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| 043/2011 | <p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 10<sup>th</sup> February 2011, <b>AGREED</b> as a true record.</p> <p>b. <i>Planning Committee Meeting</i> – 24<sup>th</sup> February 2011, <b>AGREED</b> as a true record.</p>   |                                 |
| 044/2011 | <p><u>Standing Committees</u> –</p> <p>a. <i>Public Rights of Way (PROW) Committee</i> – held on 9<sup>th</sup> March 2011. Cllr. Jenkin said a provisional LMP grant had been agreed. The Clerk was tasked with obtaining copies of A3 parish maps from CC and with seeking confirmation that the potential tenderers were still interested. It is then envisaged that formal tenders will be invited.</p> <p>b. <i>Amenities Committee (AC)</i> – an extraordinary meeting had been held to deal with the Tender applications (Minute 55/2011 refers).</p> <p>c. <i>Planning Committee Meetings</i> – Members <b>AGREED</b> not to continue to hold separate Planning Meetings, except that the Clerk could call an extraordinary meeting if a large number of applications are received. This will be effective from 1<sup>st</sup> April 2011.</p>  | Clerk                           |
| 045/2011 | <p><u>Village Organisations</u> – Members received reports from:</p> <p>a. <i>Leedstown Village Hall</i> – Cllr. Christopher reported that there had been problems with vandalism, with a fence being damaged. Condensation is causing problems with the ceiling and grants are being pursued, with a view to installing a suspended ceiling.</p> <p>b. <i>Nancegollan, including the Residents' Association</i> – Cllr. Tripp said there are plenty of bookings for the village hall, with an increase in private parties held there.</p> <p>Cllr. Cooke reported the Residents' Association will be writing to the Clerk, regarding the purchase of a bin and children's play equipment. There was some discussion, regarding the balance of the grant money held by the Parish Council.</p> <p>c. <i>Praze Institute</i> – Cllr. Jenkin said there had been no meeting.</p> <p>d. <i>Townshend Village Hall</i> – Cllr. Trevan said all is going well.</p>   |                                 |
| 046/2011 | <p><u>Financial Matters</u></p> <p>a. <i>Accounts for Payment</i> – Schedule No.2010/11-12, to a value of £1,670.04 were <b>APPROVED</b> for payment, except the Clerk is to withhold the cheque to the electrician and request a detailed breakdown of the invoice.</p> <p>b. <i>Budget Monitor</i> – copies were circulated at the meeting. The Clerk advised that few (if any) financial transactions are expected before year end and the report reflects the Council's financial position as it goes into the new fiscal year.</p> <p>c. <i>Strong Box</i> – Minute 31c/2011 refers. Cllr. Trevan and the Clerk had obtained details of safety cabinets, with a minimum of 1 hour's fire protection. It was <b>RESOLVED</b> to purchase a two-drawer Sentry 6000 cabinet at a cost of £379+VAT. Cllr. Cooke advocated bolting to the floor.</p> <p>d. <i>Requests for Grants</i> –</p> <ul style="list-style-type: none"> <li>• <u>Home Start</u> – Minute 31d/2011 refers. Home Start's child protection policy had been received, the grant to be released.</li> </ul> | Clerk<br><br>Clerk<br><br>Clerk |

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|          | <p>e. <i>The Plan, Praze</i> – Minute 031e/2011 refers. Cllr. Blewett reported that it was not yet known which fair would attend in 2011. He has made contact with the fair owners and will seek to obtain copies of risk assessments and insurance cover from both fairs.</p> <p>f. <i>End of Year Accounts</i> – Mr Donald Baines has advised that he is willing to act as the Council's Internal Auditor and Members <b>CONFIRMED</b> his appointment.</p> <p>g. <i>Audit Commission</i> – Ms Jackie Bellard has been appointed auditor to the Parish Council.</p>   | Cllr. Blewett      |
| 047/2011 | <p><u>Administration</u></p> <p>a. <i>Crowan Website</i> – Minute 36b/2011 refers. Members felt the website was a success. The Clerk to place a notice seeking any interest in joining the Council as a Member.</p> <p>b. <i>Cornwall Council</i> – Minute 36c/2011 refers. Members were concerned at the level of salaries being paid to the top executives in Cornwall Council and pointed out that the Heads of Departments were being paid more than the former Heads of the District Councils. It was <b>RESOLVED</b> that the Clerk will send a letter to the Scrutiny Committee and ask them to investigate if these salaries represent value for money and to query why top executives salaries are safeguarded, when front-line staff are being cut.</p> <p>c. <i>Clerk's Leave</i> – the Clerk reminded Members she has leave booked from 28<sup>th</sup> March to 4<sup>th</sup> April 2011.</p>   | Clerk<br><br>Clerk |
| 048/2011 | <p><u>Environmental Matters</u> –</p> <p>a. <i>Releath Sign Post</i> – Minute 33c/2011 refers. Ms Jane Powning advises she hopes to undertake a survey of the fingerposts in the parish during the summer.</p> <p>b. <i>Townshend Methodist Cemetery</i> – Minute 36a/2011 refers. Mr Peter Bickford-Smith, Mounts Bay Methodist Circuit, advises he has passed Members request for action to be taken to alleviate the dog fouling problem on the site to the Revd. S.D. Bales. The Revd. Bales, who will be making a site visit.</p> <p>c. <i>The Queen Elizabeth II Fields Challenge</i> – Ms Alison Moore-Gwyn, Fields in Trust has emailed details of a programme to protect outdoor recreational sites. Members may nominate a recreational site to be included in the programme, which has access to funding. Referred to the Amenities Committee. The Clerk to send details to Cllr. Roberts.</p> <p>d. <i>Public Conveniences</i> – Minute 32/2011 refers. Mr James Ortiz, CC's Environment Services advises that "CC would look at the building to ascertain what we would need to carry out to bring it up to a suitable standard before passing on. We wouldn't look to pass on a dilapidated or problem building". Cllr. Muriel said the trees near the toilets are in need of attention. Referred to the Amenities Committee.</p> | Clerk<br><br>Clerk |
| 049/2011 | <p><u>Documentation</u> –</p> <p>a. <i>Clerks &amp; Councils Direct</i> – March 2011.</p> <p>b. <i>Community Network Report</i> – Monthly update, January 2011.</p> <p>c. <i>Community Rights to Challenge and to Buy</i> – consultation closing date 3<sup>rd</sup> May 2011. Under the terms of the Localism Bill the rights</p>  |                    |

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| 050/2011 | <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> – 14<sup>th</sup> April 2011.</li> <li>• <u>Planning Committee Meeting</u> – 24<sup>th</sup> March 2011.</li> <li>• <u>Amenities Committee Meeting</u> – 23<sup>rd</sup> March 2011.</li> <li>• <u>PROW Committee Meeting</u> – 13<sup>th</sup> April 2011.</li> </ul> <p>b. <i>Planning Training</i>:</p> <ul style="list-style-type: none"> <li>• <u>Planning Enforcement</u> – Camborne, 21<sup>st</sup> March 2011, Cllrs. Christophers, Cooke, Hosken, Jenkin, Roberts and Tripp.</li> </ul> <p>c. <i>Food Safety in Catering</i> – free basic course, aimed at those who run community events:</p> <ul style="list-style-type: none"> <li>• <u>Leedstown Village Hall</u> – Tuesday, 22<sup>nd</sup> March 2011, 10-4pm.</li> <li>• <u>Mawgan Recreation Hall</u> – Tuesday, 29<sup>th</sup> March 2011, 10-4pm.</li> </ul> <p>d. <i>Census 2011</i> – 27<sup>th</sup> March 2011. The Office for National Statistics has confirmed that writing ‘Cornish’ on three key questions will be counted. These are the questions relating to National Identity (Q15), Ethnic Group (Q16), and main language (Q18).</p> <p>e. <i>Cancer Research ‘Relay for Life: The Lizard</i> – Saturday, 9<sup>th</sup> July 2011, 12pm at Mullion School. The event involves teams of people walking relay laps of a track for 24 hours. More information from: <a href="http://www.cancerresearchuk.org/relay/venues/lizard/">http://www.cancerresearchuk.org/relay/venues/lizard/</a></p> <p>f. <i>Police Liaison Meeting</i> – Monday, 21<sup>st</sup> March 2011, 7.30pm, Concert Hall, Guildhall, St Ives.</p> |  |
| 051/2011 | <p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>St James’ Church, Leedstown</i> – the Clerk confirmed the Church is currently not in use. The future of this un-consecrated church is in the hands of Crowan PCC.</p>  |  |

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|          | <p>b. <i>Station Hill, Praze</i> – vehicles are known to mount the pavement, rather than stop. To be discussed with Mr Andy James, at the Planning Meeting.</p> <p>c. <i>Planning Applications Visits</i> – it was clarified that a minimum of two Members should make site visits, wherever practicable.</p>   | <p>Clerk</p> <p>All Members</p> |
| 052/2011 | <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.  |                                 |
| 053/2011 | <u>Casual Vacancy</u> – no potential candidate had come forward to fill the remaining casual vacancy in Leedstown.  |                                 |
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| 056/2011 | <u>Public Rights of Way Tenders</u> – Minute 44a/2011 refers.   |                                 |

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

Date: 14<sup>th</sup> April 2011



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| 044/2011 | <p><u>Standing Committees</u> –</p> <p>a. <i>Public Rights of Way (PROW) Committee</i> – held on 9<sup>th</sup> March 2011. Cllr. Jenkin said a provisional LMP grant had been agreed. The Clerk was tasked with obtaining copies of A3 parish maps from CC and with seeking confirmation that the potential tenderers were still interested. It is then envisaged that formal tenders will be invited.</p> <p>b. <i>Amenities Committee (AC)</i> – an extraordinary meeting had been held to deal with the Tender applications (Minute 55/2011 refers).</p> <p>c. <i>Planning Committee Meetings</i> – Members <b>AGREED</b> not to continue to hold separate Planning Meetings, except that the Clerk could call an extraordinary meeting if a large number of applications are received. This will be effective from 1<sup>st</sup> April 2011.</p>  | Clerk                           |
| 045/2011 | <p><u>Village Organisations</u> – Members received reports from:</p> <p>a. <i>Leedstown Village Hall</i> – Cllr. Christopher reported that there had been problems with vandalism, with a fence being damaged. Condensation is causing problems with the ceiling and grants are being pursued, with a view to installing a suspended ceiling.</p> <p>b. <i>Nancegollan, including the Residents' Association</i> – Cllr. Tripp said there are plenty of bookings for the village hall, with an increase in private parties held there.</p> <p>Cllr. Cooke reported the Residents' Association will be writing to the Clerk, regarding the purchase of a bin and children's play equipment. There was some discussion, regarding the balance of the grant money held by the Parish Council.</p> <p>c. <i>Praze Institute</i> – Cllr. Jenkin said there had been no meeting.</p> <p>d. <i>Townshend Village Hall</i> – Cllr. Trevan said all is going well.</p>   |                                 |
| 046/2011 | <p><u>Financial Matters</u></p> <p>a. <i>Accounts for Payment</i> – Schedule No.2010/11-12, to a value of £1,670.04 were <b>APPROVED</b> for payment, except the Clerk is to withhold the cheque to the electrician and request a detailed breakdown of the invoice.</p> <p>b. <i>Budget Monitor</i> – copies were circulated at the meeting. The Clerk advised that few (if any) financial transactions are expected before year end and the report reflects the Council's financial position as it goes into the new fiscal year.</p> <p>c. <i>Strong Box</i> – Minute 31c/2011 refers. Cllr. Trevan and the Clerk had obtained details of safety cabinets, with a minimum of 1 hour's fire protection. It was <b>RESOLVED</b> to purchase a two-drawer Sentry 6000 cabinet at a cost of £379+VAT. Cllr. Cooke advocated bolting to the floor.</p> <p>d. <i>Requests for Grants</i> –</p> <ul style="list-style-type: none"> <li>• <u>Home Start</u> – Minute 31d/2011 refers. Home Start's child protection policy had been received, the grant to be released.</li> </ul> | Clerk<br><br>Clerk<br><br>Clerk |

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|          | <p>e. <i>The Plan, Praze</i> – Minute 031e/2011 refers. Cllr. Blewett reported that it was not yet known which fair would attend in 2011. He has made contact with the fair owners and will seek to obtain copies of risk assessments and insurance cover from both fairs.</p> <p>f. <i>End of Year Accounts</i> – Mr Donald Baines has advised that he is willing to act as the Council's Internal Auditor and Members <b>CONFIRMED</b> his appointment.</p> <p>g. <i>Audit Commission</i> – Ms Jackie Bellard has been appointed auditor to the Parish Council.</p>   | Cllr. Blewett      |
| 047/2011 | <p><u>Administration</u></p> <p>a. <i>Crowan Website</i> – Minute 36b/2011 refers. Members felt the website was a success. The Clerk to place a notice seeking any interest in joining the Council as a Member.</p> <p>b. <i>Cornwall Council</i> – Minute 36c/2011 refers. Members were concerned at the level of salaries being paid to the top executives in Cornwall Council and pointed out that the Heads of Departments were being paid more than the former Heads of the District Councils. It was <b>RESOLVED</b> that the Clerk will send a letter to the Scrutiny Committee and ask them to investigate if these salaries represent value for money and to query why top executives salaries are safeguarded, when front-line staff are being cut.</p> <p>c. <i>Clerk's Leave</i> – the Clerk reminded Members she has leave booked from 28<sup>th</sup> March to 4<sup>th</sup> April 2011.</p>   | Clerk<br><br>Clerk |
| 048/2011 | <p><u>Environmental Matters</u> –</p> <p>a. <i>Releath Sign Post</i> – Minute 33c/2011 refers. Ms Jane Powning advises she hopes to undertake a survey of the fingerposts in the parish during the summer.</p> <p>b. <i>Townshend Methodist Cemetery</i> – Minute 36a/2011 refers. Mr Peter Bickford-Smith, Mounts Bay Methodist Circuit, advises he has passed Members request for action to be taken to alleviate the dog fouling problem on the site to the Revd. S.D. Bales. The Revd. Bales, who will be making a site visit.</p> <p>c. <i>The Queen Elizabeth II Fields Challenge</i> – Ms Alison Moore-Gwyn, Fields in Trust has emailed details of a programme to protect outdoor recreational sites. Members may nominate a recreational site to be included in the programme, which has access to funding. Referred to the Amenities Committee. The Clerk to send details to Cllr. Roberts.</p> <p>d. <i>Public Conveniences</i> – Minute 32/2011 refers. Mr James Ortiz, CC's Environment Services advises that "CC would look at the building to ascertain what we would need to carry out to bring it up to a suitable standard before passing on. We wouldn't look to pass on a dilapidated or problem building". Cllr. Muriel said the trees near the toilets are in need of attention. Referred to the Amenities Committee.</p> | Clerk<br><br>Clerk |
| 049/2011 | <p><u>Documentation</u> –</p> <p>a. <i>Clerks &amp; Councils Direct</i> – March 2011.</p> <p>b. <i>Community Network Report</i> – Monthly update, January 2011.</p> <p>c. <i>Community Rights to Challenge and to Buy</i> – consultation closing date 3<sup>rd</sup> May 2011. Under the terms of the Localism Bill the rights</p>  |                    |

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|          | <p>outlined in the following consultations could be used by community groups to challenge or buy assets run or owned by the Council. Details on <a href="http://www.communities.gov.uk/publications">www.communities.gov.uk/publications</a>.</p> <p>d. <i>Cornwall in Bloom</i> – Ms Helen Couch, CC has emailed details, which can be forwarded on request.</p> <p>e. <i>Inter-Link Mid Cornwall E-bulletin</i> – Ms Ffion Stanton, CRCC has emailed two bulletins, one related to training the other on general matters. They can be emailed to Members, on request.</p> <p>f. <i>Localism Bill</i> – the following has been received from Ms Marian Sedgwick, SLCC and can be forwarded on request:</p> <ul style="list-style-type: none"> <li>• SLCC summary for Members – 5 pages.</li> <li>• (Government) Plain English Guide – 21 pages.</li> </ul> <p>g. <i>New HMRC Guidance</i> – the guidance confirms that Parish Councils must run PAYE, and finally clarifies the position on the employment of the Clerk and Responsible Officer as an employee.</p> <p>h. <i>Share and Hire Resources Project</i> – Ms Rachel Martin, Community Facilities Co-ordinator has sent details of a project to encourage community halls in the area to share/hire resources.</p> <p>i. <i>Town &amp; Parish Newsletter</i> – Ms Helen Couch, CC has emailed the February 2011 newsletter, which can be forwarded on request.</p>  |  |
| 050/2011 | <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> – 14<sup>th</sup> April 2011.</li> <li>• <u>Planning Committee Meeting</u> – 24<sup>th</sup> March 2011.</li> <li>• <u>Amenities Committee Meeting</u> – 23<sup>rd</sup> March 2011.</li> <li>• <u>PROW Committee Meeting</u> – 13<sup>th</sup> April 2011.</li> </ul> <p>b. <i>Planning Training</i>:</p> <ul style="list-style-type: none"> <li>• <u>Planning Enforcement</u> – Camborne, 21<sup>st</sup> March 2011, Cllrs. Christophers, Cooke, Hosken, Jenkin, Roberts and Tripp.</li> </ul> <p>c. <i>Food Safety in Catering</i> – free basic course, aimed at those who run community events:</p> <ul style="list-style-type: none"> <li>• <u>Leedstown Village Hall</u> – Tuesday, 22<sup>nd</sup> March 2011, 10-4pm.</li> <li>• <u>Mawgan Recreation Hall</u> – Tuesday, 29<sup>th</sup> March 2011, 10-4pm.</li> </ul> <p>d. <i>Census 2011</i> – 27<sup>th</sup> March 2011. The Office for National Statistics has confirmed that writing ‘Cornish’ on three key questions will be counted. These are the questions relating to National Identity (Q15), Ethnic Group (Q16), and main language (Q18).</p> <p>e. <i>Cancer Research ‘Relay for Life: The Lizard</i> – Saturday, 9<sup>th</sup> July 2011, 12pm at Mullion School. The event involves teams of people walking relay laps of a track for 24 hours. More information from: <a href="http://www.cancerresearchuk.org/relay/venues/lizard/">http://www.cancerresearchuk.org/relay/venues/lizard/</a></p> <p>f. <i>Police Liaison Meeting</i> – Monday, 21<sup>st</sup> March 2011, 7.30pm, Concert Hall, Guildhall, St Ives.</p> |  |
| 051/2011 | <p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>St James’ Church, Leedstown</i> – the Clerk confirmed the Church is currently not in use. The future of this un-consecrated church is in the hands of Crowan PCC.</p>  |  |

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|          | <p>b. <i>Station Hill, Praze</i> – vehicles are known to mount the pavement, rather than stop. To be discussed with Mr Andy James, at the Planning Meeting.</p> <p>c. <i>Planning Applications Visits</i> – it was clarified that a minimum of two Members should make site visits, wherever practicable.</p>   | <p>Clerk</p> <p>All Members</p> |
| 052/2011 | <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.  |                                 |
| 053/2011 | <u>Casual Vacancy</u> – no potential candidate had come forward to fill the remaining casual vacancy in Leedstown.  |                                 |
| 054/2011 | <u>Tax and National Insurance Payments</u> – Minute 38/2011 refers. Cllr. Roberts reported that a meeting had been arranged for himself and Cllr. Trevan to discuss the disputed claim with HMRC and a specialist tax officer, provided by the Council's insurance company.   |                                 |
| 055/2011 | <p><u>Tenders</u> – Members received the <b>RECOMMENDATIONS</b> from the Amenities Committee, regarding the following:</p> <p>a. <i>Contract 1: Leedstown / Nancegollan Playing Fields</i> – it was <b>AGREED</b> the Contract be issued to SW Landscapes, subject to satisfactory references and receipt of the relevant information.</p> <p>b. <i>Contract 2: Leedstown / Nancegollan / Praze Play Areas + Nancegollan Village Green</i> – it was <b>AGREED</b> that the Contract be issued to Tidy Grounds, subject to receipt of the relevant information.</p> <p>c. <i>Contract 3: Nancegollan / Leedstown Playing Field Hedges</i> – Members of the Amenities Committee considered that both tenders were too expensive. It was <b>AGREED</b> that notices be placed around the parish, in the hope that there will be some local interest.</p> |                                 |
| 056/2011 | <u>Public Rights of Way Tenders</u> – Minute 44a/2011 refers.   |                                 |

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

Date: 14<sup>th</sup> April 2011