

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 12th JUNE 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. Muriel (Chairman) Cllr. Henwood Cllr. Tripp	Cllr. Brown Cllr. Dr. Jenkin (PC/CC) Cllr. Ward	Cllr. Christophers Cllr. Roberts Cllr. Webb
In Attendance:	Mrs Thompson (Clerk)		
Minute	AGENDA ITEMS		Action
	<u>Prayers</u> – led by the Chairman, who advised that anyone not wishing to participate may leave the room and rejoin the meeting later.		
	<u>Chairman's Welcome and Public Forum</u> – the Chair welcomed those present, with a particularly warm welcome to the members of the public.		
108/2014	<u>Members' Declarations</u> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. b. <i>Non-Registerable Interests</i> – none. c. <i>Declaration of Gifts</i> – none. d. <i>Dispensations</i> – none.		
109/2014	<u>Apologies for Absence</u> – Cllr. Smith.		
110/2014	<u>Outside Bodies</u> – a. <i>Police</i> – PCSO Paul Whitford sent his apologies and a written report (copy on file). b. <i>Cornwall Councillor</i> – Cornwall Cllr. Jenkin reported Praze WCs are being refurbished. Leedstown Pre-school had a poor OFSTED report. She is supporting the new Committee. CC is looking at next year's budget. It will be another austere year, financially. CC Members are being invited to put forward to Highways' projects for possible funding in 2015/16. c. <i>Crowan and Wendron Community Network</i> – the next meeting will be in July. Cornwall Cllr. Jenkin said that the future of the mobile library service will be decided next week.		
111/2014	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 1 st May 2014, AGREED as a true record. b. <i>Annual Parish Meeting</i> – 1 st May 2014. Notes only. c. <i>Annual Parish Council Meeting</i> – 1 st May 2014, AGREED as a true record. d. <i>Amenities Committee (AC) Meeting</i> – 21 st May 2014, AGREED as a true record.		
112/2014	<u>Casual Vacancies</u> – the closing date for an election to be called to fill the vacancy in the Praze Ward, created by the resignation of Cllr. Blewett, was 15 th May 2014 and no call was made. Members are now free to co-opt. Notices advertising for candidates for co-option had been placed on the notice boards and website and letters sent to Townshend Village Hall and Mr William Berryman (Minute 104/2014 refers).		

	<p>c. <i>Planning Consultation</i> – Minute 216a/2013 refers. In December 2013 it was agreed the Members who received the planning application would contact the planning officer, if there were any queries. For further discussion in six months time, to see if this had made a difference.</p> <p>Members didn't feel that planning supports the Parish Council. There were complaints about case officers not returning 'phone calls, answering emails and requests for site meeting being ignored, etc. For further review in 12 months.</p> <p>d. <i>Social Housing Allocation Scheme</i> – CC are consulting on new legislation that means Local Authorities can now make changes to their schemes such as who can qualify to join the Housing Register. Details emailed previously: http://www.cornwall.gov.uk/housing/housing-strategy/allocations-scheme/</p> <p>e. <i>Higher Cargenwen Farm, Black Rock</i> – Members received a letter from Mr & Mrs Wickham previously circulated via email. See 121d/2014 below.</p> <p>f. <i>Planning Appeals</i> – an appeal had been made against CC's refusal to grant permission for:</p> <p>i. <i>PA13/11743, OS Field 7682, Horsedowns, Praze</i> – change of use of land to single pitch for a traveller family and associated works – stationing of mobile home, touring trailer, compost toilet, shed and laying of hard surfaces. Cllrs. Brown, Muriel and Smith had been given designated powers to respond by the deadline.</p> <p>ii. <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. Cllr. Jenkin said any documentation would be of assistance. Cllrs. Jenkin and Muriel were given designated powers to respond by the deadline. Cllr. Henwood said a site visit to identify the areas believed to be designated open space would be of assistance.</p>	<p>Clerk</p> <p>Cllrs. Brown, Muriel / Smith</p> <p>Cllrs. Jenkin / Muriel</p>
<p>115/2014</p>	<p><u>Planning Permission Granted by Cornwall Council</u> – information only.</p> <p>a. <i>PA14/00685, Highdowns, Carvolth Downs, Black Rock</i> – conversion of barn for C2/C3 use to provide additional living accommodation.</p> <p>b. <i>PA14/00838, 1 Clowance Estate, Praze</i> – various tree works.</p> <p>c. <i>PA14/02043, Fayrefield, Trenerth Road, Leedstown</i> – erection of a bungalow in an existing garden.</p> <p>d. <i>PA14/02652, 1 Tregonning View, Townshend</i> – construction of garage extension.</p> <p>e. <i>PA14/02866, Kenilworth, Tremayne, Praze</i> – proposed single storey extension to side.</p> <p>f. <i>PA14/03021, White Stile, High Lanes Road, Praze</i> – a planning application had been received to demolish existing shed and replace with self-contained domestic annex.</p> <p>g. <i>PA14/03707, 1 Institute Row, Townshend</i> – construction of rear first floor extension. Minute 113a/2014 above refers.</p>	
<p>116/2014</p>	<p><u>Standing Committees / Working Parties</u> –</p> <p>a. <i>Amenities Committee (AC)</i> – meeting held on 21st May 2014.</p> <p>i. <u>Nancegollan Playing Field</u> – the fence around the play area had been damaged and left in an unsafe condition. Mr Malcolm Heather had subsequently been asked to remove the entire fence.</p> <p>The contractor had reported that the bin isn't being emptied. It had been agreed previously to remove the bin. Cllrs. Henwood and Ward to action.</p> <p>A car boot sale is to be held this coming Saturday, but no risk assessments had been received. It wasn't clear if this would be held on PC property.</p>	

	<p>ii. <u>Praze Play Area</u> – grants are being pursued, to refurbish the play equipment. Cllrs. Henwood and Smith to meet with Ms Wendy Reading, Sita on 26th June at 2.30pm, regarding a possible grant.</p> <p>It was confirmed that the Amenities Committee had the authority to act in the matter of a contract for tree works on The Plan.</p> <p>Cllr. Webb reported he had asked the Christmas Lights Committee to remove their equipment from The Plan.</p> <p>iii. <u>Leedstown Play Area</u> – two replacement goalposts had been ordered at a total cost of £982.</p> <p>b. <i>Neighbourhood Development Plan</i> – Cllr. Muriel reported a grant for approximately £2,500 will be received.</p>	
117/2014	<p><u>Parish Organisations</u> – Members received updates on the following:</p> <p>a. <i>Leedstown Village Hall</i> – Cllr. Christophers reported painting the hall will commence in July. Different events are being planned. Mr Ronnie Chellew is the Chairman and Cllr. Christophers the Vice Chairman.</p> <p>b. <i>Nancegollan Village Hall</i> – Cllr. Tripp reported various events had been held. As soon as the Accountant had finished inspecting the accounts, the AGM will be held.</p> <p>c. <i>Praze Institute</i> – Cllr. Jenkin reported that funding applications are being sought for youth-related projects. The Youth Club are working on one of flowerbeds and plan to put an entry in the Praze Carnival.</p> <p>d. <i>Townshend Village Hall</i> – Cllr. Jenkin had offered to be the PC representative on the Hall Committee.</p> <p>e. <i>Crowan School</i> – Cllr. Webb reported the school camp had recently been held. Sports Day will be held on 24th June. He had spoken to the children and gleaned an idea of what sort of play equipment they want on the Praze Play Area.</p> <p>f. <i>Leedstown School</i> – bids for another building to be used as a Pre-school are being investigated. Cllr. Jenkin had arranged for a ‘clean up’ of the area to be carried out. Cllr. Henwood said the school has real issues with parking and traffic and the safety implications for the children. The walking route to school badly needs resurfacing on H&S grounds. Cornwall Cllr. Jenkin asked to be included on the correspondence and she will try to push the case with CC. Concern was expressed about a campervan which is causing parking issues.</p>	
118/2014	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Praze Public Conveniences</i> – Minute 976a/2014 refers. Cllr. Muriel reported work on refurbishment had commenced and she and Cllr. Brown had signed the Option Agreement. The Clerk to return to Mr Dunstan. Cllr Brown said the cleaning contract had not yet been received. Cllr. Jenkin spoke about placing a donation box on the site. It was hoped the WCs would be open in time for Praze Fair Week. Cllr. Webb said CC vehicles had become bogged down during the refurbishment.</p> <p>b. <i>Flood Plan</i> – Minute 97b/2014 refers. Cllr. Smith and Webb had met with Mr Martyn Alvey, CC Community Flood Resilience Manager. Cllr. Webb reported they had been provided with example Flood Plans. More volunteers are needed and a watching brief to be maintained.</p> <p>The Emergency Plan is on hold, whilst efforts are concentrated on a Flood Plan.</p>	Clerk
119/2014	<p><u>Administrative Matters</u> –</p> <p>a. <i>Crowan Website’s Future</i> – Minute 98a/2014 refers. Example website addresses created by the providers had previously been circulated for Members to consider. Cllr. Muriel wanted to see dedicated email addresses, e.g. chair@crowan.org.uk.</p>	

	Members will view other PC websites and feedback what they want on the new site to the Clerk. An invitation to be made to the provider with the most 'votes' to give a presentation to Members.	All Members																																																																
120/2014	<p><u>Financial Matters</u> –</p> <p>a. <i>Insurance</i> – RESOLVED to enter into a 3-year long-term agreement, with Hiscox Underwriters.</p> <p>b. <i>Accounts for Payment</i> – schedule 2014/15–03, to a value of £6,229.30 were APPROVED for payment.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>EDF Energy - Parish Rooms</td> <td>62.00</td> <td></td> <td>62.00</td> </tr> <tr> <td>New World Sports - goal posts for Leedstown</td> <td>900.00</td> <td>82.00</td> <td>982.00</td> </tr> <tr> <td>Peninsula - PR services</td> <td>65.00</td> <td>13.00</td> <td>78.00</td> </tr> <tr> <td>S Muriel - books of condolence</td> <td>47.98</td> <td>8.01</td> <td>55.99</td> </tr> <tr> <td>Flowers Galore - Cpl. Walters' funeral</td> <td>190.00</td> <td></td> <td>190.00</td> </tr> <tr> <td>Broker Network Ltd. - insurance</td> <td>1,816.44</td> <td></td> <td>1,816.44</td> </tr> <tr> <td>Salaries, including NI/Income Tax</td> <td>1,131.87</td> <td></td> <td>1,131.87</td> </tr> <tr> <td>GwC - printing</td> <td>27.84</td> <td></td> <td>27.84</td> </tr> <tr> <td>Mrs Thompson - expenses</td> <td>28.46</td> <td>5.70</td> <td>34.16</td> </tr> <tr> <td>EDF Energy - blank chq for Parish Rooms</td> <td>0.00</td> <td></td> <td>0.00</td> </tr> <tr> <td>Mr M. Simmons - war memorial clean</td> <td>295.00</td> <td></td> <td>295.00</td> </tr> <tr> <td>Tidy Grounds – play areas grass cutting</td> <td>810.00</td> <td></td> <td>810.00</td> </tr> <tr> <td>IRS – football pitch grass cutting</td> <td>580.00</td> <td>116.00</td> <td>696.00</td> </tr> <tr> <td>CRUSE Bereavement Care – grant</td> <td>50.00</td> <td></td> <td>50.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£6,229.30</td> </tr> </tbody> </table> <p>c. <i>Internal Audit Check</i> – to be held prior to the July meeting.</p>	Item	Price	VAT	Total	EDF Energy - Parish Rooms	62.00		62.00	New World Sports - goal posts for Leedstown	900.00	82.00	982.00	Peninsula - PR services	65.00	13.00	78.00	S Muriel - books of condolence	47.98	8.01	55.99	Flowers Galore - Cpl. Walters' funeral	190.00		190.00	Broker Network Ltd. - insurance	1,816.44		1,816.44	Salaries, including NI/Income Tax	1,131.87		1,131.87	GwC - printing	27.84		27.84	Mrs Thompson - expenses	28.46	5.70	34.16	EDF Energy - blank chq for Parish Rooms	0.00		0.00	Mr M. Simmons - war memorial clean	295.00		295.00	Tidy Grounds – play areas grass cutting	810.00		810.00	IRS – football pitch grass cutting	580.00	116.00	696.00	CRUSE Bereavement Care – grant	50.00		50.00				£6,229.30	
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121/2014	<p><u>Documentation</u> –</p> <p>a. <i>Clerks & Councils Direct</i> – May 2014.</p> <p>b. <i>Cornwall Air ambulance</i> – thank you letter, i.r.o. Members donation.</p> <p>c. <i>Home Start Cornwall</i> – thank you email, i.r.o. Members donation.</p> <p>d. <i>Planning Application PA04/01137/F</i> – thank you letter from Mr Wickham.</p> <p>e. <i>Peninsula News</i> – Spring 2014.</p>																																																																	
122/2014	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <ol style="list-style-type: none"> <u>Full Council Meeting</u> – 24th July 2014. Apologies from Cllr. Tripp. <u>August Full Council Meetings</u> – it was confirmed no meeting will be held, but the Chair may call a meeting if necessary. <u>PROW Committee Meeting</u> – 18th June 2014. <u>Amenities Committee (AC) Meeting</u> – 23rd July 2014. <p>b. <i>Clerk's Leave</i> – 23rd June to 4th July 2014.</p> <p>c. <i>Leedstown FC Football Festival Day</i> – 15th June 2014.</p> <p>d. <i>Equality & Diversity Training Course</i> – 19th June 2014, 4-6pm, St Austell One Stop Shop. Free course, bookings to Ms Couch, CC.</p> <p>e. <i>Code of Conduct Training: To Declare or not to Declare!</i> – free sessions, run by CC. The following dates and venues are available:</p> <ol style="list-style-type: none"> St Austell One Stop Shop – Tuesday, 17th June 2014, 2.30-4.30pm. The Clerk will attend this session. Millennium Rooms, St Mawes – Thursday, 10th July 2014, 6-8pm. Maker with Rame – Thursday, 24th July, 6-8pm. 																																																																	

123/2014	<p><u>Information Only / Items for Future Agendas –</u></p> <p>a. <i>PCSO Whitford</i> – the Clerk to invite PCSO Whitford to meet Members in closed session regarding the options for a mobile speed camera and up-to-date crime figures.</p>	Clerk
124/2014	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations for work, it was RESOLVED that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>	
125/2014	<p><u>Casual Vacancies</u> – no applications had been received for co-option to the two vacancies in the Leedstown Ward and one in Praze Ward.</p>	
126/2014	<p><u>Quotations</u> – Members considered the following:</p> <p>a. <i>Parish Rooms</i> – Minute 105/2014 refers. The views of CC’s Conservation Officer regarding what is permissible for the Parish Rooms are not known. A quotation for replacement door and windows had been obtained. An alternative quote for UPVC to be obtained. Cllr. Smith to be asked action this.</p> <p>b. <i>Nancegollan Changing Rooms</i> – exterior refurbishment quotations. Referred from the Amenities Committee (Minute AC30c/2014 refers). It was RESOLVED to accept the quotation from Mr B. Jopson at a cost of £3,660. Cllr. Ward will action and was handed the quotations.</p>	Cllr. Smith Cllr. Ward
127/2014	<p><u>War Memorial</u> – Cpl. Walters' name to be added, prior to the next Remembrance Service. Cllr. Muriel advised that a grant for the work might be available from the military. It was AGREED to put it on an unused side of the memorial. There was some discussion about the wording to be used. Cllr. Muriel will instruct Mr Simmons, monumental mason to carry out the work.</p>	Cllr. Muriel
128/2014	<p><u>Meeting Closed</u> – 21.12.</p>	

Signature: (Cllr. Mrs Muriel)
Chairman

Date: 10th July 2014