

**LANTEGLOS-BY-FOWEY PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING**  
**HELD IN THE WHITECROSS VILLAGE HALL**  
**TUESDAY, 28<sup>th</sup> MARCH 2017 @ 7pm**

Present: Cllr. Adams (Chairman)                      Cllr. Fisher                                      Cllr. T. Libby  
 Cllr. V. Libby    Cllr. Moore                                      Cllr. Shakerley  
 Cllr. Talling    Cllr. Trueman  
 In attendance: Mrs Thompson (Parish Clerk)              County Cllr. Hannaford

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 Michael Wills, Furze Park, St Saviours Hill, Polruan, addressed Members regarding his proposal for the site and provided copies of his plans. The site had planning permission to demolish the existing property and replace it with a new dwelling. The aim was to reduce its impact on the coastal path. Local materials will be used as much as possible. He acknowledged there will be some disruption during the building. He and his wife wish to work with the Parish Council during this project.</p> <p>Mr Rob Rooney addressed Members. He wished to raise awareness about the plans to take £264 million out of Cornwall's NHS by 2020. He urged Members to oppose the plans. He presented a petition, which he had collected in two hours, to County Cllr. Hannaford. She said that CC's Scrutiny Committee had declared the proposals 'Not fit for purpose'.</p> <p>Several residents of Ocean View addressed Members regarding the Parish Lighting. The Highways Authority does not have an obligation to provide lighting on an un-adopted road. However, the PC had assumed responsibility for the lighting as they had installed it originally.</p> <p>Cllr. Adams clarified the lighting in Furze Park and Ocean View is owned by the Parish Council.</p> <p>A resident had asked if the lights are no longer maintained, would there be a reduction in the rates.</p> <p>Another resident queried why two other quotations hadn't been obtained. Cllr. Adams said SSE had held the contract for the past decade.</p> <p>The seat on the hill between St Saviour's toilets and the monument had not been maintained. Cllr. Adams said it was the responsibility of the Town Trust.</p> <p>Members received reports from outside authorities as follows:</p> <p>a. <i>Police</i> – PCSO Steve Cocks sent his apologies and a written report. He said there had been two crimes reported from 1<sup>st</sup> to 28<sup>th</sup> February 2017 – a common assault and a theft of motor vehicle which had since been located. Whilst in Polruan last week he encountered the usual parking and turning issues at the bottom of Fore Street and had spoken to the Fire Station Officer, who raised concerns regarding the parking issues throughout the village. On his return to Looe he contacted CC's Parking Enforcement. Cllr. Adams said the new notices should be installed shortly and then Enforcement can take action. Cllr. Hannaford clarified that as long as the correct signage is in place, then it can be enforced.</p> <p>b. <i>County Councillor</i> – Cllr. Hannaford:</p> <p>i. <u>Pieds Dans L'Eau, New Road, Bodinnick</u> – the dwelling is the subject of enforcement because of excessive mud on the road, caused by construction vehicles, resulting in unsafe vehicle access arrangements.</p>	

	ii. <u>Street Cleaning, Polruan</u> – Cllr. Hannaford reported this will extend to Zone 2 and commenced from early March.	
33/2017	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Talling in Minute 37b[iii]/2017. Cllrs. Fisher, V. Libby and T. Libby in 39e/2017.</p> <p>b. <i>Non-registerable interest</i> – Cllr. Trueman in 40d/2017.</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>	
34/2017	<u>Apologies for Absence</u> – Cllr. Kelly (ill health).	
35/2017	<u>Casual Vacancy</u> – there had been no applications to fill the vacancy. Members accepted Cllr. Wakeham's resignation with regret. The Clerk to advise CC.	Clerk
36/2017	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 28<sup>th</sup> February 2017, <b>AGREED</b> as a true record. Cllr. Adams objected to the wording of Minute 31/2017.</p> <p>b. <i>Extraordinary Council Meeting</i> – 14<sup>th</sup> March 2017, <b>AGREED</b> as a true record.</p>	
37/2017	<p><u>Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore reported the results of the Housing Needs Survey showed 37 households in need of housing, most requiring 1 or 2 bedrooms. Ms Victoria Regan, CC is able to provide advice on the provision of affordable / social housing, including Community Land Trusts. A Landscape Characteristic Assessment needs to be carried out. The Steering Group are considering a policy to restrict new properties to be for principle residency only. Members need to give careful thought to the content of the questionnaire, including this policy. A funding application to Groundwork is to be made shortly.</p> <p>b. <i>Planning Applications</i> – including any applications received after the agenda had been published.</p> <p>i. <u>PA17/01994, The Swallows, Battery Lane, Polruan</u> – alterations to roof shape; raising ridge by 1.2m; addition of balcony and minor alterations. <b>SUPPORT</b>.</p> <p>ii. <u>PA17/02174, Coombeland, Lanteglos Highway</u> – change of use of agricultural land to form an extension to a domestic amenity space. Cllr. Talling left the meeting whilst this was discussed. <b>SUPPORT</b>.</p> <p>c. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA17/00381, 8 St Saviours Hill, Polruan</u> – to revert the property from a single dwelling back into two dwellings as previously existed.</p> <p>ii. <u>PA17/00708, Seaways, Cliff Rise, Polruan</u> – alterations to dwelling, namely re-cladding of dormers and garage. Change of window to small balcony with associated works.</p> <p>iii. <u>PA17/00670, Pont Pill Quay, Lanteglos</u> – application for LBC for proposed replacement to footbridge using English oak and traditional carpentry methods.</p> <p>d. <i>Section 106 Affordable Housing</i> – Minute 130d/2016 refers. Members previously considered the report from Sam Irving, Affordable Housing Team, CC (November 2016). He felt the £125,000 due from the Bones Meadow s.106 obligation was insufficient to purchase the ex-council property in West Street. Cllr. Adams said the s.106 money should be made available now as the criterion had been met.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>The results of the Housing Needs Survey were now known (see Minute 37a/2017 above).</p> <p>e. <i>Housing Stock</i> – Cllr. Moore and County Cllr. Hannaford had met with Mr Adrian Pengelly, Cornwall Housing regarding the sale of council houses in Polruan (Minute 20a/2017 refers). She provided a copy of the notes she had taken (copy on file). Approximately £10-£15K would be needed for improvements to the property in West Street, Polruan. Even so, this would not bring it up to government standard. Cllr. Moore said there were other organisation in the parish that have experience of letting property. County Cllr. Hannaford said the West Street property had proved difficult to let. She added that only 12 properties, across the whole county, were sold in a year. If West Street, were to be sold, the money could be ring fenced to purchase another property to let. It was clarified this is the only Cornwall Housing property in Polruan that is for sale.</p> <p>Cllr. Moore said the NP had identified a high level of housing need. She asked Members to consider how the £125,000 s.106 money could best be used. Cllr. Hannaford said Members could pay for repairs to the house in West Street (she did not believe that the expenditure could be recouped by the PC through the rent) or they could consider purchasing the ex-council property that is currently on the market. There is another organisation in the parish with experience of letting property. It was <b>AGREED</b> to ask the NP Steering Group to investigate the various options</p>	Clerk
38/2017	<p><u>Highway Matters</u> –</p> <p>a. <i>Green Lane, Coombeland</i> – Minute 21a/2017 refers. Members had attended the site meeting with the landowner. Cllr. Adams said the lane is badly deteriorated. He felt the deep channel that had been created was unacceptable. Cllr. Moore said it would be unwise to remove the bund, which was protecting the properties. Mr Wakeham had drawn up a remedial scheme. The Clerk to obtain a copy. Cllr. Shakerley explained a scheme he had installed elsewhere. The leat needs to be cleared.</p> <p>b. <i>Lanteglos Highway</i> – Members considered:</p> <p>i. Cllr. Talling said he had obtained a quote for a ‘warning’ sign at a cost of approximately £50-£60. He will seek to obtain two further quotes.</p> <p>ii. Parking – Mr Tubb said the land at Lanteglos Highway is owned by CC. The Clerk to contact Mr Adrian Drake and confirm this is the case, and to establish if anything can be done to improve visibility when approaching the junction to Lanteglos Highway from Penpol, to include utilising the verge for parking.</p> <p>Motorists’ view is totally obscured by parked vehicles on the main road (speed limit 60 mph).</p> <p>NOTE – the invitations to residents to attend a site meeting had been deferred by the Chairman until item [i] above had been dealt with.</p>	Clerk  Cllr. Talling  Clerk
39/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Memorial Plaque</i> – Minute 22a/2017 refers. Cllr. V. Libby provided a plaque to go on a seat in memory of the late Cllr. Isabel Pickering. Mr Robert Libby had offered to put it up.</p> <p>b. <i>Waste Bin, Bodinnick</i> – Minute 22b/2017 refers. Members <b>RESOLVED</b> to fund the emptying of the bin at a cost of £3.50+VAT per empty. The Clerk to request a contract with Biffa for this work.</p> <p>c. <i>Purchase of St Saviour’s WCs</i> – Minute 22c/2017 refers. Ms Michelle Carter–Foster advised CC Legal Dept. have 51 toilets on their priority list, including St Saviours. It may take 5-6 months to get things signed because of their heavy workload. She drew Members attention to the mechanism to ensure the toilets will be maintained as public toilets until at least 2030. There will be a 100% overage clause for 15 years.</p> <p>Mr James Outten of Caunters solicitors had agreed to act for Members in this matter at a cost of £300+VAT. The Clerk had signed the agreement.</p>	Clerk

	<p>d. <i>Weed Spraying</i> – Minute 22d/2017 refers. Cllr. Adams was to liaise with Cllrs. V. and T. Libby and provide the Clerk with a revised map showing the roads to be added to the weed spraying regime. He will also supply the Clerk with a list of private property owners whose shrubs are impeding the paths.</p> <p>e. <i>The Quay WCs</i> – Members considered a request from Polruan Regatta and Children’s Sports’ Committee (received in September 2016 and deferred to Spring 2017) to extend the opening hours of The Quay public conveniences in the summer months, particularly when there are locally organised events on the Coal Wharf. Cllrs. Fisher, V. Libby and T. Libby left the meeting whilst this was discussed.</p> <p>Mrs Fisher had indicated she is happy to keep the disabled toilet open for events on the Quay / Coal Wharf for organisations that contact the PC to request this. She offered to do this at no extra charge. However, should the requirement be for all the facilities to be open, this will be above and beyond what has been set out in her contact and she would need to charge £20 per hour for the additional work involved. Members <b>AGREED</b> to these terms. The Clerk to advise the Committee and Mrs Fisher.</p> <p>f. <i>Lane Outside the Bodinnick Council Houses</i> – Public Forum February 2017 refers. Mr Matthew Gallagher, Cornwall Housing Ltd. advised: <i>“There is no overall responsibility for the maintenance of the path that runs at the front of all the properties. Cornwall Housing would be responsible for the sections of path outside the council houses (numbers 10, 9, 8 &amp; 7) with the owners of the other properties being responsible for their section.”</i> Cllr. Hannaford said Cornwall Housing will be carrying out repairs to the steps.</p>	<p>Cllr. Adams</p> <p>Clerk</p>																																												
<p>40/2017</p>	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2016/17-10 to a value of £2,052.77 was <b>APPROVED</b> for payment.</p> <p>The Clerk reported British Gas will be increasing their charges to supply electricity to The Quay WCs. She was instructed to compare prices with other suppliers.</p> <table border="1" data-bbox="319 1176 1268 1579"> <thead> <tr> <th><b>PAYMENTS</b></th> <th><b>Price</b></th> <th><b>VAT</b></th> <th><b>Total</b></th> </tr> </thead> <tbody> <tr> <td>Mrs Thompson - salary</td> <td>421.08</td> <td></td> <td>421.08</td> </tr> <tr> <td>HMRC</td> <td>283.92</td> <td></td> <td>283.92</td> </tr> <tr> <td>Mrs Thompson - expenses</td> <td>107.18</td> <td></td> <td>107.18</td> </tr> <tr> <td>Whitecross Village Hall - meetings</td> <td>208.00</td> <td></td> <td>208.00</td> </tr> <tr> <td>CC - Quay WC rates (2017/18)</td> <td>138.00</td> <td></td> <td>138.00</td> </tr> <tr> <td>Caunters Solicitors Ltd - fee i.r.o. purchase of St Saviour's WC (deposit)</td> <td>200.00</td> <td></td> <td>200.00</td> </tr> <tr> <td>Cllr. V. Libby - memorial plaque</td> <td>9.99</td> <td></td> <td>9.99</td> </tr> <tr> <td>Mrs Fisher - WC cleaning</td> <td>675.00</td> <td></td> <td>675.00</td> </tr> <tr> <td>Lipscomb Jones - maps</td> <td>8.00</td> <td>1.60</td> <td>9.60</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;"><b>£2,052.77</b></td> </tr> </tbody> </table> <p>Noted the bank reconciliation was made available for inspection.</p> <p>b. <i>Budget Monitor</i> – copy circulated at the meeting.</p> <p>c. <i>Local Maintenance Partnership, PROWs</i> – Members <b>RESOLVED</b> to accept the offer from CC of £1,329 to maintain the PROWs in the parish for 2017. The Clerk to return the signed agreement form.</p> <p>d. <i>Parish Lighting</i> – Cllr. Trueman asked that the location of the lights be listed on the agenda, in the future. He then left the meeting whilst this item was discussed.</p> <p>Noted this item had been placed on the agenda as a result of an application from four Members to revisit the decision made under Minute 31/2017, by invoking Standing Order 11a.</p> <p>Members considered a quotation from SSE Enterprise i.r.o. repairs to the lighting. Cllr. Shakerley said he was not at the original meeting but felt the lighting should be maintained.</p>	<b>PAYMENTS</b>	<b>Price</b>	<b>VAT</b>	<b>Total</b>	Mrs Thompson - salary	421.08		421.08	HMRC	283.92		283.92	Mrs Thompson - expenses	107.18		107.18	Whitecross Village Hall - meetings	208.00		208.00	CC - Quay WC rates (2017/18)	138.00		138.00	Caunters Solicitors Ltd - fee i.r.o. purchase of St Saviour's WC (deposit)	200.00		200.00	Cllr. V. Libby - memorial plaque	9.99		9.99	Mrs Fisher - WC cleaning	675.00		675.00	Lipscomb Jones - maps	8.00	1.60	9.60				<b>£2,052.77</b>	<p>Clerk</p> <p>Clerk</p>
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	<p>Cllrs. V. Libby and T. Libby said they understood the decision taken at the February meeting was not to carry out repairs at this particular time. Members had not said they would cease to maintain them in the future.</p> <p>It was <b>RESOLVED</b> to take no further action on the quotation from SSE, but to contact the company as Members do not consider the column on 004KU needs replacing. The Clerk to ask two other companies to inspect the lighting and obtain additional quotations for what repairs are needed.</p> <p>Cllr. Moore felt Members had insufficient information to make a decision. She asked for the research Cllr. Adams had undertaken to be circulated to all Members, so that they a full explanation on the PC's responsibilities. Cllr. Adams to put together a report, to be circulated to all Members, for consideration at the May Council meeting.</p> <p>Members felt the parish lighting should be added to the Asset Register and to the insurance policy. The replacement value, including installation costs is needed before it can be added to the policy. A copy of the policy had been obtained by the Clerk.</p> <p>e. <i>Grant Aid Request</i> –</p> <p>i. Lanteglos by Fowey PCC for £2,200 in 2017 towards maintenance of the churchyard. NOTE - £2,550 budget for this. Request granted.</p> <p>ii. Women's Rape and Sexual Abuse Centre – request refused as this is not a local charity. Minute 105e/2016 refers.</p>	<p>Clerk</p> <p>Cllr. Adams</p> <p>Clerk</p> <p>Clerk</p>
41/2017	<p><u>Administrative Matters</u> –</p> <p>a. <i>Street Furniture</i> – bus shelter; seating; etc. Cllr. Adams had provided photographs. The Clerk to place the document on the website.</p> <p>b. <i>Public Conveniences</i> – photographs, provided by Cllr. Adams, had been incorporated into a document i.r.o. the public WCs at St Saviours, Frogmore and The Quay. The Clerk to place the data on the website.</p>	<p>Clerk</p> <p>Clerk</p>
42/2017	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Bags of Help</i> – is the Tesco community grant scheme funded by the 5p government plastic bag levy. It is now open to any not –for- profit organisation to apply for <b>ANY</b> activity that will be of community benefit. The application process is all online at: <a href="http://www.groundwork.org.uk/Sites/tescocommunityscheme">www.groundwork.org.uk/Sites/tescocommunityscheme</a></p> <p>b. <i>Cornwall 4 Change</i> – March 2017 newsletter. <b>Previously circulated via email.</b></p> <p>c. <i>CCTV Initiative</i> – funding information from Ms Alison Hernandez, Police and Crime Commissioner (PCC), regarding CCTV and the creation of 'HUBS'. <b>Previously circulated via email.</b></p> <p>d. <i>Public WC</i> – Members considered a letter from the North Coast Cluster Group to County Cllr. Adam Paynter i.r.o. whether business rates will be payable on the devolution of Libraries and One Stop Shops. It was understood that CC can use their discretionary powers not to charge rates from April 2018.</p> <p>Cllr. Hannaford said the VOA insisted that business rates are charged.</p> <p>e. <i>CC Draft Customer Promise</i> – Members are invited to comment: <a href="https://www.cornwall.gov.uk/media/25031152/cornwall-council-draft-customer-promise.pdf">https://www.cornwall.gov.uk/media/25031152/cornwall-council-draft-customer-promise.pdf</a>. Deadline for comments is 12<sup>th</sup> May 2017.</p> <p>f. <i>St Saviour's 125 Festival Committee</i> – letter of thanks for Members' support for this event.</p>	
43/2017	<p><u>Future Agenda Items</u> – none.</p>	
44/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Parish Meeting</i> – 24<sup>th</sup> April 2017 in Polruan WI Hall.</p>	

	<p>The Clerk had booked the hall. Members <b>AGREED</b> to provide drinks and nibbles (Annual Parish Meeting 2016 refers). The Clerk to book 'Crumpets' with a budget of £100.</p> <p>Members had provided the Clerk with a list of local organisations. She will now issue invitations to local organisations.</p> <p>b. <i>Full Council Meeting</i> – 25<sup>th</sup> April 2017, Whitecross Village Hall.</p> <p>c. <i>NP Meeting</i> – 11<sup>th</sup> April 2017, Whitecross Village Hall.</p> <p>d. <i>May Council Meeting</i> – the Annual Meeting of the Council must, by law, be held between 8<sup>th</sup> and 22<sup>nd</sup> May 2017. Members, therefore, <b>RESOLVED</b> to reschedule the meeting to Monday 22<sup>nd</sup> May 2017 in the Polruan WI Hall.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
45/2017	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations, 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>	
46/2017	<p><u>Frogmore WCs</u> – Minute 07f/2017 refers. The views of the National Trust are awaited.</p> <p>NOTE – project has a maximum budget of £3,500 as per Minute 148a/2016.</p>	
47/2017	<p><u>Meeting Closed</u> – 21.16pm.</p>	

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

Date: 25<sup>th</sup> April 2017