

**CROWAN PARISH COUNCIL**  
**MINUTES OF FULL PARISH COUNCIL MEETING**  
**HELD AT CROWAN PARISH ROOMS**  
**ON THURSDAY 12 SEPTEMBER 2023 AT 7.15PM**

<b>PRESENT: Councillors L Jenkin, S Mock, C Parnell, C Mann, and J Thould.</b>	
<b>CHAIRMAN'S WELCOME:</b> The Chair welcomed councillors, the Clerk and one member of the public.	
<b>ITEM</b>	
23-10/01	<b>APOLOGIES</b> Received from K Allen, C West, D Smith, V Burton-Davey and C Merton.
23-10/02	<b>PUBLIC FORUM</b> A member of the public drew councillors' attention to people entering empty buildings in the parish. The Clerk will put a notice on Facebook asking people to report such activities to the police and stating that empty rural buildings are not necessarily abandoned.
23-10/03	<b>MEMBERS' DECLARATIONS</b> None made.
23-10/04	<b>PREVIOUS MINUTES</b> Council <p style="text-align: center;"><b>RESOLVED THAT</b> the minutes of the council meeting held on 14 September 2023 and of the Amenities and Environment Committee held on 28 September 2023 are true and accurate records.</p> <p>The minutes were signed by the Chair. It was noted that the renaming of Jubilee Park as Wheal Treasure is not within the authority of the committee and will need to go to the next council meeting; and that the designation of a walk near Leedstown as a Jubilee Walk needed to be considered and agreed by the Amenities and Environment Committee.</p>
23-10/05	<b>CORNWALL COUNCILLOR'S REPORT</b> Cornwall Councillor Jenkin reported that health services in West Cornwall are under stress from patient numbers and staffing issues. More speed monitoring locations have been granted to the Leedstown Speedwatch group and police have agreed to monitor traffic speed in Nancegollan. Councillor Jenkin has written to the portfolio holder in Cornwall Council urging that the roll-out of 20 mph speed zones in Cornwall be sustained.
23-10/06	<b>PLANNING – APPLICATIONS</b> <p>(a) <b>PA23/07035</b> Sunnysdene, Horsedowns. Proposed flat roof extension. Council felt that this small extension at the back of a small building would not affect neighbouring properties and had NO OBJECTION to it.</p> <p>(b) <b>PA22/01483</b> Land NW of Halgarrack Farm. Council noted its support for this application in 2021. The building is dilapidated and is located at the end of a lane. Objections from neighbours were noted and councillors felt that the applicants have tried to mitigate the effects of the proposal and that the scheme constituted a major improvement on the state of the building now and into the future if no action is taken. Council felt that the surrounding area should be cleared of rubble and other materials and hoped that a landscaping scheme could be agreed with Cornwall Council officers. <b>SUPPORTED.</b></p> <p>(c) <b>PA23/07735</b> Building Adjacent To Westhaven, Praze. Council could find no evidence to support claims of residence for the period claimed by the applicant. Councillors noted that there is no separate access to the property other than through Westhaven's property and so believe that the building should be considered an annexe and not a separate residence.</p> <p><b>PLANNING DECISIONS</b> Cornwall Council planning decisions notified on the agenda and by email were noted.</p>
23-10/07	<b>NEW BUDGET LINE</b> Council considered the previously circulated request from Councillor Burton-Davey that a new budget line be created for environmental matters. The councillor had not proposed the amount that should be dedicated to this. After discussion, council

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	<b>RESOLVED that</b> a new budget line to be known as “Parish Environmental Projects” be created and that £3,000 be taken from reserves to fund it in the 2024/5 budget.
23-10/08	<p><b>DRAFT BUDGET</b></p> <p>The Clerk gave a presentation on the work done to date on the budget for 2024/5, thanking councillors Thould and Mock for their assistance. Council heard that only small rises in the precept had been made in recent years and in 2023/4 the parish precept was a third of the average for town and parish councils in Cornwall (although the range of councils in that group made a direct comparison difficult). Council debated the tabled draft budget and heard from the working group that a rise in the precept is inevitable if council services are to be maintained and improved. Council stressed the need for ear-marked and general reserves to be set and separated from operational funds. Councillors asked that the following changes be made to the proposed budget:</p> <ul style="list-style-type: none"> <li>• The grants budget should be increased from £1,000 to £2,000</li> <li>• The amount budgeted for the Clerk’s salary (after tax, NIC etc) be set at £13,200.</li> </ul> <p>A revised budget will be brought to the November meeting.</p>
23-10/09	<p><b>ANNUAL GOVERNANCE AND ACCOUNTABILITY REVIEW</b></p> <p>The Clerk asked Council to decide how long the final AGAR notice should be posted. After discussion, Council</p> <p><b>RESOLVED that</b> the notice be posted for 28 days.</p>
23-10/10	<p><b>COUNCIL AND COMMITTEE AGENDA</b></p> <p>Councillor Allen was absent from the meeting, so the Clerk reported that she had proposed that items remain on the agenda until formally removed by a council or committee decision. Council rejected the proposal and instead</p> <p><b>RESOLVED that</b> an action grid be added to the end of each set of minutes and the next agenda so those responsible for actions can report back to council/committee.</p>
23-10/11	<p><b>REPRESENTATION ON VILLAGE HALL COMMITTEES</b></p> <p>Council was reminded that it had no representative on the Leedstown VH committee. Councillor Mann had volunteered to take that place, and Councillor West has volunteered to replace her on the Townshend VH committee. Council</p> <p><b>RESOLVED that</b> Councillor Mann and Councillor West should represent council on the Leedstown and Townshend Village Hall committees respectively.</p> <p>Clerk to advise the committee Chairs.</p>
23-10/12	<p><b>ENERGY ASSESSMENT PROJECT</b></p> <p>Councillor Parnell reported that all four village hall committees had agreed to be included in the scheme for which funding is being sought from the Community Capacity Fund. The councillor had a useful meeting with Vanessa Luckwell and will forward a document sent to him by her to the working group; and will investigate funding for the project. The working group will periodically report to council.</p>
23-10/13	<p><b>COUNCIL DONATION</b></p> <p>Councillor Mann is to meet Katie Smith of Young People Cornwall to see whether youth workers are available to assist in running a youth club in Praze and will report back.</p>
23-10/14	<p><b>CORRESPONDENCE</b></p> <p>After discussion, Council</p> <p><b>RESOLVED that</b></p> <ol style="list-style-type: none"> <li>a letter be sent to Derek Thomas MP supporting his efforts to have VAT removed from the purchase cost of defibrillators</li> <li>Cornwall Council be advised that the parish council declines the offer of a contract for cleaning Jubilee Park (aka Wheal Treasure)</li> </ol>

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	<p>c. Cornwall Council be advised the parish council is content with the provision of polling stations in the parish</p> <p>d. The invitation for the council to sign up to the Climate and Ecology Bill be debated at the next Amenities and Environment Committee meeting</p>
23-10/15	<p><b>DEPARTING COUNCILLORS</b></p> <p>Councillor Burton-Davey was not present to present designs for certificates. Councillor Mock will contact her with dimensions for the proposed certificates.</p>
23-10/16	<p><b>QUEEN'S PLATINUM JUBILEE</b></p> <p>Council agreed that this matter should be removed from the council agenda and added to that of the Amenities and Environment Committee.</p>
23-10/17	<p><b>CLERK APPRAISAL</b></p> <p>In the absence of the three members of the Staffing Committee, the Clerk advised that the appraisal had taken place, but he had not yet been sent the report of the meeting. He advised that he will be writing to the committee requesting that the Job Evaluation that he had first requested several months previously now be carried out.</p>
23-10/18	<p><b>CLERK'S UPDATE AND BRIEF REPORTS FOR THE MEETING</b></p> <p>A quote of £595 plus VAT had been received for mending the wire fence at the Praze Play Area. The Clerk's efforts to identify other contractors for the work had been fruitless. The parlous state of the fence and his enquiries with other clerks led him to recommend that the work be undertaken urgently and without three quotes being sought. Council</p> <p><b>RESOLVED that</b> the work to secure the fence be undertaken at a cost of £714 inc. VAT and without other quotes being sought.</p> <p>The Clerk reported that the council's solicitor had apparently sent the missing Deed of Appointment and Resignation to an address found on the internet that had no link to the parish council. Council</p> <p><b>RESOLVED that</b> the Clerk express the council's deep disappointment at the error and seek a speedy resolution to the matter.</p> <p>The Clerk has been contacted by the contractor responsible for cleaning the Praze WC and Crowan parish room, pointing out that the three-year contract is up and asking for a 10% increase in the value of the contract. The clerk advised that the contract could be rolled over or a new tender undertaken. Council</p> <p><b>RESOLVED that</b> the contract be changed to a one-year rolling arrangement and that the 10% uplift is agreed with immediate effect.</p> <p>The clerk tabled correspondence from HMRC that showed the parish council simultaneously owed £649 and was in credit by £1312.</p>
23-10/19	<p><b>ADMINISTRATION AND FINANCE (Including Meetings, Banking, Reporting, Invoicing, Audit, Budget, Contracts, HR and GDPR)</b></p> <p>The clerk apologised for not tabling the September accounts. He reported that Scribe and Unity Bank agreed that the council account held £82,442.67 on 1<sup>st</sup> October 2023. The clerk tabled and talked to the Payments Schedule for the month and sought council agreement for payments totalling £4,561.62 inc. VAT. Council</p> <p><b>RESOLVED that</b> the Chair should sign the Bank Reconciliation and authorised the bank signatories to authorise the listed payments.</p>
23-10/20	<p><b>EXTERNAL ORGANISATIONS</b></p> <p>Council heard that</p> <ul style="list-style-type: none"> <li>• Nancegollan Village Hall committee has received funding to investigate a bid for funds to address various improvements to the hall</li> <li>• Graeme Wilkinson has been elected Chair of Praze Institute committee.</li> </ul>
23-10/21	<p><b>ITEMS FOR FUTURE MEETINGS</b></p> <p>None proposed.</p>

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23-10/22	<b>EXCLUSION OF THE PRESS AND PUBLIC</b> Not enacted.
	<b>DIARY DATES</b> <b>Council meeting</b> at 7.15 pm on Thursday 9 November 2023 at Crowan Parish Rooms. <b>Amenities and Environment Committee</b> at 7.15 pm on Thursday 23 November 2023 at Crowan Parish Rooms.
	<b>MEETING CLOSED @ 22.06.</b>

**ACTIONS ARISING FROM THE OCTOBER 2023 COUNCIL MEETING**

<b>Action</b>	<b>Responsible</b>
Place a notice on Facebook regarding empty buildings in the parish. Completed 17.10.23	Clerk
Add renaming Jubilee Park to the next council meeting agenda. Completed 17.10.23	Clerk
Add designation of a Jubilee Walk at Leedstown to next A&E agenda. Completed 17.10.23	Clerk
Move "Queen's Platinum Jubilee" to A&E Agenda. Completed 17.10.23	
Set up <ul style="list-style-type: none"> <li>new budget line ("Parish Environmental Projects") in 2024/5 budget with £3,000 taken from reserves</li> <li>Grants budget at £2,000</li> <li>Clerk Salary at £13,200</li> </ul> To be carried out when new budget set up.	Clerk
Clerk to advise the Leedstown and Townshend village hall committee Chairs that Councillors Mann and West respectively will represent the council. Completed 18.10.23	Clerk
Councillor Mann to meet Katie Smith and report back to council	C. Mann
Send document on energy efficiency in village halls to the working group and investigate funding streams.	C. Parnell
Meet Katie Smith (Young People Cornwall) and report back to council	C. Mann
Write to <ul style="list-style-type: none"> <li>Derek Thomas MP (VAT on defibrillators) Carried out 17/10/23</li> <li>Cornwall Council (cleansing of Jubilee Park aka Wheal Treasure) Carried out 17/10/23</li> <li>Cornwall Council (polling booths in the parish) Completed 17/10/23</li> </ul>	Clerk
Add "Climate and Ecology Bill" to the agenda for the A&E committee meeting on 23 November 2023 Completed 17/10/23	Clerk
Contact Councillor Burton-Davey and agree the dimension of proposed certificates for members leaving the council.	C. Mock
Staffing Committee to complete report on the Clerk appraisal, send it to the Clerk for agreement and report on the matter at the next council meeting.	Staffing Committee
Remove the incorrect address for the parish council from Google Maps. Completed 15.10.23	Clerk