

Crowan Parish Council

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 11th APRIL 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. Dr. Jenkin (PC/CC) Cllr. Parnell Cllr. Tunncliffe	Cllr. Miss Allen Cllr. McLeod Cllr. Roberts	Cllr. Henwood Cllr. Mrs Muriel Cllr. Tripp
Also present:	Mrs Thompson (Clerk)		
Minute	AGENDA ITEMS		Action
	Prayers – led by the Chair, who advised anyone not wishing to participate may leave the room and re-join the meeting later.		
	Chairman’s Welcome and Public Forum – the Chairman opened the meeting and welcomed those present.		
54/2019	<u>Casual Vacancies</u> – there were no applications for the following vacancies: a. Praze Ward. b. Leedstown Ward.		
55/2019	<u>Apologies for Absence</u> – Cllr. Christophers.		
56/2019	<u>Members’ Declarations</u> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. 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.		
57/2019	<u>Outside Bodies / Reports</u> – a. <i>Cornwall Councillor</i> – Cllr. Jenkin reported Highways had confirmed the Leedstown fingerposts and Crowan village sign will be installed shortly. Mention was made regarding Pengwedna chicken farm, Breage (Minute 59e/2019 refers). Cllr. Henwood arrived at this point. Cllr. Jenkin said there will be changes to the Children’s Services, which will be delivered ‘locally’ in the future, by dividing the county into regions. b. <i>Police</i> – there were no matters to be brought to the attention of the Police. c. <i>Network Panel Meeting</i> – Cllr. Parnell had attended the meeting held on 3 rd April 2019. Police crime figures are available on their website. There have been problems with traffic into / out of Culdrose causing tailbacks in both directions. The Waste and Recycling Team were present and reported the St Dennis incinerator is now working. Cornwall had done well i.r.o. recycling compared to other areas. There had been a presentation on Climate Change. Cllr. Parnell had attended a one-day seminar at Penryn Campus looking at Climate Change. Members to consider the implications at a future meeting.		Clerk

	He reported that £550 had been secured from CC's Devolution Fund for the playing fields.	
58/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – an additional Minute 52/2019 was added: “Cllr. Muriel was elected to the Staffing Committee.” With this amendment the Minutes of the meeting held 14th March 2019 were AGREED as a true record.</p> <p>b. <i>Amenities / Highways Meeting</i> – 27th March, AGREED as a true record.</p>	
59/2019	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA19/00597/PREAPP, Land and Buildings S of Hallegan Farm</i> – pre-application advice for demolition of barn with extant planning permission for conversion to residential and construction of a new dwelling. NO COMMENT</p> <p>b. <i>PA19/00753/PREAPP, Riverside Cottage, Carwynnen</i> – pre-application advice for combine/link 3 small stone outbuildings and add a small extension, in order to create a 2-3 bedroom house, for holiday rental. Cllr. Parnell had not had an opportunity to contact the applicants. NO COMMENT. Cllr. Parnell will speak to the owners to gather more information</p> <p>c. <i>PA19/00921, Drym House, Drym Lane, Praze</i> – single storey rear extension, replacement of existing pitched roof to existing single storey extension, replacement roof covering to main house including structural repairs to roof timbers affected by fungal decay and associated external alterations. Cllr. Roberts had visited the site and had no concerns with the proposal. NO OBJECTION.</p>	<p>Clerk</p> <p>Clerk Cllr. Parnell</p> <p>Clerk</p>
60/2019	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Development Plan</i> – Cllr. Parnell advised the Examiner had raise some comments and the points she raised had been addressed.</p> <p>b. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA18/09978, Property Next To (No 3) The Cottage, Chapel Road, Leedstown</u> – application to demolish existing workshop/store and to construct a single storey dwelling.</p> <p>ii. <u>PA18/10896, Land and Buildings W of Burnt Downs Farm, Praze Road, Leedstown</u> – outline planning permission with all matters reserved for the construction of a single open-market dwelling with associated garaging.</p> <p>iii. <u>PA19/01391, Agricultural Building, Carsize Lane, Leedstown</u> – prior approval for proposed change of use of an agricultural building to a dwelling house (Class C3) and for associated operational development. Members felt this was wrongly reported and the case officer had yet to make a decision on this application. The Clerk to clarify the status for this application.</p> <p>iv. <u>PA19/00275/PREAPP, Land Adj to 1 St James Place St James Place Praze Road Leedstown</u> – pre-application advice for erection of two dwelling houses.</p> <p>c. <i>Planning Applications Refused by CC</i> – information only.</p> <p>i. <u>PA18/10267, Moorfield Barns, School Road, Praze</u> – construction of a single storey dwelling.</p> <p>d. <i>Withdrawn Planning Applications</i> – information only.</p> <p>i. <u>PA18/08359, Land and Buildings at Dixcarte, Crowan</u> – conversion of Existing Barns to Form Four Dwellings, Landscaping, Parking and Associated Works.</p> <p>e. <i>PA17/04129, Pengwedna, Breage</i> – erection of agricultural buildings for free range egg production with associated feed bins, hardstanding and access.</p> <p>A Public Inquiry will be held on 16th April 2019, 10am, Nancegollan Village Hall. Details previously emailed.</p>	<p>Clerk</p>

	<p>Cllr. Smith will place an additional poster on Praze notice board. Cllr. Parnell said the PC could add additional comments, particularly in relation to traffic issues relating to the proposal. Cllr. Henwood said there 35 loads a day had been recorded to / from the site for a period of a month, with no guarantee this would not be the norm.</p> <p>Cllr. Smith will represent the Parish Council.</p> <p>f. <i>Housing Supplementary Planning Document</i> – consultation runs from Monday 8th April and 5pm Monday 6th May 2019. Details previously emailed.</p>	<p>Cllr. Smith</p> <p>Cllr. Smith</p>
61/2019	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Defibrillator, Praze Telephone Kiosk</i> – Minute 41b/2019 refers. The Clerk had provided a breakdown of action to date. Members considered the costs provided by Wendron PC (previously emailed).</p> <p>The Clerk to confirm with the Village Shop and PO, Praze and Townshend Village Hall Committee that they are willing to test the unit as per the maintenance schedule. Dependent on affirmative responses it was RESOLVED to purchase two defibrillators (for Praze and for Townshend).</p> <p>b. <i>Leedstown Playing Field</i> – Mr Nigel Griffith, Leedstown Utd. FC had provided a photograph of a tyre swinging from a tree in the park. The Clerk to request Mr Andy Turner to remove it.</p> <p>Mr Griffith advised the Club no longer has an under 18s team and now have just one team of under 9s. He pointed out the grass was long at the time of writing but had since been cut as per the cutting schedule.</p>	<p>Clerk</p> <p>Clerk</p>
62/2019	<p><u>Administrative Matters</u> –</p> <p>a. <i>Parish Council Newsletter / Report</i> – Minute 43b/2019 refers. Cllr. Roberts said he thought it would be a good idea to have a PC Newsletter printed twice a year. He suggested the newsletter could be circulated via email. He will produce a draft for further consideration at the April meeting.</p> <p>Cllr. Muriel said she would like to see some changes to the website. She wanted to see the agendas removed from the site once the meeting had taken place. She suggested creating a subpage 'Future Meetings' to hold the agendas. The Clerk to speak to ICT Connect Ltd.</p> <p>b. <i>Parish Council Photograph</i> – Minute 43e/2019 refers. Cllr. Roberts reported Ms Lisa Prout will charge £10 p.h. plus the cost of prints. He suggested taking the photograph in front of the church. It was RESOLVED to have the photo taken prior to the June meeting, in front of the church, if possible.</p> <p>c. <i>Website</i> – Members ACCEPTED the proposed new charges from ICT Connect Ltd. (up from £25+VAT p.m. to £38+VAT p.m.) but DECLINED to be invoiced annually. It was RESOLVED to create a Working Party to look at all aspects of the website, comprised of Cllrs. Muriel, Tunnicliffe, Parnell and Jenkin. The Clerk to request the number of 'hits' the site receives p.m.</p> <p>d. <i>Keys</i> – it was AGREED that Members would bring all the keys they hold to the next meeting. The Chair and Clerk to hold a full set of keys.</p> <p>It was RESOLVED to purchase three key safes from Screwfix for affixing to the outside of the Parish Rooms, Nancegollan changing rooms and Praze Meeting Room, for the use of Members only.</p>	<p>Cllr. Roberts</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Members</p> <p>Clerk</p>
63/2019	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2019/20-01 to a value of £2,748.96 was APPROVED for payment. The bank reconciliation was made available for inspection. Cllr. Jenkin declared an interest in the grant to South Kerrier Heritage Trust.</p> <p>It was RESOLVED to transfer £20,000 from the current account to the Business Tracker account. The Clerk to bring a letter for Members to sign to the May meeting</p>	<p>Clerk</p>

EXPENSES			
Staff costs – including tax and NI	989.30		989.30
Parish Rooms, Crowan	15.36		15.36
Play Areas	462.25	92.45	554.70
Praze WCs	750.22	129.38	879.60
Grant – S. Kerrier Heritage Trust	20.00		20.00
Administration	75.00	15.00	90.00
Treasure Park - legal advice	200.00		200.00
			£2,748.96
NOTE – the bank reconciliation was made available for inspection.			
b.	<i>2018/19 Income and Expenditure</i> – circulated at the meeting.		
c.	<i>PAT Testing</i> – annual requirement for the Parish Rooms and Praze Meeting Room. The Clerk to ask Mr Frank Webb if he can carry out the testing.		
d.	<i>Periodic Electrical Testing</i> – contractor recommended further inspection to be carried out in May 2019. The Clerk to speak to Mr Webb.		
e.	<i>Insurance Cover</i> – Came & Co. (insurance brokers) had been advised the current Play Equipment sum insured is £123,769.96 is acceptable to us.		
f.	<i>Pension Regulations</i> – the Clerk had re-declared Crowan Parish Council with The Pensions Regulator under the Pensions Act 2008 on 4 th April 2019.		
g.	<i>Grant Request</i> – Mrs Jacquie Perrin, Leedstown Village Hall asked Members for a grant of £120 to a review of their Fire Risk Assessment identified the need for a heat alarm for the kitchen, a Co2 fire angel and a smoke alarm. It was RESOLVED to make the grant.		
64/2019	<u>Parish Organisations</u> – reports i.r.o. village halls and local school, which require Members' attention.		
	a. <i>Leedstown School</i> – the building that was being used for the pre-school is now available for local organisations to use.		
65/2019	<u>Correspondence</u> – not mentioned elsewhere on the agenda.		
	a. <i>Nancegollan Village Hall</i> – thank you letter i.r.o. Members' grant.		
66/2019	<u>Diary Dates</u> –		
	a. <i>Council Meetings</i> :		
	i. <u>Full Council Meeting</u> – 9 th May 2019 following the Parish Meeting.		
	ii. <u>Parish Meeting</u> – 9 th May 2019 at 7pm prior to the Full Council meeting. Cllr. Smith to write a Chairman's report.		
	iii. <u>Amenities / Highways Meeting</u> – 29 th May 2019.		
	b. <i>Clerk's Leave</i> – 27 th April – 7 th May 2019 (inclusive).		
	c. <i>Road Safety and Community Speed Engagement Event</i> – 14 th May 2019, 9.30am – 1.30pm, County Hall, Truro. Details previously emailed.		
	d. <i>Highway Engagement Sessions</i> – 8 th May 2019 at 10am, Cormac Western Group Centre, Radnor Road Redruth. Details circulated via emailed.		
	e. <i>Green Spaces</i> – Cllr. Parnell to attend the seminar.		
67/2019	<u>Information Only / Items for Future Agendas</u> – none.		
68/2019	<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.		
69/2019	<u>Land at Nancegollan</u> – Minute 50/2019 refers. The Clerk to confirm with Mr Carter that the PC is keen to progress with acquisition of the land.		

	<p>The Clerk had advised Ms Sarah Phillips of Edward Buckland that the quotation from solicitors Randle Thomas LLP to cover the cost of legal fees totaling £850+VAT had been accepted and that Members would seek to secure funding for the formation of the car park through a Section 106 agreement.</p> <p>The Clerk had spoken to Mr Ian Stovell regarding his contract to cut within one metre of the boundary hedge. It was AGREED Cllrs. Henwood and Parnell would meet with him to discuss the matter. The Clerk to send a copy of the contract.</p>	Clerk
70/2019	<p><u>Treasure Park</u> – Minute 41a/2019 refers. Cllr. Parnell reported the PC’s solicitor had been on leave, but it was hoped to be able to move this forward shortly.</p> <p>NOTE – Ms Maxine Hardy, CC advised she had consulted with their Legal Team, and confirmed CC will only pay for the transfer cost of an asset where they are asking the Parish Council to take on the service – e.g. the toilets. CC do not pay legal fees for any of the open space devolution.</p>	Cllr. Parnell
71/2019	<p><u>Enforcement Issues</u> – Members discussed a number of existing and new enforcement cases for both planning and PROW issues. It was RESOLVED to invite the PROW Enforcement Officer to the June Full Council meeting.</p> <p>NOTE – CC had decreed that listing placing enforcement cases is an infringement of the Data Protection Act. In future only status updates will be available. When a decision had been reached the complainant will be told, but not PCs, except in cases where Members were the complainant. .</p>	Clerk
72/2019	<p><u>Clerk’s Appraisal</u> – a date for the appraisal is to be arranged at a mutually convenient time.</p>	Staffing Committee
73/2019	<p><u>Meeting Closed</u> – 21.01pm.</p>	

Signature: (Cllr. Smith)
Chairman

Date: 9th May 2019