

Crowan Parish Council

NOTICE AND AGENDA OF THE ANNUAL COUNCIL MEETING TO BE HELD IN THE PARISH ROOMS, CROWAN ON THURSDAY, 13th JUNE 2019 @ 7.15pm

Members of the public and press are invited to attend this meeting of the Council.

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.

| Minute | AGENDA ITEMS | Action |
|----------|--|--------------|
| | <u>Group Photograph</u> – Members to convene at 6.45pm for photograph at 7pm. | |
| | <u>Prayers</u> – led by the Chair. Anyone not wishing to participate may leave the room and re-join the meeting later. | |
| | <u>Chairman's Welcome and Public Forum</u> – members of the public may address the Council prior to the commencement of the Meeting. Ms Linda Holloway, PROW Enforcement Officer to meet with Members. Minute 71/2019 refers. | |
| 99/2019 | <u>Casual Vacancies</u> – Members to consider any applications for co-option to the following vacancies: a. Praze Ward. b. Leedstown Ward. NOTE – Cllr. McLeod to have placed an advertisement in <i>The Chronicle</i> . The Clerk had placed a revised notice, with Cllr. Parnell's contact details, on the website. | |
| 100/2019 | <u>Apologies for Absence</u> – Cllr. McLeod (leave). | |
| 101/2019 | <u>Members' Declarations</u> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – Members must declare an interest, in an agenda item, which has been declared on their Register of Financial Interests form. b. <i>Non-Pecuniary/Disclosable Interests</i> – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest becomes apparent. c. <i>Declaration of Gifts</i> – Members are reminded they must not accept any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – Members to consider granting any written dispensations that have been received. | |
| 102/2019 | <u>Election of Vice Chairman</u> – Members to elect a Vice Chairman for 2019/20. NOTE – newly elected Vice Chairman to sign his/her Acceptance of Office form. | |
| 103/2019 | <u>Chairman of the Amenities and Highways Committee</u> – Members had elected Cllr. Tunncliffe as Committee Chairman for 2019/20. Minute AC31/2019 refers. | |
| 104/2019 | <u>Outside Bodies / Reports</u> – a. <i>Cornwall Councillor</i> – Members to receive a report. NOTE – a resident of Townshend had queried the extent of the yellow lining. b. <i>Police</i> – any matters to be brought to the attention of the Police. | Cllr. Jenkin |

| | | |
|----------|---|---|
| | c. <i>Network Panel Meeting</i> – Members to receive a verbal report following the meeting held on 5 th June 2019, to be held at Goonhilly. | |
| 105/2019 | <u>Minutes of Meetings</u> – a. <i>Full Council Meeting</i> – 9 th May 2019. b. <i>Amenities / Highways Meeting</i> – 29 th May 2019. | |
| 106/2019 | <u>Planning Applications</u> – Members to consider the following, including any planning applications received after the agenda was issued: a. <i>PA18/10256, Land W of Trevoole Farm, Botetoe Hill, Trevoole</i> – change of use of land to a 2 no. pitch Traveller pitch site including 2 no. mobile homes, 2 no. dayrooms, 2 no. garages, 2 no. touring caravans, 1 no. septic tank, hardstanding, and associated works. Amended plans received. b. <i>PA19/04226, Trevoole Farm, Trevoole</i> – removal of planning obligation in respect of PA03/01312/F. c. <i>PA19/04342, Sunny Corner, Binnerton Road, Leedstown</i> – reconstruction of agricultural buildings to form four dwellings including a sewage treatment plant. d. <i>PA19/04527, Polcrebo Cottage, Polcrebo Downs, Nancegollan</i> – two-bedroom extension to existing cottage. e. <i>PA19/04550, Millbrook Cottage, Buscaverran, Crowan</i> – see Minute 119/2019 below and note that to date the application is not listed on CC's website. f. <i>PA19/04598, Tregonning View, Townshend</i> – to revoke the current s106 dated the and replace with local needs single dwelling template that includes Mortgagee in possession clause and standard cascade periods. NOTE – Members have yet to be formally consulted on this application. | Plans with Cllr. Jenkin Plans with Cllr. Jenkin Plans with Cllr Henwood Plans with Cllr. Roberts |
| 107/2019 | <u>Other Planning Matters</u> – a. <i>Neighbourhood Development Plan</i> – Members to receive a verbal report. b. <i>Planning Applications Approved by CC</i> – information only. i. <i>PA18/10927, Manor Mill, Crowan</i> – Listed building consent to replace the double-glazing panels to rear windows and the current plastic glazing bars. Members supported this application. ii. <i>PA18/11625, Black Rock Farm Cottage, Black Rock</i> – proposed conversion of existing disused and dilapidated piggery and part demolition into habitable family accommodation. Members had no objection. iii. <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. Members supported this application. iv. <i>PA19/03411, Higher Carn, Black Rock</i> – proposed escape window to side (east) elevation. Members supported this application. c. <i>Planning Application Consultations</i> – a guide for Local Councils by application type and indicates whether or not consultations are required. Previously emailed. d. <i>Gwinear-Gwithian NDP</i> – copy of the draft NDP previously emailed. Closing date for comments is 14 th June 2019. | Cllr. Parnell |
| 108/2019 | <u>Environmental / Amenity Matters</u> – a. <i>Defibrillator</i> – Minute 86a/2019 refers. An order for two defibrillators had been placed with RRMCC. NOTE – Cllrs. Jenkin, Allen and Smith will undertake the regular checking of the defibrillator. | |

| | | |
|----------|---|---|
| | <p>b. <i>Climate Change</i> – Minute 86b/2019 refers. Members to consider what measures the PC can take to help alleviate climate change. Deferred from the May meeting.</p> <p>c. <i>Praze Playing Field</i> – Minute 92a/2019 refers.</p> <p>d. <i>Praze WC</i> – the Clerk and Chairman had requested Cormac to repair the ‘bleeping’ disabled alarm in the toilet.</p> | <p>Cllr. Parnell</p> <p>Information</p> |
| 109/2019 | <p><u>Administrative Matters</u> –</p> <p>a. <i>Parish Council Newsletter / Report</i> – Minute 87a/2019 refers. Members to consider how to circulate a newsletter / report, including utilising Facebook.</p> <p>b. <i>Website</i> – Minute 87c/2019 refers. Members to receive a report from the Working Party set up to look at all aspects of the website.</p> <p>NOTE – in the three days since the statistics program had been installed there were 21 visitors who made a total of 88 visits.</p> <p>c. <i>Community Volunteer Award</i> – Minute 87d/2019 refers. Members to approve the draft poster previously circulated from Cllr. McLeod and to consider printing, dissemination, etc.</p> <p>d. <i>Periodic Electrical Testing</i> – Minute 87e/2019 refers. HRH Electrical will carry out the test on the Parish Rooms, Nancegollan Changing Rooms and Praze Community Building early-mid July.</p> <p>e. <i>Keys</i> – Minute 88e/2019 refers. Members to receive an update.</p> <p>f. <i>The Chronicle</i> – deadline for copy is 13th July 2019. Cllr. Parnell to provide the PC’s report, to include an appeal to fill the Casual Vacancies.</p> | <p>Cllr. Roberts</p> <p>Cllrs. Muriel, Tunncliffe, Parnell and Jenkin</p> <p>Cllr. Parnell</p> <p>Cllr. Parnell</p> |
| 110/2019 | <p><u>South Kerrier TROs: Praze and Leedstown</u> – Members to confirm they approve the changes to the draft TRO as discussed with Ms Helen Scott-Daniels at the Highways meeting on 29th May 2019. Details previously emailed.</p> | |
| 111/2019 | <p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2019/20-03.</p> <p>NOTE – the bank reconciliation to be made available for inspection.</p> <p>b. <i>Internal Auditor’s Report</i> – Members to receive and consider any recommendations from their Internal Auditor. Copy to be circulated.</p> <p>c. <i>End of Year Accounts 2018/19</i> –</p> <p>i. <u>Annual Governance Statement 2018/19</u> – Members to consider and approve the statement. Copy to be circulated.</p> <p>ii. <u>Accounting Statement for 2018/19</u> – Members to receive and accept the 2018/19 accounts, prior to submission to the External Auditor. Copy to be circulated.</p> <p>d. <i>Account Virement</i> – Members to agree to vire £2,612 from the Regeneration Project budget heading to Amenities, to cover the cost of two defibrillators.</p> <p>NOTE – this will leave a balance of £2,388 to meet the cost of the TRO for Leedstown and Praze.</p> <p>e. <i>Budget Monitor</i> – a copy to be circulated at the meeting.</p> <p>f. <i>Insurance</i> – Members to consider and agree to the insurance renewal. A copy of the insurance schedule and supporting documents had been emailed.</p> | |
| 112/2019 | <p><u>Parish Organisations</u> – reports i.r.o. village halls and local school, which require Members’ attention.</p> <p>a.</p> | |

| | | |
|----------|--|--------------------------|
| 113/2019 | <p><u>Correspondence</u> – not mentioned elsewhere on the agenda.</p> <p>a. <i>Community Chest Grant Funding</i> - each Cornwall Councillor has a small grant fund (£2,000) to assist projects run by voluntary and community groups in the Cornwall Council area they represent. Details emailed.</p> <p>b. <i>Emergency Building Register</i> – contact details i.r.o. the Parish Rooms had been amended by the Clerk.</p> | |
| 114/2019 | <p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings:</i></p> <p>i. <u>Full Council Meeting</u> – Members to confirm the date as 25th July 2019, to avoid a clash with Praze Show.</p> <p>NOTE – no meeting will be held in August, except that the Chairman may call an Extraordinary Meeting if necessary.</p> <p>ii. <u>Amenities / Highways Meeting</u> – TBC.</p> <p>b. <i>West Cornwall Parish Conference</i> – Wednesday, 25th September 2019, Penzance AstroPark. Organised by Derek Thomas MP. Members are invited to forward any issues they want raised.</p> | |
| 115/2019 | <p><u>Information Only / Items for Future Agendas</u> –</p> <p>a.</p> | |
| 116/2019 | <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> | |
| 117/2019 | <p><u>Land at Nancegollan</u> – Minute 94/2019 refers. Members to receive an update.</p> | |
| 118/2019 | <p><u>Treasure Park</u> – Minute 70/2019 refers. Members to consider the advice from Ms Jessica Cornish, solicitor and a proposal from Cllr. Henwood to apply to register the land as a public open space.</p> | Cllrs. Parnell / Henwood |
| 119/2019 | <p><u>Enforcement</u> – the following update had been received:</p> <p>a. <u>EN19/00260, Millbrook Cottage, Buscaverran, Crowan</u> – alleged siting of a yurt and a shepherd's hut. Case officer, Mr Alan Rowe advised a planning application, PA19/04550, had now been submitted that seeks to regularise the breaches on the site. Case closed.</p> | |
| 120/2019 | <p><u>Leedstown Swings</u> – the existing infant swings had been removed on H&S grounds. The Clerk had requested quotations for a replacement.</p> | |
| 121/2019 | <p><u>Future Planning</u> – Members to consider administrative issues moving forward, to include a proposal to provide the Clerk with a mobile phone.</p> | |
| 122/2019 | <p><u>Meeting Closed</u> –</p> | |

Signature: (Mrs Gillian Thompson)
Parish Clerk

Date: 5th June 2019

Contact: 12 Bonython Drive, Grampound, Truro, Cornwall, TR2 4RL.
Tel: 01726-884024
E-mail: clerk@crowan-pc.gov.uk
Website: <https://www.crowan-pc.gov.uk>