

CROWAN PARISH COUNCIL
MINUTES OF FULL PARISH COUNCIL MEETING
HELD AT CROWAN PARISH ROOMS
ON THURSDAY 14 MARCH 2024 AT 7.15PM



PRESENT: Councillors L Jenkin, K Allen, C Merton, C Parnell, J Thould and S Mock.	
CHAIRMAN'S WELCOME: The Chair welcomed councillors, the Clerk and one member of the public.	
ITEM	
24-03/01	APOLOGIES Received from councillors D Smith and C Mann.
24-03/02	PUBLIC FORUM None.
24-03/03	MEMBERS' DECLARATIONS None declared.
24-03/04	REQUESTS FOR DISPENSATION The six councillors present submitted dispensation request forms in relation to any future agenda items dealing with Nancegollan Village Hall, Prazé Institute and Prazé Playing Field Trusts for a period of four years. Following consideration, Council RESOLVED that requests for dispensation from councillors Jenkins, Mock, Thould, Merton, Allen and Parnell be granted.
24-03/05	PREVIOUS MINUTES The Clerk reported that he had made one change to the circulated draft minutes of the last meeting ("2024" instead of "2025" in minute 24-02/19) following clarification he had received from the Staffing Committee. Council RESOLVED that the amended minutes of the council meeting held on 8 February 2024 be approved as a true and accurate record of proceedings.
24-03/06	CORNWALL COUNCILLOR'S REPORT Cornwall Councillor Loveday Jenkin's report included: • On-going work by Cornwall Council to fill in potholes. • New signs to improve safe walking on the road adjacent to Barripper Playing Field. • The near completion of the design work for the Nancegollan traffic refuge. • Complaints received by Cornwall Council about children's and adult social services. • The call for contributions from local councils to the new Local Plan.
24-03/07 (a)	PLANNING – APPLICATIONS PA24/01237 Conversion of a barn to form a dwelling. Hendravossen, Black Rock. The council noted that the increase in the footprint of the building is somewhat offset by the removal of part of the extant structure. No neighbouring properties are affected by the proposal. The cladding is largely traditional and in keeping with that of agricultural buildings in the countryside. The council believes that this application will make good use of a building that will otherwise deteriorate and collapse. SUPPORTED <i>Council considered the following as an urgent item at the request of Cornwall Council which was received after the publication of the agenda.</i> PA23/07137 Land Adj To Drym, Horsedowns, Prazé. Proposed Change of Use and Conversion of 2 Redundant Traditional Barns to Create 2 Self-Contained Dwellings with new vehicular access Crowan Parish Council has reviewed its previous objection to this application, and that of the World heritage Site office, in the light of the amended proposal. The reduction in the height and size of the buildings is noted and the council is aware that smaller properties of this nature are in short supply in the parish. However, the most important factor for the council in considering this matter is the expert opinion of the WHS Office, and concerns

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	about the disaggregation of the buildings remain. Therefore, the council will support the application if it is approved by the WHS Office – otherwise its objections stands.
	Planning decisions made by Cornwall Council (agenda items 24-03/07 i-ix) were noted by the council.
24-03/08	DISPENSATION POLICY AND PROCEDURE The Clerk introduced the previously-circulated policy which is based on the national model produced by NALC. He proposed one change to the circulated document and with this Council RESOLVED that the Dispensation Policy And Procedure be adopted.
24-03/09	CODE OF CONDUCT The Clerk introduced the previously-circulated Code which is based on the national model produced by NALC. After discussion, council agreed that any gifts or hospitality received from a single source in one year exceeding £50 in value must be registered. With that, council RESOLVED that the Code of Conduct be adopted.
24-03/10	INDUCTION PACK FOR NEW COUNCILLORS The Clerk introduced the previously-circulated document. Council RESOLVED that the Induction Pack be adopted.
24-03/11	SCHEME OF DELEGATION The Clerk introduced the previously-circulated Scheme, which summarises how decisions are made in the council across several policies. Council RESOLVED that the Scheme of Delegation be adopted.
24-03/12	GENERAL RESERVES POLICY The Clerk introduced the previously-circulated policy, which explains how reserve funds will be managed. Council RESOLVED that the General Reserves Policy be adopted.
24-03/13	DEPARTING COUNCILLORS The Clerk explained that Councillor Mann had not had time to investigate designs and asked for comments on his previously-circulated design. Councillors agreed the wording and asked for the words “Crowan Parish Council” that appeared on the draft under the logo to be removed. Councillor Thould will approach a resident about using her calligraphic skills to write the names on the certificates. Council RESOLVED that the final design and wording agreed at the meeting be adopted, and that certificates be issued to councillors who had served more than five years before leaving the council.
24-03/14	DEFIBRILLATORS Council heard from Councillor Thould that the tracking system would give good security and reduced risk of loss of machine and AEDs batteries being run down. The Clerk said he would be prepared to check the machines himself if council was prepared to include that in the clerk’s role. Council asked him to contact the company and confirm the cost and nature of the various service levels.
24-03/15	WORKS TO SWEET CHESTNUT TREE The Clerk reported that he had sent the specification for the tree works to four companies, none of which had responded. He was given the name and telephone number of another contractor and will ascertain the cost of their service. The Clerk was given the number of another contractor and will contact the company. The Clerk was authorised to commission the work to a set value and will bring the matter back to council if a contractor cannot be found to carry out the work at less than that cost.

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24-03/16	PRAZE PLAYING FIELD TRUST (PPFT) Councillor Thould, as Chair of the PPFT, reported to councillors that the Trust is having difficulty setting up a bank account. The Clerk stated that in normal circumstances, the council should only pay into the account of an organisation with which it has a relationship, and not into the account of a third party on the organisation's behalf. Council heard that the impending termination of the current insurance policy meant the trust would soon be unable to function unless the premium for the forthcoming year was paid before the current policy lapsed, and the Clerk agreed that it was a problem that needed an urgent resolution. Council RESOLVED to confirm the £2,000 grant to the Praze Playing Field Trust and authorised the signatories to the council funds to make a payment of £415.36 to the Trust's insurers.
24-03/17	ADMINISTRATION AND FINANCE (Including Meetings, Banking, Reporting, Invoicing, Audit, Budget, Contracts, HR and GDPR) Council considered the Payments Schedule for February, which totalled £7,132.97 including one-off payments of £3,000 and £711.99 for the Vehicle Activated Signs and a noticeboard for Leedstown respectively. The bank reconciliation showed there to be £54,397.54 in the council accounting system and Unity Bank account on 29 February 2024. Council RESOLVED that the payments listed in the Payments Schedule be authorised for payment, to note the accounts and to authorise the Chair to sign off the reconciliation on its behalf.
24-03/18	VACANT COUNCIL SEATS The Clerk expressed concern that having five vacant seats puts additional pressure on the remaining eight councillors. Councillors will approach people who might be interested in joining the council to contact the Clerk.
24-03/19	COMMUNITY AREA PARTNERSHIP Council reviewed the request that councillors interested in assisting in one or more of the CAP workstreams contact the CAP Manager and RESOLVED that Councillor Merton be authorised to represent the council on the Young People group.
24-03/20	WHEAL TREASURE Councillor Jenkin reported that she had had a helpful meeting with The Senior Nature Recovery Co-Ordinator at Cornwall Council on-site. She reported that it may be possible to include the park in the LINC (Local Investment in Nature Cornwall) programme and to use its resources to identify Biodiversity Net Gain (BNG) on the site. Councillors heard that a new entrance to link the park with Binner Downs, leaving areas of grass uncut and planting trees appropriate to the local context were all desirable developments. Council thanked the councillor for her efforts and agreed that she should continue the discussion with the Nature Recovery Team.
24-03/21	EXTERNAL ORGANISATIONS Councillor Parnell reported that Nancegollan Village Hall committee's bid for funding for an extension to the building is virtually complete. He has attended meetings of the Praze Institute committee. Councillor Mann to be asked to represent the council on the Townshend Village Hall committee and be covered by councillor Jenkin if she is unable to attend.
24-03/22	ITEMS FOR FUTURE MEETINGS None.

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24-03/23	CLERK'S UPDATE AND BRIEF REPORTS FOR THE MEETING Council - Agreed that the contractor be advised that weedkiller should not be used on the football pitch, but that it can be spiked and the moles invading the field culled. - The A0 map of the parish rights of way should be simply mounted on board, and not framed as proposed. Councillor Thould to acquire the board and hangers. The Clerk will ask Cornwall Council for an A0 map showing gold, silver and bronze PROW. The Clerk will - report the 30mph speed limit sign at the western entrance to Townshend to Cornwall Council Highways department; and - report the illegal diversion of footpath 207/74/1 to Cornwall Council Countryside Information Team
24-03/24	EXCLUSION OF THE PRESS AND PUBLIC Not enacted.
	DIARY DATES Council meeting at 7.15 pm on Thursday 11 April 2024 at Crowan Parish Rooms. Amenities and Environment Committee at 7.15 pm on Thursday 21 March 2024 at Crowan Parish Rooms.
	MEETING CLOSED @ 21.13.

ACTIONS ARISING FROM THE MARCH 2024 COUNCIL MEETING

Action	Responsible
Advise the Monitoring Officer of the dispensations issued to councillors who are also trustees of Praze Playing Field.	Clerk
Get definitive service descriptions and costs for the tracking of Defibrillators	Clerk
Report recommendations on planning applications to Cornwall Council	Clerk
Post policies and Scheme of Delegation agreed at the council meeting on the council website.	Clerk
Amend the certificate for departing councillors design as agreed.	Clerk
Contact recommended tree surgeon re. sweet chestnut tree works	Clerk
Pay the insurance for Praze Playing Field Trust direct to the insurer, as directed	Clerk
Advise the South Kerrier CAP of the role to be played by councillor Merton	Clerk
Sort out parish council representation on Townshend VH committee	Clerk
Acquire board for mounting the A0 PROW map	Clerk
Approach resident regarding making use of her calligraphic skills	AJ Thould
Request A0 map showing gold, silver and bronze PROW	Clerk
Report illegal diversion of PROW	Clerk
Report illegible traffic sign at Townshend	Clerk