

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 14th JUNE 2018 at 7.15pm

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

Present:	Cllr. Smith (Chairman) Cllr. Henwood Cllr. Roberts	Cllr. Miss Allen Cllr. Dr. Jenkin (PC/CC) Cllr. Tripp	Cllr. Christophers Cllr. Parnell Cllr. Ms Tunnicliffe
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.		
	<p><u>Chairman’s Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present.</p> <p>The owner of Bluebell Nursery spoke regarding her planning application, which had been refused by CC. She said they are working with Freedom Camping and will make the changes to the toilet block as requested by CC. The hedges had been cut back.</p> <p>A neighbour spoke regarding PA18/03309 (Minute 96b/2018 refers). He objected to the retrospective planning application and read to the meeting the letter he will be submitting to CC’s Planning Dept. He felt strongly the woodland needs to be protected and urged that an Environmental Survey is carried out.</p> <p>Mr Jon Oates addressed Members i.r.o. his planning application for Drym Cottage (Minute 96d/2018 refers). He said this application takes into account comments made by the PC and CC and felt the new plans dealt with the points raised. He was pleased to see the PC had no objection to the revised design at the pre-application stage. He confirmed CC is happy for the existing building to be demolished. His neighbours had no objections. Cllr. Henwood queried if the drainage proposals would meet Building Regulations. Mr Oates confirmed the Planning Officer believed this would be met. The cladding on the rear roof would be cement fibre or metal.</p>		
90/2018	<p><u>Members’ Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Henwood in Minute 96b/2018.</p> <p>b. <i>Non-Pecuniary/Disclosable Interests</i> – none.</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> – none.</p>		
91/2018	<p><u>Resignation</u> – Members received the following resignations and declared the resulting vacancies. The Clerk to advise CC.</p> <p>a. Cllr. Webb – personal reasons. The Clerk to send a thank you letter.</p> <p>b. Cllr. Hodson – w.e.f. 15th June 2018.</p>	Clerk	
92/2018	<p><u>Appointments 2018/19</u> –</p> <p>a. <i>Vice Chairman, 2018/19</i> – it was RESOLVED to elect Cllr. Parnell.</p> <p>b. <i>Chairman of the Amenities and Highways Committee, 2018/19</i> – it was RESOLVED to elect Cllr. Parnell.</p>		

93/2018	<p><u>Outside Bodies / Reports –</u></p> <p>a. <i>Cornwall Councillor</i> – Cllr. Jenkin reported the complaints received about Child / and Adult Social Care should inform improvements to the service. She spoke regarding the Boundary Commission Review (Minute 102c/2018 refers), for Crowan it is a good result. She had been working on some means to slow traffic in Townshend, but there is a lack of evidence. Cllr. Christophers said the speed of traffic on the Praze Road, Leedstown is also an issue. Cllr. Jenkin urged Members and residents to report all incidents including ‘near misses’ to the Police.</p> <p>b. <i>Police</i> – no matters were raised to be brought to the Police’s attention. The Clerk to request the Townshend traffic speed monitoring data as soon as it is available.</p> <p><i>Police and Crime Commissioners Small Grant Scheme, 2018 – £80,000</i> has been allocated to be granted in 2018 and an additional £80,000 in 2019 to local communities with identifiable anti-social behaviour (ASB) issues. Details previously emailed.</p> <p>c. <i>Network Panel Meeting</i> – next meeting scheduled for 4th July 2018, 6pm, Cury Village Hall, White Cross, Helston. Cllr. Parnell will attend.</p> <p><u>Voting Member</u> – the voting member is the Chair of Crowan PC. Ms Maxine Hardy, CC had advised she is happy to have a named substitute, it was RESOLVED this should be the Vice Chair if the Chair is unable to attend the Network Meeting.</p> <p>d. <i>Chairman’s Report</i> – for Members’ information:</p> <ol style="list-style-type: none"> i. Revd. Dom Whitting had left Crowan Parish on 31st May 2018 to work at Chaplaincy at Treliske. A letter of thanks had been sent to him. ii. Dr. Hugh Fairlie is leaving Praze Surgery in July after many years’ service. Again, a letter of thanks had been sent to him. 	<p>Clerk</p> <p>Cllr. Parnell</p> <p>Clerk</p>
94/2018	<p><u>Apologies for Absence</u> – Cllr. McLeod (leave) and Cllr. Muriel.</p>	
95/2018	<p><u>Minutes of Meetings –</u></p> <p>a. <i>Annual Council Meeting</i> – 10th May 2018, AGREED as a true record.</p> <p>b. <i>Extraordinary Council Meeting</i> – 23rd May 2018, AGREED as a true record.</p>	
96/2018	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA18/01156, Maple Court, Townshend</i> – construction of an annexe and connection to the existing septic tank. Revised plans. Noted this planning application was granted by CC’s Planning Committee. The Clerk had sought clarification regarding CC’s policy regarding annexes.</p> <p>b. <i>PA18/03309, OS Field 2149, Praze Road, Praze</i> – erection of wooden cabin for storage and woodland agricultural activities. Retrospective. Cllr. Henwood left the meeting whilst this discussed. Cllr. Roberts explained the site has no vehicular access. He said the building resembles a holiday chalet. OBJECT on the grounds the building is too large to manage a one-hectare site, it is not in keeping, there is undue impact on wildlife, the access is dubious. Plans are inaccurate and old maps were used. Members do not understand why a concrete plinth has been built, there is no need for it.</p> <p>c. <i>PA18/03671, Kus Skewes Barns, Kus Skewes, Nancegollan</i> – demolition of former milking parlour and ancillary buildings and erection of a single dwelling. Cllr. Parnell said there had been a pre-application. He did not believe there were any grounds to object as the site meets the criteria Class Q of the Planning Act. NO OBJECTION.</p> <p>d. <i>PA18/03912, Drym Cottage, Higher Drym, Leedstown</i> – proposed replacement single-storey, 2/3 Bedroom residential dwelling with mezzanine. Re-siting of summerhouse (retrospective). SUPPORT provided the rear roof material is changed to natural slate and a treatment plant is installed on the higher plane of the garden to conform to Building Regs.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>Members did not feel they could agree on the action to be taken if Mr Matt Doble's views differed from Members until they know what he will say in his report.</p> <p>e. <i>PA18/04135, 4 Tregonning View, Townshend</i> – construction of utility/store extension and front porch. NO OBJECTION.</p>	<p>Clerk</p> <p>Clerk</p>
97/2018	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Development Plan</i> – Cllr. Parnell reported documents are awaited from CC. It was hoped consultation meetings can be held soon.</p> <p>b. <i>PA17/04482, Land adj 6 Collins View, Nancegollan</i> – Minute 79c/2018 refers. Mr Nigel Doyle, CC confirmed the legal agreement was submitted to the Planning Inspectorate as part of the planning appeal. The Clerk to ask the Planning Inspector why he made the comment that the agreement had not been submitted.</p> <p>c. <i>Planning Applications Approved by CC</i> –</p> <p>i. <i>PA18/00299, Land E of Ros an Brea, Praze Road, Leedstown</i> – erection of two dwellings and associated works.</p> <p>ii. <i>PA18/02841, Bramble Cottage, Praze Road, Leedstown</i> – replacement and enlargement of existing conservatory to front of property.</p> <p>iii. <i>PA18/02322, Lower Cargenwen Farm, Lower Cargenwyn, Camborne</i> – conversion of existing two storey barn to residential (holiday let).</p> <p>iv. <i>PA18/02947, Evergreen Cottage, Townshend</i> – extending and remodelling extensions including new roof lantern. Increase size of first floor window. Addition of rooflight.</p> <p>v. <i>PA18/03037, Trevoole Manor, Trevoole</i> – proposed orangery</p> <p>vi. <i>PA18/00406, Land SE of Lower Poleo Farm, Praze</i> – erection of a single agricultural worker's dwelling.</p> <p>d. <i>Planning Applications Refused by CC</i> –</p> <p>i. <i>PA18/01899, Land E of Bluebell Nursery, Trevoole</i> – application for a proposed three-bedroom timber frame bungalow and garage / workshop.</p> <p>e. <i>Outstanding Enforcement Issues</i> – Minute 59d/2018 refers. As previously reported CC had decreed that listing placing enforcement cases is an infringement of the Data Protection Act. In future updates will not be available. When a decision had been reached the complainant will be told, but not PCs. Members believe there are occasions when their local knowledge will be of use to case officer. It was RESOLVED to request PC are given confidential updates, which could be discussed in Closed Session.</p> <p>f. <i>PA16/11653 and PA17/02526, Land SE of The Elms, Godolphin Bridge, Townshend</i> – planning appeals refused. Details previously emailed. The Clerk to confirm this has been reopened as an enforcement case.</p> <p>g. <i>Nancegollan Development</i> – Public Forum, 9th October 2014 refers. The landowner had advised that once the legal paperwork is completed he will request a meeting with Members, Cllr. Jenkin, Nancegollan Village Hall Committee and himself i.r.o. his offer to give "a piece of land for whatever purpose the community wanted, e.g. additional parking for the village hall".</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
98/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Leedstown Water Pressure</i> – Minute 25a/2018 refers. The results of the water pressure data loggers were not available. To be removed from future agendas until there is something to report.</p> <p>b. <i>Community Right to Bid</i> – Minute 80a/2018 refers. Cllr. Tripp was adamant CC were to blame for the sale of the shop / PO falling through. Cllr Jenkin and the Clerk tried to point out this was not the case. Cllr. Tripp left the meeting in protest. Cllr. Henwood will put a notice on the board to try to counteract rumours.</p>	<p>Clerk</p> <p>Cllr Henwood</p>

	<p>Mr David Read, CC advised they are seeking clarification from the Ministry of Housing, Communities & Local Government i.r.o. Members' application for the Leedstown shop / PO to be listed as a community asset. There is a query as to how to separate the living accommodation from the 'asset', i.e. the shop / Post Office.</p> <p>Cllr. Henwood reported he had been informed by Mr Lewis Horn, Post Office that the Leedstown PO will close w.e.f. 25th June. Mr Horn is looking to set up an outreach service to run from a community building and had been given him the contact details for:</p> <ol style="list-style-type: none"> 1. The Chapel 2. The Village Hall 3. The Duke of Leeds. <p>c. <i>Treasure Park</i> – the Clerk had requested an update but none had been received i.r.o. Members' acquisition of the park. Details from Ms Samantha Gross, Legal Assistant CC previously emailed.</p> <p>d. <i>Crowan Stories</i> – it was RESOLVED to request the data on a memory stick and to place an order for 100 extra CDs at a cost of £350. It was further RESOLVED to charge £5 per CD.</p> <p>e. <i>Defibrillators</i> –</p> <ol style="list-style-type: none"> i. <u>Leedstown</u> – it was RESOLVED to grant permission to the Village Hall Committee (VHC) to house their defibrillator in the defunct telephone kiosk, now owned by the PC. The VHC had agreed to maintain it to the best of their ability. ii. <u>Praze</u> – Members considered a request to purchase a defibrillator. Further discussion deferred until Members had heard from Praze WI – it is understood they will be contacting the PC shortly. <p>NOTE – the Clerk to add the phone kiosks to the insurance policy.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>99/2018</p>	<p><u>Administrative Matters</u> –</p> <ol style="list-style-type: none"> a. <i>Policies</i> – Members to consider adopting: <ol style="list-style-type: none"> i. <i>Standing Orders</i> – it was RESOLVED to adopt the latest NALC Model previously emailed. The Clerk to place a copy on the website. b. <i>General Data Protection Regulations (GDPR)</i> – as the Data Controller under GDPR, the Council has taken the following action: <ol style="list-style-type: none"> i. <u>Appoint a Committee</u> – it was RESOLVED to appoint the Chair and Vice Chair and the Clerk to oversee compliance with the GDPR. They were given delegated authority to make recommendations for action including changes of policy and to act in an emergency in accordance with the GDPR report requirements. <ol style="list-style-type: none"> a. Compilation of a Data Asset Register, and b. Undertake an annual audit of the data currently held, pending further guidance from CALC. ii. <u>Appoint a Data Protection Officer</u> – it was RESOLVED the Clerk would be the DPO. iii. <u>Approve the Privacy Notice</u> – it was RESOLVED to adopt the Privacy Policy previously circulated via email. The Clerk to place a copy on the website. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>100/2018</p>	<p><u>Financial Matters</u> –</p> <ol style="list-style-type: none"> a. <i>Accounts for Payment</i> – schedule 2018/19-03 to a value of £6,208.87 was APPROVED for payment. The Clerk advised she will add the new waste bin and the three telephone kiosks to the asset register and insurance policy, which will result in a further payment to be made. <p>NOTE – the bank reconciliation was made available for inspection.</p>	<p>Clerk</p>

	EXPENSES	Price	VAT	Total	
	Staff costs – including tax and NI	1,258.36		1,258.36	
	Parish Rooms, Crowan	166.12	28.65	194.77	
	Play Areas	1,124.70	223.98	1,348.68	
	Praze WCs	742.12	138.22	880.34	
	Grant - Leedstown VH	100.00		100.00	
	Storylines	450.00		450.00	
	Administration - incl. insurance	1,976.72		1,976.72	
				£6,208.87	
	<p>b. <i>Grant Request</i> – Members considered the requests below and RESOLVED to make grants as follows:</p> <p>i. <u>The Chronicle</u> – £120 to assist with printing costs. The Chairman’s reports to recommence. Deadline dates 14th July, 15th September and 10th November.</p> <p>ii. <u>Nancegollan VH Committee</u> – the Clerk to confirm if the notice board at the corner of Drym Road is owned by the Committee.</p> <p>iii. <u>Cornwall Air Ambulance</u> – £100.</p> <p>c. <i>Bank Signatures</i> – the current signatures on the bank accounts are Cllrs. Smith, Muriel, Roberts, Henwood and Tripp. This was felt to be sufficient for current needs. No further action. Minute EX06/2018 refers.</p>				<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
101/2018	<p><u>Parish Organisations</u> – reports i.r.o. village halls and local school, which require Members’ attention.</p> <p>a. <u>Nancegollan Village Hall</u> – a new PC representative on the Committee is needed to replace Cllr. Hodson. Deferred to the July agenda.</p>				Clerk
102/2018	<p><u>Correspondence</u> – not mentioned elsewhere on the agenda.</p> <p>a. <i>Countryside Access Forum</i> – deadline for applications to join the forum is 29th June 2018. Details previously circulated via email</p> <p>b. <i>Leedstown Village Hall</i> – Mrs Jackie Perrin emailed to thank Members for their £100 grant.</p> <p>c. <i>Cornwall Division Boundaries</i> – consultation ends 17th September 2018. Details previously circulated via email.</p> <p>d. <i>Battles Over Events</i> – organisers of these events are encouraged to complete an Event Notification Form (ENF) and send it to Event Planning, CC: eventplanning@cornwall.gov.uk. Details previously emailed.</p>				
103/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <p>i. <u>Full Council Meeting</u> – 26th July 2018. Apologies from Cllr. Jenkin.</p> <p>ii. <u>Amenities / Highways Committee (AC)</u> – 2nd August 2018.</p> <p>iii. <u>NP Steering Group</u> – TBC.</p>				
104/2018	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. None</p>				
105/2018	<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 excluded and they were instructed to withdraw.</p>				
106/2018	<p><u>Tender Process</u> – it was RESOLVED to accept a quotation of £140 + VAT from Cllr. Henwood to carry out the following tasks.</p> <ul style="list-style-type: none"> • <u>Contract 1b : Nancegollan pitch rolling</u> – • <u>Contract 3 : Hedge Cutting</u> – 				

107/2018	<u>PROW Programme of Circular Walks</u> – Minute EX18/2018 refers. Members to approach the Duke of Leeds and St Aubyn Arms public houses; and the Clowance Estate to request a donation in return for advertising space in the leaflet. Further discussion deferred to the July Full Meeting.	Members
108/2018	<u>Nancegollan Green</u> – Minute 60b/2018 refers. Cllr. Henwood to obtain quotations for a fence to protect the seating area and to lay plastic membrane to protect The Green for the next meeting.	Cllr Henwood
109/2018	<u>Meeting Closed</u> – 21.24pm.	

Signature: (Cllr. Smith)
Chairman

Date: 26th July 2018