

**CROWAN PARISH COUNCIL  
DRAFT MINUTES OF FULL PARISH COUNCIL MEETING  
HELD REMOTELY BY ZOOM  
ON THURSDAY 11<sup>th</sup> MARCH 2021 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 Notice Boards and Townshend Village Hall Notice Board (unless social distancing measures are in place).

**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**

**APOLOGIES: Cllr A Tunnicliffe**

**CHAIRMAN'S WELCOME:** The Chairman welcomed Councillors, John Floyd from the Office for National Statistics and the public

(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).

<b>AGENDA REFERENCE</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
21-03/01	<b>PUBLIC FORUM:</b> Gilly Slater spoke in support of planning application PA21/00984 as agent for the applicant.	
21-03/02	<b>CASUAL VACANCIES</b> 1. Co-option of Mr Simon Wood to Councillor for Crowan Parish Council: Mr Wood gave an account of his reasons for wishing to become a councillor. Cllr Allen asked for the matter to be deferred to the Closed Session. This was not agreed. Cllr Jenkin clarified that the applicant would usually be asked to leave the room but reminded the meeting that there will be an election in May where all the councillors will be formally voted in. A vote was taken to allow Mr Wood's co-option, which was carried. Cllr Wood proceeded to sign the co-option form and became a parish councillor.	<b>Co-option vote</b> <b>P: Cllr R Smith</b> <b>S: Cllr Jenkin</b> <b>Voted: all in favour</b>
21-03/03	<b>MEMBERS DECLARATIONS</b> a. Pecuniary/Registerable Declarations of Interests – Cllr Berryman declared an pecuniary registerable interest in PA21/00984 and PA21/02072 in which New Planning Application reviews she will not be present b. Non-Registerable Interests – none c. Declaration of Gifts - none	

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21-03/04	<p><b>APPROVAL OF MINUTES</b></p> <p>1. To confirm that the minutes of the Full Parish Council meeting held 11th February 2021 are an accurate record:</p> <p>Cllr Jenkin pointed out corrections to 21-02/11.4</p> <p>Cllr Allen raised objections to 21-02/10 Policies and Procedures, stating that the CPC was not following its own policy because the Zoom invitation had not been posted on the Townshend noticeboard. The Acting Clerk clarified that the Zoom invitation had been sent out and posted on the CPC noticeboards and website. The invitation had been posted to the Townshend Village Hall contact for posting there, and Cllr Jenkin confirmed that the Agenda with joining instructions had been posted there. The Acting Clerk said that there is no parish council noticeboard in the village but that the council was discharging its duty in posting as it had. It was suggested that the Zoom link be added to the Agenda in future.</p> <p>2. To confirm that the minutes of the Amenities &amp; Highways committee meeting held 18<sup>th</sup> February 2021 are an accurate record: no additions or corrections</p>	<p><b>1.P: Cllr D Smith S: Cllr Jenkin Voted: all in favour</b></p> <p><b>2. P: Cllr Jenkin S: Cllr McLeod Voted: all in favour</b></p>
21-03/05	<p><b>CORNWALL COUNCILLOR'S REPORT</b></p> <p>To receive the Cornwall Councillor's report: Cllr Jenkin apologised for not having sent out a written report to Cllrs. She reported that she has received several updates about the forthcoming G7 summit, the Government 'roadmap' for reducing Covid restrictions, and a briefing on the Census 2021. She invited John Floyd from the Office for National Statistics to speak.</p> <p>Mr Floyd gave a brief overview of the importance of the Census, an update on how things are proceeding and asked for continued communication to the public to encourage engagement. He also explained the move to digital and the support available for the public, including registering as Cornish. Cllr Jenkin thanked Mr Floyd. Mr Floyd let the CPC know that his contact information was available to pass on to people needing assistance. Cllr R Smith expressed his interest in the information provided by past census information.</p> <p>Cllr Jenkin reported on the resolution of flooding issues further to CPC action. She also reported back on planning issues from previous meetings and assured the CPC that concerns raised by parishioners had been highlighted for Cornwall Council.</p>	

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21-03/06	<p><b>NEW PLANNING APPLICATIONS</b></p> <p>1. PA21/01569 - Carn Meor Farm The Carn Black Rock Camborne Cornwall TR14 9NG - Prior approval for the change of use of an agricultural building into 2 dwelling houses (C3): Previously supported but withdrawn and resubmitted with alteration after objections. <b>No objections from Cllr D Smith and Cllr C Parnell as it is a straightforward change of use.</b></p> <p>2. PA21/00984 - Sunnymead Paul's Green Hayle Cornwall - Conversion of barns to form two holiday lets and construction of two glamping pods: <b>Cllr Berryman left the meeting for this item. Cllr Jenkin reported reduced impact and that CPC should support but comment that it is important to keep existing historical features.</b></p> <p>3. PA21/00292 - The Flower Farm Townshend Cornwall TR27 6AQ - Proposed dwelling with detached garage: <b>Cllr R Smith reported that he mentored Cllr Berryman on this application and that there is no objection.</b></p> <p>4. PA21/01030 - Little Meadow Praze Road Praze An Beeble Camborne - Application for retention of annexe formed by the conversion of existing garage: <b>Cllr D Smith advised support with annex not as separate dwelling.</b></p> <p>5. PA21/00369 - Glebe House Crowan Praze An Beeble TR14 9NB - Listed Building Consent for change of windows and doors and removal of cement render; insertion of rooflights and new chimney and internal works: <b>Cllr McLeod advised supporting application and commended the applicants on their work on the property. Cllr Roberts queried being consulted on Listed Building Consent which was clarified by Cllr Jenkin.</b></p> <p>6. PA21/02072 - Land To North-east Of Little Kirthen Farm Shop Little Kerthen Farm Townshend Cornwall TR27 6AF - Non material amendment for alteration of internal floor space- reduction in cafe floor area of decision notice PA20/09965 - erection of agricultural farm building for retail (E(a)) and cafe (E(b)) use with associated parking and drainage works: <b>Cllr Parnell advised CPC support as non-material changes only small alteration. Cllr Jenkin took the opportunity to commend Cllr Parnell's advice.</b></p>	<p><b>P: Cllr D Smith S: Cllr Parnell Voted: Cllr Wood abstained rest in favour</b></p> <p><b>P: Cllr Jenkin S: Cllr Allen Voted: Cllr Wood abstained, rest in favour</b></p> <p><b>P: Cllr R Smith S: Cllr Berryman Voted: Cllr Wood abstained rest in favour</b></p> <p><b>P: Cllr D Smith S: Cllr C Parnell Voted: Cllr Wood abstained rest in favour</b></p> <p><b>P: Cllr McLeod S: Cllr Roberts Voted: Cllr Wood abstained rest in favour</b></p> <p><b>P: Cllr Parnell S: Cllr Jenkin Voted: Cllr Berryman absent, Cllr Wood abstained rest in favour</b></p>
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	7. PA21/01131 - 1 Trethannas Gardens Praze An Beeble Camborne Cornwall - Proposed alterations and extension to dwelling: <b>Small alteration. Advised CPC support application.</b>	<b>P: Cllr Parnell S: Cllr Jenkin Voted: Cllr Wood abstained rest in favour</b>
21-03/07	<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 OPW - Erection of new dwelling, change of use of land to residential and associated works and demolition of existing barn. <b>AWAITING DECISION updated to APPROVED WITH CONDITIONS</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> <p>Cllr Jenkin advised that she is meeting CC planning officers for items 2 and 3 above.</p>	
21-03/08	<p><b>CORNWALL COUNCIL PLANNING DECISIONS</b></p> <p>1. PA20/09429 - Cows Cramp, Clowance Wood, Praze - Listed building consent for an extension and refurbishment to improve and modernise domestic dwelling <b>APPROVED WITH CONDITIONS</b></p> <p>2. PA20/09428 - Cows Cramp, Clowance Wood, Praze - Extension and refurbishment to improve and modernise domestic dwelling <b>APPROVED WITH CONDITIONS</b></p> <p>3. PA20/11141 - Cardinham Farm Praze An Beeble - One bedroom annexe in a derelict barn adjacent to main house <b>APPROVED WITH CONDITIONS</b></p>	
21-03/09	<p><b>OPEN ISSUES AND ACTIONS FROM PREVIOUS MEETINGS</b></p> <p><b>1. TREASURE PARK</b></p> <p>a. To discuss a proposal to set up a management committee for Treasure Park to include local residents: Cllr Jenkin reminded the meeting that it had been decided to wait until after the May elections to do a proper consultation with local residents in order to move forward. She also brought up the question of access to the</p>	<b>ACTION:</b> A formal letter from the Clerk asking for the gate to be

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	<p>site. Cllr R Smith reported that the main gate was in a very poor state of repair and not fit for purpose. Cllr Wood reported that the site is mostly accessed on foot by local residents and the site is used regularly and is clean. He underlined the need for improved pedestrian access. He advised that CC maintenance workers had removed the main gate from its hinges in order to get their grass cutting equipment into the site. Cllr Wood was also asked about the boundary hedges and fencing.</p> <p>The question about the property boundary was raised again and that this issue be brought up with regards to the legal transfer of management documents. Cllr Wood helped to clarify the plans.</p> <p>Cllr Jenkin also reiterated the need for another pedestrian access to be installed at the top of the site.</p> <p>Cllr R Smith reminded the meeting about the need for trees to be trimmed on site. Cllr Wood reported that CC had done some trimming previously and so know about existing problems.</p> <p>Cllr Allen objected to Cllr Wood being involved in the vote to meet on site as he is a local resident.</p> <p>Cllr Parnell gave a further update about the Transfer of Land from CC management. Has Transfer documents in hand now. He noted that Mining Rights will not be transferred and that 50% of future profit on sale would go to CC. He also saw the current suggestion from CC to keep a small buffer between Treasure Park and the other land at the top of the site.</p> <p>It was also decided that a site meeting between CPC Cllrs, CC site managers and the solicitors dealing with the transfer to CPC be arranged. <b>CPC representation to comprise Cllrs Parnell, Jenkin, R. Smith, Wood and the Clerk</b></p> <p><b>2. PROW/LMP</b></p> <p>a. Update on progression with the cutting &amp; tender process: Cllr Lay updated the CPC that tenders were in and that there will be a decision in Closed Session. There are many minor works to do by CC with regards to enforcement and signage in particular. Cllr Jenkin let the CPC know that the callout to landowners has been sent out by the Acting Clerk.</p> <p><b>3. COMMUNITY AWARD</b></p> <p>Update from subcommittee: Cllr McLeod told the meeting about nominations. He told the CPC that the Acting Clerk has designed a new logo and sought a local supplier. It is ready to order.</p>	<p>restored and pedestrian access to be catered for.</p> <p><b>ACTION:</b> CP to circulate transfer documents to CPC councillors.</p> <p><b>ACTION:</b> Clerk order award</p>
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	<p><b>4. CROWAN DEFIBRILLATOR</b> a. Update regarding progress on installation: Cllr Parnell reported that the delivery of the new defibrillator was imminent. Cllr McLeod updated the meeting about the memorial and information plaque. The Acting Clerk reported on the testing procedure and is gathering information about the testing. Cllr Jenkin suggesting speaking to SWAS.</p> <p><b>5. POTENTIAL CHANGE OF BANK ACCOUNT</b> a. Update on enquiries: Cllr Parnell reported that it is in progress. b. End of year accounts: Cllr Parnell reported that Gill Lidgett is keeping accounts up to date.</p> <p><b>6. CROWAN PARISH ROOMS (Standing item)</b> Cllr McLeod is keeping an eye on property. Cllr D Smith is meeting Fire Officers next week to ensure extinguishers are in good working order.</p> <p><b>7. ELECTIONS 2021</b> <b>Update</b> - In Cornwall there will be elections for local councils, Cornwall Council and the Police and Crime Commissioner: Cllr Jenkin reported that leafleting will be allowed after all. The Acting Clerk advised that CALC have said that Candidate Pack links will be available from the end of the week. Cllr Jenkin said she thought it must be from the 22<sup>nd</sup> March and that the Acting Clerk had already sent out boundary maps for the elections.</p> <p><b>8. TREE SURVEY PROGRESS</b> The Acting Clerk reported that she had booked the tree survey and was awaiting a starting date which had been requested and for as soon as possible.</p>	<p><b>ACTION:</b> Clerk contact Ronnie Richards charity and SWAS.</p> <p><b>ACTION:</b> Acting Clerk to update address on insurance</p>
21-03/10	<p><b>POLICIES AND PROCEDURES (All areas of Council Business)</b> <b>a) Agendas for Virtual Meetings:</b> CPC must publish the Zoom link to the meeting on the website &amp; noticeboards. Cllr Allen's earlier point mentioned. <b>b) Annual Parish &amp; Electors Virtual Meeting Publicity:</b> Cllr Parnell told the meeting that this will be remote as well. Cllr Jenkin gave background about the APM and AGM. There is an opportunity for parishioners to express their views at the APM and CPC should advertise this opportunity. Cllr Jenkin said that there was poor turnout for the APM usually. Good chance to give a report on what CPC has achieved in past year. Cllr Parnell said that it would offer a good opportunity to recognise the long service of Cllrs Bill Tripp and Tom Christophers, through naming the playing fields at Nancegollan and Leedstown after them, and making that recognition more public. Also, a good opportunity to present Community Award at that meeting. <b>c) Website and Social Media:</b> Cllr Parnell recognised the work of</p>	

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	<p>the Acting Clerk in making improvements to the website and social media communications. The Acting Clerk reported on these improvements and updates and work with ICT Connect to resolve existing issues and updating the CPC logo. Cllrs Lay and Jenkin thanked Victoria Burton-Davey for her work and expertise in this area. Councillor Jenkin asked for a matter to be raised in closed session. Cllr Allen objected to the council sharing information on social media and the website and stated that each item be approved by the Full Council before being published. The Acting Clerk explained that a vote had been taken to put the callout to landowners out already and Cllr Jenkin explained that the vote had been to delegate posting to the Acting Clerk as the Responsible Officer. Cllrs Jenkin and Lay said that the Acting Clerk must be allowed to do her job and that voting on each item would be impractical. The Chair reminded the meeting that the Acting Clerk had been appointed at a full council meeting and had sought support when dealing with matters with which she was not familiar. Cllr Jenkin stated that it was inappropriate to discuss such sensitive matters in the presence of the individual concerned and in public.</p>	
21-03/11	<p><b>COMMUNICATIONS</b></p> <ol style="list-style-type: none"> <li><b>1. Census 2021</b> – already covered</li> <li><b>2. D &amp; C Police Matters</b> – Cllr R Smith reported that he has circulated everything to councillors and the public, where appropriate, via the Acting Clerk. He also reported on the recent Crime Commissioner’s online Q&amp;A. Cllr Lay thanked Cllr R Smith for his work.</li> <li><b>3. Community Network Panel</b> – Cllr Parnell reported a downturn in crime due to lockdown. He has ordered some Z-cards with local contact information on for CPC councillors to help them report crime and problems effectively. He also reported on improved communication about current enforcement issues having received good advice via the CNP. Cllr Jenkin reported that the next CNP meeting is after the elections.</li> <li><b>4. Cornwall Council response to Government Consultation on Changes to Planning Process:</b> Cllr Parnell praised CC on its response to the Government’s recent consultation in which it had strived to keep planning issues under local control. Cllr Jenkin thanked Cllr Parnell on behalf of CC and pointed councillors to the next consultation in progress and assured CPC that CC is continuing to work for localised powers.</li> </ol>	
21-03/12	<b>ADMINISTRATION AND FINANCE (Including Meetings, Banking,</b>	

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	<p><b>Reporting, Invoicing, Audit, Budget, Contracts, HR and GDPR)</b></p> <p>1. To approve the monthly accounts &amp; payments: Cllr Roberts asked about the Payment to Gill Lidgett to confirm that the payment was for her work on the accounts. Cllr Parnell confirmed this. Cllr McLeod also confirmed that her timesheets had been appropriately submitted. He added that he had also received the Acting Clerk timesheets. He asked for the payments to be signed off as checked. Cllr Jenkin asked for confirmation that the large cleaning bill was due to two months' invoices being paid at one time. This was confirmed by Cllr Parnell. Cllr Allen questioned when the wages for Gill Lidgett and the Acting Clerk were approved and why this had not been done by full council. Cllr McLeod reported that power to authorise the timesheets had been delegated to him 15 months previously and this authority remained in place. He confirmed that both members of staff submitted detailed breakdowns of the work they had done for the council. Cllr Allen queried the rate of pay being made to the Acting Clerk - Cllr Jenkin noted as a point of order that an individual's rates of pay should not be discussed in front of him/her and in public session. The Chair assured the meeting that due process had been followed in the appointment and terms and conditions of the Acting Clerk, a statement denied by Cllr Allen. Cllr Allen was advised to raise a formal complaint if she was dissatisfied with the arrangements made for the appointment and remuneration of the Acting Clerk and Gill Lidgett.</p> <p>2. A &amp; H various repairs to TBA: Cllr Parnell advised no real progress.</p>	<p><b>Vote to accept payments: P: Cllr Jenkin S: Cllr McLeod Voted: Cllr Wood abstained, Cllr Allen Objected, all others in favour.</b></p>
21-03/13	<p><b>NEW BUSINESS:</b></p> <p>1. Update on appointment a new Independent Examiner: The Acting Clerk reported that she was still waiting for a response.</p>	
21-03/14	<p><b>DIARY DATES:</b></p> <p>1. Next Amenities and Highways Committee Meeting to take place via Zoom on TBC.</p> <p>2. Next Full Parish Council Meeting to take place via Zoom on 8<sup>th</sup> April 2021 at 7pm.</p>	
21-03/15	<b>OPEN MEETING CLOSED@</b>	21:16



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	<p><b>CLOSED SESSION</b></p> <ol style="list-style-type: none"> <li>1. Social Media point from Open Session: Cllr Jenkin reported that there had been a complaint about a social media post. The Acting Clerk assured the CPC that the post was taken down as soon as it was clear it was being misinterpreted. No complaint had come through from CC. Cllr Parnell suggested not being members of local social media groups which could be confused with official ones.</li> <li>2. To review an Action Plan for 2021-22: Cllr Parnell introduced the new CPC Action Plan for introduction to forthcoming Agendas. He went through the proposed plan for councillors and asked for feedback and additions. Cllr Jenkin thanked Cllr Parnell for his work on the plan and the helpful focus and direction for the CPC in the coming year. Cllr Jenkin suggested that Parish Projects be added to future agenda. Cllr Lay suggested that Climate Emergency Action Plan be put on future Agenda.</li> <li>3. Decision on placing PROW cutting contract: The Tender applications were considered on their merits and a decision was made. Cllr Lay was particularly thanked for her hard work on the LMP tender process.</li> <li>4. Recruitment of a new Clerk: Acting Clerk Victoria Burton-Davey left the meeting. Cllr Lay had already flagged up that she may know one of the applicants but Cllr Jenkin clarified that it would not be considered a 'close association'.             <ol style="list-style-type: none"> <li>a) Staffing Committee report on applicants</li> <li>b) Appointment</li> </ol> <p>The recruitment process was discussed and a decision was reached and voted on. The councillors decided to offer Mr Peter Curnow the post of Parish Clerk for CPC.</p> </li> </ol>	<p><b>ACTION:</b> Acting Clerk to contact Maxine Harding.</p> <p><b>Tender vote:</b> <b>P: Cllr Jenkin</b> <b>S: Cllr Lay</b> <b>Vote: all in favour.</b></p>
21-03/17	<b>MEETING CLOSED @ 10.12 pm</b>	