

# Crowan Parish Council

## MINUTES OF THE FULL COUNCIL MEETING

### HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 13<sup>th</sup> JANUARY 2011 @ 7.15pm

Present: Cllr. Roberts (Chairman)      Cllr. Blewett      Cllr. Butcher  
 Cllr. Henwood      Cllr. Hosken      Cllr. Mrs Muriel  
 Cllr. Trevan      Cllr. Tripp      Cllr. Keeling (CC)  
 Mrs Thompson (Clerk)

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

Minute	AGENDA ITEMS	Action
	Prayers – led by the Chairman.	
01/2011	<u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present, with a particularly warm welcome to Mr Ernie Wickham. It was <b>RESOLVED</b> to adjourn the Meeting for Mr Wickham to address Members. He spoke objecting to planning objection PA10/07894 and provided a set of notes (copy in the correspondence file).  The Meeting then reconvened.	
02/2011	<u>Apologies for Absence</u> – Cllrs. Christophers; Cooke; Mrs Jeffery; Dr. Jenkin and Clayton (all unwell).	
03/2011	<u>Members' Declarations:</u>  a. <i>Declarations of Interests, in Accordance with the Agenda</i> – Cllrs. Butcher, Hosken and Roberts declared an interest in 08/2011; Cllrs. Hosken and Roberts in 07g/2011.  b. <i>Declarations of Gifts over £25</i> – none  c. <i>Register of Members' Interests</i> – Democratic Services, CC remind Members that they should complete a revised form, if any of their registered interests have changed.  Cllr. Henwood returned his completed Register of Members' Interests form. The Clerk to forward a copy to CC.	Clerk to record        Clerk
04/2011	<u>Casual Vacancy</u> – no potential candidate had come forward to fill the remaining casual vacancy in Leedstown.	
05/2011	<u>Outside Bodies</u> –  a. <i>Police</i> – PC Vaughan spoke to his written report (copy on file). Cllr. Tripp asked if something could be done about a car parking outside the antique shop in Leedstown, which causes a traffic hazard by blocking vision. Cllr. Keeling undertook to discuss this with Mr Andrew James, Highways.  b. <i>County Councillors</i> – limited to 5 minutes per Councillor.  <u>Cllr. Keeling</u> – he reported on the campaign to retain the Falmouth Coastguard Station and the CC's Emergency Budget. He reminded Members of the importance of the "Highways" Meeting to be held on 19 <sup>th</sup> February 2011. He advised that the Clerk should liaise	Cllr. Keeling

	<p>closely with the Planning Officer in cases where there is a conflict of opinion, i.e. where the Parish Council does not agree with the views of the Planning Officer.</p> <p><u>Cllr. Clayton</u> – was not present due to ill health.</p>	
06/2011	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 9<sup>th</sup> December 2010, <b>AGREED</b> as a true record.</p> <p>b. <i>PROW Committee Meeting</i> – 8<sup>th</sup> December 2010, the Meeting was inquorate.</p>	
07/2011	<p><u>Planning Applications</u> –</p> <p>a. <i>PA10/07050, Land Adj Kencliffe, Fraddam Road, Fraddam</i> – construction of dwelling with access. <b>NO OBJECTION</b>, but Members request that the planning officer gives consideration to the highways signs in the immediate vicinity, as it is thought that this might impact on visibility when accessing the property.</p> <p>b. <i>PA10/07141, 1 Fox Grove, Praze Road, Leedstown</i> – construction of conservatory. Cllr. Tripp reported that it had not been possible to access the site. <b>NO OBJECTION</b>.</p> <p>c. <i>PA10/07731, Trevethan Farm, Releath</i> – construction of cattle shed. <b>NO OBJECTION</b>.</p> <p>d. <i>PA10/07760, The Old Barn, Carne Vean Farm, The Carn, Black Rock</i> – erection of a double garage. <b>NO OBJECTION</b>.</p> <p>e. <i>PA10/07894, Higher Cargenwen Farm, Black Rock</i> – retention of change of use and conversion of building to form annexe accommodation. Members were concerned that they did not have the planning history for the site. <b>OBJECT</b> on the grounds that it is an inappropriate sporadic, isolated, residential development in the open countryside and, as such, is inappropriate. The Clerk to seek views of the Planning Officers.</p> <p>f. <i>PA10/08110, Stoneleigh, Station, Praze</i> – erection of a dwelling. <b>NO OBJECTION</b>.</p> <p>g. <i>PA10/08411, 8 Station Hill, Praze</i> – construction of 2 dormer windows, 1 to incorporate a Juliette balcony and installation of roof light. Cllrs. Roberts and Hosken left the room whilst this matter was being discussed. <b>NO OBJECTION</b>.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
08/2011	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Housing Needs Survey</i> – Minute A.4762b refers. The Clerk advised it took over 18 hours to liaise with Royal Mail / printers; collect the printing; collate the forms; affix the labels and stamps and stuff the envelopes, etc. Happily, the survey forms were all posted on 4<sup>th</sup> and 5<sup>th</sup> January 2011. Some 166 forms have been returned (12%) to date. A full report will be presented to the February Planning Meeting. The Clerk to issue a press release to the West Briton and The Cornishman.</p> <p>b. <i>PA10/04380, Trevolankan Farm, Crowan</i> – an appeal has been lodged against Cornwall Council’s refusal to permit: “Modification of condition 2 of PA09/00503/F dated 23<sup>rd</sup> June 2009 to allow use of stables and land to be used for horse riding and equine education by members of the public.” Members had no additional comments to make.</p>	<p>Clerk</p>

09/2011	<p><u>Standing Committees</u> –</p> <p>a. <i>Amenities Committee (AC)</i> – no Meeting held.</p> <p>b. <i>Public Rights of Way (PROW) Committee</i> – no Meeting held.</p> <ul style="list-style-type: none"> <li>• <u>Revised Cutting Regime / LMP Grant</u> – Cllr. Trevan said there had been no word from CC, regarding the revision of the LMP grant offer for 2011/12.</li> </ul>	
010/2011	<p><u>Village Organisations</u> – Members received reports from:</p> <p>a. <i>Leedstown Village Hall</i> – in the absence of Cllr. Christophers there was nil to report. PC Vaughan and Cllr. Keeling left the Meeting at this point.</p> <p>b. <i>Nancegollan, including the Residents' Association</i> – Cllr. Jeffery had provided the contact details for the Nancegollan Residents' Assoc. and the Clerk has written to them, regarding Members' decision to fund two additional pieces of play equipment.</p> <p>c. <i>Praze</i> –</p> <ul style="list-style-type: none"> <li>• <i>Institute</i> – Cllr. Muriel reported the AGM will be held on 27<sup>th</sup> January 2011. Pending receiving the grant from Crowan Estate, work will commence on the kitchen.</li> </ul> <p>d. <i>Townshend Village Hall</i> – 22<sup>nd</sup> January 2011, 6.45pm there is to be an “entertainment”.</p>	
011/2011	<p><u>Financial Matters</u></p> <p>a. <i>Accounts for Payment</i> – Schedule No.2010/11-10, copies were circulated at the meeting.</p> <p>b. <i>Bank Reconciliation</i> – copies were circulated at the meeting. In future this would only be supplied to those carrying out the Internal Audit (currently Cllrs. Cooke and Muriel).</p> <p>c. <i>Budget Monitor</i> – copies were circulated at the meeting.</p> <ul style="list-style-type: none"> <li>• <u>The Plan</u> – Minute A.4746c refers. To date there has been no response to the Clerk's letter, regarding a donation for use of The Plan for the 2010 annual fair. Members felt that they should have a copy of the relevant risk assessment, insurance, etc., the problem, however, is we do not have an up-to-date contact.</li> </ul> <p>e. <i>Publication of Expenditure over £500</i> – the Clerk informed Members that the government has requested that all public bodies (including Parish Councils) publish data on expenditure over £500. Guidance is expected shortly from SLCC and NALC and she will then provide a monthly statement, to be placed on the website.</p>	
012/2011	<p><u>Sapling Trees</u> – Minute A.4747 refers. Members received an update, regarding potential sites for four oak and five swamp cypress saplings, received from the Cornwall Sustainable Village of the Year organisers:</p> <p>a. <i>Trethannas</i> – the Clerk is still trying to establish who to contact, regarding this site.</p> <p>b. <i>Black Rock</i> – the doctor's surgery advises they would have liked to have had some of the trees, but their landlords are not supportive.</p>	
013/2011	<p><u>Administration</u></p> <p>a. <i>Council Website</i> – Minute A4767a refers. The Chairman and Vice Chairman had met with Mr Tim Cogher (webmaster) and a map had been provided by Cornwall Council. Cllr. Blewett will provide</p>	Cllr. Blewett

	<p>photographs of Praze and Leedstown. The Chairman to ask Cllr. Jeffery if she can do the same for Nancegollan. It was <b>RESOLVED</b> to go “live” as soon as possible. The Clerk to issue a press release.</p> <p>b. <i>Financial Regulations</i> – Minute A.4749b refers. Deferred from the December Meeting. It was <b>RESOLVED</b> to accept the revised Financial Regulations (copy previously circulated).</p> <p>c. <i>Risk Management Policy</i> – Minute A.4749b refers. Deferred from the December Meeting. It was <b>RESOLVED</b> to accept the revised Risk Management Policy (copy previously circulated).</p> <p>d. <i>Council-owned Property</i> – there was some doubt as to whether the council owned property has been registered. The Clerk to check with the Land Registry, regarding the toilets at Praze. The Amenities Committee to consider the remainder.</p> <ul style="list-style-type: none"> <li>• <u>The Plan, Praze</u> –</li> <li>• <u>Nancegollan Playing Field</u> –</li> <li>• <u>Leedstown Playing Field</u> –</li> <li>• <u>Parish Rooms, Crowan</u> –</li> </ul> <p>e. <i>Opening Hours</i> – it was <b>AGREED</b> that it was no longer necessary for the Clerk to be available to members of the public, prior to the Planning Meetings.</p> <p>f. <i>Publication Scheme</i> – the Clerk was asked to amend the information relating to the bus shelters and public toilets; a title to be added and the “columns” to be carried forward on the top of each page and the date of adoption to be added. With these amendments it was <b>RESOLVED</b> to accept the draft Freedom of Information Publication Scheme (copy previously circulated).</p>	<p>Cllr. Roberts Clerk</p> <p>Clerk Amenities Committee</p> <p>Clerk</p>
014/2011	<p><u>Praze Toilets</u> – Minute A.4768 refers. Members considered the response from County Cllr. Graeme Hicks, who advises that Cornwall Council own the freehold and that they do not consider them to be well used. They wish to offer them to this Council, but failing that they would look at the possibility of any development potential. Cllr. Hicks makes no offer of financial assistance, but points out the toilets would be handed over in a good state of repair. Deferred to a future meeting, when ownership has been confirmed (013d/2011 refers).</p>	
015/2011	<p><u>Documentation</u> –</p> <p>a. <i>Beyond Cover</i> – Ms Helen Couch has emailed this newsletter from Cornwall Fire &amp; Rescue Service, which can be sent on request.</p> <p>b. <i>BTCV Environmental Services</i> – environmental conservation organisation, who are able to offer a range of services, e.g. scrub clearance; amenity footpath spraying; fencing; Cornish hedge repairs; footpath management and improvements; etc.</p> <p>c. <i>Community Network</i> – Ms Helen Couch has emailed the monthly report from the Helston and The Lizard Network team.</p> <p>d. <i>Connecting Cornwall</i> – Ms Helen Couch has emailed this consultation document: <a href="http://www.cornwall.gov.uk/connectingcornwall">www.cornwall.gov.uk/connectingcornwall</a>. Deadline for comments is 23<sup>rd</sup> January 2011.</p> <p>e. <i>E-Petitions</i> – Cornwall Council now has its own online petition facility on <a href="http://www.freepetition.co.uk/cornwall/">www.freepetition.co.uk/cornwall/</a>.</p> <p>f. <i>Health and Social Care Hubs</i> – consultation document can be viewed on <a href="http://www.cornwallandislesofscilly.nhs.uk/CornwallAndIslesOfScillyPCT/CommunityHealthServices/EngagementAndConsultation/Healthandsocialcarehubs.aspx">http://www.cornwallandislesofscilly.nhs.uk/CornwallAndIslesOfScillyPCT/CommunityHealthServices/EngagementAndConsultation/Healthandsocialcarehubs.aspx</a></p>	

	<p>g. <i>Planning and Local Pre-application Task Group</i> – notes of the Meeting held on 10<sup>th</sup> November 2010 have been emailed by Ms Carly Johnson, CC.</p> <p>h. <i>Post Offices</i> – have received the go-ahead to offer new services in an effort to attract more customers. The full post office plans can be found at <a href="http://www.bis.gov.uk/assets/biscore/business-sectors/docs/s/10-1260-securing-the-post-office-network.pdf">http://www.bis.gov.uk/assets/biscore/business-sectors/docs/s/10-1260-securing-the-post-office-network.pdf</a></p> <p>i. <i>Responsibilities for Clearing Snow and Ice on Highways</i> – legal briefing from NALC, can be emailed on request</p> <p>j. <i>Severe Weather: Community Action</i> – new government guidance on Community Action During Severe Weather: The <i>Big Society in Action</i> guidance is for individuals and voluntary groups, who want to get involved during the severe weather conditions. Details: <a href="http://www.info4local.gov.uk/filter/?item=1789457">http://www.info4local.gov.uk/filter/?item=1789457</a></p> <p>k. <i>The Boundary Committee for England</i> – consultation on new procedures for local authority boundary changes. Can be viewed on: <a href="http://www.lgbce.org.uk/guidance-policy-and-publications/major-consultation-of-english-local-authorities">http://www.lgbce.org.uk/guidance-policy-and-publications/major-consultation-of-english-local-authorities</a></p> <p>l. <i>Town and Parish Council Newsletter</i> – December 2010, previously emailed to Members. There is some important consultations on (1) The Core Strategy Options Paper and (2) The Mapping Service.</p> <p>m. <i>Transforming Current Buildings into Community Buildings</i> – the Big Lottery Fund has allocated £75M specifically for its flagship programme, Reaching Communities: <a href="http://www.biglotteryfund.org.uk">www.biglotteryfund.org.uk</a></p> <p>n. <i>Keep Cornwall Whole</i> – Members took campaign cards for sending to key figures connected with the boundary bill.</p>	
016/2011	<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> – 10<sup>th</sup> February 2011.</li> <li>• <u>Planning Committee Meeting</u> – 27<sup>th</sup> January 2011. The Clerk to ask Cllr. Cooke if he is able to take the Minutes of this Meeting.</li> <li>• <u>Amenities Committee Meeting</u> – 26<sup>th</sup> January 2011. It was <b>RESOLVED</b> to co-opt Cllr. Henwood to this Committee.</li> <li>• <u>PROW Committee Meeting</u> – 9<sup>th</sup> February 2011. It was <b>RESOLVED</b> to co-opt Cllr. Hosken to this Committee.</li> </ul> <p>b. <i>Planning Training:</i></p> <ul style="list-style-type: none"> <li>• <u>Conservation, Heritage &amp; Listed Buildings</u> – Camborne, 17<sup>th</sup> January 2011. Cllrs. Cooke, Jeffery, Muriel and Trevan. Cllr. Blewett also wishes to attend.</li> <li>• <u>Trees and Hedgerows</u> – Camborne, 15<sup>th</sup> February 2011. Cllrs. Cooke, Jeffery.</li> </ul> <p>c. <i>Community Network Meeting</i> – Wednesday, 19<sup>th</sup> January 2011, 7pm at Breage Primary School. Ms Helen Jones, CC has asked that Members confirm their attendance.</p> <p>d. <i>Planning Localism in the South West</i> – 26<sup>th</sup> January 2011, 13.30-16.30 at the University of Plymouth. Free seminar on what the Localism Bill could mean for the community/Parish Council.</p> <p>e. <i>Local Council Planning Forum</i> – Thursday, 10<sup>th</sup> February 2011, 5pm in the Council Chamber, Truro. Members did not wish to send a representative.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllrs. Jeffery and Jenkin</p>

	<p>f. <i>Clean Cornwall</i> – the Spring event will be held 2<sup>nd</sup> – 10<sup>th</sup> April and September's Spruce Up on 17<sup>th</sup> – 25<sup>th</sup>.</p> <p>g. <i>Traffic Management Training</i> – various dates available in January, February, March and April 2011. All day course, free of charge, aimed at those who are responsible for traffic management at community events. Members did not wish to send a representative.</p> <p>h. <i>Dementia Sessions</i> – Ms Jayne Brewer, Outlook South West, has emailed with various dates at various locations. It is a programme of free information sessions, covering everything from the basics of dementia care, to strategies for behaviours that challenge. The friendly and interactive programme is delivered over two sessions. Details to be sent to Cllr. Butcher.</p>	Clerk
017/2011	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>PAT Testing / Periodic Electrical Test</i> – the Clerk reported that this was due to be carried out the following day.</p>	
018/2011	<p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.</p>	
019/2011	<p><u>Tax and National Insurance Payments</u> – Minute A.4774 refers. Cllr. Roberts said he was still in liaison with the HMRC, regarding the disputed claim from HMRC.</p>	
020/2011	<p><u>Parish Rooms Caretaker</u> – Minute A.4775 refers. The Clerk confirmed the Caretaker has been put “on the Council's books”, with effective from 1<sup>st</sup> December 2010. A signed copy of the Contract of Employment is awaited.</p>	
021/2011	<p><u>Tenders</u> – the Chairman opened the tenders and it was <b>RESOLVED</b> to refer items (a-c) to the Amenities Committee. The expressions of interest for the PROW contract cannot be considered until the cutting regime for 2011 has been received from CC.</p> <p>a. <i>Contract 1: Leedstown / Nancegollan Playing Fields</i> –</p> <p>b. <i>Contract 2: Leedstown / Nancegollan / Praze Play Areas + Nancegollan Village Green</i> –</p> <p>c. <i>Contract 3: Nancegollan / Leedstown Playing Field Hedges</i> –</p> <p>d. <i>Public Rights of Way</i> -</p>	

Signature: ..... (Cllr. Roberts)  
Parish Chairman

Date: 10<sup>th</sup> February 2011