

Crowan Parish Council

MINUTES OF THE ANNUAL COUNCIL MEETING

HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 9th MAY 2019 following the Parish Meeting

Present:	Cllr. Parnell (Chairman) Cllr. Dr. Jenkin (PC/CC) Cllr. Mrs Muriel Cllr. McLeod	Cllr. Christophers Cllr. Roberts Cllr. Tripp Cllr. Smith
Also present:	Mrs Yelland (Minute Taker)	
Minute	AGENDA ITEMS	Action
74/2019	<u>Election of Chairman</u> . it was RESOLVED to elect Cllr. Parnell to the post for 2019/20. Prop Cllr Smith, sec Cllr McLeod Cllr. Parnell duly signed his Acceptance of Office form and thanked members for the vote of confidence.	
75/2019	<u>Election of Vice Chairman</u> –it was AGREED to defer until the next meeting.	
	<u>Prayers</u> – led by the Chair, who advised anyone not wishing to participate may leave the room and re-join the meeting later.	
	<u>Meeting Closed for the Public Forum</u> – the Chairman opened the meeting and welcomed those present. Mr & Mrs McGarry, Mr & Mrs Hall, Mr James Hill. Mr & Mrs McGarry seeks support on application no:PA19/02724, <i>Buscaverran Farm House, Crowan</i> and confirms the existing building will be used for additional accommodation. The annexe if for family use only. No objections have been received. Meeting re-opened.	
76/2019	<u>Casual Vacancies</u> – Cllr Roberts has received an enquiry from a member of the public expressing an interest and suggested they attend a meeting first. Wide range of discussion took place on how the parish council could engage the wider community when vacancies arise. It was RESOLVED to publish in The Chronicle. Prop Cllr Smith, sec Cllr Christopher. To confirm any other associated costs on terms of publish. Other suggestions were to publish via social media. Website and Facebook.	Cllr Smith
77/2019	<u>Apologies for Absence</u> – Cllr Tunncliffe, Cllr Miss Allen, Clerk (ill health).	
78/2019	<u>Members' Declarations</u> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – There were none. b. <i>Non-Pecuniary/Disclosable Interests</i> – There were 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. There were none. d. <i>Dispensations</i> – None	
79/2019	<u>Committee Membership</u> – appointments to the following committees to be made: a. <i>Chairman of the Amenities and Highways Committee, 2019/20</i> – It was RESOLVED to elect all members to the post. Prop Cllr Dr Jenkin, sec Cllr Smith. Election of Chair will be at the first meeting held. NOTE – all Councillors are members of the Amenities and Highways	

	<p>Committee.</p> <p>b. <i>Staffing Committee</i> – it was RESOLVED to elect Cllr Mrs Muriel, Cllr Smith, Cllr Roberts to the Staffing Committee. Prop Cllr Parnell, sec Cllr McLeod</p> <p>c. <i>Audit Checkers</i> –it was RESOLVED to elect Cllr Mrs Muriel, Cllr Parnell, Cllr Smith to act as Audit Checkers. Prop Cllr Christopher, se Cllr Dr Jenkin</p> <p>d. <i>Neighbourhood Plan Steering Group</i> – Cllrs. Henwood, Jenkin, McLeod, Parnell, Roberts and Smith will continue to serve. Prop Cllrs Muriel, sec Cllr Christopher</p> <p>NOTE – the Chairman and Vice Chairman are ex officio Members of all Council Committees</p>	
80/2019	<p><u>External Bodies</u> – Members made the following appointments:</p> <p>a. <i>Community Network</i> – Cllr Parnell –It was previously RESOLVED the chair would fill the post.</p> <p>b. <i>Leedstown Village Hall</i> - it was RESOLVED to elect Cllr Christopher to fill the post. Prop Cllr Dr Jenkin, sec Cllr Smith.</p> <p>c. <i>Nancegollan Village Hall</i> – it was RESOLVED to elect Cllr Dr Jenkin to fill the post. Prop Cllr Mrs Muriel, sec Cllr Roberts.</p> <p>d. <i>Praze Institute</i> –it was RESOLVED to elect Cllr.Smith to fill the post. Prop Cllr Christophers, sec Cllr Roberts.</p> <p>e. <i>Praze Playing Field</i> –it was RESOLVED to elect Cllr. to fill the post. Prop Cllr McLeod, sec Cllr Dr Jenkin.</p> <p>f. <i>Townshend Village Hall</i> – it was RESOLVED to elect Cllr Dr Jenkin to fill the post. Prop Cllr Smith, sec Cllr Mrs Muriel.</p> <p>g. Cllr McLeod is kindly willing to take responsibility for the Parish room</p>	Cllr McLeod
81/2019	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Cornwall Councillor</i> – Cllr Dr Jenkin attended a 3-day appeal inquiry regarding the planning application for Pengwedna ‘chicken farm’ and reported that the objectors presented well and now we await the outcome. Cllr Dr Jenkin reported that the CC Standards Committee welcomed the report from the Committee of Standards in Public Life, which recommended the return of sanctions, such as suspension, for Cllrs who are in breach of the Code.</p> <p>Also she reported that the Cabinet of CC have approved the new Cornish Language and confirmed to Cllr Tripp this will be at no additional cost to the council tax payers.</p> <p>-----</p> <p>The Chairman raised Standing Orders to suspend the meeting and allow Mr & Mrs Hall who arrived to speak on application PA19/02724, Buscaverran Farm House, Crowan – demolition of existing barn and siting of a timber mobile-home for use as annexe accommodation.</p> <p>Mrs Hall expressed that most people are in favour of this application due to the derelict condition and are pleased a family will be accommodated. There are comments online of support and how it will make good use of the area.</p> <p>-----</p> <p>Standing Orders were re-instated.</p> <p>b. <i>Police</i> – No police report</p> <p>c. <i>Network Panel Meeting</i> – next meeting to be held on 5th June 2019, 6pm, at Goonhilly Earth Station. Members need to register their attendance.</p>	Cllr. Jenkin
82/2019	<p><u>Internal Auditor</u> – it was RESOLVED to appoint Mr Donald Baines as the PC’s</p>	Clerk

	“competent and independent” Internal Auditor for 2019/20. Prop Cllr Dr Jenkin, sec Cllr Parnell.	
83/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 11th April 2019, AGREED as a true record. Prop Cllr Parnell, sec Cllr Dr Jenkin</p>	
84/2019	<p><u>Planning Applications</u> – Members considered the following:</p> <p>a. <i>PA19/02724, Buscaverran Farm House, Crowan</i> – demolition of existing barn and siting of a timber mobile-home for use as annexe accommodation. Wide range of discussion took place and it was RESOLVED to SUPPORT the application but only if following conditions will be considered by the Planning Officer: - <i>The mobile home is tied to the existing property for family members</i> <i>When the use ceases the mobile home is to be removed.</i> Prop Cllr Dr Jenkin, sec Cllr Mrs Muriel. All in favour.</p> <p>b. <i>PA19/03411, Higher Carn, Black Rock</i> – proposed escape window to side (west) elevation. (Please note Cornwall Council have already approved the revised roof, rooflights and finishes under permitted development application no. PA18/002290/PREAPP). It was RESOLVED to SUPPORT the application. Prop Cllr Mrs Muriel, sec Cllr Smith.</p>	<p>Clerk</p> <p>Clerk</p>
85/2019	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Development Plan</i> – Cllr Parnell was pleased to have received the Independent Examiners Report and there is one recommendation as follows:- To redraw the settlement boundary on the south side of Crowan Village to follow the boundaries of the rear garden of properties (Greystone to Crowan cottages) which face along the village street. It was RESOLVED to give delegated authority to Cllr Parnell and Cllr McLeod in re-drawing the boundary. Prop Cllr Smith, sec Cllr Roberts. Thanks to Cllr Parnell for all his hard work the Neighbourhood Development Plan.</p> <p>b. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <i>PA19/01777, 47 Trethannas Gardens, Praze an Beeble</i> – first-floor side extension. Members supported this application.</p> <p>ii. <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. Members had no objection.</p> <p>c. <i>Withdrawn Planning Applications</i> – information only.</p> <p>i. <i>PA19/00304, Binner Cross Farmhouse, Leedstown</i> – erection of two log cabins, one agricultural barn and two poly tunnels.</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. Mr Glen Lowe, CC Planning Committee confirmed this application had been</p>	<p>Cllr Parnell Cllr McLeod</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>

	<p>withdrawn and not approved as erroneously reported to the March meeting. Minute 60b[iii]/2019 refers.</p> <p>e. <i>PA17/04129, Pengwedna, Breage</i> – Members to receive a report from Cllr Smith who attended the Public Inquiry held on 16th April 2019 and spoke on the PC's behalf. He reported the appeal for the chicken farm at Pengwedna was well attended by parishioners from all Parishes. It appeared that the views and concerns were being taken into account. We are all however still awaiting the outcome of the appeal.</p>	<p>Noted</p> <p>Cllr. Smith</p>
86/2019	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Defibrillator, Praze Telephone Kiosk</i> – Minute 61a/2019 refers. The Clerk was instructed to write to the Praze PO and Townshend Village Hall Association, which she did, but to date no-one has agreed to check the defibrillators. Her instructions were to then place an order for the equipment. In the absence of anyone agreeing to check the machines no order has been placed. In the absence of affirmed responses Parish Cllrs Dr Jenkin, Cllr Miss Allen, Cllr Smith will undertake the checking and the clerk to action the order.</p> <p>b. <i>Climate Change</i> – Minute 57c/2019 refers. Members to consider what measures the PC can take to help alleviate climate change. This item has been respectfully DEFERRED as it is work in progress.</p> <p>c. <i>High Street Clean-Up</i> – grant of up to £2,000 available. More information from Clean Cornwall Clean.Cornwall@cornwallrcc.org.uk. Closing date for applications is 6th May. The application date has now expired.</p> <p>d. <i>Highways Consultation</i> – proposals to introduce waiting restrictions and speed limits along various streets, includes sites in Leedstown and Praze. Deadline is 10th April 2019. Details previously emailed.</p> <p>e. <i>Parish Rooms</i> – Members RESOLVED to have the Parish Rooms 'deep cleaned' ahead of the 24th May 2019 room booking. Cllr Roberts has agreed to seek a suitable person to carry out this task.</p> <p>Crowan Crafts have booked the room from Friday 24th May to 2nd June. Wide range of discussion took place on the hire terms. It was AGREED Cllr McLeod would discuss further with the hirer.</p> <p>f. Mr Turner to erect the 3 key safes at Crowan & Praze Parish rooms and at the Nancegollan playing field changing rooms.</p>	<p>Clerk</p> <p>Cllr. Parnell</p> <p>Noted</p> <p>Noted</p> <p>Cllr Roberts</p> <p>Cllr McLeod</p> <p>Mr Turner</p>
87/2019	<p><u>Administrative Matters</u> –</p> <p>a. <i>Parish Council Newsletter / Report</i> – Minute 62a/2019 refers. Cllr. Roberts to provide a draft for Members' consideration. Work in progress</p> <p>b. <i>Parish Council Photograph</i> – Minute 62b/2019 refers. The Clerk had asked Ms Lisa Prout to take the group photograph on 13th June 2019, at 6.45pm. It was AGREED the clerk to circulate an email to all Cllrs confirming their attendance. (Cllr McLeod tendered his apology as he will be away.)</p> <p>c. <i>Website</i> – Minute 62c/2019 refers. Members to receive an email report from the Working Party set up to look at all aspects of the website following the meeting held on 30 April 2019.</p> <p>Mr Lawrence of ICT Connect Ltd. apologised he is currently out of the country. He will create the separate section (subpage) as requested to display future (forthcoming) meetings and will send the website statistics on his return.</p> <p>The Chairman asked the locum clerk about her parish council's website and</p>	<p>Cllr Roberts</p> <p>Clerk</p> <p>Cllrs Muriel, Tunncliffe, Parnell and Jenkin</p>

	<p>social media. Gave a brief on how well the website works, with an automatic feed to Facebook and Twitter when posting news on the website. The locum clerk will forward details to members as requested.</p> <p>d. <i>Parish Award</i> – Minute 14b/2019 refers. Members had agreed to announce this initiative at the AGM and to set up a system to administer it. Discussion took place and it was AGREED Cllr McLeod will draft the criteria for the Community Volunteer Award and report back to council.</p> <p>e. <i>Periodic Electrical Testing</i> – Minute 63c/2019 refers. Mr Frank Webb had previously carried out PAT testing for the Parish Rooms and Praze Meeting Room and following his recommendation it was RESOLVED the clerk instructs HRH to carry out the Periodic Test. Prop Cllr Smith, se Cllr Parnell</p> <p>f. <i>Keys</i> – Minute 62d/2019 refers. Members to bring all the keys they hold to the meeting. The Clerk's keys were delivered to the Parish Rooms together with key fobs for whoever is tasked with sorting the keys. Any unused fobs to be returned to the Clerk.. It was AGREED Cllr Parnell will sort.</p> <p>NOTE – the Chair and Clerk to hold a full set of keys.</p> <p>NOTE – the Clerk had purchased three key safes and Cllr Roberts has taken the key safes to give to Mr Turner for installation.</p> <p>g. <i>The Chronicle</i> – deadline for copy is 18th May 2019. Cllr. Smith to provide a report. Work in progress.</p>	<p>Cllr. McLeod</p> <p>Clerk</p> <p>All Members</p> <p>Cllr Parnell</p> <p>Cllr Roberts Mr Turner Cllr. Smith</p>																																				
<p>88/2019</p>	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2019/20-02 to a value of £3,355.01 was APPROVED for payment.</p> <table border="1" data-bbox="316 1128 1292 1406"> <thead> <tr> <th colspan="4">EXPENSES</th> </tr> </thead> <tbody> <tr> <td>Staff costs – including tax and NI</td> <td>989.30</td> <td></td> <td>989.30</td> </tr> <tr> <td>Parish Rooms, Crowan</td> <td>235.62</td> <td>11.01</td> <td>246.63</td> </tr> <tr> <td>Play Areas</td> <td>1,234.60</td> <td>212.85</td> <td>1,447.45</td> </tr> <tr> <td>Praze WCs</td> <td>52.00</td> <td></td> <td>52.00</td> </tr> <tr> <td>Grant – Leedstown Village Hall</td> <td>120.00</td> <td></td> <td>120.00</td> </tr> <tr> <td>Administration</td> <td>266.35</td> <td>13.82</td> <td>280.17</td> </tr> <tr> <td>NDP</td> <td>199.46</td> <td></td> <td>199.46</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£3,335.01</td> </tr> </tbody> </table> <p>NOTE – the bank reconciliation to be made available for inspection.</p> <p>Members discussed the charges for the Playing Field inspections. The Chairman asked the locum clerk on her council's experience with playing field inspections. The Chairman requested that the Clerk should forward to him details of the existing contract with Greens and our insurance compliance terms for review at next Amenities Meeting.</p>	EXPENSES				Staff costs – including tax and NI	989.30		989.30	Parish Rooms, Crowan	235.62	11.01	246.63	Play Areas	1,234.60	212.85	1,447.45	Praze WCs	52.00		52.00	Grant – Leedstown Village Hall	120.00		120.00	Administration	266.35	13.82	280.17	NDP	199.46		199.46				£3,335.01	
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<p>89/2019</p>	<p><u>Parish Organisations</u> – reports i.r.o. village halls and local school, which require Members' attention.</p> <p>a. Leedstown Village Hall – boiler replacement cost around £4000.00</p> <p>b. Community Room – clerk to instruct HRH electrics and to check electrical warning & need for removal of furniture with woodworm.</p> <p>c. Nancegollan - Cllr Dr Jenkin attends meetings as the parish representative. There are some concerns with finance and a lack of volunteers.</p> <p>d. Praze Institute – Cllr. Smith reported all OK</p>	<p>Clerk Cllr Parnell</p>																																				

90/2019	<p><u>Correspondence</u> – not mentioned elsewhere on the agenda.</p> <p>a. <i>Cornwall Countryside Access Forum</i> – seeks new members each year to fill a number of vacancies created by the ending of some Forum members’ term of office. Details previously emailed.</p> <p>b. <i>One and All News</i> – Royal Cornwall Hospitals Trust newsletter was distributed.</p> <p>c. <i>New Village Hall Improvement Fund launched by ACRE</i> – details previously emailed for review by village hall representatives.</p> <p>d. <i>Clerks and Councils Direct</i> – May 2019 was tabled</p>	
91/2019	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings</i>:</p> <p>i. <u>Full Council Meeting</u> – 13th June 2019.</p> <p>ii. <u>Amenities / Highways Meeting</u> – 29th May 2019.</p> <p>b. <i>Vitality of Town Centres</i> – Mr Bill Grimsey, author of “It’s Time to Reshape our Town Centres” is speaking at County Hall on 10th May 2019, 10am. Details previously emailed.</p> <p>c. Town & Parish Highways Engagement - Cormac Scorrier – 15th May 2019</p>	<p>Cllr Dr Jenkin</p> <p>Cllr Parnell</p>
92/2019	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. Praze Playing Field Management</p>	
93/2019	<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>	<p>No members of the public</p>
94/2019	<p><u>Land at Nancegollan</u> – Minute 69/2019 refers. Ms Sarah Phillips, Edward Buckland Ltd. advised they are in the process of preparing the relevant plans and terms to be sent to the solicitor for them to proceed with the conveyance. Mr Paul Carter had confirmed his willingness to proceed with the gift of the land.</p> <p>NOTE – the Clerk had advised Ms Sarah Phillips 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>Noted</p>
95/2019	<p><u>Treasure Park</u> – Minute 70/2019 refers. Members to consider the advice from Ms Jessica Cornish, solicitor at Borlaze & Co, not to proceed without CC acknowledging and resolving the fencing issues with the adjoining neighbour. Cllr Parnell reported that he has been in conversation with Mr Jon Mitchell at CC on this matter, and is awaiting a response. Another option to safeguard the area is to register the land as a public open space.</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>	<p>Cllrs. Parnell / Henwood</p>
96/2019	<p><u>Enforcement Issues</u> – the Clerk had received updates on the outstanding enforcement cases, which were read to Members. Details in the file.</p> <p>The PROW Enforcement Officer had been invited to the June Full Council</p>	<p>Noted</p>

	meeting. NOTE – 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.	Noted
97/2019	<u>Clerk's Appraisal</u> – this had been deferred until the Clerk returns from sick leave.	Noted
98/2019	<u>Meeting Closed</u> – 9.45pm	

Signature: (Cllr. Parnell)
Chairman

Date: 13th June 2019

DRAFT