

# *Maker with Rame Parish Council*



*Minutes of the Parish Council meeting held at 7pm on Thursday 8<sup>th</sup>  
July 2021 in Maker with Rame Community Hall.*

Those present: Cllrs Ferguson, Fox, Green, Kidd, Lingard, Murray, Newcombe, Ireland, Sutcliffe and Weale (Chairperson).

In attendance: C Allen (Acting Parish Clerk), Cllr Ewert and 4 members of the public.

**218.21 Apologies** Cllr Ryan.

**219.21 Declarations of interest.** None.

Cllr Lingard declared an interest in minute reference 234.21 and recused herself from that decision.

**220.21 Cornwall Councillor for Rame Peninsula & St Germans Kate Ewert Report.**

Cllr Ewert reported a number of residents were concerned about the permissive footpath sign that has appeared at Maker. She is meeting Mr Pickering at Evolving Places to discuss.

The speed limit from FLE school down towards Millbrook is a concern. There is a stretch of 60mph which parents would like reducing.

The chair and vice chair joined Cllr Ewert at a meeting of the Torpoint Town Development Team this week. There is a proposal to build a jetty to link Torpoint with Rame (Cremyll) by water.

A stretch of the cycleway was planned to go from Looe to Torpoint, that has now been rerouted to come to Cremyll instead. This is an exciting project that will involve a fair bit of spending in our area, including some small sections of offroad cycleway, electric bike charging points and so on. Cllr Ewert to arrange a meeting with the 3 parishes that the cycleway will come through, (MwR, Millbrook and Sheviock).

Cornwall Council plan to establish pop up park style housing to deal with the immediate housing crisis and all Councillors have been invited to propose places within their divisions that the council might look at. Cllr Ewert is looking into a potential site between Wiggle land and military road. Cllr Green commented that it will be important to locate families near to services.

Cornwall plan to build 20,000 new council homes in the longer term.

Cllr Ewert will attend the first meeting of the new Mount Edgcumbe Joint Committee which will be held on the 23<sup>rd</sup> July 2021.

The Cornwall Homes senior team has been replaced and there is a robust plan being implemented in regard to a rolling repairs scheme to ensure the current Council housing issues of poor maintenance are resolved.

The first Rame Cluster meeting will be held on 14<sup>th</sup> July agenda items to include Highways issues and the possibility of a recycling centre on the Rame peninsula.

The bus stop near the old surgery has been renamed by the Cornwall Council transport team 'Opposite the bus shelter' bus stop.

### **221.21 Chairman's Report.**

Cllr Weale commended the members of the Parish Council for their hard work. He stressed this meeting would be to stocktake where the PC is at the moment, consolidate our processes and then the community will see what the PC is doing. He hoped that at the next meeting the PC could approve the Terms of reference (ToR) for 2-3 Committees. The TOR would impact the Standing orders.

### **222.21 Public Forum.**

Mr Jenkins raised concerns that the PC meetings were moving to the Congregational Hall. He felt strongly that the PC should remain in the Community Hall especially as it was accessible for all and could accommodate the PC members with ease. **Action:** Cllr Kidd to raise the issue at the next Community Hall committee meeting.

Mr Jenkins also requested that Agendas be made available at the meeting. Clerk will print off copies for each meeting in future.

Mr Scott asked if the signs on the Cleave requesting that nothing should be tied to railings be replaced.

**Action:** Clerk to order signs.

**223.21 Minutes 10<sup>th</sup> June and 28<sup>th</sup> June 2021,** were reviewed and approved by the full Council.

**224. 21 Matters arising** from the previous meetings.

**224.21 a 187.21** The Bank Mandate has still not been updated by Barclays Bank. **Action:** Cllr Kidd to chase up.

**224.21 b 188.21** Payments approved on 10<sup>th</sup> June 2021. Cornwall Council are in the process

of paying our suppliers. All payments should be made by 9<sup>th</sup> July 2021. CCC have agreed to pay the PC's invoices until the situation with the Bank is resolved.

The Clerk has resolved issues with Bulb over incorrect meter readings. MWR PC to receive £ 1,100 in refund within 7 days.

The Clerk has set up a new HMRC account for MWR PC and successfully submitted the payroll on 29<sup>th</sup> June 2021. Legacy issues of un paid tax and NI are still being investigated.

**224.21 c 215.21** Planning Application PA20/03747 Development of an agricultural dwelling, garage and parking near Rame Head. Cllr Sutcliffe is preparing the presentation and will attend the Cornwall planning meeting 12 July to speak on behalf of MWR PC.

### **225.21 Policy issues**

- a. Standing Order Update (193.21) Cllr Green has distributed a draft copy to the working group members, it was recognised that they may need amending in line with ToR and Financial regulations. Aim to approve them at the 26<sup>th</sup> August meeting.
- b. Secure website and domain initiative (192.21) Cllr Kidd to pursue.
- c. Annual Audit /Agar was submitted to the external auditors on time PKF Littlejohn (216.21).
- d. Policy reviews:
  - i. Code of Conduct reviewed and approved by the full Council.
  - ii. Complaint policy to be amended and reviewed 29 July.
  - iii. Financial Regulations to be reviewed for 29 Jul.
  - iv. Financial Risk policy to be amended and reviewed Aug.
  - v. General Risk Policy to be reviewed for PC discussion Aug/Sept.

**226.21 Freedom of Information requests.** Cornwall Council monitoring officer confirmed the PC did not need to do anything further, unless contacted by the Information Commissioner Office.

## Committee updates.

### 227.21 Finance and Economy: Lead Cllr Weale.

#### 227.21a Payments approved by the full Council.

##### Maker with Rame Parish Council Payments July 2021

		Gross	Vat	Ex Vat
14/06/2021	Complete business toilet supplies	£171.72	£28.62	£143.10
30/06/2021	C Allen Clerking June 21	£1,458.51	£3.96	£1,454.55
	HMRC June 21	£672.55		£672.55
27/06/2021	Dean Browning toilet repair	£20.00		£20.00
20/06/2021	CALC finance training	£144.00	£24.00	£120.00
01/07/2021	Lingard grass cutting	£333.00		£333.00
01/07/2021	Jeness grass cutting	£333.00		£333.00
01/07/2021	G Tucker	£640.00		£640.00
01/07/2021	Cllr Kidd reimbursement for items purchased	£63.99	£10.67	£53.32
10/07/2021	Bulb toilet electric	£25.00		£25.00
14/07/2021	I cloud storage	£1.99		£1.99
	HMRC outstanding bill Oct 2020-June 2021	£466.09		£466.09
02/07/2021	Calc benchmarking training	£48.00	£8.00	£40.00
	Glasdon safety equipment sign	£12.62	£2.10	£10.52
		£4,390.47	£67.25	£3,769.52
	Payments for approval other			
	C Allen Clerking July 2021 to be paid 31/7/2021	TBA		
	Note HMRC not paid until cheques can be written	£1,138.64		

#### 227.21 b The Bank Reconciliation report was reviewed and approved by the full Council.

Bank statement Current Account	02/07/2021	£103,251.42
Bank statement Deposit Account	11/06/2021	£94,766.11
Uncleared items		-£7,871.41
Total funds		£190,146.12

**227.21 c The 2020/21 Ytd Financial Management Report** was reviewed and approved by the full Council.

**Maker with Rame Parish Council  
RECEIPTS AND PAYMENTS 2021/22 as  
8/7/2021**

	<b>Actual</b>
	<b>2021 / 22</b>
<b>Brought Forward</b>	<b>£166,506.87</b>

**RECEIPTS**

Precept	£39,080.00
CTS Grant	£444.59
Boat park	£1,250.01
Toilet Donations	£33.50
VAT refund	£1,930.99
Mount Edgumbe	£0.00
Bank Interest	£2.36
Lmp	£0.00
Donation	£250.00
Grant	£0.00
<b>Total Income</b>	<b>£42,991.45</b>

**PAYMENTS**

VAT	£502.47
Playground maintenance and repairs	£0.00
Maintenance other	£0.00
Salaries	£5,872.89
Nest	£148.32
Hmrc employers NI	£626.53
Clerk exp	£605.45
Training/ Subscriptions	£629.61
Grass Control	£2,672.00
Zoom	£35.97
Community hall broadband	£0.00
Hall Rent	£0.00
Dog Warden	£0.00
Ndp website	£0.00
Misc	£10.52
Audit fee	£438.00
Grants Section 137	£0.00
Ico	£0.00
Ict licenses/ hosting fee etc Website	£1,265.02
Toilet cleaning	£2,560.00
Toilet supplies	£849.37
Toilet lighting	£776.05
Toilet water	£245.72

Toilet rates	£1,374.75
Toilet maintenance	£60.82
Street lighting	£388.71
Swimming buoys	£290.00
Insurance	£0.00
Election	£0.00
<b>Total Payments</b>	<b>£19,352.20</b>
<b>Profit/ ( Loss)</b>	<b>£23,639.25</b>
<b>Funds available 8/7/2021</b>	<b>£190,146.12</b>

### **227.21 d 2022/23 Precept.**

Committee members to consider what Budgets they require for next year, when the PC sets the budget in November 2021.

### **227.21 e Torpoint Town Development Team.**

The PC will need to consider the implications of this initiative to the MWR area. Torpoint will be acting quickly on this. MWRPC Chair and/or Vice Chair will continue to support these meetings to determine implications to the Parish.

**Action:** CC Ewert agreed to schedule a meeting with Chairs MWR and Torpoint.

### **227.21 f Asset Register.**

**Action:** Finance Committee to meet to look at this issue after issues were raised by the Internal auditor.

**228.21 g Contractors** to be contacted again for a copy of their Public Liability Insurance documents. These contracts need to be reviewed.

### **228.21 Staffing Committee: Lead Cllr Weale.**

The Staffing Committee to advertise for a permanent clerk. Current clerk is in post until end of November.

### **229.21 Planning, Traffic and Infrastructure Committee : Lead Cllr Sutcliffe.**

**229.21 a Planning Applications** received. None.

**229.21 b Rame Transport Users Group.** Cllr Lingard attended and reported that the group are committed to improving local services. The community buses locally need supporting, there is a shortage of volunteer drivers.

**229.21c SE Cornwall Network Cluster meeting.** Cllr Sutcliffe reported that traffic issues were discussed.

Mr Glassup is to attend a walkthrough meeting of the village in July to give members of the PC the chance to raise concerns about parking, signage, safety issues, speed etc.

Members were interested in the '20 is Plenty' scheme and the possibility of flashing speed signs.

Cllr Ewert mentioned Build out road calming.

Members to canvas the community regarding their concerns and ideas.

It was noted that the Cluster had purchased some mobile speed warning signs which would be moved around the parishes in the cluster for 3 weeks at a time. One would be erected in Kingsand soon.

**Action:** Councillors to utilise the Community Event 24 July to better understand community issues and desires.

**229.21 d Furlanesend Carpark.** Cllr Sutcliffe has been in consultation with the school who do not support the proposal for a Carpark. 2/3<sup>rd</sup> of the children come from Millbrook and they feel that a suitable footpath from Millbrook to Furlanesend would be more appropriate. The Governors of the school are writing to the PC to make their recommendations.

**229.21 e Parking issues in MWR.** Members discussed the issues with the Traffic enforcement team. Cllr Ewert explained that there was a shortage of officers. Additional enforcement visits can be purchased at a cost of £800 per annum via the Sheviok/Millbrook CCC SLA. It was reported that 100 parking permits had been issued for 19 spaces. Residents at Jackmans meadow had problems in parking. Cars were also parking along the road to Forder even though it is a Clearway. Holiday businesses were advising visitors to park in Coombe park or Green park.

There is a report that is produced when the Enforcement officers visit. Cllr Sutcliffe to obtain a copy.

A live subject to be revised once further information has been obtained from CCC.

**229.21 f Grass verge from Maker heights to Kingsand B3247 needs cutting back.** Cllr Ewert informed members that there is a Cornwall Council 'Report It' portal which is recommended for such issues:

<https://www.cornwall.gov.uk/report-something/>

**230.21 Public Services Committee: Lead Cllr Kidd.**

**230.21 a Swimming Safety** – Port of Plymouth Marine Liaison Committee. A member of the PC will attend the Oct meeting. In the meantime, Cllr Weale and Kidd will address the issues with the harbourmaster.

### **230.21 b Dog Fouling and new signage.**

The clerk has obtained some new signage for the village, it was agreed to try and obtain additional signs from Cornwall Council. **Action:** Clerk to pursue.

Dog bags and holders to be purchased and located around the village.

The PC agreed to review the Dog warden contract to see if it was value for money.

### **230.21b Toilets.**

There have been issues with vandalism and poor state of repair over the last month, that have been addressed in the short term by Cllr Kidd, Mr Tucker and Browning. In the long term the PC may want to consider a full refurbishment programme.

**Action:** Signage to be improved. Quotes to fix immediate issues, lighting, taps and gents cubicle in Cawsand. Tender preparation for winter refurbishment.

### **230.21c Bus shelter.**

The bus shelter at Jackmans meadow needs repairing however, it may belong to Cornwall Council and not the PC. **Action:** Clerk to report it to Cornwall Council.

**230.21 d Air Ambulance site.** Negotiations continue with the Air Ambulance service to find a suitable site; necessary for inclusion in the community Emergency Plan.

**230.21 e Emergency plan.** Cllrs Weale, Kidd and Murray are preparing a new draft that this will be circulated to the full council and shared with neighbouring councils for comment before the target publication date of 01 September.

**230.21 f Additional Defibrillators.** It was felt that the village may need a minimum of 2 additional defibrillators. The Rame gig club would like the PC to take over their existing defibrillators. Mr Thorne may make a donation to this cause.

**Action:** Cllr Kidd to investigate options and suppliers with the Gig Club.

**230.21 g Replacement village road signs.** **Action:** Chair and Cllr Sutcliffe to develop visit plan for Mr Glassup's visit 26 Jul. Clerk to report missing signs to CC.

### **230.21 h Refuse collection issues in the village.**

There is a growing requirement to increase and improve the processes for refuse collection, especially during the holiday periods when residents and guests leave black rubbish sacks exposed to seagull attack. The PC considered and **agreed** to:

- a. Write to the offending businesses and residents.
- b. Add a note to the Parish Website and Courier newsletter to remind people it is a health and safety issue.
- c. Remind Commercial properties of their legal obligations to remove their



rubbish.

It was noted that the bins in Cawsand and Kingsand are often overflowing.

**Action:** Clerk/ Cllr Ewert to contact CC to see if the collections could be more frequent during peak season. Contact CC re: Commercial properties and enforcement.

**230.21 i Seawall repairs.** Following correspondence with Cllr Ewert to investigate who is responsible for the sea wall defences, various surveyors have been seen inspecting the wall. It remains unclear whether ownership/responsibility resides with CC or Mount Edgumbe.

**Action:** Cllrs Kidd and Weale to meet with a local tradesman in the next few weeks to get an alternative quote should MWR PC need to get the work done.

### **231.21 Recreation and Community Committee: Lead Cllr Fox.**

**231.21 a 188.21 Playground Inspection.** Awaiting formal inspection but routine inspections by Councillors show no issues. Possibly some wood preservation work may need undertaking this year.

**231.21 b 200.21 Community Day 24 Jul.** Cllr Fox and Newcombe have worked extremely hard organising a full day of events on 24 July with a window dressing competition themed on a Cornish Summer. Activities include a Sports day, face painting, fete, meet your Councillor, community suggestion box, BBQ and a live music event in the evening. Donations for the preservation of MWR Churches. The PC agreed a budget of £200 for prizes, stickers and trophies.

**231.21c 208.21 Coombe Park orchard.** Numerous complaints have been received regarding this area. Rame Outdoors to be invited to 29 July PC mtg to explain the management maintenance plan and future aspirations. Community to be consulted as to what they want this area to be. Separate quotes to be requested to tidy up the area.

**231.21 d Outdoor Gym. Action:** Cllr Lingard to follow up.

**232.21 Environment and Conservation Committee: Lead Cllr Green.** With the objective of opening up a dialogue with local environment and conservation groups, and to consider climate change, Cllr Green kindly agreed to facilitate a forum/ session of local interest/ environmental groups to meet and discuss ways of improving sustainability and enhancing the local environment. This would be a fact-finding event and will contribute to the Parish Council's Environment and Conservation Committee.

**233.21 Cllr Jordan survey re Cornwall Council. Action:** Clerk to liaise with Millbrook PC who have invited Cllr Jordan to speak to them in August with a view to holding a joint meeting.

## **234.21 AOB.**

**234.21 a Boat Park.** Unpaid invoices have been chased and a possible enforcement issue has been followed up. An additional Kayak rack is now available for use.

The PC approved £ 200 to tidy up the Boat Park area. **Action:** Clerk to place order. (Cllr Lingard recused herself from this vote).

**234.21 b Code of conduct training.** All members confirmed that they had completed the Mandatory Code of conduct training or were booked on a session to do so.

**234.21 c War memorial.** This area needs tidying up and the benches repairing. **Action** Cllr Kidd to arrange benches to be taped off as unsafe. Quotes to be obtained for this work asap. As these need replacing, a proposal was discussed raise the issue in the Courier asking if local residents wish to donate a memorial bench for loved ones lost.

### **234.21 d Village benches.**

Market Street bench repairs near the Institute are still not completed. **Action:** Clerk to contact Mr Carr to pursue this matter.

**234.21 e Parish Volunteers.** A number of residents are keen to offer a voluntary service to help develop and improve community experiences.; alternative funding may be available to support this proposal. **Action:** Cllrs Kidd and Fox, plus the 24 Jul Community Event to investigate the feasibility of this proposal.

**234.21 f Radioactive discharge into the River Tamar** is a subject of concern for residents. Cllr Ewert to provide Cllr Kidd with a link to this campaign.

**234.21 g The PC Facebook page** appears to be working well.

**234.21 h Cllr Weale to meet with Mr Burton from Mount Edgcumbe** to explore the relationship between the PC and Mount Edgcumbe.

**234.21 i Mr Thorne** was recognised for all his help in the community. He recently cut the play area grass, has offered help to repair benches if materials are provided and is keen to volunteer for community projects. His efforts are much appreciated.

**234.21 j Project London Bridge.** **Action:** Clerk to contact Falmouth Town Clerk for advice.

**235.21** Meeting concluded 9.35pm.

**236.21 Date and venue of next meeting.** The Congregational Hall has been booked: Thursday 29<sup>th</sup> July, 12<sup>th</sup> August and 26<sup>th</sup> August, then each second Thursday of the month.