

**CROWAN PARISH COUNCIL**  
**MINUTES OF FULL PARISH COUNCIL MEETING**  
**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>                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
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| <b>PRESENT: Cllr D. Smith (Chairman of Meeting) Cllr Allen, Cllr Henwood, Cllr Jenkin, Cllr Lay, Cllr McLeod, Cllr R. Smith, Mrs G Lidgett (In Attendance)</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
| <b>APOLOGIES: Cllr Parnell (Chairman of PC), Cllr Tunncliffe (Vice Chairman of PC), Cllr Christophers, Cllr Roberts, Cllr Tripp</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
| <b>PRAYER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
| <b>CHAIRMAN'S WELCOME: Cllr Smith welcomed all to the meeting and explained proceedings to Member of the Public who was present</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: Cllr Smith invited participant to speak and this was declined.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
| <b>AGENDA REFERENCE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>ACTION</b> |
| 20-07-01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>MEMBERS DECLARATIONS</b><br><b>a. Pecuniary/Registerable Declarations of Interests – Cllr D. Smith declared a pecuniary interest in item 20-07-04 2. – PA20/04279 – 14 Fore St, Praze</b><br><b>b. Non-Registerable Interests – None</b><br><b>c. Declaration of Gifts - None</b>                                                                                                                                                                                                                                           |               |
| <b>APPROVAL OF MINUTES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
| 20-07-02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>To approve, adopt and sign the Minutes of:</b><br>1. Full Parish Council Meeting of 11 <sup>th</sup> June 2020 – Approved and adopted<br>2. Planning Committee Meeting Minutes of 11 <sup>th</sup> June 2020 – Approved and adopted<br>3. Amenities and Highways Committee Meeting of 18 <sup>th</sup> June 2020 – Approved and adopted                                                                                                                                                                                     |               |
| <b>CORNWALL COUNCILLOR'S REPORT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
| Cllr                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>To receive the Cornwall Councillors Report</b><br><br><b>Cllr Jenkin apologised for not having had time to present a written report and invited questions from Councillors instead.</b><br><br><b>Cllr Henwood queried a previous enforcement matter and it was noted that Cornwall Council were slow to respond, there was the possibility of a judicial review being brought against the officer's decision and Cornwall Council were awaiting an appeal in writing. Cllr Jenkin had no further update in the matter.</b> | Cllr Jenkin   |
| <b>PLANNING MATTERS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |               |
| 20-07-04                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>New Planning Applications</b><br><br>1. <b>PA20/04840 – Carn Meor Coppice, The Carn, Black Rock, Camborne – Certificate of Lawfulness for existing dwelling house</b>                                                                                                                                                                                                                                                                                                                                                       |               |

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|                                                       | <p>significantly completed before Christmas 2013 and constantly occupied since then</p> <p>Cllr McLeod reported having visited the site. There was a short discussion about how long the dwelling had been occupied and the nature of the structure and its location.</p> <p>It was resolved to raise No Objection.</p> <p>Proposed: Cllr D. Smith<br/>         Seconded: Cllr McLeod<br/>         Motion carried unanimously</p> <p>Cllr D. Smith left the meeting at this point having declared an interest in the next item</p> <p><b>2. PA20/04279 – 14 Fore Street., Praise An Beeble – Full planning for the proposed alterations and extension to dwelling</b></p> <p>After examining the plans and the footprint of the application, it was resolved to raise no objection provided the CC officer ensured surfaces were in keeping with the terrace and World Heritage Site status – i.e. No Cladding</p> <p>Proposed: Cllr Henwood<br/>         Seconded: Cllr Jenkin<br/>         Motion carried unanimously</p> <p>Cllr D. Smith was invited back into the meeting at this point.</p> |                                                                                          |
| <b>OPEN ISSUES AND ACTIONS FROM PREVIOUS MEETINGS</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                          |
| 20-07-05                                              | <p><b>Praise WC &amp; Cormac Cleaning Contract</b></p> <p>1. To consider a 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.</p> <p>Cllr Jenkin informed the Parish Council that this issue had been highlighted by other Parish Councils who are not under the same constraints as District Authorities. It was noted that Cormac had not informed the Parish Council of the withdrawal of services until a week after the event and were therefore in breach of the contract. It was felt that the contract was not a perpetual one as Cormac had sent out an annual renewal notice. It was proposed to write to Cormac pointing this out and to agree payment up to the point of the withdrawal of service.</p> <p><b>ACTION: Clerk to draft a letter to Cormac. Cllrs Tunnicliffe and D. Smith to approve the wording before sending.</b></p>                                                                                                                   | <p>Cllrs<br/>         Tunnicliffe<br/>         D. Smith &amp;<br/>         the Clerk</p> |

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|          | <p>2. To consider the Risk Assessments carried out by Cllr D. Smith and the Clerk - Considered</p> <p>3. To Resolve whether to re-open the Praze WC - After considering the risk assessment, it was resolved that the Praze WC should remain closed for the time being until it could be safely re-opened</p> <p>Proposed: Cllr Henwood<br/> Seconded: Cllr McLeod<br/> Motion carried unanimously</p> <p>4. To Resolve if the PC wishes to renew the Cormac Cleaning Contract given the new information above. (Please refer to Item 1. Above)</p> <p>5. To approve the cost of advertising for the Tender of a new Cleaning Contract</p> <p>It was proposed to reimburse the Clerk for the Tender Advertisement placed in the West Briton and online (£73)</p> <p>Proposed: Cllr Jenkin<br/> Seconded: Cllr Henwood<br/> Motion carried unanimously</p> <p>6. To approve any costs involved in providing new signage, social distancing measures, legionella testing and associated works</p> <p>It was agreed to wait 2/3 months while WC is closed and re-assess at that time due to potential changes in legislation which might impact on what signage might be required (i.e. distancing measures etc).<br/> <b>Action: Standing item for next agenda - Clerk</b></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> <p>It was noted that the meter should preferably be placed in the Janitors Closet and the key could be left in the Praze key safe after installation.</p> <p><b>Action: Clerk to request CC to deposit key in the key press after installation of the meter.</b><br/> <b>Action: Clerk to contact CC and ask for the meter to be placed in the Janitors Closet</b></p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
| 20-07-06 | <b>Nancegollan Shower Amenities and Crowan Parish Rooms</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                        |

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|          | <p>1. To consider the Risk Assessments carried out by Cllr D. Smith and the Clerk<br/> It was noted that full risk assessments had been abandoned due to the impossibility of complying with current social distancing and Health and Safety measures.</p> <p><b>Action: Standing item on next agenda – Clerk</b></p> <p>2. To resolve when and whether it is safe to re-open Nancegollan Shower Amenities</p> <p>In view of Item 1. above it was resolved that Nancegollan Shower Amenities remain closed until further notice.</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> <p>In view of Item 1. above it was resolved that Crowan Parish Rooms remain closed until further notice.</p> <p>It was further resolved that as the Caretaker continues to take enquiries regarding bookings etc., she should continue to be paid her salary whilst the Parish Rooms remain closed.</p> <p>Proposed: Cllr Henwood<br/> Seconded: Cllr Jenkin<br/> Motion carried unanimously</p> <p>Cllr McLeod advised that the toilet in the Parish Rooms should be flushed periodically because of the pumping system in operation and volunteered to do this. It was resolved that provided adequate safety/PPE measures were taken, this would be acceptable.</p> <p>Proposed: Cllr Henwood<br/> Seconded: Cllr D. Smith<br/> Motion carried unanimously</p> |  |
| 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> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |

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|  | <p>i) Communications<br/> j) Publication of Decisions</p> <p>Members reported that the play equipment in Leedstown had been inspected and had further and considerably deteriorated to an unsafe state. It was also noted that the latest closure signs put up two days before this meeting at Leedstown Play Area had been removed again by persons unknown. It was agreed that the signs should be immediately replaced and a temporary fence be sourced to keep children off of the unsafe equipment until such time as repairs could be made and full risk assessments carried out including for Covid-19.</p> <p><b>ACTION: Clerk to seek quotations for temporary fences at the earliest opportunity and Cllr Henwood to take this matter forward whilst the Clerk is on annual leave</b></p> <p>Discussion moved on to the repairs required to make the Leedstown multiplay tower safe to use, particularly as with the signs being perpetually removed, children had been playing on the equipment despite the closure.</p> <p>Quotations for further repairs from South West Play and Bennetts Tiny Tasks were considered and it was resolved and to instruct Bennetts Tiny Tasks with the repair to the rope bridge structure at a cost of £185</p> <p>Proposed: Cllr Henwood<br/> Seconded: Cllr McLeod<br/> Motion carried unanimously</p> <p>It was further agreed to instruct Greens to resume to carry out the previously authorised repairs at the earliest opportunity</p> <p><b>ACTION: Clerk to instruct both Greens and Bennetts Tiny Tasks to make the repairs</b></p> <p>It was also agreed to form a working party to take forward an Action Plan to investigate the possibility of replacement play equipment at Leedstown and potential sources of funding. Members of the Working party will be Cllr Tunnicliffe (Amenities Cttee Chairman), Cllr Henwood (Amenities Cttee Vice Chairman) Cllr D. Smith, Cllr Lay, and Cllr Jenkin</p> <p>Comments were also made to the effect that a more substantial signboard would be preferable to the flimsy signs previously installed in the play areas.</p> |  |
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|          | <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>It was suggested that all Councillors should inspect the local facilities in their locations more regularly and report their findings to the Clerk and Members. <b>This matter to be raised again at the next Amenities and Highways Committee Meeting.</b></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> <p>Councillors noted the comprehensive risk assessment provided by the Junior Football Club and agreed to resumption of training.</p> |                |
| 20-07-08 | <p><b>Casual Vacancy for Parish Councillor</b></p> <p>1. For information. The Clerk has received no applications for this role to date.</p> <p>Noted</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                |
| 20-07-09 | <p><b>Community Award</b></p> <p>1. To formally agree the wording of the award nomination form</p> <p>After a short discussion it was agreed to make minor amendments to the form.</p> <p><b>ACTION: Cllr McLeod to make amendments and forward to Members.</b></p> <p>2. To resolve a firm date for the submission of nominations. Dates on the pro-forma were agreed.</p> <p>3. To resolve what the award will be.</p> <p>Cllr McLeod had seen some small glass awards to the value of around £20 which he felt would be suitable.</p> <p>4. To resolve a firm date for issuing the award<br/>Dates on the pro-forma were agreed</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Cllr<br>McLeod |

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| 20-07-10                                                                               | <p><b>PROW:</b></p> <p>1. Update from Cllrs Jenkin and Lay regarding meeting with Cormac and negotiations for revised LMP grant and additional unblocking work.</p> <p>Cllr Lay confirmed that a remote meeting had been arranged for the following week with Cormac. Both Cllr Jenkin and Cllr Lay to attend and report back to the Parish Council with firm proposals for the Local Maintenance Payment.</p> <p>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.</p> <p>It was noted that the Clerk had not immediately informed the local Councillor of this complaint which had led to some embarrassment. Clerk to send all complaints directly to the local Councillor and the PROW working party in future.</p> | Cllr<br>Jenkin/Cllr<br>Lay |
| <b>POLICIES AND PROCEDURES (All areas of Council Business)</b>                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |
| 20-07-11                                                                               | <p>1. To review and adopt the latest recommended NALC Financial Regulations</p> <p>Members review the Financial regulations and amendments were agreed. It was proposed to approve<br/> Proposed: Cllr D. Smith<br/> Seconded: Cllr Jenkin<br/> Motion carried unanimously</p> <p><b>ACTION: Clerk to draw up the final version and publish</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Clerk                      |
| <b>COMMUNICATIONS (Website/Noticeboards/Local Press/Social Media/Cornwall Council)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |
| 20-07-12                                                                               | <p><b>Website:</b></p> <p>1. To receive an update regarding any progress made in investigating possible new Website provision</p> <p>Cllr Lay noted that the Clerk had sent further information which she would investigate. This matter had been delayed because of the Covid-19 outbreak but Cllr Lay felt that the working party could now resume.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Cllr Lay                   |
| 20-07-13                                                                               | <p><b>Notice Boards</b></p> <p>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.</p> <p>It was agreed that the Notice Boards are an important source of information for residents and should be re-opened.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                      |                            |

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|                                                                                                                              | <p>Councillors were asked to volunteer to put Notices in the Notice Boards. Cllr McLeod agreed to do so in Crowan. Cllrs Jenkin and R. Smith agreed to take Leedstown. It was proposed that Cllr Parnell and Cllr Roberts be approached to take Praze and Nancegollan.</p> <p><b>ACTION: Clerk to request the return of the keys for the Townshend Notice Board</b></p> <p>3. To consider sourcing additional keys for the Notice Boards</p> <p><b>ACTION: Clerk to investigate whether the original manufacturer of the keys for Nancegollan and Praze can provide additional keys.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>All</p> <p>Clerk</p> <p>Clerk</p> |
| 20-07-14                                                                                                                     | <p><b>The Chronicle</b></p> <p>1. The last submission date for The Chronicle was 11<sup>th</sup> July 2020. It was noted that sadly The Chronicle will now no longer be published.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                      |
| <b>ADMINISTRATION AND FINANCE (Including Meetings, Banking, Reporting, Invoicing, Audit, Budget, Contracts, HR and GDPR)</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                      |
| 20-07-15                                                                                                                     | <p><b>ACCOUNTS</b></p> <p><b>1. For information. Income reduction due to pandemic</b></p> <p>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 more than £2000. (Additional cleaning, provision of PPE etc).</p> <p>Noted.</p> <p><b>2. To receive and approve the monthly Accounts</b></p> <p>Receipts: £241.70<br/> Payments: £3,112.74</p> <p>It was resolved to approve the monthly accounts</p> <p>Proposed: Cllr McLeod<br/> Seconded: Cllr D. Smith<br/> Motion carried unanimously</p> <p><b>3. For information.</b> The Annual Governance and Accountability Return 2019-20 was submitted to PKF Littlejohn on 18<sup>th</sup> June 2020</p> |                                      |

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|                      | and the Notice of Public Rights and Publication was posted on the Website on the same day.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |       |
| <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.<br/>Noted</p> <p>2. To resolve when the defibrillators can be safely installed</p> <p>It was noted that the defibrillators were now available for collection and should be installed at the earliest opportunity and the ambulance service should be informed.</p> <p><b>ACTION: Clerk to contact HRH Services to finalise instalment of the defibrillators.</b></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> <p>Items 3 &amp; 4 above – Deferred until next Amenities and Highways Cttee Meeting</p> | Clerk |
| 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.<br/>Noted</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@ 22:00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |

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Signed..... 

Date 10<sup>th</sup> September 2020