

CROWAN PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING
HELD AT CROWAN PARISH ROOMS
ON THURSDAY 11 MAY 2023 AT 7.15PM

PRESENT: Councillors L Jenkin, S Mock, K Allen, V Burton-Davey, C Merton, D Smith, S Wood, C West, C Parnell and J Thould.	
CHAIRMAN'S WELCOME: The Chair welcomed councillors, the Clerk and members of the public.	
ITEM	
22-05/01	APOLOGIES None received.
22-05/02	PUBLIC FORUM Claire Mann reiterated her reasons for wanting to join the council. She has lived in the parish for two years and is experienced in working with statutory agencies. She has a strong interest in the environment and planning and improving the lives of parishioners.
22-05/03	MEMBERS' DECLARATIONS None made.
22-05/04	MEMBER CO-OPTION Council voted to bring this matter forward. Following a brief discussion, Council RESOLVED that Claire Mann be co-opted as a Crowan Parish Councillor. Councillor Mann signed the Declaration of Acceptance of Office and took her seat.
22-05/05	ELECTION OF THE CHAIR OF CROWAN PARISH COUNCIL Councillor Jenkin was nominated for and agreed to accept the chairmanship of the parish council for a further year if council desired it. Council RESOLVED that Councillor Loveday Jenkin be appointed Chair of Crowan Parish Council. Councillor Jenkin signed the Declaration of Acceptance of Office.
22-05/06	ELECTION OF THE VICE CHAIR OF CROWAN PARISH COUNCIL Councillor Mock was nominated for and agreed to accept the vice-chairmanship of the parish council for a further year if the council desired it. Council RESOLVED that Councillor Stephen Mock be appointed Vice-Chair of Crowan Parish Council.
22-05/07	PREVIOUS MINUTES The Clerk explained that he had been unable to draft the minutes for the Amenities and Environment Committee meeting of 4 th May, citing pressure of work due to having to complete the AGAR. Council RESOLVED that the minutes of the council meeting held on 13th April 2023 are a true and accurate record. The minutes were signed by the Chair.
22-05/08	CORNWALL COUNCILLOR'S REPORT Cornwall Councillor Jenkin reported that the termination of the Cabinet's pursuit of Tier 3 devolution had resulted in something of a lull in Cornwall Council. She described the new Community Area Partnerships which will lead to changes in the way that some decisions are made and any resulting activity is paid for. The boundary of the new CAP and the previous Community Area Network is unchanged as far as Crowan parish is concerned. There was discussion of the proliferation of potholes in the parish.
22-05/09	PLANNING – APPLICATIONS
(a)	PA23/02489 Variation of Condition 2 (approved plans) of Application No. PA16/00742 dated 8th April 2016 (Demolition and Replacement of existing house with a new dwelling). Heatherside Releath. The council notes that this proposal would mean that the extant building would virtually be triple the size of the one it replaced. The current extension on this unoccupied building does not appear to have consent. Given the size of this new proposed extension and the building's position in the World Heritage Site, the parish council OBJECTS to the application.

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	<p>(b) PA23/03062 Certificate of lawfulness for existing use of the joining of two buildings to form a single 4 bedroom dwellinghouse. Releath Common Farm Black Rock. The council has no information that contradicts the claims made by the applicant on the period that the dwelling has been inhabited. The parish council has NO COMMENT to make.</p> <p>(c) PA23/01767 Two storey extension and extension of decking externally. Kimberley Praze Road Leedstown. Parish councillors viewed this site on-line. Council notes that no other statutory consultee has commented and that there are no comments from neighbours. Council proposes that the glazing in the overlooking elevation should be obscured to protect the privacy of neighbouring dwellings. The council is concerned that the proposal takes away all natural light from the lounge room on the ground floor. The council recommends that a HOLDING OBJECTION is issued until further information on ventilation and light in the ground floor and the obscuring of the first floor window have been discussed with the applicant.</p> <p>(d) PA23/02036 Application for a Lawful Development Certificate for an Existing Use of a caravan for ancillary accommodation. Tremayne Villa Farm Tremayne Praze. Decided by Cornwall Council without a comment from the parish council.</p> <p>(e) PA23/02489 Variation of Condition 2 (approved plans) of Application No. PA16/00742 dated 8th April 2016 (Demolition and Replacement of existing house with a new dwelling). Heatherside Releath. Crowan Parish Council notes that this proposal would mean that the extant building would virtually be triple the size of the one it replaced. The current extension on this unoccupied building does not appear to have consent. Given the size of this new proposed extension and the building's position in the World Heritage Site, the parish council OBJECTS to the application.</p> <p>(f) PA23/03062 Certificate of lawfulness for existing use of the joining of two buildings to form a single 4 bedroom dwellinghouse. Releath Common Farm Black Rock. The council has no information that contradicts the claims made by the applicant on the period that the dwelling has been inhabited. NO COMMENT.</p> <p>(g) PA23/02841 Proposed demolition of existing rear extension / out buildings, and erection of new rear single-storey extension. 3 Vyvyans Terrace Nancegollan. The council believes this application consolidates a small dwelling with a single storey extension that links it to the extant block shed. NO OBJECTION.</p> <p>(h) PA23/03038 Proposed loft conversion and addition of roof lights. Sunnysdene Horsedowns Praze. SUPPORTED</p> <p>(i) PA23/02758 Proposed extension. The Stables Clowance Wood Farm Clowance Wood. Crowan Parish Council notes that the proposal utilises the same footprint as the extant decking. There is a slight change in the character of the building and the council is pleased to see that the extension will be faced in granite. SUPPORTED.</p> <p>(j) PA23/03023 Kitchen Extension. Old Dairy Cottage Praze Road Leedstown. The proposal is for a small extension to a building that is subsidiary to the main dwelling. It is sympathetic to the extant building and has appropriate parking. SUPPORTED.</p>
	<p>PLANNING – DECISIONS Cornwall Council planning decisions advertised on the agenda were noted.</p>
22-05/10	<p>BANK SIGNATORIES Council RESOLVED that Councillors Jenkin, Mock, Parnell and Smith be appointed as signatories to the council bank accounts.</p>
22-05/11	<p>APPOINTMENTS TO EXTERNAL BODIES It was agreed that external bodies should be represented by councillors as follows: <i>Community Area Partnership</i> Councillor Mock (deputy Councillor Burton-Davey) <i>Praze Institute and Nancegollan Village Hall</i> Councillor Colin Parnell</p>

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	<p><i>Leedstown Village Hall and Speedwatch</i> Councillor Wood <i>Townshend Village Hall</i> Councillor Mann <i>20's Plenty</i> Councillor Merton</p> <p>Councillor Thould will continue as Chair of the Amenities and Environment Committee.</p>
22-05/12	<p>STANDING ORDERS Council RESOLVED that the previously-circulated Standing Orders be adopted by the parish council for 2023-4.</p>
22-05/13	<p>FINANCIAL REGULATIONS Council RESOLVED that the unchanged Financial Regulations be adopted by the parish council for 2023-4.</p>
22-05/14	<p>RISK ASSESSMENT Council considered the tabled Financial and Management Risk Assessment and felt that the reference in it to the risk posed by damage done to or the loss of the IT systems and infrastructure had been under scored. There was agreement that the threat to council of IT infiltration was low but that the potential damage is greater than implied in the "moderate" risk score. It was accepted that the scoring system meant that the moderate risk would stand but that council needed to be acutely aware of the possible effect of computer hacking. Council also asked that a reference to "files" be changed to "systems" and that the Clerk re-sends an email on the setting up of parish council ".gov.uk" email addresses. With those changes, Council RESOLVED to approve the Financial and Management Risk Assessment and that it should be submitted to the External Auditor when required. On behalf of the council, the Chair signed the document.</p>
22-05/15	<p>INTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2023 The Clerk explained that the report is an assessment by the internal auditor of the adequacy of controls and systems that the council had in place to govern its activities. The Report for the year ending March 2023 showed that the council has robust financial systems in place to underpin its activities. Council RESOLVED to approve the Annual Internal Audit Report for 2022/3 and that it should be submitted to the External Auditor. On behalf of the council, the Chair signed the document.</p>
22-05/16	<p>ANNUAL GOVERNANCE STATEMENT 2022/3 The Clerk described the statement to councillors, saying that it is essentially the council confirming that it carried out the steps expected of it to manage its risks, had good internal controls, gave people the opportunity to look at its accounts etc during the last financial year. The council agreed that it was confident that it had dispatched its duty in regard to these matters, and RESOLVED to approve the Annual Governance Statement 2022/3 and that it should be submitted to the External Auditor. On behalf of the council, the Chair signed the document.</p>
22-05/17	<p>ACCOUNTING STATEMENTS 2022/3 The Clerk talked to the Statement, saying that the figures are produced automatically by the Scribe system as a result of the year's financial records. The numbers showed that the financial activity during the year had properly been reflected in the accounts and that the council was managing its financial resources as required. The Clerk reflected on the difficulty of ensuring that the Asset Register is up-to-date and accurate and councillors agreed that they should be involved in reviewing it during the financial year. Council</p>

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	<p>RESOLVED to approve the Accounting Statements for Crowan Parish Council for 2022/3 and that it should be submitted to the External Auditor.</p> <p>On behalf of the council, the Chair signed the document.</p>
22-05/18	<p>ANNUAL RETURN FOR THE YEAR ENDED 31 MARCH 2023</p> <p>Council expressed its satisfaction with the documents comprising the Annual Governance and Accountability Return, and</p> <p>RESOLVED that they should be submitted to the External Auditor.</p> <p>The Council further</p> <p>RESOLVED that there was no conflict of interest with BDO LLP (the external auditor) and that the declaration to that effect should be signed and submitted to the External Auditor.</p>
22-05/19	<p>FORMER COUNCILLOR RECOGNITION</p> <p>Council debated the appropriateness of giving gifts to departing councillors, especially those whose service to the community was exemplary over many years. It was agreed that such gifts should not be funded from council funds, and that for all councillors there should be a formal letter of thanks on headed paper and an informal card signed by all councillors who wished to do so. In some circumstances, an informal dinner funded by the councillors themselves would be appropriate. Councillor Burton-Davey agreed to design a card for councillors to consider.</p>
22-05/20	<p>NANCEGOLLAN DEVELOPMENT</p> <p>The Clerk read correspondence from Coastline Housing received by the Chair and himself. In brief, the company said that it was having to renege on the offer of the car park and small amenity area at the site being given to the council for £1 because Charity Law required it to maximise any profits it could make and use them to further the aims of the Trust. The company stated that it would have to sell the property to the council for £12,000 or lease it to the council at £1,000 per annum. The Chair expressed great disappointment at the contents of the letter and said that she would pursue the matter and report back on developments.</p>
22-05/21	<p>PRAZE PUBLIC TOILETS</p> <p>The Clerk reported that bids to refurbish the office from two companies had been received, and briefly outlined their contents. Council agreed that they should be considered in closed session at the next Amenities and Environment Committee meeting and</p> <p>RESOLVED that the authority to decide on the selection of the contractor to carry out the works to refurbish the office space be delegated to the Amenities and Environment Committee.</p> <p>The Clerk was asked to ascertain the depth of loft insulation proposed by the companies. It was agreed that all future references to the public toilets and council office should be to them as a community building.</p>
22-05/22	<p>COMMUNITY INFRASTRUCTURE LEVY ROUND 3</p> <p>Council debated the possible schemes in the parish that would benefit from and potentially attract CIL funding. The Chair reported that her conversations with Highways and Community Area Partnership officers at Cornwall Council led her to believe that a crossing a Nancegollan would meet the criteria. It was agreed that the Chair, Chair of the Amenities and Environment Committee and the Clerk should compose an Expression of Interest and meet with the CAP officer to progress and application.</p>
22-05/23	<p>REQUESTS FOR GRANTS</p> <p>The council debated two applications for funding that it had received and</p> <p>RESOLVED that grants of £500 and £100 should be made to Praze Cricket Club and Cornwall Air Ambulance respectively.</p>

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22-05/24	AMENITIES AND ENVIRONMENT COMMITTEE The minutes of the last meeting not having been drafted and circulated, this item will be held over to the next council meeting. Councillor Burton-Davey agreed to contact the sign writer over the disks to mark the Jubilee Walks that the council ordered some time ago.
22-05/25	QUEEN'S PLATINUM JUBILEE No updates were offered by councillors.
22-05/26	EXTERNAL ORGANISATIONS No updates were offered by councillors.
22-05/27	CLERK'S UPDATE AND BRIEF REPORTS FOR THE MEETING There was no report.
22-05/28	ADMINISTRATION AND FINANCE (including Meetings, Banking, Reporting, Invoicing, Audit, Budget, Contracts, HR and GDPR) The Clerk tabled the Payments List and briefly spoke to them. Council RESOLVED to approve the Payments Schedule. The Clerk apologised for not having circulated the accounts for April 2023 prior to the meeting, which he said was due to the pressure of completing the AGAR. He will circulate the figures.
22-05/29	ITEMS FOR FUTURE MEETINGS a) Management Plan for open spaces (Amenities and Environment Committee) b) New bench on the Praze Plan (Council)
22-05/30	EXCLUSION OF THE PRESS AND PUBLIC There being matters that required to be dealt with in private, council RESOLVED that, in accordance with S. 1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during the consideration of the following business owing to the confidential nature of that business.
22-05/31	CLERK PENSION CONTRIBUTIONS The Clerk informed councillors that a year had elapsed since it had resolved (minute 22-04/17) to contribute the lowest legal amount to the Clerk's pension, and to review it yearly. He said he had been informed by two councillors at the time (both having since left the council) that a yearly one percent increase in the contribution would be recommended to incentivise the Clerk to stay in post. It was RESOLVED that the matter would be considered by the Staffing Committee, which would report on its deliberations and make a recommendation to the next council meeting. The Clerk reported on the collapse of a swing at the Tom Christopher Playing Field. Councillors reviewed the annual and monthly play equipment inspection reports for the site, neither of which rated the risk of using the equipment higher than moderate. Council agreed that a potentially serious incident had been narrowly avoided and that the reports already requested by the Clerk from the companies involved should be carefully reviewed in due course. Council RESOLVED that payment for the annual inspection should be withheld until the council is satisfied that the company has satisfactorily explained the incident.
22-05/32	DIARY DATES Council meeting at 7.15 pm on Thursday 8 th June 2023 at Crowan Parish Rooms. Amenities and Environment Committee at 7.15 on 29 th June 2023 at Crowan Parish Rooms.
	MEETING CLOSED @ 22.37.