

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING HELD IN THE PARISH ROOMS, CROWAN ON THURSDAY, 11th MAY 2017 at 7.15pm

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

Present:	Cllr. Smith (Chairman) Cllr. Hodson Cllr. Mrs Muriel Cllr. Tripp	Cllr. Miss Allen Cllr. Dr. Jenkin (PC/CC) Cllr. Parnell Cllr. Ms Tunnicliffe	Cllr. Henwood Cllr. McLeod Cllr. Roberts Cllr. Webb
In Attendance:	Mrs Thompson (Clerk)		
Minute	AGENDA ITEMS	Action	
	<u>Prayers</u> – led by the Chair, who advised anyone not wishing to participate may leave the room and rejoin the meeting later.		
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present, with a particularly warm welcome to the members of the public.</p> <p>Mr Russell was present i.r.o. his planning application (Minute 75b/2017 refers). He was asked why the shed was so large. He explained it was partly for the use of his children as a play area.</p> <p>Ms Ruth Watkins addressed Members i.r.o. her planning application (Minute 75a/2017 refers), The property, Pengelly Mill, is just over the border into the neighbouring parish of Breage. The applicants wished to have two holiday properties, which would be either side of the large lake on the site. Each unit would cater for two people. 'Visit Cornwall' and Breage PC were supportive of the proposal. The Environmental Agency had expressed concern about possible flooding, but Ms Watkins pointed out the two sites were above the flooding level. A flood risk assessment will be carried out. She said CC is likely to refuse the application because of lack of public transport to the site, the visual impact from the public footpath and potential flooding issues. The boathouse would be a permanent structure, but the yurt could be taken down in the winter.</p> <p>The Clerk apologised but the numbering on the agenda was wrong.</p>		
70/2017	<u>Members' Interests Form</u> – Members to complete and return their forms to the Clerk by 1 st June 2017.	All Members	
71/2017	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllrs. Hodson and Roberts in Minute 75a/2017.</p> <p>b. <i>Non-Pecuniary/Disclosable Interests</i> – Cllr. Hodson in Minute 75b/2017.</p> <p>c. <i>Declaration of Gifts</i> – Members were reminded they must not accept any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – Members GRANTED the following dispensations: <u>Nancegollan Village Hall</u> – Cllr. Christophers to sign his form.</p>	Cllr. Christophers	
72/2017	<u>Apologies for Absence</u> – Cllr. Christophers (ill health).		
73/2017	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Police</i> – in the absence of PCSO Youngman there was no Police report.</p> <p>b. <i>Cornwall Councillor</i> – Cllr. Jenkin reported she had attended two induction days. She asked Members to use her new email address. This is her full-time job. It was likely there would be a Conservative-led CC initially.</p>		

	c. <i>Community Network Panel</i> – the meeting scheduled for 7 th June 2017 had been cancelled because of the General Election.	
74/2017	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 13th April 2017, AGREED as a true record.</p> <p>b. <i>NP Steering Group Meeting</i> – TBC.</p>	
75/2017	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA17/01124, Pengelly Mill, Hr. Drym</i> – erection of holiday cabin and siting of yurt for holiday purposes. Cllr. Henwood said a site visit had been made. He did not consider there is a problem with visibility from the public footpath. It was clarified that toilet facilities were provided behind the yurt. SUPPORT subject to a favourable flood risk assessment and appropriate management of sewage waste facilities on the site.</p> <p>b. <i>PA17/03086, Badgers Rest, Horsedowns</i> – removal of condition 2 (temporary use) and variation of condition 4 (plans) of PA13/11743 approved at appeal.</p> <p>Members do NOT support the change of the red line of the curtilage. The Appeal Officers' decision must remain to avoid a 'split' of the site into 2 sites.</p> <p>Regarding the Shed, Members would like it restricted to 'Domestic Storage' only.</p> <p>The PC AGREES to the amendment of the time limit subject and only with the AGREEMENT of all parties, that the time frame and the site status is only for the duration of the ownership and residency of the applicant Mr C. Russell and his immediate dependents. If Mr Russell wishes to sell the site, it would revert back to agricultural land. As stated in the email from the Agent, they are not seeking to waiver that point but Cornwall Council MUST strengthen this point by incorporating this mutual agreement into a condition of the decision.</p> <p>c. <i>PA17/03638, Telephone Exchange, School Road, Praze</i> – prior notification for proposed communications mast consisting of 15m high monopole (green), antennas, equipment housing and ancillary equipment. Cllr. Webb said he had spoken to the near neighbour and they did not have an objection. It would be visible from various parts of the village, but against that there would be an improved mobile phone signal. SUPPORT but Members wished to ensure that CC is aware the Old Telephone Exchange has planning permission to be converted to a dwelling.</p> <p>d. <i>PA17/03673, Roselyn House, The Square, Townshend</i> – separation of existing self contained residential annex to Roselyn House to form separate dwelling and adaptation of approved vehicular access (PA15/04022). OBJECT on the grounds this is an extremely small property and Members do not consider it is large enough for a permanent separate dwelling. In addition there is a flying freehold, which would cause problems with fire regulations and create sound issues.</p> <p>e. <i>PA17/03833, Roselyn House Cottage, The Square, Townshend</i> – non-material amendment sought for changes to rooflights, windows, internal layout and access in respect of application PA15/04022 (new dwelling). OBJECT on the grounds this creates an overlooking issue on the east elevation. Members also wish to see the access visibility splay being increased to the whole length of the site and a condition imposed that the rear entrance to both properties should remain in perpetuity.</p>	<p>Clerk</p> <p>Cllr. Muriel / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
76/2017	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA17/00278, Rear of Fore Street, Praze</u> – application for removal of condition 2 in respect of Decision Notice PA11/03009 to accommodate additional rooms in roof and for additional windows.</p>	

	<p>b. <i>Outstanding Enforcement Issues</i> – Cllr. Henwood and Smith will speak to Mr Alan Mason, CC i.r.o. a meeting to discuss the caravans being used by offsite workers.</p> <p>Members received the following updates:</p> <p>i. <u>EN16/00860, Trenoweth House (former vicarage), Crowan</u> - alleged unauthorised works carried out to Grade II listed building. Case officer: Alan Mason confirms the matter is currently under consideration by the Enforcement Team with a view to the service of a formal notice subject to the necessary tests being satisfied. He is also in communication with the landowner in an attempt to establish whether the planning process may still be able to resolve, either in part or in full, the breaches of planning control that currently exist.</p> <p>ii. <u>EN16/01461, Bosarawan, Godolphin Bridge, Townshend</u> – alleged stationing of caravan without planning permission. Case officer: Ms Brown reported a planning contravention notice was sent out on 22nd March to establish further information; the recipient had 21 days to respond.</p> <p>iii. <u>EN17/00071, Land at Pump International Ltd., Trenoweth, Praze</u> – alleged use of a residential caravan is stationed on land within the site.</p> <p>iv. <u>EN17/00105, Land at Pump International Ltd., Trenoweth, Praze</u> – alleged use of an area of land within the site as a car park for Trevoole Motors.</p> <p>v. <u>Lower Binner</u> – it appears a caravan is being lived in. Cllr. Henwood was to have taken this forward.</p>	<p>Cllrs. Smith / Henwood</p>
<p>77/2017</p>	<p><u>Highway Matters</u> –</p> <p>a. <i>Community Speed Gun</i> – Minute 59b/2017 refers. Ten volunteers had come forward to date. A minimum of 12 are required to operate the scheme. The Clerk had sought clarification from PCSO Youngman i.r.o. how the training is organised and what the timescale is. To date she had not received a response, she will pursue.</p> <p>b. <i>Mobile Speed Camera</i> – Cllr. Jenkin reported the request that the camera is used on sites on the Hayle to Leedstown road in ‘in the programme’. Minute 20b/2017 refers. She will pursue.</p> <p>c. <i>Binner Bridge</i> – Minute 42c/2017 refers. Cllr. Henwood reported there hadn’t been any feedback from the Chair of Breage PC. He will pursue.</p> <p>d. <i>Crowan Nameplates</i> – Minute 59e/2017 refers. Mr Mike Peters, Cormac had agreed the sites, suggested by Members at [1] before the old railway bridge and [2] at the Buscaverran junction were suitable locations for nameplates to be installed.</p> <p>Members wished the nameplates to say ‘Welcome to Crowan’ and be bilingual. However, Members did not understand why Highways were only prepared to pay half of the approximate cost of £560. They felt Highways had a duty to supply such signs. The Clerk to respond accordingly to Mr Peters. Cllr. Jenkin to discuss this with Highways.</p> <p>e. <i>Road Closures</i> – CC had made an order imposing a 10mph speed limit during surface treatment works from the 22nd May 2017 for a maximum of 18 months. It is anticipated that the works will take a maximum of 14 days to complete which may be on consecutive days or on separate days, depending upon site.</p> <ul style="list-style-type: none"> • Hangmans Hill, Troon • Pendarves Road, Camborne • Pendarves, Camborne • Botetoe Hill, Trevoole • Trenoweth, Praze • Trefewha, Praze 	<p>Clerk</p> <p>Cllr. Jenkin</p> <p>Cllr Henwood</p> <p>Cllr. Jenkin / Clerk</p>

	f. <i>Road Signposted Drym, Leedstown</i> – Minute 59f/2017 refers. A complaint had been received regarding the poor state of this road. The Clerk to report this to Highways, again.	Clerk																																				
78/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Treasure Park</i> – Minute 209a/2016 refers. Mr Scott Sharples, CC reported CC's Property Dept. are undertaking a valuation of the site to inform the decision making process at their end. Once they have the valuation they will be in a position to seek a decision from the Director.</p> <p>b. <i>Water Pipe, Leedstown</i> – Minute 60b/2017 refers. The results of the water pressure data loggers in Leedstown had not been received. Cllr. Henwood said work on jetting the drains was underway and was causing disturbance.</p> <p>c. <i>Crowan Stories</i> – Minute 44a/2017 refers. Ms Sarah Chapman had previously made proposals to progress with this project at a cost of £850. Details previously circulated via email. It was RESOLVED to apply to The Clowance Trust for a grant to cover the cost. The Clerk to provide an update to Ms Chapman.</p> <p>d. <i>Nancegollan Post Office</i> – public consultation i.r.o. revised hours of operation. Members had no comment.</p> <p>e. <i>First Aid Kits</i> – Minute 60d/2017. The Clerk had purchased two brackets to affix the kits to the wall at Praze and Nancegollan and one sticker for the Parish Rooms. Cllr. Smith will put up the brackets and Cllr. McLeod the sign</p>	<p>Cllr Henwood</p> <p>Clerk Clerk</p> <p>Cllrs. Smith / McLeod</p>																																				
79/2017	<p><u>Administrative Matters</u> –</p> <p>a. <i>Parish Council Logo</i> – Minute 95/2016. Cllr. McLeod had provided an ink drawing of Crowan parish church. The Clerk to provide this to Mr Lawrence.</p> <p>b. <i>Group Photograph</i> – the Clerk to contact Mr Richard Thomas, photographer and arrange for the photograph to be printed and framed.</p>	Clerk																																				
80/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2017/18–01 to a value of £4,559.48 was APPROVED for payment. The Clerk explained there was a duplicate payment to Townshend VH, to replace the cheque that had been lost.</p> <p>The signatures on the bank accounts to changed. Cllr. Smith to come on as a signature and Cllr. Muriel to come off.</p> <table border="1"> <thead> <tr> <th>EXPENSES</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Staff costs – including tax and NI</td> <td>962.48</td> <td></td> <td>962.48</td> </tr> <tr> <td>Praze WCs & Community Room</td> <td>57.00</td> <td></td> <td>57.00</td> </tr> <tr> <td>Parish Rooms, Crowan</td> <td>57.61</td> <td>8.45</td> <td>66.06</td> </tr> <tr> <td>Play Areas - incl. H&S reports and equipment repairs</td> <td>741.98</td> <td>141.61</td> <td>883.59</td> </tr> <tr> <td>Administration</td> <td>140.86</td> <td></td> <td>140.86</td> </tr> <tr> <td>Grants</td> <td>815.23</td> <td>2.26</td> <td>817.49</td> </tr> <tr> <td>Tree works - The Plan</td> <td>1,360.00</td> <td>272.00</td> <td>1,632.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£4,559.48</td> </tr> </tbody> </table> <p>The bank reconciliation was made available for inspection.</p> <p>b. <i>End of Year Accounts 2016/17</i> –</p> <p>i. <u>Internal Auditor's Report</u> – Members considered the report, follow-up action was not needed. Copy previously circulated via email.</p> <p>ii. <u>Annual Governance Statement 2016/17</u> – Members considered and APPROVED the statement.</p> <p>iii. <u>Accounting Statement for 2016/17</u> – Members to received and ACCEPTED the 2016/17 accounts. The Clerk to submit to the External Auditor.</p> <p>c. <i>Fingerposts</i> – Mr Robinson, Iron Brothers Ltd. advised the fingerpost on the Leedstown sign (Penzance) has a crack across it where it is fixed to the post. It was RESOLVED to attempt a weld repair at a cost of £40.00+VAT. If this fails, a replacement would be purchased at a cost of £470+VAT.</p>	EXPENSES	Price	VAT	Total	Staff costs – including tax and NI	962.48		962.48	Praze WCs & Community Room	57.00		57.00	Parish Rooms, Crowan	57.61	8.45	66.06	Play Areas - incl. H&S reports and equipment repairs	741.98	141.61	883.59	Administration	140.86		140.86	Grants	815.23	2.26	817.49	Tree works - The Plan	1,360.00	272.00	1,632.00				£4,559.48	<p>Members</p> <p>Clerk</p>
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	<p>Ballgate, Praze – Leedstown junction with Howedown road during recent SW water works a lorry took the arm off the fingerpost and SW Water removed this from site. The Clerk to report this to Highways</p> <p>d. <i>The Plan Trees</i> – Mr Simon Harris, Tree Surgeon recommended reducing a branch on the large oak (tree T8 on the plan), as it has some decay and overhangs the play area. The cost would be £460+VAT. Members felt this was rather high and they will inspect the tree. Referred to the Amenities Committee for a decision.</p>	<p>Clerk</p> <p>Members / Clerk</p>
81/2017	<p><u>Correspondence</u> – not mentioned elsewhere on the agenda.</p> <p>a. <i>Cornwall 4 Change</i> – newsletter. Previously circulated via email.</p> <p>b. <i>Leedstown Village Hall</i> – letter of thanks, following Members’ grant towards new curtains for the hall.</p> <p>c. <i>Children’s Hospice SW</i> – thank letter i.r.o. Members’ donation; also card from Mr & Mrs David Glasson.</p> <p>d. <i>Village of the Year Competition</i> – a Channel 4 programme. Details circulated previously, see: http://www.villageoftheyear.co.uk/. Cllr. Muriel will take the lead on this potential project.</p> <p>e. <i>War Memorials Trust</i> – bulletin, May 2017.</p> <p>f. <i>Tour of Britain</i> – progress report i.r.o. Cornwall possibly hosting a stage of the Tour of Britain in 2020. Previously circulated via email.</p> <p>c. <i>Clerks & Councils Direct</i> – May 2017.</p>	Cllr. Muriel
82/2017	<p><u>Parish Organisations</u> – reports i.r.o. village halls and local school, which require Members’ attention.</p> <p>a. <i>Praze Institute</i> – the response / quotation from Nicholas Hancox Solicitors Ltd., i.r.o. the Parish Council previously circulated via email. The Clerk to resend. NOTED – this item had been referred to the Praze Institute Committee.</p>	Clerk
83/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <p>i. <u>Full Council Meeting</u> – 22nd June 2017. July meeting to be rescheduled.</p> <p>ii. <u>NP Steering Group</u> – 30th May 2017 at 7pm. The Clerk to check with Mrs Prior that the room is available.</p> <p>iii. <u>Amenities Committee (AC) Meeting</u> – 17th May 2017.</p> <p>b. <i>Code of Conduct Training</i> – CC had organised the following free training courses:</p> <p>i. 18th May 2017, 2-4pm, GW:03, Council Offices, Dolcoath Avenue, Camborne, TR14 8SX. The Clerk to book a place for Cllr. McLeod</p> <p>ii. 19th May 2017, 2-4pm, Trelawney Room, New County Hall, Truro, TR1 3AY</p> <p>iii. 23rd May 2017, 4-6pm. Alverne Room, St Johns Hall, Alverton Street, Penzance, The Clerk to book a place for Cllr. Hodson</p> <p>iv. 19th October 2017, 6-8pm, Trelawney Room, New County Hall, Truro, TR1 3AY</p> <p>c. <i>Planning Induction Training</i> – sessions run by CC:</p> <p>i. Tuesday, 6th June 2017, 5-7.30pm, CC Offices, Dolcoath Avenue, Camborne.</p> <p>ii. Wednesday, 13th June 2017, 5.30-8pm, CC Offices, Chy Trevail, Technology Park, Bodmin.</p> <p>Details, including book form, previously circulated via email. Places booked for Cllrs. Hodson, McLeod, Tunncliffe, Parnell and Webb.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

84/2017	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Townshend</i> – Cllr. Tripp said inappropriate parking is causing a traffic hazard. The Clerk to request Highways to make a site visit.</p> <p>b. <i>Leedstown</i> – Cllr. Tripp reported cars are driving on the pavement, causing a hazard to pedestrians. The Clerk to request Highways to make a site visit</p> <p>c. <i>Leedstown School</i> – Cllr. Tripp provided County Cllr. Jenkin with details of a family who had been told they do not qualify for free travel to school. She will look into this.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Jenkin</p>
85/2017	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations, 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>	
86/2017	<p><u>Road Traffic Order</u> – Members considered the recommendations from CC and quotations from Cormac. Details previously circulated via email.</p> <p>a. Double yellow lines across the junction at Leedstown to give 10m parking restrictions to all sides of the junction at an approximate cost of £500. It was RESOLVED Cllrs. Hodson and Jenkin would carry out a local consultation as recommended by CC. When the outcome of this was known a decision will be taken as to whether or not to proceed.</p> <p>b. Disabled parking bay directly outside Leedstown Post Office at an approximate cost of £600. It was RESOLVED Cllrs. Hodson and Jenkin would carry out a local consultation as recommended by CC. When the outcome of this was known a decision will be taken as to whether or not to proceed.</p> <p>c. Double yellow lines in School Road, Praze at an approximate cost of £800. It was RESOLVED Cllrs. Webb and Parnell would carry out a local consultation as recommended by CC. When the outcome of this was known a decision will be taken as to whether or not to proceed.</p> <p>d. Limited time parking bay outside Praze chip shop. CC recommends local consultation and suggest the limited waiting be restricted to the busiest chip shop times and not 24-hour. The approximate cost would be £400 with signs and lines. It was RESOLVED Cllrs. Webb and Parnell would carry out a local consultation as recommended by CC. When the outcome of this was known a decision will be taken as to whether or not to proceed.</p> <p>The Clerk to provide an update to interested parties.</p>	<p>Cllrs. Hodson / Jenkin</p> <p>Cllrs. Hodson / Jenkin</p> <p>Cllrs. Webb / Parnell</p> <p>Cllrs. Webb / Parnell</p> <p>Clerk</p>
87/2017	<p><u>WC Cleaning Contract</u> – the Clerk reported she had signed and returned the revised cleaning SLA.</p>	
88/2017	<p><u>Meeting Closed</u> – 21.31pm.</p>	

Signature: (Cllr. Smith)
Chairman

Date: 22nd June 2017