

LANTEGLOS-BY-FOWEY PARISH COUNCIL
NOTICE AND AGENDA OF THE FULL COUNCIL MEETING
TO BE HELD IN THE WHITECROSS VILLAGE HALL
TUESDAY, 27th JUNE 2017 @ 7pm

Members of the public and press are invited to attend this meeting of the Council. It should be noted that meetings could be filmed or recorded by broadcasters, the media or members of the public.

| Minute | AGENDA ITEMS | Action |
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| | <p><u>Chairman's Welcome and Public Forum</u> – members of the public may address the Council, prior to the commencement of the meeting.</p> <p>Members to receive reports from outside authorities as follows:</p> <ul style="list-style-type: none"> a. <i>Police</i> – PCSO Steve Cocks. b. <i>County Councillor</i> – Cllr. Hannaford. See also agenda item 98/2017 below. c. <i>Liskeard & Looe Panel Meeting</i> – Members to receive a verbal report, following the meeting held on 12th June 2017. d. <i>Red Arrows</i> – Members to receive an update, following the meeting held on 21st June 2017. | Cllrs. Adams / M Shakerley |
| 84/2017 | <p><u>Acceptance of Office</u> –</p> <ul style="list-style-type: none"> i. Cllr. Carter to sign his Acceptance of Office form. | Cllr. Carter |
| 85/2017 | <u>Apologies for Absence</u> – | |
| 86/2017 | <p><u>Members' Declarations</u> –</p> <ul style="list-style-type: none"> a. <i>Pecuniary/Registerable Declarations of Interests</i> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda. b. <i>Non-registerable Interests</i> – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest is apparent. c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – Members to consider any written requests for dispensations. | |
| 87/2017 | <p><u>Minutes of Meetings</u> –</p> <ul style="list-style-type: none"> a. <i>Full Council Meeting</i> – 22nd May 2017. | |
| 88/2017 | <p><u>Planning Matters</u> –</p> <ul style="list-style-type: none"> a. <i>Neighbourhood Plan (NP)</i> – Members to receive an update. The owners of land adjacent to Kendall Park had not been approached, regarding affordable housing for local people (see Minute 88b[i]/2017 below). b. <i>Planning Applications</i> – including any applications received after the agenda had been published. <ul style="list-style-type: none"> i. <i>PA17/04632, Land Adj. to 17 Kendall Park, Polruan</i> – outline planning for proposed housing development of 5 dwellings with associated access. ii. <i>PA17/05246, Three Quarter Cottage, Bodinnick</i> – demolition of glass conservatory to be replaced with side extension plus other various proposed works. | Cllr. Moore |

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| | <p>iii. <i>PA17/05012, Trethake Mill, Road from Pol-Tec Lane to Junction E of Tredudwell Cottage, Highway</i> – removal of conditions 4 and 5 in respect of decision notice 5/10/81/00959/FLB dated 02.11.81.</p> <p>c. <i>Enforcement Cases</i> –</p> <p>i. <u>EN17/00177, 4 Bones Meadow, Greenbank, Polruan</u> – 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. Case officer, Felicity Copplestone reported a Planning Contravention Notice had been served on all registered owners of the properties to gain the information required to proceed with the investigation.</p> <p>ii. <u>EN17/00499, Lower Vuevrey Meadow, Polruan</u> – alleged untidy site and breach of condition 4 (hours of use) and 5 (not outside storage) of E2/05/00450/FUL. The site had been cleared and the case closed.</p> <p>iii. <u>EN17/00533, Land Off Meadow Walk, Greenbank, Polruan</u> – breach of Section 106. Payment of the Second Schedule Affordable Housing Contribution of £132,875 payment by the owner before the occupation of the third dwelling. has been received. Case closed.</p> <p>iv. <u>EN17/00760, Old Fire Station, Townsend</u> – outside area being used to sell cars. Ms Felicity Copplestone, case officer advised a recent site visit had revealed the breach of planning control had ceased, as such the investigation into this matter had been closed.</p> <p>d. <i>Planning Applications Approved by CC</i> – information only.</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. Members had supported this application.</p> <p>e. <i>Planning Policies</i> – CC will be consulting on the following planning policy and planning guidance documents from Monday, 12th June 2017.</p> <p>i. Allocations Development Plan Document (eight-week consultation): www.cornwall.gov.uk/allocationsplan.</p> <p>ii. Minerals Safeguarding Development Plan Document (eight-week consultation): www.cornwall.gov.uk/mineralsdpd.</p> <p>iii. Community Infrastructure Draft Charging Schedule (eight-week consultation): www.cornwall.gov.uk/cil.</p> <p>iv. European Terrestrial Sites Mitigation Supplementary Planning Document (six-week consultation): www.cornwall.gov.uk/europeansitespd.</p> <p>v. Biodiversity Supplementary Planning Document (six-week consultation): www.cornwall.gov.uk/biodiversityspd.</p> <p>f. <i>PA16/10410, Kits House, Mixtow</i> – alterations to main house etc. This application had been referred to CC’s Planning Committee meeting on 19th June 2017 for decision. Cllr. Moore to represent the PC.</p> | <p>Information</p> <p>Case closed</p> <p>Case closed</p> <p>Case closed</p> |
| 89/2017 | <p><u>Highway Matters</u> –</p> <p>a. <i>Green Lane, Coombeland</i> – Minute 71a/2017 refers. Members to receive an update, to include:</p> <p>i. Provision of a drawing and quotation.</p> <p>NOTE – Ms Rebecca Dickson, Highways, had provided details of the Volunteer Trailer scheme. Members to consider if it could be utilised to carry out repair work to the public right of way.</p> <p>b. <i>Highway Signage</i> –</p> <p>i. <u>Lanteglos Highway</u> – Minute 71b/2017 refers. Members to receive an update regarding the provision of a ‘warning’ sign to attempt to reduce traffic speed.</p> | <p>Cllr. Talling</p> <p>Cllr. Talling</p> |

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| | <p>ii. <u>Betty Woons Sign</u> – Ms Fiona Lee, CC requests more information regarding the location of the lane this sign refers to.</p> <p>iii. <u>Bodinnick Heights</u> – Members to consider a proposal to request Highways to repaint the sign and possibly re-locate it with the name on both sides.</p> <p>c. <i>Parking</i> – Minute 71c/2017 refers. Members to consider the response from Mr Maurice Libby, regarding a £50 p.a. Residents' Parking Permit for use in the St Saviour's car park.</p> <p>d. <i>Hall Terrace</i> – Members to consider reporting to Highways issues with the road surface, which is considered a H&S hazard.</p> <p>e. <i>Highways Resurfacing Schedule</i> – Minute 71d/2017 refers. In response to Members' request for the following roads to be added to the work schedule Mr Adrian Drake, Highways, reported he will arrange for the roads listed to be inspected and any actionable defects repaired undertaken. He also provided information explaining how works are prioritised which was circulated to all Members.</p> <ul style="list-style-type: none"> i. From from Highway to Penpol; ii. Road from Essa to Pont (junction with St Wyllow church); iii. Road between Tredudwell and Carneggan. <p>f. <i>Road Closure</i> – Old Road, Bodinnick, 25th July 2017 (24 hours). Closed at the request of SW Water, Tel: 0344 346 2020.</p> | <p>Cllr. Bunt</p> <p>Cllr. Bunt</p> <p>Information</p> <p>Information</p> |
| 90/2017 | <p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Notice Boards</i> – Minute 72a/2017 refers. Members to receive an update i.r.o. installation of the new boards and removal of the old, to include consideration if the latter is fit to be refurbished.</p> <p><i>Whitecross Notice Board</i> – Members to consider the views of the Whitecross Village Hall Committee.</p> <p>Volunteer needed to update the Polruan notice boards.</p> <p>b. <i>War Memorial</i> – Minute 72d/2017 refers. Heritage Cornwall Ltd. had been asked to provide a start date for works to the war memorial.</p> <p>c. <i>Grass Cutting Agency Agreement</i> – Minute 72c/2017 refers.</p> <ul style="list-style-type: none"> i. The weed spraying is due to be done in June and September and the PROWs cut in June / July. ii. The contractor had cut the vegetation on the PROWs, including the footpath below Bones Meadow. iii. The contractor had been asked to cut the footpath opposite the entrance to Greenbank and the grass behind St Saviours WCs. Members to consider adding these two areas to be cut with the footpaths in the future | |
| 91/2017 | <p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2017/18-03.</p> <p>NOTE – the bank reconciliation to be made available for inspection.</p> <p>b. <i>2016/17 Accounts</i> –</p> <ul style="list-style-type: none"> i. <u>Financial Regulations</u> – Members to adopt the Model Regulations. Copy previously circulated via email. ii. <u>Employment Status</u> – Members to appoint a Councillor to work with the Clerk and complete the 'HMRC Tool' to confirm self-employment status. iii. <u>Transparency Code</u> – Clerk's report previously circulated via email. <ul style="list-style-type: none"> • <i>Procurement Information</i> – Members to comply with the recommendations when tendering in the future. | |

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| | <p>The following items are for information only:</p> <p>iv. <u>Purchase Orders</u> – these will be issued in future, where appropriate.</p> <p>v. <u>Risk Management</u> – Procedure Notes have been written by the Clerk to cover the following, previously circulated via email:</p> <ul style="list-style-type: none"> • <i>How to Deal with The Accounts</i> • <i>End of Year</i> – Annual Return to the External Auditor • <i>Handover Notes</i> – how agendas, minutes are dealt with, plus planning and miscellaneous matters. <p>c. <i>Asset Register / Insurance Policy Review</i> – Minute 73c/2017 refers. NOTE – Zurich had been asked to add the parish lighting to the insurance policy, i.e. 8 lights @ £1,500 each.</p> <p>d. <i>Bank Signatures</i> – Minute 73a/2017 refers. Members to review those Members who are authorised to sign cheques.</p> | |
| 92/2017 | <p><u>Administrative Matters</u> –</p> <p>a. <i>File Storage</i> – arrangements to be made to store the PC's files, equipment, etc. in the back room of Whitecross Village Hall.</p> <p>b. <i>Adoption of Policies and Strategies</i> – deferred to the July meeting.</p> <p>c. <i>Website</i> – photographs needed for new Members.</p> | |
| 93/2017 | <p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Cornwall Electoral Review</i> – the Local Government Boundary Commission for England has today formally commenced an electoral review in CC. Members are invited to comment on the number of County Councillors. Details previously circulated via email.</p> | |
| 94/2017 | <p><u>Future Agenda Items</u> –</p> <p>a.</p> | |
| 95/2017 | <p><u>Diary Dates</u> –</p> <p>a. <i>Council Meeting</i> – Tuesday, 25th July 2017</p> <p>b. <i>NP Meeting</i> – TBC</p> <p>c. <i>CC's Legal Event</i> – Monday, 10th July 2017, 9.30-12.30, Trevithick Suite, Pool Innovation Centre and Tuesday 11th July 2017 (2 – 5pm), St Hydroc Suite, Lanhydrock Golf Club, Bodmin. Previously circulated via email.</p> <p>d. <i>Cruse Cornwall 2017 AGM</i> – to be held on Monday 17th July 2017, at The Council Chambers, New County Hall, Truro at 7.30pm</p> | |
| 96/2017 | <p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.</p> | |
| 97/2017 | <p><u>Frogmore WCs</u> – Minute 79/2017 refers. Members to receive the views of the National Trust and to consider any tenders for the refurbishment.</p> | Cllr. Adams |
| 98/2017 | <p><u>Parish Lighting</u> – Minute 81/2017 refers. Members to consider a quotation to bring the lights up to a standard and to pass ownership to CC; to include possible grant funding, e.g. from County Cllr. Hannaford.</p> | |
| 99/2017 | <p><u>Meeting Closed</u> –</p> | |

Signature: (Mrs Gillian Thompson)
Parish Clerk

Date: 20th June 2017