

**CROWAN PARISH COUNCIL  
MINUTES OF FULL PARISH COUNCIL MEETING  
TO BE HELD REMOTELY BY ZOOM  
ON THURSDAY 11<sup>th</sup> FEBRUARY AT 7 PM**

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](http://www.crowan-pc.gov.uk) and on the Praze, Leedstown & Nancegollan Noticeboards and Townshend Village Hall Noticeboard (unless social distancing measures are in place).

**PRESENT: Cllr Parnell (Chairman), Cllr Allen, Cllr Jenkin, Cllr McLeod, Cllr Roberts, Cllr D. Smith, Cllr R. Smith, Cllr Lay, Cllr Berryman co-opted 21-02/02**

**Acting Clerk: Victoria Burton-Davey**

**APOLOGIES: Cllr Tunnicliffe**

**CHAIRMANS WELCOME:** Cllr Parnell welcomed all to the meeting and invited each of the Parish Councillor to introduce themselves to those present. Asked public attendees to introduce themselves. Introduced Acting Parish Clerk.

(Members of the Public are invited to speak in Public Forum 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).

AGENDA REFERENCE	DESCRIPTION	ACTION
21-02/01	<p><b>PUBLIC FORUM</b></p> <p>Sandra Muriel asked for extra signage and footpath ‘finger posts’ to be provided by Cornwall Council for local PROW. She also asked that should Crowan Parish Council appoint volunteers in any capacity, that they ‘declare interests’.</p> <p>Mr Geoff Henwood raised concerns about the perceived inaction of Crowan Parish Council to act on his notifying the Council that they had not secured the MUGA in Praze-an-Beeble, and that they had not put up Covid guidance signage in the children’s play area in Praze-an-Beeble.</p> <p>Cllr Parnell assured the meeting that the MUGA had indeed now been secured. The Acting Clerk assured the meeting that signage for the play areas in Praze-an-Beeble, Leedstown and Townshend was now ready to go up.</p>	
21-02/02	<p><b>CASUAL VACANCIES</b></p> <p>1. Claudia Berryman introduced herself as the prospective Parish Councillor for co-option at the evening’s meeting further to her application to the Parish Council. She confirmed that there were no conflicting interests to her standing for office. She signed the declaration and was, for the remainder of the meeting, a Councillor for Crowan Parish Council.</p>	<p><b>Co-option: Proposed: Cllr Jenkin Seconded: Cllr R. Smith Voted: All in favour</b></p>
21-02/03	<p><b>MEMBERS DECLARATIONS</b></p> <p><b>a. Pecuniary/Registerable Declarations of Interests – None</b></p> <p><b>b. Non-Registerable Interests – None</b> (Cllr Lay confirmed to the Clerk that there was no potential conflict of interest about PA20/11141 although she knew the applicant slightly there was no close association)</p> <p><b>c. Declaration of Gifts – None</b></p>	<p><b>No declaration of interests in areas a), b) or c).</b></p>

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21-02/04	<p><b>APPROVAL OF MINUTES</b></p> <p>1. To confirm that the minutes of the Full Parish Council meeting held 14th January 2021 are an accurate record: Cllr Allen asked for an amendment to section 21-01/03 to note her Objection rather than Abstention in the vote.</p> <p>Vote to approve with amendment.</p>	<p><b>Proposed: Cllr Jenkin</b> <b>Seconded: Cllr D. Smith</b> <b>Voted: All in favour</b></p> <p><b>Action A-Clerk: update and publish</b></p>
21-02/05	<p><b>NEW PLANNING APPLICATIONS</b></p> <p>1. <b>PA20/11250</b> was discussed. Cllrs R. Smith, Roberts and Jenkin advised that they had no objections.</p> <p>Vote for <b>No Objection</b> form CPC</p>	<p><b>Proposed: Cllr Roberts</b> <b>Seconded: Cllr R. Smith</b> <b>Voted: All in favour</b></p> <p><b>Action A-Clerk: notify CC</b></p>
21-02/06	<p><b>PLANNING APPLICATIONS REFERRED TO WEST SUB-AREA COMMITTEE</b></p> <p>1. PA20/08466 - Land and buildings at Gew Farm, Praze An Beeble TR14 0PW - Erection of new dwelling, change of use of land to residential and associated works and demolition of existing barn. <b>AWAITING DECISION</b></p> <p>2. PA20/01986 – Belmont, Binnerton Road Leedstown TR27 6BJ - Demolition of existing grade C mundic, semi-detached house, make good existing party wall, add structural strength and cladding to finish. Construct new 4-bedroom detached house. <b>AWAITING DECISION</b></p> <p>3. PA19/10122 - Land adjacent to 1 St James Place Praze Road, Leedstown - Erection of two dwelling houses <b>AWAITING DECISION</b></p>	
21-02/07	<p><b>CORNWALL COUNCIL PLANNING DECISIONS</b></p> <p>1. PA19/10618 &amp; PA19/10619 - Leedstown Methodist Chapel Chapel Road Leedstown Hayle Cornwall TR27 6BD - Conversion of school room to rear of Methodist Chapel into two flats. <b>APPROVED WITH CONDITIONS</b></p> <p>2. PA20/10234 - Namur, Nancegollan, Helston TR13 0AH - Replacement porch extension, kitchen extension and external alterations <b>APPROVED WITH CONDITIONS</b></p>	

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	<p>3. PA20/10173 - The Oaks, Old Railroad, Crowan - Single Storey extension and small dormer extension to detached bungalow. <b>APPROVED WITH CONDITIONS</b></p>	
21-02/08	<p><b>CORNWALL COUNCILLOR'S REPORT</b> Cllr Loveday Jenkin delivered her Cornwall Councillor's Report to CPC.</p> <p>Cllr Roberts praised Cllr Jenkin for her instrumental role in improving Covid 19 vaccination delivery in the Parish, and in improving booking access at Sithian.</p> <p>Cllr Allen raised concerns over safety issues with the Traffic Calming measures underway at Townshend. These were discussed.</p> <p>Cllr Parnell asked about the progress of flood amelioration on the Carnhell Green Road which has been closed for several weeks. He raised particular concerns about access to the doctors' surgery in Connor Downs: Cllr Jenkin confirmed that Cornwall Council Highways Dept had been notified about the importance of this well used thoroughfare.</p>	<p><b>Action A-Clerk:</b> to write to Cornwall Council Highways Dept about 2 flooding issue.</p>
21-02/09	<p><b>OPEN ISSUES AND ACTIONS FROM PREVIOUS MEETINGS</b></p> <p><b>1. TREASURE PARK</b> a. To discuss a proposal to set up a management committee for Treasure Park to include local residents: There was a long discussion about future use and how best to consult local residents in this regard; about fencing and access to the site; and about future management. Cllr R. Smith suggested that the old car park for the (now) disused Chapel be re-incorporated into the wildlife area of the park. (As the Treasure Park is primarily for use by local residents it was felt that there is no need for a dedicated car park.)</p> <p><b>2. PROW/LMP</b> a. Cllr Lay updated CPC regarding progress on the hard cuts, including broad discussion about different obstruction problems and around enforcement issues. Some concern was expressed that due to poor weather delays seemed to mean that there was still some initial cutting to be completed. She relayed to CPC that there had been several letters thanking the Council and the contractor for their work in opening up the PROW again. b. The Acting Clerk updated CPC on progression with the tender: that adverts had gone on several different digital platforms including CPC's website and social media. So far there had been one enquiry and a planned site visit within the bounds of parity for applicants.</p>	<p><b>Action CP:</b> Identify further contractors to invite for LMP tender</p>

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	<p><b>3. COMMUNITY AWARD</b> Cllr McLeod asked CPC to set a date for the award and for the appointment of a sub-committee to finalise design and purchase of a 'trophy'. It was decided that the Community Award be awarded in April 2021, that nominations for the award be sought from the former Clerk before the next FPC Meeting to avoid conflict with purdah obligations. Vote to set up sub-committee comprising Cllrs McLeod and Parnell and Acting Clerk Victoria Burton-Davey to finalise proceedings.</p> <p><b>4. CROWAN DEFIBRILLATOR</b> a. Cllr Parnell advised that the order for the unit had been placed with RRMCM but that delivery is dependent upon the availability of the new GPS option.</p> <p><b>5. POTENTIAL CHANGE OF BANK ACCOUNT</b> a. Cllr Parnell updated that he had not had time since the resignation of Crowan Parish Clerk to contact a selection of banks but reported that CPC had received several additional recommendations to use the Unity Bank. Also he advised that some of the existing suppliers are stating that cheque payments will not be acceptable from 1st April 2021. After discussion about ongoing and future problems with using a high street bank, it was voted on to set up a Unity Bank account to run concurrently with CPC's Barclays account until all the payees are moved over.</p> <p><b>6. CROWAN PARISH ROOMS (Standing item)</b> Cllr McLeod confirmed that he is keeping Crowan Parish Rooms in good order until such time as they can be reopened.</p> <p><b>7. ELECTIONS 2021</b> Update - In Cornwall there will be elections for local councils, Cornwall Council and the Police and Crime Commissioner.</p> <p>It was discussed that remotely held CPC meetings could only carry on until May 7<sup>th</sup> 2021. CPC await Government guidance for meetings after that date. The CALC survey of polling stations, nomination forms, the Government imposed limitations on leafleting and possible election dates were discussed. There was a vote to put back the CPC Annual Parish &amp; Electors Meeting until after May 6<sup>th</sup> 2021: the proposed date is May 27<sup>th</sup> 2021.</p>	<p><b>Proposed: Cllr Jenkin</b> <b>Seconded: Cllr D. Smith</b> <b>Voted: All in favour.</b></p> <p><b>Action CP, AM, A-Clerk: to meet and further</b></p> <p><b>Action CP, AM: to progress process</b></p> <p><b>Proposed: Cllr McLeod</b> <b>Seconded: Cllr Jenkin</b> <b>Voted: All in favour.</b></p> <p><b>Action CP: to start process</b></p> <p><b>Proposed: Cllr Berryman</b> <b>Seconded: Cllr Jenkin</b> <b>Voted: All in favour.</b></p>
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21-02/10	<p><b>POLICIES AND PROCEDURES (All areas of Council Business)</b></p> <p><b>a) Agendas for Virtual Meetings</b> It is now a legal requirement that the public notice includes how the public can access your meetings. CPC must publish the Zoom link to the meeting on the website &amp; noticeboards.</p> <p><b>b) Annual Parish &amp; Electors Virtual Meeting</b> It was decided to consider the details for this at the next meeting</p>	
21-02/11	<p><b>COMMUNICATIONS</b></p> <ol style="list-style-type: none"> <li><b>1. Census 2021</b> – The online format of the 2021 census was discussed, including: access for older residents, availability of paper census forms, engagement of local communities, and lack of ‘Cornish’ as an ‘identity’ option on the 2021 Census.</li> <li><b>2. Cornwall Localism Strategy</b> – Cllr Parnell gave feedback after attending Cornwall Council’s Localism Strategy seminar. He reported that there were four main areas for focus: community assets and how they serve the community; community being empowered in decision making; the community being supported to act on their decisions; and supporting people in the community. The key to all these things being access of funding. Cllr Jenkin noted that these are aspirational goals for CPC.</li> <li><b>3. D &amp; C Police Matters</b> – Cllr R. Smith gave a summary of recent information releases: in particular, there are concerns about surfers coming in from ‘out of County’ and how difficult it is for the Police to take action on the matter; and that there were several different Covid scams going around via email and telephone. Cllr Jenkin recommended Neighbourhood Alert as a good forum for parishioners to keep up to speed with scam information.</li> <li><b>4. Community Network Panel</b> – Cllrs R. Smith and Jenkin gave a shot summary of the January meeting: Cllr R. Smith highlighted concerns around the rise in mental health issues for local GP’s; Cllr Jenkin pointed out that there was not a lot of support, in terms of mental health, for local GP’s but they are now able to access Social Prescribers to point patients in the direction of helpful local services.</li> <li><b>5. Praze Playing Field – Covid Regulations re:</b> further to discussions and reassurances during the Public Forum area of this meeting Cllr Parnell reported that risk assessments had been carried out for Praze-an Beeble, Leedstown and Townshend Play Areas/MUGAs by Cllr D. Smith and he confirmed that Praze MUGA is now locked. Cllr Jenkin reminded CPC that CALC has issued Covid 19 guidance.</li> </ol>	

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21-02/12	<p><b>ADMINISTRATION AND FINANCE (Including Meetings, Banking, Reporting, Invoicing, Audit, Budget, Contracts, HR and GDPR)</b></p> <p>1. To approve the monthly accounts &amp; payments: Cllr Allen raised concerns about transparency with regards to annotation of expenses in CPC accounting. The Acting Clerk assured CPC that after the beginning of the new financial year that expenses would be broadly annotated within HMRC allowable expenses categories. A vote was taken to approve the accounts as they appear until the new system is implemented.</p>	<p><b>Proposed:</b> <b>Cllr Allen</b> <b>Seconded:</b> <b>Cllr Lay</b> <b>Voted: All in favour.</b></p>
21-02/13	<p><b>NEW BUSINESS:</b></p> <p>1. To consider a request from Leedstown VH Committee for a grant of £150 towards new kitchen equipment: Cllrs discussed the request and voted to accede.</p> <p>2. The need to appoint a new Internal Auditor: awaiting response from CALC and Cornwall Council; Cllr Jenkin suggested looking into a charitable auditor.</p> <p>3. To review the cost of a tree survey as only a response from Cornovia/Objective Tree Consultancy (£558.50 no VAT): CPC discussed using a professional to do the survey and the implications with regards to public liability insurance. It was agreed that Objective Tree Consultancy are offering value for money and a vote was taken to use them.</p>	<p><b>Proposed:</b> <b>Cllr R.Smith</b> <b>Seconded:</b> <b>Cllr McLeod</b> <b>Voted: All in favour.</b></p> <p><b>Action A-Clerk:</b> to reply to Leedstown VH Committee</p> <p><b>Action A-Clerk:</b> to contact Community Accounting Services Kernow.</p> <p><b>Proposed:</b> <b>Cllr Lay</b> <b>Seconded:</b> <b>Cllr Jenkin</b> <b>Voted: All in favour.</b></p> <p><b>Action A-Clerk:</b> to place order for survey</p>

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	4. To consider whether to re-tender or to extend the playing fields grass-cutting contract: it was voted that it is reasonable to extend the contract for cutting during Covid 19 restrictions.	<b>Proposed:</b> <b>Cllr Jenkin</b> <b>Seconded:</b> <b>Cllr R. Smith</b> <b>Voted: All in favour.</b>  <b>Action A-Clerk:</b> to secure agreement from IRS to extend contract
21-02/14	<b>DIARY DATES:</b> 1. Next Amenities and Highways Committee Meeting to take place via Zoom on 18 <sup>th</sup> February at 7pm  2. Next Full Parish Council Meeting to take place via Zoom on 11 <sup>th</sup> March 2021 at 7pm	Dates agreed
21-02/15	<b>OPEN MEETING CLOSED@</b>	2103 hrs

21-02/16	<b>CLOSED SESSION</b>  1. Bridleway issue – Carn Meor Coppice 2. Residents reporting residential use of Old Stable in Crowan 3. EN20/00732 – Gorilla Pizza Shack, Leedstown – building materials on-site 4. Recruitment of a new Clerk a) Staffing Committee b) Role of Acting Clerk c) Role of RFO d) Recruitment Plan	Cllr Lay  Cllr Lay  Cllr Lay  Staff Committee
21-02/17	<b>MEETING CLOSED @</b>	2156 hrs

