

LANTEGLOS-BY-FOWEY PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING
HELD IN THE WHITECROSS VILLAGE HALL
TUESDAY, 24th JULY 2018 @ 7pm

Present: Cllr. Moore OBE (Chairman) Cllr. Adams Cllr. Bunt
Cllr. Carter Cllr. Fisher Cllr. T. Libby
Cllr. V. Libby Cllr. M. Shakerley Cllr. Talling

In attendance: Mrs Thompson (Parish Clerk) Five members of the public

Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present. She reminded attendees that as it was advertised as a public meeting it could be filmed or recorded by broadcasters, the media or members of the public.</p> <p>A resident reported the conifers at the entrance to Ocean View, just below the old garage, are overhanging the road. Also, the buddleias at Pont are now growing halfway across the road. The Clerk to report both issues to Highways.</p> <p>It was confirmed the venue for PC meetings would be reconsidered six months after the May meeting.</p> <p>Various events will be held on The Quay. The WC Cleaning Contractor to be asked to keep the disabled toilet open on Saturday, 26th July to 10.30pm and until 9.30pm on Sunday, 5th August. On the Bank Holiday, Members request all the WCs are kept open until 11pm.</p> <p>There is a car which parks opposite the Penpol junction, thereby causing an obstruction for larger vehicles exiting from the Penpol direction, the Clerk to report this to the Police.</p> <p>Members received reports from outside authorities as follows:</p> <p>a. <i>Police</i> – PCSO Steve Cocks sent his apologies and a written report. From 1st to 30th June 2018 there were four crimes including an attempted burglary and the theft of an outboard engine.</p> <p><u>Proposed Merger of Devon and Cornwall Police to join with Dorset</u> – details on: http://www.futurepolicing.co.uk. Details previously circulated via email. Deadline for comments 27th August 2018.</p> <p>b. <i>County Councillor</i> – in the absence of Cllr. Hannaford there was no CC report.</p> <p>c. <i>Liskeard & Looe Network Panel Meeting</i> – A letter from the <i>Liskeard & Looe Network Panel</i>, to the Chief Constable and Ms Alison Hernandez, Police and Crime Commissioner regarding police coverage for the area had been previously circulated via email.</p> <p>d. <i>Fowey Harbour Commission</i> – Capt. Paul Thomas advised work to refurbish the slipway at Brazen Island was due to begin w/c 2nd July. Materials for the project will be arriving by barge to site and current planning is for concrete lorries to be brought over by car ferry. There may be a short period after the school holidays where lorries may get access via Tom's Yard but that is very much subject to activity at the yard at the time. The project is scheduled to complete by 21st December 2018.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
90/2018	<u>Apologies for Absence</u> – Cllr. Wilton and County Cllr. Hannaford. Cllr. Kelly was not present.	
91/2018	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p>	

	<p>NOTE – Cllr. Shakerley had been booked to attend Code of Conduct training on 14th January 2019; Cllr. Carter the session on 27th September.</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>	
92/2018	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 26th June 2018, AGREED as a true record.</p>	
93/2018	<p><u>Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore reported a meeting had been held to discuss the results of the community survey. The interactive displays were almost ready and a series of consultations will be held. It was AGREED that an independent report would be commissioned. The Clerk to circulate a budget report for the NP. Cllr. Moore explained more funding is available. Parts of the former Caradon Plan had been incorporated into the Cornwall Plan.</p> <p><i>Neighbourhood Plans, Affordable Housing, and Cornwall Local Plan Housing Apportionment</i> – letter from the N Cornwall Cluster Group, previously circulated via email. Cllr. Moore said this did not apply to Lanteglos. Cllr. Hannaford is looking into the reasons that social housing in Polruan is empty.</p> <p>b. <i>Planning Applications</i> – including any applications received after the agenda had been published.</p> <p>i. <u>PA18/05310, Mixtow Cottage, Mixtow</u> – pitched roof over the existing flat roof extension. Members felt this would be an improvement. SUPPORT.</p> <p>ii. <u>PA18/05311, Mixtow Cottage, Mixtow</u> – Listed Building Consent for pitched roof over the existing flat roof extension. As above. SUPPORT</p> <p>iii. <u>PA18/06202, Beacon, 10 Battery Park, Polruan</u> – removal of existing dormer bungalow first floor hipped roof structure and 3 dormers. Build up existing external walls to form increased first floor accommodation with new hipped roof structure over. NO OBJECTION.</p> <p>c. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <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.</p> <p>d. <i>Affordable Housing</i> – Minute 80d/2018 refers. A meeting with Ms Melanie Brain, CC and CC Cllrs. Mitchell and Hannaford had been arranged for 9th August i.r.o. Flats 4 and 5 Chapel Lane, Polruan. The meeting will include consideration of the options paper from Mr Andrew Prendergest. Some funding from s.106 monies was available. Cllr. Fisher will obtain quotations for repairs prior to the meeting. Members favoured the building to be retained as two flats.</p> <p>e. <u>PA18/04710, Headland, 3 Battery Lane, Polruan</u> – an error on the Traffic Management Plan had been reported to the case officer, Mark Wigley. The School Lane road sign had now been re-sited to its correct location.</p> <p>f. <i>Draft Planning Validation Guide</i> – consultation ends 5pm Friday 24th August 2018. Details previously emailed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Moore</p> <p>Cllr. Fisher</p>
94/2018	<p><u>Highway Matters</u> –</p> <p>a. <i>Retaining Wall, Greenbank</i> – Minute 81b/2018 refers. Mr Allen, Cormac advised that although he could find no definitive proof to show that the land is part of the publicly maintainable highway and therefore the council's responsibility, he will recommend to CC they should assume</p>	

	<p>responsibility and he will nominate it for future funding just to maintain the existing bank to keep it safe. Until such funding becomes available then Highways may need to look at either erecting warning signs asking the public not to use the raised bank as a footway or to close it off completely. This will depend on how dangerous the bank is considered to be, however, at the moment he does not think this is necessary.</p> <p>The fence at Greenbank is to be repaired by Highways.</p> <p>b. <i>Lengthsman Scheme</i> – Minute 81e/2018 refers. The Clerk to advise Mr Allen that the following items are the type of work we envisage a Lengthsman carrying out. Members estimate it will take an average of one day a month at a cost of £155 per day. They propose that a grant of £2,000 is made available, to be drawn down as and when the work is carried out. Cllr. Adams to request Mr Sanchez to start clearing drains now in preparation for winter.</p> <p>i. <i>Repairs to the Leat at Essa</i> – Mr Paul Allen, Cormac advised they have no proposals to carry out any repair work at the leat apart from digging it out a bit deeper. They will add this location to our list of future ditch maintenance work and monitor any future issues.</p> <p>ii. <i>Pont Sump</i> – the sump to be cleared regularly, especially in winter.</p> <p>iii. <i>Clearing Drains / Gullies</i> – regular maintenance.</p> <p><i>Turning to Polruan and Pont</i> – a new pipe and drain were installed at the turning last year to help prevent flooding of properties along the Pont Valley. At times of high rainfall, water flows past the drain and continues along the valley. Property is still vulnerable. A slight alteration in the camber of the road or a small ramp to guide the water into the drain would stop this. This is outside the remit of a Lengthsman. The matter to be reported to Highways.</p>	<p>Clerk</p> <p>Cllr. Adams</p> <p>Clerk</p>
95/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>End of World War I</i> – Minute 82b/2018 refers. Cllr. Shakerley said the project to commemorate the end of WWI is progressing well. Details of relevant family history would be welcomed.</p> <p>b. <i>Public Conveniences</i> –</p> <p>i. <u>St Saviours WCs</u> – it was RESOLVED to have the exterior repainted / retouched. Cllr. Fisher offered to carry out the work. Consideration will be given to further work in September.</p> <p>ii. <u>Legionella Testing</u> – Ms Jennifer Graham, CC had amended the report (copy previously emailed), following Members' comments regarding the 'dead end' pipework at Frogmore.</p> <p>Noted the current cleaning contractor had agreed to record the water temperature and had been provided with a form for this purpose.</p> <p>c. <i>Maintenance Issues</i> – Minute 61d/2018 refers.</p> <p>i. <u>Benches</u> – Mr Simpson had been reminded to repair the one at Bodinnick.</p> <p>Mr and Mrs James Hobson had sent a cheque to cover the cost of one of the new benches. Cllr. Fisher will put up the plaque they had provided and provide a photograph for Mr and Mrs Hobson.</p> <p>ii. <u>Notice Boards</u> – Mr Simpson had been asked to install the new board at Whitecross. He is very busy but will speak to Mr Dave Spry.</p> <p>Ms Suzanne Goddard had advised that Polruan Village Hall Committee will not be pursuing registration as a Community Interest Company at this stage. There is an old board in the shed at Whitecross that might be suitable for use by the Polruan VH.</p> <p>d. <i>Doctors' Surgery</i> – Minute 82g/2018 refers. It is understood the lease has quite a few years to run and previous discussions regarding some sort of all-purpose building at the top of the village has proved problematic. It was AGREED to take no further action.</p>	<p>Clerk</p> <p>Cllr. Fisher / Clerk</p>

	e. <i>Planters</i> – Members were pleased to ACCEPT an offer to provide and maintain flower planters in the square at the junction of East Street and Fore Street. Details previously circulated via email.	Clerk																																																																																																				
96/2018	<p><u>General Data Protection Regulations (GDPR)</u> –</p> <p>a. <i>Data Asset Register</i> – the Clerk to check with CALC that pension details for employees should be retained for 75 years post-employment. Decision deferred to the September meeting.</p> <p>b. <i>Data Audit</i> – on hold pending further guidance.</p> <p>c. <i>Freedom of Information Publication Scheme</i> – on hold pending adoption of the Data Audit.</p>	Clerk																																																																																																				
97/2018	<p><u>Adoption of Policies and Strategies</u> – copies previously circulated via email.</p> <p>a. <i>H&S Policy</i> – Members RESOLVED to adopt the draft Policy. A copy to be placed on the website.</p>	Clerk																																																																																																				
98/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2018/19-04 to a value of £7,409.66 was APPROVED for payment. Following a complaint from the Clerk, EDF Energy had agreed to refund the direct debit taken for Parish Lighting.</p> <p>i. <u>Quay WCs</u> – a grant of £2,500 had been received from the Polruan Trust towards the running costs of the toilets. It was RESOLVED to send a letter thanking the Trust and to ask if they would consider continuing to make a grant.</p> <p>ii. <u>Affordable Housing</u> – Members deferred a decision on a possible new budget heading for ‘Affordable Housing’.</p> <p>NOTE – Members deferred agreeing a contribution towards the cost of Highway issues pending agreement of the scheme details from Mr Allen</p> <table border="0"> <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>Mrs Thompson - expenses</td><td>53.12</td><td></td><td>53.12</td></tr> <tr><td>Lanteglos Community Bus Assoc</td><td>11.00</td><td></td><td>11.00</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>SW Water - The Quay WCs</td><td>5.84</td><td></td><td>5.84</td></tr> <tr><td>Mr A. Sanchez - various</td><td>980.00</td><td></td><td>980.00</td></tr> <tr><td>CC - legionella testing (98254133)</td><td>420.00</td><td>84.00</td><td>504.00</td></tr> <tr><td>Mr. I. Simpson - bench repairs</td><td>100.00</td><td></td><td>100.00</td></tr> <tr><td>Mr. D. Spry - bench repairs</td><td>400.00</td><td></td><td>400.00</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>176.33</td><td></td><td>176.33</td></tr> <tr><td>SW Water - St Saviours WCs</td><td>25.60</td><td></td><td>25.60</td></tr> <tr><td>SW Water - Frogmore WCs</td><td>36.88</td><td></td><td>36.88</td></tr> <tr><td>Lanteglos-by-Fowey PCC - churchyard maintenance</td><td>1,152.00</td><td></td><td>1,152.00</td></tr> <tr><td>Cllr. Moore - NP printing</td><td>49.04</td><td>9.81</td><td>58.85</td></tr> <tr><td>CRCC - NP support incl. online household survey</td><td>500.00</td><td>100.00</td><td>600.00</td></tr> <tr><td>Mrs Thompson - 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>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>EDF Energy - new toilet block</td><td>18.00</td><td></td><td>18.00</td></tr> <tr><td></td><td></td><td></td><td>£7,409.66</td></tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>c. <i>Bank Reconciliation</i> – the bank reconciliation was verified in accordance with the Financial Regulations by Cllr. V. Libby.</p>	PAYMENTS	Price	VAT	Total	Mrs Thompson - salary	570.84		570.84	HMRC	144.18		144.18	Mrs Thompson - expenses	53.12		53.12	Lanteglos Community Bus Assoc	11.00		11.00	CC - Quay WC rates	144.00		144.00	Mrs Fisher - WC cleaning	725.00		725.00	SW Water - The Quay WCs	5.84		5.84	Mr A. Sanchez - various	980.00		980.00	CC - legionella testing (98254133)	420.00	84.00	504.00	Mr. I. Simpson - bench repairs	100.00		100.00	Mr. D. Spry - bench repairs	400.00		400.00	CC - St Saviour's WC rates	120.00		120.00	EDF Energy - parish lighting	176.33		176.33	SW Water - St Saviours WCs	25.60		25.60	SW Water - Frogmore WCs	36.88		36.88	Lanteglos-by-Fowey PCC - churchyard maintenance	1,152.00		1,152.00	Cllr. Moore - NP printing	49.04	9.81	58.85	CRCC - NP support incl. online household survey	500.00	100.00	600.00	Mrs Thompson - salary	570.64		570.64	HMRC	144.38		144.38	CC - Quay WC rates	144.00		144.00	Mrs Fisher - WC cleaning	725.00		725.00	EDF Energy - new toilet block	18.00		18.00				£7,409.66	Clerk
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	<p>d. <i>Ocean View Lighting</i> – June Public Forum refers. Mr Mark Vincent, CC had insisted the sixth light column was installed. In view of this, SSE Enterprise Ltd. had been instructed to proceed and install the sixth light by 27th July. Noted there will be no additional cost to the Parish Council.</p>	
99/2018	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Clerks & Councils Direct</i> – July 2018. Chairman’s copy.</p> <p>b. <i>First Time Central Heating: Warm and Well Cornwall</i> – to find out the qualification criteria and get help with heating a home see: www.cornwall.gov.uk/warmandwell. Details previously emailed.</p> <p>c. <i>Cornwall Community Land Trust</i> – Cllr. Shakerley had attended their AGM. An email from the Trust had set out details of the Community Housing Fund. Cllr. Moore will speak to Mr Andrew George regarding the setting up of a CLT for Polruan. Further consideration deferred to the September meeting.</p> <p>d. <i>Tamar Bridge and Torpoint Ferry</i> – Funding the Crossings Consultation 2018. Deadline for comments 8th August. Details previously emailed.</p>	Cllr. Moore Clerk
100/2018	<p><u>Information Only / Items for Future Agendas</u> –</p> <ul style="list-style-type: none"> • None. 	
101/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meeting</i> – 25th September 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> – 18th September 2018.</p> <p>c. <i>Clerk’s Leave</i> – 18th August – 2nd September 2018 (inclusive).</p> <p>d. <i>Liskeard Carers Forum</i> – 25th July 2018 from 1.00 to 3.00pm, at Liskerret Community Centre. Details previously emailed</p>	
102/2018	<p><u>Contracts</u> – Minute 87b/2018 refers. Members considered and AGREED the content of the tender packs as follows:</p> <p>a. <i>Advertisement</i> – wording agreed. quotations to be received two weeks before October meeting. The Clerk to place an advertisement in [1] Lanteglos Parish News, [2] Fowey News, [3] Looe News, [4] website, [5] notice boards. A copy of the advertisement to be sent to those on the preferred contractors list.</p> <p>b. <i>Covering Letter</i> – wording agreed.</p> <p>c. <i>WC Cleaning</i> –</p> <ul style="list-style-type: none"> • Includes a requirement to record water temperature daily • Cleaning Schedule – The Quay WCs to be cleaned twice daily in August. <p>d. <i>Whitecross Village Green</i> – separate tender. Grass to be cut prior to the first Saturday of the month. Price to be provided on a cut by cut basis as winter cuts may not be necessary.</p> <p>e. <i>PROWs</i> –</p> <ul style="list-style-type: none"> • PROW A3 Map – to include the [1] footpath opposite the entrance to Greenbank; [2] the grass behind St Saviours WCs; [3] plus trimming of shrubs / bushes below Rock Cottage at the bottom of Sydney Hill. • Schedule of Work – Contractor’s copy. Additional paths, as detailed above, to be added to covering letter. • Small Works Contract. • All benches to be kept clear of vegetation. 	Clerk Clerk Clerk Clerk Clerk

