

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 9th OCTOBER 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. Parnell Cllr. Tripp	Cllr. Brown Cllr. Roberts Cllr. Ward	Cllr. Christophers Cllr. Smith 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.	
	<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>Members met with Mr Gary Furse, Acting Operations Manager SW Water and his colleague Mr Brian Blake, regarding the Leedstown water supply. Mr Blake spoke regarding the supply for the area, explaining it comes via Trevue, originating in Restormel. Historically there had been ongoing problems with the water supply in Leedstown with numerous 'burst mains'. They had introduced a DG3 Mitigation Scheme to help reduce the number of such incidences. A bid for funding to replace the mains is being made and a scheme is currently being drawn up. Ideally they like to keep 1.5 bars in the system, but are only required to keep 0.7 bars. Mr Blake spoke of the recent development proposal and explained that it is not their company policy to object. They prefer to work with the developer, if there is an issue, but in this case the development would have no impact. Mr Furse said 'pressure management' is taken very seriously by them. They have to meet targets set by the water regulator. Their responsibility stops at the boundary of a property – if the flow reduces after this point it is the owner's responsibility. He emphasised that they have met these targets at Leedstown. Mr Blake said some fine adjustments had been made to the PRB, which has helped the flow rate. The new mains will be slightly larger, which should help. The scheme is one of the top five in the funding bid process.</p> <p>Members met with Mr Paul Carter and his planning agent, Ms Hollie Nicholls of Lawrence Associates regarding his family's proposal to develop the field in front of Vyvian Terrace at Nancegollan. Ms Nicholls said her company had been asked to carry out a feasibility study. CC had been approached for a pre-application discussion and had given conditional approval. The development of approximately 20 properties would be in a mixed range of types and tenure. It was envisaged that 40% would be affordable. Cllr. Muriel asked if it would be possible to have some shared equity property, where residents could buy more of the property as they could afford it. Mr Carter said there is scope to give a piece of land for whatever purpose the community wanted, e.g. additional parking for the village hall. Members generally viewed this proposal favourably. Ms Nicholls urged those who might qualify for an affordable home on the development to register with Homechoice. She indicated that they were keen to work with the Parish Council. Cllr. Muriel said the PC would facilitate a public meeting.</p> <p>Members met with Mr Neil Trewartha, regarding a proposal to develop land at Hibernia, Fore Street, Praze. Minute 175a/2014 refers. He spoke to the background of the application. Previously there was a proposal to demolish Hibernia and build 10-12 new properties. This new application was for two properties in the garden. They had consulted with the neighbours.</p>	Clerk

	Mr Bott, planning consultant spoke regarding the proposal for land abutting the poultry farm. Minute 175d/2014 refers. He said the property was needed for the business and gave some information as to its viability. The property is not prominent in the landscape and does not affect any neighbours. He pointed out that the application meets the government's policy for rural businesses.	
170/2014	<u>Casual Vacancy</u> – Cllr. Parnell duly signed his Declaration of Acceptance of Office form. He was provided with a Financial Interests' form, which he will complete and return to the Clerk. Members introduced themselves to Cllr. Parnell.	Cllr. Parnell
171/2014	<u>Members' Declarations</u> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. Cllrs. Smith and Webb signed their updated Financial Interests forms. The Clerk to submit this to Cornwall Council. b. <i>Non-Registerable Interests</i> – none. c. <i>Declaration of Gifts</i> – none. d. <i>Dispensations</i> – it was RESOLVED to grant Cllr. Parnell a dispensation i.r.o. Nancegollan Village Hall and cemetery.	Clerk
172/2014	<u>Apologies for Absence</u> – Cllrs. Henwood and Jenkin.	
173/2014	<u>Outside Bodies</u> – a. <i>Police</i> – PCSO Paul Whitford spoke to his written report (copy on file). There was only one crime for the month. He explained that the Helston patch had recently lost three PCSOs, which had added considerably to his workload. He referred Members to the 'police.uk' website. This may replace the usual police reports in the future. b. <i>Cornwall Councillor</i> – Cornwall Cllr. Jenkin sent a written report, which was read to the meeting. Much work had revolved around CC's budget and the impact of the government's cut in funding. c. <i>Crowan and Wendron Community Network</i> – the next meeting is scheduled for Tuesday, 28 th October 2014, 6pm, NCH. Following on from this will be a meeting to focus on CC's 2015/16 budget. Members were urged to attend.	
174/2014	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 11 th September 2014. Cllr. Muriel referred to an email from Cllr. Jenkin where she had requested the Minutes to be changed. Cllr. Muriel pointed out that the Minutes were a record of what was said at the meeting. Any issues Cllr. Jenkin has could be dealt with at a future meeting. It was AGREED the Minutes were a true record. b. <i>Amenities Committee Meeting</i> – 23 rd September 2014. The Minutes were not available and will be circulated with the November Full Council agenda. c. <i>Public Rights of Way Committee Meeting</i> – 1 st October 2014, AGREED as a true record.	Cllr Henwood / Clerk
175/2014	<u>Planning Applications Received</u> – Members considered the following: a. <i>PA14/07549, Hibernia, Fore Street, Praze</i> – demolition of conservatory, improvements to existing access and creation of new access and dropped kerb and erection of two dwellings. Cllr. Brown had visited the site and said there was ample room for the two new properties. Some screening was provided. Members were not aware of any negative comments. NO OBJECTION . b. <i>PA14/08085, Leedstown Community Primary School</i> – erection of portable building for pre-school. The school is full and Cllr. Ward said the building was needed for the pre-school. A letter from the Happy Feet Pre-school Committee had been circulated via email. NO OBJECTION .	Clerk Clerk

	<p>c. <i>PA14/08314, Kenilworth, Tremayne, Praze</i> – proposed conversion of existing garage/utility area and additional side extension including rooflights with some internal alterations to granny annexe; proposed double garage with new utility area to front of property. Cllr. Smith said the site is getting full, but he did not have a problem with this particular application. He was unaware of any objections from neighbours. NO OBJECTION.</p> <p>d. <i>PA14/08444, Land Abutting Tremayne Poultry Farm, Old Rail Road, Crowan</i> – retention of dwelling in association with equestrian business. Cllr. Smith said he had looked into the history of the site, but government regulations had since changed. The building is already there. No enforcement action can be taken. There were no issues with overlooking. He felt local businesses should be supported. NO OBJECTION provided a clause is included that the equestrian tie is maintained.</p>	<p>Clerk</p> <p>Clerk</p>
176/2014	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Outstanding Enforcement Issues</i> – Minute 158a/2014 refers. The Clerk reported she had requested updates, but none had been received:</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 advised a visit is planned.</p> <p>ii. <u>EN12/02935, Hillcrest</u> – provision of new building on site. Case officer: Ms Mandy Smith.</p> <p>iii. <u>EN13/00843, Windwhistle, Carvolth, Praze</u> – siting of caravans for residential purposes. Case officer: Mr Lee Viner.</p> <p>iv. <u>EN13/00870, Opposite Crenver Farm House, Praze</u> – alleged breach of conditions W2/PA08/01979/FM. Case officer: Mr Viner.</p> <p>b. <i>Planning Permission Granted by Cornwall Council</i> – information only</p> <p>i. <u>PA14/07398, The Green (The Plan), The Square, Praze an Beeble</u> – tree works.</p> <p>ii. <u>PA14/06877, 34 Fore Street, Praze</u> – proposed ground and first floor extensions to replace existing single storey element.</p> <p>iii. <u>PA14/07370, Lower Crenver Cottage, Praze</u> – removal of existing conservatory and associated masonry then erection of new conservatory base and superstructure.</p> <p>c. <i>Housing Development, Leedstown</i> – after discussion with the Walters family the new development will be named Walters Close in memory of James.</p> <p>d. <i>PA13/11743, OS Field 7682, Horsedowns, Praze</i> – it had been reported that two caravans had been taken onto the site. Cllr. Jenkin had advised that any landowner has the right to camp on his land for 28 days. Cllr. Tripp had spoken to Mr Eaton, CC's Travellers Liaison Officer to report this matter. After a heated exchange Mr Eaton called Cllr. Tripp a 'racist'. It was RESOLVED to write to Mr Eaton's line manager, Mr Blakey, complaining that Mr Eaton had never replied to the PC's emails / 'phone calls and to request an apology to Mr Tripp.</p>	<p>Cllr. Muriel / Clerk</p>
177/2014	<p><u>Standing Committees / Working Parties</u> – tenders for 2015/16 were dealt with in closed session (186/2014 below).</p> <p>a. <i>Amenities (AC) Committee</i> – meeting held 24th September 2014.</p> <p>i. <u>Community Room Praze</u> – there was no recommendation with regards to usage for the room. Noted it will be necessary to purchase a heater, chairs and table.</p> <p>ii. <u>Insurance Schedule</u> – Cllr. Henwood had offered to carry out a check of the schedule to confirm it meets the PC's requirements. The Clerk pointed out that the PC's insurance liability for the Praze WCs is to maintain public and third liability insurance to a value of at least £5M, but not to insure the building.</p>	<p>Cllr Henwood</p>

	<ul style="list-style-type: none"> iii. <u>Asset Register</u> – the annual review had found no issues. iv. <u>Leedstown Power Supply</u> – see Minute 179c/2014 below. b. <u>Public Rights of Way (PROW) Committee</u> – 1st October 2014. <ul style="list-style-type: none"> i. <u>Walk Leaflets</u> – the first leaflet is nearing completion. ii. <u>Path Clearance</u> – it was RESOLVED to authorise the contractor to clear PROWs 100/2, 113/1 and 114/1, up to a maximum of £500. Noted the works will need to be confirmed with Mr Hamish Gordon, Cormac PROW Ranger beforehand. c. <u>Neighbourhood Development Plan</u> – Cllr. Muriel will arrange a meeting with Ms Chloe Pitt, CC for the end of the October. 	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Muriel</p>
<p>178/2014</p>	<p><u>Parish Organisations</u> – Members received updates on the following:</p> <ul style="list-style-type: none"> a. <u>Leedstown Village Hall</u> – Cllr. Christophers reported a very successful village show had been held, raising approx. £300. A long standing problem with the drains had been identified. The young offenders had done a good job in painting the hall. A weed suppressing membrane is to be installed. b. <u>Nancegollan Village Hall</u> – Cllr. Tripp reported the AGM had been held. Cllr. Henwood had been unable to attend. The finances are looking good, over £400 had been made at the flower show. Plans are in hand for Christmas events. c. <u>Praze Institute</u> – Cllr. Smith reported on events that are being organised. The Youth Club is looking to carry out some painting, etc. outside. d. <u>Townshend Village Hall</u> – in the absence of Cllr. Jenkin there was no report. e. <u>Crowan School</u> – Cllr. Webb reported all is going well. The PTA has £1,000 to go towards the purchase of laptops. Pupil representatives will be at the Remembrance Service. f. <u>Leedstown School</u> – in the absence of Cllr. Jenkin there was no report, but the Clerk reported pupil representatives will be at the Remembrance Service. 	
<p>179/2014</p>	<p><u>Environmental / Amenity Matters</u> –</p> <ul style="list-style-type: none"> a. <u>Praze WCs</u> – Minute 168/2014 refers. Deferred to the November meeting. Mr Mike Mitchell, Cormac had liaised with Cllr. Muriel and the ‘universal’ key now works. An order had been placed with Highways for a replacement sign on the traffic signpost indicating the location of the WCs. b. <u>Leedstown Water Supply</u> – Minute 161d/2014 refers. Cllr. Ward said the problem is with the flow not the pressure. The work SW Water is undertaking is to stop the ‘bursts’. Members will keep a close eye on this. c. <u>Leedstown Power Supply</u> – the Amenities Committee had met with Mr Martin Bray, Western Power Distribution who wanted to upgrade an existing pole mounted transformer and run an underground cable from this pole around the edge of the playing field. After discussing the issue it had been RESOLVED not to grant permission. d. <u>War Memorial</u> – the sample of SmartWater had been received. Taken by Cllr. Muriel. e. <u>The Plan, Praze</u> – work to the trees is scheduled to begin Thursday, 23rd October. Cllr. Henwood to be asked to put out cones the night before to ensure the contractor has access to the site. f. <u>Parish Rooms</u> – new windows had been installed and Members were very pleased with the result. Cllr. Webb will disconnect the extractor fan in the WCs. The Chair thanked Cllr. Smith for managing the project. g. <u>Mobile Library Service</u> – list of potential stops circulated previously. Members made no comment. 	<p>Cllr. Muriel</p> <p>Clerk</p> <p>Cllr. Webb</p>

	<p>h. <i>Road Closure</i> – the road from Releath to Crelly, Trenear will be closed from 3rd to 7th November 2014 (0700 – 1800) for drainage improvement works.</p> <p>i. <i>Nancegollan Playing Field</i> – Mr Mark Hill, contracts manager for Technique Property Services Ltd. seeks permission to use a small area of the playing field to place their welfare containers (2 x 20 ft steel) whilst they carry out redecoration of properties at Park Close and South View Terrace for Coastline Housing properties. Work starts on 15th October for 5-6 weeks and they had suggested a fee of £150. Members were agreeable in principle and it was RESOLVED to authorise Cllr. Ward to liaise with Mr Hill.</p>	Cllr. Ward / Clerk																																
180/2014	<p><u>Administrative Matters / Correspondence</u> –</p> <p>a. <i>Website</i> – Minute 162c/2014 refers. Mr Lawrence of ICT Connect Ltd. had advised registering a .gov.uk domain takes longer than standard domains, hence the delay in making a start. However, the new website can now be viewed on www.crowan-pc.gov.uk. Members were urged to view it.</p> <p>b. <i>Chacewater Parish Council</i> – Minute 164e/2014 refers. Cllr. Henwood had not been able to attend the meeting scheduled for 23rd September 2014. Information previously circulated via email. The Group is actively pursuing the motion “Cornwall Council is not fit for purpose”.</p> <p>c. <i>Nancegollan Village Hall</i> – thank you letter, i.r.o. Members’ grant towards the upkeep of the graveyard. Cllr. Tripp said two ‘no dogs’ notices are needed. Cllr. Ward undertook to obtain these.</p> <p>d. <i>Remembrance Service</i> – 9th November 2014. The Clerk reported invitations had been issued and the Service Orders printed. A wreath had been ordered. A local resident had volunteered to play the ‘Last Post’. Cllr. Webb had agreed to act as the ‘Chapter 8 accreditation person’. The Clerk reported the road closure order had been made by CC. Both Crowan and Leedstown Schools will be taking part. It was RESOLVED to appoint Cllr. Jenkin to ‘marshal’.</p>	<p>All Members</p> <p>Cllr. Ward</p> <p>Cllr. Webb</p> <p>Cllr. Jenkin</p>																																
181/2014	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2014/15–06 to a value of £3,952.78 were APPROVED for payment.</p> <p>No income had been received from Praze FC, Cllr. Ward to follow up. The Clerk pointed out that the cheque to IRS would not be released until the invoice had been received.</p> <table border="1" data-bbox="325 1330 1292 1590"> <thead> <tr> <th>Item</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Parish rooms</td> <td>57.05</td> <td>8.83</td> <td>65.88</td> </tr> <tr> <td>Administration costs</td> <td>102.44</td> <td>13.00</td> <td>115.44</td> </tr> <tr> <td>Staff costs - including tax and NI</td> <td>878.49</td> <td></td> <td>878.49</td> </tr> <tr> <td>Nancegollan changing rooms</td> <td>4.39</td> <td></td> <td>4.39</td> </tr> <tr> <td>Grass cutting – all areas</td> <td>1,128.00</td> <td>58.00</td> <td>1,186.00</td> </tr> <tr> <td>PROW cutting</td> <td>1,702.58</td> <td></td> <td>1,702.58</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£3,952.78</td> </tr> </tbody> </table> <p>The Clerk advised she had written to Peninsula Services, in accordance with the PC’s contract with them, to terminate the agreement from January 2015, which was the earliest date termination was possible.</p> <p>b. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>Cllr. Roberts reported the cross bar on the swings at Nancegollan had broken. He has the swings for safekeeping. The Clerk to obtain a quotation from SW Play.</p> <p>c. <i>Fire Extinguishers</i> – the annual service had not been carried out. The Clerk to remind the contractor.</p> <p>d. <i>Grant Request</i> – it was RESOLVED to make the following grants:</p> <p>i. <u>Penwith Volunteer Bureau</u> – for socially isolated older persons. Decision deferred to February. In the meantime, the Clerk to enquire how many of those helped live in our parish.</p>	Item	Price	VAT	Total	Parish rooms	57.05	8.83	65.88	Administration costs	102.44	13.00	115.44	Staff costs - including tax and NI	878.49		878.49	Nancegollan changing rooms	4.39		4.39	Grass cutting – all areas	1,128.00	58.00	1,186.00	PROW cutting	1,702.58		1,702.58				£3,952.78	<p>Cllr. Ward</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	ii. <u>Nancegollan Village Hall</u> – Committee is seeking to raise approx. £2,000 for a new kitchen, floor and redecoration. It was RESOLVED to make a grant of £100.	Clerk
182/2014	<u>Diary Dates</u> – a. <i>Council Meetings:</i> i. <u>Full Council Meeting</u> – 13 th November 2014. Cllr. Ward gave his apologies. ii. <u>Amenities Committee (AC) Meeting</u> – TBC. iii. <u>PROW Committee Meeting</u> – TBC.	
183/2014	<u>Information Only / Items for Future Agendas</u> – a. <i>Praze WCs</i> – project update for the November agenda.	Clerk
184/2014	<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.	
185/2014	<u>Casual Vacancies</u> – no applications for co-option to the two vacancies in the Leedstown Ward had been received.	
186/2014	<u>Tender Process</u> – Members considered the following contracts to commence on 1 st April 2014 and it was RESOLVED to authorise the Clerk to take the appropriate action. a. <i>Public Rights of Way</i> – the Clerk to provide the following documentation to the applicants: A3 map; LMP Contract, Cutting Schedule. b. <i>Amenities Contracts</i> – the wording on the draft tender letters were APPROVED by the Amenities Committee i.r.o. the following: i. <u>Contract 1</u> – Leedstown / Nancegollan Playing Fields. ii. <u>Contract 2</u> – play areas at Nancegollan, Praze and Leedstown, Nancegollan village green and The Plan, Praze. iii. <u>Contract 3</u> – hedges at Nancegollan & Leedstown playing fields. The Clerk will advertise the contracts in the <i>The West Briton</i> , <i>The Cornishman</i> and <i>Western Morning News</i> for two weeks, giving a deadline for tenders of one month and to place details on the website and notice boards. The Clerk to have tender packs printed. Noted contracts were awarded for 3 years in 2011. The Clerk left the meeting at this point and a general discussion continued.	Clerk Clerk
187/2014	<u>Meeting Closed</u> – 10.15pm.	

Signature: (Cllr. Mrs Muriel)
Chairman

Date: 13th November 2014