

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE WHITECROSS VILLAGE HALL

TUESDAY, 28th NOVEMBER 2017 @ 6pm

Present: Cllr. Moore (Chairman) Cllr. Adams Cllr. Bunt
 Cllr. Carter Cllr. Fisher Cllr. T. Libby
 Cllr. M. 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.</p> <p>Members met with Ms Felicity Copplestone and Mr Jonathon Luker, CC regarding CC's Network Planning Process Review (PPR). Members were urged to contact the case officer, if there was a contentious planning issue on the agenda. Ms Copplestone said this is a trial and they are open to suggestions as to how they can best aid PCs in dealing with planning applications and enforcement issues.</p> <p>Ms Copplestone asked if Members felt they could trust planning officers. It was generally felt they could, but Cllr. Moore said she had grave concerns about the fairness (or lack of it) at CC Planning meetings. Cllr. Adams said there are issues with consistency of advice from case officers. Cllr. Moore said she understood that sites owned by Fowey Harbour Commissioners are governed by different planning rules. Ms Copplestone said normal rules apply to sites up to 'below mean water level'.</p> <p>Members did not favour a template response form, but felt it could be helpful as a checklist. Ms Copplestone said that a nominated case officer could attend meetings, say, every six months, if this would be useful.</p> <p>Cllr. Adams said he would like to see Planning Enforcement 'have more teeth' and current cases were briefly discussed.</p> <p>Ms Copplestone said having area based planning officers would result in a greater local knowledge and should lead to better communications and better continuity.</p> <p>The PPR will have its own targets, not necessarily 'numbers based'. The project is likely to take longer than the original 6-months. A member of the PPR will attend a future meeting to provide feedback.</p> <p>Ms Copplestone said they have the authority to just turn up to sites where there is a possible enforcement issue. Notice is only given if access is needed to the interior of a building.</p> <p>Cllr. Moore thanked Mr Luker and Ms Copplestone for their attendance and presentation.</p> <p>Mr Trueman advised he is recording the meeting for clarity. He spoke in support of Cllr. Adams being the representative on the Fowey User Group (item d below). Cllr. Moore said it was for Members to appoint their representative.</p> <p>Mr Tubb referred to the new signs at Highway, and pointed out the sign is blocking visibility when exiting from Penpol. Cllr. Moore said this had already been reported to Highways. The Clerk to seek an update.</p> <p>Cllr. Trueman asked why meetings aren't held alternately at Whitecross and Polruan. He felt those without transport were being penalised. Mr Tubb supported this view. Cllr. Moore said this would be revisited again in 6-months.</p> <p>Ms Jane Parfitt said she had applied for a 'Blue ticket' for use on the ferry and had been told that she must use a book a month (i.e. five trips). She asked the PC to investigate this. The Clerk to seek clarification from Toms Yard.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>Mr Bate said his name had been misspelt in the Public Forum of the October meeting. The Clerk apologised, this will be corrected. He asked about the number of votes cast i.r.o. the decision to hold meetings at Whitecross, i.e. eight members present, but only six votes accounted for. (Minute 137a/2017 refers.) Cllr. Moore explained that as Chair of the meeting she had not used her personal or casting vote, which she is entitled to do.</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 October 2017 there were four crimes including an attempted burglary, a theft, a dog dangerously out of control and one other. He said crimes where a dog is out of control seems to be becoming a regular occurrence. He asked that all dog owners keep control of their dogs whilst out in public and suggested they are always kept on a lead.</p> <p>b. <i>County Councillor</i> – Cllr. Hannaford sent her apologies and a written report (copy on file). The Clerk will email the report, to Members. Cllr. Moore read excerpts, which included:</p> <p>i. <u>New Cornwall Council Crowdfunding platform & environmental seed fund</u> – she had pledged £1,000 from her community chest to help other projects gain new volunteers, raise awareness of their group or organisation and raise funds of course. I would be pleased to present to Looe Town Council and other local community groups to explain how the new bespoke Crowdfunder Cornwall platform works. For further information: https://www.crowdfunder.co.uk/funds/crowdfund-cornwall for.</p> <p>ii. <u>CC's Budget</u> – see Minute 152e/2017 below.</p> <p>iii. <u>Flooding at Pont</u> – see Point [e] below.</p> <p>iv. <u>Tinker's Green Planning Application</u> – see Minute 146e/2017 below.</p> <p>v. <u>Waste Collection</u> – Members are invited to a workshop session with key officers to consider future arrangements and service delivery on Wednesday 13th December 2017 between 0930 and 1230 in the Chair's Dining Room at New County Hall, Truro, TR1 3AY. Expressions of interest to Mr Scott Sharples ssharples@cornwall.gov.uk. For further discussion in December.</p> <p>c. <i>Liskeard & Looe Network Panel Meeting</i> – the next meeting is scheduled to be held on 16th January 2018, 1400 to 1600 in St Cleer Memorial Hall. A briefing document 'Strengthening Community Networks' had previously been circulated via email. For further discussion in December.</p> <p>d. <i>Fowey Port Users Group</i> – Minutes from the meeting held on 7th November 2017 previously circulated via email. Cllr. Carter spoke to some key points, including the Fowey Harbour Commission's plans for:</p> <p>i. <u>Penmarlam</u> – there will be continued investment in the leisure facilities including replacement of the toilets and showers.</p> <p>ii. <u>Berrills Yard</u> - Members felt it was essential to establish when the FHC are obliged to submit planning applications and when they are free to act independently. The Clerk to request a copy of the Regulations governing this point from Capt. Paul Thomas.</p> <p>iii. <u>Polruan Pontoon</u> – Mr David Hill and Cllr. Mike Carter requested that Capt. Thomas provide information on cost and usability for different types of pontoon, these would then be provided to users for their feedback. Capt. Thomas to provide information, Lanteglos PC and Polruan Town Trust to send out to users and feedback their findings to FHC.</p> <p>iv. <u>Brazen Island</u> – the regeneration of Brazen Island will be a significant project in the coming three years, this will be funded by FHC as outside funding has been unsuccessful.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>v. <u>Red Arrows</u> – will return for Regatta Week.</p> <p>The Harbour Commissioners have assumed financial responsibility and are seek sponsorship. Lessons had been learned as regards traffic management.</p> <p>The next meeting is scheduled to be held on 10th April 2018, at 1400 in the Harbour Office. Either Cllr. Adams or Cllr. Carter will attend as the PC's representative on the Group. The Clerk to advise Capt. Paul Thomas.</p> <p>e. <u>Cornwall Community Flood Forum Conference</u> – Cllr. Carter spoke to his written report. Emphasis is now on looking at ways to slow the flow of water, rather than trying to get it into rivers as quickly as possible. Cllr. Carter will pursue this as a possible solution for areas in the parish, including Porthpean House, Pont. He will liaise with Cllr. Hannaford and the National Trust.</p>	<p>Clerk</p> <p>Cllr. Carter</p>
142/2017	<u>Apologies for Absence</u> – Cllr. Kelly, V. Libby and County Cllr. Hannaford.	
143/2017	<u>Resignation</u> – Members DECLARED the casual vacancy created by the resignation of Cllr. Julian Shakerley. The Clerk to advise CC. Cllr. Moore had thanked Mr Shakerley for his input whilst serving on the PC.	Clerk
144/2017	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable Interests</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> – Cllr. Kelly to sign his dispensation form i.r.o. Polruan Village Hall. Deferred to the January meeting.</p>	
145/2017	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 31st October 2017. Mr Bate's name was amended and the Minutes were then AGREED as a true record.</p>	
146/2017	<p><u>Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore reported the Local Landscape Character Assessments (LLCA) are being compiled into a coherent report by Ms Liz Luck. It was RESOLVED to set up a meeting with the Harbourmaster regarding Brazen Island and Penmarlam. The draft survey had been reviewed and sent to CRCC. Cllr. Moore will now submit a further grant application.</p> <p>b. <i>Planning Applications</i> – including any applications received after the agenda had been published.</p> <p>i. <u>PA17/10105, Granny's Well, Mixtow</u> – a new garage set into the slope of an orchard attached to the existing agricultural shed for use as a store for a vintage, veteran and classic car collection. Cllr. Carter declared an interest and left the room whilst this item was discussed.</p> <p>Cllr. Shakerley felt it was a rather large development and she would like to make a site visit. Cllr. Talling said it was well hidden and fitted well into the landscape. SUPPORT provided the building does not exceed the stated size and Members require a traffic management plan as the access road is poor.</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 Coplestone.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>County Cllr. Hannaford reported the retaining gabion baskets and unfinished path at Bones Meadow had been inspected on the 'walkabout' with Highways. This is subject to an enforcement case which is likely to escalate shortly.</p> <p>ii. <u>Bryn Y Mor, Chapel Lane, Polruan</u> – alleged installation of a fuel pump in a conservation area. Cllr. Hannaford reported this is being approached from three directions:</p> <ol style="list-style-type: none"> a. It has been reported as a planning enforcement case which will now be investigated. b. From a Highways perspective it is not considered to impinge on the Highways, although she is concerned about the top corner, which could be clipped. c. Thirdly, there is concern about the possibility of a pollution incident along such a long length of pipe especially as there are gullies on the lane that drain directly into the river. <p>Cllr. Adams referred to the legislation governing fuel pipe installation. He said that the coalman had experienced difficulty negotiating around the pipe installation, which was contrary to Highways view.</p> <p>Ms Coplestone had undertaken to review this enforcement case.</p> <p>d. <i>Planning Applications Approved by CC</i> – information only.</p> <ol style="list-style-type: none"> i. <u>PA17/02838/PREAPP, Furze Park, Polruan</u> – pre-application advice for a replacement dwelling. ii. <u>PA17/04987, Daw's Lombard, Lombard Farm, Lanteglos</u> – conversion of a redundant barn to a dwelling together with the construction of a garage and the installation of a septic tank. <u>PA17/08859, Pendennick, New Road, Fowey</u> – tree works to fell two large Monterey pine trees subject to a TPO. iii. <u>PA17/08937, 18 Ocean View, Polruan</u> – conversion of garage to additional accommodation with 1st floor extension over and proposed entrance porch including other alterations. iv. <u>PA17/08947, 8 Meadow Close, Polruan</u> – proposed first floor balcony and associated works. <p>e. <i>Network Planning Project</i> – Public Forum refers. Members to consider any action following their meeting with representatives from CC's Area Based Team. Members were gratified with this initiative. The Clerk to circulate planning applications to Members as they are received.</p> <p>f. <u>PA17/03981, Tinkers Green, 14 Hockens Lane, Polruan</u> – this application was decided at CC's Planning Committee meeting on 6th November 2017. The meeting was described as shambolic. It was RESOLVED to write to Mr Phil Mason Head of Planning, copy to Cllr. Adam Paynter expressing Members' concerns about various aspects of the way the meeting was conducted:</p> <ol style="list-style-type: none"> i. Even-handed presentation / time speech / visual aids. ii. Right of reply. iii. Ability of the Chairman to seek advice when misinformation is being presented to the Planning Committee. 	<p>.</p> <p>Clerk</p> <p>Clerk</p>
147/2017	<p><u>Highway Matters</u> –</p> <p>a. <i>Street Lighting</i> – Minute 131a/2017 refers. Members received the following updates:</p> <ol style="list-style-type: none"> i. <u>Ocean View</u> – Cllrs. Moore and Fisher had met with County Cllr. Hannaford, Mr Andy Stevenson of Roads and Lighting, and Ms Amy Looker ITC Operations Manager. It had been agreed CC would adopt the lighting in Ocean View, subject to the PC paying for them to be brought up to an adoptable standard. Ms Looker will be writing to set out what was discussed at the meeting. 	

Following the meeting Ms Looker confirmed we will take on the maintenance of the six streetlights in Ocean View after the units have been upgraded to the current Cornwall Council adoption standard. You will need to continue to liaise with SSE to get the work completed and then inform us once the work has been finished. At this point we will add the units to our asset management system for maintenance.

It was **RESOLVED** to finance works to bring the street lighting at Ocean View up to standard, providing CC go ahead with their proposal to then adopt the lights. The Clerk to confirm the specification with Ms Amy Looker and then to obtain a new quotation for the lights in Ocean View only and a separate quotation for the two in Furze Park.

In due course the lights will be removed from the Asset Register. Cllrs. Moore, Fisher and County Cllr. Hannaford were thanked for all their work in bringing this matter to a satisfactory conclusion.

Cllr. Moore explained that Highways will not adopt the road, but there are precedents in adopting the street lighting.

The Clerk to send residents of Ocean View a copy of the Notes (and amendments) of the meeting with residents, together with the correspondence from the Duchy and Cllr. Moore's report of the meeting with Ms Looker. The Notes to also be posted on the website.

- ii. Furze Park – it had been agreed with CC officers that the PC should not have been paying for the two street lights in Furze Park as these are a CC asset, whether it is managed by Cornwall Housing or not. Cllr. Hannaford will be discussing this with Johnny Alford.

- b. *Street Gullies* – Minute 131d/2017 refers. Cllr. Adams had met with representatives from Highways and CC, and County Cllr. Hannaford and various issues around the parish had been inspected. A report had subsequently been circulated. A number of drains were identified as needing clearing throughout the parish and the Highways manager reported there would now be two cyclical maintenance routes rather than one per annum.

CC are also looking to map all the drains / gullies so Members can consider whether it wants to invest in a local lengthsman scheme to clear drains, wash signs and general low level highways maintenance in addition to that provided by Cornwall Highways.

Cllr. Hannaford highlighted the ingress of greenery and moss on some of the paths on Greenbank, which officers agreed to look at; and also ownership of the banks on Meadow Close around the turning head which is quite overgrown.

A tour of some of the more rural roads including Essa was made, to look at the back drain and how it drains across the road, the floods and uneven road at Tredudwell, visibility at Lanteglos Highways/Mixtow junction. The drain at Pont will be dug out and a number of other drain and gully maintenance issues covered.

School Lane Sign – during the walkabout, Highways' officers agreed to move the sign to its correct position and apologised for this mistake. The Clerk to send a reminder.

Turning Area below 22 Meadow Close – Highways are investigating ownership, as the area needs attention.

- c. *Green Lane, Coombeland* – Cllr. Talling reported the lane was still not usable, despite the recent work done to it. The bank had gone, but the pit remains. Members felt this 'is as good as it is going to get'. NFA.
- d. *Greenbank, Polruan* – the fence, at the entrance to Greenbank in Polruan had been reported to Cornwall Housing as it is their responsibility. The Clerk to clarify with them when action will be taken.

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	<p>e. <i>Road Sign</i> – one of the road signs, just by the Fire Station turning had been reported to Highways and subsequently re-erected.</p> <p>f. <i>Vevery Car Park</i> – Members confirmed the car park still exists and parking is free, with 20 spaces. The owners are Polruan town Trust. The Clerk to advise Mr Ian Betts.</p>	Clerk																																																								
148/2017	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Harbour Matters</i> – Minute 132a/2017 refers.</p> <p>i. <u>Polruan Pontoon</u> – Capt. Paul Thomas, Fowey Harbour Board had been asked to consider the provision of two smaller pontoons at £40,000 each in place of the larger one currently in place, valued at £160,000.</p> <p>ii. <u>Sand Dredging</u> – the Clerk to ask Capt. Thomas if next time FHC are dredging the sand bar, could they deposit the sand on Front Beach.</p> <p>b. <i>Public Conveniences</i> –</p> <p>i. <u>Frogmore WCs</u> – work is due to start at the end of November.</p>																																																									
149/2017	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2017/18-06 to a value of £3,730.75 was APPROVED for payment. The Clerk explained the payment to the PCC for churchyard maintenance was a replacement, the original having gone astray.</p> <p>The Clerk reported she had successfully contested an invoice from SSE for replacing the street lamp in Ocean View.</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>561.28</td> <td></td> <td>561.28</td> </tr> <tr> <td>HMRC</td> <td>143.16</td> <td></td> <td>143.16</td> </tr> <tr> <td>Mrs Thompson - expenses</td> <td>59.57</td> <td></td> <td>59.57</td> </tr> <tr> <td>Grant Thornton - audit fee</td> <td>300.00</td> <td>60.00</td> <td>360.00</td> </tr> <tr> <td>Information Commissioner - DPA fee</td> <td>35.00</td> <td></td> <td>35.00</td> </tr> <tr> <td>CC - St Saviour's WC rates</td> <td>119.00</td> <td></td> <td>119.00</td> </tr> <tr> <td>Mrs Fisher - WC cleaning</td> <td>700.00</td> <td></td> <td>700.00</td> </tr> <tr> <td>CC - Quay WC rates</td> <td>140.00</td> <td></td> <td>140.00</td> </tr> <tr> <td>Mr A. Sanchez - grass cutting Whitecross + PROWs</td> <td>410.00</td> <td></td> <td>410.00</td> </tr> <tr> <td>EDF Energy - Frogmore WCs</td> <td>64.55</td> <td>3.19</td> <td>67.74</td> </tr> <tr> <td>Lanteglos by Fowey PCC - grant to survey the burial ground</td> <td>500.00</td> <td></td> <td>500.00</td> </tr> <tr> <td>Lanteglos by Fowey PCC - churchyard maintenance</td> <td>635.00</td> <td></td> <td>635.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£3,730.75</td> </tr> </tbody> </table> <p>b. <i>Bank Reconciliation</i> – the bank reconciliation was verified in accordance with the Financial Regulations by Cllr. Fisher.</p> <p>c. <i>Budget Monitor</i> – a copy was circulated at the Meeting. Cllr. Adams pointed out an allowance needed to be made in this year's budget for upgrading the street lighting.</p> <p>d. <i>Bank Signatures</i> – Minute 120c/2017 refers. The Clerk reported her mandate form had been return. It is anticipated Cllrs. M. Shakerley and Talling will be added as bank signatures shortly.</p> <p>e. <i>Grant Requests</i> –</p> <p>i. <i>Polruan Under 5s Toddler Group</i> – Cllr. Fisher said he understood a tablet for the Group is no longer needed.</p> <p>f. <i>2018/19 Budget</i> – CC had advised the precept should be submitted to them by 31st December. A draft budget will be circulated prior to the December meeting, for Members' consideration.</p>	PAYMENTS	Price	VAT	Total	Mrs Thompson - salary	561.28		561.28	HMRC	143.16		143.16	Mrs Thompson - expenses	59.57		59.57	Grant Thornton - audit fee	300.00	60.00	360.00	Information Commissioner - DPA fee	35.00		35.00	CC - St Saviour's WC rates	119.00		119.00	Mrs Fisher - WC cleaning	700.00		700.00	CC - Quay WC rates	140.00		140.00	Mr A. Sanchez - grass cutting Whitecross + PROWs	410.00		410.00	EDF Energy - Frogmore WCs	64.55	3.19	67.74	Lanteglos by Fowey PCC - grant to survey the burial ground	500.00		500.00	Lanteglos by Fowey PCC - churchyard maintenance	635.00		635.00				£3,730.75	<p>Clerk</p> <p>Information</p>
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150/2017	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Cornwall Electoral Review</i> – the total number of county councillors had been set at 87. Cllr. Moore will seek further information and Members to consider if they wish to comment on the review at the December meeting. Closing date for comments is 19th February 2018.</p> <p>b. <i>Clerks & Councils Direct</i> – November 2017. Taken by Cllr. Moore.</p> <p>c. <i>The Russell Inn, Polruan</i> – Mr Robin Sainsbury had re-opened the pub.</p> <p>d. <i>NALC Smaller Councils' Committee 2018 and 2019</i> – closing date 28th November 2017. Details previously circulated via email.</p> <p>e. <i>Winter Wellbeing Guide</i> – copies can be obtained and distributed to vulnerable people in the community, from phdesk@cornwall.gov.uk.</p>	Clerk
151/2017	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Village Hall Accounts</i> – the Clerk to ask Mr Martin Akerman for a copy of the accounts as Members are Custodian Trustees.</p> <p>b. <i>Whitecross Green</i> – damage caused by large vehicles.</p>	Clerk
152/2017	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meeting</i> – Tuesday, 19th December 2017. <i>Schedule of Meetings</i> – Members set the date of the 2018 Parish Meeting as 14th May. (Annual Parish Meeting 2016 refers.) It was agreed to provide tea & coffee and cakes from Crumpets.</p> <p>b. <i>NP Meeting</i> – Tuesday, 12th December 2017.</p> <p>c. <i>CC Planning Conferences</i> – cost per delegate £12: 28th November 2017, 1630, Chy Trevail Office, Bodmin.</p> <p>d. <i>Physical Activity Summit</i> – 17th November 2017, Cornwall College, St Austell. Details previously circulated via email.</p> <p>e. <i>CC Budget and Priorities Discussion</i> – Wednesday, 29th November 2017, 6.30pm, Eliot House Hotel, Liskeard. Details previously emailed.</p> <p>f. <i>Truro Loops Project</i> – exhibition, 29th November 2017, 10am, Truro City Council buildings. Details previously circulated via email.</p>	Clerk
153/2017	<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>	
154/2017	<p><u>PROW 613/19/1</u> – no quotation had been received to cut back the overhanging trees on this path. The Clerk to ask Mr Andy Simmonds, National Trust if they can cut back the trees on Nordown Lane.</p> <p>It was not known if Mr Sanchez was still willing to act as parish Lengthsman.</p>	Clerk
155/2017	<p><u>Approved Contractors' List</u> – Mr Bradley Pearce to be added to the list, subject to receipt of copies of his insurance and relevant certificates. NFA.</p>	
156/2017	<p><u>Meeting Closed</u> – 20.55pm.</p>	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 19th December 2017