

# Crowan Parish Council

## MINUTES OF THE FULL COUNCIL MEETING

### HELD IN THE PARISH ROOMS, CROWAN

### ON **WEDNESDAY**, 18<sup>th</sup> JULY 2012 @ 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. Mrs Muriel (Meeting Chairman) Cllr. Butcher Cllr. Hosken	Cllr. Blewett Cllr. Henwood Cllr. Christophers Cllr. Ward
In Attendance:	Mrs Thompson (Clerk)	
Apologies:	Cllr. Cooke Cllr. Trevan	Cllr. Dr. Jenkin (PC/CC) Cllr. Keeling (CC) Cllr. Roberts

Minute	AGENDA ITEMS	Action
	<u>Prayers</u> – led by Cllr. Muriel.	
122/2012	<p><u>Chairman's Welcome and Public Forum</u> – in the absence of the Chairman and Vice Chairman (both with ill health), it was <b>RESOLVED</b> to elect Cllr. Mrs Muriel to Chair the meeting.</p> <p>Cllr. Muriel then welcomed those present, with a particularly warm welcome to the three members of the public.</p> <p>Ms Nicky Stevenson and Mr Gavin Ostmo, the applicants for planning application PA12/03962 (agenda item 127b/2012) explained there is an existing holiday let on the site and they would like to convert the remaining two barns to a one-bedroom holiday let. They try to support local businesses by advertising their services and they will use a local builder to carry out the work. One of the barns is in urgent need of being 'saved'. They had endeavoured to ensure that there is not an overlooking issue for their neighbours. The proposal is as sympathetic as possible to the local environment. It is their aim to encourage wildlife to visit and they will be installing bat boxes, etc. In answer to a question they said they are fully booked up to October, so there is a need for a further holiday unit. Part of the application is for change of land use from agricultural to domestic, so there will be a garden area with the property.</p> <p>Miss Susan Roberts addressed the meeting, regarding planning application PA12/03962 (agenda item 127b/2012). She said she is the nearest neighbour. She spoke of traffic and access on a very narrow road. The existing holiday let has added to traffic and this proposal will increase this further. Although a minor road, it is a busy one and the access to the site is on a bend. She said the two existing barns are some distance apart and this will result in one long roof, which will be clearly visible from the village. The proposed garden is out of keeping with the rural aspect of Crowan. She felt this is over development. It was her assertion that the joining of the barns would create an increase in the footprint.</p> <p>Cllr. Henwood arrived at this point.</p>	
123/2012	<p><u>Members' Declarations:</u></p> <ol style="list-style-type: none"> <li>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</li> <li>b. <i>Non-Pecuniary/Disclosable Interests</i> – Cllr. Ward in 128b/2012 (Burnt Downs Farm). Cllrs. Hosken in 127b/2012 (Bolankan Farm).</li> <li>c. <i>Declaration of Gifts</i> – noted Members must not accept any gift or hospitality with a value in excess of fifty pounds.</li> <li>d. <i>Members' Interests Forms</i> – the Clerk circulated the new version of the Register of Financial Interests forms to those Members present and asked that they be returned to her by 31<sup>st</sup> July 2012. She will post the form to those not at the meeting.</li> </ol>	<p>Clerk to record</p> <p>All Members Clerk</p>

124/2012	<p><u>Apologies for Absence</u> – see above. Cllrs. Cooke and Trevan both unwell; Cllrs. Keeling and Jenkin (clash of meetings) and Cllr. Roberts (work commitment). Cllr. Tripp was not present.</p>	
125/2012	<p><u>Outside Bodies</u> –</p> <p>a. <i>Police</i> – PC Wearne sent his apologies and a written report (copy on file).  <i>Police and Crime Commissioner</i> – a briefing explaining the changes to the governance of policing on the D&amp;C Police Authority website.</p> <p>b. <i>County Councillor</i> – limited to 5 minutes each. Noted that Cllrs. Jenkin and Keeling have both signed off funding from the Community Grant Scheme, totalling £1,000, to support purchase of the new notice boards.</p> <ul style="list-style-type: none"> <li>• <u>Cllr. Keeling</u> – sent his apologies and a written report (copy on file).  <i>Highways Budget</i> – Minute 87b/2012 refers. Cllr. Keeling reported he had chased Highways (CORMAC Solutions) on the matter of his Highways' Budget and finds himself slightly overspent. The double yellow lines for Leedstown are going out for consultation soon and given no objections should be in place by the end of the summer. Townshend 30 mph signs and road markings are also part of the TRO and desperately need to be sorted to take in the rest of the village overspill. A socket to take a Vehicle Activated Sign is being installed at Leedstown to share the one currently operating in Ashton. In response to Cllr. Roberts' question about the cost of a socket for a VAS, the sum of £1,000 approx. was put forward for a straight forward construction with concrete plinth and designed load-bearing socket. An element of the budget is allied to legal costs. The cost of a socket for a VAS that needs an electric hook-up depends on the location and the nearest power supply line. It may be of interest to know that the VAS runs by power cables, rather than Solar-Powered, can be moved but of course will need a like-for-like socket to move to. He is thinking about the two VASs already in Wendron Division and particularly the one in Praze.   He is making reasonable progress with the "Youth Diamond" project and expects to see the Community Bus at the four villages in our area: Praze, Leedstown, Nancegollan and Breage. Hopefully this will be in August for 50 weeks or so, on a rotational basis. More details to follow.</li> <li>• <u>Cllr. Jenkin</u> – had emailed a report, which will be circulated to Members.</li> </ul> <p>c. <i>Helston &amp; The Lizard Community Network</i> – in the absence of Cllrs. Cooke and Trevan there was no report.</p>	Clerk
126/2012	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 14<sup>th</sup> June 2012, <b>AGREED</b> as a true record.</p> <p>b. <i>PROW Committee Meeting</i> – 28<sup>th</sup> June 2012, <b>AGREED</b> as a true record.</p> <p>c. <i>Amenities Committee Meeting</i> – 5<sup>th</sup> July 2012, <b>AGREED</b> as a true record.</p>	
127/2012	<p><u>Planning Applications Received</u> –</p> <p>a. <i>PA12/01662, Plot Adjoining Woodpecker Lodge, Clowance, Praze an Beeble</i> – construction of dwelling house and garage and associated works. <b>OBJECT</b> on the grounds that the access is poor. The proposal would cause damage to the mature trees on site. It would be overdevelopment on a woodland site. There is concern that potentially more trees would be damaged, than the application suggests. There is astonishment that the septic tank is shown on the plan as being at a higher level than the house, which to be effective would require further digging, which would damage yet more trees.</p> <p>b. <i>PA12/03962, Bolankan Farm, Crowan</i> – conversion of two barns into a holiday let and change of curtilage usage from agricultural to domestic. Those who had visited the site had no problems with the access. <b>NO OBJECTION.</b></p>	

	<p>c. PA12/04309, <i>Springfield Farm, Hr. Trethannas, Praze</i> – proposed temporary accommodation. <b>NO OBJECTION.</b></p> <p>d. PA12/04535, <i>Lower Bolitho Farm, Black Rock</i> – retention of an agricultural storage unit. Deferred from the June Meeting, for further information to be obtained. The case officer, Mr Paul Kew-Jones, advises that the unit was put up in haste, to house a sick pony. In the long-term it will be used for storage of hay. <b>OBJECT</b>, on the ground that the application is unclear and has not been clarified to our satisfaction. The reason given for the building being retained, does not satisfy us. It would appear that this not a bona fide smallholding, as it has no relevant holding number.</p> <p>e. PA12/05454, <i>53 Trethannas Gardens, Praze</i> – garage conversion and first floor extension. <b>NO OBJECTION</b>, but Members would like to see an additional parking space provided in the front garden, if possible.</p>	
128/2012	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Affordable Housing</i> – Minute 109a/2012 refers. The meeting scheduled for 19<sup>th</sup> June 2012 was cancelled at short notice. See 137b/2012 below.</p> <p>b. <i>Enforcement Issues</i> – the Clerk had requested an update on the following. It was <b>RESOLVED</b> to send a letter to the officer in charge and express Members' concerns that nothing is happening on the outstanding enforcement issues.</p> <ul style="list-style-type: none"> <li>• EN12/01026, <i>Land Nr. to Binnerton Manor, Binnerton Road, Leedstown</i> – unsightly and unstable windbreak (made up of pallets). In Members' view the pallets are being used as a fence. Mr Clough reports he is clarifying the details provided by Cllr. Cooke and will revisit the site shortly to assess. Advice to be provided as soon as possible. It appears that another steel framed building is being erected. The Clerk to report to Mr Clough.</li> <li>• EN12/00390, <i>Calloose Caravan Park, 16 Trennerth Road, Leedstown</i> – alleged unauthorised change of use of holiday caravans to agricultural workers caravans. Case officer: Ms Sally Brown.</li> <li>• EN12/00950, <i>Hillcrest, Trevoole, Camborne</i> – alleged stationing of further caravans and erection of sheds on land. Case officer: Mr Clough, advises the previous files for the site will be reviewed shortly, to check the site's history, etc. Advice to be provided as soon as possible.</li> <li>• EN12/01075, <i>Rakaia, Crowan</i> – alleged unauthorised upvc windows in a listed building. Case officer: Ms Mandy Smith. Deferred to the September Meeting.</li> <li>• EN12/01208, <i>Burnt Downs Farm, Praze Road, Leedstown</i> – alleged stationing of caravan for residential use. Case officer: Mr David Clough, reports a site meeting with the landowner's agent is arranged for 19<sup>th</sup> July, to assess. Advice to be provided as soon as possible.</li> <li>• EN12/01339, <i>Land South of Tremayne Poultry Farm, Old Rail Road, Praze</i> – residential occupation of a caravan. Case officer: Mandy Smith.</li> <li>• EN12/01732, <i>Borthog Farm, Praze</i> – alleged removal of 12m of hedge on the eastern boundary. CC has advised they will be taking no action.</li> </ul> <p>c. PA10/07894 and PA11/09994, <i>Hr. Cargenwen Farm, Black Rock</i> – Minute 109b/2012 refers. In the absence of Cllr. Jenkin there was no update. Cllr. Butcher arrived at this point.</p> <p>d. PA12/02104, <i>Land adj. 1 and 2 St James Place, Praze Road, Leedstown</i> – erection of four new dwellings on a vacant site, which is within the curtilage of a listed building. Minute 89b/2012 refers. Members objected to this application, but the proposer, a parishioner, has asked for further details and clarification on Members' objections, in particular the comments relating to it being "out of keeping with nearby properties. Members felt they cannot comment further and that they can only comment when a planning application is before them.</p>	<p>Clerk</p> <p>Clerk</p> <p>NFA</p> <p>Cllr. Jenkin</p>

	<p>e. <i>PA11/02692, Land Opposite 46 Praze Road, Leedstown</i> – noted the informal appeal hearing (against refusal of planning permission) will be held at 10am on 26th July 2012, CC Offices, Camborne.</p> <p>f. <i>Nancegollan: Proposed Development</i> – Members considered a letter (previously circulated via email), regarding a possible development site on the field between the main road and Vyvian Terrace, immediately next (south) to the green in front of the Village Hall. Cllr. Trevan suggested, in an email, that a site visit is arranged with the applicant so all Members can get a proper 'feel' for the site and its environs. It was <b>RESOLVED</b> to pass the details to Mr Jody Jeffrey, CC, who collates possible affordable housing sites and advise the enquirer accordingly.</p>	Clerk
129/2012	<p><u>Planning Permission Granted by Cornwall Council</u> – information only.</p> <p>a. <i>PA11/03009, Rear of Fore Street, Praze</i> – construction of 5 dwellings (including affordable element) and associated works.</p> <p>b. <i>PA12/00950, Field Nr. Binnerton Manor, Leedstown</i> – retention of timber shed and polytunnel.</p> <p>c. <i>PA12/01428, Land adj. to 2 Elm Cottages, Trenerth Road, Leedstown</i> – construction of dwelling, retention of domestic garage and formation of vehicular access (amended design of PA09/01000).</p> <p>d. <i>PA12/03376, Bolitho Barton, Black Rock, Camborne</i> – construction of new farm driveway.</p> <p>e. <i>PA12/03795, Bluebell Cottage, Horsedowns</i> – conservatory extension.</p>	
130/2012	<p><u>Failed to Determine</u> –</p> <p>a. <i>PA09/00025, Granny Gables, Glasson's Yark, Praze</i> – certificate of lawfulness for an existing use of building as a holiday let.</p>	
131/2012	<p><u>Standing Committees</u> –</p> <p>a. <i>Amenities Committee (AC)</i> – Meeting held on 7<sup>th</sup> July 2012.</p> <ul style="list-style-type: none"> <li>• <u>Land Registration</u> – a fee of £40 per property is required.</li> <li>• <u>Notice Boards</u> – these will be installed shortly.</li> <li>• <u>Praze WCs</u> – it was <b>RESOLVED</b> to accept the recommendation of the AC to contact Ms Aisha Blake, CC (copy to Cllr. Jenkin) and express an interest in funding the cleaning costs, in principle, and asking what refurbishment is planned and what the timescale for this is. The recent Localism Newsletter seems to suggest that it is cleaning and <u>maintenance</u> costs that the Parish Council is being asked to fund. The Clerk to clarify.</li> <li>• <u>Junior Tower, Nancegollan</u> – a quotation of £137+VAT to repair the equipment has been accepted.</li> <li>• <u>Leedstown Play Equipment</u> – Cllr. Christophers handed over a cheque for £652 from the Leedstown Playing Field Committee, towards the cost of additional swings for the older children. The Clerk to send a thank you letter.</li> </ul> <p>b. <i>Public Rights of Way (PROW) Committee</i> – Meeting held on 28<sup>th</sup> June.</p> <ul style="list-style-type: none"> <li>• <u>PROW Chairman 2012/13</u> – Cllr. Muriel was elected.</li> <li>• <u>Co-options 2012/13</u> – Mr Les Hudson was co-opted to the Committee, as was Ms Liz Williams (in her absence).</li> <li>• <u>Parish Walks</u> – a series of walks, of varying lengths, is to be drawn up, to encourage greater use of the PROWs.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
132/2012	<p><u>Parish Organisations</u> –</p> <p>b. <i>Leedstown Village Hall</i> – Cllr. Christophers reported that funding applications are underway.</p>	

	<p>c. <i>Nancegollan Village Hall</i> – in the absence of Cllr. Tripp there was no report.</p> <p>d. <i>Praze Institute</i> – in the absence of Cllr. Jenkin there was no report.</p> <p>e. <i>Townshend Village Hall</i> – Cllr. Trevan reported, via email, that over £400 was raised for cancer charities at the Fete on 7<sup>th</sup> July despite the poor weather. Congratulations to all concerned. The annual village show schedule is available on the hall's website for anyone who wishes to enter.</p> <p>f. <i>Crowan School</i> – Cllr. Muriel has resigned from the School Board of Governors. Cllr. Butcher reported that a much respected teacher's assistant, Mrs Sarah Dobson, had died and this had cast a shadow on the end of term celebrations.</p>	
133/2012	<p><u>The Plan, Praze</u></p> <p>a. <i>Praze Fair</i> – Minute 113a/2012 refers. Copies of J. Rowland &amp; Son's insurance and risk assessments had been received. Cllr. Blewett said with all the wet weather The Plan had been damaged. He had collected £50 cash from the Fair for use of The Plan and £50 cash towards repairs to the site. Cllr. Muriel will bank this. It was confirmed that the Cricket Club has no involvement with The Plan. Cllr. Henwood volunteered to carry out repairs.</p> <p>b. <i>Subsidence</i> – Minute 113a/2012 refers. Members received an update, regarding what is believed to be a collapsed pipe. The Clerk approached SW Water who reports they have a storm drainage pipe in the area. It was <b>RESOLVED</b> the Clerk to report the matter to SW Water and request a site meeting. To be referred to the Amenities Committee.</p>	<p>Cllr Henwood</p> <p>Clerk</p> <p>Clerk</p>
134/2012	<p><u>Financial Matters</u></p> <p>a. <i>Accounts for Payment</i> – schedule No.2012/13-04, to a value of £4,081.37 were <b>APPROVED</b> for payment, including cheques postdated for August. It was <b>AGREED</b> that Mr Heather be asked to provide a breakdown on his future invoices. There was also some confusion on the trading name of the PROW Contractor, to be referred to the PROW Committee.</p> <p>b. <i>Budget Monitor</i> – copy circulated at the Meeting.</p> <p>c. <i>Bank Signatories</i> – Minute 114c/2012 refers. Cllr. Cooke has been unwell and was unable to deal with the bank to add his name to the list of bank signatures.</p> <p>d. <i>Audit Checkers</i> – Minute 114d/2012 refers. Cllr. Muriel and Ward reported that one or two small matters had been found (e.g. cheque stubs not initialled), but generally the accounts were in good order.</p> <p>e. <i>Insurance Renewal</i> – Minute 114g/2012 refers. Cllr. Hosken is checking the insurance policy against the asset register and will report to the next meeting.</p> <p>f. <i>Grants and Charity Requests</i> – a request for a grant has been received from Praze Youth Football Team. It was proposed to make a grant of £50, to be ratified at the September meeting.</p> <p>g. <i>SLCC Branch Conference</i> – 18<sup>th</sup> September 2012, Green Lawns Hotel, Falmouth. It was <b>AGREED</b> to fund the Clerk's attendance (£39+ VAT and travel), pro rata with the other Councils, for which she is the Parish Clerk.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Cooke</p> <p>Cllr. Hosken</p> <p>Clerk</p>
135/2012	<p><u>Administration</u></p> <p>a. <i>Crowan Website</i> –</p> <ul style="list-style-type: none"> <li>• <u>Number of 'Hits'</u> – there were 49 'unique' visitors, who went to the site 67 times, compared to the previous month when 55 'unique' visitors went to the site 106 times.</li> <li>• <u>CVs</u> – Cllrs. Cooke, Henwood and Tripp were reminded of the need to provide their CVs to the Clerk.</li> </ul> <p>b. <i>Code of Conduct</i> – Minute 115a/2012 refers. A report outlining the differences in the existing and new Codes was previously circulated.</p>	<p>Cllrs. Cooke / Henwood / Tripp</p>

136/2012	<p><u>Documentation</u> –</p> <p>a. <i>Ancient Tree Forum</i> – are seeking ‘verifiers’ to check the data being placed on their database, i.e. people to check the tree recorded is accurate, by making a site visit. Currently some help with travel expenses is available.</p> <p>b. <i>Inter-Link Newsletter</i> – June 2012, previously emailed to Members.</p> <p>c. <i>Clerks &amp; Councils Direct</i> – July 2012.</p> <p>d. <i>The Clerk Magazine</i> – July 2012.</p>	
137/2012	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <ul style="list-style-type: none"> <li>• <u>Full Council Meeting</u> – 13<sup>th</sup> September 2012. The Clerk advised she had received a planning application, so an Extraordinary Meeting will need to be called in August. It was <b>AGREED</b> that this would be held on 9<sup>th</sup> August 2012, 7.15pm in the Parish Rooms</li> <li>• <u>Amenities Committee Meeting</u> – 27<sup>th</sup> September 2012.</li> <li>• <u>PROW Committee Meeting</u> – 23<sup>rd</sup> August 2012. Apologies from Cllr. Hosken.</li> </ul> <p>b. <i>Affordable Housing Meeting</i> – Tuesday, 31<sup>st</sup> July 2012, 7.15pm, in the Parish Rooms.</p> <p>c. <i>Clerk’s Leave</i> – 30<sup>th</sup> July – 3<sup>rd</sup> August 2012.</p> <p>d. <i>Cruse in Cornwall AGM</i> – 19<sup>th</sup> July 2012, 7.30pm, Council Chamber, New County Hall, Truro.</p> <p>e. <i>Clerk of the House Commons</i> – Wednesday, 25<sup>th</sup> July 2012, 1130-1300, Council Chamber, New County Hall. Opportunity to meet with Mr Robert Rogers, the Clerk of the House of Commons.</p>	
138/2012	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. No items.</p>	
139/2012	<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>	
140/2012	<p><u>Casual Vacancy</u> – no candidate had come forward to fill the remaining casual vacancy in Leedstown.</p>	

Signature: ..... (Cllr. Cooke)  
Chairman

Date: 13<sup>th</sup> September 2012