

Crowan Parish Council

MINUTES OF THE COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 14th OCTOBER 2010 @ 7.15pm

Present: Cllr. Roberts (Chairman) Cllr. Blewett Cllr. Butcher
 Cllr. Christophers Cllr. Cooke Cllr. Mrs Jeffery
 Cllr. Dr. Jenkin Cllr. Mrs Muriel Cllr. Trevan
 Cllr. Tripp Mrs Thompson (Clerk)

Minutes of Council Meetings are available to view on the
 Leedstown Notice Board; Nancegollan Village Hall Notice Board and in Praze Post Office

Minute	AGENDA ITEMS	Action
	<p><u>Prayers</u> – led by the Chairman.</p> <p><u>Chairman’s Welcome and Public Forum</u> – the Chairman welcomed those present, with a particularly warm welcome to Mr David Hosken. Mr Hosken indicated his intention of sitting through the Meeting, with a possible view to standing for co-option to the Council.</p>	
A.4720	<p><u>Apologies for Absence</u> – Cllr. Jenkin (representing the Parish Council at the ‘Hard Choices Budget Stakeholder Event’); Cllrs. Clayton and Keeling (business meetings).</p> <p>Cllr. Clayton also gives his apologies for the Remembrance Service.</p>	
A.4721	<p><u>Members’ Declarations:</u></p> <p>a. <i>Declarations of Interests, in Accordance with the Agenda</i> – Cllr. Trevan in A4729g</p> <p>b. <i>Declarations of Gifts over £25</i> – none</p>	Clerk to record
A.4722	<p><u>Casual Vacancy</u> – the Clerk to contact Mr Henwood, who has previously expressed an interest in joining the Council.</p> <p>Mr Richard Dunn, CC confirms that no election was called, in respect of the vacancy created by the resignation of Mrs Taylor, and that Members are now free to co-opt.</p>	Clerk
A.4723	<p><u>Outside Organisations</u> – Members received reports from:</p> <p>a. <i>Police</i> – PC Vaughan and PCSO Saddler sent their apologies and a written report (copy on file).</p> <p>b. <i>County Councillors</i> – <u>Cllr. Keeling</u> – sent a written report (copy on file), which was read to the Meeting. <u>Cllr. Clayton</u> – no report.</p>	
A.4724	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA10/05707, Kenilworth, Tremayne, Praze-an-Beeble</i> – extension to dwelling. NO OBJECTION, Cllr. Cooke abstained.</p> <p>b. <i>PA10/05833, 3 Tregonning View, Townshend</i> – modification of Section 106 obligation attached to PA10/01102/O. Mr Martin Jose, CC Planning Officer advises that the application relates purely to the time period during which a property must be advertised for</p>	Clerk

	<p>LOCAL housing, although that is not what the application says. The affordable status would not be affected. Cllr. Trevan explained that the application states that CC's legal department are in the process of agreeing a form of wording to make it easier to obtain a mortgage as lenders do not favour Section 106 covenants. Members request that CC defers its decision until the Parish Council can be consulted on a fully complete application that includes any changes to the legal wording that might be proposed.</p> <p><i>PA10/03387, 4 Tregonning View, Townshend</i> – at the request of Cllr. Trevan, Members to receive the views of the Planning Officer, Mr Martin Jose, regarding this application, as it could have a bearing on the application (PA10/05833) under discussion. The Clerk reported she had spoken to Mr Jose who advises he has yet to speak to Cllr. Keeling and no firm decision has been made, but it is likely he will recommend approval.</p> <p>Members were reminded of the background to the affordable homes at Tregonning View. Although six homes were supposed to be the limit the number was expanded to nine and now a total of 12 have been approved. This represents between 15 and 20% of Townshend's housing stock. The idea was that the dwellings would be affordable for people trying to get on the housing ladder for the first time. Various lists have been produced to show there is a local need. For the last three dwellings, a list of names several times more than could be catered for was produced in evidence.</p> <p>Members felt there was a point of principle here. Now the occupier of one of the first six dwellings wants to expand it by 50% on the grounds that it would then be suitable for an expanding family. This will obviously inflate its value. The Planning Officer seems to think this is a valid argument. If a precedent was set by allowing this, and other homes on the site then used the same argument, where would all Townshend's local need housing be and how many other Section 106 dwellings in the Parish and across Cornwall might be lost in the same way?</p> <p>For this reason the Council strongly disagrees with the Planning Officer and requests that the matter is determined as a point of principle by Members of Cornwall Council's Planning Committee.</p> <p>c. <i>PA10/05881, Land Adjacent To The Old Chapel, Bunkers Hill, Townshend</i> – installation of a fibre optic modular cabinet. NO OBJECTION.</p> <p>d. <i>PA10/05884, Post Office, Chapel Road, Leedstown</i> – installation of a fibre optic modular cabinet. Cllr. Tripp reported this has already been installed. NO OBJECTION.</p> <p>e. <i>PA10/05876, Lower Cargenwen Farm, Camborne</i> – conservatory extension to dwelling. NO OBJECTION, Cllr. Cooke abstained.</p> <p>The Clerk to approach Cllr. Keeling, with a view to having planning applications sent to the Parish Council to synchronise with the Planning Committee Meetings.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>A.4725</p>	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Housing Needs Survey</i> – Minute PL28a/2010 refers. Members considered the logistics of circulating the survey forms and the potential provision of pre-paid envelopes (breakdown of costs previously circulated). It was RESOLVED to undertake this survey and to fund the project through money set aside for Regeneration Projects. Cllr. Cooke voted against. Contact points for each</p>	<p>Clerk</p>

	village/area, to whom the Clerk can refer any queries, to be: Cllr. Jeffery – Nancegollan; Cllr. Trevan – Townshend; Cllr. Roberts – Leedstown; Cllr. Jenkins – Crowan and Praze.	
A.4726	<p><u>Minutes of Meetings</u> – the Clerk pointed out that at the September Meeting (Minute A.4708) it was said that copies of the Minutes would be displayed in the Praze and Leedstown Post Offices. It was AGREED that instead they should be displayed on the Leedstown notice board, the Nancegollan Village Hall board and Praze Post Office.</p> <p>a. <i>Full Council Meeting</i> – 9th September 2010, Minute A.4719 should read “Scale Point 21”. With this amendment, the Minutes were AGREED as a true record.</p> <p>b. <i>Planning Committee Meeting</i> – 23rd September 2010, AGREED as a true record.</p> <p>c. <i>PROW Committee Meeting</i> – 8th September 2010, AGREED as a true record.</p> <p>d. <i>Amenities Committee Meeting</i> – 22nd September 2010, AGREED as a true record.</p>	
A.4727	<p><u>Standing Committees</u> –</p> <p>a. <i>Amenities Committee (AC)</i> –</p> <ul style="list-style-type: none"> • <u>Draft Terms of Reference</u> – it was RESOLVED to accept the Terms of Reference for the AC, as previously circulated. • <u>Grass Cutting Contract 2011/12</u> – it was RESOLVED to accept the recommendation of the AC, relating to the terms of the contract, as previously circulated. Cllr. Cooke said the budget should reflect that up to 20 cuts could be required annually. It was AGREED to defer placing an advertisement until the PROW Committee has decided its requirements. • <u>Committee Membership</u> – Minute AC02/2010 refers. It was RESOLVED to approve the co-option of Cllr. Jenkin to the AC. • <u>Litter Pick</u> – Members to monitor the situation and the matter to be revisited in the Spring. <p>b. <i>PROW Committee</i> – Minute A4708b refers.</p> <ul style="list-style-type: none"> • <u>Committee Membership</u> – it was RESOLVED to co-opt Cllr. Cooke to the PROW Committee. Cllr. Jeffery offered to walk some of the footpaths in Nancegollan. • <u>Revised Cutting Regime</u> – CC had provided the remaining maps and a start has been made in marking them up. • <u>CC PROW Grant</u> – confirmation has been received from CC that the grant will remain the same as 2009/10. • <u>PROW Cutting Contract 2011/12</u> – it is not possible to agree the terms of the contract, until the remaining maps have been marked up. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
A.4728	<p><u>Outside Bodies</u> – Members received reports from:</p> <p>a. <i>Leedstown Village Hall</i> – Cllr. Christophers said things are progressing satisfactorily. They are in the process of seeking grant funding for improvements. He spoke of the difficulties in setting up a youth club. It was suggested that RNAS Culdrose might be able to assist.</p>	

	<ul style="list-style-type: none"> • <u>Leedstown Young People's Forum</u> – list of outcomes from the event held on 2nd June 2010 (previously circulated). No further action. • <u>Notice Board</u> – the Clerk advised that Mrs Ann Jenkin had provided a key to the notice board, which she holds. <p>b. <i>Nancegollan, including the Residents' Association</i> – Cllr. Cooke reported that a draft proposal for additional play equipment has been compiled, which will be brought to a future Council Meeting.</p> <p>c. <i>Praze</i> –</p> <ul style="list-style-type: none"> • <i>Institute</i> – Cllr. Muriel reported a Craft Fair is to be held. <p>d. <i>Townshend Village Hall</i> – Cllr. Trevan reported on the successful grant application that will enable the planned improvements to be carried out. He gave the contact details of their grant fund provider to Cllr. Christophers.</p> <p>e. <i>Community Network</i> – Minute A.4705 refers. Noted the next Meeting will be held on Wednesday, 17th November 2010, 7pm at Wendron Primary School. The topic to be 'Highways', with key Highways' representatives in attendance.</p>	
<p>A.4729</p>	<p><u>Financial Matters</u></p> <p>a. <i>Accounts for Payment</i> – Schedule No.2010/11-08, to a value of £5,370.94 was APPROVED for payment. Noted payment for A4729f is included.</p> <p>b. <i>Bank Reconciliation</i> – copies were circulated at the meeting. The Clerk explained the final figures on the bank reconciliation and Schedule of Payments (Minute A.4711a refers).</p> <p>c. <i>Budget Monitor</i> – copies were circulated at the meeting. The Clerk pointed out that the projected bank balance is below the target figure, mainly due to an allowance being made for the disputed tax claim from HMRC.</p> <p>There was a query about the non receipt of a donation for use of The Plan for the annual fair. Cllrs. Blewett and Roberts will look into the matter.</p> <p>d. <i>Budget 2011/12</i> – it was RESOLVED to defer determining the 2011/12 budget, until the PROW and AC had met to consider their budgetary needs. The Clerk will circulate a fresh draft.</p> <p><i>Council Tax Referendums</i> – Mr Mike Harris, CC Group Accountant advises that if Parish Councils set their precept "deemed to be excessive", then they could be liable for the cost of a referendum. Noted this is not the view of NALC.</p> <p>e. <i>End of Year Accounts</i> – Minutes A.4696d refers. Members received The Audit Commission's opinion:</p> <ul style="list-style-type: none"> • The Council has not carried out a review of the effectiveness of its systems of internal audit. The 2010 Practitioners' Guide contains guidance on this area from paragraph 2.79 to 2.96 and is available to download free from the NALC and SLCC websites. This review should be carried out annually. This is being addressed. • The Internal Audit report refers to the Council having an overdraft in the year and incurring bank charges, which represents unapproved borrowing by the Council. The Clerk reported the same thing had happened this year. Measures to be implemented to ensure it does not happen again. 	<p>Cllrs. Blewett / Roberts</p> <p>Clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none"> • The Council must ensure that the out of date cheque for £50 is written back to box 3. Box 8 has already been adjusted for this. This has already been done. • The Council must develop its Fixed Asset Register to list each asset. This is with the Amenities Committee for action. <p>f. <i>SLCC Course: Data Information and Dealing with the Press</i> – it was RESOLVED to fund the Clerk's attendance on a pro-rata basis (£49.51); full cost £95.</p> <p>g. <i>Website</i> – Minute A4712a refers. Cllr. Trevan declared an interest and took no part in the discussion or voting. It was RESOLVED to accept the quotation for the creation of a website for the Parish Council and to take the money from reserves. It was hoped a trial version would be available for Members to peruse at their November Meeting. The Clerk to liaise with the website creator.</p>	Clerk
A.4730	<p><u>Administration</u></p> <p>a. <i>Council Website</i> – duplicate item (A.4729g refers).</p> <p>b. <i>Standing Orders / Financial Regulations</i> – Minute A4712b refers. The Working Party had met and a revised draft of the Standing Orders (now combined with the Financial Regulations) will be circulated to all Members. Item deferred to the November Meeting.</p> <p>c. <i>Risk Management Policy</i> – Minute A4712c refers. A revised draft of the Risk Management document will be circulated to all Members. Item deferred to the November Meeting.</p>	
A.4731	<p><u>Documentation</u> –</p> <p>a. <i>Affordable Housing Development Plan</i> – this important document has been sent to those Members with email and a hard copy is held by the Clerk.</p> <p>b. <i>Big Lottery Fund</i> – The Department of Culture, Media and Sport has announced a consultation on proposed cuts to Big Lottery Fund grants. The department's policy direction is now to, where possible, aim grant-funding at the voluntary and community sector. If this proceeds, many parish and town councils could lose out. The consultation document is called Big Lottery Fund: Current Policy Directions: www.culture.gov.uk/consultations/7313.aspx</p> <p>c. <i>Guide to Organising a Street Party or Fete</i> – a step-by-step guide on to how hold a community event has been published online. The guide, which includes one simple form to let a local authority know about planned activities, can be downloaded from www.info4local.gov.uk/filter/?item=1700510</p> <p>d. <i>Policing in the 21st Century: Reconnecting police and the people</i> – consultation paper, which aims to take community empowerment, engagement and the democratic accountability of the police to a more effective level to meet modern challenges. The consultation paper can be found at www.homeoffice.gov.uk</p> <p>e. <i>Young People 'Take Over' the CC Council Chamber</i> – Monday, 8th November 2010. Ms Sharon Davey, Cornwall CRCC has emailed details. Members may wish to be more involved with the event, e.g. identifying young people in your area, supporting some of the young people, becoming a mentor etc.</p> <p>f. <i>Transport Access People</i> – information pack, as requested at the Community Network Meeting.</p>	All Members

	<p>g. <i>Beyond Cover</i> – Ms Helen Couch, CC has emailed this overview of the services provided by Cornwall Fire & Rescue Service, which can be forwarded to interested Members.</p> <p>h. <i>Refreshed Sustainable Community Strategy</i> – Ms Helen Couch, CC has emailed this final consultation document, which can be forwarded on request. Deadline for comments is 16th October.</p> <p>i. <i>Bovine Tuberculosis in Badgers</i> – consultation document on: http://www.info4local.gov.uk/filter/?item=1715463</p> <p>j. <i>Twentyfourseven</i> – newsletter of SW Ambulance Service, Summer 2010.</p> <p>k. <i>Carn to Cove Autumn Programme</i> – leaflet detailing events.</p> <p>l. <i>Cornish Mining</i> – World Heritage Site newsletter, Summer 2010.</p> <p>m. <i>Cornwall Stadium Site Assessment Summary Report</i> – has been emailed by Mr Jordan Whaley, CC and can be forwarded to Members, on request.</p> <p>n. <i>'Big Society' Debate</i> – views can be expressed by completing an online survey: www.zoomerang.com/Survey/WEB22B6W5UK5Z8</p> <p>o. <i>Public Service Ombudsmen</i> – the Law Commission has launched a major consultation as part of a raft of proposed changes which could see the introduction of criminal charges for councillors found guilty of failing to declare interests. Further details via: www.lawcom.gov.uk/docs/cp196.pdf</p> <p>p. <i>Code of Recommended Practice on Local Authority Publicity</i> – part of the Government's drive to prevent public services from self-promotion, using public money through using lobbyists and funding publications which compete with free press newspapers. Taken to the extreme, it could have implications for Parish Newsletters. The consultation paper can be found at www.communities.gov.uk.</p> <p>q. <i>Great Trees of Cornwall</i> – Autumn newsletter, can be emailed to Members. The Clerk holds a hard copy.</p> <p>r. <i>Inter-Line E-News</i> – October edition (available via email). To include information in future E-Newsletters, contact adam@pcdt.org.uk.</p>	
<p>A.4732</p>	<p><u>Diary Dates</u></p> <p>a. Council Meetings:</p> <ul style="list-style-type: none"> • <i>Full Council Meeting</i> – 11th November 2010. • <i>Planning Committee Meeting</i> – 28th October 2010. • <i>PROW Committee Meeting</i> – 10th November 2010. • <i>Amenities Committee Meeting</i> – 27th November 2010. <p>b. <i>Planning Training</i>:</p> <ul style="list-style-type: none"> • <u>Planning for Renewable Energy</u> –13th October 2010, Truro. Cllrs. Cooke, Roberts and Trevan. Cllr. Roberts reported that there are grants available for renewable energy projects. • <u>What are Material Planning Considerations?</u> –1st November 2010, Camborne. Cllrs. Butcher, Christophers, Cooke, Jeffery, Roberts and Tripp. <p>c. <i>Keep Cornwall Whole</i> – campaign rally, held on Sunday, 10th October 2010, 2pm on Jubilee Green, Saltash.</p>	

	<p>d. <i>HomeStart</i> – AGM to be held on Monday, 18th October 2010 at 1.30pm, in the Trevu Children’s Centre.</p> <p>e. <i>Police Authority Liaison Meeting</i> – Monday, 18th October 2010, Falmouth School at 7.30pm. Cllr. Butcher to attend.</p> <p>f. <i>County Playing Fields Assoc.</i> – Miss Sharon Davey, CRCC has emailed regarding the AGM, to be held on Monday, 25th October 2010, 7pm, Shire House, Bodmin. Cllr. Cooke sought permission to attend. It was AGREED to pay £5 towards his travel expenses.</p> <p>g. <i>Cornwall Community Action Week</i> – 31st October to 6th November 2010. During this week staff from the Police, Cornwall Council, Cornwall Fire and Rescue Service and other key agencies will be working together across the County to focus on 3 key issues that are of particular relevance at this time of year. These are:</p> <ul style="list-style-type: none"> • Anti-Social Behaviour • Fireworks • Protecting and supporting vulnerable people in the community <p>h. <i>Community Wheels</i> – 5th November 2010, Crown Inn, Crowtown, 11am–3pm.</p> <p>i. <i>Cornwall Sustainable Village of the Year</i> – award ceremony to be held on 22nd October 2010, 2-5pm at Probus Village Hall. Up to four representatives from Crowan can attend. Cllr. Jenkin to represent the Council.</p>	<p>Cllr. Butcher</p> <p>Cllr. Jenkin</p>
A.4733	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Emergency Plan</i> – Ms Helen Couch, CC has asked if the Parish Council has an emergency plan. The Clerk was informed one was completed many years ago by CC’s Emergency Planning Dept., but there is nothing current. Clerk to advise Ms Couch.</p>	Clerk
A.4734	<p><u>Casual Vacancy</u> – it was RESOLVED to co-opt Mr David Hosken to one of the three vacancies in the Leedstown Ward. The Clerk to advise CC. He duly signed his Declaration of Office. The Clerk provided him with a copy of the Code of Conduct and the Register of Members’ Interests form, which he will complete and return.</p>	<p>Clerk</p> <p>Cllr. Hosken</p>
A.4735	<p><u>Closed Session</u> – in view of the special/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 are instructed to withdraw.</p>	
A.4736	<p><u>Tax and National Insurance Payments</u> – Minute A.4718 refers. Members were informed that a meeting had been held between Chairman, Vice Chairman and Mr Andrew George MP, who is taking up the disputed claim with the HMRC. The Council will be kept informed of progress.</p>	

Signature: (Cllr. Roberts)
Parish Chairman

Date: 11th November 2010