

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 10th SEPTEMBER 2015 @ 7.15pm

Minutes of Council Meetings are available to view on www.crowan-pc.gov.uk; on the Crowan and Leedstown Notice Boards; on Nancegollan and Townshend Village Hall Notice Boards and in Praze Post Office.

Present:	Cllr. Henwood (Chairman) Cllr. Mrs Muriel Cllr. Smith	Cllr. Christophers Cllr. Parnell Cllr. Tripp	Cllr. Dr. Jenkin (PC/CC) Cllr. Roberts
In Attendance:	Mrs Thompson (Clerk)		
Minute	AGENDA ITEMS		Action
	<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><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 Kathryn Allen and Ms Alison Tunnicliffe had expressed an interest in joining the PC and were present at the meeting. Mr Rob Parsons was also interested, but was unable to attend.</p> <p>Mr David Roberts asked what the PC's reaction was to the introduction of 30mph and 40mph speed limits at Praze / Trenoweth. He complained that the work had not been carried out to a high standard. Cllr. Jenkin said there had been a consultation but it was sometime ago. The installation of the electronic speed sign had been very successful in reducing the speed of traffic. Mr Roberts asked if the PC were happy with the end of the speed limit right on the bend. Cllr. Jenkin said the original plans should be available online.</p> <p>The Clerk to report that the road drainage at the top of Praze (towards Camborne) needs investigation.</p>		Clerk
133/2015	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</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>		
134/2015	<u>Apologies for Absence</u> – Cllr. Brown (business commitment) and Cllr. Webb (ill health).		
135/2015	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Police</i> – PCSO Brannigan sent his apologies and a written report (copy on file). He had urged residents to use their vehicle's seat belt.</p> <p>b. <i>Cornwall Councillor</i> – Cllr. Jenkin reported there had been a lot of work, particularly in strategic planning, but not a lot of meetings. The solar farm application (PA15/05327) had been withdrawn from CC's Planning Agenda. It might be that this is called in by the Secretary of State.</p> <p>She was asked about the public WCs closing in Camborne. Cllr. Jenkin said Camborne Town Council was encouraging businesses to permit use of their toilet facilities.</p> <p>c. <i>Community Network Panel</i> – no Member had been able to attend the meeting held on Wednesday, 2nd September 2015 at 6pm.</p>		

136/2015	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 23rd July 2015. Minute 119b/2015, 3rd sentence should read: <i>Cllr. Smith said they are rather large houses, with windows facing front and back</i>, with this amendment the Minutes were AGREED as a true record.</p> <p>b. <i>Amenities Committee (AC) Meeting</i> – 12th August 2015, AGREED as a true record.</p> <p>c. <i>PROW Committee Meeting</i> – 12th August 2015, AGREED as a true record.</p>	
137/2015	<p><u>Planning Applications Received</u> – Members to consider the following:</p> <p>a. <i>PA15/06677, Glebe Farm, Crowan</i> – certificate of lawfulness for the existing occupation of dwelling without compliance with condition 2 (holiday occupancy) of decision notice W2/PA03/01542/F (holiday occupancy). It was understood that the resident had lived in the property for a number of years, but Members believe he had spent extended time abroad during this time. Part of the evidence in support of the application was that CC had taken council tax from the applicant. Members AGREE with the evidence supplied, however the PC was aware from the applicant had been away from this residence for regular, extended periods.</p> <p>b. <i>PA15/06743, Glebe Farm, Crowan</i> – application for the removal of the existing section 106 agreement pursuant to planning decision PA03/01542/F: holiday occupation. NO COMMENT.</p> <p>c. <i>PA15/07196, Polglase Farm, Binnerton Road, Leedstown (Land adj. to Trecolyon)</i> – construction of one dwelling and associated infrastructure. NO OBJECTION provided a s.106 agreement is made to tie the dwelling into the farm.</p> <p>d. <i>PA15/07201, Porthgwidden, Godolphin Road, Nancegollan</i> – erection of a 2-bedroom unit to be used as a holiday home. Whilst Members have sympathy for the applicant, OBJECT as the building is over large for a 2-bedroom holiday home; it would be a dwelling outside of the settlement area and there is no proven need of holiday homes in the area.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
138/2015	<p><u>Planning Applications Decided by Delegated Powers</u> –</p> <p>a. <i>PA15/06249, 1 The Bungalow, Chapel Road, Leedstown</i> – construction of a two-storey dwelling. OBJECT as this would be an over development of the site and would cause overlooking issues to the neighbouring bungalow and shading issues of the neighbouring house the proposed shared parking and turning area is completely inadequate. The foul drainage assessment form is incorrect as the proposed drainage system would be within 7 metres of the habitable property and is within 15 metres of the neighbouring habitable property there are neighbouring drainage systems within 50 metres.</p> <p>b. <i>PA15/06574, Wynyard, Binnerton Road, Leedstown</i> – proposed extension. NO OBJECTION.</p>	
139/2015	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Outstanding Enforcement Issues</i> – an update had been requested on the following:</p> <p>i. <u>EN12/01208, Burntdown Farm, Praze Road, Leedstown</u> – Mr Alan Mason reported the Enforcement Notice that was issued in relation to the unauthorised stationing of a caravan for residential purposes has been appealed by the occupier. As a result that matter is now being dealt with by the Councils appeals team and will ultimately be determined by the Planning Inspectorate. Enquiries to finalise other queries on site are ongoing.</p> <p>ii. <u>EN13/00843, Windwhistle, Carvolth, Praze</u> – siting of caravans for residential purposes. Case officer: Mr Lee Viner to carry out a site visit.</p> <p>iii. <u>EN14/01194, Higher Cargenwen Farm, Black Rock</u> – request for</p>	

	<p>confirmation of compliance with enforcement notice issued on 14th January 2013. Case officer: Mr Lee Viner had liaised with Cllr. Jenkin, including issues with the roof line and this will be checked again to see if they have complied. A site visit is planned.</p> <p>iv. <u>EN15/01008, Land adj. to Hayle Rifle Club, Leedstown</u> – siting of caravan on site for residential occupation. Case officer: Alan Mason reported the file investigation in respect of this matter had been closed as it would appear that the land in question had been used for the stationing of caravans for in excess of ten years and as such is, on the balance of probability, immune from any enforcement action.</p> <p>v. <u>EN15/01007, Land adj. to the Old Meeting House, Trenerth Hill, Leedstown</u> – two caravans are being used as storage. Cllr. Henwood said he understood that the area is in fact part of the highway. The Clerk to ask the case officer to look into this again.</p> <p>b. <i>Planning Permission Granted by Cornwall Council</i> – information only</p> <p>i. <u>PA15/04022, Roselyn House Cottage, The Square, Townshend</u> – new dwelling.</p> <p>ii. <u>PA15/05170, Land South of Trefhewa Cottage, Trefhewa Farm, Praze</u> – repositioning of hedge to improve visibility.</p> <p>iii. <u>PA15/06574, Wynyard, Binnerton Road, Leedstown</u> – proposed extension.</p> <p>iv. <u>PA15/05743, Stables at Crowan Street, Black Rock</u> – to replace a timber constructed stable with a block build stable.</p> <p>c. <i>Planning Permission Refused by Cornwall Council</i> – information only</p> <p>i. <u>PA15/05348, Trewin Cottage, Godolphin View, Nancegollan</u> – erection of double garage to the west of the plot.</p> <p>ii. <u>PA15/05981, Carn Vean Farm, Black Rock</u> – alteration and extension to dwelling.</p> <p>iii. <u>PA15/06249, 1 The Bungalow, Chapel Road, Leedstown</u> – construction of a two-storey dwelling. See 138a[i]/2015.</p> <p>d. <i>Paperless Planning</i> – Minute 120e/2015 refers. Despite a great number of complaints i.r.o. CC's decision to cease to provide hardcopies of planning applications w.e.f. 4th January 2016, CC is going ahead with the proposal. However, a £700 grant from them had been promised to assist PCs to purchase the necessary equipment.</p> <p>Noted a tool is available, which downloads planning documentation for each application into a ZIP file.</p> <p>Cllr. Parnell offered to look into A3 printing options. The Clerk to enquire of Ms Maxine Hardy, CC as to whether consideration had been given to 'group' printing. Cllr. Henwood said Members need to look at alternative means of viewing planning applications. Cllrs. Henwood, Jenkin and Smith will meet to take this forward. First meeting to be in a month's time.</p>	<p>Clerk</p> <p>Cllr. Parnell Clerk Cllrs. Jenkin / Henwood / Smith</p>
<p>140/2015</p>	<p><u>Highway Matters</u> –</p> <p>a. <i>Traffic Calming</i> – Members considered the response from Cormac, regarding the traffic calming plans for Drym Road, Nancegollan and they were unable to say why the original plans had not been implemented. No response had been received to date from Coastline.</p> <p>b. <i>Road Closure</i> – work outside Willow Cottage, The Green, Nancegollan will commence on 28th September for approx. 2 days.</p> <p>c. <i>Grass Verges</i> – Cllr. Henwood advised he had reported to CC a number of overgrown grass verges and hedges in the Leedstown area that they have a statutory duty to maintain. He said CC is not meeting the requirements of The Highway Manual, which they had adopted. He will pursue.</p> <p>He had also pointed out to them that they have a duty to take enforcement action against landowners who do not meet their responsibility in</p>	<p>Cllr Henwood</p>

	<p>calls.</p> <p>iii. <u>Chapel Road, Leedstown</u> – 8 freefone calls, no chargeable calls and no emergency calls.</p> <p>iv. <u>Crowan, Praise</u> – 1 freefone call, no chargeable calls and no emergency calls. This one looks as if it could be on private land.</p> <p>v. <u>Crowan, Praise</u> – 0 calls. This one looks as if it could be on a private road.</p> <p>The Clerk to clarify what is meant by some of the terms, e.g. freefone and the precise location of the two kiosks in Crowan. Matter to be deferred to the Amenities Committee.</p> <p>d. <i>Making of Public Path Order</i> – CC had made a diversion order on footpath No.100 (barn conversion at 'Carne Skyber'). Members had NO OBJECTION. The Clerk to advise Ms Zoe Perry, CC.</p>	<p>Clerk</p> <p>Clerk</p>																																
144/2015	<p><u>Administrative Matters</u> –</p> <p>a. <i>Parish Council Logo</i> – Minute 124a/2015 refers. Members to bring ideas for an appropriate logo for letterheads, etc. and to consider any feedback from an appeal in <i>The Chronicle</i>. In the absence of Cllr. Webb, this was deferred to the October meeting.</p> <p>b. <i>2014 Remembrance Service</i> – the Clerk reported she had applied for a road closure order and notified the Crowan Church incumbent. Invitations will be issued at the end of September and poppy wreaths will be ordered.</p> <p>c. <i>Automatic Pension Enrolment</i> – this is a new statutory requirement. The PC's only employee, the Clerk, had the right to join a pension scheme, but will not be availing herself of the opportunity. If future Clerks opt in, the cost to the PC will be approx. £340 p.a. at today's rates. It is not clear, but Members may need to select a scheme. If this is necessary, Members RESOLVED to adopt the government scheme.</p> <p>d. <i>Risk Assessments</i> – deferred to the October meeting.</p>																																	
145/2015	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2015/16–5 to a value of £4,592.94 were APPROVED for payment. The Clerk to request a refund for the weeks that Cormac did not clean the Praise WCs. Cllr. Muriel will provide the Clerk with a copy of the email.</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>330.52</td> <td>60.00</td> <td>390.52</td> </tr> <tr> <td>Staff costs - including tax and NI</td> <td>898.44</td> <td></td> <td>898.44</td> </tr> <tr> <td>Neighbourhood Development Plan</td> <td>308.29</td> <td>61.66</td> <td>369.95</td> </tr> <tr> <td>Playing Fields, incl. H&S inspections</td> <td>763.67</td> <td>141.90</td> <td>905.57</td> </tr> <tr> <td>Parish Rooms, Crowan</td> <td>887.36</td> <td></td> <td>887.36</td> </tr> <tr> <td>Praise WCs / Community Room</td> <td>960.26</td> <td>180.84</td> <td>1,141.10</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£4,592.94</td> </tr> </tbody> </table> <p>b. <i>External Audit</i> – Grant Thornton had approved the 2014/15 accounts.</p> <p>c. <i>Budget Monitor</i> – copy was circulated at the meeting. There were no significant items budgeted for, but not yet spent.</p> <p>d. <i>Internal Audit Checks</i> – Cllrs. Henwood and Muriel reported they had carried out a check of the accounts and everything was in order.</p> <p>e. <i>Grants and Charity Requests</i> –</p> <p>i. <u>Cruse Bereavement Care</u> – 2015 appeal. Cllr. Henwood read the appeal letter to Members. It was RESOLVED to make a grant of £50.</p>	Item	Price	VAT	Total	Administration costs	330.52	60.00	390.52	Staff costs - including tax and NI	898.44		898.44	Neighbourhood Development Plan	308.29	61.66	369.95	Playing Fields, incl. H&S inspections	763.67	141.90	905.57	Parish Rooms, Crowan	887.36		887.36	Praise WCs / Community Room	960.26	180.84	1,141.10				£4,592.94	<p>Clerk</p> <p>Cllr. Muriel</p> <p>Clerk</p>
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146/2015	<p><u>Correspondence</u> –</p> <p>a. <i>Peninsula News</i> – NHS magazine, Summer 2015.</p> <p>b. <i>Clerks & Councils Direct</i> – September 2015.</p>																																	

147/2015	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings:</i></p> <p>i. <u>Full Council Meeting</u> – 8th October 2015.</p> <p>ii. <u>PROW Committee Meeting</u> – 21st October 2015.</p> <p>iii. <u>Amenities Committee (AC) Meeting</u> – 21st October 2015.</p> <p>b. <i>Town and Parish Council with Voluntary Sector Summit</i> – Wednesday, 30th September 2015. New County Hall Council Chamber. Further information will follow.</p> <p>c. <i>Cornwall Expo 2015</i> – Newquay Airport, 29th September 2015 – 30th September 2015. Details circulated previously.</p> <p>d. <i>CC Planning Conferences, 2015</i> – 15th October 2015, 4-8pm, Pool. Members wanted to nominate “How are PC to manage without the hardcopies of plans?” as one of the topics.</p>	Clerk
148/2015	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Crowan Church to Black Rock Bridleway</i> – Cllr. Muriel reported scrambling bikes had been using this bridleway. The Clerk to report to CC and place on the next PROW agenda.</p> <p>b. <i>Walters Close, Leedstown</i> – Cllr. Henwood said the wall from the new close to the playing field had been poorly made. The Clerk to enquire the latest figures for the uptake for the shared ownership and what date will the unallocated houses revert to rental properties.</p>	Clerk Clerk
149/2015	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely tenders / 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>	
150/2015	<p><u>Casual Vacancies</u> – Members considered the applications for co-option to the three vacancies in the Leedstown Ward and it was RESOLVED to co-opt Ms Kathryn Allen and Ms Alison Tunnicliffe. They will sign their Acceptance of Office form at the next meeting and will each complete a Financial Interests form. The Clerk to advise CC and advise the applicants.</p>	Clerk
151/2015	<p><u>Tenders / Quotations</u> –</p> <p>a. <i>Praze Play Equipment</i> – Minute 131a/2015 refers. It was RESOLVED to accept the recommendation of the Amenities Committee and accept the quotation from Proludic at a cost of £29,656. The Clerk to advise all the tenderers. The Clerk to liaise with Sita, regarding the provision of a grant.</p> <p>Cllr. Henwood said he thought it would be possible to repair the fence locally.</p>	Clerk Clerk
152/2015	<p><u>Meeting Closed</u> – 21.40pm.</p>	

Signature: (Cllr. Henwood)
Chairman

Date: 8th October 2015