

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE ANNUAL COUNCIL MEETING

HELD IN THE WI HALL, POLRUAN

TUESDAY, 28th MAY 2019 following the Public Meeting

Present:	Cllr. Moore OBE (Chair)	Cllr. Adams	Cllr. Bunt
	Cllr. Fisher	Cllr. Kelly	Cllr. T. Libby
	Cllr. V. Libby	Cllr. Talling	
In attendance	Mr Kevin Francis (Minute Taker)	County Cllr. Hannaford	

Minute	AGENDA ITEMS	Action
57/2019	<u>Election of Chairman 2019/20</u> – it was RESOLVED to elect Cllr. Moore as Chair for 2019/20.	
58/2019	<u>Election of Vice Chairman 2019/20</u> – it was RESOLVED to elect Cllr. Fisher as Vice Chair for 2019/20.	
59/2019	<p><u>Acceptance of Office</u> –</p> <ul style="list-style-type: none"> i. Cllr. Moore duly signed her Acceptance of Office form. ii. Cllr. Fisher duly signed his Acceptance of Office form. 	
	<p>The meeting then closed for the Public Forum.</p> <p><u>Public Forum</u> – the Chairman opened the meeting and welcomed those present. She reminded attendees that as this was a public meeting it could be filmed or recorded by broadcasters, the media or members of the public.</p> <p>A member of the public (a member of the Woon Family) asked why Betty Woons had been changed to Betty Hewans. Cllr. Adams gave the historical background. There was a discussion about who owns the wall on which the sign was fixed and who had the right to change the sign. It was RESOLVED to check on the CC definitive map. The same member of the public asked if better notice of this form of Public Meeting could be given. Cllr. Fisher agreed to ensure that it would be.</p> <p>Mr Kevin Francis agent for C. Toms and Son spoke to item 64c/2019 (Toms' Planning Application). He summarised the nature of the proposed development, the Design and Access Statement, the Traffic Management Plan and the Ecology Study. He agreed that there had been some tipping of material from Headland (builders' rubble which would go into landfill rather than trade waste (Minute 64d/2019 refers)) which should not have happened. The offending blocks had been removed. No further work would take place until planning consent had been granted. The MMO had inspected the site and had doubts about whether the correct license had been granted. This was still under discussion with Mr Francis and would be corrected if appropriate.</p> <p>Mr Francis said he was happy to respond to any comments provided they were limited to relevant planning matters.</p> <p>Cllr. Adams had done his own calculations which showed that more infill would be needed than that disclosed in the application and that consequently the number of lorries needed to make the deliveries was far in excess of the number shown. He considered that the Traffic Management Plan was therefore incorrect. He agreed to email his calculations to Mr Francis who undertook to have them checked in relation to tonnage, infill, and numbers of lorry loads.</p> <p>A member of the Public asked if the plans could be amended to show exactly the location of the landing steps.</p>	<p>Clerk</p> <p>Cllr. Fisher</p>

	<p>Confirmation was also required to confirm that the Ecology Study had included phase two of the development. There was general concern that some work had started before Planning Consent had been granted in an earlier phase of the work and a view expressed that more infill material could be delivered by Ferry as had been done by the Harbour Commissioners at Brazen Island. Members would like a condition that would limit the working hours of the Yard.</p> <p>Members received reports from outside authorities as follows:</p> <ol style="list-style-type: none"> 1. <i>Police</i> – PC Steve Cocks sent his apologies and advised that from 1st to 30th April 2019 there were two crimes reported, one dog out-of-control complaint and one theft. 2. <i>Tri Services Officer</i> – Myghal (Mike) Larter sent his apologies he is training at Fowey Fire Station. 3. <i>County Councillor</i> – Cllr. Edwina Hannaford spoke to her written report (copy on file). She advised she had undertaken an Estate walkabout with PCSO Cocks, the local housing officer Mark Kelly and Tri-service officer Mike Larter (written report on file). <ol style="list-style-type: none"> i. <u>Furze Park Resurfacing</u> – Cornwall Housing Ltd. is currently undertaking assessments, over the next 2/3 years, of all communal pathways, hard surfaces, roads and drying areas to grade their condition and systematically create programmes of works addressing the worst areas as part of an estate improvement plan. There is no plan to resurface this particular scheme until the assessment is concluded. Normal repairs and maintenance will continue should they be required. Cllr. Hannaford had asked for the biggest potholes to be filled urgently. ii. <u>Ferris Way</u> – Highways had been contacted to generally weed the area and tidy up as this is a highways' asset. Concerns regarding the Air Source Heat Pump were considered and possible improvements to alleviate the problems were discussed. iii. <u>Greenbank</u> – two cars had been reported to DVLA as not having road tax or MOT. As the owners are known, Cornwall Council has no powers to remove as an abandoned vehicle, this is for DVLA to action. iv. <u>Town and Parish Road Safety Forum</u> – the Forum covered topics such as community speed watch scheme and Speed Visor equipment, which could be employed opposite the school to help protect children going to and from the play area. 4. <i>Liskeard & Looe Network Panel Meeting</i> – 10th June 2019, 6.30pm, Lanreath Village Hall. Agenda, etc. previously emailed. <p>Cllr. Hannaford advised The Liskeard Looe Community Network Panel will be looking at the next year's Highways Funding applications shortly. She advised Members to look at its submissions for approval. Members to 'work up' a proposal i.r.o. Channel View for consideration under the next round of Network Panel Highway Funding.</p> <p>The meeting re-opened.</p>	Members
60/2019	<p><u>Appointment of Members to Outside Bodies</u> – it was RESOLVED to make the following appointments for 2019/20.</p> <ol style="list-style-type: none"> a. <i>Polruan Village Hall Committee</i> – Cllr. Kelly. b. <i>Fowey Harbour Port Users Group</i> – Cllr. Carter. c. <i>Whitecross Village Hall Committee</i> – Cllr. Shakerley. d. <i>The Churchyard Guild</i> – Cllr. Adams. e. <i>Age Concern</i> – Cllr. Bunt. 	
61/2019	<p><u>Apologies for Absence</u> – Cllrs. Carter, Shakerley and Wilton; and the Clerk.</p>	

62/2019	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Kelly.</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>	
63/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 23rd April 2019, AGREED as a true record.</p>	
64/2019	<p><u>Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore and Ms Helen Doe had met with Ms Gemma Williams of St Austell Printing Company (SAPC) to discuss the final draft of the Local Landscape Character Assessment Report (hardcopies will be circulated). SAPC will carry out final artwork on the report and then put it into pdf form. This work is costed at £35 per hour and their designer did not think this would take many hours. They have also provided a quote for printing thirty hard copies at £407.00. This will be for a later stage after assessment by the Neighbourhood Planning Team and Community Consultation, i.e., when all amendments have been made. There is enough money left to pay for the artwork which should be complete in the next week or so.</p> <p>Mr Paul Webber, Situ8 had provided a revised copy of the NDP and a quotation for the additional work on the Consultation Statement. Draft copies were distributed and further amendments made with the help of members of Polruan Town Trust in relation to the designated area of Vevery: the laydown yard to be excluded but the picnic area to be included.</p> <p>Councillors also wished Brendon to be added to this section and the Old Coal Dump adjacent to the higher side of the Caravan Park.</p> <p>Noted no response had been received from Landownership, CC or the Town Trust i.r.o. Members' request to list land they own as 'Local Green Spaces' in the NDP. Paul Webber had advised that land and splays in CC ownership did not need to be included as these are already covered in the Cornwall Local Plan.</p> <p>b. <i>Housing Working Party (HWP) / Affordable Housing</i> –</p> <p>i. <u>Chapel Lane Flats</u> – County Cllr. Hannaford reported plans/designs and specifications are underway but need to be agreed with all parties.</p> <p>ii. <u>Greenbank</u> – Mr Sam Nicholson, CC advised he had added the Greenbank proposal to CC's list of suggested sites for the HRA development programme. It is hoped to progress on these opportunities after 6th May 2019.</p> <p>c. <i>Planning Applications</i> – including any applications received after the agenda had been published.</p> <p>i. <u>PA19/02698, Toms Yard, East Street, Polruan</u> – further infill of seawall to north boundary. RESOLVED that the Council could not make any determination until the matters referred to in the public session had been resolved.</p> <p>ii. <u>PA19/03954, Castle Keep, West Street, Polruan</u> – works to trees in a conservation area, namely fell dead Pine tree in danger of falling on property. As this application is for works to trees in a Conservation Area, it will be decided under delegated authority. RESOLVED at the suggestion of Cllr. Fisher that the PC does not need to be consulted on this sort of nonsense.</p>	Clerk

	<p>d. <i>Planning Applications Approved by CC –</i></p> <p>i. <u>PA19/00309, Highfields, Townsend</u> – extension to the house. Demolition of the garage. External works including a new vehicular entrance to the site. CC had approved this application.</p> <p>e. <i>Planning Application Consultations</i> – a guide for Local Councils by application type and indicates whether or not consultations are required. Previously emailed.</p>	
65/2019	<p><u>Highway Matters –</u></p> <p>a. <i>Issues in Liaison with Cormac / Highways –</i></p> <p>i. <u>Highway Hill</u> – Mr Allen had been given the landowners' contact details with a view to requesting he cuts back the hedges at the top of Highway Hill. Members to maintain a watching brief.</p> <p>ii. <u>Essa</u> – photographs of the proposed wooden sign and wording to direct traffic travelling from Polruan / Polperro (currently there is only signage directing them from Pont) had been provided to Mr Paul Allen for his approval. His response had been emailed. It was AGREED the signs are unsatisfactory. It was RESOLVED to ask for the direction sign at the top of Essa Hill to have the same information on the side facing the road into Polruan and to check to cost and who should be responsible for this.</p> <p>Noted the new wooden fingerpost had been added to the Asset Register and the insurance brokers advised of the purchase.</p> <p>iii. <u>Satnav Warning Signs</u> – Cllrs. Talling and Wilton had identified three roads that need Satnavs signage. These are entrances to (1) Poltec Lane, (2) road leading to Tremeer and the (3) back road to Pont. This would cover the promised sign at Furzeball Lane. RESOLVED to purchase three aluminium signs, with 'thicker' poles at an approximate cost of £120.</p> <p>iv. <u>Lantivet Passing Place</u> – Mr Allen advised he does not have the budget for 'passing place' signs but would be happy for the PC to erect and fund such a sign saying. RESOLVED to refer the matter to Parc Signs and the PCSO.</p> <p>Parking Enforcement had been asked to visit the layby.</p> <p>v. <u>Lanteglos Nameplate Signs</u> – two locations had been suggested by Mr Paul Allen. Details previously emailed. RESOLVED to go for option B on the photograph supplied as this gives earlier warning that there is habitation ahead.</p> <p>b. <i>Footpath 613/27/4, Penpol up through to Colquite</i> – Minute 47e/2019 refers. Mr James Clapp, Cormac had been asked for a date for the boardwalk to be replaced, but despite a reminder he had not responded. The Clerk to pursue for the June meeting.</p> <p>c. <i>Greenbank</i> – the following matters had been discussed at the public meeting and Cllr. Fisher will supply the Clerk with his notes.</p> <p>i. <i>Parking Permit Scheme</i> – Minute 52a/2019 refers. It was AGREED that Meadow Close, Meadow Walk and Furze Park should be included in any Parking Scheme, along with Greenbank. The item to go onto the Agenda for the next meeting.</p> <p>Noted information on such a scheme can be found on CC's website. A copy of "Civil Parking Enforcement: Town and Parish Council Partnership Working with Cornwall Council" had been circulated via email.</p> <p>ii. <i>Greenbank Fence</i> – Mr Jack Thomas, Cormac had declined permission for a resident to put some small baskets along the fence because these weren't accounted for during the initial design therefore any additional load could lead to the fence failing.</p>	<p>Members</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Fisher</p> <p>Clerk</p> <p>Clerk</p>

	<p>d. <i>Layby at Saffron Cottage, Pont</i> – layby is subsiding. Cllr. Fisher had reported this online. No further action.</p> <p>e. <i>Overgrown Hedge</i> – May Public Forum refers. Mr David Read, CC advised CC's mapping site does not seem to show the land on which the Age Concern notice board is sited to be CC land, however the Land Registry does seem to show it as CC land. Details previously emailed. The Clerk to ask Highways to cut the hedge as they own the land.</p> <p>f. <i>C. Toms & Sons Yard</i> – Minute 46d/2019. Cllr. V. Libby had prepared a design for appropriate signage and new gate (at the area allocated for deliveries). Cllr. Moore AGREED to print a larger version for submission to Mr Toms.</p> <p>g. <i>Bodinnick Grit Bin</i> – Cormac had delivered the bin. It was RESOLVED to leave the bin at its current location in Bodinnick. Cllrs. Bunt and Fisher to arrange to fill it with grit / salt.</p> <p>h. <i>Proposed Highway Improvements, Lanteglos Highway</i> – Minute 46e/2019 refers. Mr Paul Allen, Cormac had declined Members' request to reinstate some of the previous car parking, with a proper dotted white line. Members RESOLVED to ask Mr Allen for permission for the PC to carry out the work itself having checked on the visibility.</p> <p>Noted a site meeting was held with Mr Allen on 15th May 2019.</p> <p>i. <i>Mobile Speed Camera</i> – St Cleer PC seek Members' views regarding possible co-ownership of a speed camera. Details previously emailed. Members RESOLVED to express an interest in the proposal and refer it to the Network Panel for discussion.</p>	<p>Clerk</p> <p>Cllr. Moore</p> <p>Cllrs. Bunt / Fisher</p> <p>Clerk</p> <p>Clerk</p>
66/2019	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Public Conveniences</i> –</p> <p>i. <u>The Quay WCs</u> – the blockage had been cleared by Mr Smithson</p> <p>ii. <u>Frogmore WCs</u> – there were no issues.</p> <p>iii. <u>St Saviour's WCs</u> – the lock and flush had been fixed by Mr Smithson. Mr Chris Mylward will submit a quotation i.r.o. repairs to the path / step outside the gentleman's WC, together with a post to prevent traffic mounting the step.</p> <p>iv. <u>Legionella Testing</u> – Mrs Fisher had provided the test results.</p> <p>b. <i>Parish Emergency / Flood Plan</i> – Minute 48b/2019 refers. Members to consider implementing an Emergency Plan for the parish. It was RESOLVED to defer this item until Cllr. Carter is present.</p> <p>Cllr. Carter had provided a report, which had been circulated via email.</p> <p>c. <i>Seagull Control Programme</i> – Ms Laura Kellaway, Looe Town Clerk had provided details of their scheme, which had been circulated to Members. RESOLVED Cllr Hannaford will send a copy of the Advertisement to the Clerk and that an item should be inserted in the Parish Magazine to inform interested residents and homeowners if the scheme is adopted by the PC for 2020.</p> <p>d. <i>Trade Waste</i> – the following issues had been raised:</p> <p>i. <i>Fowey Harbour</i> – covered by discussion in the Public Forum.</p> <p>ii. <i>Waste Collection</i> – Cllr. Adams reported there had been a failure, by Biffa, to collect trade waste in Polruan over the first May Bank Holiday weekend. RESOLVED to send a letter of complaint to Biffa and ask them to supply a phone number to contact them in the event of a failure.</p> <p>e. <i>Playground Bench</i> – Mr Colin Wilson had emailed to say the Town Trust seek Members' permission to replace the existing bench (property of the Parish Council) with a new seat in another area of the playground in memory of Mr David Hill.</p>	<p>Cllr. Carter</p> <p>Clerk</p> <p>Clerk</p>

	The Clerk to inform the Trust that the PC has no objection to the proposal to remove the old seat and will cover the cost provided the Trust agrees to store the old bench until a new location can be found.	Clerk																																																																																
67/2019	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2019/20-02 to a value of £3,940.39 was APPROVED for payment.</p> <table border="1"> <thead> <tr> <th>PAYMENTS</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>EDF Energy Customers Ltd. - Quay WCs</td> <td>15.00</td> <td></td> <td>15.00</td> </tr> <tr> <td>Mrs Thompson - salary</td> <td>582.08</td> <td></td> <td>582.08</td> </tr> <tr> <td>HMRC</td> <td>145.40</td> <td></td> <td>145.40</td> </tr> <tr> <td>Mrs Thompson - expenses</td> <td>35.79</td> <td></td> <td>35.79</td> </tr> <tr> <td>Polruan WI Hall - 6 Bookings</td> <td>90.00</td> <td></td> <td>90.00</td> </tr> <tr> <td>Hudson Accounting Ltd.</td> <td>225.00</td> <td></td> <td>225.00</td> </tr> <tr> <td>A. Fisher - WC cleaning</td> <td>812.50</td> <td></td> <td>812.50</td> </tr> <tr> <td>Biffa - annual charge for bin emptying</td> <td>208.00</td> <td>41.60</td> <td>249.60</td> </tr> <tr> <td>Cormac Ltd - salt bin, incl delivery</td> <td>183.13</td> <td>36.63</td> <td>219.76</td> </tr> <tr> <td>Mr Bernie Smithson - repairs to WCs</td> <td>60.00</td> <td></td> <td>60.00</td> </tr> <tr> <td>Mr Chris Mylward - refurbishment of WCs (balance)</td> <td>730.00</td> <td></td> <td>730.00</td> </tr> <tr> <td>Mr Treve Fowler - Whitecross Green</td> <td>100.00</td> <td></td> <td>100.00</td> </tr> <tr> <td>National Trust - rent Frogmore WCs</td> <td>25.00</td> <td></td> <td>25.00</td> </tr> <tr> <td>SW Water Business - Frogmore WCs</td> <td>43.03</td> <td></td> <td>43.03</td> </tr> <tr> <td>SW Water Business - St Saviours WC</td> <td>82.50</td> <td></td> <td>82.50</td> </tr> <tr> <td>CC - Quay WC rates</td> <td>133.00</td> <td></td> <td>133.00</td> </tr> <tr> <td>CC - St Saviour's WC rates (2 mths)</td> <td>252.05</td> <td></td> <td>252.05</td> </tr> <tr> <td>Opus Energy - Quay WCs</td> <td>133.03</td> <td>6.65</td> <td>139.68</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£3,940.39</td> </tr> </tbody> </table> <p>b. <i>Bank Reconciliation</i> – the bank reconciliation was verified in accordance with the Financial Regulations by Cllr. V. Libby.</p> <p>c. <i>Internal Audit Report</i> – two matters were highlighted:</p> <ol style="list-style-type: none"> i. <u>Reserves' Policy</u> – AGREED to consider this as part of the budget setting in 2020/21. ii. <u>Display Boards</u> – display boards had been omitted from the AGAR form but will be added prior to submission to the External Auditor. <p>Cllr. Adams asked for a Receipts and Payments schedule to be supplied in accordance with usual practice.</p> <p>d. <i>End of Year Accounts 2018/19</i> –</p> <ol style="list-style-type: none"> i. <u>Annual Governance Statement 2018/19</u> – Members to considered and APPROVED the statement. Copy previously emailed. ii. <u>Accounting Statement for 2018/19</u> – Members received and ACCEPTED the 2018/19 accounts, prior to submission to the External Auditor and to consider any matters raised by their Internal Auditor. Copy previously emailed. 	PAYMENTS	Price	VAT	Total	EDF Energy Customers Ltd. - Quay WCs	15.00		15.00	Mrs Thompson - salary	582.08		582.08	HMRC	145.40		145.40	Mrs Thompson - expenses	35.79		35.79	Polruan WI Hall - 6 Bookings	90.00		90.00	Hudson Accounting Ltd.	225.00		225.00	A. Fisher - WC cleaning	812.50		812.50	Biffa - annual charge for bin emptying	208.00	41.60	249.60	Cormac Ltd - salt bin, incl delivery	183.13	36.63	219.76	Mr Bernie Smithson - repairs to WCs	60.00		60.00	Mr Chris Mylward - refurbishment of WCs (balance)	730.00		730.00	Mr Treve Fowler - Whitecross Green	100.00		100.00	National Trust - rent Frogmore WCs	25.00		25.00	SW Water Business - Frogmore WCs	43.03		43.03	SW Water Business - St Saviours WC	82.50		82.50	CC - Quay WC rates	133.00		133.00	CC - St Saviour's WC rates (2 mths)	252.05		252.05	Opus Energy - Quay WCs	133.03	6.65	139.68				£3,940.39	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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68/2019	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Filling the Holiday Gap 2019</i> – grant scheme to provide free enrichment activities and healthy food for disadvantaged children and families during the school summer holidays. Details previously circulated.</p> <p>b. <i>Clerks and Councils Direct</i> – May 2019. Chairman's copy.</p> <p>c. <i>National Trust</i> – Mr Andrew Davey has been appointed as the new Estate Manager covering Lanteglos by Fowey. He can be contacted on 01208-265240, Email: Andrew.davey@nationaltrust.org.uk.</p> <p>d. <i>Cornwall's Homelessness Strategy</i> – review of the strategy will run for 12 weeks from Wednesday 15th May to Wednesday 7th August 2019. Details previously circulated.</p>																																																																																	

	e. <i>The Big Lunch</i> – 10 th anniversary. Details previously circulated.	
69/2019	<u>Information Only / Items for Future Agendas</u> – none.	
70/2019	<u>Diary Dates</u> – a. <i>Full Council Meeting</i> – 25 th June 2019, Polruan WI Hall. b. <i>Neighbourhood Plan Meeting</i> – 11 th June, Whitecross Village Hall. c. <i>Housing Working Party</i> – TBC. d. <i>Vitality of Town Centres</i> – Mr Bill Grimsey, author of “It’s Time to Reshape our Town Centres” is speaking at County Hall on 10 th May 2019, 10am. Details previously emailed.	
71/2019	<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.	
72/2019	<u>Enforcement Cases</u> – Members’ receive updates on the outstanding enforcement cases.	
73/2019	A letter from PC Brailey-Evans, i.r.o. anti-social behaviour was circulated via email and was discussed. It was noted that a piece referring to Cornwall Housing’s Letting Arrangements had been included in the June edition of the Parish Magazine together with details of how to contact Cornwall Council about various matters.	
74/2019	<u>Meeting Closed</u> – 10pm.	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 25th June 2019