

**CROWAN PARISH COUNCIL  
MINUTES OF FULL PARISH COUNCIL MEETING  
HELD REMOTELY BY ZOOM  
ON THURSDAY 10<sup>TH</sup> SEPTEMBER 2020 AT THE RISING OF THE PLANNING  
COMMITTEE MEETING**

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> and on the Praze, Leedstown & Nancegollan Notice Boards and Townshend Village Hall Notice Board (unless social distancing measures are in place).		
<b>PRESENT: Cllr Parnell (Chairman) Cllr Tunncliffe (Vice Chairman), Cllr Allen, Cllr Henwood, Cllr Jenkin, Cllr Roberts, Cllr D Smith, Cllr R. Smith, Cllr J. Lay, Mrs G. Lidgett (In attendance)</b>		
<b>APOLOGIES:</b> Cllr McLeod, Cllr Christophers		
<b>CHAIRMAN'S WELCOME:</b> Cllr Parnell welcomed all to the meeting.		
<b>AGENDA REFERENCE</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
20-09/01	<b>PUBLIC FORUM</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).	
20-09/02	<b>MEMBERS DECLARATIONS</b> <b>a. Pecuniary/Registerable Declarations of Interests – None</b> <b>b. Non-Registerable Interests – None</b> <b>c. Declaration of Gifts - None</b>	
<b>APPROVAL OF MINUTES</b>		
20-09/03	<b>To approve, adopt &amp; sign the Minutes of: -</b>  1. The Planning Committee Meeting of 9 <sup>th</sup> July 2020 2. The Full Parish Council Meeting of 16 <sup>th</sup> July 2020 3. The Amenities and Highways Committee Meeting of 12 <sup>th</sup> August 2020 4. The Extraordinary Full Parish Council Meeting of 12 <sup>th</sup> August 2020  It was proposed to approve and adopt the Minutes of all meetings above.  Proposed Cllr Jenkin    Seconded Cllr Tunncliffe Motion carried unanimously	
<b>CORNWALL COUNCILLOR'S REPORT</b>		
20-09/04	<b>To receive</b> the Cornwall Councillor's report  The Clerk had circulated Cllr Jenkin's written report to Members ahead of the meeting. Cllr Jenkin suggested if there were any questions on the subject matter, Members contact her by email.	
<b>PLANNING MATTERS</b>		
20-09/05	<b>To discuss</b> a communication received from a resident highlighting concerns regarding the Government's proposed changes to the Planning Regulations	

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	<p>Cllr Parnell explained that the new planning regulations appeared to fail to take the necessary infrastructure and services implications into account. Cllr Jenkin said that this matter was covered in her report and she felt that the proposed plans for reform as they stand would be a disaster for Cornwall bringing a significant hike in the number of houses being built with local plans being designed in very short time frames, individual plans could go through without any local control and a lack of scrutiny. Cornwall Council are conducting a consultation to which Cllr Jenkin felt the Parish should reply and it was suggested that the Parish should also write to the MP with any concerns. The Clerk mentioned an upcoming meeting being held by NALC which a Member could attend at a cost of £30. Cllr Parnell took the action to respond on behalf of the Parish Council and offered to attend the meeting on behalf of the PC.</p> <p>Cllr Henwood proposed to approve the subscription cost of £30 Cllr Jenkin seconded Motion carried unanimously</p> <p><b>ACTION: Cllr Parnell to attend the NALC meeting, respond to the Cornwall Council consultation and write to the MP with the Parish Council's concerns.</b></p>	Cllr Parnell
<b>OPEN ISSUES AND ACTIONS FROM PREVIOUS MEETINGS</b>		
20-09/06	<p><b>Praze WC &amp; Cormac Cleaning Contract</b></p> <p>1. <b>To resolve</b> whether to ask Cormac to provide a new Cleaning Contract in line with the specification put out to tender in July and August for the Praze WC and for which no responses have been received.</p> <p>After a short discussion it was noted that given the lack of response to the Tender Notice, it might be time to consider asking Cormac to resume the cleaning contract. Despite no service having been received since mid-March, Cormac had invoiced (albeit at a reduced rate) for a period when no service had been received and failed to respond to emails sent by the Clerk.</p> <p>Given the lack of response to the tender it was decided that the Clerk should approach Cormac for a quotation for a new contract with a view to one clean per day throughout the winter unless the Covid-19 rules change. Discussion moved on to who would be responsible for opening and closing the WC and the additional signage required. Cllr Smith confirmed that the PC's previous volunteer was happy to continue to close. It was agreed that PPE in the form of gloves would be provided.</p>	

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	<p><b>ACTION: Clerk to ask Cormac to quote for a new cleaning contract</b></p> <p>2. <b>To approve</b> the costs of any required new signage required to re-open the Praze WC</p> <p><b>ACTION: The Clerk to liaise with Cllr D. Smith to source the necessary H &amp; S signage and ask Phoenix Signs to provide this. The cost falling within the remit of the Clerk in conjunction with the Chairman in accordance with the Financial Regulations.</b></p> <p>3. The Clerk reported that despite numerous telephone calls and emails, no confirmation had been received from Cornwall Council regarding the installation of the meter.</p>	<p>Clerk</p> <p>Cllr D. Smith/Clerk</p>
<p>20-09/07</p>	<p><b>Defibrillators</b></p> <p>1. <b>To resolve</b> whether the access code for the defibrillators should be displayed in the kiosks or whether they should be requested at time of need from the Ambulance Service taking into consideration timeliness of action and telephone signal constraints.</p> <p>Following a short discussion regarding the urgency of access in potentially life-threatening circumstances, it was agreed that the access code for the defibrillators should be displayed in the kiosks. Cllr Tunnicliffe reported that she had visited the kiosks and Mr Tessier had agreed to register them with the Emergency Services.</p> <p><b>ACTION: Cllr Tunnicliffe agreed to laminate and put signs up in each of the kiosks displaying the access codes</b></p> <p>2. <b>For information:</b> Phoenix Signs found that the original “Telephone” signs on the top of the kiosks were too difficult to remove so he has ordered thinner acrylic to overlay the existing signs with “Defibrillator” and will be installing the signs as soon as this arrives.</p> <p>The Clerk confirmed that the Defibrillator Signs had now been installed on the kiosks</p> <p>3. <b>To discuss</b> how the handle to the Townshend defibrillator kiosk can be replaced as it is broken, and access is difficult</p> <p><b>ACTION: Cllr Tunnicliffe suggested a volunteer to fix the handle and would follow this up</b></p>	<p>Cllr Tunnicliffe</p> <p>Cllr Tunnicliffe</p>

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	<p>4. <b>To discuss</b> if the App “What 3 Words” should be used to aid location of the defibrillator kiosks.</p> <p><b>ACTION: Cllr Tunnicliffe agreed to oversee the installation of the Defibrillators and to check whether the “What 3 Words” App would be useful in location of the kiosks.</b></p>	<p>Cllr Tunnicliffe</p>
<p>20-09/08</p>	<p><b>Playing Fields and Children’s play areas in Praze Leedstown and Nancegollan</b></p> <p>1. <b>For information:</b> All Covid-19 risk assessments for the children’s play areas have been completed. Volunteers have very kindly cleaned the equipment. They are now open and temporary signs have been displayed. Phoenix Signs have confirmed that the permanent engraved Covid-19 H &amp; S signs are ready to collect.</p> <p>It was confirmed that Praze and Leedstown play areas had now re-opened after being cleaned by volunteers and for which the PC was grateful. Nancegollan could not re-open until volunteers had been found to clean the equipment. It was felt that someone from the Nancegollan area might come forward to help. Cllr Smith reported difficulty in finding anyone willing to undertake this to date. Cllr Lay agreed to put out a plea on Facebook.</p> <p>2. <b>To resolve</b> whether to source new centralised display boards for all the playing fields/play area signage which can be easily updated or continue to place individual signs at various points.</p> <p>Cllr Jenkin reported that the temporary signs erected in Leedstown had been removed again. This has become a regular occurrence.</p> <p>It was agreed that centralised sign boards might be more appropriate at the entrances to the play areas.</p> <p><b>ACTION: Cllrs Henwood and Lay agreed to speak to Phoenix Signs to see what can be achieved. It was agreed that a budget would need to be approved for the Amenities and Highways Committee.</b></p> <p><b>It was proposed to allow for costs up to £1200</b> <b>Cllr Parnell Proposed Cllr Henwood seconded</b> <b>Motion Carried unanimously</b></p> <p><b>ACTION: Clerk to ask Phoenix Signs to instal the engraved Covid-19 Safety Signs onto the play equipment at Nancegollan, Praze and Leedstown. To be mounted on the Play Towers at Leedstown and Nancegollan and the fence at Praze</b></p>	<p>Cllrs Henwood/Lay</p> <p>Clerk</p>

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	<p>3. <b>To approve</b> the signage and costs for the proposed Contact Signs for the Playing Fields from Phoenix Signs.</p> <p>It was agreed that this would now be dependent on the whether the centralised boards are approved.</p> <p>4. <b>To consider</b> seeking quotations to make maintenance repairs to Nancegollan play equipment to help delay deterioration of the wooden structures</p> <p><b>Not discussed – deferred to next Amenities &amp; Highways Cttee meeting</b></p>	
20-09/09	<p><b>Nancegollan Shower Amenities &amp; Crowan Parish Rooms (Standing item re Covid19)</b></p> <p>1. <b>To resolve</b> whether it is safe to re-open Nancegollan Shower Amenities</p> <p>It was noted that the shower amenities fail to meet the criteria on the Covid-19 risk assessment for re-opening. The Clerk reported that electricity had been used leading her to believe that the one of the key-holders had been using the facilities.</p> <p><b>ACTION: Clerk to write to the Football Clubs and insist that the Shower Amenities must not be used until it is safe to do so and if this is not complied to, the club responsible will be banned.</b></p> <p>2. <b>To resolve</b> whether it is safe to re-open Crowan Parish Rooms and for the Caretaker to resume cleaning duties</p> <p>It was noted that Crowan Parish Rooms fail to meet the current Covid-19 guidelines for re-opening.</p>	
20-09/10	<p><b>Casual Vacancies – Parish Councillors</b></p> <p>1. <b>For information: Leedstown Ward.</b> Following the resignation of Cllr Tripp, a Notice of Vacancy has been posted on the Website and in the noticeboards. Should an election be requested a poll cannot currently take place until 6<sup>th</sup> May 2021 (the date of the next ordinary elections). The Notice expires on 1<sup>st</sup> September and if no request for election is received, the Parish Council can commence to fill the vacancy by co-option The Clerk has sent a card of thanks to Cllr Tripp for his 22 years of service as a Parish Councillor.</p>	

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	<p>Cllr Tunncliffe re-iterated thanks to Cllr Tripp for his many years of service to the PC and that he will be missed.</p> <p>The Clerk confirmed that invitations to apply had now been posted on the website and notice boards.</p> <p><b>2. For information:</b> The vacancy in <b>Praze Ward</b> is still open and the Clerk has received no interest to date</p> <p>The Clerk confirmed that there were still no applicants.</p>	
20-09/11	<p><b>Community Award</b></p> <p><b>For information:</b> Notices have been posted regarding the procedure for nominations on the Website and in the Noticeboards. Two nominations have been received by the Clerk to date.</p> <p>Noted</p>	
20-09/12	<p><b>Benches – Leedstown</b></p> <p><b>1. To approve</b> the cost of replacing and installing the vandalised benches at Leedstown Playing Fields</p> <p>Cllr Parnell had sourced a bench from Bennetts Tiny Tasks at a cost of £60 with an installation cost of £37 (£97 in total) which was much cheaper than any of the other quotes received by the Clerk. It was noted that further waterproofing treatment might be required although the wood had been tanalised.</p> <p><b>Cllr Tunncliffe proposed to approve the cost of £97 and this was unanimously agreed</b></p>	
<b>POLICIES AND PROCEDURES (All areas of Council Business)</b>		
20-09/13	<p><b>1. For information:</b> The Clerk has updated the Financial Regulations and they have been uploaded to the CPC Website</p> <p><b>2. For information:</b> The External Auditor requested some minor amendments to the Annual Return which the Clerk has signed and submitted (unpaid cheques of £110 not deducted in the figures).</p>	
<b>COMMUNICATIONS (Website/Noticeboards/Local Press/Social Media/Cornwall Council)</b>		
20-09/14	<p><b>Website</b></p> <p><b>1. To approve</b> the proposed optional replacement pages for the Website</p> <p>It was noted that the proposed replacement pages are an improvement and were approved. Some updating of information would be required going forward.</p>	

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	<p>2. <b>To receive</b> an update regarding any progress made in investigating possible new Website provision</p> <p>It was noted that along with the improvements to the website, this item could be taken in conjunction with item 20-09/15 Social Media below</p>	
20-09/15	<p><b>Social Media</b></p> <p>1. <b>To discuss</b> the potential implementation of a Business and Neighbourhood Communications App for Crowan (Next-door App)</p> <p>Cllr Jenkin suggested that this app might not be appropriate for the PC as the data may not be secure. This idea was shelved.</p> <p>2. <b>To discuss</b> a proposal to set up a Facebook Page for Crowan Parish Council</p> <p>It is agreed in principle that a PC Facebook Group would be useful with a couple of Councillors as administrators where only they and the Clerk can post content. Cllr Lay agreed to contact another Parish Council to investigate how they administer their Facebook Group. Visibility is key and linking this to the Website will be important.</p> <p><b>ACTION: Cllr Lay to begin investigating and setting up a page/group in line with the above comments.</b></p>	Cllr Lay
<b>ADMINISTRATION AND FINANCE (Including Meetings, Banking, Reporting, Invoicing, Audit, Budget, Contracts, HR and GDPR)</b>		
20-09/16	<p><b>For information:</b> A Small Business Rate Relief Grant of £10,000 from Cornwall Council has been received</p> <p>The grant can be used to offset the additional costs and loss of income of the Covid-19 crisis which related to the Parish Council's core business.</p>	
20-09/17	<p><b>To approve</b> the monthly accounts</p> <p>Income: £10,000                      Outgoings: £5,423.69</p> <p>Cllr Parnell noted that the cost of the McAfee Firewall on the Clerk's PC would need to be approved. It was cheaper in the long run to take the two-year subscription at £</p> <p>Cllr Parnell Proposed to approve the cost Cllr Tunnicliffe seconded Cost approved unanimously</p>	

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20-09/18	<p><b>To resolve</b> whether to switch, renew or change the electricity contract with EDF Energy for Crowan Parish Rooms</p> <p>It was resolved to continue with the Easy-Fix tariff for the time which allows time to investigate whether it is possible to amalgamate the accounts and/or switch suppliers.</p> <p><b>Proposed by Cllr Jenkin Seconded by Cllr Tunncliffe Motion carried unanimously</b></p> <p><b>ACTION: Clerk to investigate if EDF will amalgamate the three accounts at Praze, Nancegollan and Crowan Parish Rooms with a view to reduced rate and the potential of switching suppliers.</b></p> <p><b>ACTION: Cllr Tunncliffe to read the meter at Praze and advise the Clerk</b></p>	<p>Clerk</p> <p>Cllr Tunncliffe</p>
<b>NEW BUSINESS:</b>		
20-09/19	<p><b>To consider</b> a request from Cornish Mining World Heritage Site Office's request for funding towards a replacement sign at Binner Downs Mine</p> <p>Cllr Parnell noted that Cornwall Council own the site and should be responsible for the sign. Cllr Jenkin advised that other Parishes have helped to fund nicer World Heritage signs. Cornwall Council would only replace with a basic sign. Cllr Jenkin proposed that if the Parish Council were happy to fund £250 Cllr Jenkin would agree on behalf of CC to match that funding from the Community Chest allowance. This site is the only one in the Parish where a World Heritage Sign is required.</p> <p><b>It was proposed to apply to the Community chest Fund for the sign</b></p> <p><b>Proposed by Cllr Henwood Seconded by Cllr Tunncliffe Motion carried unanimously</b></p> <p><b>ACTION: Clerk to apply on behalf of the PC to the Community Chest Fund.</b></p>	<p>Clerk</p>
20-09/20	<p><b>To consider</b> a request from Leedstown Junior FC to fill in a dip on the pitch area at Leedstown playing field and whether it would be possible for them to cut the grass themselves if they procure Public Liability insurance.</p>	



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	<p>Cllr Jenkin noted that the dip is quite deep and should be investigated to see what can be done.</p> <p><b>ACTION: Cllr Henwood to inspect for any subsidence issues and report back at the next meeting.</b></p> <p>Cllr Henwood suggested that grass-cutting training would also be required to cut the grass as when it had previously been allowed the grass was cut back too much in a wet season and the ground became a mud-bath. It had already been agreed that additional cuts would be made on prior application to the PC.</p> <p><b>It was agreed to refuse.</b></p>	
20-09/21	<p><b>To discuss</b> if wreaths will still be placed on Remembrance Day despite the Covid-19 restrictions on social gatherings</p> <p>After a short discussion it was proposed that the Clerk should investigate if there was time to apply to Cornwall Council Events to see if Remembrance Day could be planned in case Covid-19 restrictions are lifted enough for it to take place. It was agreed that wreaths should be sourced and laid by a Member of the PC if the event cannot be held. There was a suggestion that if this is the case, photographs and a short video could be published.</p> <p><b>ACTION:</b> Clerk to attempt to apply for an Event License from CC. Clerk to source two wreaths on behalf of the PC and Townshend. Clerk to write to CC to invite the Chairman to lay a wreath. Clerk to request Cllr McLeod to contact Revd. Benney with a view to conducting any potential service</p>	Clerk/Cllr McLeod
20-09/22	<p><b>To discuss</b> what can be done about the parking space outside The Chippy which is causing issues for pedestrians and large vehicles when turning the corner in Praze</p> <p>The Clerk reported that Transport for Cornwall had left a message to say that wherever possible they would use the smaller buses but that due to social distancing, larger vehicles were being used at peak times.</p> <p>It was suggested that if the bus company changed the route to access Trethannas Gardens from Carwynnen Close at the north end of Fore St., the tight turn would be avoided.</p> <p><b>ACTION: Clerk to contact the bus company and ask them to change the route accordingly</b></p>	Clerk
20-09/23	<p><b>To consider a proposal</b> regarding the PROW LMP negotiations with Cormac</p>	

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	<p>Following a lengthy discussion, <b>it was proposed to agree in principle with the LMP proposal put forward provided that the necessary hard cuts could be agreed.</b> It was agreed that a working party would be required to put together the information for the hard cuts ahead of a potential 3-year contract starting in April. Additional Grant funding might be available, but the budget value figures were not yet available and would be brought back to the next meeting. It was noted that unless the network was cleared the PC would have the option to pull-out.</p> <p><b>Proposed by Cllr Parnell to agree the proposal in principle Seconded by Cllr Lay Motion carried unanimously</b></p> <p><b>ACTION: Cllrs Lay and Jenkin to contact Cormac and bring the firm proposal back to the Parish Council at the next meeting</b></p>	<p>Cllrs Lay and Jenkin</p>
<b>DIARY DATES:</b>		
<p>20-09/24</p>	<p><b>1. Next Full Parish Council Meeting – To be held remotely via Zoom on Thursday 8<sup>th</sup> October at the rising of the Planning Committee meeting</b></p> <p><b>2. Next Amenities and Highways Committee Meeting – Thursday 15<sup>th</sup> October at 7pm – To be held remotely via Zoom</b></p> <p><b>3. Next Planning Committee Meeting – To be held remotely by Zoom on Thursday 8<sup>th</sup> October 2020 at 7pm</b></p>	
<p>20-09/25</p>	<p><b>MEETING CLOSED@ 23:03</b></p>	

Signed: - 

Dated: - 8<sup>th</sup> October 2020