

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE WHITECROSS VILLAGE HALL

TUESDAY, 27th JUNE 2017 @ 7pm

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

Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chair opened the meeting and welcomed those present, with a particularly warm welcome to the members of the public.</p> <p>Mr Vic Trueman asked for an update on the parish lighting. He said the Minutes had not been put up on the notice board in Polruan – this will be rectified. Cllr. Moore explained the post of Chairman was open for election at the PC Annual Meeting.</p> <p>Mr Richard Pearce addressed Members regarding his planning application (Minute 88b[i]/2017 refers). He spoke of the ownership of the land. He spoke to his written notes and explained the application is a pre-application which refers only to access off Kendall Park. All other matters are reserved. The intention is to erect five open market houses. He believed the proposal met the provisions and policies of the Cornwall Local Plan and that it would be a sustainable 'rounding off' of the development boundary in Polruan.</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 1st to 31st May 2017 there were 3 crimes, all thefts including a garden item and a letter box. Also there had been recent attempted thefts in the isolated car parks around the Parish and he asked that if anyone is seen acting suspiciously that the police is telephoned straightway.</p> <p>b. <i>County Councillor</i> – Cllr. Hannaford said CC's Cabinet had now been appointed. She is now the portfolio holder for Neighbourhoods, which includes the Registration Service, Major Events, Licensing, Travellers sites and the Localism and Devolution agenda. The waste contract is coming up for renewal, which will be the subject of extensive consultation. Broadband coverage across the county is to be improved.</p> <p>c. <i>Liskeard & Looe Panel Meeting</i> – no-one had been available to attend the meeting held on 12th June 2017. The Minutes had subsequently been circulated. Cllr. Hannaford referred to the topics that had been discussed. A senior officer is to be appointed to work with each Network Team; able to bring matters of concern to the 'corporate core' of the authority. She encouraged Members to attend these meetings.</p> <p>County Members each have a Community Funding 'pot' of £2,000, part of which will be linked to 'cloud funding'. There is also a £10,000 Environmental Growth 'pot'.</p> <p>d. <i>Red Arrows</i> – Cllrs. Adams and M. Shakerley had attended the meeting held on 21st June 2017. Cllr. Adams reported 10,000 visitors are expected. A one-way system will be in operation. He had objected to the proposed route as it would be unsuitable for larger vehicles using Trethake Hill. It was RESOLVED to support this view and suggest an alternative route. The Clerk to ask Mrs Fisher to make extra cleans of the public WCs. The event will cost £35,000. It was unanimously RESOLVED to make a grant of £250 to Fowey Harbour Commission towards the cost.</p>	<p>Clerk Clerk Clerk</p>

been served on all registered owners of the properties to gain the information required to proceed with the investigation. Several meetings between Planning Enforcement, Highways and relevant engineers had also taken place.

- ii. EN17/00499, Lower Vuvrey Meadow, Polruan – 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.
- 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. Payment had been received. Case closed.

Cllr. Moore said a meeting is to be held on 4th July 2017 at 10.30am to discuss how the s.106 money could be used. Members were invited to attend.

- iv. EN17/00760, Old Fire Station, Townsend – 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.

Members reported cars are still being sold from the site. The Clerk to report this to CC.

Clerk

d. *Planning Applications Approved by CC* – information only.

- i. PA17/01994, The Swallows, Battery Lane, Polruan – alterations to roof shape; raising ridge by 1.2m; addition of balcony and minor alterations. Members had supported this application.
- ii. 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.

e. *Planning Policies* – CC will be consulting on the following planning policy and planning guidance documents from Monday, 12th June 2017. Details previously circulated via email.

- i. Allocations Development Plan Document (eight-week consultation): www.cornwall.gov.uk/allocationsplan.
- ii. Minerals Safeguarding Development Plan Document (eight-week consultation): www.cornwall.gov.uk/mineralsdpd.
- iii. Community Infrastructure Draft Charging Schedule (eight-week consultation): www.cornwall.gov.uk/cil.
- iv. European Terrestrial Sites Mitigation Supplementary Planning Document (six-week consultation): www.cornwall.gov.uk/europeansitespd.
- v. Biodiversity Supplementary Planning Document (six-week consultation): www.cornwall.gov.uk/biodiversityspd.

- f. PA16/10410, Kits House, Mixtow – alterations to main house inc. 2 no. new windows in rear elevation, block 2 no. windows on east elevation and replacement of veranda slate roof with safety glass roof. Construction of outbuilding in car park to provide 3 bay boat store with lobby and stair to manager's apartment over – ancillary to main residence.

Cllr. Moore had represented the PC at CC's Planning Committee meeting on 19th June 2017. The application had been approved 11 votes to 2. Cllr. Hannaford said that an application can only be refused on highway grounds if the risk is 'severe'.

89/2017

Highway Matters –

- a. Green Lane, Coombeland – Minute 71a/2017 refers. Members received an update, including:

	<p>i. A drawing and quotation were unavailable. The Clerk to seek clarification from our insurers as to whether the PC would be liable for any damage resulting from the removal of the blockage. She was also instructed to seek the views / advice of the Ramblers Association.</p> <p>ii. Ms Rebecca Dickson, Highways, had provided details of the Volunteer Trailer scheme. It was deemed the scheme was unsuitable for use in this instance.</p> <p>b. <i>Highway Signage</i> –</p> <p>i. <u>Lanteglos Highway</u> – Minute 71b/2017 refers. Cllr. Talling reported he had measured the Highway sign at the bottom of the hamlet, and it is 58" long by 22" wide. He proposed a sign of 1 metre by ½ metre with the wording "Concealed Entrance". He added that Mr Andrew Pearce is willing for us to site the sign on his hedge.</p> <p>ii. <u>Betty Woons Sign</u> – Ms Fiona Lee, CC had been provided with further information regarding the location of the lane this sign refers to. Ms Lee reported she had instigated a translation request for the School Lane sign, which will then be replaced.</p> <p>iii. <u>Bodinnick Heights</u> – it was RESOLVED to request Highways to repaint the sign and possibly re-locate it with the name on both sides.</p> <p>iv. <u>Whitecross</u> – temporary repair had been made to the notice board at Whitecross due to one of the doors having fallen off (rotted wood).</p> <p>c. <i>Parking</i> – Minute 71c/2017 refers.</p> <p>i. <u>Residents' Parking Permits</u> – Mr Maurice Libby's response, regarding a £50 p.a. Residents' Parking Permit for use in the St Saviour's car park was read to the meeting. He had raised a number of points, with which Members concurred. A further letter was read from Mr Forshaw. The Clerk to suggest he enters into an arrangement with the Polruan Town Trust to drive over their land. He could then park on his own property.</p> <p>ii. <u>Parking Enforcement</u> – County Cllr. Hannaford had suggested that Members might want to prioritise which roads are visited by CC's Parking Enforcement officers. Members felt it had taken a long-time to re-introduce parking enforcement and this suggestion would set a precedent. No further action.</p> <p>d. <i>Hall Terrace</i> – Cllr. Hannaford reminded Members that a survey of tenants and home owners had indicated there was no interest in contributing to resurfacing the layby. She will approach Cornwall Housing and request the potholes are filled.</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 will be repaired. He also provided information explaining how works are prioritised which was circulated to all Members.</p> <p>i. From from Highway to Penpol;</p> <p>ii. Road from Essa to Pont (junction with St Wyllow church);</p> <p>iii. Road between Tredudwell and Carneggan.</p> <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>Clerk</p> <p>Clerk</p> <p>Cllr. Talling / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Hannaford</p>
90/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Notice Boards</i> – Minute 72a/2017 refers. Cllr. Adams reported the new boards are still in storage. The Clerk to remind Mr Bernie Smithson about this and the removal of the old one, to include consideration if the latter are fit to be refurbished. <i>Whitecross Notice Board</i> – the Whitecross Village Hall Committee are of the opinion that a new board should be sited on the other side of the</p>	<p>Clerk</p>

road, against the hedge. The Clerk had approached Mr Adrian Drake, CC who had confirmed approval would be needed to re-site the board onto CC land. He had granted approval, but pointed out the board cannot be used as an advertising board it must only be used as a notice board. If Members propose to advertise on it (e.g. goods / non-council services) then planning permission would be needed.

Whitecross Village Hall Committee had proposed to the PC that they take on responsibility for the old notice board. With some minimal repair and upgrading, they feel it can be nursed on for a few more years for Village Hall notices. It was **RESOLVED** to purchase a further notice board.

Clerk

Cllr. Fisher volunteered to update the Polruan notice boards.

- b. *War Memorial* – Minute 72d/2017 refers. Heritage Cornwall Ltd. had been asked to provide a start date for works to the war memorial.

Clerk

- c. *Grass Cutting Agency Agreement* – Minute 72c/2017 refers.

i. The weed spraying is due to be done in June and September and the PROWs cut in June / July. Members reported the PROWs had been cut, but weed spraying had not been done. The Clerk to remind Lanhydrock Garden Services.

Clerk

ii. The contractor had cut the vegetation on the PROWs, including the footpath below Bones Meadow. Cllr. Moore said the cuttings are left in place as per the contract.

iii. The contractor had been asked to cut the footpath opposite the entrance to Greenbank and the grass behind St Saviours WCs. It was **RESOLVED** to add these two areas to be cut with the footpaths' contract in the future.

Clerk

- d. *St Saviour's WC* –

i. Purchase – it was **RESOLVED** to authorise the Clerk to sign the legal documents to transfer ownership of the WCs from CC to the PC.

Clerk

ii. Toilet Repairs – Mr Bernie Smithson had been asked to replace a broken toilet seat in the men's at St Saviours.

91/2017

Financial Matters –

- a. *Accounts for Payment* – schedule 2017/18-03 to a value of £2,327.27 was **APPROVED** for payment.

PAYMENTS	Price	VAT	Total
Mrs Thompson - salary	421.08		421.08
Mrs Thompson - expenses	60.97		60.97
HMRC	283.36		283.36
Whitecross VH - storage facilities	150.00		150.00
Zurich - insurance premium (balance)	59.46		59.46
Polruan WI - hall hire	30.00		30.00
WesternWeb Ltd - annual contract	67.00	13.40	80.40
Mrs Fisher - WC cleaning	700.00		700.00
Mr B. Smithson - repairs St Saviour's WC	143.50		143.50
Archer Signs - road signs	116.25	23.25	139.50
CC - St Saviour's WC rates	119.00		119.00
CC - Quay WC rates	140.00		140.00
			£2,327.27

The bank reconciliation was made available for inspection.

- b. *2016/17 Accounts* – Members considered in detail the Internal Auditor's Report and the Clerk's response including:

i. Financial Regulations – Members **RESOLVED** to adopt the Model Regulations. The figures on the current regulations to be incorporated into the new by the Clerk.

Clerk

ii. Employment Status – Cllrs. Carter and Moore and the Clerk will complete the 'HMRC Tool' to confirm the cleaner's status.

Cllrs. Carter / Moore / Clerk

iii. Transparency Code – 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. <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 had 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. To be written. • <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. Cllrs. M. Shakerley and Talling to be added as bank signatures. https://mandate.uk.barclays/section-one</p>	Clerk Clerk Clerk
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. As the room is used for other purposes and is not secure it was RESOLVED to purchase a fireproof filing cabinet up to a value of £800. Whitecross VH Committee had requested that whoever delivers the cabinets should liaise with Mr Gavin Shakerley to discuss their exact location.</p> <p>b. <i>Adoption of Policies and Strategies</i> – deferred to the July Meeting</p> <p>c. <i>Website</i> – photographs needed from new Members.</p>	Cllr. Carter / Clerk Members
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. Cllr. Hannaford said there was a possibility that some PCs might be merged. She will forward a report that might prove helpful. Deferred to the July meeting for further discussion.</p>	Clerk
94/2017	<p><u>Future Agenda Items</u> –</p> <p>a. None.</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> – Tuesday, 11th July 2017.</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. Details previously emailed.</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 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>	
97/2017	<p><u>Frogmore WCs</u> – Minute 79/2017 refers. Conditional permission had been received from the National Trust. The Clerk to obtain quotations.</p>	Clerk

98/2017	<p><u>Parish Lighting</u> – Minute 81/2017 refers. Members considered a quotation from SSE Enterprise (CC’s contractors) to bring the lights up to CC’s standard and to pass ownership to CC at a cost of £10,015.92.</p> <p>It was RESOLVED to forward a copy of the quotation to Mr Mark Vincent, CC and seek confirmation that if this work is done, CC will maintain the lights. If confirmation is received, then the quotation is to be accepted.</p>	Clerk
99/2017	<u>Meeting Closed</u> – 9.54pm.	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 25th July 2017