

**CROWAN PARISH COUNCIL**  
**NOTICE AND AGENDA OF A MEETING OF THE PARISH COUNCIL**  
**TO BE HELD AT CROWAN PARISH ROOMS**  
**ON 15 JANUARY 2026 AT 7.15 PM**



8<sup>th</sup> January 2026

TO: All Members of Crowan Parish Council

Dear Councillor

You are hereby summoned to attend a meeting of the Parish Council on **Thursday 15<sup>th</sup> January 2026 at Crowan Parish Rooms** to be held for the purpose of transacting the business listed on the attached agenda. The council meeting will commence **at 7.15**.

Please let me know if you are not able to attend the meeting.

Yours faithfully.

Peter Curnow  
Parish Clerk

Email: [clerk@crowan-pc.gov.uk](mailto:clerk@crowan-pc.gov.uk)  
Tel: 07307 588 991

Crowan Parish Rooms are next to Crowan Church – what3words location is *settled.gravy.endlessly*.

Members of the public and press are invited to attend this meeting of the Council. 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, Crowan and Nancegollan notice boards and Townshend Village Hall Notice Board.

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 – members of the public are welcome to stay for some or all of the meeting. Any items brought to Council but not on the agenda may 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.

Members of the public may request any report sent to councillors by emailing [clerk@crowan-pc.gov.uk](mailto:clerk@crowan-pc.gov.uk) or telephoning 07307 588 991.

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## AGENDA

| CHAIRMAN'S WELCOME |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| REF.               | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 26-01/01           | <b>Apologies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 26-01/02           | <b>Public Forum</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 26-01/03           | <b>Members' Declarations</b><br>a. Pecuniary/Registerable Interests    b. Non-Registerable Interests    c. Gifts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 26-01/04           | <b>Requests For Dispensation</b><br>To receive written requests for dispensations for disclosable pecuniary interests and non-registerable interests, and to grant any requests for dispensation as appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 26-01/05           | <b>Previous Minutes</b><br>To approve the minutes of the Council meeting held on 4 December 2025 and of the Amenities and Environment Committee meeting on the same day. (Chair)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 26-01/06           | <b>Cornwall Councillor's Report</b><br>To receive the monthly report (verbal) from Cornwall Councillor Jenkin.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 26-01/07           | <b>Planning - Applications</b><br>To agree responses to Cornwall Council regarding planning applications received since the last meeting. Applications received after publication of this agenda may also be considered. <ul style="list-style-type: none"> <li>a. <b>PA25/09169</b> Replacement dwelling. New Outbuilding Sunny Corner Binnerton Road Leedstown. (Councillors Jenkin and Mock).</li> <li>b. <b>PA25/09088</b> Land Opposite Bolitho Vean, Black Rock. Erection of an agricultural building with variation of condition 3 of decision notice PA22/02945 dated 10.06.2022. (Councillors Jenkin and Thould).</li> <li>c. <b>PA25/07734</b> Proposed new self-build dwelling following class Q permission. Higher Cargenwyn Farm Troon. (Councillors Thould and Chapple).</li> <li>d. <b>PA25/09189</b> Listed building consent for the conversion of barns to five holiday lets and associated drainage with variation of condition 2 of decision notice PA25/02159 dated 30.05.2025. Stone Barns, Clowance Barton, Praze Road, Praze. (Councillors Smith and Mann).</li> <li>e. <b>PA25/09345</b> Conversion of barns to five holiday lets and associated drainage with variation of condition 2 of decision notice PA25/02159 dated 30.05.2025. Stone Barns, Clowance Barton, Praze Road, Praze. (Councillors Smith and Mann).</li> </ul><br><b>Planning – Decisions By Cornwall Council And The Planning Inspectorate</b> <ul style="list-style-type: none"> <li>i. <b>PA25/07207</b> Heatherside Releath. Demolition and replacement of existing house with a new dwelling with variation of condition 2 of decision notice PA16/00742 dated 08.04.2016. APPROVED</li> <li>ii. <b>PA25/05509</b> Old Trevoole Manor Trevoole Change of use from Class C3 to Class F1(a) to provide an alternative educational facility for up to six children or young people. APPROVED</li> </ul> |
| 26-01/08           | <b>Draft Lone Working Policy and Planning Visits Protocol</b><br>To review and adopt the previously-circulated documents (Clerk).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 26-01/09           | <b>Data Protection Policy</b><br>To review and adopt the previously-circulated draft policy (Clerk).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 26-01/10           | <b>Subject Access Request (SAR) Procedure</b><br>To review and adopt the previously-circulated draft procedure (Clerk).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| 26-01/11 | <b>Data Breach Policy</b><br>To review and adopt the previously-circulated draft policy (Clerk).                                                                                                                                                                                                                                                                                                                                |
| 26-01/12 | <b>Appraisals Policy</b><br>Update from the Chair of the Staffing Committee (Councillor Thould).                                                                                                                                                                                                                                                                                                                                |
| 26-01/13 | <b>Praze Institute</b><br>To receive a report and recommendation in relation to the first registration of the property (Councillor Thould).                                                                                                                                                                                                                                                                                     |
| 26-01/14 | <b>Administration and Finance (Including Meetings, Banking, Reporting, Invoicing, Audit, Budget, Contracts, HR and GDPR)</b> <ul style="list-style-type: none"> <li>• To approve for signing by the Chair the December 2025 bank reconciliation.</li> <li>• To note the December 2025 accounts (previously circulated).</li> <li>• To approve for payment the Payments Schedule for January 2026 (to be circulated).</li> </ul> |
| 26-01/15 | <b>Clerk's Update And Brief Reports For The Meeting</b><br>To receive a report from the clerk on council business not otherwise covered elsewhere in this agenda. (Clerk)                                                                                                                                                                                                                                                       |
| 26-01/16 | <b>External Organisations</b><br>To hear updates from councillor representatives on external organisations.                                                                                                                                                                                                                                                                                                                     |
| 26-01/17 | <b>Items For Future Meetings</b><br>To record matters to be considered at future meetings (all councillors).                                                                                                                                                                                                                                                                                                                    |
| 26-01/18 | <b>Exclusion Of The Press And Public</b><br>[If required] To resolve 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.                                                                                                              |
|          | <b>DIARY DATES</b><br>Council Meeting – 7.15pm on 12 <sup>th</sup> February 2026.<br>Amenities and Environment Committee 7.15pm on 5 <sup>th</sup> February 2026.                                                                                                                                                                                                                                                               |

Payments Schedule, Accounts and other documents to follow or to be tabled at the meeting.