

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 14th JUNE 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. Cooke (Chairman) Cllr. Christophers Cllr. Mrs Muriel Cllr. Tripp	Cllr. Blewett Cllr. Henwood Cllr. Roberts	Cllr. Butcher Cllr. Dr. Jenkin (PC/CC) Cllr. Trevan
In Attendance:	Mrs Thompson (Clerk)		
Apologies:	Cllr. Hosken	Cllr. Ward	

Minute	AGENDA ITEMS	Action
	<u>Prayers</u> – the Meeting commenced with a minute’s silence in memory of Mr Grant Hart, a former Crowan Parish Councillor and the ex-Leader of Kerrier DC. The Chairman advised that anyone not wishing to participate in prayers may leave the room and rejoin the meeting later. Prayers were then held.	
103/2012	<p><u>Chairman’s Welcome and Public Forum</u> – the Chairman welcomed those present, with a particularly warm welcome to the three members of the public.</p> <p>Mr & Mrs Geoff Atkinson spoke regarding 108c/2012. He said that virtually nobody in Drym had been notified of this application. The area, though not an A.O.N.B., was nevertheless a very pleasant area with no other visibly intrusive infrastructure. He wondered what would happen when the subsidies disappear, but the wind turbine remains. He spoke about the noise levels. His home is approximately 400m from the proposed development.</p> <p>Ms Sam Bray seconded everything that Mr Atkinson had said. She is very much opposed by the proposal.</p> <p>Cllr. Roberts spoke, as a member of the public. He is exacerbated by CC’s lack of policy with regards to single wind turbines and asserted that one turbine leads to another.</p> <p>Cllr. Muriel asked if the MoD has any objections. It was thought not.</p>	
104/2012	<p><u>Members’ Declarations:</u></p> <p>a. <i>Declarations of Interests, in Accordance with the Agenda</i> – Cllr. Jenkin is a Substitute on CC’s Planning Committee and there might be topics for discussion, which she would have to consider afresh at CC-level; Cllr. Roberts in 108c/2012.</p> <p>b. <i>Declarations of Gifts over £25</i> – none</p>	Clerk to record
105/2012	<u>Apologies for Absence</u> – see above. Cllrs. Butcher and Keeling were not present at this point.	
106/2012	<p><u>Outside Bodies</u> –</p> <p>a. <i>Police</i> – PCSO Saddler sent her apologies and a written report (copy on file). It was noted that PC Richard Wearne is now the beat manager for Crowan, as PC Dave Vaughan is now covering The Lizard.</p> <p>b. <i>County Councillor</i> – limited to 5 minutes each.</p> <ul style="list-style-type: none"> • <u>Cllr. Keeling</u> – Cllr. Keeling was not present. <p><i>Highways Budget</i> – how much of the highways’ budget is spent in each village in the parish. (Minute 87b/2012 refers.) In Cllr. Keeling’s absence there was no update.</p>	

	<ul style="list-style-type: none"> • <u>Cllr. Jenkin</u> – spoke to her written report (copy on file). She advised that CC is looking at options for the future of the Old Bordeaux Bakery / Praze public conveniences. <i>Hospital Bus Service</i> – at the May Meeting, Cllr. Jenkin was asked to establish if CC could offer some assistance to those needing to use the bus service to get to hospital. She reported that she had looked into this and it is not possible. <i>Praze Public Conveniences</i> – she had had a meeting with CC’s portfolio holder. CC is prepared to carry out refurbishment to an acceptable standard if the Parish Council will take over the management/running costs. Referred to the Amenities Committee. <p>c. <i>Helston & The Lizard Community Network</i> – rescheduled to 4th July 2012, 1900-2100, Isaac House, Helston OSS, Tyacke Road, Helston.</p>	Amenities Committee Cllrs. Cooke / Trevan
107/2012	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Council’s Annual Meeting</i> – 10th May 2012, AGREED as a true record.</p> <p>b. <i>Full Council Meeting</i> – 10th May 2012, AGREED as a true record.</p> <p>c. <i>Amenities Committee Meeting</i> – 23rd May 2012, AGREED as a true record. Contract issues to be discussed in Part II in future.</p> <p>d. <i>PROW Committee Meeting</i> – 24th May 2012. The Meeting did not have a quorum and the Clerk had made an unnecessary journey of 70 miles. She asked Members to notify her as early as possible if they are unable to attend a meeting. It was AGREED that there is no need for the Clerk to attend PROW Meetings, unless requested to do so.</p>	
108/2012	<p><u>Planning Applications Received</u> –</p> <p>a. <i>PA12/02812, Land to rear of Porthleah, Townshend</i> – erection of a dwelling to include the partial demolition of an existing garage/workshop. Cllr. Trevan reported on the site visit. There were concerns about the access, which falls outside the speed limit. It was felt strongly that a visibility splay should be created as a condition of planning prior to construction commencing. It was RESOLVED to support, providing this condition is part of the planning consent and Members would like to see an additional two parking spaces.</p> <p>b. <i>PA12/04388, Adj. to Sunrise, The Square, Townshend</i> – construction of detached dwelling, garage and associated works including installation of sewage treatment unit and soakaway disposal (amended design of PA08/00958/F and extension of time for application PA11/03165). NO OBJECTION.</p> <p>c. <i>PA12/04506, Great Drym Farm, Drym Lane, Praze</i> – installation of 1 no. wind turbine, access and associated works. OBJECT on the grounds that this breaches CC’s planning policy on noise levels. In terms of visual impact, this will affect Binner Downs (a world heritage site). The application would spoil the quiet enjoyment of the area. Concern was also expressed about the access, which is narrow and awkward. The accumulative effect should also be taken into consideration and detrimental to the natural environment and the countryside. Members are also supportive of the neighbour’s concerns. If the Planning Officer is minded to approve the application, then Members request that this is referred to CC’s Planning Committee.</p> <p>d. <i>PA12/04535, Lower Bolitho Farm, Black Rock</i> – retention of an agricultural storage unit. Members found the application confusing. The wording is for ‘retention’ of a unit, but the plans show that there is nothing there at present. So that ‘retention’ is not applicable, there was also some concern as to what is meant by ‘storage’. The Clerk to submit a holding objection and seek clarification.</p>	Clerk
109/2012	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Affordable Housing</i> – Minute 90a/2012 refers. Mr Jody Jeffrey, CC is unable to attend tonight’s Meeting, but a special (closed) meeting has been called</p>	

	<p>for Tuesday, 19th June 2012 at 7.15pm in the Parish Rooms. Cllr. Trevan and the Clerk gave their apologies.</p> <p>b. <i>Enforcement Issues</i> – Members received an update:</p> <ul style="list-style-type: none"> • <i>EN12/01026, Land Nr. to Binnerton Manor, Binnerton Road, Leedstown</i> – Minute 08b/2012 refers. Unsightly and unstable windbreak (made up of pallets). In Members' view the pallets are being used as a fence. Case officer: Mr David Clough reports the site has been visited, although he is unsure of the precise area. Cllr. Cooke will contact him to clarify. • <i>EN12/00390, Calloose Caravan Park, 16 Trenerth Road, Leedstown</i> – alleged unauthorised change of use of holiday caravans to agricultural workers caravans. Case officer: Ms Sally Brown has written to the owners of the Park seeking contact to discuss the situation. She will provide a more detailed response prior to the July Meeting. • <i>EN12/00950, Hillcrest, Trevoole, Camborne</i> – alleged stationing of further caravans and erection of sheds on land. Case officer: Mr David Clough had provided an update. Members reported that a caravan is now on the verge outside the original property. CC has previously been provided with aerial photographs clearly showing that the site has grown and the original boundary is on the line of the fence. There is also some development on the opposite side of the road. Cllr. Cooke will take some photographs and the Clerk will submit a further enforcement complaint. • <i>EN12/01075, Rakaia, Crowan</i> – alleged unauthorised upvc windows in a listed building. Case officer: Ms Mandy Smith, has visited the site but could not obtain access to the rear of the property. She will be following up as soon as possible and report back prior to the July Meeting. • <i>EN12/01208, Burnt Downs Farm, Praze Road, Leedstown</i> – alleged stationing of caravan for residential use. Case officer: Mr David Clough, has inspected the site on 3rd May 2012, when the caravan was observed. He now needs to check previous enforcement history and follow up. He will advise further as soon as possible. There are now two caravans on site; one had permission for a year, during building works and it appears that this is now sublet. <p>Cllr. Butcher arrived at this point.</p> <ul style="list-style-type: none"> • <i>EN12/01339, Land South of Tremayne Poultry Farm, Old Rail Road, Praze</i> – residential occupation of a caravan. Case officer: Ms Mandy Smith has visited the site but could not gain access due to dogs. She will be following up shortly and report back prior to the July Meeting. • <i>PA10/07894 and PA11/09994</i> – Members to consider a letter regarding the enforcement issue on this site and an ongoing appeal. Mr Wickham rang to thank the Council for their support. He reported that only the Parish Council and his MP had acknowledged his letter. Cllr. Jenkin will check on the current position and forward details to the Clerk. 	<p>Cllr. Cooke</p> <p>Cllr. Cooke / Clerk</p> <p>Cllr. Jenkin</p>
<p>110/2012</p>	<p><u>Planning Permission Granted by Cornwall Council</u> – information only.</p> <ul style="list-style-type: none"> a. <i>PA12/03270, Tremayne Villa Farm, Praze</i> – conversion of existing garage to ancillary accommodation. b. <i>PA12/03376, Bolitho Barton, Black Rock</i> – construction of new farm driveway. c. <i>PA12/03795, Bluebell Cottage, Horsedowns</i> – conservatory extension. Noted the Planning Officer, too, had concerns about the size. 	
<p>111/2012</p>	<p><u>Standing Committees</u> –</p> <ul style="list-style-type: none"> a. <i>Amenities Committee (AC)</i> – Meeting held on 23rd May 2012. <ul style="list-style-type: none"> • <u>Chairman</u> – Cllr. Henwood was re-elected Chairman of the AC. • <u>Notice Boards</u> – Cllr. Roberts reported the boards have been delivered and he is storing them. Installation was referred to the AC. A suitable contractor to be sought. 	<p>All Members</p>

	<ul style="list-style-type: none"> • <u>RoSPA Annual Report</u> – no high risks were identified. Minor issues are in hand. • <u>Parish Rooms</u> – <ul style="list-style-type: none"> • <i>Charging Policy</i> – Members AGREED to accept the recommendation of the AC that the charge for hiring the rooms should be (1) a full four hour session to remain at £10; (2) part sessions to be for a minimum of 2 hours or part thereof at a charge of £5 and anything over the initial 2 hours, to be a further £5. The Clerk reported she had emailed Mr John Dunstan twice, but to date no response had been received, regarding the charging agreement with the Church. The Clerk to approach Mr Alastair Mcleod. • <i>Cleaning</i> – Mrs Prior is not interested in being paid more hours to clean the parish rooms. However, she indicated her willingness to step down from her current post, if Members felt it advisable to combine the two tasks. It was suggested that this could be combined with cleaning the Praze WCs and Nancegollan changing rooms. • <i>PAT Testing</i> – now completed. • <u>The Plan / Play Area, Praze</u> – <ul style="list-style-type: none"> • <i>Praze Public Conveniences</i> – Minute 106b/2012 above refers. Cllr. Jenkin pointed out that CC estimate the number of times the WCs are used by looking at the amount of water used, so there is no need for ‘counters’. Cllr. Jenkin will ask if it is possible to get an idea of winter/summer usage. See also 106a/2012 above. • <i>Praze Christmas Lights Risk Assessments</i> – a working party is to be organised to make the site safe. • <u>Community Flood Plan</u> – no further action. <p>b. <i>Public Rights of Way (PROW) Committee</i> – Meeting not held.</p>	<p>Clerk</p> <p>Amenities Committee</p> <p>Cllr. Jenkin</p>
<p>112/2012</p>	<p><u>Parish Organisations</u> –</p> <p>a. <i>Leedstown Village Hall</i> – Minute AM09b/2012 refers. Cllr. Christophers AGREED to act as the Council’s representative. Noted Ms Ann Greenstreet has emailed to thank Members for their donation. Cllr. Christophers said the Committee are hoping to hear about a grant application tomorrow. If successful, work on the condensation problems will begin.</p> <p>b. <i>Nancegollan Village Hall</i> – Cllr. Tripp said a successful sale had been held. <u>Village Fete and Car Boot Sale</u> – 21st July 2012. A risk assessment has been received for this event.</p> <p><u>Church Service</u> – a risk assessment has been received for this event.</p> <p>c. <i>Praze Institute</i> – Cllr. Jenkin reported new doors and windows are now installed. She spoke regarding issues around Licensing.</p> <p>d. <i>Townshend Village Hall</i> – Cllr. Trevan reported ‘normal service’.</p> <p>e. <i>Crowan School</i> – Cllr. Cooke has been invited to present the Jubilee mugs at the school assembly tomorrow.</p>	<p>Cllr. Cooke</p>
<p>113/2012</p>	<p><u>The Plan, Praze</u></p> <p>a. <i>Praze Fair</i> – Minute 100a/2012 refers. Cllr. Blewett reported that he had spoken to Mr Allan Jenkin of J. Rowland & Son. The Fair will be attending, and will provide copies of insurance and risk assessments. He undertook to collect their £50 donation.</p> <p>There was some discussion about the subsidence on The Plan, believed to be caused by collapsed drainage pipes, running from Trecice Fields. Cllr. Henwood to report this to Highways and keep Cllr. Jenkin informed.</p> <p>b. <i>Church Stalls</i> – risk assessments have been received for these events. Cllr. Hosken had checked all the risk assessment and there are no problems.</p>	<p>Cllr. Blewett</p> <p>Cllr. Henwood</p>

	c. <i>2012 Remembrance Service</i> – Members confirmed the only road to be closed is the B3033. The Clerk to submit a road closure application.	Clerk
114/2012	<p><u>Financial Matters</u></p> <p>a. <i>Accounts for Payment</i> – schedule No.2012/13-03, to a value of £4,577.47 were APPROVED for payment. The Clerk advised that the invoice for the PAT testing included an item relating to socket testing. She had not requested this and had taken the matter up with the provider. This had resulted in a revised invoice. It was explained that no tax had been deducted from the Clerk’s salary this month and this was confirmed as correct. The electricity charge for Nancegollan changing rooms was for a whole year. Cllr. Blewett was thanked for creating the Jubilee beacon.</p> <p>b. <i>Budget Monitor</i> – copy circulated at the Meeting.</p> <p>c. <i>Bank Signatories</i> – Minute 95d/2012 refers. It was RESOLVED that Cllrs. Butcher, Cooke, Roberts and Tripp would be the bank signatures. The Clerk provided Cllr. Cooke with the appropriate paperwork for his action.</p> <p>d. <i>Audit Checkers</i> – Minute AM08d/2012 refers. Cllr. Hosken has confirmed he is willing to act as one of the Council’s two audit checkers. An Audit Checkers meeting will be arranged with Cllrs. Hosken and Ward and the Clerk, prior to the July Meeting.</p> <p>e. <i>External Auditor</i> – Members had NO OBJECTION to the appointment of Grant Thornton UK LLP to audit the annual return in future years.</p> <p>f. <i>Grants and Charity Requests</i> –</p> <ul style="list-style-type: none"> • <i>Nancegollan Churchyard</i> – a grant of £100 was given to this cause on 8th September 2011. It was RESOLVED to make a grant of £100 in September 2012 to both Crowan and Nancegollan churchyards. <p>g. <i>Insurance Renewal</i> – the policy schedule has been received and requires checking. It was AGREED to ask Cllr. Hosken to act in this matter. The Clerk pointed out that it appears the Nancegollan basket ball hoop and backing fence is not covered.</p>	<p>Cllr. Cooke</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk / Cllr. Hosken</p>
115/2012	<p><u>Administration</u></p> <p>a. <i>August Council Meeting</i> – it was RESOLVED not to hold a Meeting in August, except that the Chairman and Clerk could convene one if necessary. The Clerk to arrange to pay two sets of accounts in July.</p> <p>b. <i>Crowan Website</i> –</p> <ul style="list-style-type: none"> • <i>Number of ‘Hits’</i> – there had been 55 ‘unique’ visitors, who went to the site 106 times, compared to the previous month when 59 ‘unique’ visitors went to the site 83 times. • <i>CVs</i> – Cllrs. Cooke, Henwood and Tripp were reminded of the need to provide their CVs to the Clerk. <p>c. <i>Amendments to the Licensing Act 2003</i> – Mr Michael Hancock, CC’s Licensing Officer advises that in future Parish Councils will be able to comment on licensing applications. Training will be arranged.</p> <p>d. <i>Code of Conduct</i> – the Clerk advised that Members should adopt the Interim Code of Conduct for Members of Crowan Parish Council, prepared and published by CC, in compliance with the Localism Act, 2011, to come into force on 1st July 2012. It was RESOLVED to adopt the Interim Code. Cllr. Trevan abstained. The Clerk to circulate a report outlining the differences in the existing and new Codes, prior to the July Meeting.</p>	<p>Clerk</p> <p>Cllrs. Cooke / Henwood / Tripp</p> <p>Clerk</p>
116/2012	<p><u>Documentation</u> –</p> <p>a. <i>French Markets</i> – Mr Bob Mears, CC’s Licensing Manager advises that if you are considering holding such a market, you should ensure that a Street Trading consent has been issued for EACH stall, “where consent is required”. Noted that no such markets are currently held in Crowan parish.</p>	

	<p>b. <i>Cornwall Rural Housing Assoc. Ltd</i> – this charitable housing association is seeking ‘Voluntary Board Members’. Letters of application to arrive no later than 2nd July 2012. Further information available from the Clerk.</p> <p>c. <i>Road Closures</i> –</p> <ul style="list-style-type: none"> • <u>Praze Fair Show</u> – 14th July 2012, 1330 to 1415 hours, Fore Street, The Square, Praze Road (part), Station Hill and School Road (part). • <u>Praze Carnival</u> – 12th July 2012, 1930 to 2030, Fore Street, The Square, Praze Road and Station Hill. <p>d. <i>Cornwall County Playing Fields Assoc.</i> – are seeking a Treasurer and new Committee Members. Further details available from the Clerk.</p> <p>e. <i>Bulk Oil Buying Scheme</i> – CRCC have launched this scheme and are looking for local co-ordinators to help run it. The Clerk has further information and will check to ensure that village halls have been circulated with this information.</p>	Clerk
117/2012	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <ul style="list-style-type: none"> • <u>Full Council Meeting</u> – rescheduled to Wednesday, 18th July 2012, to avoid Praze Fair Week. • <u>Amenities Committee Meeting</u> – TBC. Cllr. Henwood to liaise with the Clerk. • <u>PROW Committee Meeting</u> – 28th June 2012. <p>b. <i>Clerk’s Leave</i> – 25th – 29th June 2012.</p> <p>c. <i>Cornwall Young Carers</i> – Saturday, 7th July 2012, sponsored zip wire in aid of this Action for Children project. Further details from Jamie Lee at jamie.lee@actionforchildren.org.uk.</p>	Cllr Henwood / Clerk
118/2012	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. None.</p>	
119/2012	<p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it was RESOLVED that it is advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.</p>	
120/2012	<p><u>Casual Vacancy</u> – there were no applications to fill the remaining casual vacancy in Leedstown.</p>	
121/2012	<p><u>Weedspraying</u> – it was RESOLVED to accept the quotation of £65 per application to weedspray specified areas of the Nancegollan Playing Field, subject to the provision of a copy of the contractor’s weedspray registration certificates. The Clerk to advise the contractor.</p>	Clerk

Signature: (Cllr. Cooke)
Chairman

Date: 12th July 2012