

Crowan Parish Council

MINUTES OF THE EXTRAORDINARY COUNCIL MEETING

HELD IN THE PRAZE INSTITUTE

ON 23rd MAY 2018 following the Parish Meeting

Present:	Cllr. Smith (Chairman)	Cllr. Henwood	Cllr. Hodson
	Cllr. Dr. Jenkin (PC/CC)	Cllr. McLeod	Cllr. Roberts
In Attendance:	Mrs Thompson (Clerk)		

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

Ref. No.	Agenda Item	Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present.</p> <p>Ms Louise West, Community Broadband Account Manager met with Members, to explain the wireless internet rollout programme to bring lightning fast broadband to the hard to reach areas in West Cornwall. She said there are many 'no-spots' in Cornwall. She represents a local company that seek sites to be used for community hubs, from there the broadband service feeds out. High sites are sought – e.g. churches. In exchange for use of the building they provide free wifi for that building. Users will need a small receiver on their properties. She confirmed they will pay rent to any church used. There will be no interference and it will give off the same radio waves as a mobile phone.</p>	
EX01/2018	<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> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – none.</p>	
EX02/2018	<p><u>Apologies for Absence</u> – Cllrs. Allen, Christophers, Muriel, Parnell, Tripp and Tunncliffe.</p>	
EX03/2018	<p><u>Amenities and Highways Committee Chairman</u> – it was RESOLVED to defer election of the Committee Chairman to the Full Council meeting.</p>	Clerk
EX04/2018	<p><u>Committee Membership</u> – it was RESOLVED to make the following appointments for 2018/19:</p> <p>a. <i>Amenities and Highways Committee</i> – all Members.</p> <p>b. <i>Staffing Committee</i> – Cllrs. Smith and Roberts.</p> <p>c. <i>Audit Checkers</i> – Cllrs. Smith, Muriel and Parnell.</p> <p>d. <i>Neighbourhood Plan Steering Group</i> – Cllrs. Henwood, Jenkin, McLeod, Parnell, Roberts and Smith.</p> <p>NOTE – the Chairman and Vice Chairman are ex officio Members of all Council Committees</p>	
EX05/2018	<p><u>External Bodies</u> – RESOLVED to make the following appointments for 2018/19</p> <p>a. <i>Community Network</i> – the Chair and Vice Chair. The Chair to be the voting member. The Clerk to clarify the position regarding substitutes.</p>	Clerk

	<ul style="list-style-type: none"> b. <i>Leedstown Village Hall</i> – Cllr. Christophers. c. <i>Nancegollan Village Hall</i> – defer to June Full Council meeting. d. <i>Praze Institute</i> – Cllr. Smith. e. <i>Praze Playing Field</i> – Cllrs. Henwood and Parnell. f. <i>Townshend Village Hall</i> – Cllr. Allen. g. <i>Parish Rooms</i> – Cllr. McLeod to be the Lead Member 	
EX06/2018	<p><u>Internal Auditor</u> – it was RESOLVED to appoint Mr D. Baines as the Internal Auditor for 2018/19.</p> <p>Bank signatures to be considered at the next meeting.</p>	<p>Clerk</p> <p>Clerk</p>
EX07/2018	<p><u>PROW Issues</u> –</p> <ul style="list-style-type: none"> a. <i>PROW/207/38/1</i> – CC had confirmed the Public Path Order, copy of the order made available to Members. Cllr. Henwood said there is now a trailer blocking the entrance to the existing footpath on the Horsedowns' side and the stile is impassable. b. <i>PROW/207/76/1</i> – the Clerk had requested Countryside Services make a site visit because it is believed the path is going through buildings. Members confirmed this is the link through Clowance Barton. Mr Gordon will double check that Enforcement are looking into the problem. c. <i>PROW/207/75/3, 4 and 2, Bold Gate to Best Gate Lodge</i> – the byway needs enforcement action, including removal of gates at numerous locations. Members pointed out this is a byway and feel it should have priority over other paths. The surface is also an issue as it has been ploughed up and there is also a lack of signage around Clowance. The path forms part of one of the circular walks the PC is promoting. Mr Gordon reported there are a number of issues affecting both this path and also 76 where it runs through farm buildings at Clowance Barton. This affects the tenant farmer and he had contact details for him. There are also issues relating to the Estate and as such Mr Gordon will be speaking directly to both the Estate and the tenant to move positively in resolving all these issues. d. <i>PROW 207/117/1, Crowan to Reservoir</i> – Cllr. Henwood said the stiles are 'grown in'. Cllr. McLeod showed Mr Gordon where a hedge had been built and this had resulted in the footpath being diverted without permission. Mr Gordon will work with Planning Enforcement (EN17/02432). Mr Gordon had met with the landowner last week to look at the current line as opposed to the Definitive Line. The landowner had agreed that the Definitive line is obstructed through his land and he had put him in touch with CC Countryside Access Team to apply for a Diversion Order to re-route it onto the presently walked line. e. <i>Fallen Tree</i> – a tree had come down blocking the bridlepath at Townshend along the path that runs just off Bosence Road towards Goldolphin Bridge. Countryside Services had subsequently removed it. f. <i>Tree Warden</i> – Members were invited to join this scheme run by CC. Details previously circulated via email. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
EX08/2018	<p><u>Fingerposts Repairs</u> – Minute AC70/2017 refers. The Clerk reported she had sent three reminders to Mr Peter Tatlow, Cormac. Cllr. Jenkin advised he had now resigned and Mr Mike Peters is now the officer-in-charge. The Clerk to ask for an update, regarding the re-erection of the repaired fingerposts, including the Nancegollan sign that had been overlooked by Cormac.</p>	<p>Clerk</p>

EX09/2018	<p><u>Waste Bins –</u></p> <p>a. <i>Broken Locks</i> – Ms Shari Williams, Biffa advised the keys are universal, so anyone can open them. Once they had been broken they don't require a key to open them. They had experienced in the past, where bins are in play areas, children turn the plastic part of the bin, which in turn breaks the locks – it is not difficult to break one of these bins. No further action.</p> <p>b. <i>Playing Field Leedstown</i> – Minute 60e/2018 refers. Mr Paul Daddow confirmed the post at Leedstown (from which the bin was removed) when it was resited in the lane had been removed. Cllr. Henwood said there were two posts. The Clerk to clarify the position with Mr Daddow.</p> <p>Mr Daddow said he cannot see anything wrong with the wooden post that would warrant it being replaced. This refers to the new post. The top is splintered and moves when touched. This is a H&S issue as it is in the children's play area. The Clerk to go back to Mr Daddow with these comments.</p> <p>c. <i>Additional Bin, Leedstown</i> – Minute 81d/2018 refers. Mr Jason Williams, CC Dog Warden had inspected the area around the junction of Binnerton Road and the Horsedowns Road and could see any obvious evidence of dog faeces or other litter. In light of this information Members declined to install a new bin in the area. The Clerk to advise the resident who had raised the issue.</p> <p>d. <i>Nancegollan Bin</i> – Minute 60e/2018 refers. The Clerk reported that due to a misunderstanding the bin had not been ordered. She will do so now and arrange for it to be delivered to Cllr. Smith. NOTE – Mr Turner to be asked to fit. This additional bin to then be added to the Biffa list for emptying.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
EX10/2018	<p><u>Nancegollan Playing Field and Green –</u></p> <p>a. <i>Equipment Repairs, etc.</i> –</p> <p>i. The replacement 'no dogs' sign is not in place at the lower pedestrian entrance, but it was believed it had been deliberately removed. The Clerk to speak to Phoenix Signs.</p> <p>ii. The Clerk had reported to Highways that the 'wrong style' post had been used as a replacement and two further reminders sent. There had been no response. Cllr. Henwood said two posts at the upper access to the playing field are missing. The Clerk to pursue.</p> <p>b. <i>H&S Issues</i> – no issues were raised in the latest reports.</p> <p>c. <i>Pitch Grass Cutting</i> – Minute 62a/2018 refers. The Clerk had met with IRS who had explained that the grass, whilst not having been cut in March, had been cut in early April.</p> <p>d. <i>Any Other Issues</i> – none.</p>	<p>Clerk</p> <p>Clerk</p>
EX11/2018	<p><u>Leedstown –</u></p> <p>a. <i>New Play Equipment</i> – Minute 147d/2017 refers. Cllr. Smith reported he is now waiting for revised quotations, when they are to hand he will submit a grant application to SITA.</p> <p>b. <i>Leedstown Football Equipment</i> – Members considered the response from Mr Nigel Griffiths, Leedstown FC:</p> <p>i. Mr Griffiths had agreed the Club would brush and paint the goal posts.</p> <p>ii. Mr Griffiths explained that it was noticed the other three stantions (arms) were rusted and broken off and were dangerous. The FC had disposed of them, however they had applied to Cornwall FA for four new stantions, together with funding to bring the pitch and goalposts up to standard. He will keep Members informed.</p>	<p>Cllr. Smith</p>

	<p>It was RESOLVED to grant permission to the Club to reset the goalposts into the correct position. The Clerk to advise Mr Griffiths.</p> <p>iii. As for the litter, Mr Griffiths will ensure the message is made clear to the appropriate members that this is rectified.</p> <p>iv. Mr Griffiths will try and get additional information regarding the container.</p> <p>c. <i>H&S Issues</i> – no issues were raised in the latest reports.</p> <p>d. <i>Any Other Issues</i> – none.</p>	Clerk
EX12/2018	<p><u>The Plan / Play Area, Praze</u> –</p> <p>a. <i>Praze WCs</i> – Minute AC08c/2018 refers. Cllr. Smith had met with Ms Vikki Wilkins, CC. She was going to arrange for Western Power to change the connection into the building and then arrange for a power supplier to fit a meter. Members should then be able to acquire the freehold. Mr Mike Beckett had been appointed recently as Interim Head of Natural Environment and an update from him is awaited.</p> <p><u>Cleaning Schedule</u> – Minute 81d/2018 refers. Ms Sonia Armstrong, Cormac had provided a copy of this. Previously circulated via email.</p> <p><u>Legionella Testing</u> – the latest report showed there are no issues.</p> <p>b. <i>H&S Issues</i> – no issues were raised in the latest reports.</p> <p>c. <i>Bus Shelter</i> – Minute 60c/2018 refers. Fernbank had indicated they had a contract with CC to clean and maintain shelters on the Highway. They fund this by selling advertising. They had carried out repairs and cleaned the Praze bus shelter. Mr Turner had, therefore, not been approached. Further consideration of possible advertising deferred until the PROW leaflet is resolved.</p> <p>d. <i>Event Advertising</i> – Minute AC74a/2017 refers. Neighbouring PCs had been asked to seek Members' permission prior to advertising their events on The Plan. Situation to be monitored. It was AGREED to delete this from future agendas.</p> <p>e. <i>Any Other Issues</i> – none.</p>	<p>Clerk</p> <p>Clerk</p>
EX13/2018	<p><u>Parish Rooms</u> –</p> <p>a. <i>Letting Policy</i> – Cllr. McLeod reported he had calculated the number of people the Parish Rooms could accommodate as 30 standing / seated theatre style and 20 conference style. He will add this to the Letting Policy and speak to Mrs Prior. The Clerk to advise the resident who raised this.</p> <p>b. <i>Waste Pump</i> – Minute 43e/2018. The Clerk had instructed PFS Helston Ltd. to carry out the repair work.</p> <p>c. <i>Notice Board</i> – Minute 60h/2018 refers. Cllr. McLeod had repaired the notice board. The Clerk to obtain a quotation for a side opening notice board.</p> <p>d. <i>Any Other Issues</i> – none.</p>	<p>Cllr. McLeod / Clerk</p> <p>Clerk</p>
EX14/2018	<p><u>Telephone Kiosks</u> – Minute AC10/2018 refers. Cllr. Henwood had yet to provide the Clerk with the contact details for someone to address Members i.r.o. provision of a defibrillator. The Clerk to contact Gwinear and Gwithian PC regarding the one they have recently installed.</p> <p>It is understood that interest in funding a defibrillator had been expressed by Praze WI.</p> <p>i. <u>Kiosk 01736 850235, Townshend, TR27 6AF</u> – the kiosk is now in Members' ownership.</p> <p>ii. <u>Kiosk 01209-831330, School Road, Praze</u> – the kiosk is now in Members' ownership.</p>	<p>Cllr Henwood / Clerk</p> <p>Clerk</p>

	<p>iii. <u>Kiosk 01736-850311, Leedstown</u> – the kiosk is now in Members’ ownership.</p> <p>iv. <u>Kiosk 01209 831298, Crowan</u> – the leaning kiosk had been reported to OpenReach. Complaint number is C4688634. BT had confirmed this kiosk is to remain in place. BT had subsequently replied to say The Commercial Field Officer had reported the payphone is safe and no further action is required. No further action.</p>	
EX15/2018	<p><u>Highways Matters</u> –</p> <p>a. <i>Various Traffic Issues</i> – Minute 9b/2018 refers.</p> <p>i. <u>Binner Bridge</u> – Mr Steve Bayley had previously advised the issue regarding the visibility and removal of trees is related to private land over which CORMAC/CC have no jurisdiction. There would have to be exceptional circumstances for the Highway Authority to use its powers under the Highways Act to instruct the removal of trees/vegetation.</p> <p>The Clerk had contacted Highways to point out that due to increase in traffic and accidents, CC should serve notice on the landowner to clear back trees etc., also to request the record of the number of times the sign on the bend has needed repairing or replacing. A reminder sent on 11th May, referring to the fatality at Binner (Minute 85a/2018 refers).</p> <p>ii. <u>Drainage</u> –</p> <ul style="list-style-type: none"> • <i>Binnerton Manor and Huthnance Farm</i> – Mr Bayley had asked the local Steward to look at these areas to establish if there is anything that can be done. • <i>Howe Downs</i> – Mr Bayley had asked the local Steward to look at these areas to see the extent of the problem and to establish if there is anything that can be done. <p>The Clerk to pursue for a response.</p> <p>iii. <u>Road from Crenver Corner to Horsedowns Chapel</u> – Highways had been told of the property at the bottom of the hill that is plastered in mud and that the grass verges are encroaching onto the road and blocking the drains.</p> <p>iv. <u>Drym Lane Drains</u> – the Clerk had reported to Highways that the road between Great Drym Farmhouse and Tuckingmill Farm was blocked and there is a thick layer of mud at the entrance to Tuckingmill Farm as flood water across the road. The problem had since been rectified.</p> <p>v. <u>Pothole</u> – Minute 38b/2018 refers. Ms Louise Williams, Cormac confirmed the large pothole on the pavement on Fraddam Road, Leedstown is due to be repaired, this will include investigation the water pooling issue.</p> <p>b. <i>Traffic Regulation Order</i> – Minute 87/2018 refers. Representatives from Crowan PC were the only ones to attend the meeting held on 15th May. Further information will be supplied showing the element CC will finance. Some money may be available from the Network Panel Highway budget.</p>	<p>Clerk</p> <p>Information</p> <p>Information</p> <p>Information</p>
EX16/2018	<p><u>Insurance Renewal</u> – Members considered their insurance cover requirements and it was RESOLVED to accept the recommendation from Came & Co. to renew with Inspire at a cost of £1,976.72. Details previously emailed.</p>	<p>Clerk</p>
EX17/2018	<p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it was RESOLVED that it is advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw.</p>	

EX18/2018	<p><u>PROW Programme of Circular Walks</u> – Minute AC04/2018 refers. The Clerk had written to the Duke of Leeds and St Aubyn Arms public houses; Country Skittles and the Clowance Estate to request a donation in return for advertising space in the leaflet. Members will follow up on this. Further discussion deferred to the June Full Meeting.</p> <p>NOTE – following the above quotations will be obtained for the walk booklet (for a 500 and 1,000 run) and Members to arrange the circulation of the booklets. The leaflets to be placed in the public houses, shops, caravan parks, village halls, surgery, etc. and on the website.</p>	Clerk
EX19/2018	<p><u>Nancegollan Green</u> – Minute 60b/2018 refers. Members to consider any quotations for measures to protect the Green. The Clerk to liaise with Cllr. Webb.</p> <p>Cllr. Jenkin said that in order to secure an area of land, previously offered for additional car parking for Nancegollan village hall, a legal agreement needs to be put in place. The Clerk to approach the landowner and seek confirmation of this offer.</p>	Clerk Clerk
EX20/2018	<p><u>Fingerpost at Howe Down</u> – a quotation for a replacement arm to be attached to the existing post had been obtained and would cost £540+VAT. Members confirmed they thought this was Highways' responsibility. The Clerk to approach them and to remind them of Mr Tatlow's promise to project the fingerposts with bollards.</p>	Clerk
EX21/2018	<p><u>Allotments</u> – the Clerk reminded Members of an earlier request for allotments in Praze. The Clerk reported she had sought advice from Cornwall Council who advised they would charge £96+VAT p.h. to provide legal advice. Cllr. Jenkin will speak to a local resident with experience of the legal process involved and report to the next meeting.</p>	Cllr. Jenkin
EX22/2018	<p><u>Date of Next Amenities and Highway Committee Meeting</u> – TBC.</p>	
EX23/2018	<p><u>Meeting Closed</u> – 20.50pm.</p>	

Signature: (Cllr. Smith)
Chairman

Date: 14th June 2018