

	<p>The agenda and supporting papers previously circulated via email.</p> <p><u>Network Highways' Budget</u> – details of the Highway scheme had been emailed previously. Members highlighted the following projects possibilities to put forward for consideration:</p> <ul style="list-style-type: none"> i. <i>Parking at Lanteglos Highway</i> – Public Forum refers. Members felt parking, visibility, lack of signage (from the Ferry end) and traffic speed are all issues at this location. ii. <i>The Retaining Wall Opposite the Entrance to Greenbank</i> – Cllr. Adams said he thought this was the highest priority. iii. <i>Repairing to the Leat at Essa</i> – Cllr. Adams said the flooding, which happens every year, causes potholes. <p>It was RESOLVED to hold an Extraordinary Meeting on Tuesday, 29th May 2018 to discuss Highway issues.</p>	Clerk
55/2018	<p><u>Appointment of Members to Outside Bodies</u> –</p> <ul style="list-style-type: none"> a. <i>Polruan Village Hall Committee</i> – it was RESOLVED to elect Cllr. Kelly. b. <i>Fowey Harbour Port Users Group</i> – it was RESOLVED to elect Cllr. Carter. c. <i>Whitecross Village Hall Committee</i> – it was RESOLVED to elect Cllr. M. Shakerley. d. <i>The Churchyard Guild</i> – it was RESOLVED to elect Cllr. Adams. e. <i>Age Concern</i> – it was RESOLVED to elect Cllr. Bunt. 	Clerk
56/2018	<p><u>Apologies for Absence</u> – Cllrs. Kelly and V. Libby.</p>	
57/2018	<p><u>Members' Declarations</u> –</p> <ul style="list-style-type: none"> a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Talling and T. Libby in Minute 59b[ii]/2018 and Cllr. Shakerley in Minute 59b[iii]/2018; Cllrs. T. Libby and Fisher in Minute 63d/2018. b. <i>Non-registerable Interests</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – none. 	
58/2018	<p><u>Minutes of Meetings</u> –</p> <ul style="list-style-type: none"> a. <i>Full Council Meeting</i> – 24th April 2018, AGREED as a true record. 	
59/2018	<p><u>Planning Matters</u> –</p> <ul style="list-style-type: none"> a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore said the NP questionnaire had been delivered to every household in the parish. Exhibitions are planned – one in Whitecross and one in Polruan. Information could be left in local churches. A settlement assessment is to be undertaken. A grant of £2,211.45 had been pledged from Groundwork Ltd. b. <i>Planning Applications</i> – including any applications received after the agenda had been published. <ul style="list-style-type: none"> i. <u>PA18/01166/PREAPP, Toms Yard, East Street, Polruan</u> – pre-application advice to infill the quay wall of existing boatyard. <p>Members cannot make a decision until more information is available, but they do have concerns about the public landing area, which is not shown on the plan, an alternative safe landing will be needed during the works. Members felt a traffic management plan will be needed – to include possibly bringing in the building materials by sea. Members would like to ensure the MMO and Fowey Harbour Commissioners are consulted.</p> 	Clerk

	<p>ii. <u>PA18/02883, Trecoombe, Lanteglos Highway</u> – conversion and extension of garage, within curtilage of existing dwelling house to form annexe and/or seasonal holiday accommodation. Cllrs. Talling and T. Libby left the meeting whilst this item was discussed. SUPPORT.</p> <p>iii. <u>PA18/03740, Tredudwell Manor, Highway, Fowey</u> – construction of Temple/folly building in the grounds of Tredudwell Manor to carry out marriage and civil ceremonies. Cllr. Shakerley left the meeting whilst this item was discussed. SUPPORT.</p> <p>c. <i>Enforcement Cases</i> – the Clerk reported that CC had decreed that listing placing enforcement cases is an infringement of the Data Protection Act. In future updates will not be available. When a decision had been reached the complainant will be told, but not PCs. In future enforcement issues will be discussed in closed session.</p> <p>Cllr. Moore reported there were no updates to the enforcement cases listed on the agenda.</p> <p>d. <i>Affordable Housing</i> – a report of the meeting with Cornwall Community Housing Trust had been previously circulated via email.</p> <p>Cllr. Adams reported Cornwall Housing had agreed not to sell the property. They will work in partnership with Lanteglos PC on this. He said they were extremely helpful in exploring the way forward to renovate and retain older council properties.</p> <p>A report of the meeting with Mr Andrew George, Cornwall Community Land Trust had been circulated via email.</p> <p>It was RESOLVED to set a budget of £1,000 to obtain a formal valuation and basic plans i.r.o Flats 4 and 5 Chapel Lane, Polruan if possible, from May, Whetter and Grose. Members favoured setting up a Community Land Trust to manage the project. An Extraordinary Meeting will then be held in Polruan to consider this and related issues, including:</p> <ul style="list-style-type: none"> • Plans. • Obtain building repair quotes. • Investigate options for Future Management. • Establish use of monies from sale of 12a West Street. • Possibility of a mortgage to purchase building at a reduced rate. • Establish what S106 monies can be used incl. the Time Limitation. • Secure the property properly. <p>e. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA18/02433, The Old Piggery, Coombeland</u> – conversion of barn to dwelling (previously granted consent and works commenced under Class Q approval – PA16/06506).</p> <p>ii. <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.</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).</p> <p>f. <i>Planning Applications Refused by CC</i> – information only.</p> <p>i. <u>PA18/01495, Midships, 2 New Quay Terrace, East Street, Polruan</u> – installation of first floor balcony to front elevation of dwelling.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk Clerk</p>
60/2018	<p><u>Highway Matters</u> –</p> <p>a. <i>Highway Maintenance</i> – Minute 45a/2018 refers. Members considered a proposal from Mr Paul Allen, Cormac that the PC starts negotiations with Cormac about taking on further maintenance work (not potholes) with the support of a grant.</p>	

	<p>It was RESOLVED to seek a grant of £2,000 to maintain drains / gullies and simple hedging repairs.</p> <p>b. <i>Greenbank, Polruan</i> – Minute 45b/2018 refers. There had been no further response from Mr Paul Allen, Cormac regarding ownership of the wall. The Clerk to pursue.</p> <p>c. <i>Road Closure</i> – 30th July to 3rd August 2018 (09:30 to 16:30), road from Essa to Saffron Lane, Polruan. Details previously emailed. The Clerk to clarify if this applies to the whole road.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																												
61/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Telephone Kiosk</i> – Minute 31b/2018 refers. In the absence of Cllr. V. Libby there was no report, i.r.o. repainting the kiosk and cleaning the surrounding area.</p> <p>b. <i>End of World War I</i> – Minute 31c/2018 refers. Cllr. Shakerley said there was a general consensus that it was important to commemorate the end of WWI. A notice to be placed on the website to seek volunteers to take this forward. She will provide details to Cllr. Fisher.</p> <p>c. <i>Public Conveniences</i> –</p> <p>i. <u>St Saviour's WC</u> – the Clerk reported she had received a copy of the land registration document showing the PC as owners. She is awaiting an explanation from the solicitors.</p> <p>ii. <u>Frogmore WC</u> – there is water on the floor around the men's toilets at Frogmore and the ceramic toilet is loose from the concrete floor. The Clerk to ask Mr Ian Simpson to carry out urgent repairs.</p> <p>d. <i>Maintenance Issues</i> –</p> <p>i. <u>Benches</u> – Mr Simpson had been asked to install the two new benches and to repair the one at Bodinnick.</p> <p>ii. <u>Notice Boards</u> – Mr Smithson had been unable to erect the new board at Whitecross. The Clerk to ask Mr Simpson.</p> <p>e. <i>Tree Warden</i> – Members declined to join this scheme run by CC. Details previously circulated via email.</p> <p>f. <i>Volunteer Toolkit Trailer</i> – to book the trailer contact Jackie Mace (West) or Rebecca Dickson (East) on 0300 1234 222.</p>	<p>Cllr. V. Libby</p> <p>Cllrs. Shakerley / Fisher</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																												
62/2018	<p><u>Administrative Matters</u> –</p> <p>a. <i>Parish Meeting</i> – Cllr. Moore said it was a very constructive meeting. Various topics were raised and will be considered at a future meeting.</p>	<p>Clerk</p>																																												
63/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Insurance Renewal</i> – the current cover expires on 31st May 2018. Members considered the revised quotation, which includes benches, bus shelter, public WCs. It was RESOLVED to renew the policy with Zurich for five years, at a cost of £848.56 for 2018/19.</p> <p>b. <i>Accounts for Payment</i> – schedule 2018/19-02 to a value of £4,674.58 was APPROVED for payment.</p> <table border="0"> <thead> <tr> <th>PAYMENTS</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>EDF Energy - new toilet block</td> <td>18.00</td> <td></td> <td>18.00</td> </tr> <tr> <td>CC - St Saviour's WC rates</td> <td>120.00</td> <td></td> <td>120.00</td> </tr> <tr> <td>EDF Energy - parish lighting</td> <td>166.91</td> <td>8.34</td> <td>175.25</td> </tr> <tr> <td>CC - Quay WC rates</td> <td>144.00</td> <td></td> <td>144.00</td> </tr> <tr> <td>Mrs Fisher - WC cleaning</td> <td>725.00</td> <td></td> <td>725.00</td> </tr> <tr> <td>National Trust - Frogmore WCs rent</td> <td>25.00</td> <td></td> <td>25.00</td> </tr> <tr> <td>Mr Sanchez - Whitecross</td> <td>50.00</td> <td></td> <td>50.00</td> </tr> <tr> <td>EDF Energy - public WCs</td> <td>62.28</td> <td>3.10</td> <td>65.38</td> </tr> <tr> <td>SW Water - Frogmore WCs</td> <td>41.85</td> <td></td> <td>41.85</td> </tr> <tr> <td>CC - NP print work</td> <td>1,087.91</td> <td>217.58</td> <td>1,305.49</td> </tr> </tbody> </table>	PAYMENTS	Price	VAT	Total	EDF Energy - new toilet block	18.00		18.00	CC - St Saviour's WC rates	120.00		120.00	EDF Energy - parish lighting	166.91	8.34	175.25	CC - Quay WC rates	144.00		144.00	Mrs Fisher - WC cleaning	725.00		725.00	National Trust - Frogmore WCs rent	25.00		25.00	Mr Sanchez - Whitecross	50.00		50.00	EDF Energy - public WCs	62.28	3.10	65.38	SW Water - Frogmore WCs	41.85		41.85	CC - NP print work	1,087.91	217.58	1,305.49	<p>Clerk</p>
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	<p>Cllr. Moore - printing ink + binding 84.76 84.76</p> <p>Zurich - insurance premium 846.56 846.56</p> <p>Hudson Accounting Ltd - internal audit 225.00 225.00</p> <p>Polruan WI - hall hire 15.00 15.00</p> <p>Mrs Thompson - salary 570.84 570.84</p> <p>HMRC 144.18 144.18</p> <p>Mrs Thompson - expenses 51.56 51.56</p> <p>CALC - GDPR training (pro rata) 16.71 16.71</p> <p>Crumpets - catering (Parish Meeting) 50.00 50.00</p> <p style="text-align: right;">£4,674.58</p>	
	<p>c. <i>Bank Reconciliation</i> – the bank reconciliation was made available for inspection.</p> <p>Noted Barclays Fowey branch is closing on Friday, 26th October 2018.</p>	
	<p>d. <i>Bank Standing Order</i> – Minute 19a/2018 refers. Confirmation from the bank had yet to be received, i.r.o. a standing order for Mrs Fisher for 2017/18.</p>	
	<p>e. <i>End of Year Accounts 2017/18</i> –</p>	
	<p>i. <u>Annual Governance Statement 2017/18</u> – Members considered and approved the statement. Copy circulated at the meeting.</p>	
	<p>ii. <u>Accounting Statement for 2017/18</u> – Members received and accepted the 2017/18 accounts. The Clerk to submit them to the External Auditor and place on the PC’s website. Copy circulated at the meeting.</p>	Clerk Clerk
	<p>iii. <u>Internal Auditor</u> – the Internal Auditor had made three recommendations, which Members RESOLVED to action:</p> <ul style="list-style-type: none"> • The model Standing Orders should be adopted. • The minimum and maximum level of free reserves required should be considered as part of the budget setting process in future and be recorded in the Minutes. The requirement, or not, for a contingency sum should also form part of the budget discussions. • The asset register should be expanded to include some of the key information suggested in paragraph 5.57 of the ‘Proper Practice’ guidance. 	Clerk Clerk Clerk
	<p>f. <i>SW Coast Path</i> – Members declined a request for a grant. Details previously circulated via email.</p>	
64/2018	<u>Parish Meeting</u> – Members to consider any issues raised at the meeting.	
65/2018	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Calor Grant Scheme</i> – up to £5,000 available for schemes that ‘will improve local life’. Details previously circulated via email.</p> <p>b. <i>Cornwall Boundary Review</i> – the Boundary Commission will carry out a public consultation on their proposals from 5th June to 17th September 2018. Details previously circulated via email.</p> <p>c. <i>Fowey Mayor-Making</i> – the Chair and her guest had accepted an invitation to attend the event to be held on Thursday, 24th May 2018.</p> <p>d. <i>Clerks & Councils Direct</i> – May 2018. Chair’s copy.</p> <p>e. <i>GB Consortium’s Aerial Photography Great Britain Agreement</i> – it was RESOLVED to sign up to this project. Details previously emailed</p> <p>f. <i>Polruan Village Hall</i> – there is a board that could be used, currently stored with Mr Smithson.</p>	Cllr. Adams Clerk
66/2018	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Waste Bin, Whitecross</i> – for June agenda.</p>	

	<p>b. <i>Polruan Village Hall</i> – the Clerk to ask if the Committee would consider becoming a Charitable Incorporated Organisation (CIO).</p> <p>c. <i>Weed Spraying</i> – unless it is done by end of May, then the contract will be terminated.</p>	<p>Clerk</p> <p>Clerk</p>
67/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meeting</i> – 26th June 2018. It was RESOLVED to utilise the community bus to ferry people to meetings at Whitecross on a trial basis for six months. Extraordinary meetings to be held in Polruan WI Hall. Cllrs. Adams and Talling objected.</p> <p>b. <i>NP Meeting</i> – there will be no meeting in June. Future meeting TBC.</p>	<p>Cllr. Fisher / Clerk</p>
68/2018	<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>	
69/2018	<p><u>Legionella Testing</u> – Minute 46d/2018 refers. It was RESOLVED to accept the quotation from Public Protection, CC to carry out a risk assessment of the three toilet blocks (St Saviour's, The Quay, Frogmore) at a cost of £350+VAT plus the checks of the schematic water systems at an additional cost of £70+VAT.</p>	<p>Clerk</p>
70/2018	<p><u>Meeting Closed</u> – 21.33pm.</p>	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 25th June 2018