

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE WHITECROSS VILLAGE HALL

TUESDAY, 25th JULY 2017 @ 7pm

Present: Cllr. Moore (Chairman) Cllr. Adams Cllr. Bunt
 Cllr. Fisher (Vice Chairman) Cllr. T. Libby Cllr. V. Libby
 Cllr. J. Shakerley Cllr. Talling
 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, with a particularly warm welcome to the members of the public.</p> <p>Cllr. Julian Shakerley spoke on behalf of the landowner (Minute 104e/2017 refers). He is currently away but will look at the trees and if they do not meet the statutory height limit of 17ft, he will arrange for them to be cut.</p> <p>Members received reports from outside authorities as follows:</p> <ol style="list-style-type: none"> <i>Police</i> – PCSO Steve Cocks sent his apologies and reported that from 1st to 30th June 2017 there were 4 crimes, including a burglary at a rural property whereby an antique chair was taken; attempted theft from a car park machine at Frogmore; criminal damage at Atlantic Bay whereby a yacht mast was damaged and a domestic related crime. Whilst on patrol he noted the notice board at Whitecross was open and the glass cracked. A temporary repair had been made by Cllr. Talling. <i>County Councillor</i> – Cllr. Hannaford gave her apologies. She will be in the parish for her normal 'Surgery'. <i>Liskeard & Looe Panel Meeting</i> – next meeting scheduled to be held on Monday, 9th October 2017 at Pelynt, 6.30pm. 	
100/2017	<u>Apologies for Absence</u> – Cllrs. Carter, Kelly and M. Shakerley.	
101/2017	<p><u>Members' Declarations</u> –</p> <ol style="list-style-type: none"> <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. J. Shakerley in Minute 104e/2017. <i>Non-registerable interest</i> – none. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. <i>Dispensations</i> – Members RESOLVED to renew dispensations for all Members i.r.o. Polruan Village Hall. 	
102/2017	<p><u>Minutes of Meetings</u> –</p> <ol style="list-style-type: none"> <i>Full Council Meeting</i> – 27th June 2017, AGREED as a true record. 	
103/2017	<p><u>Planning Matters</u> –</p> <ol style="list-style-type: none"> <i>Neighbourhood Plan (NP)</i> – work is underway to create the Local Landscape Character Assessment. Next meeting will be on 8th August. It was RESOLVED to co-opt Mr Toby Wakeham to the Steering Group. <i>Planning Applications</i> – <ol style="list-style-type: none"> <u>PA17/05486, Lynton, Tinkers Hill, Polruan</u> – alterations and addition to bungalow including reconfiguring roof and extending decking. SUPPORT. 	Clerk

	<p>ii. <u>PA17/05683, Wycherley, 16 Meadow Close, Polruan</u> – garage extension. SUPPORT.</p> <p>iii. <u>PA17/06314, Highview, Lanteglos Highway</u> – formation of a double garage. SUPPORT, provided there is adequate drainage and water does not run off onto the roadway.</p> <p>iv. <u>PA17/06361, 10 Ocean View, Polruan</u> – conversion of existing garage to kitchen/diner with front extension and new roof. SUPPORT.</p> <p>v. <u>PA17/06336, Reading Room, West Street, Polruan</u> – LBC: replacement of two softwood single-glazed sash windows with two hardwood double-glazed sash windows. Cllr. T. Libby declared an interest and left the meeting whilst this was discussed. SUPPORT.</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 had not been surfaced. Case officer, Felicity Copplestone reported Planning Contravention Notices (PCN) had been served on all owners of the properties at Bones Meadow, including the developer, Bickley Developments Ltd, to seek information required to progress the investigation.</p> <p>Cllr. Moore had met with Mr Peter Ollif from Bickley Developments Ltd., at his request. She reported Bickley employed a comprehensive team of experts including geotechnical, civil engineers, Gabion specialists and surface water consultants and also held a meeting to explain to the Parish and Interested Locals. Whilst the footpath wall is arguably unsightly the construction is not unsafe. They are putting forward plans to resolve visual aspect by creating a 'Cornish Hedge' elevation and also providing comfort as to the stability. The path is to be tarmacked to bring it up to the standard required by CC.</p> <p>ii. <u>EN17/00760, Old Fire Station, Townsend</u> – outside area being used to sell cars. Ms Felicity Copplestone, case officer had closed this case. She advised if the vehicles are for sale within the curtilage of the property then it can be investigated by planning enforcement as a change of use of the land. If a vehicle is being displayed for sale on the public highway then it may fall under the Clean Neighbourhoods and Environment Act 2005 which is dealt with by the Neighbourhoods and Public Protection Section of CC who can be contacted through: publicprotection@cornwall.gov.uk. It was confirmed the cars are for sale both within the curtilage of the property and on the highway. The Clerk to report this to both agencies.</p> <p>d. <u>PA17/03981, Tinkers Green, 14 Hockens Lane, Polruan</u> – second floor extension, new garage and associated works. Members RESOLVED to maintain their objection and request this application goes to CC's Planning Committee for decision. The voting was three in favour, two against the proposal. Cllrs. J. Shakerley and V. Libby abstained.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
104/2017	<p><u>Highway Matters</u> –</p> <p>a. <i>Highway Signage</i> – Minute 89b/2017 refers.</p> <p>i. <u>Lanteglos Highway</u> – Cllr. Talling reported a 'concealed entrance' warning sign had been received. He will arrange for it to be erected.</p> <p>ii. <u>Betty Woons Sign</u> – an update had been requested from Ms Fiona Lee, CC, but she is on leave until 27th July.</p> <p>iii. <u>Bodinnick Heights</u> – Mr Adrian Drake, Cormac reported he will arrange for the new sign to be installed in the revised location. Regrettably, street name plates had to be to a specific standard and he cannot offer a high visibility option.</p>	<p>Cllr. Talling</p>

	<p>b. <i>Hall Terrace</i> – Minute 89d/2017 refers. In the absence of Cllr. Hannaford there was no update i.r.o. her request to Cornwall Housing that potholes are repaired. The Clerk to seek a progress report.</p> <p>c. <i>Speeding Traffic</i> – a resident had emailed to draw attention to the speed of traffic using Fore Street, Townsend and Greenbank. He suggested:</p> <ul style="list-style-type: none"> i. Much larger speed limit signs replace the existing small ones. ii. LED speed indicating sign which would hopefully have a traffic calming effect. iii. Request random visits by the traffic police. <p>It was RESOLVED to request the speed monitoring visor be deployed in the parish. The Clerk to seek the support of the PCSO and Cllr. Hannaford.</p> <p>d. <i>Street Cleaning, East Street</i> – Members considered a complaint that use of a blower to clean the streets results in it blowing dust and detritus off the road onto adjoining properties, it is further alleged that it damages the road surface. The Clerk to advise Highways.</p> <p>e. <i>Whitecross to Vicarage Cross</i> – Members considered a complaint i.r.o. low hanging trees and bushes. Photographs previously circulated via email. Cllr. J. Shakerley left the meeting whilst this item was discussed. It was RESOLVED the Clerk will write to the landowners and remind them the trees need to be cut to the statutory height of 17ft and ask that the debris is not left to block the drains.</p> <p>f. <i>Green Lane, Coombeland</i> – Minute 89a/2017 refers. Members' insurers and the Ramblers Association had both advised against the PC removing the obstruction, as this would make them liable for any damage to adjoining property. It was RESOLVED to seek legal advice before writing to the landowner and advising he is responsible if anyone is injured as a result of the bund he has installed.</p> <p>g. <i>Road Closure</i> – 17th August 2017, 1300-2000 hours. Temporary road closures due to the Red Arrows display. Details previously emailed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
105/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Notice Boards</i> – Minute 90a/2017 refers. Mr Bernie Smithson will put up the new notice boards. The two that come down could be refurbished.</p> <p><i>Whitecross Notice Board</i> – temporary repairs had been made to the existing board. Cllr. Adams will provide the Clerk with the measurements for a new aluminium board. The old board will be made available to the Whitecross Village Hall Committee.</p> <p>b. <i>Parish Lighting</i> – Minute 98/2017 refers. Mr Mark Vincent reported CC will not adopt lighting that is on a private road.</p> <p>It was RESOLVED to accept the previous quotation for repairs to the existing lighting. The existing lighting reaches the end of its lifespan in 2025. It was further RESOLVED to open dialogue (through a generic letter) with the residents of Ocean View and Furze Park, including Cornwall Housing, with a view to exploring the possibility of removing the lights from the responsibility of the Parish Council.</p> <p>c. <i>War Memorial</i> – Minute 72b/2017 refers. Heritage Cornwall Ltd. had started work on the war memorial. A coping stone will be added to the wall, which will improve the appearance.</p> <p>d. <i>Street Maintenance</i> – Minute 72c/2017 refers. Lanhydrock Garden Services had carried out the weed spraying. Future sprays to be carried out in mid-May and again in September.</p>	<p>Cllr. Adams / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
106/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2017/18-04 to a value of £6,580.56 was APPROVED for payment.</p>	

Red Arrows Event – it was **RESOLVED** to have the toilets checked, restocked and cleaned as necessary between 1pm to 4pm. The cost for this will be £30. Cllrs. V. and T. Libby and Fisher left the meeting whilst this was discussed.

PAYMENTS	Price	VAT	Total
EDF Energy	80.00		80.00
Mrs Thompson - salary (incl tax rebate)	964.28		964.28
Mrs Thompson - expenses	68.00		68.00
Mrs Fisher - WC cleaning	700.00		700.00
Mr B. Smithson - repairs to St Saviour's / Quay WCs	256.00		256.00
Archer Signs - road signs	113.95	22.79	136.74
CC - St Saviour's WC rates	119.00		119.00
CC - Quay WC rates	140.00		140.00
Mrs Fisher - WC cleaning (Red Arrows)	30.00		30.00
Lanhydrock Garden Services - weed spraying	205.00	41.00	246.00
Mr A. Sanchez - grass cutting @ various locations + PROWs	1,075.00		1,075.00
EDF Energy - Parish Lighting	187.71	9.39	197.10
EDF Energy	80.00		80.00
Lanteglos by fowey PCC - churchyard maintenance	635.00		635.00
Fowey Harbour Commission - Red Arrows	250.00		250.00
EDF Energy	80.00		80.00
Mrs Thompson - salary	561.08		561.08
HMRC	143.36		143.36
Mrs Fisher - WC cleaning	700.00		700.00
CC - St Saviour's WC rates	119.00		119.00
			£6,580.56

- b. *Bank Reconciliation* – Cllr. V. Libby verified the bank reconciliation in accordance with the Financial Regulations.
- c. *Bank Signatures* – Minute 91d/2017 refers. Cllr. Moore reported she had obtained the mandatory signature forms from the bank. Cllrs. Talling and M. Shakerley to be added as bank signatures.
- d. *Asset Register* – covered by 107b(iii)/2017 below.
- e. *Cornwall Community Flood Forum (CCFF)* – details previously circulated via email. Members to consider making a grant. Decision deferred to the September meeting.

Clerk

107/2017

Administrative Matters –

- a. *File Storage* – arrangements were made to store the PC's files, equipment, etc. in the back room of Whitecross Village Hall.
It was **AGREED** to purchase a four-drawer fireproof filing cabinet.
- b. *Adoption of Policies and Strategies* – documents previously emailed. Cllr. Adams said the incorrect 'Social Media' policy had been circulated. Members **RESOLVED** to re-adopt the following, with the exception of [ix]:
 - i. *Standing Orders* –
 - ii. *Statement of Internal Control* –
 - iii. *Asset Register* – revised copy. To be placed on the website.
 - iv. *Risk Assessments* –
 - v. *Financial Regulations* – revised copy. To be placed on the website.
 - vi. *Freedom of Information Act* – publication scheme.
 - vii. *Unreasonably Persistent and/or Vexatious Complaints* –

Clerk

Clerk

Clerk

	<p>viii. <i>Communications Strategy</i> –</p> <p>ix. <i>Social Media</i> – recording at meetings. The Clerk to circulate the correct Policy. Deferred to the September meeting.</p> <p>x. <i>Complaints Policy</i> –</p> <p>c. <i>Website</i> – photographs needed for new Members. Minute 92c/2017 refers. Cllr. Adams reported an error on the website regarding the location of the meetings. He added the Minutes are not posted in a timely manner. The Clerk to rectify.</p>	<p>Clerk</p> <p>Clerk</p>
108/2017	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Cornwall Electoral Review</i> – Minute 93a/2017 refers. The Boundary Commission has proposed 87 CC Members, CC as a whole proposed 99 Members. Cllr. Hannaford had provided further information, previously circulated via email. It was RESOLVED to support The Boundary Commission's proposal.</p> <p>b. <i>Whitecross Village Hall</i> – thank you from the VH Committee i.r.o. Members' donation of £150 towards refurbishment work.</p> <p>c. <i>Deregulation of the Water Industry</i> – letter of explanation from SW Water.</p> <p>d. <i>Clerks & Councils Direct</i> – July 2017. Chairman's copy.</p> <p>e. <i>M&S Energy Community Fund</i> - M&S Energy has made £300,000 available to support community groups like across the UK. It is aimed at those seeking to raise money for a renewable energy based project in the community. See www.mandsenergyfund.com/signup. Details previously circulated via email.</p> <p>f. <i>Off-street Parking Orders</i> – consultation i.r.o. CC's proposal to consolidate all current off-street parking orders. Cllr. Moore said she intends to write an article about parking in Polruan for the <i>Parish News</i>.</p> <p>g. <i>Cornwall Takes Tea with the World</i> – Town and Parish Councils, churches and community groups are asked to come together to help in bringing our Immigrants and Migrant Workers into the communities they are working in during this post Brexit time. Contact Bev Wilson on 07772565655 or email bwilson@inclusioncornwall.co.uk. Details previously emailed.</p> <p>h. <i>Vital Signs Questionnaire</i> – research questionnaire from Cornwall Community Foundation (CCF). The Clerk to recirculate.</p>	<p>Clerk</p> <p>Cllr. Moore</p> <p>Cllr. Moore</p> <p>Clerk</p>
109/2017	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. Mr Hill advised the drainage gully, near his property, is jammed solid. The Clerk to report to Highways.</p>	<p>Clerk</p>
110/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meeting</i> – Tuesday, 26th September 2017. Noted no meeting to be held in August, except that the Chairman may call an Extraordinary Meeting if necessary.</p> <p>b. <i>NP Meeting</i> – 8th August 2017.</p> <p>c. <i>Code of Conduct Training</i> – CC had arranged an additional session in Liskeard on 27th July between.</p> <p>d. <i>Clerk's Leave</i> – 31st July – 6th August and 21st August – 3rd September.</p> <p>e. <i>Planning Induction Training</i> – CC had organised further sessions:</p> <p>i. <u>Liskeard</u> – Wednesday, 9th August, 5-7.30pm. The Clerk to book places for Cllrs. Bunt, T. Libby and V. Libby.</p> <p>ii. <u>Wadebridge</u> – Tuesday, 15th August, 5-7.30pm.</p> <p>iii. <u>Camborne</u> – Tuesday, 22nd August, 5-7.30pm.</p>	

111/2017	<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.	
112/2017	<u>Frogmore WCs</u> – Minute 97/2017 refers. It was RESOLVED to accept the quotation from Mr I. Simpson at a cost of £3,390. The Clerk to issue a Purchase Order.	Clerk
113/2017	<u>Meeting Closed</u> – 21.00pm.	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 26th September 2017