

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 12th OCTOBER 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. Dr. Jenkin (PC/CC) Cllr. Parnell Cllr. Ms Tunnicliffe	Cllr. Henwood Cllr. McLeod Cllr. Roberts Cllr. Webb	Cllr. Hodson Cllr. Mrs Muriel Cllr. Tripp
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 re-join the meeting later. There was a minute's silence in memory of former Parish Councillor, Mrs Carole Wilson, who died recently. The Clerk to send a letter of condolence from the PC.		Clerk
	<u>Chairman's Welcome and Public Forum</u> – the Chairman welcomed those present, with a particularly warm welcome to the members of the public. Mr Pearce said there is water coming from the two water grids at Dowha Fields (Bridleway 207/124/3). He also reported a possible septic tank had been installed and a summerhouse / chalet erected. The Clerk to report this as a possible enforcement issue. Members met with Mr Brian Andrew, Praze Christmas Lights Committee. He said the lights will be going up as usual. Barricades will be in place to protect children using the play area. Cllr. Henwood said a walkway needed to be left to provide access from Station Hill on to The Plan at the top corner. Mr Curnow spoke i.r.o. Minute 144a/2017 and explained the scheme had been amended and sought to take note of comments made on the original plans.		Clerk
140/2017	<u>Members' Declarations</u> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Hodson in 144e/2017; Cllr. Roberts in 146c/2017. b. <i>Non-Pecuniary/Disclosable Interests</i> – none. 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. d. <i>Dispensations</i> – none.		
141/2017	<u>Apologies for Absence</u> – Cllrs. Allen and Christophers.		
142/2017	<u>Outside Bodies / Reports</u> – a. <i>Police</i> – in the absence of PCSO Youngman, there was no police report. The Clerk suggested deleting this from future agendas, as the police reports are now made to the Network Panel meetings. Cllr. Roberts felt the Police should be pressed for monthly reports and Members agreed. b. <i>Cornwall Councillor</i> – Cllr. Jenkin reported the Health & Adult Care Scrutiny Committee had been looking at the process of developing the plan to merge health and social care. She expressed concern the model may not work for Cornwall. The Electoral Review Panel is looking at the Boundary Commission's consultation document. She said Cornwall's ratio of Members to residents was greater than any other part of the country, except a small part of Scotland. The Police Commissioner had categorically stated police numbers had not been reduced during her term of office.		Clerk

	c. <i>Community Network Panel</i> – Cllrs. Smith and Parnell had attended the meeting held on 4th October 2017. Notes of the discussion had subsequently been circulated. Cllr. Smith said it had been an interesting meeting. The representatives from the Police and Crime Commissioner and Cornwall & IoS Local Enterprise Partnership were expected but had sent their apologies. He said the future of the Network Panels was not discussed in detail, because there had been a great deal of discussion about Neighbourhood Plans. Crowan is further ahead than most others in the Network. Cllr. Smith referred to the crime figures which had been reported to the Panel. He read the message from the police, which emphasised that West Cornwall is a safe place to live. Cllr. Tunncliffe said she had been the victim of a crime, and the police had initially refused to come out. She said crimes are not given a reference number if the police do not investigate / visit, she asked if this gave a false view of the number of crimes. The Clerk to ask Ms Maxine Hardy, CC if this could be put on the next Network Panel meeting agenda. Cllr. Henwood said when we had reports for the parish, it aided investigation because 'word got around' and helped to identify culprits. The Clerk had circulated the consultation document on the future of the Network Panel. For further consideration.	Clerk Clerk
143/2017	<u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 14th September 2017, AGREED as a true record. b. <i>NP Steering Group Meeting</i> – 11th October 2017. Information only. c. <i>Amenities Committee Meeting</i> – 5th September 2017, AGREED as a true record. Deferred from September.	
144/2017	<u>Planning Applications</u> – Members to consider the following: a. <i>PA17/05690, Land E of Ros an Brea, Praze Road, Leedstown</i> – erection of two dwellings and associated works. Revised had been plans received. Cllr. Henwood said he believed there was still an issue with the drains. He wanted to see the proposed dwelling on Plot 2 brought forward so that it was in line with neighbouring properties. This would make it possible for the drains to have access to the road. Members had no objection to Plot 1 but OBJECT to Plot 2 unless the property is aligned with existing properties. b. <i>PA17/06903, Land adjoining Woodpecker Lodge, Clowance, Praze</i> – proposed conversion of barn to dwelling. OBJECT, but Members would be in favour in principle, if the windows were in keeping with the neighbouring property, i.e. full-length windows to the width between the granite pillars. c. <i>PA17/06904, Land adjoining Woodpecker Lodge, Clowance, Praze</i> – LBC for the proposed conversion of barn to dwelling. As 144b/2017 above. d. <i>PA17/08399, 9 Station Hill, Praze</i> – retention and completion of rear extension to dwelling. NO OBJECTION. e. <i>PA17/08402, Drym Cottage, Higher Drym, Leedstown</i> – proposed replacement single-storey, 2/3-bedroom residential dwelling. This application had been left off the agenda in error. Cllr. Hodson left the meeting whilst this item was discussed. Cllrs. Henwood and Tripp had made a site visit. The property is adjacent to the Mining World Heritage Site. Cllr. Henwood said the style of the property was totally out of context with other properties in the area. He said work is currently being undertaken and could result in damage to the ancient building. Members felt the design of the building is not in keeping with the hamlet. It was RESOLVED to give delegated powers to Cllrs. Henwood and Smith, who will speak to the applicant before submitting the PC's official comments.	Clerk Clerk Clerk Clerk Cllrs. Smith / Henwood / Clerk

145/2017	<u>Other Planning Matters –</u> a. <i>Planning Applications Approved by CC –</i> i. <u>PA17/06115, Roselyn House Cottage, The Square, Townshend</u> – separation of existing self-contained residential annex to Roselyn House to form separate dwelling with holiday restriction and adaptation of approved vehicular access (PA15/04022). ii. <u>PA17/06298, 1 Willstone Meadows, Vyvyans Terrace, Praze</u> – variation of condition 4 in relation to PA11/03009: to change the existing roof pitch and lowering garage due to site conditions. iii. <u>PA17/06715, Hr. Cargenwen Farm, Black Rock</u> – certificate of lawfulness for existing development of a building in compliance with the terms of permission PA8/00139/F (to comply with Enforcement Notice EN09/00476 as varied on appeal APP/D0840/C/13/2193147-50). Granted (CAADs and LUs only). b. <i>Outstanding Enforcement Issues –</i> Members received the following updates: i. <u>EN16/00860, Trenoweth House (former vicarage), Crowan</u> – alleged unauthorised works carried out to Grade II listed building. Case officer: Alan Mason reported the site visit took place as detailed and advice was provided by CC to the landowner. To date, no further applications had been submitted. He will be writing to the owner to advise that unless a new application is submitted within the next few weeks the matter will proceed to the consideration of formal enforcement action, subject to the necessary expediency tests being satisfied. ii. <u>EN16/01461, Bosarawan, Godolphin Bridge, Townshend</u> – alleged stationing of caravan without planning permission. Case officer: Ms Brown. iii. <u>EN17/01534, The Piggery, Burnt Downs Farm, Praze Road, Leedstown</u> – alleged unauthorised barn conversion. Miss Mandy Smith, case officer reported she had discussed this matter with Mr Alan Mason who confirmed that he had investigated this site thoroughly in the past and updated the Parish on the outcome of those investigations. Members are asked to confirm that they have evidence of a new breach. iv. <u>EN17/01551, Land SW of Spring Farm, Black Rock</u> – alleged untidy site. Miss Mandy Smith, case officer reported she had visited the site and confirms that CC do not consider this to be an untidy site and will not be serving a s.215 notice, however she is trying to contact the owner to inform him of the complaint. v. <u>EN17/01558, Cargenwen Croft, Black Rock</u> – alleged siting of numerous caravans for residential use and untidy site. Miss Mandy Smith, case officer reported she had visited the site and spoken to the family who reside there. There are two caravans that are being used as ancillary accommodation by family members and therefore no breach of planning control. There are a number of old caravans and a lot of scrap now on the site. From viewing old cases she can see that there had been issues in the past regarding an untidy site. She is in the process of identifying the owner to negotiate clearance. NOTE – Public Protection had been asked to investigate other concerns regarding rats, licensing, etc. vi. <u>EN17/01588, 1 Crowan Cottage, Crowan</u> – alleged unauthorised works to Grade II Listed building; namely installation of UPVC door. Miss Mandy Smith, case officer reported she had visited the site and taken photographs. She will contact the owner. vii. <u>EN17/01691, Land Adj to Amenity Area at St James Place, Praze Road, Leedstown</u> – alleged untidy site. Miss Mandy Smith, case officer reported she had visited the site twice and could see an increase in rubbish on her second visit. She will carry out a new land registry check to identify owner. The Clerk to contact Mr Stephen Parr, as it is believed he has a contact for the owner.	Clerk Clerk
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	viii. <u>EN17/01835, Roselyn House, The Square, Townshend</u> – alleged construction of a raised balcony. Miss Mandy Smith, case officer reported she had visited the site and met with the owner. There is some confusion as to where the natural ground level of this site is and therefore where the measurements for the height will be taken from. She will be discussing this with her Line Manager and will update Members on the outcome. ix. <u>EN17/01873, Roselyn House, The Square, Townshend</u> – alleged works not being carried out in accordance with approved plans PA17/06317 – Roof higher than approved and concerns regarding roof lights and windows. Miss Mandy Smith, case officer reported she had visited the site and taken measurements. She is satisfied the development has been built in accordance with the approved plans and the case will be closed. c. <i>Planning Applications Withdrawn</i> – information only. i. <u>PA17/04084, Land E of The Bungalow, Chapel Road, Leedstown</u> – construction of a dormer bungalow. d. <i>St Erth NDP</i> – the Clerk reported that at St Erth's request she had made a 'no comment response' to the draft St Erth Neighbourhood Plan, previously circulated via email. The latest version of the St Erth Plan can be viewed at http://planning.cornwall.gov.uk/online-applications.	All Members
146/2017	<u>Highway Matters</u> – a. <i>Traffic Regulation Order (TRO)</i> – Minute 104/2017 refers. Ms Maxine Hardy, CC had advised CC are struggling with resources. There was no further update. <i>The Square, Townshend</i> – Minute 102a/2017. Consideration of double yellow lines at this location was deferred. The Clerk to report that vans are parked on the junction to CC Civil Enforcement and the Police. Noted Ms Maxine Hardy, CC advised it is too late to add any more schemes to the TRO. b. <i>Leedstown Sign</i> – Cllr. Roberts had received a complaint that the sign blocks visibility from a neighbouring property. Cllr. Jenkin to look at this and see if anything can be done to alleviate the situation. Minute AC64/2017 refers. c. <i>St Aubyn Arms</i> – Mr Derek Thomas MP had written to say he had been approached by the landlady of the St Aubyn Arms i.r.o. her plan to have a single parking space directly outside the front door of the pub shut off to vehicles. She believes this would provide greater safety to customers leaving and accessing the pub. In return, she is happy to offer a parking space in the pub car park to the rear of the building. Members had sympathy with the needs of the pub, but as this cannot be added to the proposed TRO further discussion had to be deferred until the next TRO is considered. The Clerk to advise Mr Thomas. d. <i>Binner Bridge</i> – Minute 127a/2017 refers. The Clerk had drafted an email to Highways, and Cllr. Henwood said the Chairman of Breage PC had verbally agreed the contents. The Clerk to submit to Mr Mike Peters, Cormac with copies to Breage PC and Cllr. Jenkin. e. <i>Crowan Nameplates</i> – Minute 95d/2017 refers. Mr Mike Peters, Cormac reported CC had agreed to pay for the full cost of the two nameplates. As soon as he has confirmation of the Cornish wording, he will arrange for the signs to be ordered and erected. f. <i>Grass Verges, Nancegollan</i> – the Clerk to report the verges need strimming, as they are affecting visibility when exiting the village hall. g. <i>Road from Clowance to Carnhell Green</i> – Cllr. Parnell suggested a limit on the size of the lorries that can use this road. The Clerk to raise this with Highways.	Clerk Cllr. Jenkin Clerk Clerk Clerk Clerk

	h. <i>Pavement Post</i> – Cllr. Tripp said a post was needed on the pavement opposite the Post Office, Chapel Row, Leedstown to prevent vehicles mounting the pavement. The Clerk to report to Highways.	Clerk
147/2017	<u>Environmental / Amenity Matters</u> – a. <i>Treasure Park</i> – Minute 128a/2017 refers. An update, to include complaints about fly-tipping and misuse of the site was not available. See also Minute 145b[vii]/2017 above. b. <i>Water Pipe, Leedstown</i> – Minute 60b/2017 refers. Cllr. Henwood advised there was no further information i.r.o. the results of the water pressure data loggers in Leedstown. c. <i>Crowan Stories</i> – Minute 44a/2017 refers. It was AGREED that Praze Fair Show was an ideal venue to launch the CD. They suggested there should be a film night in The Praze Institute to coincide with the launch. The Clerk to liaise with Ms Sarah Chapman of Storylines. d. <i>Leedstown Play Equipment</i> – Minute 128e/2017 refers. Cllr. Smith had been in touch with the Sita Fund and the closing date for the next round of applications is 26th January 2018. The Clerk to provide Cllr. Smith with names of play equipment suppliers. e. <i>Land Adj. to Collins View, Nancegollan</i> – Minute 138/2017 refers. No response had been received from the landowner, as to whether he might be interested in disposing of the land to the PC, bearing in mind that it had been used as an amenity space by residents for over 10 years. f. <i>Dog Waste, Praze</i> – a complaint had been received that since the dog waste bin was removed, people were dropping their waste on the ground where it used to be and that the bin by the cricket field hadn't been emptied all season. There had been a misunderstanding about the siting of the new waste bin. Cllr. Roberts will liaise with Mr Andy Turner. The Clerk reported she had asked Phoenix Signs to provide a new sign saying "dog waste should be placed in litter bins" and requested this be attached to the post already in position which previously had a dog waste bin attached to it. To date no quotation had been received. Cllr. Henwood will speak to the owner of Phoenix Signs. g. <i>Carn Brea Morris Dancers</i> – Ms Josie Tapp requests permission to use The Plan, Praze on Saturday, 16th June 2018 between 9.45 and 10.30am. Members had no objection to use of the grass on The Plan. The Clerk to ask the owner of the chip shop not to affix his sign to the granite post. The Fair had not yet made a donation to the PC for use of The Plan during Praze Fair Week 2017. Cllr. Muriel will pursue. h. <i>Pengwedna Chicken Farm, Nancegollan</i> – a permit application had been submitted to the Environment Agency by Richland Food to operate an egg laying chicken farm. The Agency are holding a drop-in session on 18th October 2017 in Nancegollan village hall, 10am – 8pm. Cllr. Tripp took the poster and will place it on the Nancegollan notice board.	Cllr Henwood Clerk Clerk Cllr. Roberts Cllr Henwood Clerk Clerk Cllr. Muriel Cllr. Tripp
148/2017	<u>Administrative Matters</u> – a. <i>Remembrance Sunday</i> – 12th November 2017. In addition to the steps taken and reported to the October meeting, the Clerk had: i. <u>Poppy Wreath</u> – an order had been placed. ii. <u>Chapter 8 accreditation person</u> – Cllrs. Smith and Webb had been booked to attend the training course run by Cormac. The Clerk to provide venue details to Cllr. Webb. iii. <u>Invitations</u> – issued to local organisations and schools. Cllr. Roberts will seek someone from Camborne Town Band to play the Last Post. iv. <u>Names on War Memorial</u> – list provided to Chairman, in case of need.	Clerk Cllr. Roberts

	b. <i>Parish Council Award</i> – Members AGREED to put to the Annual Meeting a suggestion to create an award scheme to recognise residents who had made a significant contribution to the community. c. <i>Cornwall Electoral Review</i> – the electoral review will recommend new electoral arrangements for Cornwall. It will propose: • The total number of councillors elected to the council in the future • The number of divisions • The number of councillors representing each division • Division boundaries • Names of divisions Closing date is 19th February 2018. Details previously circulated via email. d. <i>PC's Printer</i> – the Clerk reported the printer is 'offline' and can't be used for printing. It was AGREED to check if it is still under warranty.	Clerk Clerk																																
149/2017	<u>Financial Matters</u> – a. <i>Accounts for Payment</i> – schedule 2017/18–06, to a value of £7,664.00 was APPROVED for payment. The Clerk reported she had sent a copy of Iron Bros. invoice to Mr John Dunstan and requested the promised grant from the Clowance Trust is released. The Clerk to confirm the PC won't be invoiced twice for the post at Nancegollan. The bank reconciliation was made available for inspection. <table><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>12.84</td><td></td><td>12.84</td></tr><tr><td>Parish Rooms, Crowan</td><td>15.36</td><td></td><td>15.36</td></tr><tr><td>Play Areas - incl. H&S reports</td><td>1,014.60</td><td>168.72</td><td>1,183.32</td></tr><tr><td>Administration - incl. external audit</td><td>375.00</td><td>75.00</td><td>450.00</td></tr><tr><td>Fingerpost - repairs</td><td>4,200.00</td><td>840.00</td><td>5,040.00</td></tr><tr><td></td><td></td><td></td><td>£7,664.00</td></tr></tbody></table> b. <i>Budget Monitor</i> – a copy of the Budget Monitor as of 30th September 2017 was circulated at the meeting. Members were asked to pay particular attention to items budgeted for, but not yet spent. c. <i>Bank Signatures</i> – Minute 130d/2017 refers. Cllr. Muriel had obtained a copy of the mandate form, which was signed by herself and Cllr. Henwood, to enable Cllr. Smith to be added as a signature. d. <i>2018/19 Budget</i> – Members were asked to give consideration to projects / expenditure items they would like to be added to the next year's budget. Budget discussion to be moved to after Planning on the agenda. e. <i>Risk Assessments</i> – Members considered and RESOLVED to adopt risk assessments for: i. <u>Parish Rooms</u> – ii. <u>Crowan WC / Community Room</u> – f. <i>Grant Application</i> – Cornwall Air Ambulance. The Clerk reported a grant of £100 was made to this organisation in May 2016. For consideration in the next financial year.	EXPENSES	Price	VAT	Total	Staff costs – including tax and NI	962.48		962.48	Praze WCs & Community Room	12.84		12.84	Parish Rooms, Crowan	15.36		15.36	Play Areas - incl. H&S reports	1,014.60	168.72	1,183.32	Administration - incl. external audit	375.00	75.00	450.00	Fingerpost - repairs	4,200.00	840.00	5,040.00				£7,664.00	Clerk Cllr. Smith Clerk Clerk
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150/2017	<u>Correspondence</u> – not mentioned elsewhere on the agenda. a. None.																																	
151/2017	<u>Parish Organisations</u> – reports i.r.o. village halls and local school, which require Members' attention. a. <i>Nancegollan Village Hall</i> – the next meeting will be on Monday, 16th October 2017, at 7.30pm.																																	

152/2017	<u>Diary Dates</u> – a. <i>Council Meetings:</i> i. <u>Full Council Meeting</u> – 9th November 2017. ii. <u>Amenities Committee (AC) Meeting</u> – Tuesday, 21st November 2017. iii. <u>NP Steering Group</u> – 8th November 2017. b. <i>Community Flood Forum Conference</i> – Friday, 3rd November 2017, 9.30-6pm, Truro Town Hall. c. <i>ACCESSLAB</i> – free event for politicians, councillors, campaigners and community group to be held on 24th November 2017. Details previously circulated via email. Cllr. Parnell to attend. d. <i>Project Griffin Awareness Sessions</i> – Liskeard town Council Office, Wednesday, 8th November 2017, 6p-8pm. Project Griffin is a national counter terrorism awareness initiative for business and event organisers. Its primary mission is to engage, encourage and enable members of the community to work in partnership with the police to deter, detect and counter terrorist activity and crime. e. <i>Mutual Home Ownership Society</i> – 25th October 2017, 7pm, in the Guildhall, Helston. Details previously circulated via email. f. <i>Stride Cornwall</i> – a Cancer Research Event being held at Lanhydrock on 5th November 2017 at 11.00 am.	
153/2017	<u>Information Only / Items for Future Agendas</u> – a. <i>Praze WCs</i> – Cllr. Muriel asked for the possible purchase of the freehold on the toilets to be added to the November agenda.	Clerk
154/2017	<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.	
155/2017	<u>Parish Rooms</u> – no quotations to repaint the interior of the parish rooms were available.	
156/2017	<u>Nancegollan Play Equipment</u> – Members consider a quotation to supply / repair various pieces of equipment, and instructed the Clerk to obtain further quotations for a set of baby swings with grass mats as safety surface (one bay, two swings). The Clerk to request that Greens Ltd. meet with Members at Nancegollan because it was felt that several of the items that require repair should have been picked up by the monthly H&S inspections.	Clerk Clerk
157/2017	<u>Meeting Closed</u> – 21.39pm.	

Signature: (Cllr. Smith)
Chairman

Date: 9th November 2017