



**MINUTES OF THE MARAZION TOWN COUNCIL MEETING  
TUESDAY 24<sup>th</sup> May 2022 TOWN HALL MARAZION**

**Meeting number 2/22**

Present: Cllr W Collins Chairman, Cllr J Nicholas Deputy Chairman, Cllr P Hosking, Cllr J Tuchier, Cllr D Walsh, Cllr J Rawlins, Cllr P Read, Cllr D Laity, Cllr R Clayton, Cllr R Stokoe.

**In attendance:**

Mrs T Unstead Town Clerk

**1127 Apologies**

Cllr G Reynolds

**1128 Public Participation**

**None**

**1129 Declarations of Interest**

Cllr Read agenda item 27 en bloc

Cllr Collins agenda item 10

**1130 Dispensations**

None.

**1131 Mayors Report - Matters of Urgency**

**The Mayor Cllr Collins reported that:**

- i He would like to send a ‘thank you’ letter to the Marazion Hotel for the fantastic reception held after the Mayor Choosing event held in the Town Hall, Tuesday 10<sup>th</sup> May 2022.  
**AGREED** – for the Town Clerk to send a letter.
- ii On Thursday 12<sup>th</sup> May 2022, both he and the Mayoress attended the Hayle Town Council Mayor Choosing event.
- iii On Monday 16<sup>th</sup> May 2022 both he and the Mayoress attended the St Ives Town Council Mayor Choosing event followed by the Truro City Mayor Choosing event.
- iv On Thursday 19<sup>th</sup> May 2022, met with the appointed play area inspector to discuss the repairs to the Folly Field play area as highlighted in the recent Rospa report. That same day, he and Cllr Nicholas met with a local locksmith ~~and Cllr Nicholas~~ about fitting a Radar lock to the accessible toilet at the Folly Field toilets.
- v On Thursday 19<sup>th</sup> May 2022, he attended along with Cllr Laity and Town Clerk, the West Penwith Community Network Panel meeting. Issues discussed were the intended closure of the Carnyorth Outdoor Education Centre, the relocation of the homeless persons pods from Longrock to the Newtown Roundabout, changes to public transport timetables and levelling up agenda.
- vi A meeting of those who are involved with the Queens Platinum Jubilee flotilla was held on Monday 23<sup>rd</sup> June 2022 in the town hall to discuss logistics of the event.
- v Refurbishment of the two telephone boxes is progressing.
- vi There is a Queens Platinum Jubilee Church Service being held on Sunday 5<sup>th</sup> June 2022, an occasion where Councillors should be in attendance.

### **1132 Clerks Report.**

#### **The Town Clerk reported that:**

- i Bunting ordered has arrived, the events leaflet is on the website and there are hard copies in the office if anyone wants one
- ii Two burials are taking place, Monday 23<sup>rd</sup> May 2022 and Saturday 28<sup>th</sup> May 2022.
- iii End of year accounts are being worked on, the auditor having sent over a long list of requirements
- iv Meeting held with local Police Community Safety Officer and Cllr Rawlins. The meeting was very positive.
- v The annual play area Rospa reports have been received and passed onto the Play Area Working Group for consideration.
- vi Cemetery digitization is ongoing, the size of burial and cremation plots for the new area having been sent to the digitization company.

- vii Wallgate service reports for the Folly Field and The Square toilets have been received. There were some minor repairs completed under the service contract agreement.
- viii The Cornwall Council Car Parking Enforcement Service Level Agreement data for April is available and has been circulated to all Councillors. More information has been asked for about the locations where tickets were issued.
- ix The BT telephone and broadband contract has expired. A search of more cost-effective providers has been undertaken and a monthly cost of £24.95 (excl VAT) has been found. The current monthly cost for BT as from the 1<sup>st</sup> of June 2022 will be £76.33 (incl VAT). The Town Clerk will contact the prospective phone and broadband provider and commence a switch to an improved monthly cost.
- x Marazion School are holding a street party on Friday 27<sup>th</sup> May 2022, all are welcome to attend for a cream tea between 10.00am and 11.30am.

### **1133 Correspondence Received**

- i A thank you card from St Michaels Mount for the invite to the Mayor Choosing event and the Civic reception that followed.
- ii Vacant allotment sites, seven responses received from eight letters sent to names on the Allotment Waiting List.
- iii E-mail complaint received about the issuing of an excess charge penalty notice, Folly Field car park. The e-mail has been forwarded to St Aubyn Estates.
- iv E-mail received about rats on the beach.

### **1134 Councillor Reports**

#### **a) Cornwall Councillor**

Apologies received.

#### **b) Town Councillors**

##### **i Cllr D Walsh**

##### **Reported that: -**

He had had a very enjoyable Mayor Choosing evening and ‘thanked’ those involved in making the event a success.

The telephone box in The Square has been painted. The lamp columns also need painting.

The bus shelters have been painted by local artists and are looking fantastic. Can the Council send a letter to say ‘thank you’ to the artists?

**AGREED** – the Town Clerk will send a letter.

##### **ii Cllr J Tutchier**

##### **Reported that: -**

The Mayor Choosing event was a great success and ‘thank you’ to all involved.

Unfortunately, due to circumstances beyond his control the proposed Queens Platinum Jubilee treasure hunt will not take place. Sadly, no funding was available.

**iii Cllr R Stokoe**

**Reported that: -**

He has contacted BT about renewing the sign that says 'Telephone' (The Square BT box). The box has been painted as mentioned by Cllr Walsh, but the sign is very faded and needs replacing.

The missing sign as reported in Back Lane has been replaced by Cornwall Council.

A resident of Marazion has won the plant of the year award at the Chelsea Flower Show a real honour so can the town council send a letter of congratulations?

**AGREED** – to send a letter.

**iv Cllr R Clayton**

Apologised to the Council for his recent absences do to work commitments.

**v Cllr D Laity**

**Reported that: -**

He had sent the Town Clerk a photo of the Sainsburys delivery van illegally parking by All Saints Church, the van was parked on the pavement where the road narrows which caused an obstruction.

Planning - another a pre-application for windows to be installed at Roundfield's has been submitted to Cornwall Council.

Cycling and skateboarding on the footpath at the Folly Field. There are people cycling and skateboarding at speed – an agenda item for the next meeting.

He had attended the West Penwith Community Network Panel on Thursday 19<sup>th</sup> May 2022, one of the questions asked was about the relocating of the homeless persons pods and why had Marazion Town Council had not been consulted? Response received was that the land is needed to facilitate an extension to the bus depot and with regards consultation, Marazion Town Council can respond via any future planning applications. Only Ludgvan Parish would be consulted as the land identified for relocation is in Ludgvan Parish.

The intended closure of the Carnyorth Activity Centre was also discussed at the panel meeting. With the council's permissions, can a letter be sent to Cornwall Council expressing Marazion Town Councils objection to the closure and for Cllr Laity to contact the school so that the school can also submit an objection.

**AGREED** – for the Town Clerk to send a letter and for Cllr Laity to speak to the school.

**vi Cllr P Hosking**

**Reported that: -**

The no parking signs in North Street have never been replaced and another one has been removed. Can this be reported please? There are people parking their cars for weeks on end.

A resident had also asked if signage with the authorised parking times can be replaced as

the sign has disappeared.

You cannot walk on the pavement in Church Way due to the excessive growth of weeds which need to be cleared as the pathway is now dangerous.

The Mayor Choosing was a lovely event so 'thank you'. Also thank you for works undertaken in the Mayole Gardens (repair to the paving).

There is to be a refurbishment of the planting in the boat, Maypole Gardens. Some of the plants have been windswept and damaged so there will be replacement planting.

A resident reported that young people had been seen jumping up and down on the bins by the Beach Box. The resident reported that they had spoken to the young people.

#### **vii Cllr P Read**

##### **Reported that: -**

There is significant rubbish and debris left outside a property including a fridge in Turpike Road. Not sure if the town council can do anything about it however it may well be worth contacting Cornwall Council Health and Safety.

#### **1135 Minutes of the Council Meeting held on Tuesday 26<sup>th</sup> April 2022.**

**RESOLVED** – unanimously approved that the minutes of the Council Meeting held on Tuesday 26<sup>th</sup> April 2022 be approved and signed as a correct and accurate record.

#### **1136 Mayoral Allowance 2022-2023** to approve an allowance as budgeted for of £1,205

**RESOLVED** – unanimously approved that a sum of £1,205 is granted as the Mayors allowance for 2022-2023.

#### **1137 Local Maintenance Partnership**

Noted that agreement has been signed and returned to Cornwall Council.

#### **1138 Accessible Toilet Folly Field**

**RESOLVED** – unanimously approved: -

- a) the use of Earmarked Reserves to cover the cost of the works
- b) the delegation of authorities to the Toilet Working Group to procure and project manage the refurbishment of the Folly Field Accessible toilet.

#### **1139 Risk Management Policy and Risk Register**

**RESOLVED** – unanimously approved: -

- a) to re-adopt the Risk Management Policy for 2022-2023
- b) to re-adopt the reviewed and amended risk register for 2022-2023

#### **1140 Marazion Town Council Bank Signatories**

**RESOLVED** – unanimously approved that Cllrs Read and Hosking are removed from the signing mandate and for Cllrs Nicholas, Stokoe and Rawlins be added to the signing mandate and that Cllr Collins, Laity and the Town Clerk remain as is.

#### **1141 Marazion Town Council Standing Orders**

**RESOLVED** – unanimously approved to re-adopt the reviewed Standing Orders for 2022 – 2023.

**1142 Schedule of Meetings 2022 – 2023**

**RESOLVED** – unanimously approved the schedule of meetings as presented.

**1143 Direct Debits**

Cllr Read asked about the IT support direct debit, the Town Clerk explained what the town council received for the money spent.

**RESOLVED** - unanimously noted and approved the direct debit payments as presented.

**1144 BT Telephone Box signage**

**RESOLVED** – unanimously approved to defer the agenda item until a later meeting.

**1145 Works to reduce the size of vacant large allotments (by half) Island Field**

**RESOLVED** – unanimously to approve the spend of £400.

**1146 Queens Platinum Jubilee spend**

**RESOLVED** – unanimously approved: -

- a) the spend of £502.20 to purchase aluminum drinking bottles for Marazion school children using s137 powers
- b) the purchase of a flag at a cost of £52.99
- c) the retrospective spend of £82.99 for the purchase of Union Jack bunting (pre-payment).

**1147 Composition of Committees Review**

**RESOLVED** – unanimously approved for the Town Clerk, Chairman and Vice-Chairman to review and report back at a meeting in June 2022.

**1148 Appointment Town Councillors External Organisations**

**RESOLVED** – unanimously approved the appointments as elected.

**1149 Asset Register**

The Town Clerk explained she had not had an opportunity to review the Asset Register so asked for a deferment to grant extra time to carry out a review and update if needed.

**RESOLVED** – unanimously approved to defer the agenda item until June 2022.

**1150 Matters Arising from previous Minutes.**

**a Minute 094 (Footpath 14) – to receive an update.**

No update received. The Town Clerk reported that an e-mail had been sent to the Cornwall Councillor for an update.

**b Minute 184 (Flooding Green Lane) – to receive an update.**

No update yet other than a meeting between the Environment Agency, St Aubyn Estates, Marazion Town Council and Cornwall Council has yet to be arranged to discuss the short-, medium- and long-term plans. The Town Clerk is to contact the West Penwith Community Link Officer.

**c Minute 381(Footpath number 8)**

Town Clerk due to other priorities has yet to review the process and resources needed.

**d Minute 694(Maypole Gardens repair works) to receive an update.**

Cllr Collins reported that some repair has been undertaken. Further works are needed.

**e Minute 861(Defibrillators) – to receive an update.**

The Town Clerk reported that she had been on contact with the Methodist Church and the electricians. A further update will be given at the next meeting.

**f Minute 911(Vandalised Light Bus Shelter) – to receive an update.**

The Town Clerk reported that contact has been made with Western Power, awaiting a call back.

**g Minute 1033 (award ) to receive an update**

Update given and date agreed.

**h Minute 1108(i)(b) (telescope door, Maypole Gardens, missing) – to receive an update.**

The Town Clerk reported that she is yet to find any contact details but will continue to search the office.

**i Minute 1108(vi)(b) (fixing of the picnic benches Gwallon Lane play area – to receive an update.**

Cllr Nicholas reported that the benches have been fixed. A slat needs a repair which Cllr Nicholas will carry out.

**j Minute 1111 (to send a letter Cornwall Council expressing the dissatisfaction of residents as raised at the Annual Parish meeting about the lack of planning enforcement) – to receive an update.**

The Town Clerk reported that a letter has been drafted and will be circulated prior to sending.

**k Minute 1112 (to seek clarification from Cornwall Council in relation to the colour properties can be painted) – to receive an update.**

The Town Clerk reported that a letter has been drafted and will be circulated prior to sending.

- l **Minute 1113 (play area repairs) – to receive an update.**  
The repairs as highlighted in previous reports have commenced.
- m **Minute 1114 (unauthorised pavement parking, Marazion War Memorial) – to receive an update.**  
The Town Clerk reported that she has contacted the Cornwall Councillor. A response is yet to be received.
- n **Minute 1116 (Bush Removal and Tree Planting Marazion Memorial Garden) – to receive an update**  
Cllr Collins reported that the dead bush has been removed and that once he has found a suitable tree then a low-key tree planting event will take place. Cllr Rawlins offered to design a plaque and Longrock Memorials to be contacted to make the plaque.
- o **Minute 1117 (Memorial Benches report) - to receive an update.**  
The Town Clerk reported that due to time constraints the report has not yet been prepared, the Intention is to get the report ready for consideration, June 2022.

**1151 Any other matters arising from Minutes not covered by items above**  
Minute 1102

**1152 Finance**

- a) **Bank Reconciliation April 2022**  
**RESOLVED** – unanimous to approve.
- b) **Statement of Accounts**  
**RESOLVED** – to note the statements of accounts as of the 19<sup>th</sup> May 2022.
- c) **Accounts for Payment**  
**RESOLVED** – unanimous to approve.
- d) **Receipts**  
**RESOLVED** – unanimous to note
- e) **Direct Debits**  
**RESOLVED** – unanimous to approve
- f) **Pre-payments**  
**RESOLVED** – unanimous to approve

**1153 Planning**

i **Application number: PA22/03914**

**Location:** Sandpiper Higher Fore Street Marazion Cornwall

**Proposal:** Repair and minor external alteration works to existing dwelling

**RESOLVED** – unanimous to support with a comment made which is that the ground floor window fanlights would look better if they were mirrored to the outer edges of the windows

ii **Application PA22/04034**

**Location:** Harlyn Plain An Gwarry Lane Marazion Cornwall

**Proposal:** Retrospective consent for retention of existing Garage & Associated Works

**RESOLVED** – unanimous to object on the grounds that retrospective planning applications completely undermine the planning process and local democracy which does not allow those who may have wished to have objected to the application to object before the building is constructed.

In addition, the town council also noted, that the Introduction of the Design and access Statement states: -

In addition, we also note, the Introduction of the Design and access Statement states

‘After conducting research of the site and surrounding area it has been noted that recent development sites have been approved within the area. Confirming the area is suitable for development

Please see some examples of approved planning in the area below:

*PA19/04143 - Proposed Garage and Rear Extension with Associated Works, Sowenna Gwallon Lane Marazion TR17 0HW*

*PA17/09248 - Construction of single domestic garage Menegay Caravan Road from Junction South of South Treveneague Farm to Plain An Gwarry Lane Plain An Gwarry Marazion, TR17 0DR*

This is a broad term of ‘within the area’ when Sowena is about ¼ mile travelling distance and Menegay about ½ mile travelling distance.

The location Plan, existing and proposed block plan suggest that there was already a garage in existence at the site of the ‘proposed’ garage when this is not the case.

iii **Application PA22/04032**

**Location:** 1 Bay Cottages Higher Fore Street Marazion Cornwall

**Proposal:** Listed Building Consent for the construction of Single Storey Extension, Loft Conversion and Associated Works

**RESOLVED** – unanimous to support if conditions are applied: -

1. No new openings (including roof lights) shall be added to the roof on the North elevation of the dwelling.

**Reason:** To protect the integrity of the street scene of the listed building which is within the conservation area.

2. No new openings (including roof lights) shall be added to the roof the smokehouse.

**Reason:** to safeguard the Cornwall AONB Management Plan – CC7 which promotes high levels of peace and tranquillity with dark skies by minimising noise and light pollution.

3 The detached smokehouse shall only be used for purposes incidental, namely ancillary, to the enjoyment of the dwelling house as such known as 1 Bay Cottages, Higher Fore Street, Marazion and shall not be used, sold or let at any time as a separate residential unit of accommodation, holiday let or commercial use.

**Reason:** To safeguard the amenities of the area and to enable the Local Planning Authority to retain effective control of the use of the building in accordance with Policy 12 of the Cornwall Local Plan 2010-2030 and Section 12 of the National Planning Policy Framework 2021.

iv

**Application PA22/04031**

**Location:** 1 Bay Cottages Higher Fore Street Marazion Cornwall

**Proposal:** Construction of Single Storey Extension, Loft Conversion and Associated Works

**RESOLVED** – unanimous to support if conditions are applied: -

1. No new openings (including roof lights) shall be added to the roof on the North elevation of the dwelling.

**Reason:** To protect the integrity of the street scene of the listed building which is within the conservation area.

2. No new openings (including roof lights) shall be added to the roof the smokehouse.

**Reason:** to safeguard the Cornwall AONB Management Plan – CC7 which promotes high levels of peace and tranquillity with dark skies by minimising noise and light pollution.

3 The detached smokehouse shall only be used for purposes incidental, namely ancillary, to the enjoyment of the dwelling house as such known as 1 Bay Cottages, Higher Fore Street, Marazion and shall not be used, sold or let at any time as a separate residential unit of accommodation, holiday let or commercial use.

**Reason:** To safeguard the amenities of the area and to enable the Local Planning

Authority to retain effective control of the use of the building in accordance with Policy 12 of the Cornwall Local Plan 2010-2030 and Section 12 of the National Planning Policy Framework 2021.

v **Application PA22/04390**

**Location** 17 Jubilee Close Marazion Cornwall TR17 0AJ

**Proposal** Proposed extensions and attic conversion.

**Resolved** – unanimous to object on the grounds of overdevelopment of the plot and that as in Policy 13 Development Standards of the Cornwall Local Plan 2010-2030 the development of the property in question as well as the other buildings were seen fit for purpose less than 10 years ago. We feel that if bedrooms were to be added this is likely to impact the already fully allocated parking and significantly reduce Amenity space.

b) **Applications Approved/Refused by Cornwall Council**

Noted as presented.

c) **Correspondence**

None

**1154 The Freedom of Information Act 2000.**

Deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions

**1155 Data Protection Act 2018**

Precludes this authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public.

Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.

**1156 Part II**

(Private)

Items which may be taken in the absence of the public and press on grounds that Exempt information may be disclosed as defined in the Local Government Act 1972 and Public Bodies (admissions) Act 1960.

To move that in the view of the confidential nature of the business to be transacted viz; information where public disclosure at this time may be prejudicial to the good business of

the Council, it is in the public interest that they be temporarily excluded, and they are instructed to withdraw in accordance with Standing Order 3d  
**RESOLVED** – unanimous to move into Part II

**1157 East End land dispute**

Cllr Laity updated the Council and asked for the council a 'steer' in response to correspondence received from the council's legal advisor. This was done and 'next steps' agreed.

**1158 Memorial Gardens – works request on private property update**

The Town Clerk updated councillors who then discussed.

**RESOLVED** – unanimous that a formal agreement between the third party and the council must be in place before any works commence and that the third party is to pay the councils expenses for the drawing up of the agreement.

**1159 Island Field Allotment Tenant**

The Town Clerk briefed the council.

**RESOLVED** – unanimously that a letter is to be sent reminding them about obligations under the allotment tenancy agreement.

**1160 Folly Field Lease - seek approval to commence negotiations**

**RESOLVED** – unanimously approved.

**1161 Minutes Staffing Sub-Committee**

**RESOLVED** – unanimously approved and unanimously approved the increase in the Town Clerks working hours from 25 per week to 30 per week with a review after six months.

Signed

Cllr William Collins

Town Mayor