

**CROWAN PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING
HELD REMOTELY BY ZOOM
ON THURSDAY 8TH OCTOBER 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 www.crowan-pc.gov.uk and on the Praze, Leedstown & Nancegollan Notice Boards and Townshend Village Hall Notice Board (unless social distancing measures are in place). | | |
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| PRESENT: Cllr Parnell (Chairman) Cllr Tunnicliffe (Vice Chairman) Cllr Allen, Cllr Henwood, Cllr Jenkin, Cllr McLeod, Cllr Roberts, Cllr D. Smith, Cllr R. Smith, Cllr Lay, Mrs G Lidgett (In attendance) | | |
| APOLOGIES: None | | |
| CHAIRMANS WELCOME: Cllr Parnell welcomed Mr Donald Turnbull to the meeting | | |
| AGENDA REFERENCE | DESCRIPTION | ACTION |
| 20-10/01 | <p>PUBLIC FORUM 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)</p> <p>Mr Donald Turnbull from Helston Community Interest Company was invited to speak relating to item 20-10/21 – to raise awareness of the potential future re-opening of a transport link to Helston. He went over the letter he had previously submitted to Members and expanded on the information explaining the rationale behind the proposals, which is initially to explore the feasibility of establishing a Green commuter link (walking/cycling paths) along or close to the former railway from outlying villages to Helston with a longer term project to work towards some form of electric passenger transport to regenerate Helston as a market town. Cornwall Council had committed £10000 from their High St Vitality Fund towards the project. Currently, this proposal requires no action from the Parish Council, however CIC would value the support, in principle, to continue with this stage of the project. All reports generated through the project will be made available to the Council for review.</p> <p>Members raised a few questions. Comment was made that Crowan would be very much a part of this project as the proposed route would follow the old railway. It was noted that this would be a very long-term project which would be achieved in small parts. Cllr Jenkin commented that Helston Heritage Railway are largely in favour of supporting the feasibility study and that young people from the villages who often walk along the highways would be safer on a green route. Mr Turnbull confirmed he would be happy to return to update Members further at a future date.</p> | |
| 20-10/02 | <p>MEMBERS DECLARATIONS</p> <p>a. Pecuniary/Registerable Declarations of Interests – None</p> <p>b. Non-Registerable Interests – None</p> <p>c. Declaration of Gifts - None</p> | |

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| APPROVAL OF MINUTES | | |
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| 20-10/03 | <p>To approve, adopt & sign the Minutes of: -</p> <p>1. The Planning Committee Meeting of 10th September 2020 Cllr Jenkin proposed to approve the Minutes Cllr Tunnicliffe seconded Cllr Henwood abstained Minutes approved and adopted</p> <p>2. The Full Parish Council Meeting of 10th September 2020 Cllr Jenkin Proposed to approve the Minutes Cllr Parnell seconded Cllr Henwood abstained Minutes approved and adopted</p> | |
| CORNWALL COUNCILLOR'S REPORT | | |
| 20-10/04 | <p>To receive the Cornwall Councillor's report</p> <p>Cllr Jenkin reported that there is a 48-hour delay before the National track and trace system release the data to local CC Public Health officials. As soon as the relevant information has been received, P.H. are able to send out a mobile test and trace unit, but the delay means that cases are not being picked up quickly enough especially as many of those testing positive were asymptomatic. Cllr Roberts commented that places like meat processing plants should be monitored as there have been several outbreaks in such workplaces. Cllr Jenkin explained that the problem lies with the centralised system and that many felt it would work better if the test and trace system was operated locally. Local authorities and others have raised numerous complaints to central Government to little effect.</p> <p>It was proposed to write to Cornwall Council and the local MPs to highlight the dissatisfaction of the PC with the current system</p> <p>Cllr Henwood proposed Cllr Tunnicliffe seconded Motion carried unanimously</p> <p>ACTION: Clerk to draft a letter for the Chairman to sign and send to Cornwall Council and local MP's.</p> <p>Information had also been sent out to the Chairman about the CC Planning Consultation. Cllr Parnell commented that the new planning proposals would mean building 82,000 homes instead of 52,500 originally proposed.</p> | Cllr Parnell/Clerk |

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| | Cllr Allen raised query about potential funding for speeding problems announced on a radio bulletin. Cllr Jenkin commented that she had not heard of anything. Cllr Jenkin updated that the Townshend traffic scheme had now been delayed until November. | |
| PLANNING MATTERS | | |
| 20-10/05 | <p>1. To discuss a communication received from the Chairman of Cubert Parish Council regarding Affordable Housing provision in the local area and any implications for Crowan Parish.</p> <p>It was noted that historically there was not a great demand for affordable housing in Crowan. Cllr Jenkin commented that the Parish does not receive and CIL funding for local infrastructure and suggested writing to the portfolio holder Tim Dwelly to ask how Crowan can access the fund.</p> <p>ACTION: Clerk to write to Tim Dwelly to ask how Crowan can benefit from the CIL funding.</p> | Cllr Parnell/Clerk |
| OPEN ISSUES AND ACTIONS FROM PREVIOUS MEETINGS | | |
| 20-10/06 | <p>Praze WC & Cormac Cleaning Contract</p> <p>1. To receive an update from The Clerk regarding progress with the cleaning contract tender.</p> <p>Cllr Parnell confirmed that he had spoken to a local person who was willing to take on the cleaning, given the lack of response to the tender and from Cormac.</p> <p>Conversation moved on to Legionella risk and it was proposed that Cllr Parnell checks whether water being heated direct from the mains is subject to Legionella. The cost of testing would be under £200 by a specialist company. If the testing is necessary, Cllr Henwood proposed that this be budgeted for annually.</p> <p>Cllr Parnell commented that the current budget of £5000 pa could be utilised if the local person's tender proves suitable</p> <p>2. To receive an update from the Clerk regarding new signage</p> <p>Signage was underway.</p> | |
| 20-10/08 | Playing Fields and Children's play areas in Praze Leedstown and Nancegollan | |

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| | <p>1. To receive an update from Cllrs Henwood and Lay regarding whether to source new centralised display boards for all the playing fields/play area signage.</p> <p>This item was deferred to Amenities and Highways meeting due to a communication problem.</p> <p>ACTION: Clerk to check the telephone numbers on the Website.</p> <p>2. For Information: The Covid-19 H & S Signs have now been installed by Phoenix Signs</p> <p>Clerk updated that the Green’s report had shown that one of the signs had been damaged – it looked as though someone had tried to rip it off.</p> <p>3. To consider quotations for maintenance/repairs to Nancegollan play equipment.</p> <p>Deferred to closed session</p> | <p>Cllrs Henwood & Lay</p> |
| <p>20-10/09</p> | <p>Nancegollan Shower Amenities & Crowan Parish Rooms (Standing item re Covid19)</p> <p>1. To resolve whether it is safe to re-open Nancegollan Shower Amenities</p> <p>2. To resolve whether it is safe to re-open Crowan Parish Rooms and for the Caretaker to resume cleaning duties</p> <p>3. For information: The Clerk has ordered Covid-19 signs for the toilets in Crowan Parish Rooms and Nancegollan Shower Amenities ahead of any anticipated re-opening.</p> <p>It was noted that if Crowan Parish Room were to be re-opened for the Church to use the toilet, there was no way of controlling the correct use of the facilities. It was felt that unless there was a request for private hire of the rooms and a Covid-19 risk assessment supplied it should remain closed, as queuing would have to be outside the building and they would have to clean before and after use. Although the process would be the same at the Parish rooms as at Praze, the risk could not be mitigated in the same way.</p> <p>It was resolved to continue to keep the Parish Rooms and the toilet facilities closed particularly as the caretaker cannot safely return to work at this time.</p> | |

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| | <p>Nancegollan toilet facilities had been used by Praze FC even though they had been advised that the building should remain closed. It was noted that the shower amenities would have to be taped off and a risk assessment completed by them before a potential re-opening. Priority is for cleaning, legionella report and signage.</p> <p>4. For information: The Clerk has registered both Crowan Parish Rooms and Nancegollan Shower Amenities with QR codes for those using the Govt Track and Trace App ahead of any anticipated re-opening. The QR codes are displayed on a poster which should be displayed inside the entrance to the buildings once open.</p> | |
| 20-10/10 | <p>Casual Vacancies – Parish Councillors</p> <p>1. For information: There are now 3 vacancies for Parish Councillors in Crowan following the resignation of Cllr Tom Christophers who has been a Parish Councillor for Leedstown since 1976 and will be sadly missed.</p> <p>There are now 2 vacancies in Leedstown Ward and 1 vacancy in Praze. Cornwall Council have been informed of Cllr Christopher’s resignation and the post will now be subject to the usual notification period before being advertised for co-option.</p> <p>Cllr Parnell commented that sadly Cllr Christopher had indicated that he felt it was time to retire due to the difficulties experienced with new technology.</p> <p>For information: The Clerk has not yet received any expressions of interest for the earlier vacancies</p> <p>Members felt that the current Covid-19 difficulties may be holding applicants back. Efforts would be made to find out if there are any local people who might be interested in being co-opted, otherwise it was noted that there would be an election in May 2021 when the positions might be filled.</p> | |
| 20-10/11 | <p>Remembrance Day</p> <p>1. To receive an update from the Clerk regarding the potential Remembrance Day Service</p> <p>Following consultation with Devon & Cornwall Police, Cornwall Council and other Parishes as well as general discussion amongst Members, Cllr Parnell confirmed that given the current Covid H&S restrictions and “Rule of Six” it was with regret that the Parish Council felt it would be unsafe to go ahead with the usual gathering for a Remembrance Day Service at the War Memorial in Praze. Instead it was decided that Cllr Parnell, as Chairman, would simply</p> | |

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| | <p>lay a wreath on behalf of the Community. Other Community organisations who usually lay a wreath would also be contacted to make separate arrangements for their own tributes, being encouraged to conduct their own risk assessments and maintain the Government's restrictions. It was resolved that Notices will be used to inform the Community and placed at various locations around the Parish and the names from the Memorial would also be posted as a mark of respect in honour of those who died.</p> <p>It was further decided that the light panel depicting the unknown soldier should be lit from 1st to 14th November as a mark of respect.</p> <p>ACTIONS: Cllr Henwood to confer with the Clerk to provide details for local organisations that need to be contacted. Clerk to write letters to each organisation inviting them to lay their wreaths safely between 8th & 11th November.</p> <p>Clerk to produce Notices to inform the Community to be distributed around the Parish and displayed on the Notice Boards and PC website.</p> <p>Clerk to cancel all previous tentative arrangements.</p> <p>2. To Discuss what additional measures/restrictions may be required to enable the event</p> <p>As it was considered unsafe to proceed, this item was not discussed.</p> | |
| 20-10/12 | <p>Community Award No further updates</p> | |
| 20-10/13 | <p>WHS Sign for Binner Downs Mine</p> <p>1. To receive an update from the Clerk regarding funding towards a replacement sign at Binner Downs Mine</p> <p>The Clerk confirmed that a grant of £250 had been received from the CC Community Chest fund towards the new sign and a cheque had been raised for £500 which would be forwarded to Cornish Mining Heritage. Cllr Jenkin confirmed that she had been in contact Mr Cocks at Cornish Mining Heritage and that he would be happy to work with her regarding the design. Cllr Jenkin will update Members once a design has been prepared.</p> | |
| 20-10/14 | <p>Buses in Praze</p> <p>For information: The Clerk has written to Transport for Cornwall to request a minor change in the bus route to avoid the tight turn at the crossroads in Praze</p> | |

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| POLICIES AND PROCEDURES (All areas of Council Business) | | |
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| 20-10/15 | <p>The Chairman raised a matter concerning the amount of emails being forwarded to Councillors by the Clerk. Comment was made that due to the volume of communications, sometimes important information was missed.</p> <p>It was suggested that it be left up to the Chairman to confirm whether some items were to be noted as Correspondence only on the agenda rather than being forwarded to Councillors directly.</p> <p>ACTION: Clerk to confer with the Chairman which communications should take priority, and which be noted as Correspondence</p> | Cllr Parnell/Clerk |
| COMMUNICATIONS (Website/Noticeboards/Local Press/Social Media/Cornwall Council) | | |
| 20-10/16 | <p>1. To receive an update from Cllr Lay regarding a potential Crowan PC Facebook page</p> <p>Cllr Lay confirmed that she had been in touch with Wendron PC to see what they did with their Facebook Page, which seemed to be different to what had originally been broached. Discussion centred around whether the Page should allow general comment to be made on the site or just wanted to post out information. Cllr Parnell felt that some feedback would be helpful, but it was noted that open comments would require a lot of administration. It was decided that the Page should be informative rather than collaborative but with the opportunity to contact the Parish Council should they have an issue to discuss, therefore contact details could be posted on the site enabling residents to communicate by email or letter when necessary. Residents should be encouraged to attend PC meetings to discuss any issues they wish to raise rather than being discussed in open forum.</p> <p>At this point Cllr McLeod was running low on battery on his remote device and had to leave the meeting at 21:43 after commenting on an item to be discussed later in Closed Session.</p> <p>ACTION: Cllr Lay to try to set up a new Facebook and report back to the PC</p> | Cllr Lay |
| ADMINISTRATION AND FINANCE (Including Meetings, Banking, Reporting, Invoicing, Audit, Budget, Contracts, HR and GDPR) | | |
| 20-10/17 | <p>To approve renewal costs for Scribe Accounting Software - £283 +VAT (Total £339.60)</p> <p>Cllr Jenkin proposed to approve Cllr Henwood seconded Motion carried unanimously</p> | |

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| 20-10/18 | <p>To approve the monthly accounts Income £22,838.29 Outgoings £4,582.68</p> <p>Cllr Jenkin proposed to approve Cllr Henwood seconded Motion carried unanimously</p> | |
| 20-10/19 | <p>To consider a potential switch to change the electricity contracts at Crowan Parish Rooms, Nancegollan Playing Fields and the Temporary Supply for Praze Christmas Lights</p> <p>Quotations were considered and it was noted that British Gas Lite seemed more favourable. The Clerk informed the PC that had the PC been able to pay by direct debit or BACS, there would have been more choice. It was resolved to defer the decision until the Banking issues could be sorted out.</p> | |
| NEW BUSINESS: | | |
| 20-10/20 | <p>To consider a firm proposal regarding the PROW LMP negotiations with Cormac</p> <p>Cllrs Jenkin and Lay presented the firm proposal from the LMP to the Parish Council. There was lengthy discussion about whether Cornwall Council would actually carry out the hard cuts which they stated they would commit to before April when the Parish Council would have to take-over if the proposal was approved and budgeted, given they had not fulfilled their current obligations in keeping the paths clear. Cllr Jenkin pointed out that as the budget would need to be set in November, the decision would need to be made immediately, before any works could be carried out because the LMP would need to see a firm commitment from the PC before going ahead with the promised hard cuts. It was confirmed that the Countryside Team would continue to work with the PC regarding ongoing enforcement issues. Further concerns were raised that the Grant might not cover the cost of a new contractor. Cllr Parnell pointed out that as the commitment is only for 3 years, it would be beneficial to go forward and test the proposal for 3 years. Despite the misgivings of some Members, it was proposed to accept the LMP grant of £5195.19 for the 2021 LMP period and commit to the 3-year proposal as laid out.</p> <p>Proposed by Cllr Lay Seconded by Cllr Parnell Motion carried by 8 votes to 1</p> <p>ACTION: Clerk to inform the LMP</p> | Clerk |
| 20-10/21 | <p>To consider a request from Derek Thomas MP regarding a request for funding the potential re-opening of the Helston Branch Railway line (£500 proposed)</p> | |

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| | <p>Having listened to the comments made by Mr Turnbull in Public Forum, Members discussed the potential for a Green link between Nancegollan and Helston would be a good idea in principle. Whilst Members were supportive of the idea, they felt that £500 was too much to contribute and it was decided that £250 would be more appropriate.</p> <p>Cllr Lay Proposed to donate £250 Cllr Henwood seconded Motion carried unanimously</p> <p>ACTION: Clerk to arrange for the donation to be progressed</p> | Clerk |
| DIARY DATES: | | |
| 20-10/22 | <p>1. Next Planning Committee meeting to be held remotely via Zoom on Thursday 12th November at 7pm</p> <p>2. Next Full Parish Council meeting to be held remotely via Zoom on Thursday 12th November 2020 at the rising of the Planning Committee meeting</p> <p>After a short discussion it was decided to combine the Planning meeting into the Full Parish Council meeting together on 12th November under one agenda.</p> <p>3. Next Amenities and Highways Committee Meeting – to be held remotely via Zoom on Thursday 15th October 2020 at 7pm</p> | |
| 20-10/23 | <p>To resolve that in view of the confidential nature of the business about to be transacted it is advisable that the press and public be excluded and are instructed to withdraw during the discussion of the following matters</p> <p>RESOLVED</p> | |
| 20-10/24 | MEETING CLOSED@ 22:30 | |

Signed 

Date 12th November 2020