

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 24th JULY 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. Dr. Jenkin (PC/CC) Cllr. Webb	Cllr. Brown Cllr. Roberts	Cllr. Henwood Cllr. Tripp
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.	
	<p><u>Chairman's Welcome and Public Forum</u> – the Chair welcomed those present, with a particularly warm welcome to the members of the public.</p> <p>Miss Pearce asked if there had been any feedback from CC. She had been trying to speak to Mr Jon James and he has failed to return her calls. Neither, Cllr. Henwood or the Clerk had heard anything. Cllr. Muriel will pursue.</p> <p>Mr Gareth Burt, agent acting on behalf of the applicants of PA14/04706, addressed Members. He clarified that the application refers to a small part of the land, and not the whole field. He provided revised plans and maps.</p> <p>Ms Victoria Richie wished to petition for speed bumps in Nancegollan. She referred to injuries to both humans and animals. Tractors in particular exceed the 30mph speed limits. There had been an incident where a dog left the playing field seconds before children. The dog was hit and landed 500 yards up the road. She was advised to report all incidents. A petition had been started in the neighbourhood and online, calling for speed bumps. Cornwall Cllr. Jenkin asked her to email all details to her and she will then have a case to take forward. The more evidence, petitions, etc. provided to Cllr. Jenkin the more effective her efforts could be.</p> <p>Members received a presentation from Mr Rob Lawrence, ICT Connect Ltd., i.r.o. of a new website. Any website he created would comply to 'website standards'. There are four or five commonly used website browsers and all must be able to access any new website. The equipment people now use to access the web includes PC, tablets, smart 'phones, etc. This must be taken into account when compiling a website.</p> <p>He had taken some aspects of the PC's existing website and showed alternative ways of dealing with the same material. For example the 'photos currently on the website need to be manually moved from 'photo to 'photo, this could be kept or set to automatically move in sequence. A contact form could be added and Codes inserted which would stop 'spammers'. A revision of the way the 'Contacts' are shown on screen would enable links to Members' social websites. Mr Lawrence could manage the site entirely or authorised individuals could be given access to upload documents, etc. Non-authorised individuals could still submit documents, but it would be subject to review before going live on the web.</p> <p>Cllr. Muriel said a website is essential for a Parish Council nowadays. She asked if it would be possible to have an area where comments could be left, but not seen by everyone. Mr Lawrence confirmed that this was possible.</p> <p>If Members are interested, he will create a dummy website which Members could view online and evaluate before accepting it. So there is no risk to the PC.</p> <p>A planning page could be created, which would contain a link to CC's website.</p>	Cllr. Muriel

129/2014	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-Registerable Interests</i> – Cllr. Jenkin in 133d/2014.</p> <p>c. <i>Declaration of Gifts</i> – none.</p> <p>d. <i>Dispensations</i> – none.</p>	
130/2014	<p><u>Apologies for Absence</u> – Cllrs. Ward (personal commitment) and Christophers (prior engagement).</p>	
131/2014	<p><u>Outside Bodies</u> –</p> <p>a. <i>Police</i> – PCSO Paul Whitford sent his apologies and a written report (copy on file). Cllr. Jenkin pointed out that only crimes are reported, but there are other issues, e.g. inconsiderate parking in Leedstown, which Members should know about. Cllr. Henwood said this particular example was a parking enforcement issue. He favoured a visit to all villages in the parish from the Parking Enforcement Team. Cllr. Muriel will forward details to the Clerk, who will forward the information to the Police.</p> <p>b. <i>Cornwall Councillor</i> – Cornwall Cllr. Jenkin reported on road issues. CC's system had changed and County Members are asked to come up with a list of highways projects for possible inclusion in next year's budget. A number of issues had previously been requested and turned down. She asked Members to email possible schemes to her by the end of July. Members pointed out that the former schemes were not being maintained, e.g. repainting road warning lines. There was a wish to see priority given to a roundabout in Leedstown and a pavement in Townshend.</p> <p>She urged Members to attend the revised Code of Conduct training sessions. CC had held a Full Council meeting and the Leader addressed County Members in Cornish – it being 'Speak Cornish Week'.</p> <p>Cllr. Henwood reported he had spoken with Mr John Mitchell, CC, regarding Members' request that the Parish Council acquires Treasure Park, Leedstown. Mr Mitchell had explained that CC are unwilling to progress with this at this time, as they are in discussion with CC's planning department regarding a possible development on the car park. Cllr. Jenkin was unaware of this and will follow it up.</p> <p>Cllr. Henwood also referred to the VAS traffic sign, which had been moved to Leedstown but he said it wasn't working.</p> <p>Cllr. Henwood asked how much CORMAC had paid for the offices in Wadebridge.</p> <p>c. <i>Crowan and Wendron Community Network</i> – Cllr. Muriel reported a meeting had been held on 23rd July 2014. Local Planning was the only agenda item and those present considered how to make affordable housing 'affordable'. More information on schemes such as 'self build' had been promised.</p>	<p>Cllr. Muriel / Clerk</p> <p>All Members</p> <p>Cllr. Jenkin</p> <p>Cllr. Jenkin / Clerk</p>
132/2014	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 12th June 2014, AGREED as a true record.</p> <p>b. <i>PROW Committee Meeting</i> – 18th June 2014, AGREED as a true record.</p> <p>c. <i>Amenities Committee (AC) Meeting</i> – 23rd July 2014. Minutes to be signed in September.</p>	
133/2014	<p><u>Planning Applications Received</u> –</p> <p>a. <i>PA14/04706, 50 Trethannas Gardens, Praze</i> – change of use of land to domestic cartilage and construction of rear single storey extension. Cllr. Smith said the original plans had been misleading (Public Open Forum refers). He confirmed there is sufficient parking space on site. In his opinion there were no planning grounds on which to object. NO OBJECTION. Cllr. Jenkin abstained.</p>	<p>Clerk</p>

	<p>b. PA14/05461, <i>The Cottage, Lower Cargenwyn</i> – certificate of lawfulness i.r.o. existing use of dwelling as two dwellings. NO OBJECTION.</p> <p>c. PA14/05522, <i>Kerthen Wood Barn, Kerthen Wood, Townshend</i> – extension of existing office building to create an annex to the main house. NO OBJECTION.</p> <p>d. PA14/05625, <i>Moorfield Barns, School Road, Praze</i> – conversion of a series of redundant farm buildings into a three bedroomed, 2 storey residential dwelling. It was reported the site is very wet. Cllr. Jenkin declared an interest as this property is adjacent to hers and left the room whilst this item was discussed. NO OBJECTION, but Members would like to see a condition that the height of the Cornish hedge is reduced to increase traffic visibility, due to its vicinity to the school.</p> <p>e. PA14/05887, <i>Sandover Farm, Horsedowns</i> – replacement of single storey side extension to provide disabled facilities for family member. This and PA14/05988 were taken together as they are adjacent. NO OBJECTION.</p> <p>f. PA14/05988, <i>Moonraker Cottage, Horsedowns Road, Leedstown</i> – alterations and extension of dwelling. NO OBJECTION.</p> <p>g. PA14/06090, <i>7 Trefice Fields, Praze</i> – alterations and extensions to existing dwelling. NO OBJECTION.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk to record Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
134/2014	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications</i> – it was RESOLVED the Clerk would liaise with the Chair if any applications need to be dealt with before the September meeting. If these are non-contentious then authority was delegated to Cllrs. Henwood, Muriel and Roberts. <i>PA14/06499, Hendravossen, Black Rock</i> – garage extension. Plans handed to Cllr. Muriel.</p> <p>b. <i>Outstanding Enforcement Issues</i> – Minute 92a/2014 refers. Members received the following updates:</p> <p>i. <u>EN12/02935, Hillcrest</u> – provision of new building on site. Case officer: Ms Mandy Smith advised a Planning Contravention Notice had been served regarding the use of the portacabins. This had been returned and she is in the process of reviewing the information given.</p> <p>ii. <u>EN13/00843, Windwhistle, Carvolth, Praze</u> – siting of caravans for residential purposes. Case officer: Mr Lee Viner is awaiting a response from other agencies, regarding a joint site visit.</p> <p>iii. <u>EN13/00870, Opposite Crenver Farm House, Praze</u> – alleged breach of conditions W2/PA08/01979/FM. Case officer: Mr Viner had made a site visit and no work was under way. He will make a final follow-up visit.</p> <p>c. <i>EN13/01926, Trefewha Cottage, Trefewha, Praze</i> – Cllr. Muriel explained she had carried out a search of the documents held by the PC, seeking evidence that Kerrier DC had written, when planning permission was given for a garage on the site, to state that the building could never be used for a dwelling. The search had revealed nothing conclusive. No further action.</p> <p>d. <i>Enforcement Cases Closed</i> – the following had been closed by CC:</p> <p>i. <u>EN12/01208, Burntdown Farm, Praze Road, Leedstown</u> – this is an amalgamation of all reported issues. Case officer: Mr Alan Mason. Reason for closure: Justification from Officer. This case covers some 6 enforcement issues, and Members did not believe all these matters should have been closed. The Clerk to resend the original complaints.</p> <p>e. <i>Planning Applications withdrawn</i> – the following had been withdrawn:</p> <p>i. <u>PA14/04064, Carn Skyber Lodge, The Carn, Black Rock</u> – certificate of lawfulness for existing use: usage of log cabin as a dwelling. Cllr. Webb said the occupier had been there for a number of years. Members had no reason to object.</p> <p>f. <i>PA12/07937, Nancegollan Mine, An Vounder Goth, Nancegollan</i> – an appeal against CC’s refusal to grant permission for the construction of dwelling and associated works has been declined by the Planning Inspector</p>	<p>Clerk</p>

	<p>g. <i>Affordable Housing Provision</i> – figures from DCLG indicate Cornwall Council provided 2,690 affordable homes in 2010/11 and 2013/14. The fifth highest total in the country. Only Tower Hamlets, Birmingham, Newham and Greenwich provided more. https://www.gov.uk/government/publications/affordable-housing-delivery-by-local-authority-district. Please note that this is an ad-hoc piece of analysis and does not represent Official Statistics.</p> <p>h. <i>PA13/11743, OS Field 7682, Horsedowns</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. An Informal Hearing will be held on 5th August 2014. Cornwall Cllr. Jenkin felt she could not agree to represent the Parish. It was AGREED that Cllr. Muriel would represent the PC from 10am – 12noon, but she is unable to stay for longer. The paperwork was given to Cllr. Muriel, who will explain her difficulty to the Planning Officer.</p>	Cllr. Muriel
135/2014	<p><u>Planning Permission Granted by Cornwall Council</u> – information only.</p> <p>a. <i>PA14/03930, Bolankan Farm, Crowan</i> – variation of condition No.2 of planning application PA12/03962 for a minor material amendment to substitute the approved fro the amended plans to allow alterations to South Elevation including formation of new window, alterations to approved window and timber boarding.</p> <p>b. <i>PA14/04718, Chyryn, Carvolth Downs, Black Rock</i> – conversion of existing double garage into 2 bedrooms, wc, ancillary to main house. The installation of 15 no. photovoltaic panels to the southern elevation of the main house roof.</p>	
136/2014	<p><u>Planning Application Withdrawn</u> – information only.</p> <p>a. <i>PA14/02473, The Cottage, Lower Cargenwyn, Camborne</i> – retrospective application for the subdivision of dwelling into two dwellings.</p>	
137/2014	<p><u>Standing Committees / Working Parties</u> –</p> <p>a. <i>Amenities Committee (AC)</i> – meeting held on 23rd July 2014.</p> <p>i. <u>Nancegollan Playing Field</u> –</p> <p>ii. <u>Leedstown Playing Field</u> – new goal posts had been purchased. Thanks were given to Cllr. Ward and his family, who had erected them.</p> <p>iii. <u>The Plan, Praze</u> –</p> <ul style="list-style-type: none"> ▪ <i>Christmas Lights</i> – contact had been made with the Christmas Lights Committee and this is being progressed. ▪ <i>Play Equipment</i> – Cllr. Smith had met with Ms Wendy Reading, Sita and a grant of up to £30,000 will be made towards new equipment. The Council will need to contribute £5,000. ▪ <i>Public Conveniences</i> – problems with the installation had been found and will be reported to CORMAC. <p>iv. <u>Nancegollan Pitch Hire</u> – Minute AC38c/2014 refers. It was RESOLVED the charge for pitch hire in 2014/15 season should be £30 per game.</p> <p>b. <i>Neighbourhood Development Plan</i> – Cllr. Muriel reported the grant should have been received by now.</p>	Cllr. Smith / Clerk Cllr. Muriel
138/2014	<p><u>Parish Organisations</u> – Members received updates on the following:</p> <p>a. <i>Leedstown Village Hall</i> – in the absence of Cllr. Christophers there was no report.</p> <p>b. <i>Nancegollan Village Hall</i> – Cllr. Tripp reported things are going well. The AGM will be held in early September.</p> <p>c. <i>Praze Institute</i> – Cllr. Smith reported the Youth Club had been running for a year. Funding is being sought to carry out improvements to the main hall.</p>	

	<p>d. <i>Townshend Village Hall</i> – Cllr. Jenkin reported she had been unable to attend their AGM, but had offered to represent the PC on their Committee.</p> <p>e. <i>Crowan School</i> – Cllr. Webb reported the children had been on trips to the seaside. The Sports Day and the Fun Day had both been a great success. At the Governor’s Meeting he had raised again the possibility of a drop off point (Minute 53e/2014 refers), but the Head had said this could not be enforced. However, he will remind parents of the traffic issues.</p> <p>f. <i>Leedstown School</i> – Cllr. Jenkin reported they too have problems with parking.</p>																																																					
139/2014	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Praze Public Conveniences</i> – Minute 117a/2014 refers. The WCs reopened on Thursday, 10th July 2014. See also Minute 137a[iv]/2014 above. Cllr. Muriel said there had been positive feedback. There is a good sized room, which could be used for small meeting or as for storage. The Clerk to enquire if the sign on the traffic signpost pointing the location of the WCs could be replaced. Cllr. Jenkin reported that several times during Praze Week the taps had been left running. This has an obvious cost implication and a tap that switches itself off is needed.</p> <p>Cllrs. Henwood and Webb suggested that the supply for the Christmas Lights could be housed inside the WCs with external power points.</p> <p>b. <i>Review of Polling Districts and Polling Places</i> – there were no changes impacting on Crowan Parish and it was RESOLVED to advise CC that Members had no objections.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																																				
140/2014	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2014/15–04 was 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 colspan="4">July payments</td> </tr> <tr> <td>EDF Energy - Nancegollan changing rooms</td> <td>106.00</td> <td></td> <td>106.00</td> </tr> <tr> <td>Website</td> <td>56.19</td> <td>11.24</td> <td>67.43</td> </tr> <tr> <td>Grant Thornton - external audit</td> <td>200.00</td> <td>40.00</td> <td>240.00</td> </tr> <tr> <td>Administration costs</td> <td>87.62</td> <td>13.00</td> <td>100.62</td> </tr> <tr> <td>Staff costs - including tax and NI</td> <td>894.05</td> <td></td> <td>894.05</td> </tr> <tr> <td>Grass cutting - June 2014</td> <td>290.00</td> <td>58.00</td> <td>348.00</td> </tr> <tr> <td>PROW cutting</td> <td>2,177.75</td> <td></td> <td>2,177.75</td> </tr> <tr> <td colspan="4">August payments - postdated cheques</td> </tr> <tr> <td>Administration costs</td> <td>65.00</td> <td>13.00</td> <td>78.00</td> </tr> <tr> <td>Staff costs - including tax and NI</td> <td>1,131.87</td> <td></td> <td>1,131.87</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£5,143.72</td> </tr> </tbody> </table> <p>b. <i>Insurance Schedule</i> – confirmation to be sought that the WCs are covered. Cllr. Henwood AGREED to check the schedule and ensure it meets the PC’s requirements.</p> <p>c. <i>Nancegollan Village Hall</i> – it was RESOLVED to make a donation of £150 towards the upkeep of the churchyard.</p> <p>d. <i>Fire Extinguishers</i> – it was RESOLVED to have a basic service at a cost of £28.75 for a site visit and service of the first fire extinguisher, and £2.75 for each additional extinguisher. The Clerk to liaise with Cllr. Ward and arrange for the servicing.</p> <p>e. <i>External Audit</i> – Grant Thornton had approved the 2013/14 accounts.</p>	Item	Price	VAT	Total	July payments				EDF Energy - Nancegollan changing rooms	106.00		106.00	Website	56.19	11.24	67.43	Grant Thornton - external audit	200.00	40.00	240.00	Administration costs	87.62	13.00	100.62	Staff costs - including tax and NI	894.05		894.05	Grass cutting - June 2014	290.00	58.00	348.00	PROW cutting	2,177.75		2,177.75	August payments - postdated cheques				Administration costs	65.00	13.00	78.00	Staff costs - including tax and NI	1,131.87		1,131.87				£5,143.72	<p>Cllr Henwood</p> <p>Clerk</p> <p>Cllr. Ward / Clerk</p>
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141/2014	<p><u>Bank Holiday Parking</u> – Members made no comment on a proposal from Helston Town Council to Cornwall Council, that: <i>The following City, Town and Parish Councils of Cornwall respectfully request, in line with many councils in the UK, that Cornwall Council applies the Sunday Parking restrictions, as enforced in Cornwall, to all of the English calendared Bank Holidays.</i></p>																																																					

142/2014	<u>Right to Sell Electricity</u> – Members made no comment on a proposal received from Mr Steve Shaw, Local Works (email previously circulated): that the government gives Parish and Town Councils (Local Councils) the right to sell electricity either by legislating to this effect itself or by giving support and, if necessary, adequate Parliamentary time for a Private Members Bill that gives Local Councils this right.	
143/2014	<u>Documentation</u> – a. <i>CRUSE Bereavement Care</i> – thank you letter i.r.o. Members’ grant. b. <i>Clerks & Councils Direct</i> – July 2014. c. <i>Cornwall Apprenticeships</i> – details of the scheme had been received, for distribution locally.	
144/2014	<u>Diary Dates</u> – a. <i>Council Meetings</i> : i. <u>Full Council Meeting</u> – 11 th September 2014. ii. <u>PROW Committee Meeting</u> – TBC. iii. <u>Amenities Committee (AC) Meeting</u> – 24 th September 2014. b. <i>Code of Conduct Training: To Declare or not to Declare!</i> – free sessions, run by CC (details previously emailed). Additional dates and venues are available. c. <i>Clerk’s Leave</i> – 26 th to 29 th August 2014. d. <i>Culdrose Air Day</i> – Thursday, 31 st July 2014. e. <i>Penzance Wheelers</i> – Mr Damian Ayling provided a list of cycling events, which was previously circulated via email. Members are invited to attend the ‘bake off’ event in August 2014. Details TBC. Cllr. Muriel will judge the cake competition. f. <i>Vigil of Prayer and Reflection to Commemorate the Outbreak of WWI</i> – 4 th August 2014, 8pm, Crowan Church. All Members are invited to attend.	
145/2014	<u>Information Only / Items for Future Agendas</u> – none.	
146/2014	<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.	
147/2014	<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.	
148/2014	<u>Quotations</u> – Members considered the following: a. <i>Parish Rooms</i> – Cllr. Jenkin said CC’s Conservation Officer had agreed to visit the site and advise as to what is permissible for the Parish Rooms, but he had failed to do so. Cllr. Smith had obtained three quotations for UPVC windows, but had been unable to obtain quotes for wooden windows. It was RESOLVED to accept the quotation from CTG at a cost of £2,832 + VAT for double glazed sash windows. He will obtain a further quotation for a new door. b. <i>Parish Council Website</i> – it was RESOLVED to ask ICT Connect Ltd. to create a dummy website for Members’ approval.	Cllr. Smith Clerk
149/2014	<u>Chacewater Parish Council</u> – Members considered a letter from Chacewater PC (previously circulated via email), which criticised Cornwall Council and a response from County Cllr. John Pollard. It was RESOLVED to support Chacewater PC in any meeting with Cllr. Pollard.	Clerk

150/2014	<p><u>The Plan, Praze</u> – Cllr. Henwood confirmed a contractor had been appointed to carry out the works to the trees required by the PC.</p> <p>The Clerk to confirm with Mr Oliver Bennett whether or not remedial works are needed to the lime tree.</p>	Clerk
151/2014	<u>Meeting Closed</u> – 22.10 pm.	

Signature: (Cllr. Mrs Muriel)
Chairman

Date: 11th September 2014