

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 1st MARCH 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. Cooke Cllr. Dr. Jenkin (PC/CC) Cllr. Tripp	Cllr. Blewett Cllr. Henwood Cllr. Mrs Muriel Cllr. Ward	Cllr. Butcher Cllr. Hosken Cllr. Trevan
In Attendance:	Mrs Thompson (Clerk)		
Apologies:	Cllr. Christophers		

Minute	AGENDA ITEMS	Action
	<u>Prayers</u> – the Chairman invited anyone not wishing to take part in prayers to leave the room and rejoin the meeting later. Prayers were then said.	
037/2012	<u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present.	
038/2012	<u>Members' Declarations:</u> a. <i>Declarations of Interests, in Accordance with the Agenda</i> – Cllrs. Hosken in agenda item 43a/2012 b. <i>Declarations of Gifts over £25</i> – none	Clerk to record
039/2012	<u>Apologies for Absence</u> – see above. Cllr. Keeling (CC); PC Wearne and PCSO Saddler.	
040/2012	<u>Casual Vacancy</u> – no candidate had come forward for the vacancy in the Praze Ward. Members were urged to give this their consideration.	All Members
041/2012	<p><u>Outside Bodies</u> –</p> <p>a. <i>Police</i> – PCSO Saddler provided a written report (copy on file). There was no update, regarding the issue of rubble and parked vehicles outside the Old Antique Shop, Leedstown (Minute 05a/2012 refers).</p> <p>b. <i>County Councillor</i> – limited to 5 minutes each.</p> <p><u>Cllr. Keeling</u> – sent his apologies and a written report (copy on file); this had been forwarded to Members with email. He drew attention to the possibility of installing more Vehicle Activated Signs (VAS) sockets, with financial assistance from the Parish Council. For further discussion.</p> <p><u>Cllr. Jenkin</u> – spoke to her written report (copy on file). She had met with County Cllr. Graeme Hicks to discuss Highways issues (see 46a/2012 below). There was some discussion on a strategic approach to wind turbines (see 44c/2012 below).</p> <p>Cllr. Muriel pointed out that CC is cascading services to Parish Councils to deliver wherever possible, but there is a deplorable lack of support for Parish Councils, particularly from some CC Officers. She asked if it would be possible for this to be a top-down direction within CC. Cllr. Jenkin indicated her willingness to do all she could to assist the process.</p> <p>Mr and Mrs Donald Baines had joined the Meeting and wished to address Members. The Meeting was adjourned to permit this.</p> <p>Mr Baines spoke regarding Minute 43a/2012. He said the proposed dwelling was too close to his property. If it were moved this would have the added advantage of giving the new property more light. He pointed out there is an</p>	April agenda

	<p>issue with surface drainage, which he fears will go towards his property. He referred to other anomalies (1) there is no reference to his lounge and kitchen window which would be overlooked; (2) his laundry room and garage are not reflected on the plans at all; (3) the site is within the World Heritage site.</p> <p>The Meeting then recommenced.</p> <p>c. <i>Helston & The Lizard Community Network</i> – next Meeting 28th March 2012.</p>	
042/2012	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 9th February 2012. The following amendments were made to the circulated Minutes:</p> <ul style="list-style-type: none"> • Public Forum, should read Mr Brett Webb (not Mr Alistair Webb; • Minute 25c/2012, last two lines should read <i>Cllrs, Blewett, Jenkin and Ward abstained. Cllr. Hosken voted against.</i> • Minute 25f/2012, last line should read <i>Cllr. Hosken voted against.</i> • Minute 29a/2012, 4th bullet point delete Cllr. Henwood from those who voted against the proposal. <p>With these amendments, the Minutes were AGREED as a true record.</p> <p>b. <i>PROW Committee Meeting</i> – 23rd February 2012, deferred to April Meeting.</p>	
043/2012	<p><u>Planning Applications Received</u> –</p> <p>a. <i>PA12/00506, Homestead, Chapel Road, Leedstown</i> – construction of dwelling. Cllr. Hosken declared a personal interest. OBJECT on the grounds of over development of the site; there is understood to be problems with flooding, which would be exacerbated by the creation of hard standing; this would be an additional access onto the highway; the proposed dwelling is very close to the neighbour’s boundary. Cllrs. Hosken and Trevan abstained.</p> <p>b. <i>PA12/00765, 77 Trethannas Gardens, Praze</i> – demolition of existing garage and construction of a two-storey extension. NO OBJECTION, but Members do have concerns about the loss of a parking space/garage.</p>	<p>Clerk</p> <p>Clerk</p>
044/2012	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Affordable Housing</i> – Minute 26a/2012 refers. Cllr. Roberts thanked Members who had attended the public consultation, which he felt had been successful. The consultation deadline was 29th February 2012. Mr Jody Jeffery will provide a report, for the April meeting.</p> <p>b. <i>Enforcement Issues</i> – Minute 214b/2011 refers. Members received the following updates:</p> <ul style="list-style-type: none"> • <i>EN11/02372, Land Nr. to Binnerton Manor, Binnerton Road, Leedstown</i> – shed and polytunnel on the site require planning permission. Officer: Ms Donna Proctor reports she has had a look at this case and notes that a planning application has been invited. However, it has not been received to date. Therefore, CC will now be considering whether it is expedient for CC to pursue enforcement action. For further update. • <i>Land Nr. to Binnerton Manor, Binnerton Road, Leedstown</i> – Minute 08b/2012 refers. Unsightly and unstable windbreak (made up of pallets). The matter has been reported to Mr Ellis Hughes, CC Officer. • <i>EN08/00387, Land Opposite 46 Praze Road, Leedstown</i> – possible removal of a caravan on the site. The Officer, Ms Mandy Smith reports the owners have 6 months from the date of the decision (<i>5th September 2011</i>) to appeal. She will check if an appeal has been lodged and if not a site visit will be made to confirm the caravan has been removed. • <i>EN12/00056, The Gables, Praze Road, Praze</i> – an alleged unauthorised construction of dwelling, not in accordance with PA09/00096/F. Case Officer: Mrs Mandy Smith. Cllr. Jenkin reported she had spoken to Mrs Smith. A new application has been received. No further action. 	

	<ul style="list-style-type: none"> • <i>EN12/00104, Crenver Farmhouse, Praze</i> – alleged breach of PA08/01979/FM. Case Officer: Donna Proctor. Cllr. Jenkin reported that a site visit had been made and it was decided there is no case to answer. No further action. • <i>EN12/00355, Calloose Caravan Park, 16 Trenerth Road, Leedstown</i> – alleged unauthorised change of use of holiday caravans to agricultural workers caravans. This matter has been received by CC. • <i>Kerthen Wood Haven, Townsend</i> – Minute PR10/2012 refers. Following complaints that walkers had been threatened when using this public right of way, the Clerk has established that the application/appeal (W2/PA990181/F) is not available online. If anyone wishes to view them it is necessary to make an appointment (to allow time to retrieve them from the archive) and make a personal inspection. Cllr. Jenkin to action. <p>c. <i>Wind Turbines</i> – Minute 26c/2012 refers. Cllr. Jenkin has emailed a copy of CC's draft policy on wind turbine installations, which has been forwarded to those Members with email.</p> <p><i>Wind Turbine E-petition</i> – anyone concerned about onshore wind turbines / farms can sign the petition on: http://epetitions.direct.gov.uk/petitions/22958</p> <p>d. <i>Planning Future Cornwall</i> – Minute 26e/2012 refers. Cllrs. Jenkin and Trevan spoke to the response they had drawn up, on the Parish Council's behalf, to CC's Core Strategy document (copy of the response tabled at the meeting and placed on file). They were thanked for all their work.</p>	Cllr. Jenkin
045/2012	<p><u>Planning Permission Granted by Cornwall Council</u> – information only.</p> <p>a. <i>PA11/10244, Cornish Tree Surgery, Horsedowns Road, Leedstown</i> – construction of a replacement dwelling (amendment to planning approval PA10/04296).</p>	
046/2012	<p><u>Highways Issues</u> –</p> <p>a. <i>Traffic Update</i> – Minute 28c/2012 refers. Cllr. Jenkin reported she had met with County Cllr. Graeme Hicks. As a result Mr Andy James, Highways has been sent the following instructions:</p> <p><u>Townshend</u></p> <ol style="list-style-type: none"> 1. Have the orders proposing the 30mph restriction on Bosence Road been submitted and on the Leedstown Road to include the full extent of the Village Hall parking area? 2. Could I have a rough quote for a footway from the village hall paper bank to the Square, (needed to justify why this cannot be provided). 3. Can a mobile speed visor sign be included in the parish rotation programme (if it already has been included next when is it due in this location and what will the future frequency be)? 4. Can a crossroad warning sign please be erected in the village? 5. Can you please provide a rough quote for the installation of a mini roundabout in the square? (Needed to justify to the Parish Council why this cannot be provided.) <p><u>Leedstown</u></p> <ol style="list-style-type: none"> 1. I understand that a socket for an ISS is still required on the Hayle approach. Can you confirm when this is likely to be installed? 2. A rough quotation to provide a road narrowing feature at the Hayle end of the village. Perhaps in the interim some rumble strips or dragons' teeth could be installed? 3. A rough quotation on the Praze Road to remove existing bollards on the right hand side, approaching the cross roads by Melrose House and provide a footpath from Chapel Engineering to Rosehill Farm Lane? 	

	<p><u>Nancegollan</u></p> <p>1. The possibility of installing the mobile speed visor site in the village?</p> <p><u>Praze an Beeble</u></p> <p>1. Can we put some roundels at the approach to all entrances to the village?</p> <p>Cllr. Jenkin pointed out that there is no money in the Highways budget.</p> <p>Cllr. Trevan asked when we might receive the costings for the various projects and if it would be possible to view Highways' list of priority projects, so that it would be possible to monitor where our projects are on the list.</p>	Cllr. Jenkin
047/2012	<p><u>Standing Committees –</u></p> <p>a. <i>Amenities Committee (AC)</i> – Meeting scheduled for 28th March 2012. The Clerk reported that nine enquiries had been received in respect of the grass cutting tender and two tenders had been submitted. The closing date, for receipt of tenders, is 16th March 2012. Cllr. Roberts reported that a site is needed for allotments in Praze.</p> <p><i>Praze Public Conveniences</i> – Cllr. Julian German, CC, has written to advise that the additional £1M funding for public conveniences is insufficient to last the whole of the 2012/13 financial year. Cllr. Jenkin will arrange a meeting with a representative of the Neighbourhood Services Team.</p> <p>The Clerk reported that there are continuing problems with the contractor closing the WCs early. The situation to be monitored.</p> <p>b. <i>Public Rights of Way (PROW) Committee</i> – Meeting held on 23rd February.</p>	<p>Amenities Committee</p> <p>Cllr. Jenkin</p>
048/2012	<p><u>Parish Organisations –</u></p> <p>a. <i>Leedstown Village Hall</i> – there was no report.</p> <p>b. <i>Nancegollan Village Hall</i> – Cllr. Tripp reported that he had not been at the last meeting. He is not aware of any changes.</p> <p>c. <i>Praze Institute</i> – Cllr. Jenkin reported things are 'ticking along nicely'. She said that funding had been received to carry out repairs to the windows, etc.</p> <p>d. <i>Townshend Village Hall</i> – Cllr. Trevan said a new website is imminent.</p> <p>e. <i>Crowan School</i> – Cllr. Muriel advised there is nothing new to report.</p>	
049/2012	<p><u>Jubilee Celebrations</u> – Minute 31/2012 refers. Cllr. Roberts said it seemed unlikely that Clowance would be available for a joint village/parish celebration. Members received the following update:</p> <ul style="list-style-type: none"> • <i>Nancegollan Village Hall Committee</i> – the Clerk reported the Village Hall Committee had distributed a letter to every household in the village, inviting residents to a coffee morning/evening, but only three people had attended. They will, therefore, be taking no further action but request they are kept informed of any other celebrations. • <i>Leedstown School</i> – Cllr. Ward said the school will be planting trees and holding a street party (in the school), which will be combined with the School Fete. The Friends of the School are planning to give a gift to the children, but would welcome a contribution. The Football Club also has plans in hand for a Jubilee Fair, in the playing field and village hall. • <i>Sithney School</i> – Cllr. Tripp said they are doing their own thing, combined with Trennack. • <i>Crowan School</i> – Cllr. Butcher said they are doing their own thing, to include a gift to the children, but would welcome a contribution. <p>It was RESOLVED to set up a Committee, to include local organisations, to take forward the proposal to organise a parish event to commemorate the Queen's Jubilee. Cllrs. Blewett, Jenkin and Roberts indicated their willingness to participate. Cllr. Roberts will arrange a meeting as soon as possible.</p>	<p>Clerk</p> <p>Cllr. Roberts</p>

050/2012	<p><u>The Plan, Praze Fair –</u></p> <p>a. <i>Praze Fair</i> – Minute 36a/2012 refers. Cllr. Blewett said that he had spoken to Mr Alan Jenkin, proprietor of J. Rowland & Son’s Fair. It was deemed desirable that they should attend during Praze Week. Copies of their insurance and risk assessments will follow.</p> <p>b. <i>Memorial Bench</i> – permission was granted to place a memorial bench on The Plan, Praze, in memory of Richard Walford. The family propose to purchase a bench in the same style as the existing one and dedicate it to him with a plaque. This will be paid for by the family and any upkeep will be borne by them. The Clerk was asked to convey the Council's condolences and thanks to the family.</p>	Clerk
051/2012	<p><u>Financial Matters</u></p> <p>a. <i>Accounts for Payment</i> – Schedule No.2011/12-11, to a value of £1,093.46 was APPROVED for payment. Cllrs. Roberts and Tripp initialled cheque stubs, etc. Cllr. Butcher to action.</p> <p>b. <i>Budget Monitor</i> – copies of the Income and Expenditure account for 2011/12 were circulated at the Meeting. There were no comments.</p> <p>c. <i>End of Year Accounts</i> – the Clerk reported that Mr Donald Baines had indicated his willingness to act as the Council's Internal Auditor, again.</p>	Cllr. Butcher
052/2012	<p><u>Administration</u></p> <p>a. <i>Crowan Website</i> – Minute 33a/2012 refers.</p> <ul style="list-style-type: none"> • <u>Number of 'Hits'</u> – the Clerk apologised, she had not obtained a report of the number of 'hits', but would produce two months' figures in April. • <u>CVs</u> – Cllrs. Cooke, Henwood, Jenkin and Tripp were reminded of the need to provide their CVs to the Clerk. • <u>External Website Links</u> – Leedstown and Sithney Schools have agreed to a reciprocal arrangement. No response has been received from Gololphin School, as yet. Members RESOLVED to go ahead without the latter School. The Clerk to action. <p>b. <i>Risk Assessments</i> –</p> <ul style="list-style-type: none"> • <i>Generic Risk Assessments</i> – Minute 15c/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. • <i>Praze Christmas Lights Risk Assessments</i> – Minute 19b/2012 refers. Members expressed grave concerns about the safety of the electrics left on the site. It was RESOLVED that Cllr. Cooke and the Clerk will write a letter to be sent to the organisers. There is a need to consider the provision of risk assessments for future events, to include NEIC certificates and the provision of copies of their insurance cover. • <i>Granite Posts, The Plan</i> – it was reported that two of the posts had been damaged. Cllr. Blewett will speak to a stonemason and obtain a quotation. It was RESOLVED to authorise the Amenities Committee to deal with this matter. <p>c. <i>The Chronicle</i> – Minute 015d/2012 refers. It was RESOLVED that it would be the responsibility of the Chairman to write the articles. Noted the deadline dates are 17th March and 12th May.</p> <p>d. <i>Email Addresses</i> – Cllr. Butcher does not have an email address, which can be used. The Clerk to speak to Cllr. Christophers.</p> <p>e. <i>Code of Conduct</i> – Mr Simon Mansell, Principal Legal Officer, CC, has written to update Members on the current position (previously emailed).</p>	<p>Clerk</p> <p>Cllrs. Cooke / Henwood / Jenkin / Tripp</p> <p>Clerk</p> <p>Cllr. Jenkin</p> <p>Cllr. Cooke / Clerk</p> <p>Cllr. Blewett Amenities Committee</p> <p>Cllr. Roberts</p> <p>Clerk</p>

053/2012	<p><u>Documentation</u> –</p> <ol style="list-style-type: none"> a. <i>CC's Dogs on Beaches Policy</i> – the document can be viewed on: http://www.cornwall.gov.uk/default.aspx?page=17463 b. <i>Freedom of Information</i> – the Office of the Information Commissioner has recently published a new guide to the FOI Act which can be downloaded at http://www.ico.gov.uk/for_organisations/freedom_of_information/guide.aspx c. <i>Olympic Torch Relay</i> – 19th May 2012. Community Newsletter Nos.7 and 8 can be emailed to Members on request. d. <i>Diamond Jubilee</i> – an offer of assistance with the 'Beacon' has been received from Cornwall Joint Services Cadet Committee. e. <i>Ethical Standards Regime</i> – update from CC, which was circulated to Members, via email. f. <i>Cornwall's Registration Service</i> – w.e.f. 14th February 2012, CC's Registration Service offers a new service to the recently bereaved. Now when someone registers a death, they are able to inform government departments and other council services on your behalf, so it is only necessary to 'Tell Them Once' and they will do the rest: 0300-1234-181. g. <i>Rubbish and Recycling</i> – details of the new service, which commences on 1st April 2012, has been provided by Cllr. Jenkin and emailed to Members. h. <i>Ancient Tree Hunt News</i> – can be emailed to Members, on request. i. <i>Britain in Bloom</i> – Cllr. Jenkin has emailed details of this year's competition and the availability of small grants. Details can be forwarded, on request. 	
054/2012	<p><u>Diary Dates</u> –</p> <ol style="list-style-type: none"> a. <i>Council Meetings:</i> <ul style="list-style-type: none"> • <u>Full Council Meeting</u> – 12th April 2012. It was RESOLVED to hold an Extraordinary Meeting to deal with planning applications, prior to the Amenities Committee on 28th March 2012. • <u>Amenities Committee Meeting</u> – 28th March 2012. • <u>PROW Committee Meeting</u> – 26th April 2012. b. <i>Clerk's Leave</i> – 26th – 31st March 2012 (previously booked). Noted this was pre-booked, but clashes with the Amenities Committee Meeting. c. <i>Cornish Celtic Market</i> – Saturday, 12th March 2012, 11am-3pm, Leedstown Village Hall. d. <i>Cornwall AONB Annual Forum (West)</i> – Ms Karen Johns, CC Officer has emailed details: Saturday, 17th March 2012, 10am – 3pm, Zennor Building, Penwith College, Penzance. Further information available from the Clerk. e. <i>Stride for Sight</i> – Saturday, 24th March 2012. Charity walk across Goss Moor in aid of Cornwall Blind Association. f. <i>Cornwall Conversations</i> – 26th March, 7–9pm, Helston Community College. An opportunity for Members to meet with Cllr. Alec Robertson, CC Leader and Members of CC's Cabinet. Members were urged to attend. g. <i>Pre-application Task Group Meeting</i> – Thursday, 29th March 2012, 6-8pm, Grenville Room, New County Hall. Meeting to discuss the recent changes made to our pre-application services and in particular how this impacts on local councils. Booking: prbusinessimprovement@cornwall.gov.uk. h. <i>Health & Safety Awareness Session</i> – Thursday, 15th March 2012, 9am – 1pm. The Guild Hall, Helston. A free half-day course, organised by CC, for organisers of small/medium scale events in Cornwall. i. <i>Olympic Torch Relay</i> – <ul style="list-style-type: none"> • <u>Information Session</u> – Wednesday, 28th March 2012, 1200-1400, New County Hall, Truro. Session to provide more information on: traffic management; policing and security; communications and marketing; H&S and risk assessments; waste management. To book a place, email: anna.druce@visitcornwall.com. 	Clerk

	<ul style="list-style-type: none"> • <u>Civic Reception</u> – 19th May 2012. Nominations are invited to attend CC’s Civic Reception, hosted by Cllr. Pat Harvey, CC Chairman. j. <i>Cornwall Landscape Character</i> – 19th March 2012, Dolcoath Avenue One Stop Shop, Camborne. Two sessions either 10am-12.30 OR 2-4.30pm. To celebrate the launch of the CLC Best Practise Guidance. Booking essential. k. <i>Tree Recording Day</i> – Saturday, 17th March 2012, 10am – 4pm, Trebartha, Nr. Launceston. Booking essential: Tim Kellett, 07554 277012. l. <i>Urgent Care Centre, West Cornwall Hospital</i> – Wednesday, 14th March 2012, 6.30pm, St Clare, Penzance. A public meeting on the proposed new UCC, which would bring together the current Casualty service; an acute GP clinic, enhances on-site diagnostics and offer the potential to develop new services in the future. 	
055/2012	<u>Information Only / Items for Future Agendas –</u> a. No items.	

Signature: (Cllr. Roberts)
Chairman

Date: 17th April 2012