

**CROWAN PARISH COUNCIL**  
**MINUTES OF FULL PARISH COUNCIL MEETING**  
**HELD AT CROWAN PARISH ROOMS**  
**ON THURSDAY 8 DECEMBER 2022 AT 7.15PM**

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| <b>PRESENT: Councillors L Jenkin, S Mock, K Allen, C Merton, C Parnell and D Smith.</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>CHAIRMAN'S WELCOME:</b><br>The Chair welcomed councillors, the Clerk and members of the public. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>ITEM</b>                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 22-12/01                                                                                           | <b>APOLOGIES</b><br>Councillors J Roberts, J Thould, V Burton-Davey and S Wood.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 22-12/02                                                                                           | <b>PUBLIC FORUM</b><br>A member of the public spoke about his application which appeared later in the agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 22-12/03                                                                                           | <b>MEMBERS' DECLARATIONS</b><br>None received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 22-12/04                                                                                           | <b>PREVIOUS MINUTES</b><br>The Clerk apologised that blank agenda had initially been sent to councillors, and for the error in the heading of the draft minutes (corrected in the copy to be signed by the Chair).<br>There being no further proposed amendments, council<br><b>RESOLVED THAT the minutes of the meeting held on 10 November be accepted as a true and accurate record.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 22-12/05                                                                                           | <b>CORNWALL COUNCILLOR'S REPORT</b><br>Cornwall Councillor Loveday Jenkin reported that with very little democratic oversight or process Cornwall Council intends that a Mayor be appointed in 2024. Cornwall Councillors had not been consulted and it is unclear whether a referendum will be held. There may be an opportunity to vote on a motion to hold a referendum in the spring. The devolution funds potentially resulting from the mayoral appointment are less than the European funding Cornwall previously received. The Clerk was asked to add the parish council to list of councils calling for a referendum.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 22-12/06                                                                                           | <b>CLERK'S UPDATE AND BRIEF REPORTS FOR THE MEETING</b><br>The Clerk has <ul style="list-style-type: none"> <li>i. Visited Treasure Park to view the dying Ash trees and will write a brief for contractors and get quotes.</li> <li>ii. Met with Chair and a solicitor re. Praze Playing Field (reported later in the meeting).</li> <li>iii. Received thanks from Leedstown Lights Committee for the donation of £200 towards the cost of the Christmas lights in the village.</li> <li>iv. Received a quote for £750 from Iron Brothers to renovate the fingerpost removed from Nancegollan. Cormac will quote for reinstallation.</li> <li>v. Written to SW Water and Cornwall Highways regarding two issues with flooding on the road running through Crowan.</li> <li>vi. Sought quotes for <ul style="list-style-type: none"> <li>a. removal of Leedstown Play Equipment (new equipment going in mid-January)</li> <li>b. cutting hedges around Nancegollan and Leedstown playing fields</li> </ul> </li> <li>vii. Concluded that the Praze Office requires a ventilation grilled to be fitted, the replacement of 3 windows with double-glazed units, the installation of cladding on walls and in the roof space, skimming and painting throughout and the boxing and painting of the electrical unit. The Clerk will finalise and seek quotes.</li> <li>viii. Started a paper for the January meeting giving indicative costs of the materials for the Praze public toilet improvements.</li> </ul> |
| 22-12/07<br>(a)                                                                                    | <b>PA22/08367</b> Proposed conversion of an agricultural building to form a dwelling. Carn Meor Farm, The Carn, Black Rock. Council believes that this barn conversion is an improvement on the original application. It notes that the new application is for a building of the same height and footprint. The council believes that the primary concern for neighbours is the possible effect of water extraction on neighbouring properties and that this has been resolved satisfactorily. While there will be a little more traffic in the area, it                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|     | will be less than the original application would promote, and the single family home also reduces the risk that the property will be used as a holiday let. <b>SUPPORTED.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| (b) | <b>PA22/09406</b> Alterations and extensions to existing dwelling. Trevoole Barn, Trevoole. Crowan Parish Council has concerns about this application. As proposed, it will have an adverse effect on the listed building and affect the heritage wall and other non-registered heritage assets in the complex. It is out of keeping with the current buildings and is unsuitable in terms of its size and context. It conflicts with Neighbourhood Development Plan Policy HLE2 (Heritage, Landscape and Environment - Local Characteristics). <b>OBJECTION</b>                                                                                                                                                                                                                                                                                                                                                                                      |
| (c) | <b>PA22/09362</b> Application for permission in principle for residential development of up to three self-build eco homes. Land NW of Abercorn, Noonvares Lane, Townshend. Council rejects the description of this area in the Design Statement and firmly believes that the sporadic ribbon development along Noonvares Lane does not constitute a hamlet like other developments in the parish. Extant developments in the lane predate modern planning and would not now be supported by the parish council. The council believes that the proposal constitutes a development in open countryside and permission in principle for it would only be supported if it was adjacent to a settlement. The council does not consider Noonvares Lane as a "settlement". The council is also cognisant of the objection from the World Heritage Site and the increased traffic on Noonvares Lane that would result from the application. <b>OBJECTION.</b> |
| (d) | <b>PA22/09602 and PA22/096023</b> Listed building consent for and construction of a replacement side extension. Pheasant Cottage, Clowance, Praze. There are some elements of the application that are unclear. In particular, the council could not determine whether it is proposed that the heritage wall is broken through and is unclear about the box that is to be placed against it. However, Crowan Parish Council has <b>NO OBJECTION</b> to this application as long as the Conservation Officer has no concerns.                                                                                                                                                                                                                                                                                                                                                                                                                          |
| (e) | <b>PA22/09818</b> Proposed residential dwelling. Land adjacent to Barmichael, Horsedowns. Council previously approved the outline plan and is content with the detailed application which is in keeping with extant buildings. <b>NO OBJECTION.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| (f) | <b>PA22/10525</b> Extension to dwelling. Cargenwyn Farm, Cargenwyn. Crowan Parish Council believes that this small, proposed extension tidies the building and creates a dining room that is not visible, is not overlooked and has no adverse impact on a heritage asset. <b>SUPPORTED</b><br>Council also considered the following applications that were referred to it after the publication of the agenda.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| (g) | <b>PA22/10556</b> Chasida An Vownder Goth Nancegollan. Non-material amendment in relation to decision notice PA21/11485 dated 16/02/2022 for installation of solar panels and roof lights, revised window style and repositioned chimneys and increase in width of extension by 600mm. The parish council's view is that the amendment is small and has no effect on anyone else. Only a strict application of the four tests would lead to a new application being required and the council believes that requiring a new application is not necessary or fair. The council <b>SUPPORTS</b> the revised application and recommends that the applicant is not asked to resubmit a new application.                                                                                                                                                                                                                                                    |
| (h) | <b>PA22/10276</b> Grey Gables Praze Road Praze. Works to trees subject to a TPO - Felling of T1 (Ash), T2 (Ash stem), T3 (Sycamore) and T4 (Sycamore). Crown reduction of T5 and dead wooding (mature Ash). Council understands that the removal of Ash trees affected by Die Back is regrettable and unavoidable. It <b>SUPPORTS</b> the proposed work to the Ash trees as long as replacement trees are planted. However, the council <b>OBJECTS</b> to the proposals for the sycamore trees which are established and do not impact on the dwelling in any way.                                                                                                                                                                                                                                                                                                                                                                                    |
|     | The Clerk reported that                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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|          | PA21/06926 (Crenver Farm Drym Road Praze TR14 0PA ) was APPROVED by Cornwall Council, and that<br>PA22/07567 (16 Fore Street Praze TR14 0J) had been WITHDRAWN by the applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 22-12/08 | <b>QUEEN'S PLATINUM JUBILEE</b><br>The Clerk reported that the tree has been delivered for Jubilee Park. Councillors Wood, Mock and Jenkin to visit and circulate comments to councillors and the Clerk. A plaque commemorating the tree will be bought and installed in due course.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 22-12/09 | <b>CORONATION OF KING CHARLES III</b><br>After discussion, council agreed that it would support, as appropriate, any events held in the parish's communities. The Clerk will write to village hall committees to advise. A garden party in Jubilee Park and naming the small garden adjacent to the development in Nancegollan "Coronation Garden" were mooted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 22-12/10 | <b>COMPLAINTS PROCEDURE</b><br>The Clerk spoke briefly about the previously-circulated document and said that, if it were adopted, a Disciplinary Procedure is also required. Council<br><b>RESOLVED that the Complaints Procedure be adopted by Crowan Parish Council, and that the Clerk should return to a future meeting with a draft Disciplinary Procedure.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 22-12/11 | <b>PARISH COUNCIL BUDGET 2023/4</b><br>The Clerk reported that he had reviewed his proposed budget for next financial year in the light of the October figures and saw no reason to change it. He asked Council to consider whether more funds should be earmarked for legal fees, and whether the allocations for Christmas lights and health and safety inspections were sufficient. After discussion council agreed to transfer an additional £2,000 from reserves into the legal fees budget line and<br><b>RESOLVED that the draft budget for 2023/4 be adopted.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 22-12/12 | <b>GRASS CUTTING CONTRACT</b><br>The Clerk referred to the previously-circulated contract and asked Council to decide on the period of the contract, which was agreed should be two years with an optional one-year extension. Council decided that the "Compliance" section of the Evaluation criteria should be removed and that the contractor should be decided by price (50%) and quality (50%). With these amendments, Council<br><b>RESOLVED that the contract be sent to potential contractors with the aim of a new contract being in place from April 2023.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 22-12/13 | <b>PRAZE PLAYING FIELD AND INSTITUTE</b><br>The Chair reported that she and the Clerk had met with Greg Adams of Randle Thomas. As far as the Institute is concerned, the management trustees can appoint the council as a custodian trustee using a form on the Charity Commission website. The management trustees would remain responsible for day-to-day matters and can change the constitution, if required e.g. set up the Trust as a charitable incorporated institution (CIO) or community interest company (CIC) after asking permission from the Charity Commission. The trustees should seek legal advice and (if it wants to) approach the council formally about becoming a custodian trustee. Councillor Parnell to liaise with the management committee.<br>The playing field situation is more complex, and a management trustee role for the council would pose more risks, liabilities and costs. The playing field trust has a custodian trustee (the Charity Commission) but the three remaining trustees have decided to step down by 1 April 2023. An option is for the parish council to become a corporate management trustee, which somewhat mitigates the risks for councillors as individuals and gives the council the power to appoint more trustees and (if necessary) modernise the constitution. An alternative course of action would be for the management trustees to appoint the |

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|          | <p>parish council as corporate trustee and pass the freehold of the field to the parish council, in which case a management committee would have to be appointed for the day-to-day business on behalf of the whole parish. In either case, taking some responsibility for the playing field will require a lot of work. Council</p> <p><b>RESOLVED that the Chair, Vice-Chair and Clerk meet with the trustees only to take forward the discussion on the role which the council can play in preserving the field as a parish amenity.</b></p>                                                                                                                                                                                                                                                                                                                                                           |
| 22-12/14 | <p><b>EXTERNAL ORGANISATIONS</b></p> <p>The council was sorry to hear that the children's party at Nancegollan village hall had been cancelled and pleased that the Christmas lights switch-on in the village will go ahead. The Craft Fair in Praze was reportedly very good, and the community café continues to thrive. Councillors were advised that the Climate Change zoom meetings chaired by MP Derek Thomas are very worthwhile.</p> <p>Council considered the Shared Prosperity Fund and agreed that a fully worked up plan could not be created for bids against this year's money. Future schemes might be a youth engagement officer post for the parish and an engagement event for Jubilee Park.</p>                                                                                                                                                                                       |
| 22-12/15 | <p><b>AMENITIES AND ENVIRONMENT MEETING</b></p> <p>It was agreed that the next meeting will be held on 19 January 2023.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 22-12/16 | <p><b>ADMINISTRATION AND FINANCE (Including Meetings, Banking, Reporting, Invoicing, Audit, Budget, Contracts, HR and GDPR)</b></p> <p>The Clerk advised that the Chair had signed off a bank reconciliation showing that both the accounts and bank statements showed that the council has £28,856.94 in the Barclay's Premium Account and £85,940.59 in the Unity account. He tabled a budget report and the Payments Schedule for November and advised that income had been derived from Biffa (£125.71 for double payment), the Clerk (40p for overpayment) and Praze FC (pitch hire). Council</p> <p><b>RESOLVED that</b></p> <ul style="list-style-type: none"> <li>• <b>The payments schedule for November be approved</b></li> <li>• <b>The monthly accounts be approved and</b></li> <li>• <b>The funds in the Barclay's Tracker Account be transferred to the Unity Bank account</b></li> </ul> |
| 22-12/17 | <p><b>ITEMS FOR FUTURE MEETINGS</b></p> <p>a) PA22/01970/PREAPP Tremayne Poultry Farm, Old Rail Road, Crowan<br/> b) Public Noticeboards</p> <p>The Clerk to seek and circulate advice on whether councillors whose property neighbours Tremayne Poultry Farm can participate in that discussion.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 22-12/18 | <p><b>EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>Not enacted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|          | <p><b>DIARY DATES</b></p> <p><b>Council meeting</b> at 7.15 pm on Thursday 12 January 2023 at Crowan Parish Rooms.<br/> <b>Amenities and Environment Committee meeting</b> at 7.15 on Thursday 19 January 2023 at Crowan Parish Rooms.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|          | <p><b>MEETING CLOSED @ 22.32.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |