

**CROWAN PARISH COUNCIL  
DRAFT MINUTES OF FULL PARISH COUNCIL MEETING  
HELD REMOTELY BY ZOOM  
ON THURSDAY 8<sup>th</sup> APRIL 2021 AT 7 PM**

<p>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 &amp; Nancegollan Notice Boards and Townshend Village Hall Notice Board (unless social distancing measures are in place).</p>	
<p><b>PRESENT: Cllr K Allen, Cllr C Berryman, Cllr L Jenkin, Cllr A McLeod, Cllr J Lay, Cllr J Roberts, Cllr D Smith, Cllr R Smith, Cllr S Wood, Acting Clerk Victoria Burton-Davey and members of the public</b></p>	
<p><b>APOLOGIES:</b></p>	
<p><b>CHAIRMAN'S WELCOME:</b> The Chairman welcomed Councillors and the public.</p>	
<p>(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).</p>	
<b>AGENDA REFERENCE</b>	<b>DESCRIPTION</b>
21-04/01	<p><b>PUBLIC FORUM:</b></p> <p>The Chairman welcomed Peter Curnow as the new Parish Clerk. Mr Curnow introduced himself and thanked the Acting Clerk for her dedication and professionalism in supporting the council in the preceding months.</p> <p>Jo Harley, representing Coastline Housing, was welcomed to the meeting. Ms Harley updated the meeting on the proposed Coastline development which is adjacent to the Nancegollan Village Hall. Coastline is seeking to develop permission for 19 affordable, 1,2 and 3-bedroom dwellings, and showed more detailed plans than were available at her last presentation. 12 dwellings will be rented and 7 will have shared ownership. The development includes 12 parking spaces for the village hall and £9.5k for amenities. Public consultation will be carried out on-line for two weeks from 19<sup>th</sup> April. Local residents will be advised of the consultation by a leaflet drop. Ms Harley said the plan is likely to be revised further and that she would return to a future meeting, if required. Investigation of the site will begin shortly.</p> <p>Councillors felt the scheme was better than expected and agreed to meet in private to discuss the ownership of the parking. The Chairman thanked Ms Harley for attending. It is</p> <p style="text-align: center;"><b>RESOLVED that the Clerk will invite Coastline to attend a future meeting and that the Coastline leaflet will be added to the Council Facebook page when available.</b></p> <p>A member of the public who had asked to talk about the Carn Meor Coppice application did not attend.</p>
21-03/02	<p><b>MEMBERS DECLARATIONS</b></p> <p>a. Pecuniary/Registerable Declarations of Interests None declared</p> <p>b. Non-Registerable Interests None declared</p> <p>c. Declaration of Gifts None declared</p>

**CROWAN PARISH COUNCIL  
DRAFT MINUTES OF FULL PARISH COUNCIL MEETING  
HELD REMOTELY BY ZOOM  
ON THURSDAY 8<sup>th</sup> APRIL 2021 AT 7 PM**

21-04/03	<p><b>ELECTION CANDIDATES AND CASUAL VACANCIES</b> It was noted that all councillors present intended to stand and had been proposed and seconded; and that, as things stand, vacancies would persist in the council.</p>
21-03/04	<p><b>APPROVAL OF MINUTES</b> To confirm that the minutes of the Full Parish Council meeting held 11th March 2021 are an accurate record.</p> <p>A vote was taken on a proposal from the Clerk that the draft minutes should be further amended and brought to the next meeting for approval. This motion was passed. It is</p> <p style="text-align: center;"><b>RESOLVED that the Clerk, temporary Clerk and Chairman will revise the draft minutes of the March 2021 meeting and bring them to the next meeting.</b></p>
	<p><b>NEW PLANNING APPLICATIONS</b></p> <p><b>PA21/01489</b> An individual had released a video expressing his/her views about the development, and council debated the merits of those views. It was agreed that some issues raised lie outside the council's remit in relation to the proposal, although there was some sympathy for the views expressed. Discussion focussed on the period of occupation for the site, which had not been definitively ascertained. It was moved and agreed that the Cornwall Council Planning should be advised of the council's concerns and that other issues raised in the video should not be considered. <b><i>The Clerk will advise Cornwall Council officers that residency may not have lasted ten years and may be less than four years, and that the council has no other concerns about the proposal.</i></b></p> <p><b>PA/02417</b> Councillor Parnell described the property and said he had no concerns about the proposal. The proposed black timber cladding was felt by a councillor to be out-of-keeping with the locality, but was not, itself, objectionable. <b><i>The Clerk will advise Cornwall Council officers the council supports the application.</i></b></p> <p><b>PA/02365</b> Councillor Lay reported that she had spoken to a neighbour who expressed delight about the scheme. Although the design was slightly taller than a bungalow, it is to be set in the ground and so have the same ridge height as other properties. The proposal fits council policy and causes no issues for neighbours. <b><i>The Clerk will advise Cornwall Council officers that the council supports the application.</i></b></p> <p><b>PA21/02470</b> Councillors Roberts and Berryman reported that they found no reason to object to the proposal and recommended that the council should support it. This was agreed. <b><i>The Clerk will advise Cornwall Council officers that the council supports the application.</i></b></p>
21-04/06	<p><b>PLANNING APPLICATIONS REFERRED TO WEST SUB-AREA COMMITTEE</b></p> <p>The listed items were noted.</p>

**CROWAN PARISH COUNCIL  
DRAFT MINUTES OF FULL PARISH COUNCIL MEETING  
HELD REMOTELY BY ZOOM  
ON THURSDAY 8<sup>th</sup> APRIL 2021 AT 7 PM**

	<p>PA20/06458</p> <p>Matters raised by this application are complicated and centre on the transfer of a parcel of ground from agricultural to domestic use. It was stated that it may become an enforcement issue. It was agreed that council delegate authority to councillors Parnell and McLeod to investigate further and report to Cornwall Council. <b><i>Councillors Parnell and McLeod will visit the site and report to Cornwall Council.</i></b></p> <p>Council agreed that applications at this stage (“Referred to West Sub-Area Committee”) need not be put to council in future meetings until they have been decided upon. It is</p> <p style="text-align: center;"><b>RESOLVED that the Clerk will remove this standing item from future agenda.</b></p>
21-04/07	<p><b>CORNWALL COUNCIL PLANNING DECISIONS</b></p> <p>The update was noted</p>
21-04/07	<p><b>CORNWALL COUNCILLOR’S REPORT</b></p> <p>Councillor Jenkins’s report had been circulated prior to the meeting. Council was told that further work is being undertaken to ascertain if traffic calming measures in Townshend are sufficient, particularly leaving the village towards Relubbus. Signs at the Leedstown end are being re-sited to give room for agricultural vehicles, and it is hoped to extend the footway through the village in the long-term. The severe financial constraints on Cornwall Council were noted.</p>
21-03/09	<p><b>OPEN ISSUES AND ACTIONS FROM PREVIOUS MEETINGS</b></p> <p><b>A-1 PROW/LMP</b></p> <p>(a) The cutting contract has been placed and will now be overseen by the Clerk.</p> <p>(b,c) There are many issues with rights of way signposting that need to be resolved. Walking and riding groups have been encouraged to contact the council with issues.</p> <p><b>A-2 PLAYING FIELDS</b></p> <p>(d) Two past Councillors (Messrs Tom Christophers and Bill Tripp) have agreed to have playing fields named in their honour acknowledging their many years of service to the Crowan Parish Council. As the ROSPA Playsafe Annual inspections will be carried out this month, it is viewed prudent to await their reports to ensure that the planned future signage encompasses any new recommendations together with current CPC contact details. <b><i>The Clerk will pursue the development and budget pricing of the new signs for both Leedstown and Nancegollan.</i></b></p> <p>(e) It was viewed that the past consultation on the improvements for Leedstown playing field is out of date and should incorporate the needs of older children &amp; teenagers. It is proposed that new consultation should be carried out in Leedstown covering improved facilities for the playing field and also cover the future options &amp; management of Treasure Park together. <b><i>Councillor D. Smith will send Councillor Berryman past documents relating to the playing field for</i></b></p>

**CROWAN PARISH COUNCIL  
DRAFT MINUTES OF FULL PARISH COUNCIL MEETING  
HELD REMOTELY BY ZOOM  
ON THURSDAY 8<sup>th</sup> APRIL 2021 AT 7 PM**

	<p><i>information. Councillor Berryman to report back on initial thoughts for the consultation at the next meeting.</i></p> <p>(f,g) Nancegollan changing facilities have been deep-cleaned and are ready for use when COVID regulations allow. It was reported that two new teams have applied to use the pitch and agreed that the council needs a more balanced relationship with whichever teams use the facility.</p> <p>(h) Praze Playing Field Trusteeship - It was noted this issue has been unresolved now for more than three years, and Councillor Parnell advised that recently there have been requests from the Praze Cricket Club and Christmas Lights Committee for a meeting with the Trustees to progress the future management terms.</p> <p><b>A-3 PRAZE PLAN</b></p> <p>(i) Grass cutting had taken place, but the picnic tables need attention and to be placed on slabs. <b><i>The Clerk will investigate and report back on costs.</i></b></p> <p>(j) An accessible walkway to the play area is attracting local interest. <b><i>Councillor Parnell will report to council on quotes for the works.</i></b></p> <p>(k) The WC building remains owned by Cornwall Council, which also pays for the electricity, although it should have transferred to Crowan PC some 18 months ago.</p> <p><b>A-4 OPEN SPACES</b></p> <p>(l) There has been no progress re. transfer of Treasure Park, which is now subject to the election purdah period. <b><i>Councillor Loveday will enquire about the installation of a pedestrian access gate as well as a secure vehicle gate.</i></b></p> <p>(m) The temporary clerk has made progress enquiries to CC about WHS and No Motorcycling signs for Binner Downs. <b><i>The Clerk will progress.</i></b></p> <p><b>A-5 OPEN SPACES</b></p> <p>(n) Members heard that Cornwall Council is active in environmental matters and were referred to the authority's websites*. It was agreed that Crowan PC needs to formulate a plan and councillors were asked to forward ideas. * <a href="mailto:letstalk@cornwall.gov.uk/environmentalgrowth">letstalk@cornwall.gov.uk/environmentalgrowth</a> and <a href="http://www.cornwall.gov.uk/environment/countryside/forest-for-cornwall-programme">www.cornwall.gov.uk/environment/countryside/forest-for-cornwall-programme</a></p> <p>(o) Tree Officers have been seen taking samples from trees in the parish confirming that the survey is underway, so we now await the report.</p> <p>(p) Members agreed that they would welcome the opportunity to develop wildlife sites in the parish. <b><i>Councillor Jenkin will send the Clerk a list of Cornwall Council-</i></b></p>
--	--

**CROWAN PARISH COUNCIL  
DRAFT MINUTES OF FULL PARISH COUNCIL MEETING  
HELD REMOTELY BY ZOOM  
ON THURSDAY 8<sup>th</sup> APRIL 2021 AT 7 PM**

	<i>owned properties in the parish for possible transfer to parish council ownership.</i>
21-04/10	<p><b>COMMUNITY MATTERS</b></p> <p>(a) Councillor McLeod reported that the delivery of the Community Award is imminent and incorporates a suggested new logo for the council based upon Black Rock that represents the highest point in the parish.</p> <p>(b) The council is currently using the Crowan Church logo but to avoid confusion with Church matters the councillors agreed that this was not appropriate. A copy of the Black Rock suggested logo will be circulated for consideration.</p> <p>(c) Members heard that the defibrillator in Crowan has been installed. A local resident has volunteered to charge it weekly, and Councillor Berryman will do the same for the one in Townshend. Councillor McLeod was thanked for his efforts to have the machine installed. It was noted that the council's defibrillators will need regular servicing. <b><i>The Clerk and Chairman will liaise on ensuring the defibrillators are regularly inspected.</i></b></p> <p>(d) Crowan parish rooms are visited regularly and are in good condition.</p> <p>(e) Members heard that the meeting proposed to discuss the transfer of the Praze Institute to the council had not taken place due to the pandemic as the trustees require a face-to-face meeting.</p> <p>(f) Councillor R. Smith reported on police activity in the parish and said he is receiving good information from the force.</p> <p>(g) The grant request from the Women's Centre Cornwall was not discussed.</p> <p>(h) Redruth Rotary Club had requested £106 for leaflets for schools which it is thought will give pupils information on bullying, cyber security and safeguarding. Councillors felt they had too little information about the need for the leaflets and even whether they would be welcomed by head teachers. <b><i>The Clerk to progress.</i></b></p> <p>(i) Council briefly discussed the merits of developing a directory for parish businesses, which it was agreed should be web-based. No decision was made.</p>
21-04/11	<p><b>POLICIES AND PROCEDURES (All areas of Council Business)</b></p> <p>(a) Need for good policies and procedures. Council agreed with the Clerk that some of its policies had not been updated and that some important policies had not been agreed. Council agreed that he should develop draft policies and procedure documents for ratification in the coming months. It is</p> <p><b>RESOLVED that the Clerk will develop draft policies and procedure documents for Council approval.</b></p>

**CROWAN PARISH COUNCIL  
DRAFT MINUTES OF FULL PARISH COUNCIL MEETING  
HELD REMOTELY BY ZOOM  
ON THURSDAY 8<sup>th</sup> APRIL 2021 AT 7 PM**

	<p>(b) Proposed Health and Safety Policy. <b><i>The Clerk will circulate this prior to the next meeting when it will be considered for adoption.</i></b></p> <p>(c) Annual Parish and Electors Virtual Meeting Publicity 27<sup>th</sup> May 2021. Four councillors said they would not, as things stand, want to attend an in-person meeting which would probably be held in Nancegollan Village Hall for ventilation. The Clerk reported that he had been given a risk assessment regarding this matter and would forward it to members. He also agreed to approach CALC regarding the legitimacy of hybrid meetings (face-to-face and Zoom). <b><i>The Clerk will review and forward the risk assessment to members.</i></b></p> <p>During the meeting, the Acting Clerk completed an on-line CALC questionnaire regarding Zoom meetings that reflected that some councillors do not feel ready to return to face-to-face meetings.</p>
21-04/12	<p><b>ADMINISTRATION AND FINANCE</b></p> <ol style="list-style-type: none"> <li><b>1. APPROVE MONTHLY PAYMENTS LIST</b> - It was proposed and agreed that the “expenses” column in the Payments List needs to be made more meaningful and show what the money was spent on.</li> <li><b>2. REVIEW YEAR ACTUAL v BUDGET</b> – It was reported that the initial draft of the full year to end of March 2021 has been completed by Mrs G Lidgett. It was agreed that copies will be sent to all councillors for review and that any queries should be directed to the Clerk so that proper responses and any adjustments made. <b><i>Accounts will be circulated by the Clerk</i></b></li> <li><b>3. CHANGE OF BANK ACCOUNT</b> - It was reported that the Unity Bank account has been set up and that two on-line signatories from councillors D. Smith, McLeod and Parnell will authorise future payments, with the first being to Biffa as they have stopped accepting cheque payments.</li> <li><b>4. INDEPENDENT ACCOUNTS EXAMINER</b> – It was reported that the Acting Clerk’s perseverance has paid off and it looks that Paul Russell who is an internal auditor at Council HR &amp; Governance Support has agreed to act for us. <b><i>The Clerk will liaise with the external accounts examination.</i></b></li> <li><b>5. A&amp;H MAINTENANCE EXPENSES REQUIRED</b> – There are no immediate requirements identified.</li> </ol>
21-04/13	<p><b>NEW BUSINESS:</b></p> <p>Council has received a request for the use of the Green at Nancegollan for a fete in July. It was noted that some COVID regulations are likely still to be in place at that time, so councillors agreed that permission to use the Green should be granted subject to receipt of acceptable risk assessment documents. <b><i>The Clerk will contact the organisers and request the documents.</i></b></p>
21-03/14	<p><b>DIARY DATES:</b></p> <p>The next council meeting will be held on 27th May 2021 and expecting to be in Nancegollan Village Hall if available.</p>

**CROWAN PARISH COUNCIL  
DRAFT MINUTES OF FULL PARISH COUNCIL MEETING  
HELD REMOTELY BY ZOOM  
ON THURSDAY 8<sup>th</sup> APRIL 2021 AT 7 PM**

21-04/15	<b>OPEN MEETING CLOSED @ 21.55.</b>
----------	-------------------------------------

21-04/16	<b>CLOSED SESSION</b> Councillors debated the advantages and liabilities of the possible ownership of the proposed Nancegollan Village Hall parking. It was agreed that council would require a legally binding agreement with Coastline. <b><i>The Clerk will arrange an informal meeting with Coastline before 27<sup>th</sup> May 2012.</i></b>
21-03/17	<b>MEETING CLOSED @ 22.06</b>

DRAFT