

**CROWAN PARISH COUNCIL  
NOTICE AND AGENDA OF FULL PARISH COUNCIL MEETING  
TO BE HELD REMOTELY  
ON THURSDAY 16<sup>TH</sup> JULY AT 7pm**

Members of the public and press are invited to remotely attend this meeting of the Council. Please apply to The Clerk for instructions on how to attend. Minutes of Council Meetings are available to view on <a href="http://www.crowan-pc.gov.uk">www.crowan-pc.gov.uk</a>		
<b>PRESENT:</b>		
<b>APOLOGIES:</b>		
<b>PRAYER</b>		
<b>CHAIRMAN'S WELCOME:</b>		
(Members of the Public are invited to speak for a maximum of 3 minutes on any subject covered by the agenda and should give their name and subject to the Clerk before the meeting commences. Councillors will not comment on agenda items in Public Forum however the Public are welcome to stay and listen when the given subject is discussed. Any items brought to Council but not on the agenda will be considered for future meetings on written application to The Clerk. Total time allocated to Public Forum will not exceed 45 minutes in accordance with Standing Orders).		
<b>PUBLIC FORUM:</b>		
<b>AGENDA REFERENCE</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
20-07-01	<b>MEMBERS DECLARATIONS</b> a. Pecuniary/Registerable Declarations of Interests – b. Non Registerable Interests – c. Declaration of Gifts -	
<b>APPROVAL OF MINUTES</b>		
20-07-01	<b>To approve, adopt and sign the Minutes of:</b> 1. Full Parish Council Meeting of 11 <sup>th</sup> June 2020 2. Planning Committee Meeting Minutes of 11 <sup>th</sup> June 2020 3. Amenities and Highways Committee Meeting of 18 <sup>th</sup> June 2020	
<b>CORNWALL COUNCILLOR'S REPORT</b>		
20-07-03	<b>To receive the Cornwall Councillors Report</b>	Cllr Jenkin
<b>PLANNING MATTERS</b>		
20-07-04	<b>New Planning Applications</b>  1. PA20/04840 – Carn Meor Coppice, The Carn, Black Rock, Camborne – Certificate of Lawfulness for existing dwelling house significantly completed before Christmas 2013 and constantly occupied since then	Cllr McLeod
<b>OPEN ISSUES AND ACTIONS FROM PREVIOUS MEETINGS</b>		
20-07-05	<b>Praze WC &amp; Cormac Cleaning Contract</b> 1. To consider a communication from Cormac indicating that they would still insist on charging 50% of their operating costs even though the cleaning contract was suspended to cover staff and overhead costs. 2. To consider the Risk Assessments carried out by Cllr D. Smith and the Clerk 3. To Resolve whether to re-open the Praze WC 4. To Resolve if the PC wishes to renew the Cormac Cleaning Contract given the new information above.	Cllr Smith & the Clerk

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	<p>5. To approve the cost of advertising for the Tender of a new Cleaning Contract</p> <p>6. To approve any costs involved in providing new signage, social distancing measures, legionella testing and associated works</p> <p>7. <b>For information:</b> - The Clerk received a communication from Cornwall Council advising that they had sourced the key for the WC from Cormac to install an electricity meter. The Clerk has asked Cormac to return the key to the PC once the meter has been installed.</p>	
20-07-06	<p><b>Nancegollan Shower Amenities and Crowan Parish Rooms</b></p> <p>1. To consider the Risk Assessments carried out by Cllr D. Smith and the Clerk</p> <p>2. To resolve when and whether it is safe to re-open Nancegollan Shower Amenities</p> <p>3. To resolve when and whether it is safe to re-open Crowan Parish Rooms and for the caretaker to resume working</p>	Cllr Smith & the Clerk
20-07-07	<p><b>Children’s Play Areas – Praze, Leedstown &amp; Nancegollan</b></p> <p>1. To discuss an Action Plan for the safe re-opening of the Children’s play areas and equipment following Covid-19 Guidance to include: -</p> <ul style="list-style-type: none"> <li>a) Risk Assessments</li> <li>b) Repair, removal or replacement of items deemed unsafe</li> <li>c) Social Distancing Measures</li> <li>d) Cleaning Protocols</li> <li>e) Regular Inspections</li> <li>f) Guidance for Users</li> <li>g) Personal Hygiene Measures</li> <li>h) Staff and Contractor Safety and Care</li> <li>i) Communications</li> <li>j) Publication of Decisions</li> </ul> <p>2. To resolve who will be the responsible persons to regularly inspect Parish properties and amenities including recreation grounds and playing fields. (Deferred from the Full Parish meeting which took place on 12<sup>th</sup> March 2020)</p> <p>3. Leedstown Junior FC contacted the Clerk to advise that they would like to resume using the Leedstown Playing Field for Training purposes. The Clerk advised them to send their proposal and risk assessment to the Parish Council. They plan to use individual hoops appropriately distanced and footballs secured to the individual players by elastic. They will not be playing football games. The Clerk advised that the playing fields are now open but the play equipment remains closed pending risk assessments and safety measures being put in place. The Clerk also advised that use of the playing field would be at the users own risk.</p>	

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20-07-08	<b>Casual Vacancy for Parish Councillor</b> 1. For information. The Clerk has received no applications for this role to date.	
20-07-09	<b>Community Award</b> 1. To formally agree the wording of the award nomination form 2. To resolve a firm date for the submission of nominations 3. To resolve what the award will be 4. To resolve a firm date for issuing the award	
20-07-10	<b>PROW:</b> 1. Update from Cllrs Jenkin and Lay regarding meeting with Cormac and negotiations for revised LMP grant and additional unblocking work.  2. <b>For information:</b> Complaint received by a resident regarding Bridleway 207/4/1/ at Kerthen Wood, Townshend – vehicles blocking access. Clerk reported this to Cornwall Council and advised resident to also complain directly.	Cllr Jenkin/Cllr Lay
<b>POLICIES AND PROCEDURES (All areas of Council Business)</b>		
20-07-11	1. To review and adopt the latest recommended NALC Financial Regulations	
<b>COMMUNICATIONS (Website/NoticeBoards/Local Press/Social Media/Cornwall Council)</b>		
20-07-12	<b>Website:</b> 1. To receive an update regarding any progress made in investigating possible new Website provision	Cllr Lay
20-07-13	<b>Notice Boards</b> 1. To consider when to resume using the Crowan Notice Boards following their closure during the pandemic and whether any additional health and safety measures will be required. 2. To resolve who will be responsible for putting up Notices in the local area given the distance the Clerk has to travel to do so. 3. To consider sourcing additional keys for the Notice Boards	
20-07-14	<b>The Chronicle</b> 1. The last submission date for The Chronicle was 11 <sup>th</sup> July 2020 2. The Editor has confirmed that this will be the final edition of The Chronicle as no-one has come forward to take it over.	
<b>ADMINISTRATION AND FINANCE (Including Meetings, Banking, Reporting, Invoicing, Audit, Budget, Contracts, HR and GDPR)</b>		
20-07-15	<b>ACCOUNTS</b> 1. <b>For information. Income reduction due to pandemic</b> Due to the pandemic, Praze Fair could not take place this year. Similarly, hire income from other facilities such as Crowan Parish Rooms and the playing fields will be reduced. The likely loss of income will be between £400 to £700 depending on when facilities can re-open. It is highly likely that additional costs will be incurred in view of the measures required to safely re-open facilities. It is estimated that this could be in excess of £2000. (Additional cleaning, provision of PPE etc).	

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	<p>2. <b>To receive and approve the monthly Accounts</b></p> <p>3. <b>For information.</b> The Annual Governance and Accountability Return 2019-20 was submitted to PKF Littlejohn on 18<sup>th</sup> June 2020 and the Notice of Public Rights and Publication was posted on the Website on the same day.</p>	
<b>NEW BUSINESS:</b>		
20-07-16	<p><b>Defibrillators</b></p> <p>1. Communication received informing PC that the Leedstown defibrillator box is broken, stating it is vital that the defibrillator is put into the phone box asap and advising the person concerned will no longer be checking the defibrillators.</p> <p>2. To resolve when the defibrillators can be safely installed</p> <p>3. To resolve what checks need to be put in place for the defibrillators</p> <p>4. To resolve who will be responsible for making checks on defibrillators</p>	
20-07-17	<p><b>For information:</b> Cruse Bereavement Care Cornwall and Cornish Air Ambulance have each written to thank the Parish Council for recent donations towards these local charities.</p>	
<b>DIARY DATES:</b>		
20-07-18	<p>1. Next Amenities and Highways Committee Meeting – Wednesday 12th August 2020 at 7pm to be held remotely via Zoom – details to follow.</p> <p>2. Next Full Parish Council Meeting – Thursday 10<sup>th</sup> September 2020 to be held remotely via Zoom – details to follow</p> <p>3. Next Planning Committee Meeting – Date TBC</p> <p>4. Next Community Network Panel Meeting - Tuesday 29 September 2020 at 1pm via Microsoft Teams (link sent to Clerk in a calendar invitation).</p> <p>5. Clerk 's annual leave – The Clerk will be on leave for two weeks commencing Monday 20<sup>th</sup> July and returning on Monday 3<sup>rd</sup> August 2020 and a further 3 days ahead of the August Bank Holiday weekend commencing on Wednesday 26<sup>th</sup> August and returning on Tuesday 1<sup>st</sup> September 2020.</p>	
20-07-19	<b>MEETING CLOSED@</b>	