

# Crowan Parish Council

## MINUTES OF THE FULL COUNCIL MEETING

### HELD IN THE PARISH ROOMS, CROWAN

### ON **TUESDAY, 19<sup>th</sup> JULY 2011 @ 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. Roberts (Chairman)	Cllr. Blewett	Cllr. Butcher
Cllr. Christophers	Cllr. Cooke	Cllr. Henwood
Cllr. Hosken	Cllr. Dr. Jenkin	Cllr. Mrs Muriel
Cllr. Trevan	Cllr. Keeling (CC)	Mrs Thompson (Clerk)

Minute	AGENDA ITEMS	Action
	Prayers – led by the Chairman.	
118/2011	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present. The Meeting was adjourned to allow the public to speak.</p> <p>Mr Francis Webb addressed Members, regarding 123a/2011, and spoke on behalf of the residents of Vyvyan's Terrace. He objected on the grounds of access (the state of the lane is appalling) and also because he fears the development will lead to an increase in flooding. The width of the road is too narrow to permit pedestrians and vehicles to use it at the same time.</p> <p>Mr Cooke said his property overlooks the site. When work was last carried out there, his property was damaged. He voiced concerns regarding access and whether or not a fire engine could get through.</p> <p>Mr Stephen Bott, Planning Consultant addressed Members, regarding a proposal to develop the site where the allotments were previously in Leedstown. The application will include two open market properties and two affordable. He confirmed that the latter would be the subject of a legal s.106 agreement. The applicant has sons who might qualify for affordable housing, but understand that they will not take priority as they do not live in the parish.</p> <p>Mr Brett Webb spoke regarding PL123e/2011. His property adjoins the site. He has concerns about the size of the proposed development and the loss of light to his home.</p> <p>The Meeting reconvened.</p>	
119/2011	<u>Apologies for Absence</u> – Cllrs. Tripp (leave); Jeffery (ill health) and County Cllr. Clayton (ill health).	
120/2011	<p><u>Members' Declarations:</u></p> <p>a. <i>Declarations of Interests, in Accordance with the Agenda</i> – Cllr. Jenkin declared a prejudicial interest in PL123e/2011 and PL123f/2011.</p> <p>b. <i>Declarations of Gifts over £25</i> – none</p>	Clerk to record
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	<p>Officer and he agrees the Police can't take action against the owner for parking his vehicle on his own property.</p> <ul style="list-style-type: none"> <li>• <u>Leedstown Playing Field</u> – Minute AC33d/2011 refers. Members had been provided with a copy of the response from PC Vaughan, regarding the recent vandalism to the play equipment.</li> </ul> <p>b. <u>County Councillors</u> – limited to 5 minutes per Councillor.</p> <p><u>Cllr. Keeling</u> – Members were reminded that Cllr. Keeling's report can be viewed on his website, which is under his photo on the CC website or via <a href="http://democracy.cornwall.gov.uk/mgMiniSite.aspx?UID=1715">http://democracy.cornwall.gov.uk/mgMiniSite.aspx?UID=1715</a>. NOTE – there is some information on the VAS, he wishes to install in Leedstown and the speed signs for Townshend. The Polcrebo Downs issue continue and he is trying to involve local people, police, anti-social behaviour group, enforcement and the environment agency.</p> <p>Cllr. Keeling advised that Cornwall Councillors have unanimously supported his Motion calling on the Government to remove council tax discount on second homes.</p> <p>He spoke about the youth bus, referred to as the 'Youth Diamond'. He has raised over £9,000 towards the costs. He hoped it would be available for the summer holidays.</p> <p>Cllr. Keeling said that whilst Cllr. Clayton was unwell, he would be dealing with any issues. The Clerk to send him copies of the planning responses.</p> <p>Cllr. Trevan arrived at this point.</p> <p>Cllr. Keeling suggested holding a 'walk about' with Members of the Parish Council, around any sites identified for affordable housing. He is working on the introduction of the VAS, which will be moved between various locations within the Parish.</p> <p>He then updated Members on CC personnel issues.</p> <p>He advised that he was hoping to set up meetings, with various interested parties, to consider resolutions to anti-social behaviour. Cllrs. Cooke and Henwood expressed their wish to attend.</p> <p>Cllr. Cooke asked if there had been any progress with providing loans to enable first time buyers to put down a deposit to purchase a home. This is still at the development stage.</p> <p><u>Cllr. Clayton</u> – CC-owned land at Praze an Beeble. There are three sites, whose future is under review by CC. Two sites at Trerice Fields and one site at 98 Trethannas Gardens (already known to Members). Members wished to ensure they remain as open spaces. Cllr. Keeling was asked to monitor the situation, in the absence of Cllr. Clayton.</p> <p>c. <u>Community Network Meeting</u> – Cllr. Jenkin apologised she had been unwell and unable to attend the meeting on 15<sup>th</sup> June 2011. Cllr. Keeling said the meeting had dealt with the Localism Agenda and the impact that would have on Parish Councils. He is working to ensure that Parish Clerks are given the support they will need.</p>	Clerk
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	<p>whether the access road is shown to scale. Members felt that this would be an overdevelopment of the site and set a dangerous precedent by permitting development at the rear of Fore Street. The amenity areas, even on the new plans, are not in keeping with a rural village. It was <b>RESOLVED</b> to object to the application, based on these points. Cllrs. Butcher, Cooke and Trevan abstained.</p> <p>b. <i>PA11/04083, South Trenoweth, Praze</i> – erection of an extension to an agricultural building. <b>NO OBJECTION.</b></p> <p>c. <i>PA11/04468, Carnmeor Cottage, The Carn, Black Rock</i> – erection of two sheds. <b>NO OBJECTION.</b> Cllrs. Cooke and Jenkin abstained.</p> <p>d. <i>PA11/04529, Corbiere, Townshend</i> – extension to existing agricultural building. <b>NO OBJECTION</b>, but Members would like to see an all-year round tree planting scheme, to screen the site from the road.</p> <p>e. <i>PA11/04881, Mill House, Tremayne, Praze</i> – erection of a two-storey extension and conservatory. Cllr. Jenkin left the room whilst this item was discussed. Members felt that a two-storey extension would overshadow the adjoining property. It is a listed building and Members wish to ensure that the views of Listed Building Officer are taken into account. Note: to date we have not received an LBC planning application for our consideration. <b>OBJECT</b> on the grounds of lack of privacy for the neighbour, including overshadowing and overlooking issues. Members felt the development was overdevelopment of the site and results in insufficient amenity space. Cllr. Keeling to maintain a watching brief.</p> <p>f. <i>PA11/05033, Mill House, Tremayne, Praze</i> – erection of a storage shed. Cllr. Jenkin left the room whilst this item was discussed. <b>NO OBJECTION.</b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Keeling</p> <p>Clerk</p>
124/2011	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications</i> – it was <b>RESOLVED</b> to hold an Extraordinary Meeting on Tuesday, 16<sup>th</sup> August 2011, to deal with planning applications.</p> <p>b. <i>Affordable Housing (AH) Meeting</i> – Minute 104a/2011 refers. Members had been provided with a copy of the Crowan Project Outline, received from Mr Jody Jeffrey. Cllr. Roberts to seek a further update.</p> <p>c. <i>PA11/03268, The Chateau, Trethannas Lane, Praze</i> – certificate of lawfulness in respect of existing use of building and land as dwelling and associated curtilage. Minute 103b/2011 refers. Members reserved judgement on this application, until sufficient information had been received. No further evidence is available. No further action.</p>	Cllr. Roberts
125/2011	<p><u>Planning Permission Granted by Cornwall Council</u> – information only.</p> <p>a. <i>PA10/06717, Barrons Court, Clowance Wood, Praze</i> – retention and use of property as holiday accommodation and continued use of land as residential cartilage. Members had no objection to this application.</p>	
126/2011	<p><u>Highways and Environment Issues</u> –</p> <p>a. <i>Delivery of Highways and Environment Services</i> – w.e.f. 4<sup>th</sup> July 2011, Mr David Vincent will be the new Highways Area Manager and will be the first point of contact for all highways/environment issues in the area.</p> <p>b. <i>Bollards, Praze</i> – Minute 106a/2011 refers. Mr Viv Bidgood, Highways, suggests that the proposed bollards are installed and monitored for effectiveness prior to giving consideration for a further two bollards between the Deli and Medway.</p> <p>c. <i>Bus Stop, Praze</i> – Minute 106d/2011 refers. Mr Viv Bidgood, Highways points out the new timetable starts in early July. Therefore, he suggests monitoring the impact of this in the short-term before committing to any decision to relocate the bus stop from the stop at the end of School Road to outside the St Aubyn Arms. He pointed out that service operator (Summercourt Travel) would need to be consulted. Members did not think this satisfactory and wished to see the bus stop moved a.s.a.p. The Clerk to liaise with Mr Vincent.</p>	Clerk

	<p>d. <i>Public Convenience Review</i> – Mr James Ortiz, CC has written regarding the strategy adopted in principle by CC, he now wishes to “...start a more formal detailed discussion about how Cornwall Council can share the responsibility of managing the facilities in your area, and may include discussions as to how they might be managed as part of a ‘place-based’ package with other services...For instance if Town and Parish Councils, and/or other organisations/businesses, were able to consider taking on the management of local public conveniences, in a form to be agreed, the Council <b>may</b> be able to contribute an annual grant towards the running costs incurred by Cornwall Council.” A copy of the strategy is held by the Clerk, who pointed out that CC had identified the ‘Opportunity to passport to others’ as Low in the case of the toilets at Praze. Members were interested in discussing the future of public conveniences and are willing to meet with CC Officers. The Clerk to arrange a meeting.</p> <p>e. <i>Intelligent Energy Europe (IEE) Programme</i> – ‘Expressions of Interest’ are being sought from communities and businesses who are interested in working with CC to ‘increase their energy efficiency and/or become more self sufficient in terms of renewable electricity and/or heat generation’. No further action.</p>	Clerk
127/2011	<p><u>Standing Committees</u> –</p> <p>a. <i>Public Rights of Way (PROW) Committee</i> – meeting held on 13<sup>th</sup> July.</p> <ul style="list-style-type: none"> <li>• <u>Contract</u> – Cllr. Hosken provided the Clerk with additions to the risk assessment, which she is to discuss with the contractor. Subject to these being included, his risk assessments are satisfactory. The Contractor to be invited to attend the September Meeting.</li> <li>• <u>PROW Issues</u> – <ul style="list-style-type: none"> <li>i. 207/3/2 – Cllr. Trevan will contact Mr Les Hudson, with a view to opening discussions with the landowner for a temporary permissive path, until this matter is resolved.</li> <li>ii. 207/21/2 into 111/23/1 – currently not a problem.</li> <li>iii. 207/118 – the path has been built over and this appears to be a Planning error. The Clerk was instructed to look back through the Minutes to find any references to the planning application at Higher Cargenwen.</li> </ul> </li> <li>• <u>PROW Cutting</u> – Cllr. Jenkin reported that a programme of walks, to check the PROWs, has been organised. The Clerk reported that a request had been received to cut back Bridleway No.213 (Sithney Old Road). This is not in our parish. The next PROW Meeting will be in September.</li> </ul> <p>b. <i>Amenities Committee (AC)</i> – meeting scheduled for 18<sup>th</sup> July 2011. Members received an update, regarding:</p> <ul style="list-style-type: none"> <li>• <u>Council-owned Property</u> – Cllrs. Cooke and Roberts will search the documents in the storage area for “proof of ownership” to assist with the registration of the Parish Rooms with the Land Registry.</li> <li>• <u>Community Grants</u> – the Clerk to ask Clowance Estate to make a donation towards the cost of the notice boards and bench.</li> <li>• <u>Leedstown Play Area</u> – Cllrs. Cooke and Henwood are working on a set of rules/guidelines. The small swings have been put up, but residents have requested that the older ones are not erected just yet, as they fear they will be vandalised.</li> <li>• <u>Nancegollan Playing Field</u> – the supplier has undertaken to carry out repairs to the wooden items, which are rotting.</li> <li>• <u>Community Flood Plan</u> – the Clerk to provide Cllr. Roberts with a form for completion.</li> <li>• <u>PAT Testing</u> – there was a query regarding the paperwork. The Clerk to liaise with the contractor.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllrs. Cooke / Roberts</p> <p>Clerk</p> <p>Clerk</p>

128/2011	<p><u>Village Organisations</u> –</p> <p>a. <i>Leedstown Village Hall</i> – Cllr. Christophers reported that research is being undertaken with regards to increasing the size of the village hall. The problem is relocating the septic tank. Noted that it may be possible to move it to the playing field.</p> <p>b. <i>Nancegollan Village Hall</i> – in the absence of Cllr. Tripp there was no report.</p> <p>c. <i>Praze Institute</i> – Cllr. Jenkin reported the next meeting will be in August.</p> <p>d. <i>Townshend Village Hall</i> – Cllr. Trevan reported the hall had been the venue for the Joint Village Hall initiative. Of particular interest is a proposal to reduce the costs of insurance, by purchasing as a group.</p>	
129/2011	<p><u>Financial Matters</u></p> <p>a. <i>Accounts for Payment</i> – a copy of Schedule No.2011/12-04, copies were circulated at the Meeting. It was pointed out that there are a number of cheques which have been dated for August.</p> <p>b. <i>Budget Monitor</i> – copies were circulated at the meeting.</p> <p>c. <i>Internal Audit Checks</i> – an Internal Audit Check had been undertaken, by Cllrs. Cooke and Muriel who advised there were no problems. A written report will be delivered to the September Meeting.</p> <p>d. <i>Nancegollan Village Hall Committee</i> – Members received a request from the Committee for a grant towards the upkeep of the cemetery around the Hall. As this was not on the agenda, the item was deferred to September.</p>	Clerk
130/2011	<p><u>Administration</u></p> <p>a. <i>Crowan Website</i> – Minute 110a/2011 refers. The Clerk was unable to provide a quarterly report as to the number of “hits” on the site, as she was having problems accessing the website. Cllr. Trevan will speak to Mr Tim Cogher for his assistance.</p> <p>b. <i>Risk Assessments</i> – Minute 110b/2011 refers. Members <b>AGREED</b> to base future assessments on the form and guidance notes used by Cornwall Council. A risk assessment had been received from Crowan Women’s Guild for the sale on The Plan, Praze on the 29<sup>th</sup> July 2011. It was <b>RESOLVED</b> that Cllr. Jenkin would adapt CC’s risk assessments form, creating a template for the various locations/organisations.</p> <p>c. <i>Remembrance Service</i> – Members confirmed the date as 13<sup>th</sup> November 2011 and the Chairman duly signed the Road Closure application. Noted that traffic control can only be handled by Chapter 8 accredited persons. Also noted the Clerk will be unable to attend. Cllr. Roberts will approach Mr Gordon Lines, regarding the Chapter 8 accreditation.</p>	Cllr. Trevan / Clerk  Cllr. Jenkin  Cllr. Roberts
131/2011	<p><u>Documentation</u> –</p> <p>a. <i>Localism Monthly Reports</i> – emailed from Ms Helen Couch and can be forwarded to Members, on request.</p> <p>b. <i>Clerks &amp; Councils Direct</i> – July 2011.</p> <p>c. <i>Cornwall Hospice Care</i> – a pack of publicity material has been received, including raffle tickets for sale.</p> <p>d. <i>History of Cornwall in 100 Objects</i> – one copy of the catalogue has been received. Cllr. Jenkin requested this, when available.</p>	Clerk
132/2011	<p><u>Diary Dates</u></p> <p>a. <i>Council Meetings:</i></p> <ul style="list-style-type: none"> <li>• <u>Extraordinary Meeting</u> – 16<sup>th</sup> August 2011.</li> <li>• <u>Full Council Meeting</u> – 8<sup>th</sup> September 2011, apologies from Cllrs. Jenkin and Hosken (both will be on leave).</li> </ul>	

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133/2011	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Praze Fair</i> – Cllr. Blewett handed the Clerk a £100 donation from the Fair.</p> <p>b. <i>Signage</i> – new signs have been erected on the Fish and Chip shop/café. For the September agenda.</p> <p>c. <i>Council Computers</i> – for the September agenda.</p> <p>d. <i>Council Safe</i> – Cllrs. Cooke and Roberts will remove from the loft storage area, the various documents to be stored in the safe. The Clerk to send a copy of the File List to Cllr. Cooke.</p>	Clerk
134/2011	<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 were instructed to withdraw.</p>	
135/2011	<p><u>Casual Vacancy</u> – the potential candidate to fill the remaining casual vacancy in Leedstown was not able to attend this Meeting. For the August agenda.</p>	
136/2011	<p><u>National Insurance Contributions</u> – Minute 117/2011 refers. Cllr. Roberts reported that a sum of money towards the outstanding NICs had been received from the former Clerk. It was <b>RESOLVED</b> to bank the cheque and take no further action.</p>	

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

Date: 8<sup>th</sup> September 2011

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127/2011	<p><u>Standing Committees</u> –</p> <p>a. <i>Public Rights of Way (PROW) Committee</i> – meeting held on 13<sup>th</sup> July.</p> <ul style="list-style-type: none"> <li>• <u>Contract</u> – Cllr. Hosken provided the Clerk with additions to the risk assessment, which she is to discuss with the contractor. Subject to these being included, his risk assessments are satisfactory. The Contractor to be invited to attend the September Meeting.</li> <li>• <u>PROW Issues</u> – <ul style="list-style-type: none"> <li>i. 207/3/2 – Cllr. Trevan will contact Mr Les Hudson, with a view to opening discussions with the landowner for a temporary permissive path, until this matter is resolved.</li> <li>ii. 207/21/2 into 111/23/1 – currently not a problem.</li> <li>iii. 207/118 – the path has been built over and this appears to be a Planning error. The Clerk was instructed to look back through the Minutes to find any references to the planning application at Higher Cargenwen.</li> </ul> </li> <li>• <u>PROW Cutting</u> – Cllr. Jenkin reported that a programme of walks, to check the PROWs, has been organised. The Clerk reported that a request had been received to cut back Bridleway No.213 (Sithney Old Road). This is not in our parish. The next PROW Meeting will be in September.</li> </ul> <p>b. <i>Amenities Committee (AC)</i> – meeting scheduled for 18<sup>th</sup> July 2011. Members received an update, regarding:</p> <ul style="list-style-type: none"> <li>• <u>Council-owned Property</u> – Cllrs. Cooke and Roberts will search the documents in the storage area for “proof of ownership” to assist with the registration of the Parish Rooms with the Land Registry.</li> <li>• <u>Community Grants</u> – the Clerk to ask Clowance Estate to make a donation towards the cost of the notice boards and bench.</li> <li>• <u>Leedstown Play Area</u> – Cllrs. Cooke and Henwood are working on a set of rules/guidelines. The small swings have been put up, but residents have requested that the older ones are not erected just yet, as they fear they will be vandalised.</li> <li>• <u>Nancegollan Playing Field</u> – the supplier has undertaken to carry out repairs to the wooden items, which are rotting.</li> <li>• <u>Community Flood Plan</u> – the Clerk to provide Cllr. Roberts with a form for completion.</li> <li>• <u>PAT Testing</u> – there was a query regarding the paperwork. The Clerk to liaise with the contractor.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllrs. Cooke / Roberts</p> <p>Clerk</p> <p>Clerk</p>

128/2011	<p><u>Village Organisations</u> –</p> <p>a. <i>Leedstown Village Hall</i> – Cllr. Christophers reported that research is being undertaken with regards to increasing the size of the village hall. The problem is relocating the septic tank. Noted that it may be possible to move it to the playing field.</p> <p>b. <i>Nancegollan Village Hall</i> – in the absence of Cllr. Tripp there was no report.</p> <p>c. <i>Praze Institute</i> – Cllr. Jenkin reported the next meeting will be in August.</p> <p>d. <i>Townshend Village Hall</i> – Cllr. Trevan reported the hall had been the venue for the Joint Village Hall initiative. Of particular interest is a proposal to reduce the costs of insurance, by purchasing as a group.</p>	
129/2011	<p><u>Financial Matters</u></p> <p>a. <i>Accounts for Payment</i> – a copy of Schedule No.2011/12-04, copies were circulated at the Meeting. It was pointed out that there are a number of cheques which have been dated for August.</p> <p>b. <i>Budget Monitor</i> – copies were circulated at the meeting.</p> <p>c. <i>Internal Audit Checks</i> – an Internal Audit Check had been undertaken, by Cllrs. Cooke and Muriel who advised there were no problems. A written report will be delivered to the September Meeting.</p> <p>d. <i>Nancegollan Village Hall Committee</i> – Members received a request from the Committee for a grant towards the upkeep of the cemetery around the Hall. As this was not on the agenda, the item was deferred to September.</p>	Clerk
130/2011	<p><u>Administration</u></p> <p>a. <i>Crowan Website</i> – Minute 110a/2011 refers. The Clerk was unable to provide a quarterly report as to the number of “hits” on the site, as she was having problems accessing the website. Cllr. Trevan will speak to Mr Tim Cogher for his assistance.</p> <p>b. <i>Risk Assessments</i> – Minute 110b/2011 refers. Members <b>AGREED</b> to base future assessments on the form and guidance notes used by Cornwall Council. A risk assessment had been received from Crowan Women’s Guild for the sale on The Plan, Praze on the 29<sup>th</sup> July 2011. It was <b>RESOLVED</b> that Cllr. Jenkin would adapt CC’s risk assessments form, creating a template for the various locations/organisations.</p> <p>c. <i>Remembrance Service</i> – Members confirmed the date as 13<sup>th</sup> November 2011 and the Chairman duly signed the Road Closure application. Noted that traffic control can only be handled by Chapter 8 accredited persons. Also noted the Clerk will be unable to attend. Cllr. Roberts will approach Mr Gordon Lines, regarding the Chapter 8 accreditation.</p>	Cllr. Trevan / Clerk  Cllr. Jenkin  Cllr. Roberts
131/2011	<p><u>Documentation</u> –</p> <p>a. <i>Localism Monthly Reports</i> – emailed from Ms Helen Couch and can be forwarded to Members, on request.</p> <p>b. <i>Clerks &amp; Councils Direct</i> – July 2011.</p> <p>c. <i>Cornwall Hospice Care</i> – a pack of publicity material has been received, including raffle tickets for sale.</p> <p>d. <i>History of Cornwall in 100 Objects</i> – one copy of the catalogue has been received. Cllr. Jenkin requested this, when available.</p>	Clerk
132/2011	<p><u>Diary Dates</u></p> <p>a. <i>Council Meetings:</i></p> <ul style="list-style-type: none"> <li>• <u>Extraordinary Meeting</u> – 16<sup>th</sup> August 2011.</li> <li>• <u>Full Council Meeting</u> – 8<sup>th</sup> September 2011, apologies from Cllrs. Jenkin and Hosken (both will be on leave).</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>PROW Committee Meeting</u> – 7<sup>th</sup> September 2011.</li> <li>• <u>Amenities Committee Meeting</u> – 21<sup>st</sup> September 2011.</li> </ul> <p>b. <i>Camborne Produce Market</i> – commences on Saturday, 9<sup>th</sup> July 2011.</p> <p>c. <i>What Will Your Drink Cost?</i> – campaign; Camborne and Redruth to be targeted 11<sup>th</sup>–17<sup>th</sup> July 2011 and Penzance 18<sup>th</sup>–24<sup>th</sup> July.</p> <p>d. <i>“In Conversation”</i> – Monday, 25<sup>th</sup> July 2011, 7pm. Cllr. Roberts to meet with Cllr. Alec Robertson, Leader of Cornwall Council and his colleagues in the Lecture Room, St John’s Hall, Penzance.</p> <p>e. <i>Clerk’s Leave</i> – the Clerk will be on leave from 1<sup>st</sup> to 7<sup>th</sup> August inclusive.</p> <p>f. <i>World’s Biggest Coffee Morning</i> – Friday, 30<sup>th</sup> September 2011, in aid of MacMillan Cancer Support.</p>	Cllr. Roberts
133/2011	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Praze Fair</i> – Cllr. Blewett handed the Clerk a £100 donation from the Fair.</p> <p>b. <i>Signage</i> – new signs have been erected on the Fish and Chip shop/café. For the September agenda.</p> <p>c. <i>Council Computers</i> – for the September agenda.</p> <p>d. <i>Council Safe</i> – Cllrs. Cooke and Roberts will remove from the loft storage area, the various documents to be stored in the safe. The Clerk to send a copy of the File List to Cllr. Cooke.</p>	Clerk
134/2011	<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 were instructed to withdraw.</p>	
135/2011	<p><u>Casual Vacancy</u> – the potential candidate to fill the remaining casual vacancy in Leedstown was not able to attend this Meeting. For the August agenda.</p>	
136/2011	<p><u>National Insurance Contributions</u> – Minute 117/2011 refers. Cllr. Roberts reported that a sum of money towards the outstanding NICs had been received from the former Clerk. It was <b>RESOLVED</b> to bank the cheque and take no further action.</p>	

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

Date: 8<sup>th</sup> September 2011

# Crowan Parish Council

## MINUTES OF THE FULL COUNCIL MEETING

### HELD IN THE PARISH ROOMS, CROWAN

### ON **TUESDAY, 19<sup>th</sup> JULY 2011 @ 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. Roberts (Chairman)                      Cllr. Blewett                                      Cllr. Butcher  
 Cllr. Christophers                                      Cllr. Cooke                                      Cllr. Henwood  
 Cllr. Hosken    Cllr. Dr. Jenkin                                      Cllr. Mrs Muriel  
 Cllr. Trevan    Cllr. Keeling (CC)                                      Mrs Thompson (Clerk)

Minute	AGENDA ITEMS	Action
	Prayers – led by the Chairman.	
118/2011	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present. The Meeting was adjourned to allow the public to speak.</p> <p>Mr Francis Webb addressed Members, regarding 123a/2011, and spoke on behalf of the residents of Vyvyan's Terrace. He objected on the grounds of access (the state of the lane is appalling) and also because he fears the development will lead to an increase in flooding. The width of the road is too narrow to permit pedestrians and vehicles to use it at the same time.</p> <p>Mr Cooke said his property overlooks the site. When work was last carried out there, his property was damaged. He voiced concerns regarding access and whether or not a fire engine could get through.</p> <p>Mr Stephen Bott, Planning Consultant addressed Members, regarding a proposal to develop the site where the allotments were previously in Leedstown. The application will include two open market properties and two affordable. He confirmed that the latter would be the subject of a legal s.106 agreement. The applicant has sons who might qualify for affordable housing, but understand that they will not take priority as they do not live in the parish.</p> <p>Mr Brett Webb spoke regarding PL123e/2011. His property adjoins the site. He has concerns about the size of the proposed development and the loss of light to his home.</p> <p>The Meeting reconvened.</p>	
119/2011	<u>Apologies for Absence</u> – Cllrs. Tripp (leave); Jeffery (ill health) and County Cllr. Clayton (ill health).	
120/2011	<p><u>Members' Declarations:</u></p> <p>a. <i>Declarations of Interests, in Accordance with the Agenda</i> – Cllr. Jenkin declared a prejudicial interest in PL123e/2011 and PL123f/2011.</p> <p>b. <i>Declarations of Gifts over £25</i> – none</p>	Clerk to record
121/2011	<p><u>Outside Bodies</u> –</p> <p>a. <i>Police</i> – PCSO Saddler addressed Members, referring to her written report (copy on file). She spoke of the incident with the dog in Praze, which had resulted in the dog being destroyed.</p> <ul style="list-style-type: none"> <li>• <u>Old Antique Shop, Leedstown</u> – Minute 106c/2011 refers. PC Vaughan advises he has checked with Highways to confirm that the studs along the footpath denote the boundary between what is Highway and what is private property. Any vehicles parked inside the studs are on private property, so enforcement action cannot be taken against the owner for Obstruction of the Highway. The vehicles are legally parked. He has also checked with the Casualty Reduction</li> </ul>	

	<p>Officer and he agrees the Police can't take action against the owner for parking his vehicle on his own property.</p> <ul style="list-style-type: none"> <li>• <u>Leedstown Playing Field</u> – Minute AC33d/2011 refers. Members had been provided with a copy of the response from PC Vaughan, regarding the recent vandalism to the play equipment.</li> </ul> <p>b. <u>County Councillors</u> – limited to 5 minutes per Councillor.</p> <p><u>Cllr. Keeling</u> – Members were reminded that Cllr. Keeling's report can be viewed on his website, which is under his photo on the CC website or via <a href="http://democracy.cornwall.gov.uk/mgMiniSite.aspx?UID=1715">http://democracy.cornwall.gov.uk/mgMiniSite.aspx?UID=1715</a>. NOTE – there is some information on the VAS, he wishes to install in Leedstown and the speed signs for Townshend. The Polcrebo Downs issue continue and he is trying to involve local people, police, anti-social behaviour group, enforcement and the environment agency.</p> <p>Cllr. Keeling advised that Cornwall Councillors have unanimously supported his Motion calling on the Government to remove council tax discount on second homes.</p> <p>He spoke about the youth bus, referred to as the 'Youth Diamond'. He has raised over £9,000 towards the costs. He hoped it would be available for the summer holidays.</p> <p>Cllr. Keeling said that whilst Cllr. Clayton was unwell, he would be dealing with any issues. The Clerk to send him copies of the planning responses.</p> <p>Cllr. Trevan arrived at this point.</p> <p>Cllr. Keeling suggested holding a 'walk about' with Members of the Parish Council, around any sites identified for affordable housing. He is working on the introduction of the VAS, which will be moved between various locations within the Parish.</p> <p>He then updated Members on CC personnel issues.</p> <p>He advised that he was hoping to set up meetings, with various interested parties, to consider resolutions to anti-social behaviour. Cllrs. Cooke and Henwood expressed their wish to attend.</p> <p>Cllr. Cooke asked if there had been any progress with providing loans to enable first time buyers to put down a deposit to purchase a home. This is still at the development stage.</p> <p><u>Cllr. Clayton</u> – CC-owned land at Praze an Beeble. There are three sites, whose future is under review by CC. Two sites at Trerice Fields and one site at 98 Trethannas Gardens (already known to Members). Members wished to ensure they remain as open spaces. Cllr. Keeling was asked to monitor the situation, in the absence of Cllr. Clayton.</p> <p>c. <u>Community Network Meeting</u> – Cllr. Jenkin apologised she had been unwell and unable to attend the meeting on 15<sup>th</sup> June 2011. Cllr. Keeling said the meeting had dealt with the Localism Agenda and the impact that would have on Parish Councils. He is working to ensure that Parish Clerks are given the support they will need.</p>	Clerk
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126/2011	<p><u>Highways and Environment Issues</u> –</p> <p>a. <i>Delivery of Highways and Environment Services</i> – w.e.f. 4<sup>th</sup> July 2011, Mr David Vincent will be the new Highways Area Manager and will be the first point of contact for all highways/environment issues in the area.</p> <p>b. <i>Bollards, Praze</i> – Minute 106a/2011 refers. Mr Viv Bidgood, Highways, suggests that the proposed bollards are installed and monitored for effectiveness prior to giving consideration for a further two bollards between the Deli and Medway.</p> <p>c. <i>Bus Stop, Praze</i> – Minute 106d/2011 refers. Mr Viv Bidgood, Highways points out the new timetable starts in early July. Therefore, he suggests monitoring the impact of this in the short-term before committing to any decision to relocate the bus stop from the stop at the end of School Road to outside the St Aubyn Arms. He pointed out that service operator (Summercourt Travel) would need to be consulted. Members did not think this satisfactory and wished to see the bus stop moved a.s.a.p. The Clerk to liaise with Mr Vincent.</p>	Clerk

	<p>d. <i>Public Convenience Review</i> – Mr James Ortiz, CC has written regarding the strategy adopted in principle by CC, he now wishes to “...start a more formal detailed discussion about how Cornwall Council can share the responsibility of managing the facilities in your area, and may include discussions as to how they might be managed as part of a ‘place-based’ package with other services...For instance if Town and Parish Councils, and/or other organisations/businesses, were able to consider taking on the management of local public conveniences, in a form to be agreed, the Council <b>may</b> be able to contribute an annual grant towards the running costs incurred by Cornwall Council.” A copy of the strategy is held by the Clerk, who pointed out that CC had identified the ‘Opportunity to passport to others’ as Low in the case of the toilets at Praze. Members were interested in discussing the future of public conveniences and are willing to meet with CC Officers. The Clerk to arrange a meeting.</p> <p>e. <i>Intelligent Energy Europe (IEE) Programme</i> – ‘Expressions of Interest’ are being sought from communities and businesses who are interested in working with CC to ‘increase their energy efficiency and/or become more self sufficient in terms of renewable electricity and/or heat generation’. No further action.</p>	Clerk
127/2011	<p><u>Standing Committees</u> –</p> <p>a. <i>Public Rights of Way (PROW) Committee</i> – meeting held on 13<sup>th</sup> July.</p> <ul style="list-style-type: none"> <li>• <u>Contract</u> – Cllr. Hosken provided the Clerk with additions to the risk assessment, which she is to discuss with the contractor. Subject to these being included, his risk assessments are satisfactory. The Contractor to be invited to attend the September Meeting.</li> <li>• <u>PROW Issues</u> – <ul style="list-style-type: none"> <li>i. 207/3/2 – Cllr. Trevan will contact Mr Les Hudson, with a view to opening discussions with the landowner for a temporary permissive path, until this matter is resolved.</li> <li>ii. 207/21/2 into 111/23/1 – currently not a problem.</li> <li>iii. 207/118 – the path has been built over and this appears to be a Planning error. The Clerk was instructed to look back through the Minutes to find any references to the planning application at Higher Cargenwen.</li> </ul> </li> <li>• <u>PROW Cutting</u> – Cllr. Jenkin reported that a programme of walks, to check the PROWs, has been organised. The Clerk reported that a request had been received to cut back Bridleway No.213 (Sithney Old Road). This is not in our parish. The next PROW Meeting will be in September.</li> </ul> <p>b. <i>Amenities Committee (AC)</i> – meeting scheduled for 18<sup>th</sup> July 2011. Members received an update, regarding:</p> <ul style="list-style-type: none"> <li>• <u>Council-owned Property</u> – Cllrs. Cooke and Roberts will search the documents in the storage area for “proof of ownership” to assist with the registration of the Parish Rooms with the Land Registry.</li> <li>• <u>Community Grants</u> – the Clerk to ask Clowance Estate to make a donation towards the cost of the notice boards and bench.</li> <li>• <u>Leedstown Play Area</u> – Cllrs. Cooke and Henwood are working on a set of rules/guidelines. The small swings have been put up, but residents have requested that the older ones are not erected just yet, as they fear they will be vandalised.</li> <li>• <u>Nancegollan Playing Field</u> – the supplier has undertaken to carry out repairs to the wooden items, which are rotting.</li> <li>• <u>Community Flood Plan</u> – the Clerk to provide Cllr. Roberts with a form for completion.</li> <li>• <u>PAT Testing</u> – there was a query regarding the paperwork. The Clerk to liaise with the contractor.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllrs. Cooke / Roberts</p> <p>Clerk</p> <p>Clerk</p>

128/2011	<p><u>Village Organisations</u> –</p> <p>a. <i>Leedstown Village Hall</i> – Cllr. Christophers reported that research is being undertaken with regards to increasing the size of the village hall. The problem is relocating the septic tank. Noted that it may be possible to move it to the playing field.</p> <p>b. <i>Nancegollan Village Hall</i> – in the absence of Cllr. Tripp there was no report.</p> <p>c. <i>Praze Institute</i> – Cllr. Jenkin reported the next meeting will be in August.</p> <p>d. <i>Townshend Village Hall</i> – Cllr. Trevan reported the hall had been the venue for the Joint Village Hall initiative. Of particular interest is a proposal to reduce the costs of insurance, by purchasing as a group.</p>	
129/2011	<p><u>Financial Matters</u></p> <p>a. <i>Accounts for Payment</i> – a copy of Schedule No.2011/12-04, copies were circulated at the Meeting. It was pointed out that there are a number of cheques which have been dated for August.</p> <p>b. <i>Budget Monitor</i> – copies were circulated at the meeting.</p> <p>c. <i>Internal Audit Checks</i> – an Internal Audit Check had been undertaken, by Cllrs. Cooke and Muriel who advised there were no problems. A written report will be delivered to the September Meeting.</p> <p>d. <i>Nancegollan Village Hall Committee</i> – Members received a request from the Committee for a grant towards the upkeep of the cemetery around the Hall. As this was not on the agenda, the item was deferred to September.</p>	Clerk
130/2011	<p><u>Administration</u></p> <p>a. <i>Crowan Website</i> – Minute 110a/2011 refers. The Clerk was unable to provide a quarterly report as to the number of “hits” on the site, as she was having problems accessing the website. Cllr. Trevan will speak to Mr Tim Cogher for his assistance.</p> <p>b. <i>Risk Assessments</i> – Minute 110b/2011 refers. Members <b>AGREED</b> to base future assessments on the form and guidance notes used by Cornwall Council. A risk assessment had been received from Crowan Women’s Guild for the sale on The Plan, Praze on the 29<sup>th</sup> July 2011. It was <b>RESOLVED</b> that Cllr. Jenkin would adapt CC’s risk assessments form, creating a template for the various locations/organisations.</p> <p>c. <i>Remembrance Service</i> – Members confirmed the date as 13<sup>th</sup> November 2011 and the Chairman duly signed the Road Closure application. Noted that traffic control can only be handled by Chapter 8 accredited persons. Also noted the Clerk will be unable to attend. Cllr. Roberts will approach Mr Gordon Lines, regarding the Chapter 8 accreditation.</p>	Cllr. Trevan / Clerk  Cllr. Jenkin  Cllr. Roberts
131/2011	<p><u>Documentation</u> –</p> <p>a. <i>Localism Monthly Reports</i> – emailed from Ms Helen Couch and can be forwarded to Members, on request.</p> <p>b. <i>Clerks &amp; Councils Direct</i> – July 2011.</p> <p>c. <i>Cornwall Hospice Care</i> – a pack of publicity material has been received, including raffle tickets for sale.</p> <p>d. <i>History of Cornwall in 100 Objects</i> – one copy of the catalogue has been received. Cllr. Jenkin requested this, when available.</p>	Clerk
132/2011	<p><u>Diary Dates</u></p> <p>a. <i>Council Meetings:</i></p> <ul style="list-style-type: none"> <li>• <u>Extraordinary Meeting</u> – 16<sup>th</sup> August 2011.</li> <li>• <u>Full Council Meeting</u> – 8<sup>th</sup> September 2011, apologies from Cllrs. Jenkin and Hosken (both will be on leave).</li> </ul>	

	<ul style="list-style-type: none"> <li>• <u>PROW Committee Meeting</u> – 7<sup>th</sup> September 2011.</li> <li>• <u>Amenities Committee Meeting</u> – 21<sup>st</sup> September 2011.</li> </ul> <p>b. <i>Camborne Produce Market</i> – commences on Saturday, 9<sup>th</sup> July 2011.</p> <p>c. <i>What Will Your Drink Cost?</i> – campaign; Camborne and Redruth to be targeted 11<sup>th</sup>–17<sup>th</sup> July 2011 and Penzance 18<sup>th</sup>–24<sup>th</sup> July.</p> <p>d. <i>“In Conversation”</i> – Monday, 25<sup>th</sup> July 2011, 7pm. Cllr. Roberts to meet with Cllr. Alec Robertson, Leader of Cornwall Council and his colleagues in the Lecture Room, St John’s Hall, Penzance.</p> <p>e. <i>Clerk’s Leave</i> – the Clerk will be on leave from 1<sup>st</sup> to 7<sup>th</sup> August inclusive.</p> <p>f. <i>World’s Biggest Coffee Morning</i> – Friday, 30<sup>th</sup> September 2011, in aid of MacMillan Cancer Support.</p>	Cllr. Roberts
133/2011	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Praze Fair</i> – Cllr. Blewett handed the Clerk a £100 donation from the Fair.</p> <p>b. <i>Signage</i> – new signs have been erected on the Fish and Chip shop/café. For the September agenda.</p> <p>c. <i>Council Computers</i> – for the September agenda.</p> <p>d. <i>Council Safe</i> – Cllrs. Cooke and Roberts will remove from the loft storage area, the various documents to be stored in the safe. The Clerk to send a copy of the File List to Cllr. Cooke.</p>	Clerk
134/2011	<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 were instructed to withdraw.</p>	
135/2011	<p><u>Casual Vacancy</u> – the potential candidate to fill the remaining casual vacancy in Leedstown was not able to attend this Meeting. For the August agenda.</p>	
136/2011	<p><u>National Insurance Contributions</u> – Minute 117/2011 refers. Cllr. Roberts reported that a sum of money towards the outstanding NICs had been received from the former Clerk. It was <b>RESOLVED</b> to bank the cheque and take no further action.</p>	

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

Date: 8<sup>th</sup> September 2011