

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 8th OCTOBER 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. Christophers Cllr. Smith Cllr. Webb	Cllr. Miss Allen Cllr. Dr. Jenkin (PC/CC) Cllr. Tripp	Cllr. Brown (Vice Chairman) Cllr. Roberts Cllr. Ms Tunnicliffe
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 and the two new Councillors.</p> <p>Members met with Mr Rob Parsons, who had expressed an interest in joining the Parish Council.</p> <p>Mr & Mrs Richards addressed Members regarding their planning application (157b/2015 refers). Mrs Richards said they wished to keep the barn as natural as possible.</p> <p>Mr & Mrs Coates were present regarding their planning pre-app (158c/2015).</p>		
153/2015	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Jenkin declared an interest in 158c/2015.</p> <p>b. <i>Non-Registerable Interests</i> – none.</p> <p>c. <i>Declaration of Gifts</i> – none.</p> <p>d. <i>Dispensations</i> – Members GRANTED the following dispensations : <u>Nancegollan Village Hall</u> – Cllrs. Allen and Tunnicliffe.</p>	Clerk	
154/2015	<u>Apologies for Absence</u> – Cllr. Parnell (leave) and Muriel (business commitment).		
155/2015	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Police</i> – PCSO Brannigan was not present and there was no police report.</p> <p>b. <i>Cornwall Councillor</i> – Cllr. Jenkin reported she had protested at CC's Full Council meeting i.r.o. the 'paperless planning' decision and was shouted down. Issues continue around CC's budget cuts. Cllr. Henwood said Highways staffing had increased and it should mean that the Highway Stewards would be free to carry out 'on the ground' inspections.</p> <p>Cllr. Jenkin said the quickest way to notify an enforcement issue is to complete the online form.</p> <p>The proposed extension to the speed restriction on Station Hill appeared to have been removed from the road traffic plan. There was some discussion about parking notices having been issued at a local funeral in Helston.</p> <p>Cllr. Tripp complained about the government grant to encourage use of the Cornish language. He felt it was a waste of money.</p> <p>c. <i>Community Network Panel</i> – no meeting had been held.</p>		

156/2015	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 10th September 2015, AGREED as a true record.</p>	
158c/15	<p>Agenda item 158c/2015 was taken at this point.</p> <p><i>PA/15/02052/PREAPP, Bolitho House (garden adj. to), Tremayne, Praze</i> – Members considered a letter from the potential owners, regarding a pre-application. Cllr. Jenkin left the meeting whilst this was being discussed.</p> <p>Cllr. Henwood said the pre-app had been rejected by the Planning Officer because it would comprise a dwelling in the countryside. He had reported to CC's Enforcement Dept. that the land in question is being used as domestic cartilage without change of use permission from agricultural land. It had not been used as a garden for at least four years. Members AGREED with the Planning Officer's decision.</p>	
157/2015	<p><u>Planning Applications Received</u> – Members considered the following:</p> <p>a. <i>PA14/07549, Hibernia, Fore Street, Praze</i> – formation of new access and dropped kerb and erection of a pair of semi-detached homes, hard and soft landscaping and associated works. There are now two entrances, which is what Members asked for previously. NO OBJECTION.</p> <p>b. <i>PA15/07771, Barn at Trerice Farm, Praze</i> – amended design to PA12/07954, dated 16th April 2013 for the conversion of Barn A to form a dwelling. Cllrs. Roberts and Smith had met with the neighbours, who had no objection. NO OBJECTION.</p> <p>c. <i>PA15/08352, Morcambia, Crowan</i> – construction of rear extension. Cllr. Jenkin said nothing will be seen of the development from the front. NO OBJECTION.</p> <p>d. <i>PA15/08405, Site Collins View, Nancegollan</i> – outline planning permission with some matters reserved for construction of dwellings. OBJECT on the grounds this is a public open space and is currently being used as a children's play area. There are already issues with access and parking on the development. Increasing the number of properties would exacerbate the problems.</p> <p>e. <i>PA15/08565, Hallegan Manor Barn, Hallegan</i> – application for a single storey extension including the conversion and alterations to associated ancillary outbuildings as well as the proposal of a new single storey outbuilding to house a swimming pool. OBJECT because Members believe it is within the curtilage of a listed building and no listed building consent had been received. There are also concerns about access and concerns about the need for a two-storey building to house a swimming pool and believe it would be an unnecessary development. This two-storey development will be visible within an Area of Great Landscape Value and result in the loss of agricultural land and would be a building in the open countryside. Further concerns centre on the isolated studio in the corner. However, Members had no objection to the extension to the main dwelling.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
158/2015	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Outstanding Enforcement Issues</i> – Members received an update on:</p> <p>i. <u>EN12/01208, Burntdown Farm, Praze Road, Leedstown</u> – case officer: Mr Alan Mason. The landowner had appealed against the Enforcement Notices (EN) that had been served, but this had since been withdrawn.</p> <p>ii. <u>EN13/00843, Windwhistle, Carvolth, Praze</u> – siting of caravans for residential purposes. Case officer: Mr Lee Viner.</p> <p>iii. <u>EN14/01194, Higher Cargenwen Farm, Black Rock</u> – request for confirmation of compliance with EN issued on 14th January 2013. Case officer: Mr Lee Viner. The Clerk to request an urgent update.</p> <p>iv. <u>Land adj. to the Old Meeting House, Trenerth Hill, Leedstown</u> – two caravans are being used as storage, which are believed to stand on part of the highway. Ms Colleen O'Sullivan, CC advised that this would</p>	<p>Clerk</p>

	<p>be a new enforcement case and requested an online form be completed. Cllr. Henwood said he had already done this. The Clerk to clarify.</p> <p>v. <u>Land adj. to 1 & 2 Chapel Row, Leedstown</u> – a resident had reported work on site and had been asked to submit an online enforcement form.</p> <p>b. <i>Paperless Planning</i> – Minute 139d/2015 refers. The Working Party tasked with looking at alternative means of viewing planning applications had yet to meet. Cllrs. Smith, Henwood and Jenkin will attend the Planning Conference at Heartlands on 15th October 2015. Clerk to issue a reminder. It was RESOLVED to support St Martin in Looe and continue to object to this decision.</p> <p>County Cllr. Edwina Hannaford had been invited to attend the meeting to discuss CC's decision to move to paperless planning, but had been unable to do so because she will be at a 'Paperless Planning' workshop.</p> <p>c. <i>PA/15/02052/PREAPP</i> – see above.</p> <p>d. <i>Walters Close, Leedstown</i> – Minute 148b/2015 refers. Ms Atherton, Ocean Housing had confirmed that all properties, with the exception of a 3-bed house are now either reserved or occupied. The reservations are from a mix of primary (2), secondary (1) and County Connections (4). Members were disappointed with the poor local take-up.</p> <p>Interest is still being generated for the final plot and they are confident that a reservation will be taken shortly. With this in mind, they don't intend to convert the final property for affordable rent.</p> <p>There was concern about the pedestrian access from the site to the playing field. The Clerk to request a site visit to look at this with Ocean Housing.</p> <p>e. <i>Planning Permission Granted by Cornwall Council</i> – information only</p> <p>i. <u>PA15/06677, Glebe Farm, Crowan</u> – 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). Granted (CAADs and LUs only). Members agreed with the evidence supplied, however the PC is aware the applicant had been away from this residence for regular, extended periods. Noted this decision was made <u>before</u> the PC had submitted its comments.</p> <p>f. <i>Planning Permission Refused by Cornwall Council</i> – information only</p> <p>i. <u>PA15/07201, Porthgwidden, Godolphin Road, Nancegollan</u> – erection of a 2-bedroom unit to be used as a holiday home. Members had objected.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
159/2015	<p><u>Highway Matters</u> –</p> <p>a. <i>Traffic Calming</i> – Minute 140a/2015 refers.</p> <p>i. Mr Frazer White, Coastline Housing, had written regarding the old traffic calming plans for Drym Road, Nancegollan. He said he had checked the plans and compared the original transfer plans from Kerrier District Council at the time of (1998) to "Kerrier Trust Homes" now Coastline Housing Ltd. but could not comment as all the road and land is outside of Coastline's ownership and was never transferred to them when the District Councils merged to form Cornwall Council.</p> <p>The land and road that was supposed to be affected by the proposed works according to his information is Highways responsibility. The Clerk to take this up again with Highways.</p> <p>ii. Cllr. Henwood expressed concern at the traffic speed and the way tractors are being driven through Leedstown. It was RESOLVED to approach the Police and ask them to look at the situation.</p> <p>iii. The parking issues outside Africa Row and on down to the school are ongoing. Action as 159a[ii]/2015.</p> <p>iv. The Square, Leedstown – building work had almost finished. Members</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>understood that the bollards were only to show where cars could be parked. Now there are granite quoins on the site. The Clerk to bring this to the attention of Highways.</p> <p>b. <i>Grass Verges</i> – Minute 140c/2015 refers. Cllr. Henwood had asked CC why there had been no action on the following:</p> <p>i. Overgrown grass verges and hedges in the Leedstown area;</p> <p>ii. Enforcement action against landowners who do not meet their responsibility in maintaining grass verges and hedges on their land.</p> <p>The Clerk to ask SLCC for advice on Section 130 of the Highways Act, which gives the PC the power to report such matters which Highways then have to action. Members to consider other areas needing action.</p> <p>c. <i>Praze to Trenoweth Road</i> – September Public Forum refers. The Highway Steward, Cormac advised that they will be inspecting and cleaning this road as part of their scheduled maintenance within the next week or so. Members did not feel this was sufficient and the drain under the road needs clearing. A watching brief to be maintained.</p> <p>d. <i>The Square, Leedstown</i> – there had been flooding there recently. The Clerk to enquire what action had been taken following the last camera survey. Mr Adrian Hosken, (the then) Area Steward for Highways had advised that the survey had indicated a blocked drain.</p>	<p>Clerk</p> <p>Clerk Members</p> <p>Members</p> <p>Clerk</p>
160/2015	<p><u>Standing Committees / Working Parties</u> –</p> <p>a. <i>Neighbourhood Development Plan (NDP)</i> – two consultations had been held at Leedstown and Nancegollan. Two more are planned.</p>	
161/2015	<p><u>Parish Organisations</u> – Members received updates on the following:</p> <p>a. <i>Leedstown Village Hall</i> – Cllr. Christophers reported there had been a very successful, well attended Show. Various activities are held there. Cllr. Henwood thanked the Village Hall Committee for allowing the NDP exhibition to be held at the Show.</p> <p>b. <i>Nancegollan Village Hall</i> – Cllr. Tripp reported there is a new committee, following the AGM. He said it was a shame there wasn't more local support. Noted a copy of the Minutes of the AGM held on 14th September 2015 had been received.</p> <p>c. <i>Praze Institute</i> – Cllr. Smith reported everything is going well with plenty of regular bookings. Cllr. Jenkin said, hopefully, a Youth Worker will be funded</p> <p>d. <i>Townshend Village Hall</i> – Cllr. Jenkin reported she had been unable to attend the last committee meeting, but she believed all is going well. She was asked to thank the committee for allowing the NDP exhibition.</p> <p>e. <i>Crowan School</i> – Cllr. Webb had been unable to get to the school, but understood everything is going well.</p> <p>f. <i>Leedstown School</i> – Cllr. Jenkin reported she had been unable to attend the last Governor's meeting.</p>	
162/2015	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Praze WCs and Community Room</i> – Minute 143a/2015 refers.</p> <p>i. <u>Refurbishment Costs</u> – Mr Peter Marsh, Head of Commissioning and Asset Management, CC reported he had undertaken a review of the background to Members' complaint about the refurbishment costs and found there was no case to answer. Cllr. Henwood was deeply unhappy with this finding and asked Cllr. Jenkin to take this forward. Cllr. Jenkin asked how much time did the PC want CC to spend on this?</p> <p>Cllr. Webb said the PC may well not have agreed to take over the WCs had they been told that the cost would be so high. Cllr. Brown said we should have been informed of the potential overspend at the time. Cllr. Henwood had written to Mr Critch (Mr Marsh's boss) expressing his</p>	<p>Cllr Henwood</p>

	<p>continued concerns.</p> <p>Cllr. Jenkin reminded Members that a survey in the village had found a majority in favour of spending £28K to keep the WCs open.</p> <p>b. <i>Treasure Park</i> – Minute 143b/2015 refers. Cllr. Henwood reported he had not handed in the application form to acquire the site because he was hoping that CC would carry out works to the trees there.</p> <p>c. <i>Praze Play Equipment</i> – Minute 151a/2015 refers. Ms Wendy Reading, Sita, advised the next deadline for applications for a grant towards the cost of new play equipment is 15th January 2016, and a decision will be made on 22nd April 2016. All funding must be in place by then. Referred to the Amenities Committee.</p> <p>d. <i>Pots, Tubs and Trays</i> – CC will be introducing a new recycling trial, which will include plastic bottles, pots, tubs and trays.</p>	<p>Cllr Henwood</p> <p>Clerk</p>																																								
163/2015	<p><u>Administrative Matters</u> –</p> <p>a. <i>Parish Council Logo</i> – Minute 144a/2015 refers. Members had been asked to bring ideas for an appropriate logo for letterheads, etc. Cllr. Webb will hold discussion with the school regarding their logo. Cllr. Christophers suggested using the design on the Jubilee mugs. The Clerk to ask Chowns (who made the mugs) if they still have the artwork.</p> <p>b. <i>2014 Remembrance Service</i> – the Clerk reported invitations had been issued and poppy wreaths ordered. CC had advised that the road closure application had been approved. Cllr. Webb will act as the Chapter 8 accreditation person’.</p> <p>c. <i>Risk Assessments</i> – these are needed for:</p> <ul style="list-style-type: none"> • <u>Parish Rooms</u> – Clerk to action. • <u>Community Room / WC, Praze</u> – Cllr. Smith to action. 	<p>All Members Cllr. Webb</p> <p>Clerk</p> <p>Clerk Cllr. Smith</p>																																								
164/2015	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2015/16–6, to a value of £3,925.92 were APPROVED for payment. The Clerk to request a list of matches played from the Football Clubs. Members were asked to check the PROWs. Cllr. Smith was AUTHORISED to deal with the annual test of the fire extinguishers.</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>68.90</td> <td></td> <td>68.90</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>0.31</td> <td>0.06</td> <td>0.37</td> </tr> <tr> <td>Playing Fields, incl. H&S inspections</td> <td>945.94</td> <td>188.29</td> <td>1,134.23</td> </tr> <tr> <td>Parish Rooms, Crowan</td> <td>25.26</td> <td></td> <td>25.26</td> </tr> <tr> <td>Praze WCs / Community Room</td> <td>586.77</td> <td>75.35</td> <td>662.12</td> </tr> <tr> <td>Public Rights of Way</td> <td>905.50</td> <td>181.10</td> <td>1,086.60</td> </tr> <tr> <td>Grant - Cruse Bereavement Care</td> <td>50.00</td> <td></td> <td>50.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£3,925.92</td> </tr> </tbody> </table> <p>b. <i>WC Cleaning Contract</i> – Cormac had agreed to reduce the next invoice in lieu of a refund for the weeks when the WCs weren’t being cleaned.</p>	Item	Price	VAT	Total	Administration costs	68.90		68.90	Staff costs - including tax and NI	898.44		898.44	Neighbourhood Development Plan	0.31	0.06	0.37	Playing Fields, incl. H&S inspections	945.94	188.29	1,134.23	Parish Rooms, Crowan	25.26		25.26	Praze WCs / Community Room	586.77	75.35	662.12	Public Rights of Way	905.50	181.10	1,086.60	Grant - Cruse Bereavement Care	50.00		50.00				£3,925.92	<p>Clerk Members Cllr. Smith</p>
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166/2015	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <ol style="list-style-type: none"> i. <u>Full Council Meeting</u> – 12th November 2015. ii. <u>PROW Committee Meeting</u> – 21st October 2015. iii. <u>Amenities Committee (AC) Meeting</u> – 21st October 2015. <p>b. <i>Clerk’s Leave</i> – 26th – 30th October 2015.</p>																																									

	<p>c. <i>Open Door Public Events</i> – organised by County Cllr. John Pollard, CC Leader. Each event commences at 6.30pm. Locations nearest to Crowan:</p> <ul style="list-style-type: none"> • Helston Community College – 3rd November 2015. • Camborne Room, Pool Innovation Centre – 9th November 2015. 	
167/2015	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Fingerposts</i> – the Clerk to invite Mr Ian Thompson, of the Milestone Society, to the next PROW meeting.</p>	Clerk
168/2015	<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>	
169/2015	<p><u>Casual Vacancies</u> – it was RESOLVED to co-opt Mr Rob Parson to the PC. The Clerk to advise CC.</p>	Clerk
170/2015	<p><u>Meeting Closed</u> – 21.28pm.</p>	

Signature: (Cllr. Henwood)
Chairman

Date: 12th November 2015