

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE WHITECROSS VILLAGE HALL

TUESDAY, 27th NOVEMBER 2018 @ 7pm

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

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. Cllr. Moore advised the meeting that residents had been invited to comment on the proposed 2% increase to the precept. 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>Mr Gary Holland, Kelly Communications (KC) addressed Members regarding their plans to undertake cabling works on behalf of BT in Polruan. The road will need to be closed for (hopefully) one or two evenings. The Fire Brigade, Police and Ambulance had been consulted. KC will undertake a letter drop to inform residents. Members understand that there is no alternative to closing the road and, therefore, gave their verbal support. Minute 144d/2018 below.</p> <p>Mr Hill referred to Minute 143e/2018 and asked what it refers to. Cllr. Moore explained it refers in particular to Townsend Farm. Mr Hill suggested asking CC to list these buildings as being 'at risk'. Cllr. Moore will discuss this further with County Cllr. Hannaford.</p> <p>Mr Hill informed Members that the road sign at Church Lane turning is lying on top of the hedge. Policeman's Walk should read Policeman's Lane (Minute 145c/2018 below refers).</p> <p>Mr Gavin Shakerley was present regarding his planning application (Minute 143b[jv]/2018 refers). He explained it was the intention to provide a small two-bedroom family home.</p> <p>Mr and Mrs Carruthers referred to their planning application for The Covey (143i/2018 refers). They appreciate concerns about contractor traffic and gave their commitment to minimising traffic disruption.</p> <p>Mr Hill said the proposed increase to the precept did not seem unreasonable but queried the value of providing broadband for the WI Hall.</p> <p>Members received reports from outside authorities as follows:</p> <ol style="list-style-type: none"> a. <i>Police</i> – PCSO Steve Cocks sent his apologies and advised that from 1st to 31st October 2018 there had been no reported crimes. b. <i>County Councillor</i> – Cllr. Hannaford had sent her apologies. Mr Paul Allen advised Cormac had secured funding to replace the fence at Greenbank. As yet they do not have a start date – it will be added to their programmed works. c. <i>Liskeard & Looe Network Panel Meeting</i> – Notes of the meeting held on 29th October 2018 had been circulated via email. The scheme for road safety improvement to Lanteglos Highway had secured funding. d. <i>Cornwall Community Flood Forum</i> – Ms Cathryn Marcus, Flood Resilience Manager to meet with Members at their February meeting to consider a possible Flood Plan for Polruan. e. <i>Port User Group</i> – Minutes of the meeting held on 6th November 2018 previously emailed. Next meeting scheduled for Wednesday 3rd April 2019 at 1400 in Fowey Harbour Office. 	<p>Clerk</p> <p>Cllr. Moore</p>

140/2018	<u>Apologies for Absence</u> – Cllrs. Carter and T. Libby; and County Cllr. Hannaford.	
141/2018	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllrs. Fisher, Wilton and V. Libby in 152a/2018. Cllr. V. Libby in 143b[i]/2018. Cllr. Shakerley in 143b[iv]/2018 and Cllr. Bunt in 143i/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>	
142/2018	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 23rd October 2018, AGREED as a true record.</p>	
143/2018	<p><u>Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore provided a copy of the Survey Summary Report to Members. This will inform the Policies within the NP. It was RESOLVED to place a copy on the website. A meeting will be held on 4th December 2018. Work on the Landscape Character Assessment is ongoing. A grant of £2,500 had been received from Groundwork.</p> <p>b. <i>Planning Applications</i> –</p> <p>i. <u>PA18/09620, The Sea House, Townsend, Polruan</u> – first floor extension and alterations to dwelling. An objection from a resident had been circulated prior to the meeting. Cllr. V. Libby left the meeting whilst this was discussed.</p> <p>OBJECT on the grounds it is out of character and Members are concerned with the increase in height. Members are also concerned that the application itself is misleading – it is not a loft conversion, but an application for an additional storey and should be re-submitted to clarify this. Cllr. Fisher disagreed with this decision and said the building is in a poor condition and this would be an improvement.</p> <p>ii. <u>PA18/10261, Chapel House, 1 Battery Lane, Polruan</u> – internal alterations to the first floor: a number of non-loadbearing internal walls to be removed to make an open plan living space; One flush window to the internal covered area changing to a box window (resubmission of approved application PA18/00488) Metal open style balustrading to the first floor balcony to be replaced with clear glazed balustrade; Existing PVCu windows/door to first floor balcony to be removed, together with central masonry pier, to allow single opening for double sliding patio doors. SUPPORT.</p> <p>iii. <u>PA18/10287, The Old Foundry, Fore Street, Polruan</u> – raise the ground level to the West elevation of the property to form a terrace, convert the existing loft space and remodel the internal layout. NO OBJECTION.</p> <p>iv. <u>PA18/09637, Ring O'Bells, Pont Bottom, Highway</u> – conversion and extension of existing traditional stone barns to a single dwelling with associated parking. Cllr. Shakerley declared an interest and left the room whilst this application was discussed. Cllr. Fisher said it would be good to see it brought back into use. SUPPORT.</p> <p>c. <i>Planning Applications</i> – approved by CC: information only.</p> <p>i. <u>PA18/06587, Greetwell, Old Road, Bodinnick</u> – conversion of domestic garage to lounge, extensions for utility and bathroom to.</p> <p>ii. <u>PA18/07966, Land Adjacent to Allwynds, Lanteglos</u> – reserved Matters application for the construction of dwelling. (Details following application no. PA18/00774 dated 20.03.2018.)</p>	<p>Cllr. Fisher</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk Clerk</p>

	<p>iii. <u>PA18/06103, Toms Yard, East Street, Polruan</u> – partial infill of the sea wall to prevent some flooding at high tide with a south west wind and to provide access for the boat crane to land at the north east end of the boat yard.</p> <p>iv. <u>PA18/08446, The Secret House / Drift, 57 Fore Street, Polruan</u> – replacement of existing window in attic room with inward opening door and Juliette balcony.</p> <p>v. <u>PA18/08923, Pieds Dans L'Eau, New Road, Fowey</u> – consent to fell two Elm Trees within Conservation Area. As this application is for works to trees in a Conservation Area, it will be decided by CC under delegated authority.</p> <p>vi. <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.</p> <p>d. <i>Affordable Housing</i> – Minute 115e/2018 refers. Ms Melanie Brain, Head of Housing Strategy, CC advised the Options Appraisal on 4 and 5 Chapel Lane, Polruan had been considered by CC and she confirmed the properties will not be sold but will be brought back into use as affordable housing.</p> <p>It was understood the garden on site should have been cleared. The Clerk to clarify.</p> <p>e. <i>Dilapidated Buildings in Polruan/Parish</i> – Minute 115f/2018 refers. In the absence of Cllr. Hannaford her views on what could be done to bring the buildings at Townsend Farm back to a habitable state were not known. The Clerk to contact CC and request these buildings are put on the 'at risk' register. Cllr. Moore will contact the landowner again.</p> <p>f. <i>Community Land Trust / Local Housing Working Party</i> – Minute 129d/2018 refers. Cllr. Moore explained there will need to be some community engagement. Offers of help had been received.</p> <p>g. <i>Planning Aid England Survey of Parish and Town Councils</i> – Planning Aid England is a charity associated with the Royal Town Planning Institute, which offers free, independent and professional support and advice to individuals and local communities over planning issues. Survey see: https://www.surveymonkey.co.uk/r/XQ57L5P. Details emailed.</p> <p>h. <i>Cornwall Local Plan Affordable Housing, Housing Apportionment, Rural Exception Sites, and Conference Request</i> – report from N Cornwall Cluster Group previously circulated via email.</p> <p>i. <u>PA18/09068, The Covey, 14 Old Road, Bodinnick</u> – extension and alteration to dwelling to include remodelling of lower, upper and first floors, landscaping works, new swimming pool, extension and enlargement of garage. Cllr. Bunt declared an interest and left the room.</p> <p>The case officer, Mr Jonathan Luker advised that in light of the PC's concerns over traffic implications of this proposal he is now proposing to recommend the approval of the application but with the inclusion of a construction traffic management plan (TMP) condition. Members SUPPORTED this proposal but requested sight of the draft TMP before the application is formally approved.</p>	<p>Clerk</p> <p>Clerk / Cllr. Moore</p> <p>Clerk</p> <p>Clerk</p>
144/2018	<p><u>Highway Matters</u> –</p> <p>a. <i>Outstanding Highways Issues</i> – Members considered:</p> <p>i. <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. Mr Paul Allen, Highways had been provided with photographic evidence of the scale of the problem and advised they will look to clear the vegetation at the side of the road to help it flow into the pipe.</p>	

	<p>Mr Sanchez had subsequently cleared the sump. No further action at this time, but the situation to be watched.</p> <p>ii. <i>Lengthsman Scheme</i> – Members’ had proposed that a grant of £2,000 is made available, to be drawn down as and when the work is carried out. Mr Allen had advised there is a reluctance by CC to allow the parish to carry out any drainage maintenance due to insurance and liability issues. No further action.</p> <p>iii. <i>Replacement Signs</i> – Mr Allen advised Highways had no objection to the PC renewing the timber sign at Watergate to Pont, etc.</p> <p>It was RESOLVED to ask Mr Kim Furness for a quotation for:</p> <ul style="list-style-type: none"> • Replacement of the old rotten wooden fingerpost sign at the turning to Pont and Polruan at the Watergate junction. • Replacement of the wooden fingerpost sign to Lanteglos Church on the road between Pont and Polruan. <p>The Clerk to ask Mr Paul Allen if the existing oversized and rattling metal signs at Lanteglos Highway, directing traffic to Lostwithiel and Lerryn, can be replaced by a wooden fingerpost. The original signage at this junction was a wooden fingerpost until it was replaced approximately two years ago. A properly designed fingerpost could replace three existing metal signs and would help with visibility at this difficult junction.</p> <p>Cllr. V. Libby asked when the Betty Woon / Hewan Lane would be provided. The Clerk to request a progress report.</p> <p>iv. <i>Drains</i> – Mr Allen had been asked for the following drains to be cleared but had advised the drains had been inspected and Highways could see no evidence of the blockages. They will monitor any future issues here. Members maintained the problems persist and the Clerk was asked to report:</p> <ul style="list-style-type: none"> • Drain by three gates going into Bodinnick village, one drain cleared but the one that runs under the road also need clearing; • The manhole covers at the bottom of Old Road outside the Old Ferry Inn had been bubbling up since being cleared. • Road from Tredudwell towards Trevarder – gullies are thick with mud and the road has many potholes. <p>b. <i>Wall of the Layby at Hall Terrace, Bodinnick</i> – Minute 130b/2018 refers. Mr Matthew Gallagher, Senior Housing Management Officer advised a surveyor had viewed the damage to the wall and concluded that it would not be a cost effective to demolish the remaining wall and create additional parking. A repair has been logged to repair the wall. The Clerk to request this is delayed whilst the residents are canvassed.</p> <p>c. <i>Fowey Safety Works</i> – Ms Lindsay Opie, Cormac had emailed to advise that design work on sections of the retaining wall on Place Road, Fowey is completed. They are currently negotiating the legal agreements for the soil nailing to take place. The retaining wall repair at Fowey Hotel Gardens, the Esplanade is now likely to be postponed until October 2019. Details previously emailed.</p> <p>d. <i>Road Closure, Essa and Pont Hill</i> – covered by the Public Forum above.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk / Members</p>
145/2018	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Public Conveniences</i> –</p> <p>i. <u>The Quay WCs</u> – it was RESOLVED to decline EDF Energy offer of a free business smart meter for The Quay WC.</p> <p>ii. <u>Legionella Testing</u> – Cllr. Fisher to provide the test results as an interim measure, until the new contract commences April 2019.</p>	<p>Cllr. Fisher</p>

	<p>iii. <u>Business Rates</u> – The Chancellor of the Exchequer had announced that public toilets will receive new mandatory business rates relief.</p> <p>iv. <u>WC Refurbishment</u> – Invitations to quote for the refurbishment of the St Saviours and The Quay toilets will be issued. Deadline for responses is 21st January with work to be completed by Easter.</p> <p>b. <i>Internet Polruan WI Hall</i> – Minute 131e/2018 refers. In the absence of Cllr. T. Libby there was no update regarding the provision of broadband.</p> <p>c. <i>Policeman’s Lane</i> – the broken/collapsed outside edge of the footpath from Chapel Lane to Policeman’s Lane had been reported to Mr Paul Allen, Cormac by Cllr. Hannaford.</p>	<p>Clerk</p> <p>Cllr. T. Libby</p>																																																																																																
146/2018	<p><u>Administrative Matters</u> –</p> <p>a. <i>Parish News</i> – permission had been granted to have a copy of the PN uploaded to the PC’s website.</p>																																																																																																	
147/2018	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2018/19-07 to a value of £4,784.96 was APPROVED for payment. Payments 17-22 were post-dated to 20th December 2018.</p> <p>An invoice from CRCC was expected and it was agreed to sign a cheque for the Clerk to complete, when this is received.</p> <table border="1"> <thead> <tr> <th></th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr><td>1 Mrs Thompson - salary</td><td>570.84</td><td></td><td>570.84</td></tr> <tr><td>2 Mrs Thompson - expenses</td><td>65.63</td><td></td><td>65.63</td></tr> <tr><td>3 HMRC</td><td>144.18</td><td></td><td>144.18</td></tr> <tr><td>4 Royal British Legion - poppy wreath</td><td>30.00</td><td></td><td>30.00</td></tr> <tr><td>5 Lanteglos community Bus - bus hire</td><td>22.00</td><td></td><td>22.00</td></tr> <tr><td>6 CC - planning training</td><td>12.00</td><td></td><td>12.00</td></tr> <tr><td>7 Information Commissioner - DPA fee</td><td>40.00</td><td></td><td>40.00</td></tr> <tr><td>8 CC - Quay WC rates</td><td>144.00</td><td></td><td>144.00</td></tr> <tr><td>9 Mrs Fisher - WC cleaning</td><td>725.00</td><td></td><td>725.00</td></tr> <tr><td>10 Mr A. Sanchez - grass cutting @ Whitecross Green + drains</td><td>111.25</td><td></td><td>111.25</td></tr> <tr><td>11 A1 Ltd - Nordown Lane</td><td>450.00</td><td>90.00</td><td>540.00</td></tr> <tr><td>12 EDF - Frogmore, St Saviours WCs</td><td>93.14</td><td>4.66</td><td>97.80</td></tr> <tr><td>13 Mr David Spry - bench + sign</td><td>300.00</td><td></td><td>300.00</td></tr> <tr><td>14 CC - St Saviour's WC rates</td><td>120.00</td><td></td><td>120.00</td></tr> <tr><td>15 EDF Energy - new toilet block</td><td>18.00</td><td></td><td>18.00</td></tr> <tr><td>16 SW Water - Frogmore WCs</td><td>122.24</td><td></td><td>122.24</td></tr> <tr><td>17 Mrs Thompson - salary</td><td>570.84</td><td></td><td>570.84</td></tr> <tr><td>18 HMRC</td><td>144.18</td><td></td><td>144.18</td></tr> <tr><td>19 CC - Quay WC rates</td><td>144.00</td><td></td><td>144.00</td></tr> <tr><td>20 Mrs Fisher - WC cleaning</td><td>725.00</td><td></td><td>725.00</td></tr> <tr><td>21 CC - St Saviour's WC rates</td><td>120.00</td><td></td><td>120.00</td></tr> <tr><td>22 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 style="border-top: 1px solid black;">£4,784.96</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – copy was circulated at the meeting.</p> <p>The Clerk had advised the 2019/20 budget and precept will be considered at the January meeting.</p> <p>c. <i>Bank Reconciliation</i> – the bank reconciliation was verified in accordance with the Financial Regulations by Cllr. V. Libby.</p> <p>d. <i>2017/18 External Audit</i> – PKF Littlejohn (External Auditors) had passed the Council’s account without comment. Copies had been placed on the website and notice boards.</p>		Price	VAT	Total	1 Mrs Thompson - salary	570.84		570.84	2 Mrs Thompson - expenses	65.63		65.63	3 HMRC	144.18		144.18	4 Royal British Legion - poppy wreath	30.00		30.00	5 Lanteglos community Bus - bus hire	22.00		22.00	6 CC - planning training	12.00		12.00	7 Information Commissioner - DPA fee	40.00		40.00	8 CC - Quay WC rates	144.00		144.00	9 Mrs Fisher - WC cleaning	725.00		725.00	10 Mr A. Sanchez - grass cutting @ Whitecross Green + drains	111.25		111.25	11 A1 Ltd - Nordown Lane	450.00	90.00	540.00	12 EDF - Frogmore, St Saviours WCs	93.14	4.66	97.80	13 Mr David Spry - bench + sign	300.00		300.00	14 CC - St Saviour's WC rates	120.00		120.00	15 EDF Energy - new toilet block	18.00		18.00	16 SW Water - Frogmore WCs	122.24		122.24	17 Mrs Thompson - salary	570.84		570.84	18 HMRC	144.18		144.18	19 CC - Quay WC rates	144.00		144.00	20 Mrs Fisher - WC cleaning	725.00		725.00	21 CC - St Saviour's WC rates	120.00		120.00	22 EDF Energy - new toilet block	18.00		18.00				£4,784.96	
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148/2018	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>War Memorials Trust</i> – Bulletin No.79, November 2018.</p>																																																																																																	

	<p>b. <i>South Western Ambulance Service</i> – response regarding the role of First Responders, via Sheryll Murray, MP.</p> <p>c. <i>Working with Your Council</i> – CALC training course. Details previously circulated via email.</p> <p>d. <i>Clerks & Councils Direct</i> – November 2018. [Chair’s copy.]</p> <p>e. <i>Tri-Service</i> – new Emergency Service to cover Fowey and Polruan. The Clerk to approach the Police Commissioner and Fowey Town Council for additional information.</p>	Clerk
149/2018	<u>Information Only / Items for Future Agendas</u> – none.	
150/2018	<p><u>Diary Dates</u> –</p> <p>a. <i>Council Meeting</i> – 22nd January 2019. Minute 67a/2018 refers. Only one person had ever used the bus service to attend a meeting at Whitecross and it was AGREED to discontinue.</p> <p>b. <i>NP Meeting</i> – 4th December 2018.</p> <p>c. <i>Clerk’s Leave</i> – 22nd December 2018 to 1st January 2019 inclusive.</p>	
151/2018	<u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, it was RESOLVED that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.	
152/2018	<p><u>2019 Contracts</u> – the successful contractors had been asked to supply:</p> <p>a. <i>WC Cleaning</i> – Mrs Fisher had confirmed she will increase her public liability cover to £5 million prior to 1st April 2019.</p> <p>b. <i>PROW and Whitecross Green</i> – Mr Fowler had confirmed he will provide the following documentation by 1st April 2019.</p> <ul style="list-style-type: none"> • £5 million public liability cover. • Risk Assessment. • Training certificates. <p>c. <i>Weed Spraying</i> – A1 Trees and Grounds Ltd. had provided copies of:</p> <ul style="list-style-type: none"> • £5 million public liability cover. • Risk Assessment. • Training certificates. 	
153/2018	<p><u>Exception Site</u> – Cllr. Moore explained that a potential exception site for affordable housing had been identified, which at this stage should be treated as confidential. She explained that most of the housing need in the parish is for smaller properties. A confidential pre-app had been submitted for up to twelve affordable homes on the site. One condition is for a new footpath, which would need to be on National Trust land. Cllr. Talling suggested speaking to the National Trust who might be able to make land available for such a project.</p> <p>Mr Peter Moore of Cornwall Rural Housing Association met with Members to consider this further. He referred to the CRHA website in particular, the Guide for Parish Councils on https://www.rsnonline.org.uk. He explained how Parish Councils can play a significant role in the provision of local affordable housing and provided a copy of the CRHA Annual Report.</p> <p>The majority of the properties they have provided had been for rent, but more recently some had been for shared ownership. They will work with the PC and/or a housing association and had access to funding. Mr Moore emphasised that they aim to have ‘watertight’ Section 106 agreements to ensure the properties remain affordable in perpetuity.</p> <p>Mr Moore explained that if there are buildings that are important to residents, then Members could apply to CC for them to be listed as an Asset of Community Value (ACV).</p> <p>The next step will be for Members to set up a Housing Working Party and decide which partner they want to work with. For further discussion at the NP meeting.</p>	Clerk

154/2018	<u>Enforcement Cases</u> – no updates were available.	
155/2018	<u>Meeting Closed</u> – 21.21pm.	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 22nd January 2019