

**LANTEGLOS-BY-FOWEY PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING**  
**HELD IN THE WI HALL, POLRUAN**

**MONDAY, 23<sup>rd</sup> MAY 2016 following the Annual Meeting**

Present: Cllr. Adams (Chairman)                      Cllr. Fisher                                      Cllr. Moore  
             Cllr. Pickering                                      Cllr. Shakerley                                      Cllr. Trueman  
             Cllr. Wakeham  
 In atten- Mrs Thompson (Locum Clerk)                                      County Cllr. Hannaford  
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Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present.</p> <p>Mr Hill queried when the Minutes of the Parish Meeting would be signed. The Clerk explained this would be at the next Parish Meeting in 2017.</p> <p>Members received reports from outside authorities (if present):</p> <p>a. <i>Police</i> – PCSO David Evans sent his apologies and advised there had been no crimes reported in the parish in April. Cllr. Moore said the PCSO from Lostwithiel had been talking to residents of Lanteglos Highway. It was not clear if he was now covering this area. The Clerk to check if the areas had changed.</p> <p>b. <i>County Councillor</i> – Cllr. Edwina Hannaford sent her apologies and a written report (copy on file). The report explained the legal challenge which had been made to St Ives' NDP and CC's response to it.</p> <p><u>Neighbourhood Plan workshops</u> – Cllr. Hannaford reminded Members of the series of NCP workshops CC had laid on through June.</p> <p><u>Polruan Signage</u> – Cllr. Hannaford had made a direct plea to the head of service Mr Nigel Blackler and portfolio holder County Cllr. Biscoe to make a contribution to the signage in Polruan in the interest of fairness.</p> <p><u>Lanteglos Highway Planning Application</u> – she had asked that the planning application in Lanteglos Highway (Minute 57b/2016 refers) is called in for a committee decision in support of Members' views. She believes this application is sustainable. The case officer was not aware there is a community bus service serving Lanteglos Highway, for example. She will let the PC know when it goes to committee.</p> <p><u>County Councillor Surgery</u> – she will be in the community fire station on 27<sup>th</sup> May 2016 from 2-4pm.</p>	Clerk
53/2016	<p><u>Members' Declarations:</u></p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable interest</i> – none.</p> <p>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> – none.</p>	
54/2016	<p><u>Apologies for Absence</u> – Cllrs. Kelly and Wilde; County Cllr. Hannaford. Cllr. Adams reported Cllr. Wilde had advised he will be resigning from the PC.</p>	
55/2016	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 25<sup>th</sup> April 2016. Minute 44b/2016 was amended to read: "Mr Craig Taylor". With this amendment the Minutes were <b>AGREED</b> as a true record.</p>	

	<p>b. <i>Annual Parish Meeting (APM) – 9<sup>th</sup> May 2016.</i> Members considered a number of points that had been raised at the APM.</p> <p>i. <i>Future Parish Meetings –</i></p> <ul style="list-style-type: none"> <li>• It was suggested the date of next APM is arranged earlier for notification in the Parish News. The date will be considered when the 2017 Schedule of Meetings is drawn up in December 2016.</li> <li>• Members <b>AGREED</b> that letters should be sent to all local organisations with date of forthcoming APM in March/April 2017.</li> </ul> <p>ii. <i>Parking Signage –</i> it was <b>AGREED</b> the Clerk to contact the relevant CC department regarding parking signage costs i.e. use of self-adhesive signs as a cheaper alternative.</p> <p>iii. <i>Social / Media Policy –</i> the question was asked: Has the council issued any guidelines on the Social/Media Policy plus placement of these notices i.e. in the WI at meetings? Cllr. Adams explained this is under review.</p> <p>iv. <i>Public Participation –</i> the PC was asked to consider a proposal for a Trial Period of a second Public Participation at PC meetings at the end of council meetings. Cllr. Adams said he had discussed this with CALC and there were no other PCs which have two public sessions. Cllr. Fisher said a case had never been made for a second session. No further action.</p> <p>v. <i>Defibrillator –</i> the PC was asked for an update on the installation of the Defibrillator at Bodinnick. The Clerk to ask Mr Norman Trebilcock from FLEET for an update.</p> <p>vi. <i>Closed Sessions –</i> there was some discussion regarding Disclosure of Tender Prices and the need to have the discussions on Tenders at Closed Meetings. Mr Hill said he understood that Members should go into private session when discussing salaries, etc. But he queried why it was in the public interest to discuss tenders in closed session. Members felt their present tendering process was correct and protected the privacy of those who had submitted tenders / quotations. No further action.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>56/2016</p>	<p><u>Planning Matters –</u></p> <p>a. <i>Planning Applications –</i></p> <p>i. <u>PA16/01234/PREAPP, Land Adjacent to 2 Battery Park Polruan –</u> pre-application advice for proposed dwelling. Mr Hughes, a neighbour, said he was opposed to the application. He said that the plans on CC's website were not the latest version. Given that the plans are the same as those previously submitted, it was <b>AGREED</b> to maintain Members' opposition as per the original application.</p> <p>ii. <u>PA16/04154, 9 Fore Street, Polruan –</u> listed building consent for the insertion of two conservation style slim frame roof lights within harbour facing roof place. Construction of summerhouse within rear garden. Mr Tomlin circulated a copy of the plans. <b>NO OBJECTION</b>.</p> <p>iii. <u>PA16/04521, Pieds Dans L'Eau, New Road, Fowey –</u> non-material amendment for repositioning windows on the first floor middle terrace. Increasing the lower ground habitable space by developing the otherwise void space under the approved ground floor footprint which will be behind a retaining wall already approved and repositioning of the windows / doors within this wall to (PA15/11192) demolition of existing house and construction of new 5-bedroom replacement dwelling on same site. <b>SUPPORT</b>.</p> <p>b. <u>PA16/02791, Land N.E. of Kates Cottage, Lanteglos Highway –</u> new dwelling house. Members felt this was good use of infill and supported this application at their April Meeting. The case officer is minded to refuse permission, but Members were of the opinion that his reasons are flawed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	County Cllr. Hannaford had agreed to refer this to CC's Planning Committee. Cllr. Moore expressed her willingness to attend.	Cllr. Moore																																																								
57/2016	<p><u>Environmental / Amenity Matters –</u></p> <p>a. <i>Highway Signage</i> – Minute 44b/2016 refers. Covered by County Cllr. Hannaford's report.</p> <p>b. <i>Lengthsman Scheme</i> – Minute 44a/2016 refers. The views of neighbouring parishes had been sought, regarding employing a local lengthsman to carry out minor repairs to the highway. The Clerk reported that of those that had replied so far, only St Veep PC had offered support. Mr David Read, Community Link Officer for Liskeard and Looe had confirmed this item will be included on the next Panel agenda.</p> <p>c. <i>Road Closures</i> – a number of road closures will be made over the coming 18 months. CC will not notify the PC when work is about to commence, but notices will be posted locally.</p>																																																									
58/2016	<p><u>Financial Matters –</u></p> <p>a. <i>Accounts for Payment</i> – schedule 2016/17-02 to a value of £2,491.65 were <b>APPROVED</b> for payment.</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>SW Water - Frogmore WCs</td> <td>15.68</td> <td></td> <td>15.68</td> </tr> <tr> <td>Mrs M. Fisher - WC cleaning</td> <td>675.00</td> <td></td> <td>675.00</td> </tr> <tr> <td>Hotdog - signs for WCs</td> <td>110.00</td> <td>22.00</td> <td>132.00</td> </tr> <tr> <td>British Gas - electric Quay WCs</td> <td>26.66</td> <td>1.33</td> <td>27.99</td> </tr> <tr> <td>EDF Energy - St Saviour's WCs</td> <td>78.22</td> <td>3.91</td> <td>82.13</td> </tr> <tr> <td>Age Concern - grant</td> <td>200.00</td> <td></td> <td>200.00</td> </tr> <tr> <td>Mrs G. Thompson - May salary</td> <td>387.32</td> <td></td> <td>387.32</td> </tr> <tr> <td>HMRC</td> <td>258.00</td> <td></td> <td>258.00</td> </tr> <tr> <td>Mrs Thompson - expenses</td> <td>97.91</td> <td></td> <td>97.91</td> </tr> <tr> <td>Zurich - insurance premium</td> <td>365.62</td> <td></td> <td>365.62</td> </tr> <tr> <td>Russell Dickson - laptop assistance</td> <td>50.00</td> <td></td> <td>50.00</td> </tr> <tr> <td>S &amp; W Internal Audit</td> <td>200.00</td> <td></td> <td>200.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black; border-bottom: 3px double black;"><b>£2,491.65</b></td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – a copy was made available at the meeting. The Clerk pointed out that the precept would have been received in April, but she had yet to receive a bank statement and could not confirm this. It was <b>RESOLVED</b> to request Barclays Bank to change the contact address for the PC to that of the Clerk's home address. Cllrs. Adams and Wakeham duly signed a letter of authorisation. The Clerk to submit.</p> <p>c. <i>End of Year Accounts 2015/16</i> – Members <b>RESOLVED</b> to adopt their Annual Return, prior to submission to the External Auditor. No matters of concern had been raised by the Internal Auditor.</p> <p>A copy of the 2015/16 Receipts &amp; Payments account was circulated at the meeting. The Clerk pointed out the date in the header should read 31<sup>st</sup> March 2016.</p>	Item	Price	VAT	Total	SW Water - Frogmore WCs	15.68		15.68	Mrs M. Fisher - WC cleaning	675.00		675.00	Hotdog - signs for WCs	110.00	22.00	132.00	British Gas - electric Quay WCs	26.66	1.33	27.99	EDF Energy - St Saviour's WCs	78.22	3.91	82.13	Age Concern - grant	200.00		200.00	Mrs G. Thompson - May salary	387.32		387.32	HMRC	258.00		258.00	Mrs Thompson - expenses	97.91		97.91	Zurich - insurance premium	365.62		365.62	Russell Dickson - laptop assistance	50.00		50.00	S & W Internal Audit	200.00		200.00				<b>£2,491.65</b>	<p>Clerk</p> <p>Clerk</p>
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59/2016	<p><u>Administrative Matters –</u></p> <p>a. <i>Neighbourhood Plan (NP)</i> – a copy of the draft Terms of Reference for the Steering Group had previously been circulated. Some minor amendments had been made. With these changes it was <b>RESOLVED</b> to adopt the TofR. The Clerk to circulate a revised copy.</p> <p>It was <b>RESOLVED</b> that the Steering Group should consist of no less than ten members, two of whom should be Parish Councillors. Cllr Moore was elected as one of those Members, with Cllrs. Adams or Fisher as ex officio Members. Cllr. Moore said other Members could be co-opted as required. Mrs Thompson had agreed to 'clerk' the NP meetings.</p> <p>A grant of £2,500 had been offered from Groundworks, but Cllr. Moore explained that there were a number of criteria to be met before the grant would be released.</p>	Clerk																																																								

	<p>The first meeting will be held at Whitecross Village Hall on either 7<sup>th</sup> or 9<sup>th</sup> June 2016 at 7pm. The first meeting will be in camera, but any following meetings will be open to the public.</p> <p>Members <b>RESOLVED</b> formally to create a Neighbourhood Plan as of 23<sup>rd</sup> May 2016.</p> <p>b. <i>Annual Parish Meeting</i> – covered by Minute 55b/2016 above.</p>	
60/2016	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Highway Signage</i> – Cllr. Adams said an email had been received, but it was not clear if this was a ‘wind-up’ or a serious enquiry. The Clerk would respond.</p>	Clerk
61/2016	<p><u>Diary Dates</u> –</p> <p>a. <i>Full Council Meeting</i> – Tuesday, 28<sup>th</sup> June 2016 at Whitecross Village Hall. Cllr. Fisher said the Schedule of Meetings for 2016 had been agreed previously.</p> <p>b. <i>Clerk’s Leave</i> – 30<sup>th</sup> May – 3<sup>rd</sup> June 2016.</p> <p>c. <i>Countryside Access Forum</i> – deadline for applications to join the Committee is 27<sup>th</sup> May 2016.</p>	
62/2016	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, concerning quotations and staffing matters, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>	
63/2016	<p><u>PROWs</u> – there had been no response from Mr Sanchez regarding Members’ request for a day rate quotation for grass cutting. It was <b>RESOLVED</b> to approach A1 Tree Surgery and Lanhydrock Garden Services for a quotation to carry out cutting of the public rights of way. It was <b>RESOLVED</b> to delegate authority to Cllrs. Adams and Fisher to appoint a suitable contractor.</p> <p><u>Whitecross Village Green</u> – Cllr. Wakeham reported the grass verge at Whitecross had been damaged by large lorries trying to avoid parked cars. He suggested a sign asking motorists to park considerately. He will seek the views of the Village Hall Committee.</p>	<p>Clerk</p> <p>Cllrs. Adams / Fisher</p> <p>Cllr. Wakeham</p>
64/2016	<p><u>Weed Spraying</u> – it was <b>RESOLVED</b> to approach A1 Tree Surgery, Complete Weed Control, Cormac and Lanhydrock Garden Services for a quotation to carry out weed spraying. It was <b>RESOLVED</b> to delegate authority to Cllrs. Adams and Fisher to appoint a suitable contractor.</p>	<p>Clerk</p> <p>Cllrs. Adams / Fisher</p>
65/2016	<p><u>Permanent Clerk</u> – Members considered a course of action to appoint a permanent Clerk. It was <b>RESOLVED</b> to seek the advice of CALC before proceeding.</p> <p>It was further <b>RESOLVED</b> to reimburse the Locum Clerk on scale point 29.</p>	
66/2016	<p><u>Meeting closed</u> – 20.49pm.</p>	

Signature: ..... (Cllr. Adams)  
Parish Council Chairman

Date: 28<sup>th</sup> June 2016