

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 9th FEBRUARY 2012 @ 7.15pm

*Minutes of Council Meetings are available to view on 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. Christophers Cllr. Trevan	Cllr. Blewett Cllr. Hosken Cllr. Tripp	Cllr. Butcher Cllr. Dr. Jenkin (PC/CC) Cllr. Ward
In Attendance:	Cllr. Keeling (CC)	Mrs Thompson (Clerk)	
Apologies:	Cllr. Cooke (ill health)	Cllr. Mrs Muriel (ill health)	Cllr. Henwood

Minute	AGENDA ITEMS	Action
	Prayers – led by the Chairman.	
020/2012	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present. There were five members of the public present.</p> <p>Mrs Katherine Marquis spoke regarding her planning application for Mill House (agenda items 25c/2012 and 25d/2012). She explained they felt they had done all they could to accommodate the concerns of their neighbours.</p> <p>Mr Robert Horne then spoke about his planning application for a garage for Crenver Count House (25a/2012), to include photovoltaic panels. He reported they have planted 1,500 trees, which will help to screen the garage from view.</p> <p>Mr Brett Webb then addressed the Meeting, regarding the application for Mill House (agenda item 25c/2012 and 25d/2012). He said the extension will be 0.9 metres from his property, at the narrowest point, and pointed out that this will leave little room for maintenance to his property.</p> <p>Mr Bott, Planning Consultant, summarised the application for Trenerth Road (25f/2012) and said that they had tried to address the concerns raised by Members, when this application was last before them. He then referred to an email from the Planning Officer to the Clerk (copy on file). He was asked how much the affordable housing would sell for. As they would be 3-bed units they would sell for the recommended CC price of £103,400 each.</p>	
021/2012	<p><u>Members' Declarations:</u></p> <p>a. <i>Declarations of Interests, in Accordance with the Agenda</i> – Cllr. Jenkin declared a personal interest in 25c/2012 and Cllr. Hosken in the same.</p> <p>b. <i>Declarations of Gifts over £25</i> – none</p>	Clerk to record
022/2012	<u>Casual Vacancy</u> – no candidate for the vacancy in the Praze Ward had come forward. Members were asked to give this their consideration.	All Members
023/2012	<p><u>Outside Bodies</u> –</p> <p>a. <i>Police</i> – PCSO Saddler sent her apologies. A written report (copy on file).</p> <p>b. <i>County Councillor</i> – limited to 5 minutes each.</p> <p><u>Cllr. Keeling</u> – gave a verbal report, which is available to view on his website. He had met with Parish Council representatives in Leedstown to discuss various traffic issues. Unfortunately, he has little money left in his Highways' budget. With regards to Polcrebo Downs, he reported that a noise abatement notice had been put on the land. Motor cyclists are currently banned. The situation is being monitored by the Police.</p> <p><u>Cllr. Jenkin</u> – spoke to her written report (copy on file). She has arranged a meeting with County Cllr. Graeme Hicks on 22nd February 2012 at 9am to discuss Highways issues, which Members are invited to attend.</p>	

	<p>c. <i>Helston & The Lizard Community Network</i> – Cllr. Trevan spoke to his written report (copy on file). The Clerk to sign the ‘confidentiality’ form so that she is notified of the plans for the Olympic torch until it leaves Helston. The next Meeting is scheduled for 28th March 2012, 7pm, Helston Methodist Church Hall.</p>	<p>Cllrs. Trevan / Jenkin Clerk</p>
024/2012	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 12th January 2012, AGREED as a true record.</p> <p>b. <i>PROW Committee Meeting</i> – 16th November 2011, AGREED as a true record.</p> <p>c. <i>Amenities Committee Meeting</i> – 25th January 2012, the following changes were made to the circulated Minutes:</p> <ol style="list-style-type: none"> 1. Minute AC 07b/2012 to read: “<i>Leedstown Play Area</i> – Cllr. Henwood provided a completed copy.” 2. AC07c/2012 to read: “<i>Nancegollan Play Area</i> – Cllr. Cooke advised he holds a copy of a blank check list.” With these amendments, the Minutes were AGREED as a true record. <p>d. <i>PROW Committee Meeting</i> – 26th January 2012, the following changes were made to the circulated Minutes:</p> <ul style="list-style-type: none"> • Delete Ms Williams from under ‘Apologies’ in the heading and add “Ms Liz Williams was not present” to PR2/2012. • PR1/2012: “...Cllr. Cooke kindly agreed to take the Minutes.” • PR4a/2012: “NOTE – the presence of knotweed in Jimmy's Lane had previously been reported to Cornwall Council.” added to the last paragraph. • PR4b/2012, 1st sentence, 2nd paragraph to be deleted and replaced with: “Cllr Trevan reported that Ms Linda Holloway had walked the path.” • PR5a/2012, add: “See also PR4b/2012 above.” • PR9, 1st paragraph, delete last sentence and replace with: “Cllr Trevan also said he understood CC had confirmed that its Grant for 2012/13 would be the same as 2011/12.” <p>With these amendments, the Minutes were AGREED as a true record.</p>	
025/2012	<p><u>Planning Applications Received</u> –</p> <p>a. <i>PA11/09665, Crenver Count House</i> – erection of a double garage with loft storage and retention of domestic curtilage. NO OBJECTION.</p> <p>b. <i>PA12/00169, Rakaia, Crowan</i> – replacement of windows/French door at the rear of the property. NO OBJECTION.</p> <p>c. <i>PA12/00233, Mill House, Tremayne, Praze</i> – two-storey extension and conservatory. This is a revised planning application, which sought to address previous concerns. NO OBJECTION, but Members wish to ensure that the neighbour is granted access to maintain his property. Cllrs, Blewett, Jenkin and Ward abstained. Cllr. Hosken voted against.</p> <p>d. <i>PA12/00237, Mill House, Tremayne, Praze</i> – listed building consent in respect of two-storey extension and conservatory. See 25c/2012 above.</p> <p>e. <i>PA12/00658, The Flower Farm, Townshend</i> – extension of time for the erection of a dwelling and construction of a treatment plant (decision notice PA09/00042 dated 18th March 2009). NO OBJECTION.</p> <p>f. <i>PA11/07285, Trenerth Road, Leedstown</i> – Clerk’s covering letter refers. Construction of four dwellings (two affordable and two open market) and provision of vehicular access and car parking. The content of an email from the Planning Officer was previously circulated to all Members. Concern was expressed that the application would create parking on the main road. There was also a view that two-bedroom properties would be preferable. It was pointed out that there is a demand for three-bedroom properties in the parish. NO OBJECTION. Cllr. Hosken voted against.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>d. <i>Call for Potential Housing Sites</i> – CC is carrying out a county-wide ‘call’ as part of the review of the Strategic Housing Land Availability Assessment (SHLAA). They are looking for sites anywhere in Cornwall that:</p> <ul style="list-style-type: none"> • Have the potential for accommodating at least 5 dwellings (gross) or 0.1 hectares for housing; and • Are located outside of a designated SAC, SPA, SSSI or Flood Zone 3b. <p>Further details on the call for sites and the site submission form are attached, as well as being available online at www.cornwall.gov.uk/shlaa.</p> <p>e. <i>Planning Future Cornwall</i> – Minute 018b/2012 refers. Members were urged to consider the Core Strategy documentation, which is available on CC’s website (www.cornwall.gov.uk/ldf) or from the Chairman. Deadline 2nd March 2012. Noted an example of a Neighbourhood Plan can be seen at: http://www.cornwall.gov.uk/Default.aspx?page=17712. It was RESOLVED to delegate Cllrs. Jenkin and Trevan to formulate an official response from the Parish Council, through the Clerk.</p> <p>f. <i>Guide to Neighbourhood Planning</i> – booklet from the Campaign to Protect Rural England / NALC.</p>	Cllrs. Jenkin / Trevan
027/2012	<p><u>Planning Permission Granted by Cornwall Council</u> – information only.</p> <p>a. <i>PA12/00044, Clowance House, Praze</i> – submission of details to discharge conditions 11 and 13 in respect of decision notice PA06/01605/FM. Disch of cond not all conditions agreed.</p>	
028/2012	<p><u>Highways Issues</u> –</p> <p>a. <i>Road Repairs</i> – Minute 217c/2011 refers.</p> <ul style="list-style-type: none"> • <u>Outside the Old Antique Shop, Leedstown</u> – Cllrs. Henwood and Tripp had held a site visit with Cllr. Keeling, to look at various issues. • <u>Carsize Lane, Leedstown</u> – it was understood that Cllr. Henwood had offered to assist with spreading the planings on Carsize Lane. <p>b. <i>Leedstown Parking</i> – Minute 226a/2011 refers. Cllr. Keeling has taken up the various issues relating to inconsiderate parking, in particular:</p> <ul style="list-style-type: none"> • <u>Outside Antique Shop, Leedstown</u> – ongoing issue. • <u>Horsedowns Road</u> – cars parked the wrong way. • <u>Traffic Calming</u> – parking within the area. <p>c. <i>Traffic Update</i> – Minute 187b/2011 refers. There had been no response from Mr Andy James, Highways and the Cllr. Graeme Hicks (Portfolio Holder), regarding outstanding Highways issues. However, a meeting has been arranged (agenda item 23b/2012 above).</p> <p>d. <i>Bus Stop, Praze</i> – Minute 217a/2011 refers. Mr David Edwards, CC’s Group Leader, Passenger Transport Unit advises that the 445 bus service for Helston and Camborne (through Praze) will be operated by First Devon & Cornwall Ltd. from 1st April 2012. He has concerns about the bus stop being at the School Road / Trethannas Gardens junction, but as it is Members’ wish, he will approve it.</p>	Cllr. Henwood Cllr. Keeling
029/2012	<p><u>Standing Committees</u> –</p> <p>a. <i>Amenities Committee (AC)</i> – Meeting held on 25th January 2012.</p> <ul style="list-style-type: none"> • <u>Land Registration</u> – Minute AC02/2012 refers. Waller & Hart Solicitors have declined to quote for the work. Members to consider a quote of £250+VAT from CVC Solicitors. It was RESOLVED to accept the quotation from CVC Solicitors and to reimburse the Clerk’s travel expenses, should this prove necessary. • <u>Notice Boards / Seat</u> – Minute AC03/2012 refers. Members prioritised the notice boards as (1) Praze, (2) Crowan and (3) Nancegollan. The Clerk to apply to CC for funding ant to make a purchase a.s.a.p. 	Clerk Clerk

	<ul style="list-style-type: none"> • <u>Nancegollan Playing Field</u> – Minute AC05d/2012 refers. It was RESOLVED to accept the quotation, from Mr Michael Mudge, for £317+VAT for the provision of a soakaway to cure the flooding problems near the tarmac area. • <u>Praze Public Conveniences</u> – Minute AC08a/2012 refers. Members considered the provision of a counting device (to gauge usage in the winter and summer months), at a cost of approximately £180 per door. Cllr. Butcher will speak to Mr Kitto to ensure the WCs are opened for longer periods. Members were doubtful if it would be possible to obtain local sponsorship to keep the WCs open. On the casting vote of the Chairman, it was RESOLVED to install two ‘counters’. Cllrs. Blewett, Trevan and Tripp voted against the proposal. • <u>Contract No.1</u> – Minute 12b/2012 refers. It was AGREED to release Glendale Services from the contract, as they requested. The company had agreed to finance the cost of re-advertising. The Clerk to place an advertisement. • <u>Contract Nos.2 & 3</u> – Minute 12/2012 refers. Members RATIFIED the recommendation of the AC to renew these contracts. The Clerk to advise the contractors. <p>b. <u>Public Rights of Way (PROW) Committee</u> – Meeting held on 26th January.</p> <ul style="list-style-type: none"> • <u>PROW Contract</u> – Minute PR09/2012 – Members RATIFIED the recommendation of the PROW Committee to renew this contract. The Clerk to advise the contractor. • <u>2010/11 Budget</u> – Minute PR10/2012. Members AGREED to authorise the PROW Committee to spend the remainder of the budget. 	<p>Clerk</p> <p>Cllr. Butcher Clerk / Cllr. Cooke</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
030/2012	<p><u>Parish Organisations</u> –</p> <p>a. <u>Leedstown Village Hall</u> – Cllr. Christophers reported funds are being sought to find a solution to the condensation in the roof. He was advised to try the Cornwall Community Foundation. The hall has plenty of bookings.</p> <p>b. <u>Nancegollan Village Hall</u> – Cllr. Tripp reported that decorating inside and out is now complete. They are looking for grants to repair a leak. Further trips are planned.</p> <p>c. <u>Praze Institute</u> – Cllr. Jenkin was unable to attend the last meeting. The Institute had been successful in attaining some £10,000 of funding.</p> <p>d. <u>Townshend Village Hall</u> – Cllr. Trevan reported a community lunch will be held this Saturday, which anyone is welcome to attend.</p> <p>e. <u>Crowan School</u> – Cllr. Butcher reported the school wants to mark the Queen’s Diamond Jubilee, by giving each child a gift. (See 31/2012 below.)</p>	
031/2012	<p><u>Jubilee Celebrations</u> – Members were not aware of any planned celebrations (other than the Beacon on Black Rock). The Clerk to advise Nancegollan Village Hall Committee and to enquire what they have in mind. Cllr. Ward will liaise with Leedstown School as to whether they have anything planned; Cllr. Tripp will deal with Sithney School and Cllr. Butcher with Crowan.</p>	<p>Clerk</p> <p>Cllrs. Ward, Tripp and Butcher</p>
032/2012	<p><u>Financial Matters</u></p> <p>a. <u>Accounts for Payment</u> – Schedule No.2011/12-10, to a value of £1,231.14 were APPROVED for payment.</p> <p>The Clerk explained that due to a misunderstanding invoices from 1&1 Internet Ltd. (website hosts), properly due to be paid by the Council, had been deducted from Mr Tim Cogher’s personal account. Cheques had been raised to reimburse him. To rectify the situation it was RESOLVED to rescind Standing Order 33.4 and to make a Direct Debit in respect of future payments to 1&1.</p> <p><u>Parish Rooms</u> – the Clerk reported that the Rooms had been ‘registered’ and been allocated a Rateable Value of £2,800. She has spoken to the Valuation Office and this is the ‘going rate’.</p>	

	<p>A Business Rates demand had been received from CC for £1,159.20 for 2010/11 and £1,212.40 for 2011/12 (Total £2,371.60). She has requested the paperwork to claim a Small Business Rebate, which (if granted) will entitle the Parish Council to 50% relief from 01/04/10 – 30/09/10 and then 100% relief from 01/10/10 onwards.</p> <p>b. <i>Budget Monitor</i> – copies were circulated at the Meeting. Members had no comments.</p> <p>c. <i>Audit Checkers</i> – report previously circulated. Matters arising:</p> <ul style="list-style-type: none"> • <u>Reserves</u> – the Chairman confirmed he has now transferred £3,465 from the current account to the Business Tracker account. • <u>Income</u> – due to ill health, the Clerk has yet to arrange to meet with Mrs Prior to clarify the income from the Parish Rooms. • <u>Uncashed Cheques</u> – covered by Minute 32a/2012 above. <p>d. <i>A Parish Councillor's Guide to Parish Council Insurance</i> – received from Came & Co. and has been forwarded to Members with email. Members to consider the following:</p> <ul style="list-style-type: none"> • <u>Fidelity Indemnity Insurance</u> – the Parish Council must hold references for the Parish Clerk and the bank signatories, to be covered. Deferred to May Meeting, when there may be new bank signatories. • <u>Personal Accident Cover</u> – employees, councillors and volunteers up to the age of 80 as standard are covered and can be extended to 85 years, on request. It was confirmed that this does not apply to anyone connected with the Parish Council at present. <p>e. <i>Winter Advice</i> – Came & Co. remind Members that they are only covered for damage ‘...caused by the escape of water from any tank, apparatus or pipe...’, if they take the following action:</p> <ul style="list-style-type: none"> • All pipes and tanks in roof spaces and other void or unheated areas must be suitably lagged. • Thermostatically controlled heating systems must be permanently on and set at a minimum temperature of 4° centigrade. • The location of the main stop valves must be clearly identified and indicate the direction of off/on. 	
033/2012	<p><u>Administration</u></p> <p>a. <i>Crowan Website</i> – Minute 015b/2012 refers.</p> <ul style="list-style-type: none"> • <u>Number of ‘Hits’</u> – there were 88 hits in the month, compared with 44 in the previous month. • <u>CVs</u> – Cllrs. Cooke, Henwood, Jenkin and Tripp to provide. • <u>External Website Links</u> – Leedstown and Sithney Schools have agreed to a reciprocal arrangement. No response has been received from Godolphin School, as yet. The Clerk to pursue. <p>b. <i>Generic Risk Assessments</i> – Minute 015c/2012 refers. Cllr. Jenkin reported that she has yet to complete a generic risk assessment for organised activities on The Plan and Nancegollan Village Green, but will do so shortly.</p> <p>c. <i>The Chronicle</i> – Minute 015d/2012 refers. The Editor has agreed to publish ‘short’ articles. Deadline dates are 17th March and 12th May. Defer to the March Meeting.</p>	<p>Cllrs. Cooke / Henwood / Jenkin / Tripp Clerk</p> <p>Cllr. Jenkin</p> <p>Clerk</p>
034/2012	<p><u>Documentation</u> –</p> <p>a. <i>Clerks & Councils Direct</i> – January 2012 issue.</p> <p>b. <i>Cornwall Conversations Panel</i> – residents can sign up to the Panel and share their opinions on issues ranging from the environment to adult social care and roads: www.cornwall.gov.uk/default.aspx?page=29321.</p> <p>c. <i>BF Adventure</i> – places left on £5 multi-activity days for youth groups and clubs based in the West of Cornwall. Offer runs out in May and the number</p>	

	<p>of places is limited (conditions apply). For more information or to book, please contact 01326-340912 or send an email to enquiries@bfadventure.org.</p> <p>d. <i>Localism Newsletter</i> – January 2012. This has been forwarded to Members with email.</p> <p>e. <i>Cornwall Conversations : Budget Event</i> – Ms Helen Couch has emailed a copy of the notes taken at the event, which can be emailed on request or viewed online as an archive film: www.cornwall.publici.tv/core/portal/webcast_interactive/67116.</p> <p>f. <i>Ancient Tree</i> – newsletter featuring the sweet chestnut. Can be forwarded via email, on request.</p> <p>g. <i>New Archive for Cornwall</i> – Ms Helen Couch, CC Officer has emailed, inviting expressions of interest, by 5th March 2012, for sites to house Cornwall's historical collections. The Clerk holds further information.</p>	
035/2012	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <ul style="list-style-type: none"> • <u>Full Council Meeting</u> – the Clerk apologised this clashes with a planned hospital appointment. Members AGREED to reschedule the Meeting to 1st March 2012. • <u>PROW Committee Meeting</u> – 23rd February 2012. 	
036/2012	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Praze Fair</i> – possible attendance. For the March Meeting.</p> <p>b. <i>Risk Assessments</i> – Christmas lights. For the March Meeting.</p> <p>c. <i>Meeting Dates</i> – Members to consider possible clashing of meeting dates for the Amenities and PROW Committees. For the March Meeting.</p>	

Signature: (Cllr. Roberts)
Chairman

Date: 1st March 2012