

# LANTEGLOS-BY-FOWEY PARISH COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING

### HELD IN THE WHITECROSS VILLAGE HALL

#### TUESDAY, 25<sup>th</sup> APRIL 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)

Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present.</p> <p>Ms Joan Bunt asked what was happening at Coombeland. The Clerk reported that Mr Wakeham had been unable to supply a drawing. Cllr. Talling will speak to Mr Peter Norman to see if he can provide a drawing and quotation. Part of the Leat may need to be cleaned out. Cllr. Moore will speak to the landowner.</p> <p>Ms Bunt said the back room is ready for the Parish Council to store its paperwork. The Clerk gave the 2015/16 accounts to Cllr. Adams for storing.</p> <p>Members received reports from outside authorities as follows:</p> <p>a. <i>Police</i> – PCSO Steve Cocks sent his apologies and reported that from 1<sup>st</sup> – 31<sup>st</sup> March 2017 there were three crimes reported. One involving communications, one theft of three garden statues from a property in Polruan and another domestic related harassment.</p> <p>b. <i>County Councillor</i> – in the absence of Cllr. Hannaford there was no report</p>	Cllrs. Talling / Moore
48/2017	<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>	
49/2017	<p><u>Apologies for Absence</u> – Cllr. Kelly (work commitment).</p>	
50/2017	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 28<sup>th</sup> March 2017, <b>AGREED</b> as a true record. Cllr. Trueman abstained.</p>	
51/2017	<p><u>Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore reported the Steering Group felt that to spend the Section 106 money on the West Street property was not likely to be the best use of that money as there is a problem over full possession of the property including the undercroft and CC may have to take legal action. The Town Trust had been approached to see if they would be interested in acquiring the West Street property.</p> <p>Noted the s.106 money amounts to £132,875 and not £125K as previously thought. The non-payment of the money is the subject of a planning enforcement case.</p> <p>Ms Kath Statham, CC will attend the next meeting and explain how her team can help in creating a Local Landscape Character Assessment (LLCA) for the NP.</p>	

	<p>b. <i>Proposed Base Station</i> – Members considered a letter from Sinclair Dalby Ltd. regarding this proposal, prior to a planning application being submitted. An electronic copy had been circulated prior to the meeting. As the site is outside our parish, Members had <b>NO COMMENT</b>.</p> <p>c. <i>Planning Applications</i> – including any applications received after the agenda had been published.</p> <p>i. <i>PA17/01077/PREAPP, Land and Agricultural Buildings SW of Pont Cottage, Lanteglos</i> – pre-application advice for conversion and extension of agricultural barn to a dwelling. Members made <b>NO</b> as they felt it preferable to wait for a full planning application.</p> <p>d. <i>Enforcement Cases</i> –</p> <p>i. <i>EN17/00177, 4 Bones Meadow, Greenbank, Polruan</i> – alleged construction of gabion basket design wall not being built in accordance with approved plans PA15/09540; namely safety concerns associated with the wall which is leaning out over the public footway and also the path which has not been surfaced. Ms Felicity Coplestone, case officer reported that following the meeting with Cllrs. Adams and Hannaford, a Planning Contravention Notice had been served on the owners of the land to seek appropriate information to progress the investigation.</p> <p>ii. <i>EN17/00499, Lower Vuevrey Meadow, Polruan</i> – alleged untidy site and breach of condition 4 (hours of use) and 5 (not outside storage) of E2/05/00450/FUL. Ms Felicity Coplestone, case officer reported that a site visit had been carried out and a possible breach of planning control found. Further investigation is taking place in respect of this matter.</p> <p>iii. <i>EN17/00530, Pieds Dans L'Eau, New Road, Bodinnick</i> – breach of condition 5 (CTMP) of PA15/11 192; namely excessive mud on the road caused by construction vehicles resulting in unsafe vehicle access arrangements. Ms Felicity Coplestone, case officer reported the agent had spoken to the contractors to address the problems. This had resulted in a marked improvement.</p> <p>iv. <i>EN17/00533, Land Off Meadow Walk, Greenbank, Polruan</i> – breach of Section 106 agreement dated 31.07.2013 clause 2 of the Second Schedule Affordable Housing Contribution of £132,875 payment by the owner before the occupation of the third dwelling. Ms Eleanor Farnes, CC reported the matter had been passed to CC’s Legal Services department who she understands are in communication with the owners to ensure the payment is secured.</p>	<p>Clerk</p> <p>Clerk</p>
<p>52/2017</p>	<p><u>Highway Matters</u> –</p> <p>a. <i>Green Lane, Coombeland</i> – Minute 38a/2017 refers. Covered by the Public Forum. The Clerk to inform Mr Roy Downes of progress.</p> <p>b. <i>Lanteglos Highway</i> – Members considered:</p> <p>i. Provision of a ‘warning’ sign to attempt to reduce traffic speed and a sign to prevent large vehicles following their SatNavs down the lane. Cllr. Talling had provided three quotations. It was <b>RESOLVED</b> to authorise Cllr. Talling and the Clerk to purchase the SatNav sign up to a maximum of £150. A decision on the traffic speed sign was deferred to the May meeting.</p> <p>ii. Parking – the response from Mr Adrian Drake, Highways, previously circulated via email, indicates vehicles can park on the grass verge.</p> <p>c. <i>Furze Park Car Park</i> – Members considered complaints that the car park is becoming full “with holiday rental people parking their cars”. Cllr. Adams said the land was owned by Cornwall Housing/CC and anyone can park on the site. The only remedy would be for residents to share the cost of introducing residents’ parking permits.</p> <p>Cllr. T. Libby said that in the Lake District the cost of parking is included in the price of a holiday rental.</p>	<p>Clerk</p> <p>Cllr. Talling / Clerk</p> <p>Clerk</p>

	It was <b>RESOLVED</b> to contact Polruan Cottages, Cornish Traditional Cottages and Cornish Horizon Estuary Cottages to see if they would be willing to operate such a scheme.	Clerk																																																								
53/2017	<p><u>Environmental / Amenity Matters –</u></p> <p>a. <i>Weed Spraying</i> – Minute 22d/2017 refers. Cllr. Adams had provided the Clerk with a revised map showing the roads to be added to the weed spraying regime. She will forward a copy to Lanhydrock Garden Services. The Clerk to write to the owner of Rock Bottom Cottage, Sydney Hill, Polruan and request the hedge is cut back.</p> <p>b. <i>The Quay Public WCs</i> – Mrs Lynn Bartlett, Polruan Regatta Committee advised the dates they would require the toilet to be opened are Saturday 22<sup>nd</sup> July for the Beach Gala/disco/barbecue and Monday 28<sup>th</sup> August for their regatta day. NOTE – a copy of the email correspondence has been passed to Mrs Fisher.</p> <p>Cllr. Adams reported Mr Bernie Smithson had repaired the defects in the toilets, unfortunately the gents' toilet needs a new cistern fitted (estimate to be provided) and the ladies cubicle will require a new door lock.</p> <p>c. <i>St Saviour's WCs</i> – the Clerk reported that legal paperwork had been received from Mr Brian Wilkes, CC's Legal Dept. She had forwarded a copy to all Members and to Mr James Outten, Caunters solicitors.</p>	Clerk Clerk																																																								
54/2017	<p><u>Financial Matters –</u></p> <p>a. <i>Accounts for Payment</i> – schedule 2017/18-01 to a value of £2,607.73 was <b>APPROVED</b> for payment.</p> <table border="1"> <thead> <tr> <th>PAYMENTS</th> <th>Price</th> <th>VAT</th> <th>Total</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>283.36</td> <td></td> <td>283.36</td> </tr> <tr> <td>Mrs Thompson - expenses</td> <td>62.88</td> <td>0.68</td> <td>63.56</td> </tr> <tr> <td>CALC - annual fee</td> <td>291.16</td> <td>33.28</td> <td>324.44</td> </tr> <tr> <td>WesternWeb Ltd - website domain (2 years)</td> <td>20.00</td> <td>4.00</td> <td>24.00</td> </tr> <tr> <td>CC - Quay WC rates (2 months)</td> <td>278.00</td> <td></td> <td>278.00</td> </tr> <tr> <td>Biffa - emptying Bodinnick bin (annual charge)</td> <td>182.00</td> <td>36.40</td> <td>218.40</td> </tr> <tr> <td>British Gas - Quay WCs</td> <td>73.90</td> <td>3.69</td> <td>77.59</td> </tr> <tr> <td>Mrs Fisher - WC cleaning</td> <td>700.00</td> <td></td> <td>700.00</td> </tr> <tr> <td>Mr A. Sanchez - grass cutting @ Whitecross Green</td> <td>50.00</td> <td></td> <td>50.00</td> </tr> <tr> <td>CC - St Saviour's WC rates</td> <td>117.30</td> <td></td> <td>117.30</td> </tr> <tr> <td>Crumpets Too – catering for Parish Mtg.</td> <td>50.00</td> <td></td> <td>50.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;"><b>£2,607.73</b></td> </tr> </tbody> </table> <p>The bank March bank statement had not been received and therefore the bank reconciliation could not be made available for inspection.</p> <p>b. <i>2016/17 Accounts</i> – the Clerk reported the accounts were ready, and had been collected by the Internal Auditor.</p> <p>c. <i>Electricity Supply</i> – the Clerk had switched from British Gas to EDF Energy to supply electricity to The Quay WCs. This would reduce the daily standing charge from 57.44p to 23.25p and the unit charge from 21.69p to 14.22p.</p> <p>d. <i>Legal Services</i> – a new agreement for the provision of Legal Services for 2017/18 had been received. The biggest change was an increase in the hourly rate from £82.34 to £95. It was <b>RESOLVED</b> to accept the terms. The Clerk to sign and return to Legal Services, CC.</p>	PAYMENTS	Price	VAT	Total	Mrs Thompson - salary	421.08		421.08	HMRC	283.36		283.36	Mrs Thompson - expenses	62.88	0.68	63.56	CALC - annual fee	291.16	33.28	324.44	WesternWeb Ltd - website domain (2 years)	20.00	4.00	24.00	CC - Quay WC rates (2 months)	278.00		278.00	Biffa - emptying Bodinnick bin (annual charge)	182.00	36.40	218.40	British Gas - Quay WCs	73.90	3.69	77.59	Mrs Fisher - WC cleaning	700.00		700.00	Mr A. Sanchez - grass cutting @ Whitecross Green	50.00		50.00	CC - St Saviour's WC rates	117.30		117.30	Crumpets Too – catering for Parish Mtg.	50.00		50.00				<b>£2,607.73</b>	Clerk
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55/2017	<p><u>Administrative Matters –</u></p> <p>a. <i>Parish Meeting</i> – 24<sup>th</sup> April 2017. Cllr. Fisher read through the Q&amp;A session. The Old Fire Station, Townsend is being used to sell cars. The Clerk to report this as a possible enforcement issue.</p>	Clerk																																																								

	<p><i>Notice Boards</i> – the siting of new / refurbished notice boards was deferred to the May agenda.</p> <p>b. <i>Personnel Papers</i> – it was <b>RESOLVED</b> that after the end of the year to which they relate, all papers, relating to the Parish Council’s employees, shall be treated as confidential and sealed for 20 years. Cllrs. Adams and Trueman voted against the proposal.</p>	Clerk
56/2017	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Cornwall Countryside Access Forum</i> – closing date for applications to join the Forum is Friday, 19<sup>th</sup> May 2017. Details previously circulated via email.</p> <p>b. <i>Cornwall 4 Change</i> – newsletter. Previously circulated via email</p>	
57/2017	<p><u>Future Agenda Items</u> –</p> <p>a. <i>Penpol Creek Footpath</i> – Cllr. Moore referred to an ancient quay on the site, which is not on the deeds of Bramble Coombe. The Clerk to contact the Mr Paul Thomas, Harbour Master to see if they know who owns the land.</p>	Clerk
58/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Annual Council Meeting</i> – Monday 22<sup>nd</sup> May 2017 at Polruan WI Hall.</p> <p>b. <i>NP Meeting</i> – 9<sup>th</sup> May 2017.</p> <p>c. <i>Code of Conduct Training</i> – CC had organised the following free training courses:</p> <p>i. 19<sup>th</sup> May 2017, 2-4pm, Trelawny Room, New County Hall, Truro.</p> <p>ii. 25<sup>th</sup> May 2017, 2-4pm, Public Rooms, 3-5 West Street, Liskeard.</p> <p>iii. 11<sup>th</sup> September 2017, 2-4pm, Council Chamber, St Austell One Stop Shop, 39 Penwinnick Road, St Austell.</p> <p>iv. 19<sup>th</sup> October 2017, 6-8pm, Trelawny Room, New County Hall, Truro.</p>	
59/2017	<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>	
60/2017	<p><u>Frogmore WCs</u> – Minute 07f/2017 refers. There had been no response as yet from the National Trust. Cllr. Adams will pursue. Members to then consider any tenders for the refurbishment.</p> <p>NOTE – the project has a maximum budget of £3,500 (Minute 148a/2016).</p>	Cllr. Adams
61/2017	<p><u>War Memorial</u> – Cllr. Adams reported the Diocesan Council had approved the planned work on the war memorial. The Clerk to advise Heritage Cornwall Ltd. work can now commence.</p>	Clerk
62/2017	<p><u>Meeting Closed</u> – 20.36pm.</p>	

Signature: .....

Parish Council Chairman

Date: 22<sup>nd</sup> May 2017