

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE WI HALL, POLRUAN

TUESDAY, 25th JUNE 2019 at 7pm

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

In attendance: Mrs Thompson (Parish Clerk) County Cllr. Hannaford 4 members of the public

Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Vice Chairman opened the meeting and welcomed those present.</p> <p>Mrs Kath Welsh pointed out that the overgrown hedge at the junction with Greenbank remains uncut (Minute 79d/2019 below refers). She also asked for the overgrown gardens at Greenbank to be reported to the housing authority. The Clerk to action.</p> <p>Members met with Ms Zoe Hall and Mr Andrew Hawke, CC regarding parking enforcement (PE) (Minute 79a[iii]/2019 below refers). Cllr. Adams had provided photographs, which had been forwarded to Ms Hall.</p> <p>Mr Hawke explained how Parking Enforcement works. There is a Team of seven officers, who visit Polruan three times a week on average, including some occasional evening visits. This is CC's core offer. Flexible Service Level Agreements (SLA) can be purchased to provide additional cover.</p> <p>Ms Hall asked if this core offer provision was sufficient. She urged Members to use CC's 'Report It' website page. The SLA can be tailored to suit local requirements, the charge is £36 per hour, and is payable during travel time.</p> <p>Ms Hall explained there is a reduction if a parking fee is paid within 14 days, in extreme cases court appointed bailiffs are tasked with securing payment.</p> <p>Untaxed vehicles are not within the PE remit, this would be a DVLA matter. PCSO Cocks said the more people who report untaxed vehicles the more likely it is that DVLA will visit. Ms Hall said the PE department can offer advice about abandoned vehicles on private land.</p> <p>Cllr. Moore arrived at this point and took the Chair.</p> <p>Members received reports from outside authorities as follows:</p> <ol style="list-style-type: none"> 1. <i>Police</i> – PCSO Steve Cocks reported there had been one crime of malicious communication reported in the past month. There had been a problem with thefts of scrap metal from isolated premises. He urged Members to report it immediately, if they saw anything suspicious. <p>Cllr. V. Libby advised, through the Chair, that incidents of anti-social behaviour had been reported, as previously advised by PCSO Cocks.</p> <ol style="list-style-type: none"> 2. <i>Tri Services Officer</i> – Myghal (Mike) Larter sent his apologies. He has fire training drill on Tuesday evenings. 3. <i>County Councillor</i> – Cllr. Edwina Hannaford was not present but had provided a written report (copy on file). <ol style="list-style-type: none"> i. <i>EN17/00177, 4 Bones Meadow, Greenbank, Polruan</i> – Minute 87a/2019 below refers. Cllr. Hannaford had met with Mr Simon Gardner and Ms Felicity Copplestone on site on 5th June. It was established that the Gabions' stability is not an issue and had been cleared by Mr Rob Causton the structural engineer. The proposal is to face gabions with Ivy, leaving 300mm strip in front of the gabions and approx. 300mm verge on lower side which will be left grassed 	Clerk

	<p>and sloped to stop people walking on it. They agreed to submit a planning application urgently to cover all outstanding works including steps and path variation to No.4 and mitigations for gabions at back of Moorings and Rose Cottage and steps at the bottom.</p> <p>They will put a slope in the tarmac path in towards the gabions for drainage. They will set up a maintenance company to maintain ivy and verge and confirmed in terms and conditions. Ms Coppleson confirmed the S278 for path treatment to run concurrently. The application includes elevation of lower area and photographs were requested to speed up understanding.</p> <p>ii. <i>Superfast 3 Cornwall</i> – aims to bring high-speed internet access to some of the remotest areas of Cornwall. Hoped to attract £4.2m of funding into Cornwall. This is expected to be the last chance to access European funding to deliver broadband infrastructure.</p> <p>iii. <i>Estate walkabout</i> – Cllr. Hannaford, PCSO Cocks, Mr Mike Larter the Tri service officer, tenant rep Ms Hazel Johnson, Mr Alistair Spencer grounds maintenance manager and housing officer Mr Mark Kelly.</p> <ul style="list-style-type: none"> • <u>Furze Park</u> – the Car Park needs potholes filling and re-surfacing. This is a cause of frustration as it seems all pavements and parking areas across Cornwall are being reviewed and a formal maintenance programme put in place. She had escalated this to the CEO Nick Cross, Grounds Maintenance. • <u>Greenbank</u> – one banked area where grass had not been cut to rear of 35, Greenbank, Polruan. Mr Spencer promised that this would be picked up at the next cut. • <u>Ferris Way</u> – Communal Areas (car parking) require de-weed, clean and sweeping on Garage Sites and Parking Areas. Trailer in car park to be moved. Some cars had no MOT or Tax / Insurance. Police to contact Environmental Crime / DVLA. <p>The next walkabout will be in September and I have requested the Parish Council be invited</p> <p>4. <i>Liskeard & Looe Network Panel Meeting</i> – Cllr. Moore had circulated a report of the meeting held on 10th June 2019. The meeting had been told that 20mph speed limits cannot be enforced.</p> <p>Cllr. Moore said it was too late to apply to the Network Highway budget for this year, but she had written to the school asking their views as to what road safety measure they would like to see. It was RESOLVED to devolve discussion to ‘work up’ a proposal i.r.o. Channel View for next year’s round of funding until the views of the school are known.</p> <p>5. <i>Cornwall Community Land Trust AGM</i> – Cllr. Moore had circulated a written report of the AGM held on 19th June 2019. She said there is a Housing Working Party for Lanteglos by Fowey.</p>	Clerk
75/2019	<u>Apologies for Absence</u> – Cllrs. Bunt, Carter, Kelly and V. Libby.	
76/2019	<p><u>Members’ Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</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>	
77/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 28th May 2019, AGREED as a true record.</p>	

78/2019	<p><u>Planning Matters</u> –</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore spoke to her written report (copy on file). Cllr. Shakerley will now proofread the Local Landscape Character Assessment (LLCA).</p> <p>The next step is to hold public consultation events and these are in hand. Cllr. Moore said the Fowey Harbourmaster had concerns about Appendix I, Permitted Development Rights, in the LLCA Report. He had asked for the Appendix to be removed from the report, but Members felt that as this is a consultation document, this was unnecessary at this stage.</p> <p>An editorial meeting of the Steering Group will be held on Tuesday, 9th July 2019, at 7pm.</p> <p>b. <i>Housing Working Party (HWP) / Affordable Housing</i> – nil to report.</p> <p>c. <i>Planning Applications</i> – Members considered the following:</p> <p>i. <u>PA19/02698, Toms Yard, East Street, Polruan</u> – further infill of seawall to north boundary. Deferred from the May meeting.</p> <p>Cllr. Adams had provided a copy of his calculations, which had been shared with Mr Paul Toms.</p> <p>Mr Kevin Francis, agent was unable to attend the meeting, but had had sent a report i.r.o. Minute 78c[i]/2019 (copy emailed to Members). It was pointed out no additional information had been submitted to the Planning Portal and nothing had changed since the matter was discussed at the May meeting.</p> <p>Members felt unable to comment on the application without clarification on a number of issues (listed below) and it was RESOLVED to request a site meeting with the agent/applicant, engineer and planning officer.</p> <p>Areas for discussion include: [1] a revised plan to show where the public steps will be as it is not clear from the plan shown on the Planning Portal; [2] highway issues; [3] methods of working; [4] handling of pollutants (it is understood some had already been dumped in the harbour by the company); [5] clarification on the materials to be used as infill (there was concern about the questionable materials used in the last construction phase; [6] testing of water quality (Members would like this carried out by an independent professional, for a period prior to, during and after construction); [7] no development should commence until planning permission has been granted; [8] an employee from the boatyard should be appointed to manage the movement of the delivery lorries to avoid congestion at the entrance to the boatyard; [9] measures to ensure the right of way (acknowledged in the planning application) is preserved, to include safe access for the public and [10] as with similar other local construction projects, wherever possible, infill should be brought in via the river to reduce the quantity of heavy traffic through the village.</p> <p>ii. <u>PA19/03948, Lombard Mill, Pont</u> – change of use of traditional stone outbuilding from workshop to Annexe for use of family members. SUPPORT provided there is a condition the outbuilding remains as an annexe to the main property.</p> <p>iii. <u>PA19/04943, Blue Cottage, Old Road, Bodinnick</u> – Listed Building Consent for improvement of cottage; replacement of moisture damaged timber panels on the porch and the rear living room windows with like-for-like units. SUPPORT.</p>	<p>Cllr. Shakerley</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
79/2019	<p><u>Highway Matters</u> –</p> <p>a. <i>Issues in Liaison with Cormac / Highways</i> – Minute 65a/2019 refers.</p> <p>i. <u>Essa</u> – Mr Paul Allen had been asked for the direction sign at the top of Essa Hill to have the same information on the side facing the road into Polruan; together with the cost of this metal sign.</p>	

	<p>He had previously advised he considers the sign to be adequate and will not fund the cost. He subsequently advised that CC are wanting to replace several of the old 'blue bordered' direction signs in the parish. There was so much confusion. The Clerk to request a site meeting.</p>	Clerk
	<p>ii. <u>Satnav Warning Signs</u> – three signs and posts to be sited at entrances to (1) Poltec Lane, (2) road leading to Tremeer and the (3) back road to Pont. Cllr. Talling to install at the agreed locations.</p>	Cllr. Talling
	<p>iii. <u>Lantivet Passing Place</u> – Mr Treve Fowler had been asked to clean the 'Passing Place' sign and CC Parking Enforcement had been asked for details of their scheme to purchase additional Civil Enforcement Officers' (CEOs) time.</p> <p>Ms Zoe Hall, CC had confirmed CEOs are authorised to issue PCNs to this clearway and she will arrange some ad-hoc visits to ensure the passing places are kept clear.</p> <p>Members felt the core PE provision was sufficient. The Clerk to advise Ms Hall of particular times when there is a problem.</p>	Clerk
	<p>iv. <u>Lanteglos Highway Signage</u> – it was AGREED to leave this matter with Mr Allen and the landowner. NFA.</p>	
	<p>v. <u>Proposed Highway Improvements, Lanteglos Highway</u> – Minute 65h/2019 refers. Mr Allen had been asked for permission for the PC to reinstate some of the previous car parking, together with an estimate of the cost. To be included in discussion at the proposed site meeting (see [i] above).</p>	Clerk
	<p>b. <u>Footpath 613/27/4, Penpol up through to Colquite</u> – Minute 47e/2019 refers. Mr James Clapp, Cormac is unable to give a timeframe and can only say the structure will be replaced when funds allow.</p>	
	<p>c. <u>Parking Permit Scheme</u> – Public Meeting and Minute 65c/2019 refer. Any PPS should cover Upper and Lower Greenbank, Meadow Close, Meadow Walk and Furze Park. Discussion was deferred to a Public Meeting to be held at 6pm, prior to July Full Council Meeting.</p>	Clerk
	<p>d. <u>Overgrown Hedge</u> – Minute 65e/2019 refers. Mr Paul Allen confirmed the area at the entrance to Greenbank by the seat and notice board is publicly maintained highway. He had been asked to cut back the overgrown hedge. The Clerk to remind him.</p>	Clerk
	<p>e. <u>C. Toms & Sons Yard</u> – Minute 65f/2019. Cllr. Moore had sent the design / plan for appropriate signage and new gate, Veverly (at the area allocated for deliveries), to Mr Toms. Mr Paul Toms had advised that permission had originally been refused for a sign.</p>	
	<p>f. <u>Bodinnick Grit Bin</u> – arrange filling with grit / salt. Cllr. fisher to action.</p>	Cllr. Fisher
	<p>g. <u>Mobile Speed Camera</u> – St Cleer PC clarified their scheme for a mobile speed camera to be shared amongst PCs differs from what CC are proposing through the Network Panel. Details previously emailed. Cllr. Moore will speak to Mr David Read, CC regarding CC's scheme.</p>	Cllr. Moore
	<p>h. <u>Battery Park</u> – a complaint had been received i.r.o. overgrown vegetation at the entrance to the road. This had been reported to Highways, who had advised it is private lane.</p>	
80/2019	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <u>Public Conveniences</u> –</p> <p>i. <u>The Quay WCs</u> – no issues.</p> <p>ii. <u>Frogmore WCs</u> – no issues.</p> <p>iii. <u>St Saviour's WCs</u> – Mr Chris Mylward had yet to 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. Cllr. Fisher will speak to Mr Myward for an update.</p>	Cllr. Fisher

	<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. A decision i.r.o. implementing an Emergency Plan for the parish; and consideration of a request to declare a Climate Emergency was deferred until Cllr. Carter is present. Details previously emailed.</p> <p>Cllr. Carter had provided a report, previously circulated.</p> <p><i>Climate Change</i> – visit www.cornwall.gov.uk/climatechange for more information about climate change, carbon neutral Cornwall and to complete CC's online survey visit. Details emailed previously.</p> <p>c. <i>Seagull Control Programme</i> – Minute 66c/2019. It was RESOLVED to place details of the scheme in the Chairman's report in the <i>Parish News</i> and an advertisement to be placed in February / March 2020. The Clerk to check if Kernow Aerials had the capacity to cover Polruan.</p> <p>d. <i>Trade Waste</i> – Minute 66d/2019 refers. A letter of complaint i.r.o. missed collections had been sent to Biffa and their 'phone number requested in case of a future occurrence. The Clerk to pursue.</p>	<p>Mrs Fisher</p> <p>Cllr. Carter</p> <p>Cllr. Moore / Clerk</p> <p>Clerk</p>																																																																				
81/2019	<p><u>Adoption of Policies and Strategies</u> – Members considered and RESOLVED to re-adopt the following documents, previously circulated via email:</p> <p>a. <i>Standing Orders</i> –</p> <p>b. <i>Statement of Internal Control</i> –</p> <p>c. <i>Asset Register</i> –</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> –</p> <p>k. <i>H&S Policy</i> –</p>	Clerk																																																																				
82/2019	<p><u>Financial Matters</u> –</p> <p>a. <i>Accounts for Payment</i> – schedule 2019/20-03 to a value of £5,023.09 was APPROVED for payment. It was believed Mr Treve Fowler planned to cut the grass under the trees when the wildflowers had set seed.</p> <table border="1"> <thead> <tr> <th>PAYMENTS</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Mrs Thompson - salary</td> <td>581.88</td> <td></td> <td>581.88</td> </tr> <tr> <td>HMRC</td> <td>145.60</td> <td></td> <td>145.60</td> </tr> <tr> <td>Mrs Thompson - expenses</td> <td>40.13</td> <td></td> <td>40.13</td> </tr> <tr> <td>Zurich - insurance</td> <td>821.72</td> <td></td> <td>821.72</td> </tr> <tr> <td>WesternWeb Ltd - webspace fee</td> <td>105.00</td> <td>21.00</td> <td>126.00</td> </tr> <tr> <td>Cllr. Moore - NDP expenses</td> <td>106.23</td> <td>21.24</td> <td>127.47</td> </tr> <tr> <td>St Austell Printing Company – NDP prep. for printing</td> <td>600.00</td> <td>120.00</td> <td>720.00</td> </tr> <tr> <td>Lanteglos-by-Fowey PCC - churchyard maintenance grant</td> <td>770.67</td> <td></td> <td>770.67</td> </tr> <tr> <td>Mr David Spry – bench repairs</td> <td>60.00</td> <td></td> <td>60.00</td> </tr> <tr> <td>A. Fisher - WC cleaning</td> <td>812.50</td> <td></td> <td>812.50</td> </tr> <tr> <td>Cllr. Talling - traffic signs</td> <td>182.35</td> <td>36.47</td> <td>218.82</td> </tr> <tr> <td>CC - Quay WC rates</td> <td>133.00</td> <td></td> <td>133.00</td> </tr> <tr> <td>Mr Treve Fowler - Whitecross Green</td> <td>100.00</td> <td></td> <td>100.00</td> </tr> <tr> <td>CC - St Saviour's WC rates</td> <td>125.00</td> <td></td> <td>125.00</td> </tr> <tr> <td>Opus Energy - Quay WCs</td> <td>200.25</td> <td>40.05</td> <td>240.30</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£5,023.09</td> </tr> </tbody> </table>	PAYMENTS	Price	VAT	Total	Mrs Thompson - salary	581.88		581.88	HMRC	145.60		145.60	Mrs Thompson - expenses	40.13		40.13	Zurich - insurance	821.72		821.72	WesternWeb Ltd - webspace fee	105.00	21.00	126.00	Cllr. Moore - NDP expenses	106.23	21.24	127.47	St Austell Printing Company – NDP prep. for printing	600.00	120.00	720.00	Lanteglos-by-Fowey PCC - churchyard maintenance grant	770.67		770.67	Mr David Spry – bench repairs	60.00		60.00	A. Fisher - WC cleaning	812.50		812.50	Cllr. Talling - traffic signs	182.35	36.47	218.82	CC - Quay WC rates	133.00		133.00	Mr Treve Fowler - Whitecross Green	100.00		100.00	CC - St Saviour's WC rates	125.00		125.00	Opus Energy - Quay WCs	200.25	40.05	240.30				£5,023.09	Clerk
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	<ul style="list-style-type: none"> b. <i>Insurance Renewal</i> – it was RESOLVED to accept the quotation from Zurich (included in the payments above). Details previously emailed. c. <i>Bank Reconciliation</i> – Cllr. Fisher verified the bank reconciliation. d. <i>Budget Monitor</i> – copy was circulated at the meeting. e. <i>Income and Expenditure</i> – copy of the 2018/19 Income and Expenditure report had been previously emailed. f. <i>Pension Regulations</i> – the Clerk had re-declared Crowan Parish Council with The Pensions Regulator under the Pensions Act 2008 on 3rd June. g. <i>Polruan Village Hall</i> – Ms Suzanne Goddard had been asked to forward a copy of the VH accounts, when available. 	
83/2019	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <ul style="list-style-type: none"> a. <i>Polling Districts & Polling Places Review</i> – no changes are proposed for Lanteglos' polling places. Details emailed previously. b. <i>Rural Housing Enabler</i> – Ms Noreen Jefferies, CC has recently been appointed and offers assistance with Affordable and/or Community-led housing. A copy of the letter from Mr Alyn Schott of Cornwall Rural Housing Association had been circulated. c. <i>Planning for Coastal Change</i> – advice from the Chief Planning Officer previously circulated via email. Deadline for comments is 22nd July 2019. The Clerk to draw this to Cllr. Carter's attention. d. <i>VE Day 75</i> – 8th May 2020. Polruan Regatta and Children's Sports sought Members' support for a community event to commemorate the end of World War II. Details emailed previously. Members were supportive of the project but declined to appoint a representative as Members are fully committed. e. <i>Fire Station, Polruan</i> – the hedge around the station had been cut and nesting birds disturbed. It was not clear who had done this. f. <i>PA18/02978PREAPP, Fowey Harbour Hotel</i> – details of the proposed development had been circulated via email. The Clerk pointed out that the pre-app had been closed and advise given to the applicant. g. <i>Whitecross WiFi</i> – a request had been received for copies of all correspondence relating to the provision of the WiFi facility for Whitecross Village Hall by the Parish Council. h. <i>Crowan PC</i> – an unsigned communication had been received and was passed to the Clerk. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
84/2019	<p><u>Information Only / Items for Future Agendas</u> –</p> <ul style="list-style-type: none"> a. <i>Footpath</i> – the Clerk to remind Mr Treve Fowler of the extra areas to be cut under the PROW Contract. 	Clerk
85/2019	<p><u>Diary Dates</u> – details previously circulated</p> <ul style="list-style-type: none"> a. <i>Full Council Meeting</i> – 23rd July 2019, Polruan WI Hall. The Full Council meeting will be preceded by a Public Meeting to discuss the Residents' Parking Scheme. Mr Paul Allen, Highways to be invited to attend to answer questions. Members confirmed there will not be a meeting in August. b. <i>Neighbourhood Plan Meeting</i> – 9th July 2019. c. <i>Housing Working Party</i> – TBC. d. <i>St Austell Carers Forum</i> – Friday 12th July 2019. Details emailed. e. <i>Liskeard Carers Forum</i> – Wednesday 3rd July 2019. Details emailed. 	

86/2019	<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.	
87/2019	<u>Enforcement Cases</u> – see County Councillor’s report above.	
88/2019	<u>Parish Clerk</u> – it was explained the Clerk works for three other Parish Councils, and her total hours exceed the 48-hour working week directive. It was AGREED to support the Clerk’s request to ‘opt out’ of the directive.	
89/2019	<u>Meeting Closed</u> – 21.21pm.	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 23rd July 2019