

# Crowan Parish Council

## MINUTES OF THE FULL COUNCIL MEETING

### HELD IN THE PARISH ROOMS, CROWAN

ON THURSDAY, 13<sup>th</sup> JUNE 2019 @ 7.15pm

Present:	Cllr. Parnell (Chairman) Cllr. Henwood Cllr. Smith 24 Members of the public	Cllr. Miss Allen Cllr. Dr. Jenkin (PC/CC) Cllr. Tripp	Cllr. Christophers Cllr. Roberts 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>Members introduced themselves. The public were then invited to speak.</p> <p>Mrs Helena Pridmore expressed concerns about the proposed traveller site in Trevoole (Minute 106a/2019 refers). Whatever happens regarding travellers on the site, she said there was a need to have a proper public meeting in Praze. She said the proposal will have a knock-on impact on anyone using the road and possibly on the school. She felt the applicant had no management skills and this showed in the poor state of the site at present. She pointed out that CC had permitted things to evolve. In her view the proposal would overwhelm a quiet part of the countryside. There is a mine under the site and, possibly, contamination on the site – had this been investigated?</p> <p>Mr Martin Harry, Praze supported Mrs Pridmore's views. He, too, wanted a public meeting to consider the implications. There had been no policing including the numbers of caravan, no-one had spoken to residents about the new proposal.</p> <p>Mrs Barnett of Bluebell Nursery said she was greatly concerned by the application. She alleged bullying tactics by the applicant. There was a dispute regarding ownership of part of the site. Her architect had confirmed the applicant is showing he owns part of the site that is shown on her deeds.</p> <p>Mr Steve Dyer referred to the big turn out to the PC meeting in February, when this application was discussed. He queried why the PC hadn't 'spread the word' more widely. Several residents supported this view. It was pointed out that this was not the remit of the Parish Council, but details had been shown on local notice boards and on our website. Cllr. Jenkins advised concerned residents to request a public meeting through CC's case officer, Mr Martin Jose.</p> <p>Mr Tony Gosling asked if the case officer had requested a reduction in the size of the application. This was not known but thought possible.</p> <p>Mrs Vicky Salvidge, Millbrook Cottage (Minute 106e/2019 refers). This is an application to use a yurt and shepherd's but for holiday / personal use. They could only be seen from the road during the winter months. The application is being made now because of a pending enforcement application. She confirmed the yurt had been on site for 4 years and the shepherd's hut for 2 years. There was support for the application from residents present at the meeting.</p> <p>Ms Linda Holloway, PROW Enforcement Officer sent her apologies she is no longer able to meet with Members tonight. It was <b>AGREED</b> to invite her to the July meeting. The Clerk to action Minute 71/2019 refers.</p> <p>Cllr. Henwood apologised for arriving late.</p>		Clerk

99/2019	<p><u>Casual Vacancies</u> – there were no applications for co-option to the following vacancies:</p> <p>a. Praze Ward.</p> <p>b. Leedstown Ward.</p> <p>An appeal had been made in <i>The Chronicle</i> and a revised notice, with Cllr. Parnell's contact details, had been placed on the website.</p>	
100/2019	<p><u>Apologies for Absence</u> – Cllrs. McLeod (leave) and Muriel.</p>	
101/2019	<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> – Cllrs. Henwood and Parnell in (Minute 112c/2019 refers).</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. There were none.</p> <p>d. <i>Dispensations</i> – none.</p>	
102/2019	<p><u>Election of Vice Chairman</u> – it was <b>RESOLVED</b> to elect Cllr. Tunncliffe as Vice Chair for 2019/20. She duly signed her Acceptance of Office form.</p>	
103/2019	<p><u>Chairman of the Amenities and Highways Committee</u> – Members had elected Cllr. Tunncliffe as Committee Chair for 2019/20. Minute AC31/2019 refers.</p>	
104/2019	<p><u>Outside Bodies / Reports</u> –</p> <p>a. <i>Cornwall Councillor</i> – Cllr. Jenkin reported the Health and Social Care Committee concerns about the closure of Care Homes in Cornwall. She had attended various meetings at which there had been a wide-ranging discussion on a number of topics.</p> <p>There had been a misunderstanding about road line marking in Townshend, which had subsequently been clarified.</p> <p>Cllr. Jenkin confirmed the Blue Badge scheme applications are now only accessible online or by phone. Advice can be obtained through the Library.</p> <p>b. <i>Police</i> – there were no matters to be brought to the attention of the Police.</p> <p>c. <i>Network Panel Meeting</i> – Cllr. Parnell had attended the meeting held on 5<sup>th</sup> June 2019, at Goonhilly. There had been a report about the future of Goodhilly itself.</p> <p>Details of an all-day traffic management course on Monday 22<sup>nd</sup> July 2019, had been provided by CC and circulated via email.</p>	
105/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 9<sup>th</sup> May 2019, <b>AGREED</b> as a true record.</p> <p>b. <i>Amenities / Highways Meeting</i> – 29<sup>th</sup> May 2019. Minute AC35c/2019 amended to read: "...permission is required. The Clerk to email Mr Rob Parsons for his permission." With this amendment the Minutes were <b>AGREED</b> as a true record.</p>	Clerk
106/2019	<p><u>Planning Applications</u> – Members considered the following:</p> <p>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. An email from the case officer, Mr Martin Jose, was read to the meeting.</p> <p>Cllr. Jenkin pointed out the red line had been reduced, i.e. the area covered by the proposed development. There had also been a reduction in scale and size of the buildings. The garages had been removed from the plans and the only built development on the new application is the new Day Rooms.</p>	

	<p><b>OBJECT</b> on the same grounds as previously and to point out the Neighbourhood Plan had gone through independent examination and therefore more weight should be given to evolving policies HT1, HLE1 and HLE2. Members do not believe this is an appropriate site and point out that there is more suitable land in the applicants' ownership (land across the road). It is pointed out that Members had been advised that not all the land identified in blue on the plans is in the applicant's ownership.</p> <p>b. <i>PA19/04226, Trevoole Farm, Trevoole</i> – removal of planning obligation in respect of PA03/01312/F. Cllr. Jenkin said other similar properties had had their obligation removed. <b>NO OBJECTION</b>.</p> <p>c. <i>PA19/04342, Sunny Corner, Binnerton Road, Leedstown</i> – reconstruction of agricultural buildings to form four dwellings including a sewage treatment plant. Cllrs. Henwood and Parnell had visited the site and advised they had no problems with the development. <b>SUPPORT</b> this is the sort of development Members would like to see the parish.</p> <p>d. <i>PA19/04527, Polcrebo Cottage, Polcrebo Downs, Nancegollan</i> – two-bedroom extension to existing cottage. Revised plans had been received and circulated to Members. Cllrs. Henwood and Roberts said this is currently a run-down cottage, in an out-of-the-way location. <b>NO OBJECTION</b>.</p> <p>e. <i>PA19/04550, Millbrook Cottage, Buscaverran, Crowan</i> – change of use of existing domestic yurt and shepherds hut, to use for paying guests. <b>NO OBJECTION</b> provided there is a condition to protect the flood plain and ensure there is effective management to prevent contamination from the composted sewage treatment system and confirm the site is within the existing domestic curtilage.</p> <p>f. <i>PA19/04598, Tregonning View, Townshend</i> – to revoke the current s106 and replace with local needs single dwelling template that includes Mortgagee in possession clause and standard cascade periods. Members made a <b>HOLDING OBJECTION</b>. The Clerk to request more information from the case officer, Ms Tara Oakes, in particular any implications of the proposal, and any possible impact on the provision of local affordable housing, which this seems to be weakening.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
107/2019	<p><u>Other Planning Matters</u> –</p> <p>a. <i>Neighbourhood Development Plan</i> – Cllr. Parnell reported he is awaiting the date for the referendum.</p> <p>b. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA18/10927, Manor Mill, Crowan</u> – Listed building consent to replace the double-glazing panels to rear windows and the current plastic glazing bars.</p> <p>ii. <u>PA18/11625, Black Rock Farm Cottage, Black Rock</u> – proposed conversion of existing disused and dilapidated piggery and part demolition into habitable family accommodation.</p> <p>iii. <u>PA19/01188, Barn and Land Adj to Whyb An Awel, Black Rock</u> – convert existing storage building into a dwelling (re-submission of Application No. PA18/09259).</p> <p>iv. <u>PA19/03411, Higher Carn, Black Rock</u> – proposed escape window to side (east) elevation.</p> <p>c. <i>Planning Application Consultations</i> – a guide for Local Councils by application type and indicates whether or not consultations are required. Previously emailed.</p>	
108/2019	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Defibrillator</i> – Minute 86a/2019 refers. An order for two defibrillators had been placed with RRM. The Clerk to make an application to the CC's Community Chest for a temperature-controlled box for use of a defibrillator in the Leedstown phone kiosk and to obtain a price for the box from RRM.</p>	<p>Clerk</p>

	<p>Members reported that the owners of the chip shop and PO had agreed to undertake regular checking of the Praze defibrillator. Cllr. Allen will check the Townshend one until a volunteer can be found.</p> <p>b <i>Climate Change</i> – Minute 86b/2019 refers. Members deferred consideration of what measures the PC can take to help alleviate climate change to the July meeting.</p> <p>c <i>Praze WC</i> – the Clerk and Chairman had requested Cormac to repair the ‘bleeping’ disabled alarm in the toilet and to replace the missing soap dispenser and repair the hand dryer which does not automatically stop (Cormac job number SM1900877).</p> <p>d <i>Leedstown Playing Field</i> – Mr Nigel Griffiths, Leedstown FC advised the white liner had been returned to the lockup. He explained the framed canvas thing and a big heavy log that had been dumped on the field is nothing to do with the Club. The Clerk to ask Mr Turner to remove both items.</p>	<p>Clerk</p> <p>Clerk</p>																																
109/2019	<p><u>Administrative Matters</u> –</p> <p>a. <i>Parish Council Newsletter / Report</i> – Minute 87a/2019 refers. Cllr. Roberts had joined the Website Working Party and this proposal will now be considered under that heading (Minute 109b/2019 below refers).</p> <p>b. <i>Website</i> – Minute 87c/2019 refers. The Working Party had met and their work continues. A report looking at all aspects of the website will be submitted to Members in due course.</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. Deferred until Cllr. McLeod is present.</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 to mid-July.</p> <p>e. <i>Keys</i> – Minute 88e/2019 refers. Cllr. Parnell reported the key safes had been installed at the Parish Room and Community Room, Praze. He will set the codes and notify Members.</p> <p>f. <i>The Chronicle</i> – deadline for copy is 13<sup>th</sup> July 2019. Cllr. Parnell to provide the PC’s report, to include an appeal to fill the Casual Vacancies.</p> <p>d. <i>Gwinear-Gwithian Boundary Review</i> – link to the proposed boundary change had been previously emailed. Closing date for comments is 14<sup>th</sup> June. Cllr. Henwood pointed out this would have implications for both NDPs. Members could see no point in the proposal and felt the historical boundary should be maintained. It was deemed particularly important as part of Crowan parish is in the World Heritage Site and it is important to maintain the sense of belonging. The Clerk to advise Gwinear-Gwithian PC and CC.</p> <p>Cllr. Tripp left the meeting at this point.</p>	<p>Cllrs. Muriel, Tunncliffe, Parnell, Jenkin, Roberts</p> <p>Cllr. Parnell</p> <p>Cllr. Parnell</p> <p>Clerk</p>																																
110/2019	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2019/20-03, to a value of £7,702.62 was <b>APPROVED</b> for payment.</p> <table border="1"> <thead> <tr> <th>EXPENSES</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Staff costs – including tax and NI</td> <td>1,230.13</td> <td></td> <td>1,230.13</td> </tr> <tr> <td>Parish Rooms, Crowan</td> <td>35.36</td> <td></td> <td>35.36</td> </tr> <tr> <td>Play Areas</td> <td>791.75</td> <td>158.35</td> <td>950.10</td> </tr> <tr> <td>Praze WCs</td> <td>52.00</td> <td></td> <td>52.00</td> </tr> <tr> <td>Two x defibrillators (Praze and Townshend)</td> <td>2,612.00</td> <td>522.40</td> <td>3,134.40</td> </tr> <tr> <td>Administration, incl. insurance</td> <td>2,293.03</td> <td>7.60</td> <td>2,300.63</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£7,702.62</b></td> </tr> </tbody> </table> <p>NOTE – the bank reconciliation was made available for inspection.</p>	EXPENSES				Staff costs – including tax and NI	1,230.13		1,230.13	Parish Rooms, Crowan	35.36		35.36	Play Areas	791.75	158.35	950.10	Praze WCs	52.00		52.00	Two x defibrillators (Praze and Townshend)	2,612.00	522.40	3,134.40	Administration, incl. insurance	2,293.03	7.60	2,300.63				<b>£7,702.62</b>	
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	<p>b. <i>Internal Auditor's Report</i> – a copy had been circulated via email. Members <b>AGREED</b> to adopt the report from their Internal Auditor. There were no issues to address.</p> <p>c. <i>End of Year Accounts 2018/19</i> – a copy had been circulated via email</p> <p>i. <u>Annual Governance Statement 2018/19</u> – Members considered and <b>APPROVED</b> the statement.</p> <p>ii. <u>Accounting Statement for 2018/19</u> – Members received and <b>ACCEPTED</b> the 2018/19 accounts. The Clerk to submit the AGAR to the External Auditor.</p> <p>d. <i>Account Virement</i> – it was <b>AGREED</b> the cost of the two defibrillators would be taken from the Project budget heading and the running costs would be taken from the Amenities budget.</p> <p>e. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>f. <i>Insurance</i> – Members considered and <b>AGREED</b> the terms of the insurance renewal. A copy of the insurance schedule and supporting documents had previously been emailed.</p>	Clerk
111/2019	<u>South Kerrier TROs: Praze and Leedstown</u> – Members <b>CONFIRMED</b> they approved the changes to the draft TRO as discussed with Ms Helen Scott-Daniels at the Highways meeting on 29 <sup>th</sup> May 2019 and in a subsequent discussion with Cllr. Parnell. Cllr. Parnell had advised Highways of the decision.	
112/2019	<p><u>Parish Organisations</u> – reports i.r.o. village halls and local school, which require Members' attention.</p> <p>a. <i>Nancegollan Village Hall</i> – there is a disappointing lack of activities and lack of volunteers. A drop-in session will be held on 20<sup>th</sup> June 2019, 7-8pm, to seek suggestions. NOTE – the PC is Holding Trustees of the VH Committee</p> <p>b. <i>Townshend Village Hall</i> – the Clerk to request a schedule of meetings, so that we can arrange for our representative to attend.</p> <p>c. <i>Praze Playing Field Management Committee</i> – Minute 92a/2019 refers. Cllrs. Henwood and Parnell declared an interest. It had been agreed that copies of their Minutes would be provided to Members. It was <b>RESOLVED</b> that in principle the PC would act as Holding Trustees providing the Playing Field Trustees had addressed the legal issues raised by the Playing Field Management Committee. The Clerk to advise Mr John Dunstan and Mrs Mary Willoughby.</p>	Clerk  Clerk
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. No further action.</p>	
114/2019	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meetings:</i></p> <p>i. <u>Full Council Meeting</u> – Members <b>CONFIRMED</b> the date as 25<sup>th</sup> July 2019, to avoid a clash with Praze Show.</p> <p>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> – 17<sup>th</sup> July 2019, 7.15pm. Community Room.</p> <p>b. <i>West Cornwall Parish Conference</i> – Wednesday, 25<sup>th</sup> September 2019, Penzance AstroPark. Organised by Derek Thomas MP. Members are invited to forward any issues they want raised.</p>	

	c. <i>West Cornwall Search and Rescue Team – 30<sup>th</sup> June 2019, 10.30-3pm, Unit 10 United Downs Ind. Est., St Day. Details emailed previously.</i>	
115/2019	<u>Information Only / Items for Future Agendas –</u> a. None.	
116/2019	<u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be excluded, and they were instructed to withdraw.	
117/2019	<u>Meeting Closed</u> –	



Signature: ..... (Cllr. Parnell)  
Chairman

Date: 25<sup>th</sup> July 2019