

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE WHITECROSS VILLAGE HALL

TUESDAY, 24th APRIL 2018 @ 7pm

Present: Cllr. Moore OBE (Chairman) Cllr. Adams Cllr. Bunt
 Cllr. Carter Cllr. Fisher Cllr. T. Libby
 Cllr. M. Shakerley Cllr. Talling Cllr. Wilton
 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 reminded attendees that as it was a public meeting it could be filmed or recorded by broadcasters, the media or members of the public.</p> <p>Mr Chris Anlyl spoke i.r.o. his planning application (44b[iv]/2018 refers). He offered to answer any questions about the plans.</p> <p>Members received reports from outside authorities as follows:</p> <p>a. <i>Police</i> – PCSO Steve Cocks sent his apologies and reported no crimes were reported from 1st to 31st March 2018. He warned there had been scrap thefts in the area and asked Members to report any persons or vehicles straightaway. Also, rogue traders had been operating in the area, he advised caution when employing anyone to do work on property and report any suspicious firms either to the Police or Trading Standards.</p> <p>b. <i>County Councillor</i> – Cllr. Hannaford provided a copy of her report to the Clerk (copy on file). In brief: she had voted against CC providing £3M towards the Stadium for Cornwall, because she felt that amount of investment may have had more impact on raising aspirations and involvement in sport at a more local level. Cllr. Adams had concerns about the risk for CC / ratepayer.</p> <p>The waste contract is going through the democratic process. The current contract expires in 2020. Scrutiny is looking at how the waste will be contained, prior to collection. All current black bag waste is dealt with at the incinerator.</p> <p>The Clerk to forward to Members details of the Calor Fund.</p> <p>Cllr. Hannaford's updates i.r.o. planning and highways are given below under their relevant headings.</p> <p>i. <u>Flats 4 and 5 Chapel Lane, Polruan</u> – Cllr. Adams to represent the PC at the meeting to be held on 25th April to consider the future of these properties.</p> <p>Noted Mr Nick Cross the M.D. of Cornwall Housing advised the properties had been assessed and his opinion does not meet the criteria to retain them as social housing. The report had been passed to Ms Mel Brain, CC for their decision.</p> <p>c. <i>Liskeard & Looe Network Panel Meeting</i> – the next meeting is scheduled to be held on 11th June 2018, 18:30 to 20:30 at St Keyne Village Hall.</p> <p><u>Network Highways' Budget</u> – details of the Highway scheme had been emailed. The three items previously highlighted may not meet the criteria. Mr David Read, CC advised requests would be put to the Panel at the October meeting. The final decision will be made in January. Cllr. Hannaford suggested Members put in their request before this, including putting together a 'case' for their request. Deferred to the June meeting.</p> <p>A wall had partly collapsed in Hockens Lane. CC had built this wall but maintain they do not own it. Cllr. Hannaford said the neighbour needs to prove CC own the wall.</p>	<p>Clerk</p> <p>Cllr. Adams</p> <p>Clerk</p>

	<p>d. <i>Fowey Port User Group</i> – Cllr. Carter had attended the meeting held on 10th April 2018. Minutes circulated previously. The Polruan Trust had offered £10,000 towards the £25,000 cost of a new pontoon at Polruan, and this proposal it to be put to the Commissioners. There was some discussion regarding a possible reduction for fees for those using the Polruan pontoon because it is in the water for less time.</p> <p>He said the Harbour Commission’s financial position is being addressed. The pension fund for their employees had to be ‘topped up’, and both tugs had needed their 5-yearly special service at £100,000 each. Their charges had been increased for commercial and leisure services.</p> <p>Members would welcome improved dialogue between the PC and the Harbourmaster, in particular with regards to planned work on Brazen Island. The Clerk to approach Capt. Thomas.</p> <p>Low-level lighting is to be introduced on the Penmarlam pontoon, as a trial, and could be extended to other areas.</p> <p>The next meeting is scheduled to be held on Tuesday, 6th November at 1400 in the Harbour Office.</p> <p>e. <i>Fowey Red Arrows Display</i> – Capt. Paul Thomas advised the Red Arrows will not attend this year.</p>	Clerk
41/2018	<u>Apologies for Absence</u> – Cllrs. V. Libby and Kelly. Cllr. Fisher will be late in arriving.	Clerk
42/2018	<p><u>Members’ Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllrs. T. Libby and Fisher in Minute 47c/2018.</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> – none.</p>	
43/2018	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 27th March 2018, AGREED as a true record.</p>	
44/2018	<p><u>Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore reported the next meeting was scheduled for 3rd May 2018. The Local Landscape Character Assessment had been completed and copies were circulated at the meeting. The LLCA will be displayed at a series of venues around the parish and feedback sought. The questionnaire is currently being printed and will be delivered to all households. A further grant application had been submitted. The views of local children will be sought, using various methods. Cllr. Moore had circulated a copy of the ‘Call for Sites’ invitation, which had been submitted to the <i>Parish Magazine</i>.</p> <p>A meeting had been arranged with Cornwall Community Land Trust. She asked for a copy of the Parish Plan. Cllr. Adams to provide a web link.</p> <p><u>Flats 4 and 5 Chapel Lane, Polruan</u> – Members need time to consider the options, including how the section 106 money from West Street would be utilised. Cllr. Adams to take this forward to the meeting to discuss the future of the Flats. Cllr. Hannaford said although the flats had been recommended for disposal, she had met with the portfolio holder, Cllr. Mitchell, and the head of housing and had received assurances that they will NOT be sold until they have consulted with the parish council or herself. She had also received assurances that in principle these properties should be retained for local use. She pointed out that if Cornwall Housing were involved in managing affordable housing then they would abide by the Housing Register criteria.</p>	<p>Cllr. Adams</p> <p>Cllr. Adams</p>

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| <p>b. <i>Planning Applications</i> – including any applications received after the agenda had been published.</p> <p>i. <u>PA18/02629, Harbour Gaze, 13 Meadow Close, Polruan</u> – construction of a single car/single storey, brick-built garage with windows and a tiled pitched roof, adjacent to the house and on the existing driveway. SUPPORT.</p> <p>ii. <u>PA18/02849, 17 Ocean View, Polruan</u> – alterations and extension to the dwelling, with associated works. SUPPORT.</p> <p>iii. <u>PA18/03303, Rose Cottage, 13 Chapel Lane, Polruan</u> – non-material amendment for change of internal layout, creation of new internal door between kitchen and dining room, reversal of position of external door and window to front elevation (Application number PA17/07693 dated 4th October 2017 relates). SUPPORT.</p> <p>iv. <u>PA18/03289, Sladen House, 78a Fore Street, Polruan</u> – erection of first floor balcony to front and side elevations, removal of porches and modifications to fenestration and exterior wall finishes. The existing property is not close to neighbours. SUPPORT.</p> <p>v. <u>PA18/01105/PREAPP, Land off Greenbank, Polruan</u> – pre-application advice for provision of up to two affordable dwellings. SUPPORT. Members wished to keep all options open, including the possibility of any properties being managed by a Community Land Trust.</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. Cllr. Hannaford reported that a site meeting had been held with the developers to discuss concerns about the gabion wall. This is now referred for legal and structural advice.</p> <p>ii. <u>EN17/02173, Bryn-Y-Mor, Chapel Lane, Polruan</u> – installation of a fuel pump in a conservation area. Case officer, Felicity Copplestone advised they had concluded their assessment and have advised the owner of the oil pipeline that it is considered the works consisting of the installation of a cabinet and oil pipe line attached to the wall at Chapel Lane, constitutes development for which no planning permission had been applied for.</p> <p>iii. <u>EN18/00372, Lower Vuevrey Meadow, Polruan</u> – alleged untidy site. The Clerk to request an explanation for the next meeting.</p> <p>iv. <u>EN18/00555, Pieds Dans L'Eau, Lantegos</u> – alleged breach of condition 5 (Construction Traffic Management Plan) of PA15/11192; namely contractors parking on road and not within the site compound. Re-opened as a new case. Case officer, Felicity Copplestone. The Clerk to request urgent action, as the summer season is nearly here.</p> <p>d. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA18/00774, Plot Adj. to Allwynds, Lanteglos</u> – outline application with all matters reserved for proposed new dwelling.</p> <p>ii. <u>PA18/01629, Springhill, Chapel Lane, Polruan</u> – works to trees in a conservation area, namely crown reduction of mature ash, reshape two mature oaks, crown reduce semi-mature cherry, crown raise semi-mature beech avenue, reduce by 40% small beech hedge and remove dead poplar.</p> <p>iii. <u>PA18/01033, Pendower House, Pont Bottom, Highway</u> – conversion of existing outbuilding into self-contained residential unit.</p> <p>e. <i>Tree Preservation Order</i> – land SW of Hall Walk Cottage, Old Road, Bodinnick. A provisional TPO had been made by CC for 6 months w.e.f. 15th March 2018.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> |
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	<p>f. <i>Polperro & Lansallos Neighbourhood Plan</i> – Cllr. Moore said it was a well-researched document. See http://polperro.community/ndp/draft-plan.</p>	
<p>45/2018</p>	<p><u>Highway Matters</u> –</p> <p>a. <i>Walkabout</i> – Minute 30/2018 and 45b/2018 & 45c/2018 (below) refers. Members had attended the walkabout with Mr Paul Allen, Highways and County Cllr. Hannaford. Various outstanding issues were visited:</p> <p>i. <u>Outstanding Signage Issues</u> –</p> <ul style="list-style-type: none"> • <i>School Lane / St Saviours</i> – there is an error on Highways mapping system. It should read St Saviours. Cllr. Hannaford said CC need to go back to the Ordnance Survey. <p>ii. <u>Gullies / Drains</u> –</p> <ul style="list-style-type: none"> • <i>Mixtow</i> – Cllr. Hannaford reported the drain was running freely during the walkabout, but there is an issue of mud / gravel clogging the drain on occasions. • <i>Highfield House down to Mixtow</i> – eroded sides of lane causing water to run off and not always into gullies and drains, possibly could be corrected by placing of stones or curbs to prevent run-off from adjacent fields. • <i>Hall Walk Cottage</i> – had been reported. • <i>Tredudwell</i> – Cllr. Hannaford reported this defect (W186442) had been passed to the Works Manager to arrange for a gang to clear the drains. The Clerk to request the farmer clears the mud left by his contractors. • <i>Tredudwell to Butts Park</i> – the flood has nowhere to go despite the field end of the gully having been dug out and the roadside – the gully itself is totally blocked and will need digging out/blowing through. Cllr. Hannaford reported this defect (W186441) had been passed to the Works Manager to arrange for a gang to clear out the bolt hole and then look to reinstate the highway. • <i>East Street</i> – blocked drain and flooding (W186433). Cllr. Hannaford said the drain is to be cleared. • <i>Lamellyon</i> – the ‘bubble-up’ drain just below Lamellyon had been noted by Mr Allen. <p>iii. <u>Potholes</u> –</p> <ul style="list-style-type: none"> • <i>Essa</i> – state of the road is bad with many potholes. Cllr. Adams reported the large pothole had been filled. • <i>Road from Highway down to Penpol</i> – had been reported. • <i>Furze Park</i> – bad potholes on entrance and above – liability of Cornwall Housing. To be investigated by Mr Allen. <p>Damage to grass verges has been reported.</p> <p>Mr Allen had suggested the PC starts negotiations with Cormac about taking on further maintenance work (not potholes) with the support of a grant. This would enable Members to deal with issues at a local level before they become problems. The Clerk to extract the expenditure on highway related issues. Further discussion deferred to the May meeting.</p> <p>b. <i>Greenbank, Polruan</i> – Minute 30c/2018 refers. Ms Katy Gouldstone, Cornwall Housing had advised the fence is owned by CC / Highways and the outstanding repairs to the fence, at the entrance to Greenbank, are their responsibility. Mr Paul Allen advised ownership of the wall is unclear. The site had been visited on the Walkabout and Mr Allen will investigate as to which agency is responsible. The Clerk to remind him.</p> <p>NOTE – the letter from residents of Greenbank highlighting issues of concern had been forwarded to Cornwall Housing for their attention.</p>	<p>Clerk</p> <p>Clerk</p> <p>Mr Allen / Clerk</p>

	<p>c. <i>Grass Verge Cutting</i> – Minute 30d/2018 refers. The maps and quotation were discussed during the walkabout. At present it appears that all verges are being maintained by other. Members RESOLVED to accept Mr Allen’s advice and not to accept the grant offer.</p>	Clerk																																																				
46/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Ferry Blue Tickets</i> – Minute 31a/2018 refers. A meeting with Mr Alan Toms is to be arranged, regarding the qualifying criteria for Blue Ferry Tickets. To be removed from agendas until there is something to report.</p> <p>b. <i>Telephone Kiosk</i> – Minute 31b/2018 refers. It was reported the kiosk will be painted by a volunteer and the surrounding area cleaned.</p> <p>c. <i>End of World War I</i> – Minute 31c/2018 refers. Cllr. Shakerley said the project to commemorate the end of WWI is a work in progress. A grant will be applied for. She thanked Members for their support.</p> <p>d. <i>Public Conveniences</i> – Mrs Fisher, cleaning contractor is on leave 3rd - 10th May 2018. She had arranged a replacement cleaner.</p> <p>i. <u>Frogmore WCs</u> – the water damage had been repaired.</p> <p>ii. <u>Legionella Testing</u> – Zurich had advised both hot and cold water systems require an assessment of risk and, potentially, regular testing in accordance with the guidance contained in the Health and Safety Executive's Approved Code of Practice, L8 Legionnaires' Disease.</p> <p>Ms Lexy Silsbury, CC advised they offer Legionella risk assessments and sampling. The Clerk to request a quotation.</p> <p>Mr David Hill had provided a draft risk assessment and the testing kit, previously circulated via email.</p> <p>Cllr. Fisher arrived at this point.</p> <p>e. <i>Nordown Lane</i> – the work to cut back the hedges (Minute 37/2018 refers) had been postponed to September to allow birds to nest undisturbed. The Clerk to ask Lanhydrock Landscaping to weed spray urgently.</p> <p>f. <i>Notice Boards</i> – Ms Suzanne, Goddard, Secretary, Polruan Village Hall Committee had written to say that they will need to replace their external notice board very soon and enquire if the PC owns a notice board they could refurbish. Cllr. Adams advised there is an unused board in the St Saviour’s car park.</p> <p>Mr Smithson to be asked to erect the new board at Whitecross and to refurbish the old one for use by Whitecross Village Hall Committee.</p>	<p>Clerk</p> <p>Cllr. V. Libby</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																																				
47/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2018/19-01, to a value of £4,168.20 was APPROVED for payment. Mr Simpson is to install the two new benches.</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>570.84</td> <td></td> <td>570.84</td> </tr> <tr> <td>HMRC</td> <td>144.18</td> <td></td> <td>144.18</td> </tr> <tr> <td>CALC - annual fee</td> <td>301.36</td> <td>34.45</td> <td>335.81</td> </tr> <tr> <td>Mrs Thompson - expenses</td> <td>135.36</td> <td></td> <td>135.36</td> </tr> <tr> <td>Mrs Fisher - WC cleaning</td> <td>725.00</td> <td></td> <td>725.00</td> </tr> <tr> <td>CC - Quay WC rates</td> <td>150.00</td> <td></td> <td>150.00</td> </tr> <tr> <td>CC - St Saviour's WC rates</td> <td>240.00</td> <td></td> <td>240.00</td> </tr> <tr> <td>Glasdon UK Ltd - 2 benches</td> <td>833.38</td> <td>166.67</td> <td>1,000.05</td> </tr> <tr> <td>SSE Enterprise - maintenance</td> <td>195.80</td> <td>39.16</td> <td>234.96</td> </tr> <tr> <td>C.F. Piper & Son - painting war memorial</td> <td>260.00</td> <td>52.00</td> <td>312.00</td> </tr> <tr> <td>Every Corner Distribution Ltd. - NP survey</td> <td>320.00</td> <td></td> <td>320.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£4,168.20</td> </tr> </tbody> </table>	PAYMENTS	Price	VAT	Total	Mrs Thompson - salary	570.84		570.84	HMRC	144.18		144.18	CALC - annual fee	301.36	34.45	335.81	Mrs Thompson - expenses	135.36		135.36	Mrs Fisher - WC cleaning	725.00		725.00	CC - Quay WC rates	150.00		150.00	CC - St Saviour's WC rates	240.00		240.00	Glasdon UK Ltd - 2 benches	833.38	166.67	1,000.05	SSE Enterprise - maintenance	195.80	39.16	234.96	C.F. Piper & Son - painting war memorial	260.00	52.00	312.00	Every Corner Distribution Ltd. - NP survey	320.00		320.00				£4,168.20	
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	<p>b. <i>Bank Reconciliation</i> – the bank statement is with the 2017/18 accounts which are ready for the Internal Auditor.</p> <p>c. <i>Bank Standing Order</i> – Minute 19a/2018 refers. Cllr. T. Libby and Fisher left the meeting whilst this item was discussed. The Bank had written to request further information i.r.o. a standing order for Mrs Fisher for 2017/18. These had been provided.</p> <p>d. <i>Insurance Renewal</i> – the current cover expires on 31st May. A copy of the draft policy had been circulated via email. Members raised several matters which need addressing:</p> <p>i. <u>Street Lighting</u> – to be deleted, cover no longer required.</p> <p>ii. <u>Bus Shelters</u> – at Polruan and Bodinnick, to be added.</p> <p>iii. <u>Former Telephone Kiosk</u> – Bodinnick, to be added.</p> <p>iv. <u>Toilet Blocks</u> – Frogmore, St Saviour’s and The Quay, to be added. Cllr. Fisher had provided details. Subsidence cover for St Saviour’s may be needed when the PC acquires ownership. Cllr. Fisher had provided the information requested by Zurich.</p> <p>v. <u>PC Owned Land</u> – to be added. Brendon, piece the quay phone kiosk, Whitecross Green.</p> <p>vi. <u>Benches</u> – to be added. The Clerk to send a copy of the document. The Clerk to obtain a quotation, including the items above. The Clerk reported two new benches had been delivered and were stored at Cllr. Fisher’s home. Mr Simpson had been asked to fit them as soon as possible. The bench opposite Hall Terrace needs repairs to the horizontal part.</p>	Clerk Clerk Clerk
48/2018	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Volunteering with Cormac</i> – details of the scheme provided by Ms Rebecca Dickson and circulated to Members via email.</p> <p>b. <i>Minerals Safeguarding Development Plan</i> – consultation runs from 20th April 2018 to 1st June 2018. Details previously emailed.</p>	
49/2018	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>St Saviour WC’s</i> – the Clerk to obtain an update.</p> <p>b. <i>Parish Meeting 2017</i> – the Clerk to send Cllr. Moore the link to the Minutes on the website.</p>	Clerk Clerk
50/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meeting</i> – 22nd May 2018.</p> <p>b. <i>NP Meeting</i> – 3rd May 2018.</p> <p>c. <i>Parish Meeting</i> – 14th May 2018. The Clerk gave her apologies she has a prior engagement. NOTE – Cllr. T. Libby had ordered tea, coffee and cakes from Crumpets and booked the Polruan WI Hall. Booked. The Clerk had sent invitations to local organisations.</p> <p>d. <i>Clerk’s Leave</i> – 28th April – 7th May 2018.</p>	
51/2018	<u>Meeting Closed</u> – 9.10 pm.	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 22nd May 2018