

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 11th DECEMBER 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. Tripp	Cllr. Brown Cllr. Roberts Cllr. Webb	Cllr. Henwood Cllr. Smith
In Attendance:	Mrs Thompson (Clerk)		
Minute	AGENDA ITEMS		Action
	<p><u>Prayers</u> – led by the Chair, who advised that anyone not wishing to participate may leave the room and rejoin the meeting later.</p>		
	<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 was told that a letter regarding PROW/207/124 will be dealt with later in the meeting.</p> <p>Mr and Mrs Steven Tremayne, spoke regarding 208d/2014. He explained this proposal would complete the site. The barn conversion would be of the same style as the original Carn Skyber building. There will be no overlooking issues.</p> <p>Mr Andrew Stone spoke regarding 208e/2014. They moved into 27 Fore Street, Praze about a year ago and now wished to replace the existing extension with a new one. There had been some concern about the proposal for a car port, which would be in the area where the shop was originally. He had now changed his plans to accommodate these concerns.</p>		
204/2014	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Henwood in the Amenities contracts (219b/2014) and Cllr. Tripp in 219c/2014.</p> <p>b. <i>Non-Registerable Interests</i> – none.</p> <p>c. <i>Declaration of Gifts</i> – none.</p> <p>d. <i>Dispensations</i> – none.</p>		
205/2014	<p><u>Apologies for Absence</u> – Cllrs. Christophers (personal commitment), Parnell (leave) and Ward (business commitment).</p>		
206/2014	<p><u>Outside Bodies</u> –</p> <p>a. <i>Police</i> – PCSO Ashley Fuller sent his apologies and a written report (copy on file). Members were concerned about the number of assaults (3) and criminal damage (3). They were pleased with the quick response PCSO Fuller had shown.</p> <p>b. <i>Cornwall Councillor</i> – Cornwall Cllr. Jenkin reported CC's budget had now been agreed. There will inevitably be a loss of staff and services. The Local Plan is progressing and further consultation will be held.</p> <p>c. <i>Crowan and Wendron Community Network</i> – next meeting scheduled for Wednesday, 21st January 2015 at 10am.</p>		
207/2014	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 13th November 2014, AGREED as a true record.</p>		

	<p>b. <i>Amenities Committee Meeting</i> – 23rd September 2014, AGREED as a true record. The meeting scheduled for 3rd December 2014 did not go ahead.</p> <p>c. <i>Public Rights of Way Committee Meeting</i> – 26th November 2014, AGREED as a true record.</p>	
208/2014	<p><u>Planning Applications Received</u> – Members considered the following:</p> <p>a. PA14/09268, <i>Nancegollan Farm, Nancegollan</i> – listed building consent to replace north elevation roof of farmhouse, which slipped in winter gales, with grey 16” x 18” Camborne slate. Cllr. Tripp had visited the site and the new slate will match the existing. NO OBJECTION.</p> <p>b. PA14/09970 and PA14/09971, <i>Roses Farm, Black Rock</i> – erection of an agricultural roof to existing silage store. Cllr. Smith had met the architect on site. The roof will prevent the rain getting into the silage store. The public path runs adjacent to the store. NO OBJECTION.</p> <p>c. PA14/10473, <i>United Farm, Releath</i> – certificate of lawfulness for the unrestricted residential use of a dwelling. Cllr. Muriel explained that the applicant wished to have the agricultural occupation clause lifted. However, the applicant has been working in agriculture. OBJECT because Members could see no reason for removing the agricultural tie and it would appear from the accounts supplied that the applicant is still working in agriculture.</p> <p>d. PA14/10836, <i>Carn Skyber, The Carn, Black Rock</i> – conversion of barns to form a dwelling. Cllr. Muriel said the proposal would certainly tidy up the site and would make a lovely home. NO OBJECTION, but Members noted that an application to divert the footpath on the site would be needed.</p> <p>e. PA14/10841, <i>27 Fore Street, Praze</i> – demolition of existing extension and construction of two-storey extension, internal alterations and creation of car port / workshop. Cllr. Jenkin said the proposal would replace an existing mundic block extension. She had had concerns about the proposed car port, which had since been withdrawn. She had no issues with the proposal to replace the car port with a storage facility. Cllr. Smith queried if there was a planning requirement to retain the shop front. NO OBJECTION, providing the proposal for the vehicular access is withdrawn.</p> <p>f. PA14/10898, <i>West Downs Farm, Townshend</i> – certificate of lawfulness for the existing use or development in respect of breach of condition 5 of planning permission reference 2/74/0031/CRO (agricultural occupancy). There was supporting evidence to show that the applicant had never worked in occupation. The land and farmhouse had been sold previously. OBJECT because Members can see no reason for removing the agricultural tie and it should remain available for someone in agriculture to purchase.</p> <p>g. PA14/11137, <i>8 Station Hill, Praze</i> – demolition of existing conservatory and erection of new rear extension with patio and fence. Cllr. Smith had visited the site and could see no problem. NO OBJECTION.</p> <p>h. PA14/10128, <i>Leedstown CP School</i> – siting of portable building for use as pre-school. NO OBJECTION.</p> <p>i. PA14/11352, <i>The Gables, Glassons Yard, Praze</i> – demolition of existing single storey rear extension and erection of a replacement single storey extension with a roof terrace over. It was RESOLVED to delegate a decision on this application to Cllrs. Muriel and Smith.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllrs. Muriel / Smith</p>
209/2014	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Outstanding Enforcement Issues</i> – Minute 158a/2014 refers. Members received an update on the following:</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. Cllr. Jenkin reported that Mr Mason had made a site visit and had issued a ‘social enquiry’ notice.</p>	

- ii. EN12/02935, Hillcrest – provision of new building on site. Case officer: Ms Mandy Smith.
- iii. EN13/00843, Windwhistle, Carvolth, Praze – siting of caravans for residential purposes. Case officer: Mr Lee Viner. Cllr. Jenkin thought this case had been closed and passed to Environmental Health.
- iv. EN13/00870, Opposite Crenver Farm House, Praze – alleged breach of conditions W2/PA08/01979/FM. Case officer: Mr Viner. Cllr. Jenkin thought the case had been closed.
- v. EN14/01194, Higher Cargenwen Farm, Black Rock – Request for confirmation of compliance with enforcement notice issued on 14th January 2013. Case officer: Ms Niamh Ashworth. Cllr. Jenkin will check the position with this case.
- vi. EN14/01890, Dowha Fields, Black Rock – alleged change of use of land to station caravans for residential use. Case officer: Mr Mason. Cllr. Jenkin reported the case is to be closed.
- vii. EN14/02097, OS Field 7682, Horsedowns, Praze – alleged breach of conditions (8 and 9) attached to appeal decision APP/D08401A/14/2217519 – surface water drainage and visibility splay. Case officer: Mr Mason. A site visit had shown that more of the hedge needs to be cut back to assist the visibility splay. There is no update on the water drainage.

A further enforcement case had been lodged alleging that the caravan is not on placed on the site as per the plans, it is not a twin unit as per the plans and there are no toilet facilities on site. The Clerk to report this again.

Clerk

Clerk

Cllr. Jenkin

Clerk

b. *Enforcement Cases Closed by CC –*

- i. EN14/00442, Kirthen Wood, Bosence Road, Townshend – alleged breach of appeal conditions (1 and 3). More than one family living on the land. Case officer: Mr Alan Mason. Breach resolved.
- ii. EN14/01071, The Old Chapel, Black Rock – alleged non compliance with approved plans. Building looks more like a dwelling than stables. Case officer: Niamh Ashworth. Decision: no breach found.
- iii. EN14/01170, Rear of Fore Street, Praze – breach of Section 106 non payment of Planning Admin Fee. Case officer: Ms Michelle Glover. Decision: take legal action.
- iv. EN14/01584, Land Opposite Hillcrest, Trevoole – new access to a field and new boundary wall, concerns that the field is being used to store stuff. Case officer: Ms Ashworth. Decision: no breach found.

c. *Planning Permission Granted by Cornwall Council – information only*

- i. PA13/09923, The Oaks, Crowan – existing certificate of lawfulness for the construction of an unfettered dwelling. Approved by CC (CAADS and LUs only).
- ii. PA14/07457, Carne Skyber Lodge, Black Rock – certificate of lawfulness for the existing use as a single dwelling house.
- iii. PA14/07549, Hibernia, Fore Street, Praze – demolition of conservatory, improvements to existing access and creation of new access and dropped kerb and erection of two dwellings.
- iv. PA14/08085, Leedstown Community Primary School – 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.
- v. PA14/08314, Kenilworth, Tremayne, Praze – 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.

	<p>d. <i>PA13/11743, OS Field 7682, Horsedowns, Praze –</i></p> <ul style="list-style-type: none"> i. <u>Apology</u> – Cllr. Tripp reported he had received a personal apology from Mr Eaton. ii. <u>Site Registration</u> – Mr Matt Doble, CC reported the decision of the Planning Inspectorate allows for a temporary use for four years. It does not oblige the applicant to register for a plot anywhere else as this would not be reasonable or a relevant planning consideration. The applicant is required to ensure he complies with the details of the consent granted or seek to apply to vary those if he wishes. iii. <u>Land / Contamination Report</u> – Mr Mark Broomhead, CC had responded to Members’ letter asking why potential contamination was not included in the officer’s refusal report. He explained that although written proof had been requested, it had not been forthcoming. CC, therefore, had no evidence on which to base their refusal on the grounds of land contamination. Cllr. Muriel explained that the information would have been protected information. <p>A letter from a resident was read to the meeting. She was querying why contaminated soil had been left piled up away from the building site, open to the elements. Cllr. Henwood said that Environmental Health were aware of the situation.</p> <p>The Clerk to query with the Planning Dept. and Ocean Housing, why the two open-market properties had not been built on the Leedstown affordable housing (PA13/07065). It was understood that all the properties should be built at the same time.</p> <p>e. <i>Affordable Housing (AH) Leaflets</i> – CC’s AH Team have produced a series of bite-size leaflets which cover some of the most commonly asked questions about affordable housing. Titles are:</p> <ul style="list-style-type: none"> i. Understanding your Section 106 agreement ii. Selling your Affordable Home iii. Renting out your Affordable Home iv. Providing your own Affordable Home (including self-build) v. Applying for Affordable Housing. <p>f. <i>Future Planning Applications</i> – the Clerk reported that CC had since decided to continue with the provision of hardcopies for the foreseeable future, though a charge may be made for them.</p>	Clerk
210/2014	<p><u>Standing Committees / Working Parties –</u></p> <ul style="list-style-type: none"> a. <i>Amenities (AC) Committee</i> – no meeting had been held. b. <i>Public Rights of Way (PROW) Committee</i> – meeting held on 26th November <ul style="list-style-type: none"> i. <u>PROW/207/124</u> – Cllr. Henwood had spoken to the Pearce family with regards to what is expected to happen under ‘Phase II’. He read a draft letter to CC and it was RESOLVED send this letter complaining about the lack of maintenance to the drainage features both existing and historic, with copies to County Cllr. Jenkin, Messrs. Michael Crich and Peter Marsh. ii. <u>Carsize Lane, Leedstown</u> – Cllr. Henwood said the lane is not fit for purpose. It is a potential safe route to school. This is a byway and CC has a duty to maintain it to a standard usable by vehicles. It was RESOLVED to send a similar letter to CC, with copies to County Cllr. Jenkin, Messrs. Michael Crich and Peter Marsh. c. <i>Neighbourhood Development Plan</i> – work in progress. 	Clerk Clerk
211/2014	<p><u>Parish Organisations</u> – Members received updates on the following:</p> <ul style="list-style-type: none"> a. <i>Leedstown Village Hall</i> – in the absence of Cllr. Christophers there was no report. 	

	<p>b. <i>Nancegollan Village Hall</i> – Cllr. Tripp reported the Christmas lights equipment had been checked and found to be safe. He said the public liability insurance covered the village hall and the village green. Cllr. Henwood explained that the original paperwork was not what was required. The electrical equipment did not have PAT testing stickers on them. Cllr. Tripp will ensure the Committee need to bear this in mind for next year.</p> <p>c. <i>Praze Institute</i> – Cllr. Smith reported all is going well, with various activities being held. They now have a website. He will email the web address. Cllr. Jenkin said the Youth Club is going well. They are working with organisations to help with the provision of youth work support.</p> <p>d. <i>Townshend Village Hall</i> – Cllr. Jenkin reported she had not been invited to any recent meetings.</p> <p>e. <i>Crowan School</i> – Cllr. Webb reported it had been busy, with many planned activities. Nativity plays will be held shortly.</p> <p>f. <i>Leedstown School</i> – Cllr. Jenkin reported the pre-school building had been erected. The Head had been asked to take over as Executive Head of Gwinear School, until the end of the summer term.</p>	<p>Cllr. Tripp</p> <p>Cllr. Smith</p>																																								
212/2014	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Praze WCs</i> – Minute 179a/2014 refers. Members received an update:</p> <p>i. <u>Fittings</u> – Cllrs. Brown and Muriel had looked at floor coverings and heaters, that would be needed to fit out of the community room.</p> <p>ii. <u>Notice</u> – Cllr. Henwood reported a notice had been erected giving the location, with no contact details. Cllr. Jenkin is liaising with Mr Jon James regarding a contact number for maintenance issues.</p> <p>iii. <u>Refurbishment Costs</u> – Cllr. Henwood reported he had contacted CC regarding who to contact regarding making a complaint regarding the cost of refurbishment. He had been told to contact the Chief Executive direct, but this seems to be incorrect information. He is waiting for the Audit Commission to contact him, as this is a misuse of funds.</p> <p>iv. <u>Litter Bin</u> – Cllr. Webb confirmed that he will affix the spare bin to the wall shortly.</p> <p>b. <i>Leedstown Development</i> – Minute 190b/2014 refers. Cllr. Smith apologised he had not had time to write to the Environment Agency, regarding the removal of contaminated soil from the site.</p> <p>c. <i>Leedstown Water Supply</i> – Minute 179b/2014 refers. In the absence of Cllr. Ward there was no update.</p>	<p>Clerk</p> <p>Cllr Henwood</p> <p>Cllr. Webb</p> <p>Cllr. Smith</p> <p>Cllr. Ward</p>																																								
213/2014	<p><u>Administrative Matters / Correspondence</u> –</p> <p>a. <i>Case for Cornwall</i> – CC are seeking comments from individual Members. Document previously circulated via email.</p>																																									
214/2014	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2014/15–8 to a value of £4,016.46 were 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>Administration costs</td> <td>187.02</td> <td>13.00</td> <td>200.02</td> </tr> <tr> <td>Staff costs - including tax and NI</td> <td>1,086.44</td> <td></td> <td>1,086.44</td> </tr> <tr> <td>Praze WC - legal fees + vouchers</td> <td>910.00</td> <td>140.00</td> <td>1,050.00</td> </tr> <tr> <td>The Plan, Praze – hire safety fence</td> <td>75.00</td> <td></td> <td>75.00</td> </tr> <tr> <td>Nancegollan – removal of vandalised fence</td> <td>336.00</td> <td></td> <td>336.00</td> </tr> <tr> <td>Crowan PCC – grant towards churchyard maintenance + water charge</td> <td>240.00</td> <td></td> <td>240.00</td> </tr> <tr> <td>Grass cutting – all areas</td> <td>850.00</td> <td>116.00</td> <td>966.00</td> </tr> <tr> <td>PROW leaflets</td> <td>63.00</td> <td></td> <td>63.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£4,016.46</td> </tr> </tbody> </table>	Item	Price	VAT	Total	Administration costs	187.02	13.00	200.02	Staff costs - including tax and NI	1,086.44		1,086.44	Praze WC - legal fees + vouchers	910.00	140.00	1,050.00	The Plan, Praze – hire safety fence	75.00		75.00	Nancegollan – removal of vandalised fence	336.00		336.00	Crowan PCC – grant towards churchyard maintenance + water charge	240.00		240.00	Grass cutting – all areas	850.00	116.00	966.00	PROW leaflets	63.00		63.00				£4,016.46	
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	<p>b. <i>Budget Monitor</i> – covered by 199d/2014 below.</p> <p>c. <i>Internal Audit Checks</i> – Cllrs. Brown and Muriel had met before the meeting to carry out the quarterly Audit Check and reported there were no problems.</p> <p>d. <i>Weed Spraying</i> – CC advised that weed spraying will not be carried out by them in 2015/16. The measured distance of 4.946km for main roads in Leedstown, Nancegollan, Townsend and Praze-an-Beeble would cost £741.90 + VAT. Members declined to use Cormac to provide this service.</p> <p>e. <i>Budget 2015/16</i> – some minor changes were made to the draft budget (previously circulated) and it was RESOLVED to accept these changes and to set the precept at £36,000 by a majority vote. The Clerk to advise CC. A revised budget will be circulated.</p> <p>f. <i>Fire Extinguishers</i> – Cllr. Henwood apologised he had not had time to speak to anyone regarding an annual service.</p> <p>g. <i>Townshend Methodist Churchyard</i> – the Clerk reported she had contacted Mr Philip Carr, the contact for the Townshend Methodist Churchyard but to date had not received a response, regarding Members’ offer of a grant towards its maintenance.</p> <p>h. <i>Insurance Schedule</i> – Minute AC66/2014 refers. Cllr. Henwood reported he had carried out a check of the schedule and was happy that it met the PC’s requirements.</p> <p>i. <i>Grant Request</i> – RESOLVED to make a £50 grant to Cornwall Blind Assoc.</p>	<p>Clerk</p> <p>Cllr Henwood</p>
215/2014	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <p>i. <u>Full Council Meeting</u> – 8th January 2015</p> <p>ii. <u>Amenities Committee (AC) Meeting</u> – 5th February 2014, at 7.15pm.</p> <p>iii. <u>PROW Committee Meeting</u> – 5th February 2014, at 7pm.</p> <p>b. <i>Clerk’s Leave</i> – 26th December 2014 to 1st January 2015.</p>	
216/2014	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>The Chronicle</i> – Cllr. Muriel advised there was insufficient room for her report to go into the Christmas edition.</p>	
217/2014	<p><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.</p>	
218/2014	<p><u>Casual Vacancies</u> – no applications for co-option to the two vacancies in the Leedstown Ward had been received.</p>	
219/2014	<p><u>Tenders / Quotations</u> –</p> <p>a. <i>Public Rights of Way</i> – the revised wording of the PROW contract had been agreed with Cllr. Smith. Deadline for tenders set to end of January.</p> <p>b. <i>Amenities Contracts</i> – the wording of the various contracts had been agreed with Cllr. Henwood. Deadline for tenders set to end of January.</p> <p>c. <i>Parish Rooms</i> – Minute 195c/2014 refers. Cllr. Tripp left the meeting whilst this item was discussed. Cllr. Smith will obtain three quotations for replacement fascias and door.</p>	<p>Cllr. Smith</p>
220/2014	<p><u>Meeting Closed</u> – 21.40 pm.</p>	

Signature: (Cllr. Mrs Muriel)
Chairman

Date: 8th January 2015