

# Crowan Parish Council

## NOTICE AND AGENDA OF THE FULL COUNCIL MEETING

### TO BE HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 14<sup>th</sup> MAY 2015 following the Annual Meeting

Members of the public and press are invited to attend this meeting of the Council.

Minutes of Council Meetings are available to view on [www.crowan.org.uk](http://www.crowan.org.uk); on the Crowan and Leedstown Notice Boards; on Nancegollan and Townshend Village Hall Notice Boards and in Praze Post Office.

Minute	AGENDA ITEMS	Action
	<u>Prayers</u> – led by the Chair. Anyone not wishing to participate may leave the room and rejoin the meeting later. NOTE – the Clerk will be recording the meeting to assist with minute taking.	
	<u>Chairman's Welcome and Public Forum</u> – members of the public may address the Council prior to the commencement of the Meeting.  Members to meet with Mr Graham Morgan, regarding the Dales-Velotive Road Race.	
73/2015	<u>Members' Declarations</u> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – Members must declare an interest, in an agenda item, which has been declared on their Register of Financial Interests form. b. <i>Non-Pecuniary/Disclosable Interests</i> – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest becomes apparent. c. <i>Declaration of Gifts</i> – Members are reminded they must not accept any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – Members to consider granting any written dispensations that have been received.	
74/2015	<u>Apologies for Absence</u> – Cllr. Smith (leave).	
75/2015	<u>Outside Bodies / Reports</u> – a. <i>Police</i> – Members to receive a report. b. <i>Cornwall Councillor</i> – Members to receive a report. c. <i>Mobile Libraries</i> – verbal report, following the meeting to discuss the future of mobile libraries in Cornwall. d. <i>Community Network Panel</i> – next meeting scheduled for Wednesday, 3 <sup>rd</sup> June 2015, 6pm. Venue TBC. Items for the agenda to be sent to Ms Hardy.	PCSO Cllr. Jenkin Cllr. Parnell Information
76/2015	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 9 <sup>th</sup> April 2015 b. <i>PROW Committee Meeting</i> – 29 <sup>th</sup> April 2015. c. <i>Amenities Committee (AC) Meeting</i> – 29 <sup>th</sup> April 2015.	
77/2015	<u>Planning Applications Received</u> – Members considered the following: a. <i>PA15/02775, Trewin Cottage, Godolphin View, Nancegollan</i> – sub-division of Trewin Cottage's land and erection of chalet bungalow and erection of a garage.	Plans with Cllr. Tripp

	<p>b. <i>PA15/03647, Bolankan Farm, Crowan</i> – a single storey rear extension to provide increased kitchen accommodation a further bedroom and a shower room.</p> <p>c. <i>PA15/03691, Glen View, Townshend</i> – erection of conservatory.</p>	<p>Plans not yet received</p> <p>Cllr Henwood</p>
<b>78/2015</b>	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Outstanding Enforcement Issues</i> –</p> <p>i. <u>EN12/01208, Burntdown Farm, Praze Road, Leedstown</u> – this is an amalgamation of all reported issues. The Chair read an email from the case officer, Mr Alan Mason.</p> <ul style="list-style-type: none"> <li>• <i>Caravan</i> – an enforcement notice is to be issued in relation to the unlawful residential occupation of a caravan.</li> </ul> <p>ii. <u>EN13/00843, Windwhistle, Carvolth, Praze</u> – siting of caravans for residential purposes. Case officer: Mr Lee Viner planned to visit with the PCSO.</p> <p>iii. <u>EN14/01194, Higher Cargenwen Farm, Black Rock</u> – request for confirmation of compliance with enforcement notice issued on 14<sup>th</sup> January 2013. Case officer: Mr Lee Viner had liaised with Cllr. Jenkin, including issues with the roof line and this will be checked again.</p> <p>iv. <u>EN15/00536, 16 Fore Street, Praze</u> – alleged conversion of garden shed into living accommodation. <i>New case.</i></p> <p>b. <i>Enforcement Cases Closed by CC</i> –</p> <p>i. <u>EN14/02097, OS Field 7682, Horsedowns, Praze</u> – alleged breach of conditions attached to appeal decision APP/D08401A/14/2217519. Case officer – Mr Alan Mason. Mr Alan Mason confirms that works had now been undertaken by the landowner to the satisfaction of CC in accordance with planning application referenced PA15/00190, including the composting toilet. <i>Case closed: not expedient.</i></p> <p>c. <i>Planning Permission Granted by Cornwall Council</i> – information only</p> <p>i. <u>PA14/10836, Carn Skyber, The Carn, Black Rock</u> – conversion of barns to form a dwelling.</p> <p>ii. <u>PA15/01508, Hibernia, Fore Street, Praze</u> – modification of conditions 2 and 9 attached to decision PA14/07549. (Demolition of conservatory, improvements to existing access and creation of new access and dropped kerb and erection of two dwellings) in order to alter the design and change floor level of House 2.</p> <p>iii. <u>PA15/01538, Little Drym, Drym Lane, Praze</u> – erection of rear extension to dwelling, ground floor alteration works.</p> <p>iv. <u>PA15/01539, Lynwell Cottage, Horsedowns</u> – rear extension to dwelling.</p> <p>v. <u>PA15/02148, Barn at Trerice Farm, School Road, Praze</u> – conversion of barn to form a dwelling.</p> <p>d. <i>Planning Permission Refused by Cornwall Council</i> – information only</p> <p>i. <u>PA15/00764, High Downs Residential Home, Carvolth Downs, Black Rock</u> – construction of 4 no. self-contained one-bed assisted living units within grounds of existing care facility. Members objected to this application on the grounds of over development of the site and that it would be new buildings in the countryside.</p>	<p>Cllr. Jenkin</p>
<b>79/2015</b>	<p><u>PROW / Highway Matters</u> –</p> <p>a. <i>Leedstown to Praze Road</i> – Minute 51a/2015 refers. The rumble strips had been repainted.</p> <p>b. <i>Dales-Velotive Road Race</i> – Members to consider any follow-up action, following their meeting with Mr Graham Morgan. (<i>Public session refers.</i>)</p>	<p>Information</p>

	<p>c. <i>Lengthsman's Scheme</i> – CC ask Members to consider undertaking, as partners, maintenance works to the margins of the highway corridor (gullies, verges and signage, etc.). If interested contact the Community Link Officer.</p>	
<b>80/2015</b>	<p><u>Standing Committees / Working Parties</u> –</p> <p>a. <i>Neighbourhood Development Plan (NDP)</i> – Minute 63a/2015 refers. Members to receive an update, to include feedback following the first Public Presentations, held on the 1<sup>st</sup> of which will be 7<sup>th</sup> May in Praze.</p> <p>b. <i>Amenities (AC) Committee</i> – meeting held on 29<sup>th</sup> April 2015. Members to consider any items referred from the AC Committee.</p> <p>c. <i>Public Rights of Way (PROW) Committee</i> – meeting held on 29<sup>th</sup> April 2015. Members to consider any items referred from the PROW Committee.</p>	
<b>81/2015</b>	<p><u>Parish Organisations</u> – Members to receive updates on the following:</p> <p>a. <i>Leedstown Village Hall</i> –</p> <p>b. <i>Nancegollan Village Hall</i> –</p> <p>c. <i>Praze Institute</i> –</p> <p>d. <i>Townshend Village Hall</i> –</p> <p>e. <i>Crowan School</i> –</p> <p>f. <i>Leedstown School</i> –</p>	<p>Cllr. Christophers Cllr. Tripp Cllr. Smith Cllr. Jenkin Cllr. Webb Cllr. Jenkin</p>
<b>82/2015</b>	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Praze WCs</i> – Minute 65a/2015 refers. Members to receive:</p> <p>i. <u>Fittings</u> – verbal report regarding fitting of a door threshold to the community room. Deferred from the April meeting.</p> <p>ii. <u>Refurbishment Costs</u> – any response from CC's Internal Auditor, regarding the cost of refurbishment. Deferred from the April meeting.</p> <p>b. <i>Treasure Park</i> – Minute 65b/2015 refers. Update, regarding Members' application to acquire the site, which was first made in June 2013. Deferred from the April meeting.</p> <p>c. <i>Helston and The Lizard Works</i> – Minute 47c/2015 refers. Members to receive an update regarding the two bus shelters, one at the top of Praze and the other in Nancegollan. To include an update regarding discussion with Cornwall Highways regarding replacement panels and a quote for replacement from the original manufacturer.</p> <p>d. <i>Parish Rooms</i> – Members to receive an update:</p> <p>i. <u>Periodic Electrical Testing</u> – PJB had been asked to carry out a Fixed Wiring Test.</p> <p>ii. <u>Door Repairs</u> – Mr I. Sherris had been asked to fit a new repair and carry out repairs to the door jambs.</p>	<p>Cllr. Muriel Cllr Henwood Cllr Henwood Cllr Henwood Clerk</p>
<b>83/2015</b>	<p><u>Administrative Matters</u> –</p> <p>a. <i>Standing Orders</i> – Members to consider and approve the following amendments to the Standing Orders:</p> <p>i. S/O 38.1 – a minimum of two Members shall be appointed annually in May to carry out periodic checks of the accounts. No more than one of the two Internal Audit Checkers should be a signatory to the bank accounts; as an additional protection clause. New clause, Minute 103c/2013 (June 2013) refers.</p> <p>ii. S/O 14.5 – if the Clerk is unable to attend a meeting, the Chairman is empowered to appoint a paid note-taker to record the Minutes.</p> <p>b. <i>Parish Council Logo</i> – Members to consider acquiring an appropriate logo for letterheads, etc.</p>	

84/2015	<p><u>Financial Matters</u> –</p> <p>a. <i>Insurance</i> – Members to confirm their acceptance of renewal of their insurance cover at a cost of £1,870.93 and to appoint a Member to check the policy details.</p> <p>b. <i>Accounts for Payment</i> – schedule 2015/16–2.</p> <p>c. <i>End of Year Accounts</i> – Members to receive and accept the 2014/15 accounts and to consider their Internal Auditor’s report.</p> <p>d. <i>Income and Expenditure Account 2014/15</i> – <b>copy to be circulated at the meeting.</b></p> <p>e. <i>Grants and Charity Requests</i> – Members to consider the following requests:</p> <p>i. <u>Home Start</u> – request for a grant. NOTE – a grant of £50 was made in May 2014.</p>	
85/2015	<p><u>Correspondence</u> –</p> <p>a. <i>Clerks &amp; Councils Direct</i> – May 2015.</p>	
86/2015	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <p>i. <u>Full Council Meeting</u> – 11<sup>th</sup> June 2015.</p> <p>ii. <u>PROW Committee Meeting</u> – TBC.</p> <p>iii. <u>Amenities Committee (AC) Meeting</u> – TBC.</p> <p>b. <i>CALC Training</i> – the following courses are available. All prices excl. VAT.</p> <p>i. <u>Chairmanship</u> – introduction to basic chairmanship skills, chairing difficult meetings, the use of the casting vote and the role of the Chairman outside of Council Meetings. Cost £22.</p> <ul style="list-style-type: none"> <li>• <i>Penwith College, Penzance</i> – 1<sup>st</sup> June 2015, 7-9pm.</li> <li>• <i>Liskeard Town Council Offices, Liskeard</i> – 7<sup>th</sup> July 2015, 7-9pm.</li> </ul> <p>ii. <u>Freedom of Information and Data Protection</u> – 23<sup>rd</sup> September 2015, 10am – 3.30pm. Launceston (venue TBC). Cost £37.</p> <p>iii. <u>Forward Planning</u> – designed to help Members look to the future and create a plan over a longer period than the financial year. Cost £22.</p> <ul style="list-style-type: none"> <li>• <i>Penwith College, Penzance</i> – 8<sup>th</sup> October 2015, 7-9pm.</li> <li>• <i>Liskeard Town Council Offices</i> – 22<sup>nd</sup> October 2015, 7-9pm.</li> </ul> <p>c. <i>Code of Conduct Training</i> – CC are offering free training sessions:</p> <p>i. <u>Camborne One Stop Shop</u> – 25<sup>th</sup> May 2015, 2-4pm. <b>NOTE – this is a new date.</b></p>	
87/2015	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a.</p>	
88/2015	<p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.</p>	
89/2015	<p><u>Casual Vacancies</u> – Members to consider any applications for co-option to the two vacancies in the Leedstown Ward.</p>	
90/2015	<p><u>Tenders / Quotations</u> – Members to consider the following:</p> <p>a. <i>Crowan Play Equipment</i> – Members to receive an update.</p> <p>b. <i>Leedstown Play Equipment</i> – Minute 71c/2015 refers. Deferred from the April meeting.</p>	<p>Cllr. Smith</p> <p>Cllr. Ward</p>

91/2015	<u>Meeting Closed</u> –	
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Signature: ..... (Mrs Gillian Thompson)  
Parish Clerk

Date: 6<sup>th</sup> May 2015

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