

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING

HELD IN THE WI HALL, POLRUAN

MONDAY, 22nd MAY 2017 @ 7pm

Present: Cllr. Moore (Chairman) Cllr. Adams Cllr. Bunt
 Cllr. Fisher Cllr. Kelly Cllr. T. Libby
 Cllr. V. Libby Cllr. J. Shakerley Cllr. M. Shakerley
 Cllr. Talling

In attendance: Mrs Thompson (Parish Clerk)

Minute	AGENDA ITEMS	Action
63/2017	Cllr. Adams warned the public that recording might take place. <u>Election of Chairman</u> – it was RESOLVED to elect Cllr. Moore as Chairman for 2017/18. Cllr. Moore thanked Cllr. Adams for all he had done as Chairman in the past two years.	
64/2017	<u>Election of Vice Chairman</u> – it was RESOLVED to elect Cllr. Fisher as Vice Chairman for 2017/18. He was thanked for his work for the PC.	
65/2017	<u>Acceptance of Office</u> – i. Cllr. Moore duly signed her Acceptance of Office form as Chairman. ii. Cllr. Fisher duly signed his Acceptance of Office form as Vice Chairman. iii. Members had previously signed their Acceptance of Office forms, in the presence of the Clerk. Cllr. Carter to sign his form at the June meeting.	Cllr. Carter
66/2017	<u>Apologies for Absence</u> – Cllr. Carter (pre-arranged meeting).	
67/2017	<u>Appointment of Members to Outside Bodies</u> – it was RESOLVED to make the following appointments for 2017/18: a. <i>Polruan Village Hall Committee</i> – Cllr. Kelly, the Clerk to inform the VH Committee b. <i>Fowey Harbour Port Users Group</i> – Cllrs. Adams and Carter. The Clerk to establish if it is possible for both representatives to attend c. <i>War Memorial Committee</i> – this Committee had achieved its purpose and was no longer needed. Cllr. Adams was thanked for the work he had put into this project. d. <i>Whitecross Village Hall Committee</i> – Cllr. M. Shakerley e. <i>The Churchyard Guild</i> – Cllr. Adams f. <i>Age Concern</i> – Cllr. Bunt, the Clerk to inform the Committee	Clerk Clerk Clerk
	The meeting closed the meeting to permit public participation. <u>Chairman’s Welcome and Public Forum</u> – the Chairman officially opened the meeting and welcomed those present with a particularly warm welcome to the members of the public. Mr Tim Hancock, architect addressed Members regarding the Headlands planning applications. Minute 73b[i]/2017 refers. He circulated the proposed plans and referred to his previous presentation. The AONB has no objection to the scheme nor have the Ramblers and the Coastal Footpath organisation.	

	<p>Mr Hancock said that there are basically no changes to the pre-app plans. The garage would be retained and clad to improve its appearance.</p> <p>Cllr. Adams asked how waste material from the site would be dealt with. Mr Hancock said that there would be a traffic management plan to cover this.</p> <p>Mr Roger Forshaw spoke regarding application PA17/03981 (Minute 73b[ii]/2017 refers). The previous application had been withdrawn. He referred to the PC's objections at that time. He read his objections to the proposals, which would overlook his property and result in a loss of his privacy. Cllr. Moore said a further objection had been received from Mr & Mrs Mike Tomlin. Mr Paul Hughes spoke regarding his objections to this application. He said that from the river it would look very high and views would be lost from public areas in Polruan. There would be considerable impact on neighbours, with resulting loss of privacy. He urged Members to refuse this application.</p> <p>Mr Ivan Tomlin was present to answer any question i.r.o. of PA17/04168 (Minute 73b[iii]/2017 refers).</p> <p>Mr David Hill said several letters of the School Lane sign are missing and the sign to Betty Woons had disappeared altogether. The Clerk to report this to Highways.</p> <p>Members received reports from outside authorities as follows:</p> <p>a. <i>Police</i> – PCSO Cocks sent his apologies and reported that from 1st April – 30th April 2017 there were two crimes, 1 involving communications and a theft from a motor vehicle whereby tyres were let down and the dust caps taken.</p> <p>He referred to children playing in a derelict building known as Furze Park. Cllr. Adams said he had contacted the owner and the site is made secure.</p> <p>b. <i>County Councillor</i> – in the absence of Cllr. Hannaford there was no report.</p> <p>The meeting re-opened.</p>	Clerk
68/2017	<p><u>Members' Declarations</u> – Members had completed and returned their Financial Interests forms to the Clerk. She will now submit them to CC.</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable interest</i> – Cllr. M. Shakerley in Minute 70b[ii]/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>	Clerk Clerk
69/2017	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 25th April 2017, AGREED as a true record.</p> <p>b. <i>Annual Parish Council Meeting</i> – 18th May 2016, AGREED at the 2017 Parish Meeting. The Chairman duly signed the Minutes.</p>	
70/2017	<p><u>Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Minutes of the meeting held on 9th May were circulated at the meeting. Cllr. Moore reported Ms Kath Latham had attended and explained how CC's Team can support Members to carry out a Local Landscape Character Assessment (LLCA). A1 maps are now available to assist with this. The next meeting will be held on 20th June and will be an LLCA training session. All are welcome. Cllr. Moore said that so far grants had been received to cover the cost.</p> <p>It was RESOLVED to amend The NP Steering Group's Terms of Reference to reflect that all Members of the PC were automatically on the Steering Group. The Clerk to place on the website.</p> <p>Cllr. Moore explained that consideration had been given as to the best use of the section 106 money from the Bones Meadow development. She said the West Street property would cost too much to bring it up to standard.</p>	Clerk

As part of the process, the views of the Polruan Town Trust had been sought. They had written to say they do not have funds available to purchase domestic properties. However, in the future, as part of a joint venture with the PC, it could be viable to construct one-bedroom properties for rental to local couples or single people. This would require detailed discussions between both parties. The most likely site would be above Kendall Park.

It was **RESOLVED** to approach CC and the owners of Kendall Park to seek their views. Cllr. Adams to provide the Clerk with contact details for the latter.

Clerk / Cllr.
Adams

b. *Planning Applications –*

i. PA17/03611, Headland, 3 Battery Lane, Polruan – demolition of existing dwelling and associated outbuildings to allow construction of replacement dwelling with associated works and refurbishment of existing garage. Members were happy with the design, but expressed concern about the disruption caused during construction. Mr Hancock said it was the intention to take as little waste as possible from the site. **SUPPORTED** unanimously.

Clerk

ii. PA17/03981, Tinkers Green, 14 Hockens Lane, Polruan – second floor extension, new garage and associated works. Cllr. M. Shakerley left the meeting when this application was discussed. Cllr. Fisher said he thought there was a slight improvement. Cllr. Adams disagreed and said the overlooking issues are still present. The height was also of concern.

Members did not feel the previous comments had been addressed and, therefore, maintain their previous **OBJECTION** on the grounds it would be totally out-of-keeping with neighbouring properties and would have a detrimental impact on their privacy. It would be over development of the site. Cllr. Fisher voted against as he would prefer to see conditions to cover issues such as the overlooking.

Clerk

iii. PA17/04168, Sails, St Saviours Hill, Polruan – construction of garage / boat store with solar panels mounted on roof, to include new vehicular access. **SUPPORTED** unanimously.

Clerk

c. *Enforcement Cases –*

i. EN17/00177, 4 Bones Meadow, Greenbank, Polruan – 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.

ii. EN17/00499, Lower Vuevrey Meadow, Polruan – alleged untidy site and breach of condition 4 (hours of use) and 5 (not outside storage) of E2/05/00450/FUL. Cllr. Kelly said the site had been cleared. The Clerk to establish if the case is now closed.

Clerk

iii. EN17/00533, Land Off Meadow Walk, Greenbank, Polruan – 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. The Clerk to establish if the money has been received by CC.

Clerk

iv. EN17/00760, Old Fire Station, Townsend – outside area being used to sell cars. The Clerk to request an update.

Clerk

d. *Planning Applications Withdrawn – information only.*

i. PA17/02174, Coombeland, Highway – change of use of agricultural land to form an extension to an area of domestic amenity space.

e. *Planning Induction Training – sessions run by CC:*

i. Tuesday, 6th June 2017, 5-7.30pm, CC Offices, Dolcoath Avenue, Camborne.

ii. Wednesday, 13th June 2017, 5.30-8pm, CC Offices, Chy Trevail, Technology Park, Bodmin.

	The Clerk to recirculate the information.	Clerk
71/2017	<p><u>Highway Matters</u> –</p> <p>a. <i>Green Lane, Coombeland</i> – Minute 52a/2017 refers. Cllr. Talling will ask Mr Peter Norman to provide a set of drawings.</p> <p>There was concern about who would be responsible when the work was done. The Clerk to clarify this with Mr Adrian Drake, Highways. She was instructed to provide Mr Downes with an update.</p> <p>b. <i>Lanteglos Highway</i> – it was RESOLVED to give delegated authority to Cllr. Talling to order a ‘warning’ sign in an attempt to reduce traffic speed.</p> <p>Noted a sign to discourage large vehicles following their SatNavs down the lane is to be provided. The sign will be delivered to Cllr. Talling’s address.</p> <p>c. <i>Parking</i> – a letter had been sent to local holiday letting agents requesting they consider the introduction of a scheme that would include the cost of parking in the price of a holiday rental. Cllr. Adams said he understood Polruan Cottages and Cornish Horizon Estuary Cottages already do something similar. Cornish Traditional Cottages had replied to say they are fully supportive of the PC’s idea but point out it is for individual property owners whether or not to include the cost of the permit in the holiday rental. They suggest a generic parking permit for each property for the year.</p> <p>Cllr. Adams suggested talking to the Town Trust to see if it would be possible to utilise the land held on lease by SW Water as additional car parking. Cllr. Fisher said the reality is there is no shortage of spaces in St Saviour’s Car Park. The issue is that people don’t want to pay. It was understood Mr Maurice Libby, who holds the concession of St Saviour’s will be flexible when issuing season tickets. Cllr. Fisher said the answer was to target those property owners who are encouraging their holiday lets to park on residential roads.</p> <p>Ms Tessa Skola had written to suggest a £50 p.a. Residents’ Parking Permit for the St Saviour car park. This would be a decision for the concessionary holder. The Clerk to write to Mr Maurice Libby and ask if this is something he would consider.</p> <p>d. <i>Road Closures</i> – CC had issued road closure orders to cover prohibiting the use by through traffic during surface dressing works from the 18th April 2017 for a maximum of 18 months with the expectation that the works are anticipated to finish on the 30th September 2017. It is anticipated that all roads will be closed for a maximum of 7 days within the road closure notice period.</p> <ol style="list-style-type: none"> i. Road from Pol-Tec Lane to Whitecross Hill had already been done. ii. Whitecross Hill had already been done. iii. Road from Junction South of Polglaze Farm to Pol-Tec Lane. iv. Road from Pol-Tec Lane to Old Road. <p>The Clerk to establish why the roads from Highway to Penpol; from Essa to Pont (junction with St Wyllow church) and the road between Tredudwell and Carneggan are not on the list.</p>	<p>Cllr. Talling</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Talling / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
72/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Notice Boards</i> – Minute 55a/2017 refers. It was RESOLVED the two new notice boards would be sited: one on the Greenbank corner by the seat and one on the corner of Fore Street / East Street. The two boards that are removed to be evaluated for possible refurbishment. The Clerk to speak to Mr Bernie Smithson.</p> <p>The future of the notice board at Whitecross VH deferred to the June meeting.</p> <p>b. <i>Ancient Quay, Penpol Creek Footpath</i> – St Veep PC had confirmed the quay is in their parish. No further action.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>c. <i>Grass Cutting Agency Agreement</i> – the Clerk had signed the agreement for 2017/18 with CC. The Clerk to establish when the verges will be cut and the weed spraying carried out.</p> <p>d. <i>War Memorial</i> – Heritage Cornwall Ltd. had been provided with a copy of the permission from the Diocesan Council, including the conditions imposed, and advised work can now commence. Minute 61/2017 refers. The Clerk to enquire as to when the work would commence.</p>	<p>Clerk</p> <p>Clerk</p>																																																																				
73/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2017/18-02 to a value of £2,611.55 was APPROVED for payment. A review of the bank signatures to be carried out. Cllr. Fisher will pick up a bank mandate form.</p> <table border="1"> <thead> <tr> <th>PAYMENTS</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Hudson Accounting Ltd - internal audit</td> <td>225.00</td> <td></td> <td>225.00</td> </tr> <tr> <td>Grant Thornton - balance on 2015/16 audit fee</td> <td>15.00</td> <td></td> <td>15.00</td> </tr> <tr> <td>Mrs Thompson - salary <i>less</i> overpayment made in 2016/17</td> <td>368.52</td> <td></td> <td>368.52</td> </tr> <tr> <td>Mrs Thompson - expenses <i>less</i> travel expenses overpayment 2016/17</td> <td>19.52</td> <td></td> <td>19.52</td> </tr> <tr> <td>HMRC</td> <td>245.60</td> <td></td> <td>245.60</td> </tr> <tr> <td>British Gas - Quay WCs</td> <td>12.88</td> <td>0.64</td> <td>13.52</td> </tr> <tr> <td>Caunters - legal fees i.r.o. purchase of St Saviour's WCs</td> <td>181.00</td> <td></td> <td>181.00</td> </tr> <tr> <td>Mr A. Sanchez - Whitecross Green</td> <td>50.00</td> <td></td> <td>50.00</td> </tr> <tr> <td>CC - St Saviour's WC rates</td> <td>119.00</td> <td></td> <td>119.00</td> </tr> <tr> <td>CC - Quay WC rates</td> <td>140.00</td> <td></td> <td>140.00</td> </tr> <tr> <td>Mrs Fisher - WC cleaning</td> <td>700.00</td> <td></td> <td>700.00</td> </tr> <tr> <td>National Trust - rent on Frogmore WCs</td> <td>25.00</td> <td></td> <td>25.00</td> </tr> <tr> <td>Zurich - insurance premium</td> <td>394.26</td> <td></td> <td>394.26</td> </tr> <tr> <td>SW Water - Frogmore WCs</td> <td>17.34</td> <td></td> <td>17.34</td> </tr> <tr> <td>SW Water - St Saviours WCs</td> <td>97.79</td> <td></td> <td>97.79</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black; border-bottom: 3px double black;">£2,611.55</td> </tr> </tbody> </table> <p>The bank reconciliation was made available for inspection.</p> <p>b. <i>2016/17 Accounts</i> – the Clerk circulated a copy of the 2016/17 Receipts and Payments account to all Members.</p> <p>i. <u>Internal Auditor's Report</u> – the report from Hudson Accounting Ltd. and the Clerk's response had been circulated to Members. A number of items need addressing and it was AGREED to look at these in more depth, including the implications of the Transparency Code.</p> <p>ii. <u>Annual Governance Statement 2016/17</u> – Members APPROVED the statement.</p> <p>iii. <u>Accounting Statement for 2016/17</u> – Members received and ACCEPTED the 2016/17 accounts. The Clerk to submit the Annual Return to the External Auditor.</p> <p>The Annual Report, etc. will now be placed on the notice board and website.</p> <p>c. <i>Insurance Policy Renewal</i> – it was RESOLVED to renew the policy. The Asset Register to be reviewed and new items added, including the Parish Lighting, etc.</p>	PAYMENTS	Price	VAT	Total	Hudson Accounting Ltd - internal audit	225.00		225.00	Grant Thornton - balance on 2015/16 audit fee	15.00		15.00	Mrs Thompson - salary <i>less</i> overpayment made in 2016/17	368.52		368.52	Mrs Thompson - expenses <i>less</i> travel expenses overpayment 2016/17	19.52		19.52	HMRC	245.60		245.60	British Gas - Quay WCs	12.88	0.64	13.52	Caunters - legal fees i.r.o. purchase of St Saviour's WCs	181.00		181.00	Mr A. Sanchez - Whitecross Green	50.00		50.00	CC - St Saviour's WC rates	119.00		119.00	CC - Quay WC rates	140.00		140.00	Mrs Fisher - WC cleaning	700.00		700.00	National Trust - rent on Frogmore WCs	25.00		25.00	Zurich - insurance premium	394.26		394.26	SW Water - Frogmore WCs	17.34		17.34	SW Water - St Saviours WCs	97.79		97.79				£2,611.55	<p>Cllr. Fisher / Clerk</p> <p>Clerk</p> <p>Clerk</p>
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74/2017	<p><u>Administrative Matters</u> –</p> <p>a. <i>File Storage</i> – Cllr. Bunt reported a new floor covering is to be laid. When this has been done arrangements can be made to store the PC's files, equipment, etc. in the back room of Whitecross Village Hall.</p> <p>b. <i>Clerks & Councils Direct</i> – May 2017. Chairman's copy.</p>																																																																					

75/2017	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Village of the Year Competition</i> – a Channel 4 programme. Details circulated previously, see: http://www.villageoftheyear.co.uk/.</p> <p>b. <i>'Demand a 'Fit-For-Purpose' Cornwall Planning Policy</i> – the link is: https://www.change.org/p/cornwall-council-and-the-government-bring-planning-powers-back-to-cornwall-to-fight-speculative-overdevelopment</p> <p>c. <i>Clerk's 'Phone Number</i> – the Clerk reported BT had changed her number, it is now 01726-884024.</p> <p>d. <i>Fowey Town Council</i> – invitation to the Chairman to attend their Annual Mayor-Making on Thursday, 25th May 2017 at 7pm. The Clerk to inform the TC of the change of Clerk as the invitation was sent to the wrong address.</p> <p>e. <i>CALC Newsletter</i> – previously circulated via email.</p>	Clerk
76/2017	<p><u>Future Agenda Items</u> –</p> <p>a. <i>Review Policies</i> – for the June agenda.</p>	
77/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meeting</i> – Tuesday, 27th June 2017.</p> <p>b. <i>NP Meeting</i> – 13th June 2017. Apologies from the Clerk.</p> <p>c. <i>Code of Conduct Training</i> – CC had organised the following free training courses:</p> <p>i. 19th May 2017, 2-4pm, Trelawny Room, New County Hall, Truro.</p> <p>ii. 25th May 2017, 2-4pm, Public Rooms, 3-5 West Street, Liskeard.</p> <p>iii. 11th September 2017, 2-4pm, Council Chamber, St Austell One Stop Shop, 39 Penwinnick Road, St Austell.</p> <p>iv. 19th October 2017, 6-8pm, Trelawny Room, New County Hall, Truro.</p> <p>d. <i>Clerk's Leave</i> – 25th May to 4th June 2017.</p>	
78/2017	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations, it was RESOLVED that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>	
79/2017	<p><u>Frogmore WCs</u> – Minute 07f/2017 refers. The views of the National Trust had not been received. The Clerk to place an advert on the website and approach those on the approved list of contractors and seek tenders for the refurbishment.</p> <p>Noted the project has a maximum budget of £3,500 as per Minute 148a/2016.</p>	Clerk
80/2017	<p><u>The Quay Public WCs</u> – the Clerk to instruct Mr Bernie Smithson to install a new cistern in the gents' toilet. Minute 53b/2017 refers.</p>	Clerk
81/2017	<p><u>Parish Lighting</u> – Minute 40d/2017 refers. The research, undertaken by Cllr. Adams had been circulated to Members via email. The Clerk reported she had sought four additional quotations for repairs to the lights. Two (Kier and R&M Lighting) had declined to quote because the job was too small and there had been no reply from EDF Energy. SWEB had been uncontactable.</p> <p>The Clerk reported she had twice sought a revised quotation from SSE to reflect Members assertion the column on 004KU does not need replacing, but had not received a response. It was RESOLVED to accept the original quotation.</p> <p>The Clerk to seek legal advice from CC regarding future responsibility for street lighting. She will also contact SSE i.r.o. devolving responsibility.</p> <p>Noted the parish lighting to be added to the Asset Register and to the insurance policy. Mr Matthew Wilson, SEE advised the replacement value would be £1,500 per unit. The Clerk had obtained a copy of the policy.</p>	Clerk Clerk

82/2017	<u>Google Group</u> – Cllr. Fisher will revise the Group to ease communications between Members.	Cllr. Fisher
83/2017	<u>Meeting Closed</u> – 9.38pm.	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 27th June 2017