



Marazion Town Council

**Meeting 2/2023
TO ALL COUNCILLORS**

18th May 2023

Dear Councillors

NOTICE IS HEREBY GIVEN that you are summoned to attend a meeting of the Town Council on **Tuesday 23rd May 2023 7.30pm**, Marazion Town Hall, **Council Chamber**.

The meeting will consider the agenda items as set out below.

Please note.

Recording.

Under the Openness of Local Government Bodies Regulation 2014, this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media, or members of the public.

The Town Clerk will be recording the meeting for the purpose of minute taking. Written approved minutes are the true legal record of council meetings.

Public Participation.

The public are welcome at Marazion Town Council meetings. Members of the public are invited to ask questions or raise issues relevant to the business to be transacted on the agenda. 15 minutes is set aside for public participation and individual speakers are restricted to 3 minutes. Public participation is not part of the formal business of the Town Council however, a note will be made of matters raised and recorded within the minutes of the meeting.

Members of the public wishing to speak are requested to submit questions or statements in writing to the Town Clerk no less than 3 days before the date of the meeting.

Covid Safe Meetings

We ask that if you suspect you may have Covid 19 or you have tested positive in days before the date of the meeting that you do not attend.

Mask wearing is optional. Hand sanitiser and masks are available.

AGENDA

Part I

(Open to the public)

1 Apologies

To receive, record and where requested approve, the reason for the apology of absence.

2 Declarations of Interest

To declare any disclosable interests relating to the items of business on the agenda.

3 Dispensations

To receive and consider any requests for dispensation.

4 Public Participation

The public are welcome at Marazion Town Council meetings. Members of the public are invited to ask questions or raise issues relevant to the business to be transacted as listed on the agenda.

5 Mayors Report/Matters of Urgency

To consider items which, in the opinion of the Chairman of the Council should be considered by the meeting as matter of urgency (if any). Any items not listed on the agenda and decisions made may be open to legal challenge.

6 Clerks Report

i Open Spaces Working Group meeting – date, location, and time.

ii burial took place 19th May 2023. Statutory Declaration prepared.

Other burials – 31st May 2023, 1st June and 29th June 2023 and one other date to be confirmed.

7 Correspondence Received

i e-mails received complimenting the council on the production of the newsletter.

ii e-mails received offering to help with the community speedwatch initiative.

iii e-mail received from a resident letting the council know about issues with anti-social behaviour at the Dollan.

8 Councillors Reports

a) Cornwall Councillor Report

To receive a report.

- b) Town Councillor Reports**
To receive reports.
- 9 Minutes of the Council meeting held on Tuesday 9th May 2023.**
To consider, approve and sign the minutes of the Town Council Meeting held on Tuesday 9th May 2023.
- 10 External Body Representatives.**
To appoint councillors to represent the town council.
- 11 Folly Play Area Replacement Play Equipment – Cllr Collins.**
To consider a report and recommendations made including the draft Community Infrastructure Levy expression of interest grant application for submission as presented.
- 12 Risk Register and Risk Management Policy**
To receive a report, consider and approve.
- 13 Governance change - Working Groups to Sub-Committees**
To receive a report and consider recommendations made.
- 14 Picnic Benches Maypole Gardens**
To request authorisation to purchase picnic benches from Cyan Teak rather than Mole Valley Farmers (minute 1267).
- 15 Memorial Bench Refurbishment**
To authorise the redecoration of Memorial Benches as directed by Cllr Collins.
- 16 Request to use the Maypole Gardens summer evenings - Marazion Apollo Choir.**
To consider a request made.
- 17 Cemetery Administration Fees**
To consider the introduction of a flat rate administration fee of £25.00.
- 18 Emergency Planning.**
To consider and approve the list of equipment to purchase with grant monies received.
- 19 Island Field Allotments.**
To receive and consider a report about the allocation of vacant allotment plots.
- 20 Matters Arising from previous Minutes.**

- a **Minute 184** (flooding Green Lane) – to receive an update (*standing agenda item*).
 - b **Minute 381** (Footpath number 8) – note that the Town Clerk due to other priorities has yet to review the process and resources needed (*standing agenda item*)
 - c **Minute 911** (vandalised Light Bus Shelter) – to receive an update.
 - d **Minute 1113** (play area repairs) – to receive an update.
 - e **Minute 1378 (b) (viii)** (new traffic management scheme and implementation).
 - f **Minute 1540** (Donation Box, The Book Box) – to receive an update.
 - g **Minute 1562** (letters to allotment holders) – to receive an update.
 - h **Minute 1594** (Turnpike newsletter) – to receive an update.
 - i **Minute 1595** (invite the Cornwall Council Area Parking Operations Manager to a meeting) to receive an update.
 - j **Minute 1597** (skip hire allotment) – to receive an update.
 - k **Minute 1615(b)(i)(bus timetables)** – to receive an update
 - k **Minute 1620** (speed radar signage) – to receive an update
 - l **Minute 1621** (tree survey) – to receive an update
- 21 Any other matters arising from Minutes not covered by items above.**

22 Finance

Review and approve en bloc.

a) **Bank Reconciliation April 2023.**

b) **Statement of Accounts – as per bank statements 18th May 2023**

Community	£436.98
Business Premium	£156,472.39
NS& I (Earmarked Reserves)	£151,194.77

c) **Accounts for Payments**

Stephen Scowns	£1,776.00
Stephen Scowns	£552.00
Marazion Chamber of Commerce membership	£50.00

	Aubergine (website annual)	£597.00
	Rialtas end of year close down accounts	£594.00
	Rialtas annual data back up and check	£281.50
	Rialtas annual licence fee	£199.17
	Rialtas annual Making Tax Digital	£103.69
	South West Play Inspection	£288.00
	¹ Davey & Gilbert (electrical installation bus shelter	£714.00
d)	Receipts	
	East End car parking	£75.00
	Allotment Island Field 5a & 5b	£40.00
	⁴ Allotment Island Field 9	£30.00
	East End Garage	£50.00
	⁵ Allotment Rose Hill	£15.00
	Cornwall Council CIL	£3,701.96
	Allotments	£120.00
	Burial Burroughs & Kearey	£441.00
	Cornwall Council (LMP payment)	£381.60
e)	Direct Debits	
	Talk Talk (phone & broadband)	£39.01
	Alchemy IT support	£117.48
	EDF Energy	£24.00
f)	Pre-payments	
	² Ronnie Richards Memorial (defib cabinet Kings Arms	£452.10
	Amazon (stationery)	£18.90
	Amazon (printer paper x 3 boxes)	£79.35
	Eazy Print (newsletter minute 1594)	£498.00
	Vision Distribution (newsletter distribution)	£110.00
	Amazon bunting Coronation	£22.99
	³ Flowers annual council meeting	£45.00
	Allotment payment refunds x 2	£30.00
	South West Play Inspection	£72.00
	South West Play Inspection	£198.00
	South West Play Inspection (paint)	£140.62
	South West Play Inspection (repairs)	£2136.00
	Zoom annual licence	£119.00
	Coodes (money on account)	£100.00
	⁶ Allotment Island Field refund	£15.00
	HMRC PAYE April 2023	£1,022.31
	HMRC PAYE March 2023	£992.01
	HMRC VAT	£975.63

- 1 Grant monies received towards the cost.
- 2 Grant monies received towards the cost.
- 3 Cllr Collins reimbursed the council.
- 4 Payment made in installments.
- 5 Cheque for full amount received so refund on £15.00 to be issued.
- 6 Refund issued on Island Field allotment payment; tenant left twelve months ago

23 Planning

a) To receive recommendations from the Planning Working Group.

i **Application PA23/03759**

Proposal Work to Trees in a Conservation Area namely: - Remove 5 small field Elms (Ulmus Minor) around 5 meters tall, there are 5 separate stems to be removed due to the damage they are doing to the wall they are growing out of.

Location Stella Maris Higher Fore Street Marazion Cornwall TR17 0BA

Applicant Mr Peter Nicholls

<http://planning.cornwall.gov.uk/online-applications>

ii **Application PA23/03751**

Proposal Remove existing 2.25m high hedge to garden approximately 5m long and replace with 2m high fence

Location 1 Ebenezer Chapel West End Marazion Cornwall

Applicant Mr Benjamin Sampson

Grid Ref 151719 / 30668

<http://planning.cornwall.gov.uk/online-applications>

b) Applications Approved/Refused/Appeals/Withdrawn - Cornwall Council.

i **Applicant:- Mr & Mrs T Havery - APPROVED**

Location:- Rockmount Turnpike Hill Marazion Cornwall TR17 0DF

Proposal Application for Non-Material Amendment to PA22/10197 for a Replacement single-storey side kitchen extension, namely 1) Omit the rooflights in the south elevation roof slope. 2) Install a window in the west elevation wall.

ii **Applicant:- Mr And Mrs MacGregor - APPROVED**

Location:- Glenleigh House Higher Fore Street Marazion Cornwall TR17 0BQ

Proposal Change of Use of existing commercial Bed and Breakfast to five holiday letting units and associated works.

c) **Planning Correspondence**

None received.

24 The Freedom of Information Act 2000 (to be taken as read)

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

25 Data Protection Act 2018 (to be taken as read)

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.

26 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.

27 The Dollan and Maypole Gardens

To receive an update.

28 Lease Negotiations Folly Field.

To receive an update.



Tracey Unstead
Town Clerk