

LANTEGLOS-BY-FOWEY PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD IN THE WHITECROSS VILLAGE HALL
TUESDAY, 26th JUNE 2018 @ 7pm

Present: Cllr. Fisher (Meeting Chairman) Cllr. Adams Cllr. Bunt
 Cllr. Carter Cllr. T. Libby Cllr. V. 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> – in the absence of the Chairman, the Vice Chairman, Cllr. Fisher. He took the Chair, opened the meeting and welcomed those present.</p> <p>Mr Hill reported raised three issues: [1] Polruan Town Trust had disposed of the old notice board at St Saviour's. [2] He pointed out the traffic management plan for building work at Headland is incorrect as it shows School Lane will be used. (Minute 80b[i]/2018 refers.) [3] He is disappointed with the decision to continue to hold meetings in Whitecross.</p> <p>Cllr. Shakerley said the hedge on Ferry Road had grown excessively causing traffic to drive in the middle of the road. Cllr. Hannaford had reported this. Many road signs are unreadable in the parish because they require strimming.</p> <p>Mr Shakerley spoke regarding his pre-application application i.r.o. the Ring O'Bells. He said the building is stone built and lends itself to conversion to residential accommodation. It comes with sufficient land for parking / amenity.</p> <p>Mr Bate spoke regarding Ocean View Lighting. He said one of the six lights had been 'plugged'. (The one on the junction outside Cormorants.) The Clerk to check with SSE Contracting Ltd. as a refund may be due.</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 May 2018 one crime was reported, that of theft of tools from the new build at Bodinnick. This month an old BT CABLE mark/sign had been taken from beside the Blockhouse at the end of West Street. It had been mounted on a pole which had been cut and the sign removed. There had been an attempted burglary in the village and one of GBH.</p> <p>b. <i>County Councillor</i> – see also Minute 80d/2018. Cllr. Hannaford had reported a number of issues to Highways.</p> <p>Advice had been given i.r.o. PA18/01105/PREAPP, Land off Greenbank, Polruan – pre-application advice for provision of up to two affordable dwellings. In essence the advice is positive but suggests there should be public engagement with residents as there will be loss of a public open space that may be valued. The report suggests two 2-bed units and recommends an ecology report.</p> <p><u>Greenbank</u> – Cllr. Hannaford said it is the responsibility of tenants to maintain their gardens. The untaxed vehicles are being dealt with and the caravan and trailer owners had been written to. Cllr. T. Libby said the triangle area of grass had been left uncut and residents had been told this is a H&S issue.</p> <p>Cllr. Hannaford had organised a walkabout on 17th July with the Housing Surveyor and other CC Officers to look at all social housing issues. Members are welcome to attend.</p> <p>She added the recommendations for Lanteglos area had been accepted. Pelynt is not included in the name of the division but she felt it should be added. Minute 86b/2018 refers.</p>	Clerk

	<p>Improving broadband speed is a priority of the Network Panel. For those who cannot connect to fibre, alternatives are Mobile and the government's Gigabit Scheme. Details on CC website.</p> <p>CC had agreed the details of the Community Infrastructure Levy (CIL) scheme. On development schemes that qualify CIL areas with Neighbourhood Plan qualify for 25% without a Plan 15%.</p> <p>c. <i>Liskeard & Looe Network Panel Meeting</i> – Cllr. Moore had circulated a report, following the meeting held on 11th June 2018.</p>	
77/2018	<u>Apologies for Absence</u> – Cllrs. Moore (leave) and Kelly.	
78/2018	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Shakerley in Minute 80b[iii]/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>	
79/2018	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Annual Council Meeting</i> – 22nd May 2018, AGREED as a true record.</p> <p>b. <i>Extraordinary Council Meeting</i> – 29th May 2018, AGREED as a true record.</p>	
80/2018	<p><u>Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Fisher reported the Residents' Survey is completed and the data has been entered. There is a closed 19th July to sift through the data.</p> <p>b. <i>Planning Applications</i> – including any applications received after the agenda had been published.</p> <p>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. The Clerk to report the error on the Traffic Management Plan. Public Forum refers</p> <p>ii. <u>PA18/05407, 4 Florizel Mews, Fore Street, Polruan</u> – removal or variation of condition 2 (occupancy restriction) in respect of Decision Notice 5/10/83/00097/F dated 6th June 1983. Similar applications had been granted. NO OBJECTION.</p> <p>iii. <u>PA18/01625/PREAPP, Ring O'Bells, Pont Bottom</u> – pre-app advice for conversion and extension of traditional redundant stone barn to a single dwelling with associated parking area. Cllr. Shakerley left the meeting whilst this item was discussed. Cllr. Adams said this would be an improvement on what is there at present. NO OBJECTION.</p> <p>c. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA18/02849, 17 Ocean View, Polruan</u> – alterations and extension to the dwelling, with associated works.</p> <p>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.</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.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>d. <i>Affordable Housing</i> – Minute 59d/2018 refers. The valuation report from May, Whetter and Grose (MWG), i.r.o. Flats 4 and 5 Chapel Lane, Polruan had been circulated. Cllr. Hannaford confirmed a meeting with Ms Melanie Brain, CC is being organised to take this forward.</p> <p>Members need to consider the next steps including, the options report from Mr Andrew Prendergest.</p>	
81/2018	<p><u>Highway Matters</u> –</p> <p>a. <i>Lanteglos Highway / Penpol Junction</i> – Minute 74a/2018 refers. Cllr. Moore had made a submission to the Network Highways’ Budget:</p> <ol style="list-style-type: none"> i. <u>Speed Monitoring</u> – request to carry out speed monitoring at the point highlighted on the map and to consider introducing a 30mph limit. ii. <u>Road Signage / Rumble Strips</u> – at either end of the hamlet. iii. <u>Parking</u> – reinstate the available tarmacked parking area. <p>b. <i>Retaining Wall, Greenbank</i> – Minute 60b/2018 refers. Ms Mandy Langdon, CC reported that street lights on site are owned and maintained by CC. The strip of land they’re situated in appears to be public maintained highway. This information had been passed to Mr Paul Allen. Cllr. Adams had some historical information which he will forward to the Clerk who in turn will send it to Paul Allen.</p> <p>This scheme is deemed unacceptable for consideration by 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. The Clerk to ask Highways for an update.</p> <p>d. <i>Potholes</i> –</p> <ol style="list-style-type: none"> i. <u>Tredudwell Manor</u> – Mr Paul Allen reported the potholes at Tredudwell are on Cormac’s programme to repair when resources permit. ii. <u>Highway to Penpol</u> – potholes on the road from Highway to Penpol, situated just above Lawhippet Farm had been reported to Highways and subsequently repaired by them. <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 to maintain drains / gullies. The Clerk to draw up a list and circulate to Members with a week to respond with amendments / additions.</p> <p>NOTE – hedges would be the responsibility of land owners unless they were CC assets that CORMAC currently maintain and will not be considered under this scheme.</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. 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.</p>	<p>Cllr. Adams / Clerk</p> <p>Clerk</p> <p>Clerk</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 it appears BT are unable to supply a sticker reading ‘Telephone’. Cllrs. Shakerley and V. Libby may be able to assist. A thank you letter had been sent to the resident who carried out the painting.</p> <p>b. <i>End of World War I</i> – Minute 31c/2018 refers. Cllr. Shakerley said there will be:</p> <ol style="list-style-type: none"> i. A talk at Whitecross Village Hall on 15th September about the 27 men from our Parish who lost their lives. ii. A display in St Wyllow Church in November, in conjunction with the incumbent. 	<p>Cllrs. V Libby / Shakerley</p>

	<p>iii. A small booklet recounting the lives of the 27 men who died. It was RESOLVED to make a grant of up to £500 towards the project.</p> <p>c. <i>Waste Bin, Whitecross</i> – Minute 66a/2018 refers. The Clerk provided the price of various types of bin. In addition Mr Luke Daniel, Biffa advised they would charge £218.92+VAT p.a. for weekly empties. The situation to be monitored and revisited in three months.</p> <p>d. <i>Weed Spraying</i> – Minute 66c/2018 refers. The contractor had completed the spraying on 29th May. The Clerk to request the second spray is carried out during the last week of September.</p> <p>e. <i>Public Conveniences</i> –</p> <p>i. <u>Frogmore WCs</u> – Mr Simpson had carried out urgent repairs to the gents' toilet.</p> <p>ii. <u>St Saviour's WCs</u> – the legal paperwork had now been received and the toilet block is in the PC's ownership.</p> <p>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. Details were made available via email.</p> <p>Members considered the report's recommendations. The Clerk to seek clarification on the 'dead-ends' mentioned in the report. The contractor, Mrs Michelle Fisher, to be asked to record water temperature on a record sheet to be placed on cupboard door.</p> <p>f. <i>Maintenance Issues</i> – Minute 61d/2018 refers.</p> <p>i. <u>Benches</u> – Mr Simpson had installed the two new benches but had yet to repair the one at Bodinnick. The Clerk reported a regular visitor had offered to purchase one of the benches and pay for its installation. They will supply a plaque and Members AGREED to install this.</p> <p>ii. <u>Notice Boards</u> – Mr Simpson had been asked to install the new board at Whitecross. The Clerk to remind him. The St Saviour's notice board to be removed from the Asset Register.</p> <p>g. <i>Doctors' Surgery</i> – Cllr. Talling Talling explained that most patients live higher up the hill and find visiting the surgery difficult. Those who need regular treatment with the nurse, for example, have to go to Fowey (£4.80 on the ferry) because if they go to the Polruan Surgery they have difficulty in walking there and parking can be an issue. They then have to negotiate stairs to see the nurse. The Clerk to seek the views of the Patients Friends of Fowey Surgery and open discussions on the subject.</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>
83/2018	<p><u>General Data Protection Regulations (GDPR)</u> – as the Data Controller under GDPR, the Council has taken the following action:</p> <p>i. <u>Appoint a Committee</u> – it was RESOLVED to appoint Cllrs. Carter, Shakerley and the Clerk to oversee compliance with the GDPR.</p> <p>a. Compilation of a Data Asset Register, and</p> <p>b. Undertake an audit of the data currently held.</p> <p>ii. <u>Appoint a Data Protection Officer</u> – it was RESOLVED the Clerk would be the DPO.</p> <p>iii. <u>Approve the Privacy Notice</u> – RESOLVED to adopt the Privacy Policy previously circulated via email. To be placed on the website.</p>	<p>Clerk</p> <p>Clerk</p>
84/2018	<p><u>Adoption of Policies and Strategies</u> – copies previously circulated via email. Members RESOLVED to adopt the following:</p> <p>a. <i>Standing Orders</i> – latest version needed as per Internal Audit report.</p> <p>b. <i>Statement of Internal Control</i> –</p> <p>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.</p>	<p>Clerk</p> <p>Clerk</p>

	<p>d. <i>Risk Assessments</i> –</p> <p>e. <i>Financial Regulations</i> –</p> <p>f. <i>Freedom of Information Act</i> – publication scheme.</p> <p>g. <i>Unreasonably Persistent and/or Vexatious Complaints</i> –</p> <p>h. <i>Communications Strategy</i> –</p> <p>i. <i>Social Media</i> –</p> <p>j. <i>Complaints Policy</i> – replace on website.</p> <p>k. <i>Grants Policy</i> – Members felt their current procedures covered this and DECLINED to adopt the draft Grants Policy.</p> <p>l. <i>H&S Policy</i> – on hold, the Clerk to submit a draft for Members’ consideration.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																																																				
85/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2018/19-03 to a value of £4,282.44 was APPROVED for payment. Cheque 100409 (insurance) had been cancelled and replaced with 100422.</p> <p>The Clerk explained there was no budget for Affordable Housing projects and the payment for the property valuation had been taken from the Contingency Budget as an interim measure. An ‘Affordable Housing’ budget heading to be considered at the next meeting.</p> <table border="1" data-bbox="327 873 1260 1400"> <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>CC - Quay WC rates</td> <td>144.00</td> <td></td> <td>144.00</td> </tr> <tr> <td>WC cleaning</td> <td>725.00</td> <td></td> <td>725.00</td> </tr> <tr> <td>Lanhydrock Services - weed spraying</td> <td>205.00</td> <td>41.00</td> <td>246.00</td> </tr> <tr> <td>Grass cutting – Whitecross</td> <td>50.00</td> <td></td> <td>50.00</td> </tr> <tr> <td>Property valuation</td> <td>100.00</td> <td>20.00</td> <td>120.00</td> </tr> <tr> <td>Insurance</td> <td>816.64</td> <td></td> <td>816.64</td> </tr> <tr> <td>Polruan WI - hall hire</td> <td>15.00</td> <td></td> <td>15.00</td> </tr> <tr> <td>Salary</td> <td>570.64</td> <td></td> <td>570.64</td> </tr> <tr> <td>HMRC</td> <td>144.38</td> <td></td> <td>144.38</td> </tr> <tr> <td>Administrative expenses</td> <td>68.88</td> <td></td> <td>68.88</td> </tr> <tr> <td>WesternWeb Ltd - annual fee</td> <td>67.00</td> <td>13.40</td> <td>80.40</td> </tr> <tr> <td>Display boards + NP printing</td> <td>469.58</td> <td>93.92</td> <td>563.50</td> </tr> <tr> <td>CRCC - NP support</td> <td>500.00</td> <td>100.00</td> <td>600.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£4,282.44</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>Members deferred agreeing a contribution towards the cost of Highway issues pending resolution of 81e/2018 above.</p> <p>c. <i>Bank Reconciliation</i> – the bank reconciliation was verified in accordance with the Financial Regulations.</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 WC Cleaning for 2018/19.</p>	PAYMENTS	Price	VAT	Total	EDF Energy - new toilet block	18.00		18.00	CC - St Saviour's WC rates	120.00		120.00	CC - Quay WC rates	144.00		144.00	WC cleaning	725.00		725.00	Lanhydrock Services - weed spraying	205.00	41.00	246.00	Grass cutting – Whitecross	50.00		50.00	Property valuation	100.00	20.00	120.00	Insurance	816.64		816.64	Polruan WI - hall hire	15.00		15.00	Salary	570.64		570.64	HMRC	144.38		144.38	Administrative expenses	68.88		68.88	WesternWeb Ltd - annual fee	67.00	13.40	80.40	Display boards + NP printing	469.58	93.92	563.50	CRCC - NP support	500.00	100.00	600.00				£4,282.44	<p>Clerk</p> <p>Clerk</p>
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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 ACCEPTED terms with CC to provide legal services 2018/19. The Clerk to sign and return to CC. Details previously circulated via email.</p>	<p>Clerk</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> <p>e. <i>Fire & Rescue Service, Integrated Risk Management Plan 2019-22</i> – consultation deadline is 30th June 2018, see www.cornwall.gov.uk/IRMP. Details circulated via email.</p>	
87/2018	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Planning Enforcements</i> – the Clerk to request updates.</p> <p>b. <i>Contracts</i> – the Clerk to compile tender packs for consideration at the July meeting. Cllr. Fisher will assist with documentation.</p>	<p>Clerk Cllr. Fisher / Clerk</p>
88/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meeting</i> – 24th July 2018. 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> – 19th July 2018. NOTE – this meeting is not open to the public.</p> <p>c. <i>Clerk's Leave</i> – 18th August – 2nd September 2018 (inclusive).</p>	
89/2018	<u>Meeting Closed</u> – 20.51pm.	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 24th July 2018