

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 14th MARCH 2019 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. Mrs Muriel	Cllr. Miss Allen Cllr. Dr. Jenkin (PC/CC) Cllr. Parnell	Cllr. Christophers Cllr. McLeod Cllr. Roberts
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. In the absence of the Clerk, Cllr. McLeod kindly took the Minutes.</p> <p>Mr Colin Bassett and Ms Pam Goss were present regarding their planning application (Minute 39a/2019 refers). Mr Nick Leyshon spoke on behalf of this application concerning revised elevations which he felt would be more sympathetic to the farmhouse.</p>		
34/2019	<p><u>Casual Vacancies</u> – there were no applications for the following vacancies:</p> <p>a. Praze Ward.</p> <p>b. Leedstown Ward.</p> <p>Noted the Clerk had asked the webmaster to place the vacancy notice on the front page of the PC’s website.</p>		
35/2019	<u>Apologies for Absence</u> – Cllrs. Tripp, Tunnicliffe and the Clerk.		
36/2019	<p><u>Members’ Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</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>		
37/2019	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Cornwall Councillor</i> – Cllr. Jenkin gave a report on West Planning meeting where two applications were considered when objections were made but neither objections were successful.</p> <p>An attendance was made at the Planning meeting when the new local area planning system was explained with designated planning officers to each area. The County Budget had been accepted. A motion on climate emergency was considered. The Traffic Regulation Order (TRO) is moving forward and the Townshend project had been approved and funded. Health and Social Care was considered with an emphasis on Child Poverty.</p> <p>a. <i>Police</i> – there were no matters to be brought to the attention of the Police.</p> <p>b. <i>Network Panel Meeting</i> – notes of the meeting held on 6th February 2019 had been circulated via email. The next the meeting to be held on 3rd April 2019, 6pm, Isaac House, Tyacke Road, Helston. Cllr. Parnell will attend.</p>		Cllr. Parnell

	<p>Cllr Smith gave a report on the matters considered and mentioned the Devon and Cornwall alert which is going to be on a web page of the Police. Speed Watch all existing sites will be reviewed.</p> <p>Noted the Cornwall Leadership Team representatives for the Helston and South Kerrier Community Network Panel is Jessie Hamshar (Service Director – Strategy & Engagement).</p> <p>Noted CC’s Employee Volunteering Scheme and CRCC (Cornwall Rural Community Charity). Expressions of interest to Ms Maxine Hardy by 12th April 2019. Details previously emailed.</p>	
38/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 14th February 2019. With one minor grammar correction, the Minutes were AGREED as a true record.</p> <p>b. <i>Amenities / Highways Meeting</i> – 9th January 2019, AGREED as a true record. A copy was circulated at the meeting.</p>	
39/2019	<p><u>Planning Applications</u> – Members considered the following, including any planning applications received after the agenda was issued:</p> <p>a. <i>PA18/11625, Black Rock Farm Cottage, Black Rock</i> – proposed conversion of existing disused and dilapidated piggery and part demolition in to habitable family accommodation. It was agreed that there was NO OBJECTION to this application and Members agreed to support.</p> <p>b. <i>PA19/01155, Trefewha Court, Fore Street, Praze</i> – submission of details to discharge condition no. 12 in respect of decision notice no. PA18/02020. There was no need for any comment as it had been approved.</p> <p>c. <i>PA19/01188, Barn and Land Adj to Whyb An Awel, Black Rock</i> – convert existing storage building into a dwelling (re-submission of Application No. PA18/09259. It was agreed to SUPPORT this application.</p> <p>d. <i>PA19/01391, Agricultural Building, Carsize Lane, Leedstown</i> – prior approval for proposed change of use of an agricultural building to a dwelling house (Class C3) and for associated operational development. This is considered to be a full application in the open countryside, and it was agreed that Members could not support it because of this, also it was considered unsuitable for conversion and it doesn’t qualify for class Q exemption because the site is within the World Heritage Site. OBJECT on these grounds.</p> <p>e. <i>PA19/01777, 47 Trethannas Gardens, Praze an Beeble</i> – first-floor side extension. RECOMMENDED for approval.</p> <p>f. <i>PA18/11507, Hallegan Farm, Camborne</i> – proposed agricultural storage building. Cllr. Parnell will look at this and a recommendation will be submitted to the Chair.</p>	<p>Clerk</p> <p>NFA</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Parnell / Clerk</p>
40/2019	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Development Plan</i> –Minute 7a/2019 refers. The NDP is now out for public consultation.</p> <p>Ms Kimberley Payne, Case Officer, Alternative Dispute Resolution, Royal Institution of Chartered Surveyors (RICS) had provided details of two examiners who had indicated that they would be suitable to undertake the examination of the Plan. Cllr. Parnell subsequently appointed Mrs Maksymiw. Details previously emailed. Ms Emma Ball, CC advised she had sent Mrs Barbara Maksymiw the NDP documents and responses to the Reg.16 consultation so that she can begin the examination of the Plan.</p> <p>b. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA18/11612, Sunnymead, Townshend</u> – rear extension to provide kitchen/living room, bedroom and bathroom for elderly relative accommodation and loft conversion with roof lights to provide bedroom playroom area.</p>	

	<ul style="list-style-type: none"> ii. <u>PA18/09740, Land East of Ros An Brea, Praze Road, Leedstown</u> – erection of a dwelling and associated works. iii. <u>PA18/11132, Bluebell Cottage, Horsedowns, Praze</u> – two-storey rear extension to dwelling. iv. <u>PA18/11619, Land off Fore Street, Praze</u> – non-material amendment (No.1) for revisions to materials to (PA18/02020): proposed residential development comprising of 24 units. v. <u>PA18/10882, Honeymoon Cottage, Trenerth Road, Leedstown</u> – reserved matters in respect of PA18/06238: construction of 2 dwellings, parking and turning, storm and foul drainage, and all associated works to include Appearance, Landscaping, Layout and Scale. vi. <u>PA19/00710, Former Drym Cottage, Higher Drym, Leedstown</u> – non-material Amendment to Application No. PA18/03912 dated 26th June 2018 for the Proposed replacement single-storey, 2/3 Bedroom residential dwelling with mezzanine. Re-siting of summerhouse (retrospective) namely to move the position of the stonework and minor changes to windows. <p>c. <i>Planning Applications Refused by CC</i> – information only.</p> <ul style="list-style-type: none"> i. <u>PA18/09259, Barn and Land adj. to Whyb An Awel, Black Rock</u> – convert existing storage building into a dwelling. ii. <u>PA18/10941, Crenver Cottage, Crenver Grove, Praze</u> – conversion of domestic garage to beauty salon. <p>d. <i>Area Team Planning</i> – email setting out the implementation of Area Team Planning in Cornwall had been circulated via email.</p>	
41/2019	<p><u>Environmental / Amenity Matters</u> –</p> <ul style="list-style-type: none"> a. <i>Treasure Park</i> – this item was moved to the closed session below. b. <i>Defibrillator, Praze Telephone Kiosk</i> – Minute 26b/2019 refers. Cllr. Jenkin had not spoken with the owners of the Polkerris pub. She suggested the PC consider the Ronnie Richards Charitable Trust programme. This was the recommendation from Members, however, the Clerk to establish the full cost from the Wendron Clerk. c. <i>Poultry Farm, Nancegollan</i> – The Environment Agency held a drop-in session at Nancegollan Village Hall, on the 26th February 2019 to give local residents an opportunity to view the draft permit (which they propose to issue) and decision document and discuss any concerns they have with representatives of the agency. <p>Following the drop-in session, Cllrs. Parnell and Henwood had compiled a response (previously circulated via email). It was RESOLVED the Clerk would submit this to the Environment Agency. No further action.</p>	Clerk
42/2019	<p><u>Highway Matters</u> –</p> <ul style="list-style-type: none"> a. <i>Network Highways Scheme</i> – Minute 26c/2019 refers. The proposed double yellow lines in The Square, Praze had been amended to be on the war memorial side only. 	
43/2019	<p><u>Administrative Matters</u> –</p> <ul style="list-style-type: none"> a. <i>Remembrance Wreath Stand</i> – Minute 190a/2018 refers. Members APPROVED the design for a stand to hold the Poppy Wreaths, provided by Cllr. Muriel. Her stand will be trialled at this year’s Remembrance Service. b. <i>Parish Council Newsletter / Report</i> – Minute 14a/2019 refers. Cllr. Roberts will look further into this matter. c. <i>Parish Award</i> – Minute 14b/2019 refers. It was AGREED that this will be announced at the AGM and a system set up to administer it. d. <i>The Chronicle</i> – deadline is Saturday, 16th March 2019. Cllr. Smith to provide a report. 	<p>Clerk</p> <p>Cllr. Roberts</p> <p>Clerk</p> <p>Cllr. Smith</p>

	<p>e. <i>Parish Council Photograph</i> – Cllr. Smith will provide the Clerk with contact details for Mr James Kitto and Ms Lisa Prout and the Clerk to enquire as to costs and ability to undertake the task of a group photograph.</p> <p>f. <i>Polling Districts and Polling Places Review</i> – Members made no comments. Details previously circulated via email.</p> <p>g. <i>Website</i> – Members to consider proposed new charges from ICT Connect Ltd. and confirm they wish to be invoiced annually in future.</p> <ul style="list-style-type: none"> • Managed WordPress Hosting - £10.00 + VAT per month • 1-10 Mailboxes - £3.00 + VAT per month • Parish Council Management Fee - £25.00 + VAT per month • .GOV.UK Domain renewal date September 2020 – that is when the domain fee or monthly domain charge will be payable. £90.00 per 2 years OR £4.50 per month <p>Members accepted this and it was RESOLVED to continue on this basis. The Clerk to advise ICT Connect Ltd.</p>	<p>Cllr. Smith / Clerk</p> <p>Clerk</p>																																				
<p>44/2019</p>	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2018/19-11 to a value of £3,058.81 was APPROVED for payment.</p> <table border="1" data-bbox="304 779 1300 1061"> <thead> <tr> <th colspan="4">EXPENSES</th> </tr> </thead> <tbody> <tr> <td>Staff costs – including tax and NI</td> <td>992.52</td> <td></td> <td>992.52</td> </tr> <tr> <td>Parish Rooms, Crowan</td> <td>170.36</td> <td>31.00</td> <td>201.36</td> </tr> <tr> <td>Play Areas - incl play equipment repairs</td> <td>265.00</td> <td>53.00</td> <td>318.00</td> </tr> <tr> <td>Praze WCs</td> <td>323.44</td> <td>64.69</td> <td>388.13</td> </tr> <tr> <td>Grant - Nancevullan village hall</td> <td>1,000.00</td> <td></td> <td>1,000.00</td> </tr> <tr> <td>Administration</td> <td>40.00</td> <td></td> <td>40.00</td> </tr> <tr> <td>Neighbourhood Development Plan</td> <td>99.00</td> <td>19.80</td> <td>118.80</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£3,058.81</td> </tr> </tbody> </table> <p>NOTE – the bank reconciliation to be made available for inspection.</p> <p>b. <i>WC Cleaning Contract</i> – it had been clarified by Ms Sonia Armstrong the charge for 2018/19 is currently £4,014.00 and the price increase for 2019/20 will be £4,214.76. In view of this, no further action was taken. Minute 27b/2019 refers.</p> <p>c. <i>Grant Request</i> – Barripper Fitness Club have requested a grant towards their running costs. Details previously emailed. Regrettably it was felt this could not be supported with a donation.</p>	EXPENSES				Staff costs – including tax and NI	992.52		992.52	Parish Rooms, Crowan	170.36	31.00	201.36	Play Areas - incl play equipment repairs	265.00	53.00	318.00	Praze WCs	323.44	64.69	388.13	Grant - Nancevullan village hall	1,000.00		1,000.00	Administration	40.00		40.00	Neighbourhood Development Plan	99.00	19.80	118.80				£3,058.81	<p>Clerk</p>
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<p>45/2019</p>	<p><u>Parish Organisations</u> – reports i.r.o. village halls and local school, which require Members' attention.</p> <p>a. <i>Praze Cricket Ground</i> – deferred to the closed session below.</p> <p>b. <i>Leedstown Village Hall</i> – AGM, will be held on Friday 5th April at 7pm. Members are very welcome to attend.</p> <p>c. <i>Nancegollan Playing Field</i> – Cllr. Henwood identified a number of issues, which need following up by the Amenities Committee:</p> <ol style="list-style-type: none"> i. There is an additional charge this year for flailing the hedge as extra work was required at Nancegollan due to a large strip around the boundary left uncut over the past 5 years or so. Blackthorn was standing 4ft high in places in a strip 1.2 meters of the hedge base or the width of a 'ditch cutter'. ii. The neighbouring property had placed cut tree limbs onto the top of the hedge which had blown into the playing field which had to be thrown back before the hedges could be cut. iii. Barbed wire had been placed on the top of the hedge by the adjacent land owner. It was noted the PC had not put up the barbed wire and would take no responsibility for any liability from injury. 	<p>Clerk</p>																																				

	iv. Launderers from two buildings had been directed to discharge rain water into the playing field by the adjacent landowner. Cllr. Henwood had spoken to the owner and asked the launders to be removed and that no further discharge onto the playing field take place. Follow up inspection to take place.	
46/2019	<p><u>Correspondence</u> – not mentioned elsewhere on the agenda.</p> <p>a. <i>Clerk's and Councils Direct</i> – March 2019 issue.</p> <p>b. <i>Winter Wellbeing Guide</i> – 2018/19.</p> <p>c. <i>Calor Rural Community Fund</i> – Calor is offering community projects the chance to win one of 21 grants, with prizes ranging from £1,000 to £5,000. Details circulated via email.</p> <p>d. <i>Rural Services Network</i> – Members' supported their campaign calling on the Government to develop a Rural Strategy. Details previously emailed.</p> <p>e. <i>Vitality of Towns</i> – Members are invited to comment on this CC review. Details previously emailed. Members will consider this and report back to the Clerk.</p>	<p>Clerk</p> <p>Members / Clerk</p>
47/2019	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <p>i. <u>Full Council Meeting</u> – 11th April 2019 following the Parish Meeting.</p> <p>ii. <u>Parish Meeting</u> – date changed to 9th May 2019 at 7pm prior to the Full Council meeting. Cllr. Smith to write a Chairman's report.</p> <p>iii. <u>Amenities / Highways Meeting</u> – Wednesday, 27th March 2019.</p> <p>b. <i>Flood Resilience Workshop</i> – Tuesday, 19th March 9.30am-4.30pm, Chacewater Village Hall. Book via Ms Cathryn Marcus, CRCC: Cathryn.Marcus@cornwallrcc.org.uk. Details previously emailed. Members to advise the Clerk if they wish to attend.</p>	<p>Cllr. Smith</p> <p>Clerk</p> <p>Members</p>
48/2019	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. None.</p>	
49/2019	<p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.</p>	
50/2019	<p><u>Land at Nancegollan</u> – Minute 32/2019 refers. A meeting had been held with the owner and his agent i.r.o. a proposal to acquire a gift of land. It was RESOLVED to accept a quotation from solicitors Randle Thomas LLP to cover the cost of legal fees totaling £850+VAT. Members requested some funding for the formation of the car park through a Section 106 agreement. The Clerk to advise Ms Sarah Phillips, Edward Buckland Ltd.</p>	<p>Clerk</p>
51/2019	<p><u>PROW Programme of Circular Walks</u> – Minute AC05/2019 refers. Members to consider quotation for a 500 print run of the new PROW leaflets. This will be considered by the Amenities and Highways Committee. The Clerk to provide a further mock up and to obtain additional quotations.</p>	<p>Clerk</p>
41/2019	<p>a. <i>Treasure Park</i> – Minute 26a/2019 refers. The legal report had been received from Ms Jessica Cornish, Borlase solicitors. Cllr. Parnell clarified the major points for Members, namely:</p> <p>i. The area of land missed out of the land registry map.</p> <p>ii. Knotweed on the site.</p> <p>iii. Boundary fence dispute.</p> <p>iv. Issues regarding the car park.</p> <p>v. Issues regarding trees around the site.</p>	

	<p>It was felt, given the response from our solicitor, that CC would have to address the issues prior to any hand over and await their response. It was RESOLVED Cllr. Parnell would draft a response to Ms Maxine Hardy, CC to try resolve points [i to iii] above, prior to any handover.</p> <p>It was AGREED the PC will pay £200 for the local search and the Solicitors letter. The Clerk to enquire of Cornwall Council if they will pay the transfer costs.</p>	<p>Cllr. Parnell</p> <p>Clerk</p>
45/2019	<p>a. <i>Praze Cricket Ground</i> – an Extraordinary Meeting will be held on Monday, 18th March 2019, 7pm, Praze Institute, to discuss the proposed joint venture for Praze Cricket Club and Praze Football Club to share the ground. Details previously circulated via email.</p> <p>A response from the Football Club concerning outstanding monies for use of the football pitch, to be chased by the Clerk and to be forwarded to Cllr. Henwood before Monday 18th March.</p>	<p>Clerk / Cllr. Henwood</p>
52/2019	<p><u>Staffing Committee</u> – it was RESOLVED to elect Cllr. Muriel to the Staffing Committee.</p>	
53/2019	<p><u>Meeting Closed</u> – 21.45pm.</p>	

Signature: (Cllr. Smith)
Chairman

Date: 11th April 2019