

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 9th JANUARY 2014 @ 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. Henwood (Vice Chairman) Cllr. Roberts	Cllr. Brown Cllr. Tripp	Cllr. Dr. Jenkin (PC/CC) Cllr. Ward
In Attendance:	Mrs Thompson (Clerk)		

Minute	AGENDA ITEMS	Action
	<p><u>Prayers</u> – led by the Vice 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> – in the absence of Cllr. Muriel, Cllr. Henwood took the Chair and welcomed those present, with a particularly warm welcome to the members of the public.</p> <p>The Police report (3a/2014) was taken at this point.</p> <p>It was confirmed that Ms Linda Holloway, CC had been contacted regarding the problems with PROW 124. Cllr. Henwood said Christmas and the New Year had intervened, but he would seek an update for Mr and Miss Pearce.</p> <p>Members met with Ms Hayley Jewels, Head of Enforcement, CC who gave a presentation on Planning Enforcement. She provided handouts for future reference (copy on file). There are various legal timescales, which dictates the process is not quick. She encouraged the PC to complete the online form to report potential enforcement issues. 3,500 cases were reported and 40 enforcement notices issued.</p> <p>Cornwall Cllr. Jenkins said she met monthly with Ms Jewels and all enforcement cases are reviewed. Cllr. Tripp complained about two long outstanding cases in Leedstown. It was pointed out that these are in Gwithian/Gwinear PC's area. Ms Jewels explained that a family member is entitled to live in a caravan on site. She urged Members to attend the planning training sessions, when they are available. She explained the difficulties faced and the need to make a water-tight case, as an enforcement notice can be legally challenged. She undertook to ask the officers to give more detail when provided updates on enforcement cases.</p> <p>Ms Jewels was thanked for attending.</p>	Cllr Henwood
1/2014	<p><u>Members' Declarations</u> –</p> <ul style="list-style-type: none"> a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. b. <i>Non-Registerable Interests</i> – none. 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. d. <i>Dispensations</i> – no written dispensations had been received. 	
2/2014	<p><u>Apologies for Absence</u> – Cllrs. Blewett and Muriel (family commitment); Smith (leave); Christophers and Webb (ill health) and James (prior commitment).</p>	
3/2014	<p><u>Outside Bodies</u> –</p> <ul style="list-style-type: none"> a. <i>Police</i> – PCSO Paul Whitford spoke to his written report (copy on file). He was asked if the information he had been given regarding a suspicious vehicle in Leedstown had been acted upon. PCSO Whitford will ask the response squad to investigate. It was known that the Police are vigilant in this respect. 	

	<p>b. <i>Cornwall Councillor</i> – Cornwall Cllr. Jenkin said there had been fewer meetings, but a lot was going on with flooding issues. This parish had not been unduly affected. The Local Plan is ongoing, with particular emphasis on housing numbers.</p> <p>c. <i>Helston & The Lizard Community Network</i> – meeting to be held 22nd January in the Parish Rooms. This will be a joint meeting with Wendron PC.</p>	
4/2014	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 12th December 2013. Minute 221b/2013, last paragraph was amended to read: “The Working Party, having fulfilled its task, it was RESOLVED to give delegated powers to Cllrs. Brown and Muriel to discuss and accept the acquisition of a lease on the WCs.” With this amendment the Minutes were AGREED as a true record.</p> <p>b. <i>Amenities Committee (AC) Meeting</i> – no meeting held.</p> <p>c. <i>Public Rights of Way (PROW) Committee Meeting</i> – no meeting held.</p>	
5/2014	<p><u>Planning Applications Received</u> –</p> <p>a. <i>PA13/11508, Heatherside, Releath</i> – conversion of bungalow to two-storey house including Juliet balcony to the side. NO OBJECTION.</p> <p>b. <i>PA13/11582, White Stile, High Lanes Road, Praze</i> – demolish existing shed and replace with self-contained annex. Members had no concerns with the proposal, but OBJECT because it is considered the proposed vehicular access is dangerous.</p>	<p>Clerk</p> <p>Clerk</p>
6/2014	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Consultation</i> – Minute 216a/2013 refers. Mr Andrew England, CC had been asked for his comments regarding the Hillcrest planning application (December public forum refers). He advised that if the Parish Council considers a proposal to be unlawful for any reason it is important to clearly set out the reasons why the development is considered to be unlawful and, where possible, back this with evidence. The assessment of lawfulness is based on the balance of probabilities and weighed using the substantive evidence available.</p> <p>b. <i>Outstanding Enforcement Issues</i> – Minute 171b/2013 refers. Cllr. Jenkin was asked to provide the Clerk with updates, following her meetings with Ms Jewels. Members received updates on the following:</p> <p>i. <u>EN12/01208, Burntdown Farm, Praze Road, Leedstown</u> – this is an amalgamation of all reported issues. Case officer: Mr James Holman. This is quite a complex case which Mr Holman is dealing with and he had been asked to provide an update to the Parish Council, but had yet to do so.</p> <p>ii. <u>EN13/00843, Windwhistle, Carvolth, Praze</u> – siting of caravans for residential purposes. Mr Lee Viner is to make a site visit on Friday 17th January to ascertain whether the caravans are still being lived in and if they are to give those living there contact details for Housing with a view to giving them a timescale to vacate and remove the caravans.</p> <p>iii. <u>EN13/00870, Crenver Farm House, Praze</u> – alleged breach of conditions W2/PA08/01979/FM. Mr Viner will be re-visiting this site on the 17th January to speak to the owner as to the current situation with regard to the development and whether it is still continuing. He is hoping that the owner and agent will be able to attend this meeting, The Clerk to establish what condition has been breached.</p> <p>iv. <u>EN13/01926, Trefewha Cottage, Trefewha, Praze</u> – alleged conversion of garage to living accommodation. Case officer: Mr Mandy Smith. Letter had been sent to the owners confirming planning permission is required for residential use. It is open to them to submit an application, however they had been advised residential use should cease. If no application is received a further visit will be made.</p> <p>v. <u>Hillcrest</u> – Cllr. Jenkin will provide the Clerk with further details.</p>	<p>Cllr. Jenkin</p> <p>Clerk</p> <p>Cllr. Jenkin</p>

	<p>c. <i>New Enforcement Cases –</i></p> <ul style="list-style-type: none"> i. <u>EN13/02585, 2 Chyreen Villas, Godolphin View, Nancegollan</u> – alleged creation of a garage. Case officer: Mr Lee Viner. A planning application had been requested for the retention of the garage. ii. <u>EN13/02615, Roses Farm, Black Rock</u> – alleged breach of condition (3) of PA12/11555. No drainage installed and used for more than domestic traffic. Case officer: Mr Lee Viner. Case since closed, see below. iii. <u>EN13/02616, Bolankan Farm, Crowan</u> – alleged creation of new dwelling. Case since closed, see below. iv. <u>W2/EN09/00476, Higher Cargenwen Farm, Black Rock</u> – erection of a barn for cattle feed storage and winter housing and rebuilding of feed mill/animal stalls and tractor shed not in accordance with the approved plans (Decision Notice Number PA08/01139/F dated 15 August 2008). Case officer: Mr James Holman. Notice had been served. <p>d. <i>Enforcement Cases Closed by CC –</i></p> <ul style="list-style-type: none"> i. <u>EN13/02391, Toad Hall, The Square Townshend</u> – alleged construction of a garage within the garden of the property. Case officer: Mr Lee Viner. Reason for closure: Deemed Consent. ii. <u>EN13/02615, Roses Farm, Black Rock</u> – alleged breach of condition (3) of PA12/11555. No drainage installed and used for more than domestic traffic. Case officer: Mr Lee Viner. Reason for closure: No Breach Found. iii. <u>EN13/02616, Bolankan Farm, Crowan</u> – alleged creation of new dwelling. Mr Lee Viner. Reason for closure: No Breach Found. <p>e. <i>PA13/08286, Land at Bunkers Hill, Pilgrims Way, St Erth</i> – a written report from Cllr. Muriel was read to the meeting. She advised the proposed 6.2MW solar pv development, went to CC’s Strategic Planning Meeting on 17th December 2013, and permission was refused. An appeal is anticipated.</p>	
<p>7/2014</p>	<p><u>Planning Permission Granted by Cornwall Council</u> – information only.</p> <ul style="list-style-type: none"> a. <i>PA13/07065, Land SE of Playing Field, Woodridge Close, Leedstown</i> – residential development of 23 affordable and 2 open market dwellings. Cllr. Ward said the whole site had been flooded for the past weeks during the recent heavy rain. b. <i>PA13/07805, Lower Bolitho Farm, Black Rock</i> – proposed barn conversion to form a two-bedroom residential dwelling. c. <i>PA13/08256, Bro Anneth, Chapel Road, Leedstown</i> – erection of a dwelling and installation of septic tanks. d. <i>PA13/09474, Private Surgery, School Road, Praze</i> – proposed conversion of doctor’s surgery to dwelling. 	
<p>8/2014</p>	<p><u>Highway Matters</u> –</p> <ul style="list-style-type: none"> a. <i>Length-Men Pilot Scheme</i> – Minute 217a/2013 refers. Mr Peter Tatlow, CC, advised there is no funding to initiate such a scheme. <p>Cornwall Cllr. Jenkin said that Cornwall Cllr. Biscoe, who is the relevant Portfolio Holder, had indicated that the scheme had not been shelved. Crowan and Wendron will be considered as part of any pilot project.</p>	
<p>9/2014</p>	<p><u>Standing Committees / Working Parties</u> –</p> <ul style="list-style-type: none"> a. <i>Amenities Committee (AC)</i> – meeting scheduled for 15th January 2014. b. <i>Public Rights of Way (PROW) Committee</i> – TBC. c. <i>Neighbourhood Development Plan</i> – Minute 219/2013 refers. Cllr. Muriel had called a meeting for 23rd January 2014 at 6.30pm in the Parish Rooms. 	

10/2014	<p><u>Parish Organisations</u> – Members received the following updates:</p> <p>a. <i>Leedstown Village Hall</i> – in the absence of Cllr. Christophers there was no report. A letter had been received from Ms Sally Goble, Village Hall Chairman (Minute 227/2013 refers).</p> <p>b. <i>Nancegollan Village Hall</i> – Cllr. Tripp reported the Christmas Lights had been successful, as was the Christmas evening.</p> <p>c. <i>Praze Institute</i> – Cllr. Jenkin reported a successful Christmas meal for the older people and a very well supported Christmas Bingo session. A youth club meeting had been held that night, but had not well attended.</p> <p>d. <i>Townshend Village Hall</i> – no report.</p> <p>e. <i>Crowan School</i> – in the absence of Cllr. Webb there was no report.</p> <p>f. <i>Leedstown School</i> – Cllr. Jenkin reported no meeting had been held for a while, but there are no concerns.</p>	
11/2014	<p><u>Environmental Matters</u> –</p> <p>a. <i>Praze Public Conveniences</i> – Minute 221b/2013 refers. Cllr. Brown reported that Mr Jon James had confirmed there was sufficient time to permit the refurbishment of the toilets, prior to the PC acquiring them.</p> <p>Mr John Dunstan had advised he had heard from Ms Jean Cowsill, CC's Legal Services regarding the lease. It was RESOLVED that Cllrs. Brown and Muriel be authorised to sign the lease, providing that it contains 24 hour call-out cover and satisfactory clarification of the break clause. There were three votes for the proposal (Cllrs. Brown Jenkin and Roberts), two against (Cllrs. Henwood and Ward) and one abstention (Cllr. Tripp).</p>	Cllrs. Brown / Muriel
12/2014	<p><u>Administration</u> –</p> <p>a. <i>Crowan Website: Number of Hits</i> – the Clerk reported there were 74 'unique' visitors, who went to the site 101 times, in Dec/Jan compared to Oct/Nov when 61 'unique' visitors, went to the site 128 times.</p> <p>b. <i>Praze Post Office</i> – the PO had confirmed that the branch will relocate to the Deli on the Square w.e.f. 28th February 2014. Clarification will be needed as to whether the agendas/minutes will continue to be displayed at the new venue</p>	Clerk
13/2014	<p><u>Leedstown Issues</u> – Minute 220/2013 refers. Meeting between Cllrs. Henwood, Muriel, Ward and Mr Andrew George MP is to be held on 17th January 2014.</p>	
14/2014	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule No.2013/14-10 to a value of £1,486.44 were APPROVED for payment.</p> <p>b. <i>Praze Carnival</i> – Minute 221d/2013 refers. There had been no response from Mr F. Moore, Praze Carnival Committee, regarding Members' offer to give a £25 prize for 3 years to an un-sponsored class. A reminder had been sent. Cllr. Roberts will speak to Mr Geoff James.</p>	Cllr. Roberts
15/2014	<p><u>Documentation</u> –</p> <p>a. <i>Peninsula Community Health</i> – Annual Review, Oct 2011 – Mar 2013.</p> <p>b. <i>Peninsula Review</i> – quarterly magazine.</p>	
16/2014	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings:</i></p> <ul style="list-style-type: none"> • <u>Full Council Meeting</u> – 13th February 2014. • <u>Amenities Committee (AC) Meeting</u> – Wednesday, 15th January 2014. • <u>PROW Committee Meeting</u> – TBC. 	

	b. <i>Parish Rooms</i> – the Church Craft Group had made several bookings for the third Wednesday in the month. Noted this does not affect the Amenities Committee meeting on 15 th January 2014. The Clerk to ascertain if this is a daytime meeting.	Clerk
17/2014	<u>Information Only / Items for Future Agendas</u> – a. <i>PROW 58 and 53</i> – Cllr. Henwood was given authority to formally report issues with this byway to Ms Linda Holloway.	Cllr Henwood
18/2014	<u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely the Clerk’s salary and other matters, it was RESOLVED that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.	
19/2014	<u>Casual Vacancies</u> – no applications for co-option to the vacancy in the Leedstown Ward had been received. Cllr. Roberts suggested raising this with the Leedstown Village Hall Committee when they meet to discuss the Emergency Plan.	Cllrs. Roberts / Henwood
20/2014	<u>Cleaning Contract</u> – see also 11a/2014 above. Cllr. Brown said quotations had been obtained. Cormac had provided the cheapest price and it was RESOLVED to accept this quotation of £9.94 per visit at an annual cost of £3,617 for the first year. Cllrs. Brown and Muriel were authorised to deal with this matter and to seek a three year contract at this price. Cllr. Muriel will be the ‘proper officer’ for this project. Cllr. Jenkin reported that Mr Jon James was prepared to meet Members on site to discuss details of the proposed refurbishment.	Cllrs. Brown / Muriel
21/2014	<u>Meeting Closed</u> – 9.10pm.	

Signature: (Cllr. Mrs Muriel)
Chairman

Date: 13th February 2014