

# Crowan Parish Council

## MINUTES OF THE FULL COUNCIL MEETING

### HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 11<sup>th</sup> SEPTEMBER 2014 @ 7.15pm

Minutes of Council Meetings are available to view on [www.crowan.org.uk](http://www.crowan.org.uk); on the Crowan and Leedstown Notice Boards; on Nancegollan and Townshend Village Hall Notice Boards and in Praze Post Office.

Present:	Cllr. Muriel (Chairman) Cllr. Henwood Cllr. Tripp	Cllr. Brown Cllr. Roberts Cllr. Ward	Cllr. Christophers Cllr. Smith Cllr. Webb
In Attendance:	Mrs Thompson (Clerk)		
Minute	AGENDA ITEMS		Action
	<u>Prayers</u> – led by the Chairman, who advised that anyone not wishing to participate may leave the room and rejoin the meeting later.		
	<u>Chairman's Welcome and Public Forum</u> – the Chair welcomed those present, with a particularly warm welcome to the members of the public. Cllr. Muriel advised Miss Pearce that she had had no response from her email to Mr Jon James. Mr Colin Parnell expressed an interest in joining the Parish Council.		
152/2014	<u>Members' Declarations</u> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. Members were advised it is now a legal requirement that membership of a Trade Union is declared as a registerable interest. Cllr. Smith and Webb reported they are retired Members of a trade union. The Clerk to advise CC. b. <i>Non-Registerable Interests</i> – none. c. <i>Declaration of Gifts</i> – none. d. <i>Dispensations</i> – none.		Clerk
153/2014	<u>Apologies for Absence</u> – Cllr. Jenkin (work commitment).		
154/2014	<u>Outside Bodies</u> – a. <i>Police</i> – PCSO Paul Whitford sent his apologies and a written report (copy on file). He had advised about rogue tradesmen, offering to carry out gardening work. b. <i>Cornwall Councillor</i> – in the absence of Cornwall Cllr. Jenkin there was no report. Noted Highway request forms had been submitted, i.r.o.: i. Leedstown and Townshend request for safer pedestrian routes to businesses and community facilities. ii. Safer routes on the country roads. iii. Safer route Helston to Hayle. iv. Safer route Helston to Camborne. v. Protection of historical highway elements, fingerposts, etc. Cllr. Tripp said he was very disappointed at the attitude of Cllr. Jenkin at the Horsedowns planning appeal (Minute 158c/2014). He had understood she had agreed to represent local residents and he was upset at being told by her that he was to do this. He was completely unprepared. Cllr. Henwood pointed out that Minute 134h/2014 (July) clearly showed that Cllr. Jenkin had indicated she could not represent the Parish Council.		

	<p>c. <i>Crowan and Wendron Community Network</i> – Cllr. Muriel had attended the meeting held on 23<sup>rd</sup> July 2014. She queried the point of them.</p> <p>Noted the next meeting will be held on Tuesday, 28<sup>th</sup> October 2014, 6pm, NCH, a Cornwall Councillor will be voted in as Chair at the AGM and a Town or Parish Councillor as Vice Chair. Nominations are invited. Following on from this will be a meeting to focus on CC's 2015/16 budget. They encourage as many people as possible to attend.</p>	
155/2014	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 24<sup>th</sup> July 2014. Cllr. Smith pointed out he was present, with this amendment the Minutes were <b>AGREED</b> as a true record.</p> <p>b. <i>Amenities Committee Meeting</i> – 23<sup>rd</sup> July 2014. AC44a – the Christmas Lights representatives were Mr Brian Andrew and Ms Julie James. With this addition these were <b>AGREED</b> as a true record.</p>	
156/2014	<p><u>Planning Applications Received</u> – the following planning applications had been dealt with under delegated powers:</p> <p>a. <i>PA14/06499, Hendravossen, Black Rock</i> – garage extension. <b>NO COMMENT.</b></p> <p>b. <i>PA14/06877, 34 Fore Street, Praze</i> – proposed ground and first floor extensions to replace existing single storey element. <b>NO OBJECTION.</b></p> <p>c. <i>PA14/07398, The Green (The Plan), The Square, Praze an Beeble</i> – tree works. <b>NO OBJECTION.</b></p> <p>d. <i>PA14/07457, Carne Skyber Lodge, Black Rock</i> – certificate of lawfulness for the existing use as a single dwelling house. <b>NO OBJECTION.</b></p>	
157/2014	<p><u>Planning Applications Received</u> –</p> <p>a. <i>PA14/07370, Lower Crenver Cottage, Praze</i> – removal of existing conservatory and associated masonry then erection of new conservatory base and superstructure. No plans had yet been received.</p>	
158/2014	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Outstanding Enforcement Issues</i> – Minute 92a/2014 refers. Members received an update on the following:</p> <p>i. <u>EN12/01208, Burntdown Farm, Praze Road, Leedstown</u> – this is an amalgamation of all reported issues. Case officer: Mr Alan Mason. This enforcement case had NOT been closed by CC.</p> <p>ii. <u>EN12/02935, Hillcrest</u> – provision of new building on site. Case officer: Ms Mandy Smith advised a Planning Contravention Notice had been served regarding the use of the portacabins. This had been returned and she is in the process of reviewing the information given. She added that she had requested an old file regarding the site to be retrieved from storage and is waiting for this to be delivered.</p> <p>iii. <u>EN13/00843, Windwhistle, Carvolth, Praze</u> – siting of caravans for residential purposes. Case officer: Mr Lee Viner is awaiting a response from other agencies, regarding a joint site visit. Cllr. Muriel reported the live cable had been removed from the public footpath.</p> <p>iv. <u>EN13/00870, Opposite Crenver Farm House, Praze</u> – alleged breach of conditions W2/PA08/01979/FM. Case officer: Mr Viner had made a site visit and no work was under way. He will make a final follow-up visit.</p> <p>b. <i>Planning Permission Granted by Cornwall Council</i> – information only</p> <p>i. <i>PA14/04706, 50 Trethannas Gardens, Praze</i> – change of use of land to domestic cartilage and construction of rear single storey extension. <i>PA14/05461, The Cottage, Lower Cargenwyn</i> – certificate of lawfulness i.r.o. existing use of dwelling as two dwellings.</p> <p>ii. <i>PA14/05887, Sandover Farm, Horsedowns</i> – replacement of single storey side extension to provide disabled facilities for family member. This and PA14/05988 were taken together as they are adjacent.</p>	

	<p>iii. PA14/05988, Moonraker Cottage, Horsedowns Road, Leedstown – alterations and extension of dwelling.</p> <p>iv. PA14/06090, 7 Trefice Fields, Praze – alterations and extensions to existing dwelling.</p> <p>v. PA14/06499, Hendravossen, Black Rock – garage extension.</p> <p>c. PA13/11743, OS Field 7682, Horsedowns – change of use of land to single pitch for a traveller family and associated works – stationing of mobile home, touring trailer, compost toilet, shed and laying of hard surfaces. Cllr. Tripp reported the Informal Hearing held on 5<sup>th</sup> August had centred on the reasons why the application had been refused by CC. There was no opportunity for local people to make their points. He stated that at no point did Cllr Jenkin represent the Parishioners views which were very strong and documented. Cllr. Brown said much was made of the applicant's personal circumstances and the fact that CC had no alternative traveller site.</p> <p>Cllr. Henwood said he understood there are pitches in the Leedstown area, which are being used by people who are not bona fide travellers. The Clerk to clarify the position with CC's Gypsy/Traveller Liaison Officer.</p> <p>d. Cornwall Local Plan: Strategic Policies – schedule of focused changes had been published for consultation. Details previously emailed. Members to email any comments they wish to make to the Clerk for the October meeting</p> <p>e. Planning Conferences – training workshops on planning related topics. Cost is £10 per delegate. Details previously emailed.</p> <p>i. Pool – Innovation Centre, 30<sup>th</sup> September 2014, 2-8pm.</p> <p>ii. Launceston – Trethorne Leisure Park, 8<sup>th</sup> October 2014, 2-8pm.</p> <p>iii. St Austell – Council Chamber, One Stop Shop, 18<sup>th</sup> November, 2-8pm.</p> <p>f. PA13/09923, The Oaks, Crowan – existing certificate of lawfulness for the construction of an unfettered dwelling. Members objected on the grounds this is affordable housing in the parish, which would be lost. Mr James Holman, Case Officer is mindful to approve. He added that the application concerns a legal matter, not a planning one. It was <b>RESOLVED</b> to continue with their objection. Members had no objection to the property however they did not want to see the agricultural restriction lifted and therefore lose an affordable property.</p>	<p>Clerk</p> <p>All Members</p> <p>Clerk</p>
159/2014	<p><u>Standing Committees / Working Parties</u> –</p> <p>a. Amenities (AC) Committee – no meeting had been held.</p> <p>b. Public Rights of Way (PROW) Committee – no meeting had been held.</p> <p>c. Neighbourhood Development Plan – Cllr. Muriel reported she is waiting for Ms Chloe Pitt to set a date for a meeting.</p>	
160/2014	<p><u>Parish Organisations</u> – Members received updates on the following:</p> <p>a. Leedstown Village Hall – Cllr. Christophers reported repainting had started. Work is being carried out by young offenders. There is a problem with the septic tank. The Village Show will be held on 20<sup>th</sup> September.</p> <p>Cllr. Muriel reported she had judged the Penzance Wheelers cake competition.</p> <p>b. Nancegollan Village Hall – the AGM will be held on Monday, 22<sup>nd</sup> September 2014, Members are encouraged to send representatives. Cllr. Tripp reported there were a number of bookings, including a flower show.</p> <p>The VH Committee wished to see 'no dog' signs erected on the playing field. Referred to the Amenities Committee. The Clerk to contact CC's dog warden. Cllr. Tripp was elected as the Parish Council representative on the Village Hall Committee for 2014-15. The Clerk to advise their secretary.</p> <p>c. Praze Institute – Cllr. Smith reported fund raising is under way to redecorate the main hall and carry out other maintenance work.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>d. <i>Townshend Village Hall</i> – in the absence of Cllr. Jenkin there was no report. Cllr. Muriel advised there had been a complaint that the VH Committee had been involved in commenting on planning applications. This was not the purpose of a 'charity'.</p> <p>e. <i>Crowan School</i> – Cllr. Webb reported school had restarted. There are now 94 children on roll. New windows had been installed and new blinds fitted.</p> <p>f. <i>Leedstown School</i> – in the absence of Cllr. Jenkin there was no report.</p>	
161/2014	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Praze Public Conveniences</i> – Minute 139a/2014 refers. Cllr. Smith reported a number of 'faults' had been rectified. The 'universal' key does not open the spare room. The Clerk to contact Mr Mike Mitchell, Cormac for a solution. Cllr Brown hoped that once access was gained to the newly created space within the building a wide variety of views could be taken on how the room might be used. It might for example be possible for a small library/learning resources area to be created in addition to storage and a meeting facility. This was potentially a very useful new community resource.</p> <p>Highways advised the sign on the traffic signpost pointing to the location of the WCs is the responsibility of the Parish Council to replace. They are able to carry this out at a cost of £50 to £60 range plus VAT. It was <b>AGREED</b> to go ahead.</p> <p>Members considered a proposal that the spare room is used for meetings or as a library. Referred to the Amenities Committee.</p> <p>b. <i>In Memoriam 2014</i> – a national campaign to reduce War Memorial theft by marking them with SmartWater. Cllr. Muriel had supplied 'photos and the Clerk will now submit an application online.</p> <p>Noted Cpl. Walters' name had been added to the war memorial.</p> <p>c. <i>Making of Public Path Order</i> – i.r.o. footpath No.118 (part) and an unrecorded footpath on land at The Bungalow, Lower Cargenwen. Cllr. Smith reported he had commented on this previously that it would be safer to come out on the highway. Even though this was the more suitable solution, the suggestion had not met with favour by CC.</p> <p>d. <i>Leedstown Water Supply</i> – Cllr. Ward reported the water pressure had been very low during the summer. He added the initial news was encouraging however he had now found out the funding will not be available until the beginning of their next four year plan, which starts April 2015.</p> <p>Cllr. Henwood said Mr Prout, SW Water had advised the problem is with the flow, but this was contrary to what Members had been told in regard to the new housing development, which was that there was no problem with the water flow.</p> <p>Mr Gary Furse, a senior officer from SW Water had been invited to meet with Members.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
162/2014	<p><u>Administrative Matters</u> –</p> <p>a. <i>2014 Remembrance Service</i> – the application for a road closure order had been submitted to CC and the relevant religious bodies contacted. The Clerk to contact the Crowan PCC regarding the service orders.</p> <p>b. <i>Handover Notes</i> – the Clerk had provided Cllrs. Brown, Henwood, Muriel and Ward with a revised copy of the Clerk's Handover Notes.</p> <p>c. <i>Website</i> – Members were pleased with the draft website and it was <b>RESOLVED</b> to progress with a new website from ICT Connect Ltd.</p>	<p>Clerk</p> <p>Clerk</p>
163/2014	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2014/15–05, to a value of £2,614.20 were <b>APPROVED</b> for payment. The Clerk to remind Cormac that monthly invoices are required i.r.o. the public conveniences.</p>	

	<b>Item</b>	<b>Price</b>	<b>VAT</b>	<b>Total</b>	
	Parish rooms	26.36		26.36	
	Administration costs	231.60	13.00	244.60	
	Staff costs - including tax and NI	878.69		878.69	
	Nancegollan changing rooms	132.10	26.40	158.50	
	Grass cutting – July and August 2014	580.00	116.00	696.00	
	Nancegollan Village Hall – grant	150.00		150.00	
	War memorial inscription	110.00		110.00	
	PROW cutting	350.05		350.05	
				<b>£2,614.20</b>	
	b. <i>Budget Monitor</i> – a copy was circulated at the meeting. Members reviewed the items, included on this year’s budget but not yet spent, but it was felt no action was required at this time.				
	c. <i>Internal Audit Checks</i> – Cllr. Muriel reported an Audit Check had been carried out prior to the start of the meeting and there were no issues with the accounts.  A review of the Standing Orders / Financial Regulations / Risk Management Policy had been undertaken by Cllr. Muriel and she did not feel changes were needed.				
	d. <i>Insurance Schedule</i> – Cllr. Henwood reported he had not had time to carry out a check of the schedule, but would do so before the Amenities Meeting. The Clerk advised that she does not believe that the WCs are covered.				Cllr Henwood / Clerk
	e. <i>Grant Requests</i> – Members declined to make a grant towards the work of Spectrum, who help those with autistic spectrum disorder.				
	f. <i>Fire Extinguishers</i> – Cllr. Ward reported that a service had not been carried out because the engineer had not made an appointment with him. The Clerk to pursue.				Clerk
<b>164/2014</b>	<u>Diary Dates</u> – a. <i>Council Meetings:</i> i. <u>Full Council Meeting</u> – 9 <sup>th</sup> October 2014. ii. <u>Amenities Committee (AC) Meeting</u> – 24 <sup>th</sup> September 2014. iii. <u>PROW Committee Meeting</u> – 1 <sup>st</sup> October 2014. b. <i>Clerk’s Leave</i> – 22 <sup>nd</sup> to 26 <sup>th</sup> September 2014. c. <i>Cornwall Community Flood Forum</i> – AGM and Conference, Eden Project on Wednesday, 1 <sup>st</sup> October 2014, 9.30-3.30pm. The Clerk holds further details. d. <i>Community Energy and Energy Saving Seminar</i> – 19 <sup>th</sup> September 2014, University Campus, Penryn, 09.30 for 10.00 start. e. <i>Chacewater Parish Council</i> – a meeting of ‘like-minded’ Parish Councils will be held on 23 <sup>rd</sup> September 2014, 2pm in Chacewater Village Hall. Attendees are asked to bring with them their top four concerns / issues. Minute 149/2014 refers. Cllr. Henwood will try to attend. The Clerk to provide him with information.				Cllr Henwood Clerk
<b>165/2014</b>	<u>Information Only / Items for Future Agendas</u> – a. None.				
<b>166/2014</b>	<u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations for work, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.				
<b>167/2014</b>	<u>Casual Vacancies</u> – no applications for co-option to the two vacancies in the Leedstown Ward had been received, but Mr Parnell had shown an interest in the one in Praze Ward. It was <b>RESOLVED</b> to co-opt Mr Parnell. The Clerk to advise Cornwall Council				Clerk

	Cllr. Henwood said Mr Stephen Berryman had shown an interest in one of the Leedstown vacancies.	
168/2014	<p><u>Praze WCs</u> – Members recalled that at a meeting in the autumn of 2013, Mr Jon James had said that the costs for refurbishment would be approx. £16,000. However, Cllr. Henwood had since obtained information, which showed that the total cost CC had incurred in refurbishing the toilets was £31,120.48. Members were concerned that their decision to request that CC refurbish the toilet block may have been made in the light of underestimated capital costs.</p> <p>It was <b>RESOLVED</b> to contact Mr Jon James and ask for an explanation of the difference between the estimate quoted verbally in Autumn 2013 and the final actual costs.</p>	Clerk
169/2014	<u>Meeting Closed</u> – 20.55pm.	

Signature: ..... (Cllr. Mrs Muriel)  
Chairman

Date: 9<sup>th</sup> October 2014