

# Crowan Parish Council

## MINUTES OF THE FULL COUNCIL MEETING

### HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 14<sup>th</sup> NOVEMBER 2013 @ 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.

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| Present:       | Cllr. Muriel (Chairman)<br>Cllr. Dr. Jenkin (PC/CC)   | Cllr. Brown<br>Cllr. Tripp | Cllr. Christophers<br>Cllr. Webb |
| In Attendance: | Mrs Thompson (Clerk)  |                            |                                  |
| <b>Minute</b>  | <b>AGENDA ITEMS</b>   |                            | <b>Action</b>                    |
|                | <p><u>Prayers</u> – led by the Chairman, who advised that anyone not wishing to participate may leave the room and rejoin the meeting later.</p>  |                            |                                  |
|                | <p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present, with a particularly warm welcome to the members of the public.</p> <p>Mrs Sheila Goldsworthy is a resident of Fraddam and said she was extremely concerned about item the solar proposal (195f/2013 refers). Cllr. Jenkin explained she is not the local Member for St Erth parish, but (at his request) will speak at CC Strategic Planning meeting instead of Cornwall Cllr. Pascoe as he has a pecuniary interest.</p> <p>Ms Rachel Rodda spoke regarding the Minutes of 'Public Forum', October meeting. She asked for her title to be changed from Mrs to Ms; she is a member of St Erth parish; and the solar panels were seven feet, not metres high.</p> <p>Miss Pearce said she had been in touch with Cllr. Henwood and CC, regarding excess water on PROW 124, which is on their property. Cllr. Jenkin had spoken to Mr Colin Bayes, CC who said that the historical gullies need clearing. Mr Pearce said that no-one can come onto their land without a court injunction. The problem is being exacerbated by traffic using the bridleway. They invited Members to visit the site.</p> <p>Messrs. Hart and Shill from the Praze Christmas Lights were present. Mr Hart had spoken to Cllr. Henwood, who had suggested that posts be used for the electric wiring. It was suggested that 'post holders' are used.</p> |                            |                                  |
| 190/2013       | <p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-Registerable Interests</i> – none.</p> <p>c. <i>Declaration of Gifts</i> – Members were reminded they must not accept any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – no written dispensations had been received. The Chairman reminded Members they all had the right to submit a written dispensation and it was for the PC as a whole to decide the matter.</p>  |                            |                                  |
| 191/2013       | <p><u>Apologies for Absence</u> – Cllrs. Henwood, James, Roberts and Smith (all on leave); Cllrs. Blewett and Ward (business commitment).</p>   |                            |                                  |
| 192/2013       | <p><u>Outside Bodies</u> –</p> <p>a. <i>Police</i> – PCSO Paul Whitford sent his apologies and a written report (copy on file). He advised Officers had been out in most of the Parishes conducting speed enforcement. Positive action had been taken on various traffic offences. He pointed out that a considerable number of vehicles were dealt with, due to their speed on entering Townshend. He advised the Police had liaised with Cornwall Cllr. Jenkin regarding suitable solutions.</p>  |                            |                                  |

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|          | <p>b. <i>Cornwall Councillor</i> – Cornwall Cllr. Jenkin reported on the meetings she had attended. The new CC’s Chief Executive is Mr Andrew Kerr. She had been dealing with a number of planning and enforcement issues.</p> <p>She had dealt with some flooding and highways issues in Leedstown, including getting some gullies dug out and improving gateways to Leedstown. She was looking at the possibility of slowing traffic past the school and between Leedstown and Townshend. A letter on this subject had been received from Mr Chris Trevan.</p> <p>She had been pleased to represent the CC Chairman at the Crowan Remembrance Service to lay a wreath.</p> <p>Cllr. Jenkin had provided community chest money to Leedstown Village Hall in order to help improve the kitchen.</p> <p>Finally, she had been advised that some councillors felt she had spoken rather brusquely and rudely to Cllr. Blewett and Cllr. Muriel at the last meeting and said she would like to apologise in public to them and to any other councillors who were upset by her comments.</p> <p>Cllr. Christophers said that just past Paul’s Green water gathers, even when there is only light rain. Cllr. Jenkin will pass this on. She advised that any problems should be reported, through the Clerk, and to copy her in. CC has plans to operate a lengths-men pilot scheme. Members were interested in taking part, in conjunction with Wendron.</p> <p>c. <i>Helston &amp; The Lizard Community Network</i> – no meeting had been held.</p> | Cllr. Jenkin |
| 193/2013 | <p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 12<sup>th</sup> September 2013. Cllr. Jenkin had provided the Clerk with amendments for Members to consider and a revised set of Minutes had been circulated via email. It was <b>AGREED</b> to accept the revised Minutes as a true record. The Chair said that if Cllr. James wished to propose amendments, this could be dealt with at a future meeting.</p> <p>b. <i>Full Council Meeting</i> – 10<sup>th</sup> October 2013, with the amendments suggested by Ms Rodda, the Minutes were <b>AGREED</b> as a true record.</p> <p>c. <i>Amenities Committee (AC) Meeting</i> – no meeting held.</p> <p>d. <i>Public Rights of Way (PROW) Committee Meeting</i> – 15<sup>th</sup> October 2013, <b>AGREED</b> as a true record.</p>  |              |
| 194/2013 | <p><u>Planning Applications Received</u> –</p> <p>a. <i>PA13/09474, Private Surgery, School Road, Praze</i> – proposed conversion of doctor’s surgery to dwelling. <b>NO OBJECTION.</b></p> <p>b. <i>PA13/08256, Bro Annet, Chapel Road, Leedstown</i> – erection of a dwelling and installation of septic tanks. Cllr. Christophers declared a non-registerable interest. <b>NO OBJECTION.</b></p> <p>c. <i>PA13/09829, Penwithen, Carwynnen Close, Praze</i> – change of use of land to be included as domestic garden, extension to existing driveway, erection of a carport, shed and patio area. This planning application was handed to Cllr. Webb. An extension had been requested.</p>   | Cllr. Webb   |
| 195/2013 | <p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Consultation</i> – CC is seeking views on three important documents, which will aim to inform and guide development across Cornwall over the next 20 years. Details previously circulated via email. Closing date is Friday, 20<sup>th</sup> December 2013. Web address: <a href="http://www.cornwall.gov.uk/renewablespd">www.cornwall.gov.uk/renewablespd</a>. A disk containing the information was available from the Clerk.</p> <p>i. Renewable Energy Landscape Supplementary Planning Document.</p> <p>ii. Mineral Safeguarding Development Plan Document (DPD) Scoping.</p> <p>iii. Allocations Development Plan Document (DPD) Scoping.</p> <p>Noted Ms Hayley Jewels, Head of Enforcement, CC will attend the January meeting and give a presentation.</p>  |              |



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| 196/2013 | <p><u>Planning Permission Granted by Cornwall Council</u> – information only.</p> <p>a. PA13/06279, Drym, Praze – proposed alterations and extensions to the existing dwelling and change of use of part of field to domestic garden and erection of an agricultural building.</p> <p>b. PA13/08108, Releath Farm, Releath – extensions and alterations to dwelling.</p> <p>c. PA13/07491, Bolitho Barton, Black Rock – demolish existing building housing games room and construction 2 storey building for residential use with games room on ground floor.</p>  |       |
| 197/2013 | <p><u>Standing Committees</u> –</p> <p>a. Amenities Committee (AC) – no meeting held.</p> <p>b. Public Rights of Way (PROW) Committee – 15<sup>th</sup> October 2013.</p> <p>i. Programme of Walks – a series of four leaflets will be produced over the winter months, covering circular walks in the parish.</p>   |       |
| 198/2013 | <p><u>Parish Organisations</u> – Members received the following updates:</p> <p>a. Leedstown Village Hall – Cllr. Christophers reported there is a new Chairman, Ms Sally Goble. He confirmed a new cooker had been ordered. A letter from the Hall Committee to be considered in closed session.</p> <p>b. Nancegollan Village Hall – Cllr. Tripp reported there is concern that the hall committee had been linked with the issue at Leedstown. Additional Christmas lights had been purchased. The AGM had been postponed because the accounts were not completed. Cllr. Muriel had offered to assist with the accounts, if needed.</p> <p>c. Praze Institute – Cllr. Jenkin reported a Bingo session had been arranged for the following day. The Christmas Meal for older people is set for 6<sup>th</sup> December 2013. Volunteers are needed for the Praze Youth Project and CRB/DBS checks will be needed for them. These checks are free for volunteers. Cllr. Webb has a pool table that could be made available.</p> <p>d. Townshend Village Hall – Mr Trevan reported the application for the 22 acre solar array at Mably had been the major point of debate (195f/2013 refers). He provided an electronic copy of the Hall Committee’s latest newsletter.</p> <p>e. Crowan School – Cllr. Webb reported he will be attending an induction course and will then become a fully fledged governor. The children are working on their school concert and their ‘Cracking Christmas’ fete.</p> <p>f. Leedstown School – Cllr. Jenkin reported everything is going fine. There is concern about speeding traffic and additional traffic because of the new development. There is a possibility of a 40mph speed limit all the way to Townshend. She emphasised that this will not be a quick fix, due process must be followed.</p> |       |
| 199/2013 | <p><u>Environmental Matters</u> –</p> <p>a. The Bakery Site, Praze – Minute 177a/2013 refers. Mr David Jose, Building Control Officer reported he had visited the site and the building is not considered to be a dangerous structure. No response had been received from the owner’s agent.</p> <p>b. Praze Public Conveniences – Minute 177b/2013 refers. Cllr. Jenkin reported there had been no meeting of the Working Party, but a provisional date had been set for Monday, 25<sup>th</sup> November. The final results of the WC questionnaire had been circulated to all Members. The Clerk to write to Ms Maxine Hardy and request that Cory clean the area around the WCs as it was being used as an ‘open toilet’.</p> <p>There was general discussion on the history relating to the closure of these conveniences. No-one who had responded to the questionnaire had indicated they were willing to assist in keeping them open.</p>  | Clerk |

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|          | <p>Cllr. Webb said he had asked Mr Hector Fleming for a list of those he had said were willing to assist. He had been told that two people would attend tonight's meeting, but no-one had been present.</p> <p>Cllr. Muriel said she had concerns about ongoing costs and the future use the building would be put to. There will be a clause, should the freehold be acquired by the PC that the WCs must be kept open for a minimum of five years. She felt that if the freehold rests with the PC then the toilets should always be used for that purpose and not, for example, office accommodation.</p>   |                           |
| 200/2013 | <p><u>Administration</u> –</p> <p>a. <i>Crowan Website</i> –</p> <p>i. <u>Number of 'Hits'</u> – the Clerk reported there were 61 'unique' visitors, who went to the site 128 times, compared to the previous month when 84 'unique' visitors, went to the site 175 times.</p> <p>b. <i>2013 Remembrance Service</i> – Minute 179b/2013 refers. Cllr. Muriel reported the Service at the War Memorial had been well attended, with several local organisations laying poppy wreaths. She thanked all those who contributed to the event. Cllr. Webb said he would like to have seen a representation from the school. Next year will be the 100<sup>th</sup> anniversary of the start of WWI and will figure on the school curriculum. For further discussion in February, when the schools in the parish could be approached Mr Chris Trevan reported that over 40 people had attended the Remembrance Service in Townshend.</p> <p>c. <i>Emergency Handover</i> – it was <b>RESOLVED</b> to appoint Cllr. Brown as a second Councillor, who could assist Cllr. Muriel in the event of the Clerk being unavailable in an emergency. The Clerk had revised the Handover Notes, intended to assist in the task. A copy to be sent to Cllr. Brown.</p> | <p>Clerk</p> <p>Clerk</p> |
| 201/2013 | <p><u>Parish / Neighbourhood Plans</u> – deferred from the October meeting.</p> <p>a. <i>Five Parishes Plan</i> – the Plan was compiled some years ago. It was thought a copy can be viewed on Wendron PC's website. Cllr. Jenkin said the Five Parishes Plan could prove a basis for the NDP.</p> <p>b. <i>Neighbourhood Development Plan</i> – it might be possible to involve neighbouring parishes. Cllr. Muriel said she would like to see a deadline of March 2015. It was <b>RESOLVED</b> that Cllr. Muriel will email all Members with further details of a Neighbourhood Plan and invite those interested to join the Steering Group. A meeting to be convened with Ms Chloe Pitt, CC who will give a presentation on how to start a Neighbourhood Plan and the journey. Cllr Muriel explained there were grants available up to £7,000 toward the associated costs plus input from the PC would be required.</p> <p>The Clerk was unwell and left the meeting at this point. Cllr. Muriel took the Minutes for the remainder of the meeting.</p>   | Cllr. Muriel              |
| 202/2013 | <p><u>Leedstown Issues</u> – Minute 149d/2013 refers. Cllr. Jenkin had contacted SW Water. Cllr. Muriel confirmed that Mr Andrew George MP had responded and was writing to SW Water. A group of Leedstown residents were taking their own water pressure readings to provide evidence based results, taken at day and evening times to identify the pressure at differing times. These results will be presented to Mr George when Cllrs. Muriel and Henwood meet with him. Update in December.</p>   |                           |
| 203/2013 | <p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule No.2013/14-8 to a value of £3082.52 were <b>APPROVED</b> for payment.</p> <p>b. <i>Internal Audit Check</i> – report circulated with the agenda.</p> <p>c. <i>Praze Carnival</i> – Minute 182b/2013 refers. It was <b>RESOLVED</b> to write to Mr F. Moore, Praze Carnival Committee, to ascertain which classes were presently not sponsored and to offer the possibility of the PC giving a £25 prize for 3 years.</p>  | Clerk                     |

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|          | <p>Cllr. Christopher said that if we give to one event we should be even handed with all Village events and it was <b>AGREED</b> that similar prizes could be made available.</p> <p>d. <i>Crowan Burial Grounds</i> – Mrs Styles, Crowan PCC thanked Members for the replacement cheque, which had been banked. A request for a further grant for this financial year was deferred to February.</p> <p>e. <i>Police and Crime Commissioner Small Grant Scheme</i> – deferred from the October meeting. It was <b>AGREED</b> to take no further action.</p>  | <p>Clerk</p> <p>Cllr. Muriel</p> |
| 204/2013 | <p><u>Documentation</u> –</p> <p>a. <i>The Chronicle</i> – October – November 2013.</p> <p>b. <i>Clerks &amp; Councils Direct</i> – November 2013.</p> <p>c. <i>Statement of Licensing Act Policy</i> – Members are invited to comment on this Policy Review. Details previously circulated via email. See link: <a href="http://www.cornwall.gov.uk/default.aspx?page=35655">http://www.cornwall.gov.uk/default.aspx?page=35655</a>. Closing date 3<sup>rd</sup> January 2014.</p>  |                                  |
| 205/2013 | <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> – 12<sup>th</sup> December 2013.</li> <li>• <u>Amenities Committee (AC) Meeting</u> – 19<sup>th</sup> November 2013.</li> <li>• <u>PROW Committee Meeting</u> – TBC, but PROW Members did wonder why there was a need for another meeting as they have other commitments. The Clerk to ask the PROW Chairman if there was a new issue, before issuing an Agenda.</li> </ul>  | <p>Clerk</p>                     |
| 206/2013 | <p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. None.</p>  |                                  |
| 207/2013 | <p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.</p>  |                                  |
| 208/2013 | <p><u>Casual Vacancies</u> – there were no formal applications for co-option to the vacancy in the Leedstown Ward.</p>   |                                  |
| 209/2013 | <p><u>Leedstown Village Hall</u> – the Clerk had received an undated letter as an attachment to an email from Leedstown Village Hall Committee (LVHC) signed by seven of their members (copy on file). The Chair had immediately replied asking for clarification on two points but LVHC responded that they would answer the points raised but not via written correspondence neither, could any of their Members attend Crowan PC's Full Meeting. They would only divulge the answers if a Member of the PC attended their meeting on 18<sup>th</sup> November 2013. The Chair had clarified that at no point had any Councillor been asked to attend LVHC Meetings on behalf of the PC, nor did any Member attend any meetings on behalf of the PC. Cllr Muriel will attend LVHC Meeting on 18<sup>th</sup> November to clarify the points raised and Cllr. Tripp will attend with her as a member of the PC and of Nancegollan Village Hall Committee. Update in December.</p> |                                  |
| 210/2013 | <p><u>Meeting Closed</u> – 10.15.</p>  |                                  |

Signature: ..... (Cllr. Mrs Muriel)  
Parish Council Chairman

Date: 9<sup>th</sup> December 2013