

# Crowan Parish Council

## MINUTES OF THE FULL COUNCIL MEETING

### HELD IN THE PARISH ROOMS, CROWAN

### ON THURSDAY, 12<sup>th</sup> MAY 2011 following the Council's Annual Meeting

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. Roberts (Chairman)                      Cllr. Blewett                      Cllr. Butcher  
 Cllr. Christophers                                      Cllr. Cooke                      Cllr. Henwood  
 Cllr. Hosken    Cllr. Trevan                      Cllr. Tripp  
 Mrs Thompson (Clerk)

Minute	AGENDA ITEMS	Action
	Prayers – led by the Chairman.	
079/2011	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present. The Meeting was adjourned, to enable Ms Deborah McCann, Planning Consultant, Mr Woodford, Architect and their clients to address Members.</p> <p>Mr Woodford advised that he had been instructed to design a small development on land at 2 St James Terrace, Leedstown. He spoke of the background work they had carried out to establish a housing need. The properties would be priced around £120,000 and would be sustainable, i.e. economic to run. He confirmed that the existing access is adequate. Mr Woodford was advised to discuss the proposal with Mr Jody Jeffery, CC's Affordable Housing Officer.</p> <p>The Chairman thanked them for attending and the Meeting reconvened.</p>	
080/2011	<u>Apologies for Absence</u> – Cllrs. Jeffery and Jenkin (both unwell), Muriel (family commitment); Cllr. Keeling (CC).	
081/2011	<p><u>Members' Declarations:</u></p> <p>a. <i>Declarations of Interests, in Accordance with the Agenda</i> – none</p> <p>b. <i>Declarations of Gifts over £25</i> – none</p>	
082/2011	<p><u>Outside Bodies</u> –</p> <p>a. <i>Police</i> – PC Vaughan / PCSO Saddler sent their apologies and a written report (copy on file).</p> <p><i>Leedstown Playing Field:</i> PC Vaughan had emailed to say there have been 11 calls to the Police, regarding the playing field, since 2000, but none were from Mr Pascoe. He points out that they have "...to prove beyond reasonable doubt that someone is responsible for committing an offence, and without any witnesses or forensic evidence there is little we can do. In the present climate we can't be ever-where, and we rely on the public to be our eyes and ears, and if offences are being witnessed we must be called at the time..." The Police are hoping that the youth bus (soon to be up and running?) will engage with the youths. He adds that "We have spoken to many of the youngsters, especially teenagers, in the village and they say the lack of play equipment in the playing field is frustrating for them." He asks Members to consider replacing some of the play equipment for this age group and says: "If the youths could be consulted regarding the type of equipment, it may encourage them to act in a more responsible manner. Some could even be invited to sit on the playing field committee." Finally, he points out the Council has a duty, under Section 17 of the Crime &amp; Disorder Act 1998, and suggests Members review how they exercise their powers and deliver their services in order to comply with the Act.</p>	

	<p>Cllr. Cooke said Members need to recognise that there have been instances when the local Police wished to prosecute, but the Crown Prosecution Service has not been prepared to prosecute. Members have repairs to the Leedstown play equipment in hand. This matter was referred for further consideration to the Amenities Committee.</p> <p>b. <i>County Councillors</i> – limited to 5 minutes per Councillor.</p> <p><u>Cllr. Keeling</u> – advised that his April report is on his website. He is looking very seriously at the anti-social behaviour at Polcrebo Downs and possibly Leedstown with the ASB Team. He says that despite what PC Vaughan says about providing community facilities, which he is actively involved in, the ASB team are better placed to address the issue. Cllrs. Cooke and Henwood would like to take part in the discussions with the ASB Team.</p> <p><u>Cllr. Clayton</u> – was not present.</p>	<p>Amenities Committee</p> <p>Clerk</p>
083/2011	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 14<sup>th</sup> April 2011, <b>AGREED</b> as a true record.</p> <p>b. <i>PROW Committee Meeting</i> – 13<sup>th</sup> April 2011, <b>AGREED</b> as a true record.</p>	
084/2011	<p><u>Planning Applications Received</u> –</p> <p>a. <i>PA10/07894, Higher Cargenwen Farm, Black Rock, Camborne</i> – retention of change of use and conversion of building to form annexe accommodation. At their April Full Council Meeting, Members upheld their previous <b>OBJECTION</b> to the application, on the grounds that it is an inappropriate sporadic, isolated, residential development in the open countryside and, as such, is inappropriate.</p> <p>b. <i>PA11/03064, Bolitho Barton, Black Rock</i> – two-storey extension to dwelling. <b>NO OBJECTION.</b></p> <p>c. <i>PA11/03165, Adjacent to Sunrise, Institute Row, Townshend</i> – extension of time for the erection of detached dwelling (decision notice number PA08/00958/F dated 7<sup>th</sup> August 2008). <b>NO OBJECTION.</b></p>	<p>Clerk</p> <p>Clerk</p>
085/2011	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Training, 2011/12</i> – Members selected the training sessions they wish to attend, the Clerk to submit the nomination forms to CC.</p> <p>b. <i>Affordable Housing (AH) Meeting</i> – Minute PL25a/2011 refers. It was <b>RESOLVED</b> to invite Mr Jody Jeffrey, Affordable Housing Officer, CC to meet with Members on 2<sup>nd</sup> June 2011, at 7.15pm. Cllr. Trevan to ascertain if Townshend Village Hall is available.</p> <p>Members deferred setting a date and venue for the planned public consultation event until after their meeting with Mr Jeffrey.</p> <p>NOTE – Planning Officers to be asked to give an indication as to how the recent government announcement about assisting first-time buyers, would impact on Cornwall (PL25a/2011 refers).</p> <p>c. <i>Friendly Link Planning Officers</i> – CC advises that Ms Chantal Mclennan and Ms Cath Bray are the Friendly Link Officers for Crowan. They are the first point of contact for <b>general</b> planning matters.</p> <p>d. <i>Enforcement Notice EN11/00852</i> – CC has received a complaint about alleged unauthorised tipping at the Motorcycle Track, Polcrebo Downs, Nancegollan.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Trevan</p>
086/2011	<p><u>Planning Permission Granted by Cornwall Council</u> – information only.</p> <p>a. <i>PA11/00437, Namur, Nancegollan</i> – construction of single storey extensions. Members had no objection to this application.</p> <p>b. <i>PA10/08411, 8 Station Hill, Praze</i> – construction of 2 dormer windows, 1 to incorporate a Juliette balcony and installation of roof light. Members had no objection to this application.</p>	

	<p>c. <i>PA11/00198, 2 Woodridge Close, Leedstown</i> – construction of dormer windows and installation of roof light. Members had no objection to this application.</p>	
087/2011	<p><u>Standing Committees</u> –</p> <p>a. <i>Public Rights of Way (PROW) Committee</i> – Meeting held on 11<sup>th</sup> May 2011. Cllr. Trevan reported the contractor’s legal documentation is awaited</p> <p>b. <i>Amenities Committee (AC)</i> – meeting scheduled for 25<sup>th</sup> May 2011.</p>	
088/2011	<p><u>Village Organisations</u> –</p> <p>a. <i>Leedstown Village Hall</i> – report given to the Parish Meeting.</p> <p>b. <i>Nancegollan Village Hall</i> – report given to the Parish Meeting.</p> <p>c. <i>Praze Institute</i> – in the absence of Cllr. Jenkin there was no report.</p> <p>d. <i>Townshend Village Hall</i> – report given to the Parish Meeting.</p>	
089/2011	<p><u>Financial Matters</u></p> <p>a. <i>Accounts for Payment</i> – a copy of Schedule No.2011/12-02 was circulated to Members. It was <b>RESOLVED</b>:</p> <ul style="list-style-type: none"> <li>• To renew the insurance with Came &amp; Co for one year at a cost of £1,725.20 and renew in June annually.</li> <li>• To pay an additional £75.50 to have the play equipment installed. The existing equipment to be removed from site.</li> <li>• To make a donation of £50 to St Julia’s Hospice, in lieu of payment to the Internal Auditor.</li> <li>• To make an emergency payment to Cllr. Cooke, in respect of new showers for Nancegollan changing rooms and heaters for the Parish Room, to a total of £338.40.</li> </ul> <p>With the above decisions taken into account, payments to a value of £7,772.82 were <b>APPROVED</b> for payment, but the cheque, in respect of NI for the former Clerk, is to be held until requested by HMRC.</p> <p>b. <i>Budget Monitor</i> – copies were circulated at the meeting.</p> <p>c. <i>2010/11 End of Year Accounts</i> – Members were provided with a copy of the report from Mr Donald Baines, the Council’s Internal Auditor, which was noted. It was <b>RESOLVED</b> to accept the 2010/11 Accounts. The Clerk now to submit the Annual Return to the Audit Commission. The Clerk to present the 2010/11 Income &amp; Expenditure account to the June Meeting.</p> <p>d. <i>The Plan, Praze</i> – Minute 069e/2011 refers. Cllr. Blewett said he was having great difficulty in obtaining copies of risk assessments and insurance cover from the fair, which will attend in Praze Week. Members expressed their willingness to meet with the Fair on the day, if needs be.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
090/2011	<p><u>Administration</u></p> <p>a. <i>Crowan Website</i> – standing item. The Clerk to provide a quarterly report as to the number of “hits” on the site.</p> <p>b. <i>Risk Assessments</i> – Minute 67b/2011 refers. Members received risk assessments, in respect of:</p> <ul style="list-style-type: none"> <li>• <u>Leedstown Football Fun Day</u> – Saturday, 4<sup>th</sup> June 2011, copy on file.</li> <li>• <u>Nancegollan Car Boot Sales</u> – the Village Hall Committee had provided a “method statement” and not a risk assessment.</li> </ul> <p><i>Risk Assessment Template</i> – Cllr. Hosken will provide a template. Copy to be placed on the website and provided to local organisations, as needed, including Nancegollan Village Hall Committee and Crowan PCC who had yet to provide a risk assessment in respect of the Whit Sunday Service.</p> <p>c. <i>June Full Council Meeting</i> – Minute 68e/2011 refers. It was <b>RESOLVED</b> to move the date of the June Meeting to Tuesday, 14<sup>th</sup> June 2011.</p>	<p>Cllr. Hosken / Clerk</p>

091/2011	<p><u>Environmental Matters</u> –</p> <p>a. <i>Litter Pick</i> – Minute 71b/2011 refers. The Clerk reported there had been no response from the Probation Service, regarding a possible litter pick in the parish. She will pursue.</p>	Clerk
092/2011	<p><u>Documentation</u> –</p> <p>a. <i>Inter-Link E-bulletin</i> – can be emailed, on request.</p> <p>b. <i>Junk Mail</i> – Cllr. Keeling has provided a CC fact sheet on ways to reduce the amount of junk mail received. A copy has been placed on the website.</p> <p>c. <i>Cornwall AONB Newsletter</i> – May 2011, can be emailed on request.</p> <p>d. <i>Clerks &amp; Councils Direct</i> – May 2011.</p>	
093/2011	<p><u>Diary Dates</u></p> <p>a. <i>Council Meetings</i>:</p> <ul style="list-style-type: none"> <li>• <u>Full Council Meeting</u> – 14<sup>th</sup> June 2011.</li> <li>• <u>PROW Committee Meeting</u> – date to be arranged.</li> <li>• <u>Amenities Committee Meeting</u> – 25<sup>th</sup> May 2011. Cllr. Trevan will check if Townshend Village Hall is available on this date.</li> </ul> <p>b. <i>Crowan Crafts Exhibition</i> – 22<sup>nd</sup> May to 4<sup>th</sup> June 2011. Noted the Parish Rooms will be unavailable for meetings during this period.</p> <p>c. <i>Renewable Energy Conference &amp; Exhibition</i> – 28<sup>th</sup> and 29<sup>th</sup> July 2011. CC is hosting a two-day event at the former Gaia Centre, Nr. Delabole.</p> <p>d. <i>Summer Tree Identification Workshop</i> – Thursday, 26<sup>th</sup> May 2011, 10.00-16.00, Tehidy Woods.</p> <p>e. <i>Praze Carnival</i> – 7<sup>th</sup> July 2011. Noted a road closure order has been granted for roads through Praze from 19.30-20.30 on the day.</p>	Cllr. Trevan
094/2011	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Get Well Card</i> – Members wish to send a card to Mr Bill Lamin, who is in Derriford Hospital.</p> <p>b. <i>Amenities Committee</i> – the Clerk to insure the following items are on the agenda: PAT testing, etc; QEII Field; Football keys/contacts.</p> <p>c. <i>Highways Issues</i> – the Clerk to report the following to Mr Andy James, County Highways:</p> <ul style="list-style-type: none"> <li>• Drains at bottom of Station Hill, Praze are blocked.</li> <li>• Cars mounting the pavement by the Deli, Praze,</li> <li>• Parking outside the studs at the Old Antique Shop, Leedstown.</li> </ul>	Clerk  Clerk  Clerk
095/2011	<p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.</p>	
096/2011	<p><u>Casual Vacancy</u> – no candidate has come forward to fill the remaining casual vacancy in Leedstown.</p>	
097/2011	<p><u>Tax and National Insurance Payments</u> – Minute 77/2011 refers. Cllrs. Roberts and Trevan are seeking a meeting with the former Clerk, regarding the repayment of NI paid on his behalf.</p>	Cllrs. Roberts / Trevan

Signature: ..... (Cllr. Roberts)  
Parish Chairman

Date: 14<sup>th</sup> June 2011