued adding valuable donations to Hall funds. Thanks to OJT for bringing down the chairs from the Sexton's Hut.
35/26		<b>Finance &amp; Legislation</b>
	a	To note any income received: Bank Interest £20.91 Feb, £1163.00 reserved plot + marker B146, Beach Clean Donation 2026 £750, VAT repayment £423.75 yr24/25
	b	To approve invoices for payment via online banking after the meeting, (schedule previously circulated to Members including credit card statement). Approved.
	i	Credit Card purchases: HP Instant Ink £24.15, IONOS £1.20 to feature on future dated payment schedule. Noted.
	c	Digital and Data Compliance for the Annual Governance and Accountability Return (AGAR) Assertion 10 (replacing Assertion 3) which requires councils to prove proper data protection and IT governance – focusing on, mandating council-owned domains, accessible websites (WCAG 2.2 AA), UK GDPR compliance. To note: Digital Compliance: Confirmation of compliance ensured by having a council-owned domain in place for website and staff emails. All PC business will go to and from the Cllr email. IT Policy has been adopted 11 February 2026 Minute Reference: 012/26 c(i) and to be adhered to.  <b>Role based email – clerk@</b> Current clerk working with Mark Perkins on how best to proceed with the handover of role-based email for Clerk commencing Heather's May 14 <sup>th</sup> start date whilst Angela works on background tasks.  GDPR compliance: i) The clerk confirmed that the PC has a Data Protection Policy in place, covering data processing/mapping and risk assessment. ii) There is a requirement to plan appropriate regular Data Protection Principles and Practice training – Members to opt-in to training opportunities. iii) There are procedures in place for Subject Access Requests and data breaches. Clerk reviewed current document and uploaded to website – Members to opt-in to training opportunities. iv) Appropriate and secure technical and organisational measures are confirmed to be in place to protect personal data from breaches through Mark Perkins IT support. (To further protect Members and staff, approval will be sought for a PC Policy on Communication on the April Agenda).
	d	Internal Control - Managing a Credit Card on Scribe and recording purchases made on the card. So that the Clerk/RFO may report ad hoc payments as soon as possible to the Members, Credit Card Payments will now feature in this section of the agenda but not appear on the payment schedule until the month the transactions are to be paid off.
	e	Budget Monitoring – previous circulated. Noted.
	f	Bank Reconciliation – The Clerk reported that the current account is not balanced due to overpayment i) Air Ambulance donation of £100 It was proposed,

		seconded and <b>resolved</b> to accept as a one-off action retrospectively and ii) underpayment to HMRC of £30.96 to note appears on payment schedule for March. Noted.
	g	Appointment of Internal Auditor 25/26 financial year – to approve JT Audit and Accountancy in the sum of £255 It was proposed, seconded and <b>resolved</b> to approve.
	h	Scribe Year End Health Check – to approve in the sum of £94.80. It was proposed, seconded and <b>resolved</b> to approve.
	i	Safeguarding Policy – <b>Action:</b> Clerk to request a letter of assurance for contractors such as toilets, Odd Job Team.
	j	Hall Grants -
	i	St Mawgan Community Hall – to approve annual donation 2026 in the sum of £500. It was proposed, seconded and <b>resolved</b> to approve.
	ii	Mawgan Porth Village Hall – to approve annual donation 2026 in the sum of £500. It was proposed, seconded and <b>resolved</b> to approve.
36/26		<b>Reports from Meetings</b>
	i	RNLI site meeting Wednesday 18 February – see Beach and Environment working group report.
	ii	Land Drainage attended by Clerk on Wednesday 25 February. See Working Groups report
	iii	Cyber Security attended by Clerk on Thursday 26 February. Noted.
	iv	Leat with P R Weldhen attended by Clerk on Friday 27 February. Agreed to undertake the clearing of the leat when weather allows at an hourly rate. Noted.
	v	CAP Meeting 5 March. Noted.
37/26		<b>Correspondence Received</b> - To note and discuss (if appropriate) the correspondence received since the last meeting and any associated actions and expenditure:
	i	Denzell Downs Community Benefit Fund applications closes 25 March 2026 – to note. Noted.
	ii	Fountain Cleaner – to send Mrs Irene Bruster grateful thanks as she has decided to step down. The role of fountain cleaner pays £50 per year at Christmas (in arrears). <b>Action:</b> Clerk to ask Cllr Tyson (Almshouse Representative) if anyone from the Almshouses would like to take this on.
	iii	Licensing Act 2003 - Application for the grant of premises licence Boardmasters Festival, Trebelsue Farm, Newquay, TR8 4AN – Granted 4 March. Discussion involved the reporting of noise nuisance that may not be correctly signposted to Environmental Health at Cornwall Council but rather Vision Nine (organisers).
	iv	Local Plan and Local Councils involvement CALC's response as previously circulated.
	v	Letter of appreciation received from Mrs E Spry with gratitude for the works to the entrance to the playing field undertaken by the PC late 2025.
		<b>Exempt Business:</b> To Resolve to invoke Standing Order 3(d) that in accordance with Public Bodies (admission to meetings (Act 1960 as amended by S100 Local Government Act (LGA) 1972), the press and the public be excluded from the meeting during consideration of the following matters on the grounds that they may involve the likely disclosure of exempt information. <b>THERE WERE NO MEMBERS OF THE PUBLIC PRESENT AT THIS TIME</b>
38/2		<b>Contracts</b>
	a	Maintenance and Footpath Contracts –
	i	Maintenance - 1 tender received Tom Preddy (same rate as last year) – The Clerk recommended that the tender be accepted to enable continuity of service

		for the Parish, without competition. It was proposed, seconded and it was <b>resolved</b> to accept
	ii	Footpath - 1 tender received Tom Preddy (same rate as last year) – The Clerk recommended that the tender be accepted to enable continuity of service, without competition. It was proposed, seconded and it was <b>resolved</b> to accept
	b	Beach Clean – Tender received from Mike and Beth Farmer starting 28 <sup>th</sup> March – Wednesday 30 September inclusive. The Chair noted the exemplary service given over the years and it was proposed, seconded <b>resolved</b> to accept.
	c	Clerk's post – introducing Heather Hillman. Angela outlined that she will continue to work in the background until such time as handover completed or with a latest of September 1 <sup>st</sup> .
39/26		<p><b>Notice of items for the next Agenda:</b> (note – no decisions can be taken on any item raised under this heading). To note: Publish of April Agenda - The 1972 Local Government Act s.243 (1) states that the clear days cannot include 'any day of the Easter Break', which in s.270 is defined as starting on Maundy Thursday and ending on the Tuesday. Therefore, April's Agenda and Summons will be published on Friday 27 March.</p> <p><b>The Annual Assembly of Electors Meeting will be held prior to the PC Meeting on 8<sup>th</sup> April at Mawgan Porth Village Hall commencing 5.30pm</b></p> <ol style="list-style-type: none"> <li>1. New Clerk's contract including leave entitlement and sick pay.</li> <li>2. Clerk's Salary paid by standing order request.</li> </ol>
40/26		<b>Close of meeting 8.10pm</b>

#### PAYMENT SCHEDULE

Name	Details	£	minute ref
Air Ambulance	Donation overpayment October	100.00	35/26f(i)
Vodafone Ltd	Mobile Phone & Tablet – Feb	18.51	
Lloyds Bank	Bank Charges	4.25	
Eon	Bier Shed Electric standing charges	10.71	
A Hayne	Clerk's Salary & Expenses - NI & Pension	1132.10	
NEST	Employer & Employee pension contribution	36.98	
HMRC	Employer & Employee NI contributions	125.66	
T Roberts	Toilet Cleaning & Playing Field bin empty	777.62	
Reef Water Sol Ltd	Water Hygiene Services St Mawgan toilets	153.08	
Starboard Systems	Scribe Professional Services Healthcheck	94.80	
J P Juleff	Bus Shelter Cleaning 3 <sup>rd</sup> qtr	100.00	
St Mawgan C Hall	Hall Hire yr ending 11/03	448.00	
Duchy Defibs Ltd	Servicing and replacement furniture	372.60	(S137)34/26a(vii)
<b>Total</b>		<b>£3,374.31</b>	

**Date of Next Meeting: Wednesday 8<sup>th</sup> April 2026 at Mawgan Porth Village Hall, 6.30pm preceded by Annual Assembly of Electors Meeting at 5.30pm.**

**Signed as a true record of the meeting .....8 April 2026**