

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 13th JUNE 2013 @ 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. Muriel (Chairman) Cllr. Dr. Jenkin (PC/CC) Cllr. Ward	Cllr. Christophers Cllr. Roberts Cllr. Webb	Cllr. Henwood Cllr. Tripp
In Attendance:	Mrs Thompson (Clerk)		
Apologies:	Cllr. Blewett	Cllr. James	Cllr. Smith

Minute	AGENDA ITEMS	Action
	<u>Prayers</u> – led by the Chairman.	
	<u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present, with a particularly warm welcome to PCSO Whitford and Mr Alex Brown. Cllr. Muriel took the Parish Council's laptop for storing.	
90/2013	<u>Acceptance of Office Forms</u> – Cllr. Roberts signed his form, Cllr. Blewett yet to sign his.	Cllr. Blewett
91/2013	<u>Members' Declarations:</u> a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. Cllr. Roberts returned his RI/1 form. Clerk to submit to CC. b. <i>Non-Pecuniary/Disclosable Interests</i> – Cllr. Jenkin in 103e/2013. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – no written dispensations had been received. e. <i>Candidates' Expenses Returns</i> – Members were reminded they must return their forms, even if no expenditure was incurred.	Clerk
92/2013	<u>Apologies for Absence</u> – Cllrs. Blewett, James and Smith.	
93/2013	<u>Outside Bodies</u> – a. <i>Police</i> – PCSO Paul Whitford spoke to his written report (copy on file). He provided posters for the notice boards. b. <i>Cornwall Councillor</i> – limited to 5 minutes. Cllr. Jenkin spoke to her written report (she will supply the Clerk with a copy for the file). She has called a meeting for Wednesday, 19 th June 2013, 7.30pm in The Praze Institute, with a view of setting up a Committee to progress a new Youth Project for Praze. She advised that she has access to approx. £2,000 of Community Chest funding. Mr Matt Doble is the key planning officer for Crowan parish. c. <i>Helston & The Lizard Community Network</i> – the meeting scheduled for 19 th June 2013 had been deferred to July. Details to follow. Noted Ms Maxine Hardy is the new Community Network Manager for Helston & The Lizard.	Cllr. Jenkin
94/2013	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 9 th May 2013, AGREED as a true record. <i>Full Council Annual Meeting</i> – 9 th May 2013, AGREED as a true record.	

	<p>b. <i>Amenities Committee (AC) Meeting – 15th May 2013</i>. Minute AC22b/2013 was amended to read: "...emptying the Nancegollan bins. It was AGREED to remove the bins that need repairs, which will leave only the CC bin, which they already empty." With this amendment, the Minutes were AGREED as a true record.</p> <p>c. <i>Public Rights of Way (PROW) Committee Meeting – no meeting had been held.</i></p>	
<p>95/2013</p>	<p><u>Planning Applications Received –</u></p> <p>a. <i>PA13/03534, Burnt Downs Farm, Praze Road, Leedstown – retention of a dwelling (amended design to regularise basement to dwelling)</i>. Cllr. Ward reported he and Cllr. Henwood had visited the site. With regards to this application, on the original plans online this is a two-storey house with no basement. On the plans there is a garage, this garage is an actual dwelling with kitchen and bedroom. The floor plans online for the internal areas do not match actualities. The caravans should have been removed by now, but they still remain and are occupied. There is a chalet / bungalow next to the house, occupied, not shown on the plans. The work for the window in the basement has begun. OBJECT on the grounds that it should be for new retrospective planning permission as the building hasn't been signed off previously (PA08/00150/F refers). Ms Catherine Bray to be asked to meet with Members to discuss this matter.</p> <p>b. <i>PA13/04150, Nancegollan Farm, Nancegollan – creation of amenity land by infilling a redundant railway cutting through the importation of inert wastes</i>. Cllr. Webb said he and Cllr. Smith had looked into this and could find no planning reason to object. Cllr. Henwood reported that Mr Colin Bayes, PROW Officer would be unhappy with the access for HGVs if it crosses a public footpath. They would want a permanent banksman on site at all times. Cllr. Jenkin said that if land is designated as amenity land, then it becomes potential development land. SUPPORT in principle, as long as the issue of HGVs crossing the public footpath is adequately addressed. Cllr. Jenkin abstained.</p> <p>c. <i>PA13/03588, Meadowside, Crowan – erection of loft conversion</i>. The Clerk reported she had asked for an extension to deal with this application. The plans were passed to Cllr. Henwood.</p>	<p>Clerk</p> <p>Clerk</p>
<p>96/2013</p>	<p><u>Other Planning Matters –</u></p> <p>a. <i>Affordable Housing – Minute 77d/2013 refers</i>. Cllr. Muriel reported she had liaised with Ms Jo Tully, Ocean Housing regarding the pre-application advice for 23 new affordable homes (9 shared ownership and 14 for rent) and 2 open market properties, which had been submitted to CC (PA13/01268 /PREAPP). CC had yet to respond. A resident had complained that the proposal does not contain provision of outright ownership. Ms Tully had explained that the shared ownership can be from 25 to 75%, which can increase to 100% over time. There was concern that the drainage issue must be resolved before development commences.</p> <p>b. <i>Outstanding Enforcement Issues – Minute 77a/2013 refers</i>. Members received an update:</p> <ul style="list-style-type: none"> • <i>EN12/02935, Hillcrest, Trevoole – provision of new building on site</i>. Case officer, Mrs Mandy Smith reports she has spoken to the agent who advises the application will be submitted w/c 17th June 2013. • <i>EN13/00826, Crewenna Vean, Crowan – construction of stables and siting of caravans</i>. The Clerk had requested an update, but it had not been forthcoming. • <i>EN13/00843, Windwhistle, Carvolth, Praze – siting of caravans for residential purposes</i>. The Clerk had requested an update, but it had not been forthcoming. • <i>Shaftsbury, Binnerton Road, Leedstown – at the meeting held on 9th August 2012 the Clerk was instructed to report to Planning Enforcement</i> 	

	<p>that there are three caravans on the site (not one as stated in the application – PA12/06246). The Clerk to establish why it does not appear as an outstanding enforcement matter.</p> <p>c. <i>New Enforcement Cases –</i></p> <ul style="list-style-type: none"> • <i>EN13/00870, Crenver Farm House, Praze – alleged breach of conditions W2/PA08/01979/FM.</i> • <i>EN13/01041, Land at Gwinear Downs, Leedstown – alleged expansion of traveller site and construction of timber building.</i> • <i>EN13/01088, Land to the Rear of Praze Business Park – untidy condition of land. Case officer: Mr Lee Viner.</i> <p>d. <i>Enforcement Cases Closed by CC –</i></p> <ul style="list-style-type: none"> • <i>EN13/00235, Clowance Walled Garden – alleged breach of Condition 9 of reference W2/PA09/01639/F – demolition of Swiss Cottage. Reason for closure: breach resolved.</i> • <i>EN13/00858, Carn Meor Coppices, The Carn, Black Rock – widening of bridal path to allow vehicular access. Reason for closure: see other case file on this site.</i> 	Clerk
97/2013	<p><u>Planning Permission Granted by Cornwall Council</u> – information only.</p> <p>a. <i>PA13/02498, Grey Gables, Praze Road, Praze – thinning of crown of Ash tree, remove dead wood and epicormic growth. Height currently 40 to 45 ft to be reduced by 6 to 8 feet.</i></p> <p>b. <i>PA13/02895, Little Drym, Praze – conversion of redundant building to new dwelling.</i></p>	
98/2013	<p><u>Planning Permission Refused by Cornwall Council</u> – information only</p> <p>a. <i>PA13/03999, Jynjy, Botetoe Hill, Trevoole – submission of details to discharge Condition 2 in respect of decision notice PA10/03882 (Listed Building Consent for the alterations to building. NOTE – discharge of condition not acceptable. Members are not consulted on this type of planning application.</i></p>	
99/2013	<p><u>Standing Committees –</u></p> <p>a. <i>Public Rights of Way (PROW) Committee – no meeting held.</i></p> <p>b. <i>Amenities Committee (AC) – meeting held on 15th May 2013.</i></p> <ul style="list-style-type: none"> • <u>Vice-Chairman</u> – Cllr. Ward had been elected to the post. • <u>Co-option</u> – Cllr. Smith had been co-opted to the AC. • <u>Play Area Refurbishment</u> – in principle Members were supportive of the project and invited the AC to return for funding, if necessary. • <u>Emergency Plan</u> – an emergency plan is to be considered for each of the villages in the parish. A preliminary meeting had been held on 10th June 2013 and the first step will be to approach the village hall committees for their support. • <u>Treasure Park, Leedstown</u> – it was RESOLVED to approach CC's Environment Directorate to request that the land is acquired by this Council. Cllr. Jenkin said there is a potential risk from illegal parking. <p><u>Leedstown Playing Field</u> – the Clerk reported that the legal paperwork to affect the transfer of the playing field to the Parish Council had been received from CC. Members AGREED to task a solicitor to act in this matter. Clerk to advise CC. See also the discussion in closed session.</p> <ul style="list-style-type: none"> • <u>Nancegollan Changing Rooms</u> – Members to consider: <ul style="list-style-type: none"> ▪ <i>Shower Unit</i> – it was RESOLVED to authorise Cllrs. Muriel and Ward to arrange replacement of the broken unit. 	<p>Clerk</p> <p>Clerk</p> <p>Cllrs. Ward / Muriel</p>

	<ul style="list-style-type: none"> ▪ <i>Deep Clean</i> – deferred to the closed session. ▪ <i>Repainting</i> – it was AGREED Cllr. Ward would obtain quotations from a professional painter and decorator to sandblast and repaint the exterior. 	Cllr. Ward
100/2013	<p><u>Parish Organisations</u> – Members received an update on the following:</p> <ol style="list-style-type: none"> a. <i>Leedstown Village Hall</i> – Cllr. Christophers reported things are progressing well. An Open Day is planned for 3rd August 2013, with a Treasure Hunt around the village. b. <i>Nancegollan Village Hall</i> – Cllr. Tripp reported things are picking up, the Show was very profitable, extra bookings had been made and a Table Top Sale is scheduled for this Saturday. Mr Alfie McDonald, a hard working committee member, had recently passed away and he will be badly missed. c. <i>Praze Institute</i> – Cllr. Jenkin reported things are progressing well. d. <i>Townshend Village Hall</i> – in the absence of Cllr. James there was no report. e. <i>Crowan School</i> – Cllr. Webb reported that it was hoped to appoint another governor at the next meeting. The PTA Fun Day was well supported. Last week was 'Activities Week' for the children. The Sports Day will be held on 25th June 2013. The lead stolen from the roof had been replaced with an alternative material. Security is being upgraded. f. <i>Leedstown School</i> – Cllr. Jenkin reported the Penwith Co-operative Trust project is progressing well. The Governors will meet again next week. g. <i>Baripper Village Hall</i> – Members were asked to inform Ms Carol Wigley, Treasurer if they know of anyone interested in becoming a Hall Trustee. 	
101/2013	<p><u>Environmental Matters</u> –</p> <ol style="list-style-type: none"> a. <i>Dog Waste Bins</i> – Minute 81b/2013 refers. Cllr. Jenkin reported a dual use bin had been placed on lamppost K031, adjacent to 66 Trethannas Gardens, Praze. Local residents had welcomed the initiative. 	
102/2013	<p><u>Administration</u> –</p> <ol style="list-style-type: none"> a. <i>Crowan Website</i> – <ol style="list-style-type: none"> i. <u>Number of 'Hits'</u> – there were 69 'unique' visitors, who went to the site 89 times, compared to the previous month when 52 'unique' visitors, went to the site 69 times. ii. <u>Email Address</u> – Cllr. James to provide the Clerk with his email address for publication. b. <i>Crypto Card</i> – Minute 31c/2013 refers. Cllr. Muriel reported there is a delay in the production of these cards, she will pursue. 	Cllr. James Cllr. Muriel
103/2013	<p><u>Financial Matters</u> –</p> <ol style="list-style-type: none"> a. <i>Accounts for Payment</i> – schedule No.2013/14-3, to a value of £2,149.72 were APPROVED for payment. The Clerk advised that EDF Energy had given notice that a late payment charge of £30 will be imposed. It was RESOLVED to sign a cheque, made payable to the company, to be released by the Clerk when a bill is received. The Internal Audit Checkers to monitor the situation. It was RESOLVED to make a donation of £25 each to Leedstown Methodist Church and Leedstown Christmas Lights, in lieu of payment to the Internal Auditor, Mr Baines. b. <i>End of Year Accounts</i> – Members received and adopted the 2012/13 accounts. The Clerk to submit them to the External Auditors. There were no issues with the Internal Auditor's report. c. <i>Internal Checkers</i> – it was RESOLVED that no more than one of the two Internal Audit Checkers should be a signatory to the bank accounts; as an additional protection clause. To be added to Standing Orders when the next review is carried out. 	Cllrs. Muriel / Ward Clerk Clerk

	<p>d. <i>Bank Signatories</i> – Minute 83a/2013 refers. Cllr. Henwood will submit his form to enable Messrs. Butcher and Cooke to be removed as signatories and replaced with Cllrs. Muriel and Henwood. In the meantime the existing paperwork will be submitted for Cllr. Muriel to be added as a signature.</p> <p>e. <i>Grants and Charity Requests</i> – Members considered the following request:</p> <ul style="list-style-type: none"> • <u>Helston Folk Museum</u> – Minute 83e/2013 refers. It was RESOLVED to make a one-off grant of £50. • <u>Townshend Notice Board</u> – it was RESOLVED to make a grant of £100 towards a new board. <p>f. <i>Asset Register</i> – (copy circulated at the meeting). Deferred to the July Meeting to give Members a chance to pursue the document.</p> <p>g. <i>Crowan PCC</i> – Members considered a number of outstanding issues. Cllr. Roberts and/or Cllr. Muriel will take this forward.</p> <p>h. <i>Parish Rooms</i> – it was RESOLVED to sign up to a one year deal with EDF Energy Ltd.</p> <p>i. <i>Code of Conduct Training</i> – CC had added further dates / venues. The Clerk to email details.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllrs. Roberts / Muriel</p> <p>Clerk</p> <p>Clerk</p>
104/2013	<p><u>Documentation</u> –</p> <p>a. <i>The Chronicle</i> – thank you card, i.r.o. Members' donation.</p>	
105/2013	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <ul style="list-style-type: none"> • <u>Full Council Meeting</u> – Wednesday, 10th July 2013 to avoid Praze Fair. • <u>August Full Council Meeting</u> – 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. • <u>Amenities Committee (AC) Meeting</u> – 17th July 2013. • <u>PROW Committee Meeting</u> – 20th June 2013. Apology from Cllr. Webb. <p>b. <i>Introduction to Planning</i> – CC training sessions, offered at:</p> <ul style="list-style-type: none"> • <u>Camborne</u> – Camborne One Stop Shop, 25th June 2013, 7-9pm. • <u>Truro</u> – Council Chamber, County Hall. 18th June 2013, 7-9pm. • <u>Liskeard</u> – Council Chamber. 2nd July 2013, 7-9pm. <p>c. <i>Mably Solar Farm</i> – a meeting had been arranged for Wednesday 26th June at Hall for Gwinear, time TBC, to give Members the opportunity of learning more about this proposal. It was AGREED that Cllr. Muriel and, possibly, Cllr. Webb would attend.</p>	<p>Clerk</p> <p>Cllr. Muriel / Webb</p>
106/2013	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Road Closure</i> – An Vounder Goth, Nancegollan to Releath road closed for surfacing works from 12th to 16th June 2013 (0730 to 1800 hours).</p>	
107/2013	<p><u>Closed Session</u> – in view of the 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>	
108/2013	<p><u>Casual Vacancies</u> – it was RESOLVED to co-opt Mr Alex Brown to the Praze Ward. He duly signed his Acceptance of Office form and took his Financial Interest form for completion. The Clerk to notify CC. It was felt desirable if someone from Nancegollan could be found to fill the Leedstown vacancy.</p>	Clerk
109/2013	<p><u>Quotations</u> – Members considered the following quotations:</p> <p>a. <i>Nancegollan</i> – it was RESOLVED to accept a quotation of £226.36 + VAT from SW Play to replace 2 x baby swing seats and renew top shackles on all swings.</p>	Clerk

	<p>b. <i>Leedstown</i> – it was RESOLVED to accept a quotation of £290 + VAT from SW Play to provide grass matting and plastic reinforcement mesh.</p> <p>c. <i>Leedstown</i> – it was RESOLVED to ask SW Play to meet with Cllr. Ward on site, when the existing swing is dismantled, so that he can judge whether the swing is repairable or whether it is more appropriate to replace the unit.</p> <p>d. <i>Praze</i> – SW Play had been authorised to carry out this work to repair the MUGA fence.</p> <p>e. <i>Nancegollan Changing Rooms</i> – it was RESOLVED to accept a quotation of £132 + VAT from SM Cleaning to carry out a deep clean.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
110/2013	<u>Leedstown Playing Field</u> – Members RESOLVED to accept a quotation from Mr John Dunstan to provide legal services for: The transfer of the land including registration (the most likely scenario) then he estimates his charges will be £450 + VAT. There will be a Land registry fee (payable to the Land Registry) as well which depends on the value of the land. This ranges from £70 to £280.	Clerk
111/2013	<u>Clerk's Contract of Employment</u> – Members RESOLVED to accept an amendment to the Clerk's terms and conditions, relating to sick pay entitlement.	

Signature: (Cllr. Mrs Muriel)
Chairman

Date: 11th July 2013