

LANTEGLOS-BY-FOWEY PARISH COUNCIL
NOTICE AND AGENDA OF THE ANNUAL COUNCIL MEETING
TO BE HELD IN THE WI HALL, POLRUAN
TUESDAY, 28th MAY 2019 following the Public Meeting

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
57/2019	<u>Election of Chairman 2019/20</u> – Cllr. Moore currently in post.	
58/2019	<u>Election of Vice Chairman 2019/20</u> – Cllr. Fisher currently in post.	
59/2019	<u>Acceptance of Office</u> – i. Newly appointed Chairman to sign his / her Acceptance of Office form. ii. Newly appointed Vice Chairman to sign his / her form.	
	<u>Chairman’s Welcome and Public Forum</u> – members of the public may address the Council, prior to the commencement of the meeting. Members to receive reports from outside authorities as follows: 1. <i>Police</i> – PC Steve Cocks. 2. <i>Tri Services Officer</i> – Myghal (Mike) Larter 3. <i>County Councillor</i> – Cllr. Edwina Hannaford, to include an update following discussion with Mr Allen, Highways as to explain why the Furze Park resurfacing had been delayed; and an update following discussion with PC Cocks and Tri Services Officer Larter regarding: <ul style="list-style-type: none"> • The untaxed car left at Greenbank, which is taking up a much-needed parking space. • Introduction of a possible community speed watch scheme and / or a “Children Crossing” or ‘Flashing Speed” sign opposite the school to help protect children going to and from the play area. 4. <i>Liskeard & Looe Network Panel Meeting</i> – 10 th June 2019, 6.30pm. Venue TBC. NOTE – Members to ‘work up’ a proposal i.r.o. Channel View for consideration under the next round of Network Panel Highway Funding.	
60/2019	<u>Appointment of Members to Outside Bodies</u> – a. <i>Polruan Village Hall Committee</i> – Cllr. Kelly currently in post. b. <i>Fowey Harbour Port Users Group</i> – Cllr. Carter currently in post. c. <i>Whitecross Village Hall Committee</i> – Cllr. Shakerley currently in post d. <i>The Churchyard Guild</i> – Cllr. Adams currently in post. e. <i>Age Concern</i> – Cllr. Bunt currently in post.	
61/2019	<u>Apologies for Absence</u> –	
62/2019	<u>Members’ Declarations</u> – 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	

	<p>interests at the start of the meeting or whenever the interest is apparent.</p> <p>c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</p> <p>d. <i>Dispensations</i> –</p>	
63/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 23rd April 2019.</p>	
64/2019	<p><u>Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Members to receive an update.</p> <p>b. <i>Housing Working Party (HWP) / Affordable Housing</i> – Members to receive an update.</p> <p>i. <u>Chapel Lane Flats</u> – Cllr. Hannaford had requested an update from Ms Melanie Brain, CC.</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.</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. NOTE – as this application is for works to trees in a Conservation Area, it will be decided under delegated authority.</p> <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. Members had no objection.</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>	<p>Cllr. Moore</p> <p>Cllr. Moore</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.</p> <p>NOTE – 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> – Members had agreed to purchase appropriate signs to encourage drivers not to use their SatNavs. Cllr. Talling to liaise with the Clerk over the purchase of signs at a number of locations in the parish, including Furzeball Lane.</p> <p>iv. <u>Lantivet Passing Place</u> – Mr Allen advised the revenue funding is prioritised for maintaining statutory and mandatory signs, therefore, they cannot fund the requested 'passing place' sign. He would be happy for the PC to erect and fund a sign saying: 'Passing Place'.</p>	<p>Members</p> <p>Cllrs. Talling / Wilton / Clerk</p>

	<p>NOTE – Parking Enforcement had been asked to include visits to the layby.</p> <p>v. <u>Lanteglos Nameplate Signs</u> – two locations had been suggested by Mr Paul Allen (his preference is for Option A). Details previously emailed.</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.</p> <p>c. <i>Greenbank</i> –</p> <p>i. <i>Parking Permit Scheme</i> – Minute 52a/2019 refers. Members to consider a scheme for Lower and Upper Greenbank.</p> <p>NOTE – information on such a scheme can be found on CC’s website.</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>d. <i>Layby at Saffron Cottage, Pont</i> – layby is subsiding. Cllr. Fisher had reported this online.</p> <p>e. <i>Overgrown Hedge</i> – May Public Forum refers. Mr David Read, CC advised CC’s mapping site does not seem so 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.</p> <p>f. <i>C. Toms & Sons Yard</i> – Minute 46d/2019. Members to draw up a design for appropriate signage and new gate (at the area allocated for deliveries), for submission to Mr Toms.</p> <p>g. <i>Bodinnick Grit Bin</i> – the bin had been delivered to Whitecross Village Hall by Cormac. Members to arrange transfer to the agreed site and filling 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.</p> <p>NOTE – 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.</p>	<p>Cllr. Fisher</p> <p>Members</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> – any 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 to provide 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.</p> <p>NOTE – Cllr. Carter to provide a copy of his report for circulation.</p> <p>c. <i>Seagull Control Programme</i> – Members to consider introducing such a programme for 2020. NOTE – Cllr. Hannaford had asked Looe Town Clerk to send details of their scheme.</p> <p>d. <i>Trade Waste</i> – the following issues had been raised:</p> <p>i. <i>Fowey Harbour</i> – a report of trade waste being dumped into the river, from a building site, had been reported to the Fowey</p>	<p>Cllr. Carter</p>

	<p>Harbourmaster. Mr Paul Thomas advised a marine license is in place for the work but he had spoken to the MMO and they planned to visit to ensure the work conforms with the license.</p> <p>ii. <i>Waste Collection</i> – there had been a failure, by Biffa, to collect trade waste in Polruan over the first May Bank Holiday weekend.</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. Members to remove the bench or grant permission for the Town Trust to do so.</p>	<p>Cllr. T. Libby</p> <p>Cllr. Adams</p>
67/2019	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2019/20-02.</p> <p>b. <i>Bank Reconciliation</i> – the bank reconciliation to be verified.</p> <p>c. <i>Internal Audit Report</i> – two matters were highlighted:</p> <p>i. <u>Reserves’ Policy</u> – to consider as part of 2020/21 budget setting.</p> <p>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> <p>d. <i>End of Year Accounts 2018/19</i> – details previously emailed</p> <p>i. <u>Annual Governance Statement</u> – Members to approve statement.</p> <p>ii. <u>Accounting Statement for 2018/19</u> – Members to receive and accept the 2018/19 accounts, prior to submission to the External Auditor and to consider any matters raised by their Internal Auditor.</p>	Cllr. V. Libby
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>	
69/2019	<u>Information Only / Items for Future Agendas</u> –	
70/2019	<p><u>Diary Dates</u> – details previously circulated</p> <p>a. <i>Full Council Meeting</i> – 25th June 2019, Polruan WI Hall.</p> <p>b. <i>Neighbourhood Plan Meeting</i> – TBC.</p> <p>c. <i>Housing Working Party</i> – TBC.</p> <p>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 10th May 2019, 10am.</p>	
71/2019	<u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded, and they are instructed to withdraw.	
72/2019	<u>Enforcement Cases</u> – Members’ to receive any updates.	
73/2019	<u>Confidential Communication</u> – a letter from the Police had been emailed.	
74/2019	<u>Meeting Closed</u> –	

Signature: (Mrs Gillian Thompson)
Parish Clerk

Date: 20th May 2019