

LANTEGLOS-BY-FOWEY PARISH COUNCIL

NOTICE AND AGENDA OF THE FULL COUNCIL MEETING

TO BE HELD IN THE WHITECROSS VILLAGE HALL

TUESDAY, 26th JUNE 2018 @ 7pm

Members of the public and press are invited to attend this meeting of the Council. It should be noted that meetings could be filmed or recorded by broadcasters, the media or members of the public.

Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – members of the public may address the Council, prior to the commencement of the meeting.</p> <p>Members to receive reports from outside authorities as follows:</p> <ol style="list-style-type: none"> a. <i>Police</i> – PCSO Steve Cocks. b. <i>County Councillor</i> – Cllr. Hannaford. c. <i>Liskeard & Looe Network Panel Meeting</i> – Cllr. Moore had circulated a report, following the meeting held on 11th June 2018. 	
77/2018	<u>Apologies for Absence</u> – Cllr. Moore (leave).	
78/2018	<p><u>Members' Declarations</u> –</p> <ol style="list-style-type: none"> a. <i>Pecuniary/Registerable Declarations of Interests</i> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda. b. <i>Non-registerable Interests</i> – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest is apparent. c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – 	
79/2018	<p><u>Minutes of Meetings</u> –</p> <ol style="list-style-type: none"> a. <i>Annual Council Meeting</i> – 22nd May 2018. b. <i>Extraordinary Council Meeting</i> – 29th May 2018. 	
80/2018	<p><u>Planning Matters</u> –</p> <ol style="list-style-type: none"> a. <i>Neighbourhood Plan (NP)</i> – Members to receive an update. b. <i>Planning Applications</i> – including any applications received after the agenda had been published. <ol style="list-style-type: none"> i. <u>PA18/04710, Headland, 3 Battery Lane, Polruan</u> – submission of details to discharge condition 3 (construction traffic management plan) in respect of Decision Notice PA17/03611 dated 21st June 2017. NOTE – Members are not consulted on this type of application and the application has been actioned by CC. c. <i>Planning Applications Approved by CC</i> – information only. <ol style="list-style-type: none"> i. <u>PA18/02849, 17 Ocean View, Polruan</u> – alterations and extension to the dwelling, with associated works. Members supported this application. ii. <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. Members supported this application. 	Cllr. Moore

	<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. Members supported this application.</p> <p>d. <i>Affordable Housing</i> – Minute 59d/2018 refers. Members to consider the valuation report from May, Whetter and Grose, i.r.o. Flats 4 and 5 Chapel Lane, Polruan and to consider the next steps 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. 	
81/2018	<p><u>Highway Matters</u> –</p> <p>a. <i>Lanteglos Highway / Penpol Junction</i> – Minute 74a/2018 refers.</p> <p>i. <u>Parking</u> – submission made to the Network Highways' Budget.</p> <p>ii. <u>Speed Monitoring</u> – Members to confirm they wish to request Cormac to carry out speed monitoring at the point highlighted on the map.</p> <p>iii. <u>Road Signage</u> – submission made to the Network Highways' Budget.</p> <p>b. <i>Retaining Wall, Greenbank</i> – Minute 60b/2018 refers. Ms Mandy Langdon, CC reported that street lights A011, A012 and A013 in Polruan are CC owned and maintained lights. The strip of land they're situated in appears to be public maintained highway too. This information had been passed to Mr Paul Allen. Submission made to the Network Highways' Budget.</p> <p>c. <i>Repairs to the Leat at Essa</i> – the required repairs do not meet the objectives in the Network Highways Budget briefing notes, so the Parish Council will continue to liaise with highways to resolve this.</p> <p>d. <i>Potholes</i> –</p> <p>i. <u>Tredudwell Manor</u> – Mr Paul Allen reported the potholes at Tredudwell are on Cormac's programme to repair when resources permit.</p> <p>ii. <u>Highway to Penpol</u> – potholes on the road from Highway to Penpol, situated just above Lawhippet Farm had been reported to Highways.</p> <p>e. <i>Lengthsman Scheme</i> – Minute 60a/2018 refers. Mr Paul Allen advised he needs to speak to CC i.r.o. Members' request that the PC is given a grant of £2,000 to maintain drains / gullies and simple hedging repairs. Members to put together a list of the locations, the types of work and extent of works you would like to be considered, including a plan and / or schedule of the proposed works.</p> <p>f. <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. Minute 60c/2018 refers.</p> <p>NOTE – Mr Paul Allen advised these works are taking place at Churchtown to put in new gabion baskets to support the edge of road at a specific point. The road will be closed at the location but access will be available to Churchtown Farm and the church from the Essa end. This will be advised to the residents closer to the start date.</p>	
82/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Telephone Kiosk</i> – Minute 31b/2018 refers. The kiosk had been repainted, but a new 'Telephone' sticker is needed.</p> <p>b. <i>End of World War I</i> – Minute 31c/2018 refers. Members to receive an update i.r.o. the project to commemorate the end of WWI, to include a talk at Whitecross Village Hall on 15th September about the 27 men from our Parish who gave their lives during the War.</p>	<p>Cllr. V. Libby</p> <p>Cllr. Shakerley</p>

	<p>NOTE – Members to consider making a grant towards the project.</p> <p>c. <i>Waste Bin, Whitecross</i> – Members to consider the provision of a new bin. Minute 66a/2018 refers.</p> <p>d. <i>Weed Spraying</i> – Minute 66c/2018 refers. The contractor had completed the spraying on 29th May.</p> <p>e. <i>Public Conveniences</i> –</p> <ul style="list-style-type: none"> i. <u>Frogmore WCs</u> – Mr Simpson had been asked to carry out urgent repairs to the gents' toilet. ii. <u>St Saviour's WCs</u> – the legal paperwork had now been received and the toilet block is in the PC's ownership. iii. <u>Legionella Testing</u> – Ms Jennifer Graham, CC had carried out a risk assessment of the three toilet blocks (St Saviour's, The Quay, Frogmore) plus checks of the schematic water systems. <p>f. <i>Maintenance Issues</i> – Minute 61d/2018 refers.</p> <ul style="list-style-type: none"> i. <u>Benches</u> – Mr Simpson had been asked to install the two new benches and to repair the one at Bodinnick. ii. <u>Notice Boards</u> – Mr Simpson had been asked to install the new board at Whitecross. <p>g. <i>Doctors' Surgery</i> – accessibility issues.</p>	<p>Information</p> <p>Information</p> <p>Cllr. Talling</p>
83/2018	<p><u>General Data Protection Regulations (GDPR)</u> – Members to:</p> <ul style="list-style-type: none"> i. <u>Appoint a Committee</u> – to include the Clerk, to oversee compliance with the GDPR, to include: <ul style="list-style-type: none"> a. Compilation of a Data Asset Register, and b. Undertake an audit of the data currently held. ii. <u>Appoint a Data Protection Officer</u> – proposal this should be the Clerk. iii. <u>Approve the Privacy Notice</u> – for the website, previously emailed. 	
84/2018	<p><u>Adoption of Policies and Strategies</u> – copies previously circulated via email.</p> <ul style="list-style-type: none"> a. <i>Standing Orders</i> – latest version needed as per Internal Audit report. b. <i>Statement of Internal Control</i> – c. <i>Asset Register</i> – on hold, pending work to expand with key information as suggested in paragraph 5.57 of the 'Proper Practice' guidance. d. <i>Risk Assessments</i> – e. <i>Financial Regulations</i> – f. <i>Freedom of Information Act</i> – publication scheme. g. <i>Unreasonably Persistent and/or Vexatious Complaints</i> – h. <i>Communications Strategy</i> – i. <i>Social Media</i> – j. <i>Complaints Policy</i> – k. <i>Grants Policy</i> – Members to consider adopting the draft Grants Policy previously circulated via email. l. <i>H&S Policy</i> – on hold, the Clerk to submit a draft for Members' consideration. 	<p>Clerk</p> <p>Clerk</p>
85/2018	<p><u>Financial Matters</u> –</p> <ul style="list-style-type: none"> a. <i>Accounts for Payment</i> – schedule 2018/19-03. b. <i>Budget Monitor</i> – copy to be circulated at the meeting. 	

	<p>Members to agree a contribution towards the cost of Highway issues agreed at the Extraordinary Meeting on 29th May 2018.</p> <p>c. <i>Bank Reconciliation</i> – the bank reconciliation to be verified in accordance with the Financial Regulations.</p> <p>d. <i>Bank Standing Order</i> – Minute 19a/2018 refers. Members to receive an update i.r.o. a standing order for Mrs Fisher for 2017/18.</p>	<p>Cllr. V. Libby</p> <p>Cllr. Moore</p>
86/2018	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Air Quality</i> – letter from Sheryll Murray MP encouraging Members to respond to the government's <i>Clean Air Strategy</i> consultation on https://consult.defra.gov.uk/environmental-quality/clean-air-strategy-consultation/</p> <p>b. <i>Cornwall Division Boundaries</i> – consultation ends 17th September 2018. Details previously circulated via email.</p> <p>c. <i>Legal Provision</i> – Members to consider and accept terms with CC to provide legal services 2018/19. Details previously circulated via email.</p> <p>d. <i>Battles Over Events</i> – organisers of these events are encouraged to complete an Event Notification Form (ENF) and send it to Event Planning, CC: eventplanning@cornwall.gov.uk. Details previously emailed</p>	
87/2018	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a.</p>	
88/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meeting</i> – 24th July 2018. NOTE – 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> – TBC.</p> <p>c. <i>Clerk's Leave</i> – 18th August – 2nd September 2018 (inclusive).</p>	
89/2018	<u>Meeting Closed</u> –	

Signature: (Mrs Gillian Thompson)
Parish Clerk

Date: 18th June 2018

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