



**MINUTES OF THE MARAZION FULL COUNCIL MEETING
TUESDAY 28th MAY 2024 TOWN HALL MARAZION**

Meeting number 2/24

Present: Cllr J Nicholas Chairman, Cllr D Laity Deputy Chairman, Cllr G Reynolds, Cllr J Cllr R Jelbart, Cllr P Read, Cllr P Hosking, Cllr J Tutchier, Cllr W Collins.

In attendance:

Mrs T Unstead Town Clerk
Cornwall Councillor John Martin
Member of the public

3051 Apologies

Cllrs J Rawlins
Cllr R Clayton

3052 Declaration of Interests

Cllr G Reynolds agenda items 20 (I) and 24
Cllr P Read agenda item 24.

3053 Dispensations.

Cllr P Read requested a dispensation to speak but not vote, agenda item 24.

RESOLVED – unanimously approved.

Proposed: Cllr W Collins

Seconded: Cllr J Tutchier

3054 Public Participation.

None.

3055 Mayors Report/Matters of Urgency

Cllr J Nicholas thanked the council and councillors for the fantastic Mayor Choosing ceremony held on Tuesday 14th May 2024.

3056 Clerks Report

The Town Clerk reported that: -

- i a response had been received from Cornwall Council about the Expression of Interest submitted for grant funding from the Community Levelling Up Fund for refurbishment works to the Maypole Gardens. Although the project has been ranked as a low priority for funding, the town council has been invited to submit a full application by the 15th of June 2024. The Town Clerk asked the council if they wish to submit a full application.
AGREED - that a full application is to be submitted.
- ii free community defibrillator training has been arranged to take place on Saturday 15th July (in the afternoon) at the Marazion Community Centre. More details to follow.
- iii the Outdoor Spaces Working Group are meeting on Thursday 30th of May 2024, 8.00am, Island Field Allotments.
- iv final plans for the 80th anniversary of the D-Day landings, Thursday 6th June 2024 are being finalised.
- v we must start completing the Asset risk assessment forms. Any forms left to be handed out will be done so in the next week. There will also be a standing agenda item for reporting of issues identified that need to be addressed.

3057 Correspondence Received.

None to note.

3058 Councillors Reports

a) Cornwall Councillor

i Cllr J Martin

Reported that:

General Election 4th July 2024. Purdah begins on May 30th May 2024.

The works to complete the kerb at St Levan Road have finally been finished.

The Cornwall Council Highways manager is on leave until the 8th of June 2024.

Cornwall Council Planning Department have moved into new offices at South Crofty, opposite Pool Health Centre.

He has not had the opportunity to follow up on the complaints about the abandoned Mitsubishi Galant but will be doing so.

The recent flooding of properties in Longrock has been attributed to a fault at a South West Water pumping station.

b) Town Councillors Reports

i Cllr R Jelbart

Reported that:

There appears to be a plethora of wheelie bins left the entrance to the Memorial Gardens. Property owners failing to collect the bins once they have been emptied.

The museum has opened for the summer season and in the first few days of opening, 250 visitors have passed through the doors.

He is now a Trustee of the Code Institute.

ii **Cllr P Hosking**

Reported that:

The traffic calming chicane, Turnpike Hill and congestion needs to be addressed formally so asked for an agenda item for the next Full Council meeting.

Footpath at the Gew needs cutting back again.

She and a local resident had tidied up the Maypole Gardens prior to the Marazion Apollo Choir performance in the gardens.

iii **Cllr R Stokoe**

Reported that:

It would be helpful to write to the prospective parliamentary candidates about Marazion's campaign for a mobile post office. The Town Clerk advised that advice will be sought from Cornwall Council's Monitoring Officer - purdah rules and the appropriateness of doing so. If appropriate to do so then there will be an agenda item at the next Full Council meeting in June 2024 seeking support for a letter to be sent.

A resident had asked him about contacting the owner of Avalon Gallery. Cllr Hoskings offered to help.

A resident had contacted him about the closure of Footpath 12. The Town Clerk had sent an update from Cornwall Council confirming the footpath would remain closed for another twelve months.

He had hand delivered the third edition of the Turnpike Newsletter to all properties in Marazion. So far, the feedback received has been extremely positive and lovely.

Postcodes TR17 0 are having water pipework flushed by South West Water in the next few weeks.

iv **Cllr J Tutchier**

Reported that:

Flytipping is now taking place on the verge, Churchway, where the abandoned Mitsubishi Galant is. Cllr Martin confirmed that he had previously spoken to Livewest but hasn't got any further forward. It is now understood that the land does belong to Cornwall Council. Cllr Martin confirmed that he will speak to the Cornwall Council Highways manager.

v **Cllr G Reynolds**

Reported that:

A resident had approached her and asked her for an allotment. Cllr Reynolds reported that she had told the resident to contact the Town Clerk.

Resident has congratulated the council on strimming the closed footpath. Local people are still using this footpath despite being shut for repair works.

Questions about the allocation of the homeless pods, Newton Lane are being asked. It has been reported, although maybe purely speculation, that pods are being allocated to homeless people from Manchester.

Holiday lets are being given Cornwall Council wheelie bins which they are not entitled to have. This shouldn't be. Something with the allocation and delivery programme is very wrong and needs to be addressed as a matter of urgency.

Maypole Gardens does need to be tidied up and asked for an agenda item for the next Full Council meeting.

vi **Cllr W Collins**

Not a report.

Cllr Collins concurred with Cllr Reynolds about the need for the Maypole Gardens to be tidied up for the season and thanked Cllr Hosking and the local resident for all the work they have carried out so far tidying up the area. Maybe the council needs to look at engaging a landscape gardener.

Any funding that maybe awarded will not be available for this summer season.

vii **Cllr D Laity**

Reported that:

Cornwall Council had contacted him about a homeless person who has been sleeping in and around Marazion. Streetlink is the organisation who can help so Cllr Laity reported that he will pass details of Streetlink onto the person who initially reported the homeless person.

Wheelie bins and holiday lets. The town council could easily draft a list of holiday lets and let Cornwall Council know. Cllr Laity asked for an agenda item for the next Full Council meeting.

3059 Minutes of the Council Meeting held on Tuesday 14th May 2024

RESOLVED – unanimously approved.

Proposed: Cllr P Hosking

Seconded: Cllr J Tutchier

3060 Planning

None for consideration.

3061 Annual Governance and Accountability Review 2023-2024

a) **RESOLVED** – unanimously approved the signing of the annual Governance and Accountability Return for 2023-2024.

Proposed: Cllr J Tutchier

Seconded: Cllr R Stokoe

b) **RESOLVED** – unanimously approved the dates for the Exercising of Public Rights commencing on Tuesday 4th June of June 2024 until Tuesday 16th July 2024.

Proposed: Cllr P Hosking

Seconded: Cllr R Jelbart

- c) **RESOLVED** – unanimously approved the confirmation that there are no conflicts of interest with the appointed External Auditors BDO LLP

Proposed: Cllr R Stokoe

Seconded: Cllr P Hosking

- d) **RESOLVED** – unanimously approved to note the Internal Auditors report and any actions contained within.

Proposed: Cllr P Read

Seconded: Cllr J Tutchier

3062 Bank Signatories and Operation of Bank Accounts

- a) **RESOLVED** – unanimously approved Cllrs Collins, Laity, Nicholas, Tutchier, Stokoe and the Town Clerk remain as authorised signatories.

Proposed: Cllr R Jelbart

Seconded: Cllr P Read

- b) **RESOLVED** – unanimously approved the council banking arrangements as Barclays Community, Barclays Business, Churches, Chairities and Local Authority (CCLA) and National Savings and Investment (NS&I).

Proposed: Cllr R Jelbart

Seconded: Cllr P Read

3063 Marazion Town Council Insurance Policy

The Town Clerk confirmed that the town council does have adequate insurance in place. The policy is to be renewed at the end of the month.

3064 Composition of Committees, Working Groups

- a) **Outdoor Spaces Working Group – amended.**

Cllrs Reynolds, Collins, Nicholas, Hosking.

Substitute – Cllr Rawlins.

RESOLVED - unanimously approved not to fill the vacant position left by former Cllr D Walsh.

Proposed: Cllr D Laity

Seconded: Cllr R Stokoe.

- b) **Planning Working Group – remain as is.**

Cllrs Laity, Stokoe, Clayton, Tutchier and Rawlins.

- c) **Toilet Working Group – remain as is.**

Cllrs Nicholas, Read, Collins and Hosking.

Substitute – Cllr D Laity.

- d) **Play | Working Group – remain as is.**

Cllrs Hosking, Read, Nicholas and Collins.

Substitute – Cllr R Stokoe.

- e) **Budget Working Group – amended.**
 Cllrs Jelbart, Tutchier, Stokoe
 Cllr Collins asked to be removed.
RESOLVED - unanimously approved for Cllr Jelbart to sit on the Budget Working Group.
Proposed: Cllr R Stokoe
Seconded: Cllr D Laity

- f) **Staffing Sub-Committee – amended.**
 Cllr Nicholas now as Chairman of the council removed.
 Cllr Reynolds, Tutchier, Laity
 Substitutes – Cllrs Stokoe and Rawlins
RESOLVED - unanimously approved for Cllr Laity to sit on the Staffing Sub-Committee.
Proposed: Cllr P Read
Seconded: Cllr P Hosking

- g) **Emergency Planning – remain as is.**
 Cllrs Laity, Stokoe, Reynolds, Nicholas, representatives from St Aubyn Estates and Cornwall Council.

- h) **Assets Working Group – remain as is.**
 Cllrs Read, Reynolds, Laity and Stokoe.

- 3065 Appointment of Members to represent the Council on external bodies.**
 - a) **Marazion School Liaison – remain as is.**
 Cllr Laity, Cllr Rawlins

 - b) **Cornwall Association Local Councils – remain as is.**
 Cllrs Collins, Stokoe, Tutchier.

 - c) **West Penwith Community Area Partnership – remain as is.**
 Cllrs Laity, Cllr Collins.

 - d) **Playing Fields Association – remain as is.**
 Cllr Nicholas

 - e) **Marazion Town Trust**
 Cllrs Laity, Hosking, Collins, Nicholas

 - f) **Marazion Community Co-ordination Forum – remain as is.**
 Cllr Laity, Collins, Reynolds

 - g) **St Aubyn Estates – remain as is.**
 Cllrs Laity, Hosking

 - h) **Marazion Community Association – remain as is.**
 Cllrs Hosking, Nicholas.

 - i) **Plastic Free Marazion – remain as is.**
 Cllrs Rawlins, Read, Hosking

j) **Police Liaison – amended.**

Cllr Rawlins, Cllr Tutchier

RESOLVED – unanimously approved for Cllr Tutchier to replace former Cllr D Walsh.

Proposed: Cllr P Read

Seconded: Cllr P Hosking

k) **Chamber of Commerce – amended.**

Cllrs Jelbart, Hosking.

RESOLVED – unanimously approved for Cllr Jelbart to replace former Cllr D Walsh.

Proposed: Cllr D Laity

Seconded: Cllr P Read

l) **Marazion Patient Participation Group – remain as is.**

Cllr Laity

3066 Financial Regulations

RESOLVED – majority approved to defer approval until the Town Clerk has sought information about applying for a credit card (with cashback on spend) which will afford greater protections on purchases made.

Proposed: Cllr J Tutchier

Seconded: Cllr G Reynolds

3067 Reserves Policy

RESOLVED – unanimously approved to adopt.

Proposed: Cllr D Laity

Seconded: Cllr P Read

3068 - Direct Debit Payments 2024-2025.

RESOLVED – unanimously approved.

Proposed: Cllr W Collins

Seconded: Cllr R Stokoe

3069 Asset Risk Assessments

For noting.

Cllrs Stokoe and Nicholas gave an update on their recent assessment of the Beacon Brazier. Works carried out so far – clearance of overhanging foliage and repairs to the handrail. Cllr Collins will speak to Tidy Grounds and ask them to carry out works to tidy the area up and make safe for the Beacon lighting, Thursday 6th June 2024.

3070 Matters Arising from previous Minutes.

a **Minute 184 (flooding Green Lane)** – to receive an update.

No update.

b **Minute 381 (Footpath number 8)** – note that the Town Clerk due to other priorities has yet to review the process and resources needed.

No update.

- c **Minute 1113 (play area repairs)**
Cllr W Collins reported that painting and remedial works to Folly Field play area equipment has been completed. However, remedial works are just that and consideration will have to be given to longevity of the equipment.
- d **Minute 1712(b)(ii) (Speedwatch initiative)**
Cllr J Tutchier reported that he has been unable to recruit enough volunteers to meet the criteria needed to operate the initiative. A report will be brought before Full Council to consider temporarily discontinuing the search for volunteers and focus on the installation of speed radar signage.
- e **Minute 1753(b)(iii) (erection of pigeon spikes)**
No update.
- f **Minute 1801 (campaign mobile post office).**
Refer to minute 3058 (b)(iii).
- g **Minute 1826 (training Legionella)**
No update.
- h **Minute 1975 (Article 4 Direction planning consultation)**
The Town Clerk reported that a reply from Cornwall Council had been received. Cornwall Council advise that they will not be recommending the making of the Direction in this case. There will be an agenda item in June 2024 for the council to consider next steps.
- i **Minute 2080(b)(iii) (access to the beach from the new Gwelva landing).**
Cllr P Read reported that the stone levels have returned to what they were before.
- j **Minute 2080(b)(iv) (contacting Live West abandoned Mitsubishi Galant, Church Road verge) - to receive an update.**
Refer to minutes 3058(a)(i) and 3058(b)(iv)
- k **Minute 2084 (identification of suitable areas electric vehicle charging points)**
Cllr J Tutchier reported that he had not received any feedback on land owned by the town council or land leased from Cornwall Council by the town council. Cllr Tutchier suggested speaking to the Cornwall Council Highways Manager about possible locations.
- l **Minute 3018 (recharge utilities RNLI).**
Cllr G Reynolds, Read left the room.
The Town asked for guidance as to charging for utilities used referring to minute 3018. Charging per unit for both electricity and water is not feasible so a set amount would be more appropriate. The sum needs to be decided by Full Council, an agenda item for the next Full Council meeting.

3071 Any other matters arising from Minutes not covered by items above
None.

3072 Finance

a) **Bank reconciliation April 2024**

b)	Statement of Accounts – as per bank statements 20th May 2024	
	Barclays Community	£147.10
	Barclays Business	£208,860.98
	CCLA	£100,000
	NS&I	£52,364.56
c)	Accounts for Payments	
	Dulux (paint Folly Field)	£388.55
	Aubergine (website)	£597.00
	P.H Consultants	£1,500.00
d)	Receipts (up until the 21st May 2024)	
	*Cornwall Council (CiL Grant)	£24,610.45
	Burroughs and Kearey funeral	£682.50
	Long Rock headstone inscription	£18.00
	Refund overpayment Flowertime	£45.00
	CCLA interest	£264.52
	Garage rent	£50.00
	Car park space 5	£75.00
	Funeral Wakfer	£345.00
	Funeral Dignity	£1,115.00
	Cornwall Council (local maintenance paths)	£226.76
	Allotment Rose Hill	£40.00
	Car Park space 1	£75.00
	Allotment Island Field	£10.00
	Refund overpayment Inprint Litho	£36.00
	VAT reclaim Q4	£8,549.20
	Refund overpayment Alchemy Systems	£68.40
	*Cil Grant £28,000 awarded, payment minus VAT as MTC claim the VAT.	
e)	Direct Debit Payments	
	EDF Energy (bus shelter)	£21.33
	EDF Energy (Town Hall)	£217.00
	British Gas	£43.37
	British Gas	£44.35
	Alchemy Systems IT	£118.92
	Mobile phone sim	£0.99
	Talk Talk (phone and broadband)	£45.59
	EDF Energy (Square lighting)	£21.00
	EDF Energy (field supply Folly Field)	£19.00
	EDF Energy	£29.00
	Zoom annual fee	£129.90
	EDF Energy (Folly Field)	£40.60
	SW Water (Folly Field toilets)	£466.41
	SW Water (Folly Field)	£246.11
f)	Pre-payments	
	Town Clerk salary March	£2,074.14
	HG Bookeeping	£150.00
	Cllr J.N (re-imburse locks toilets)	£33.75
	Lawrence handrails Folly Field	£1,800
	HMRC Shipley PAYE (March)	£0.50

HMRC Shipley PAYE (March)	£1,081.35
Outdoor Play People (final play area payment)	£9,682.80
Institute Cemetery and Crematorium Management	£100.00
HMRC SHIPLEY PAYE (Feb)	£1,079.07
Inprint Litho newsletter printing and delivery	£459.00
Hudson Accounting (internal audit)	£250.00
Marazion Town Trust (rent and museum)	£2,500
Charles Trent French solicitors	
(Square toilets monies on account)	£1,000
Cllr J.N (re-imburement purchase card)	£9.99
South West Play Inspections	£79.99
Arrow Lifts service	£81.60
Flowertime (flowers)	£135.00
Biffa Waste	£264.00
HMRC Shipley PAYE April	£1,009.17
Town Clerk Salary April	£2,146.82
*Marazion Town Trust overpayment rent/museum	£2,500
Davey & Gilbert works to Folly Field toilets	£1,104.00
Annabeth Limited (Marazion Hotel Mayor Choosing)	£998.00

RESOLVED – unanimously approved en bloc

Proposed: Cllr J Tutchier

Seconded: Cllr P Read

3073 PART II

Cllr G Reynolds left the room and the meeting not returning.

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 / or the Public Bodies (Admission to Meetings) 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: unanimously approved to move into Part II.

Proposed: Cllr R Stokoe

Seconded: Cllr J Tutchier.

3074 Lease Mounts Bay Sailing Club (dinghy pen and building).

A discussion took place. The Town Clerk will draft a letter to be sent to the Mounts Bay Sailing Club.

Meeting concluded at 9.20pm.

Cllr John Nicholas
Town Mayor

