

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING

HELD IN THE WHITECROSS VILLAGE HALL

TUESDAY, 22nd OCTOBER 2019 @ 7pm

Present: Cllr. Moore OBE (Chairman) Cllr. Adams Cllr. Bunt
 Cllr. Carter Cllr. Fisher Cllr. M. Shakerley
 Cllr. Talling Cllr. Wilton
 In attendance: Mrs Thompson (Parish Clerk) County Cllr. Hannaford Three 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>Ms Emily Robinson, Associate Planner with Lauren Associates met with Members i.r.o. 116b[iii-v]/2019 (Fox Valley Cottages). She explained they are long established holiday cottages and the applications aim to rescind conditions that limit the use to seasonal holiday lets – the applicants wish to let all year round. Ms Robinson confirmed the properties would all remain as holiday lets. There is no intention of them being for permanent residency. Cllr. Shakerley said Building Regulations need to be looked into to ensure they meet current standards.</p> <p>Mr Trueman asked why the Betty Woon sign was delivered to a member of the Parish Council. He will await the response to his Freedom of Information request. He complained that his request was not mentioned on the agenda. He said the Clerk had not been honest about the PC's involvement with the sign and called her a liar.</p> <p>Mr Bate asked for the agenda to be posted on the notice boards so that it can be read clearly. He mentioned that it would not be possible for artic lorries to use Furze Park.</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 September 2019 one public order crime had been reported. 2. <i>Tri Services Officer (TSO)</i> – it is understood the new TSO will be in touch when he has finished his training. 3. <i>County Councillor</i> – Cllr. Edwina Hannaford said CC had been praised for its Localism Agenda. She hoped representatives will be able to attend the Localism Summit (Minute 123f/2019 refers). She referred to the link with the Climate Change agenda, which includes a proposed forest for Cornwall. There is money available for tree planting. Cllr. Adams said CC's policy of house building was at odds with the aims of the Climate Change agenda. She sought Members' views on setting up an Environmental Group for the Parish (discussion deferred to the November meeting). She had donated a grant of £200 to the Polruan WI roof repair fund; and £150 to Polruan Holiday Club. She will forward details of the Liskeard & Looe Debt CAP Centre but was unsure if it covered Polruan. 4. <i>Liskeard & Looe Network Panel Meeting</i> – Cllr. Moore had circulated a written report of the meeting held on 14th October 2019 (copy on file). It was hoped that there would be funding for highway safety improvements in the parish in the next round of funding. 	<p>Clerk Cllr. Hannaford</p>
113/2019	<u>Apologies for Absence</u> – Cllrs. Kelly, T. Libby and V. Libby.	

114/2019	<p><u>Members' Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Fisher in Minute 125a/2019.</p> <p>b. <i>Non-registerable Interests</i> – Cllrs. Bunt and Wilton in Minute 120a/2019 (grant to Polruan Age Concern).</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>	
115/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 24th September 2019, AGREED as a true record.</p>	
116/2019	<p><u>Planning Matters</u> – Items 116b[iii-v]/2019 was taken at this point.</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore's report had previously been circulated via email, together with details of the budget position. It was RESOLVED to accept the quotation from Situ8 Ltd. to prepare the Consultation Statement at a cost of £1,440+VAT. Cllr. Moore pointed out that we are on track to complete the NP by December. She advised that all the supporting documents can be viewed on the NP website. Cllr. Moore was thanked for all the work she had done on the project.</p> <p>b. <i>Planning Applications</i> –</p> <p>i. <u>PA19/02698, Toms Yard, East Street, Polruan</u> – Mr Jonathan Luker, CC asked for the information and site visit requested in July. Minute 102g/2019 refers. Mr Jonathan Luker, case officer advised he is still waiting for the updated ecology report (since received) and amended plans. Once he has received all this information, he will formally consult the PC. It was RESOLVED when the documents are available an informal meeting will be held to consider these fully. A decision will be made at a Full Council meeting.</p> <p>ii. <u>PA19/08299, 1 Brendon, St Saviours Hill, Polruan</u> – convert the existing loft space with associated modest pitched roof dormer to the front elevation. Dealt with at the September meeting. NFA.</p> <p>iii. <u>PA19/08394, Fox Valley Cottages, Lanlawren Farm, Trenewan</u> – conversion of existing farm buildings into six holiday units, with garaging and parking areas with variation of condition 3 of decision 5/74/0683/SA dated 10th January 1977. NO OBJECTION.</p> <p>iv. <u>PA19/08395, Fox Valley Cottages, Lanlawren Farm, Trenewan</u> – conversion of outbuildings to three holiday units with variation of condition 3 of decision 5/78/0823 dated 2nd Oct 1978. NO OBJECTION.</p> <p>v. <u>PA19/08396, Fox Valley Cottages, Lanlawren Farm, Trenewan</u> – conversion of and extension to existing building to provide two additional holiday cottages, laundry/sand pit room (including retention of one holiday unit) with variation of condition 4 of decision 5/88/01058/F dated 14th Nov 1988. NO OBJECTION.</p> <p>vi. <u>PA19/08558, Highfield, Townsend, Polruan</u> – demolition of the existing house and garage and construction of a new house. Extension of the vehicular driveway. An objection from a neighbour had been circulated. There are Cornish hedges around the plot, which is close to the SSSI. NO OBJECTION but Members wish to see a condition to preserve the Cornish Hedges and planting of appropriate screening. Cllr. Adams objected.</p> <p>vii. <u>PA19/07510, Land W of Tregavithick Cottage, Trenewan</u> – new livestock building, yard and access track. Mr Josep Sandercock, case officer advised this application is right on the boundary with Lansallos. NO OBJECTION, but Members query if the building is in the right location, given the nature of the landscape.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>c. <i>Affordable Housing</i> – Laura Deverill, CC Senior Affordable Housing Officer, CC has emailed to introduce herself (details circulated). Tel: 01726-223619, or Email laura.deverill@cornwall.gov.uk.</p> <p>Cllr. Moore reported Cornwall Housing had commissioned renovation work on the two empty flats at Chapel Lane, Polruan. Work is expected to start on site within the next couple of weeks. Once they had been refurbished, they will proceed with letting them. Members would like the properties to be let to applicants with a local connection.</p>	Clerk
117/2019	<p><u>Highway Matters</u> –</p> <p>a. <i>Community Speed Watch (CSW)</i> – Minute 103e/2019 refers. PCSO Cocks sought Members' views on the possible introduction of a CSW for Polruan. It was AGREED to seek expressions of interest through the <i>Parish News</i> and website.</p> <p>b. <i>Highways</i> – Members received an update i.r.o.:</p> <p>i. <u>Lanteglos Highway</u> – Minute 103a[iii]/2019 refers. Cllr. Moore advised the residents she had spoken to were generally in favour of a proposal to increase the area available for parking.</p> <p>ii. <u>Road Sign, Essa Road</u> – it was RESOLVED to accept the quotation from Hirst Signs at a cost of £68 per sign plus VAT, clips and delivery.</p> <p>iii. <u>Whitecross Village Green</u> – Members considered a request from the Whitecross Village Hall Committee who had written to say the Parish Council used to have a policy and signage that there is NO OVERNIGHT PARKING and asked if this should be re-instituted. Members are aware there is nowhere else to park in the area and it was AGREED to take no further action but to monitor the situation for six months. Members were in general in favour of extending the area for parking.</p> <p>c. <i>PROW Issues</i> –</p> <p>i. <u>Contractors' Report</u> – Mr Treve Fowler reported:</p> <ul style="list-style-type: none"> • <i>PROW 613/25/1</i> - Sumarch (Tree of Heaven) is causing problems at Barr's Close – Pink Cottage. Members to supply contact details and the Clerk to write to the owner and request they cut back and/or weed spray the Sumarch. • <i>PROW 613/13/1</i> – there are no waymarker signs. The Clerk to obtain a supply from Countryside Services. <p>ii. <u>The Hills Overgrown Vegetation</u> – Cllr. Adams had liaised with Mr Sanchez i.r.o. carrying out the work, including installing the new benches.</p> <p>Noted Mr Paul Thomas, Harbourmaster had granted verbal permission to cut back the vegetation to open up bench views.</p> <p>d. <i>C. Toms & Sons Yard</i> – Minute 79e/2019 refers. Mr Kevin Francis had undertaken to see if it is possible to install appropriate signage and new gate at the area allocated for lorry deliveries. Deferred to the November meeting.</p> <p>e. <i>Road Closure</i> –</p> <p>i. West Street, Polruan, 2nd–6th December 2019 (24 hours).</p> <p>ii. Fowey Hotel Gardens Retaining Wall repairs – Phase Two.</p>	<p>Clerk</p> <p>Clerk</p> <p>Members Clerk</p> <p>Members / Clerk</p> <p>Clerk</p>
118/2019	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Public Conveniences</i> – NALC had pointed out the Non-Domestic Rating (Public Lavatories) Bill was not among the list of bills announced in the Queen's Speech.</p> <p>i. <u>The Quay WCs</u> – Cllr. Fisher reported there is a bad blockage in the ladies. It was AGREED to wait for the SW Water results.</p>	

	<p>NOTE – Ms Gail Nash, SW Water advised they will carry out a camera survey to check their part of the line and will give us the results. Minute 104a[ij]/2019 refers. The Clerk to seek an update.</p> <p>The Clerk pointed out the electricity account for The Quay WCs was £848.94 in credit and she had requested a refund.</p> <p>ii. <u>Frogmore WCs</u> – there were no issues.</p> <p>iii. <u>St Saviour's WCs</u> – the contractor reported toilet rolls are being stolen. It was AGREED to defer further discussion to the November meeting.</p> <p>Cllr. T. Libby had spoken to Mr Chris Mylward as to when the fence will be completed. She had been assured it is in hand.</p> <p>Cllr. T. Libby to seek quotations 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. <u>Bodinnick Grit Bin</u> – Cllr. Fisher will arrange to fill with grit / salt this weekend. Deferred from the June meeting.</p> <p>c. <u>Waste Bin, Whitecross</u> – Minute 82c/2018 (June) refers. At the June Meeting, Members agreed to monitor the situation and revisit the possible provision of a waste bin in October. It was AGREED to take no further action.</p> <p>d. <u>Bodinnick Defibrillator</u> – Minute 104g/2019 refers. Duchy Defibrillators (DD) had confirmed the ambulance service will provide a code to enter into the cabinet (if its use is needed). If it is deployed the monitoring alerts DD and anyone in the area who wishes to have the alerts, no limit on amount of people. DD work with FLEET and the ambulance service to return the defib back to the cabinet and replace any used items – all included in the annual monitoring fee.</p>	<p>Clerk</p> <p>Cllr. T. Libby</p> <p>Mrs Fisher</p> <p>Cllr. Fisher</p>																																																				
119/2019	<p><u>Administrative Matters</u> –</p> <p>a. <u>Website Accessibility</u> – new guidelines had been issued by the Government Digital Service and must be complied with by September 2020. The Clerk advised she believed the existing template for Agendas and Minutes fail some accessibility tests and may need changing.</p> <p>It was RESOLVED to accept the WesternWeb quotation for a WCAG2 compliancy check and remedial work at an approximate cost of £180.</p>	<p>Clerk</p>																																																				
120/2019	<p><u>Financial Matters</u> –</p> <p>a. <u>Accounts for Payment</u> – Members RESOLVED to make a £200 grant to Polruan Age Concern towards the Christmas lunch. Cllrs. Bunt and Wilton left the meeting whilst this item was discussed. Cllr. Fisher strongly objected on the grounds this was discriminating against the young.</p> <p>It was further RESOLVED to approve the payments on schedule 2019/20-07 to a value of £4,229.22.</p> <table border="1" data-bbox="327 1668 1268 2060"> <thead> <tr> <th>PAYMENTS</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>G. Thompson - salary</td> <td>581.88</td> <td></td> <td>581.88</td> </tr> <tr> <td>HMRC</td> <td>146.77</td> <td></td> <td>146.77</td> </tr> <tr> <td>G. Thompson - expenses</td> <td>58.73</td> <td></td> <td>58.73</td> </tr> <tr> <td>Western Web Ltd. - website</td> <td>142.00</td> <td>28.40</td> <td>170.40</td> </tr> <tr> <td>Situ8 Ltd - Green Space assessment</td> <td>600.00</td> <td>120.00</td> <td>720.00</td> </tr> <tr> <td>M. Fisher - WC cleaning</td> <td>812.50</td> <td></td> <td>812.50</td> </tr> <tr> <td>CC - Quay WC rates</td> <td>266.00</td> <td></td> <td>266.00</td> </tr> <tr> <td>Glasdon UK Ltd - 2 x benches</td> <td>875.04</td> <td>175.01</td> <td>1,050.05</td> </tr> <tr> <td>CC - St Saviour's WC rates</td> <td>125.00</td> <td></td> <td>125.00</td> </tr> <tr> <td>Lanteglos Age Concern – grant</td> <td>200.00</td> <td></td> <td>200.00</td> </tr> <tr> <td>EDF Ltd – Frogmore WCs</td> <td>93.23</td> <td>4.66</td> <td>97.89</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£4,229.22</td> </tr> </tbody> </table>	PAYMENTS	Price	VAT	Total	G. Thompson - salary	581.88		581.88	HMRC	146.77		146.77	G. Thompson - expenses	58.73		58.73	Western Web Ltd. - website	142.00	28.40	170.40	Situ8 Ltd - Green Space assessment	600.00	120.00	720.00	M. Fisher - WC cleaning	812.50		812.50	CC - Quay WC rates	266.00		266.00	Glasdon UK Ltd - 2 x benches	875.04	175.01	1,050.05	CC - St Saviour's WC rates	125.00		125.00	Lanteglos Age Concern – grant	200.00		200.00	EDF Ltd – Frogmore WCs	93.23	4.66	97.89				£4,229.22	
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	<p>b. <i>Bank Reconciliation</i> – Cllr. Fisher verified the bank reconciliation.</p> <p>c. <i>Budget Monitor</i> – a copy was circulated at the meeting. It was AGREED to remove the 'Advertising' budget heading.</p> <p>d. <i>Bank Account</i> – Barclays had recently announced closure of their cash withdrawals from Post Offices from 2020. It was RESOLVED to support the campaign by the Rural Services Network to reverse this decision.</p> <p>e. <i>2020/21 Precept</i> – Members RESOLVED to canvas residents regarding a possible increase in the precept of 2%, i.e. an increase of £877 p.a. for 2020/21.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
121/2019	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Polruan Village Hall</i> – a hardcopy of the accounts was made available at the meeting. The Clerk to circulate a scanned copy and to ask for a list of Committee Members.</p> <p>b. <i>Safer Cornwall</i> – up to £1,000 funding available to enable community led projects that specifically address community safety issues in Cornwall. Closing is 1st March 2020. Details previously circulated.</p> <p>c. <i>Local Governance Review</i> – public consultation will begin on 11th December 2019. Details previously circulated.</p> <p>d. <i>Neighbourhood Plan E-Bulletin</i> – https://www.cornwall.gov.uk/environment-and-planning/planning/whats-new-in-planning/planning-news/</p>	<p>Clerk</p>
122/2019	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Greenbank</i> – Mr Fowler had cut back the brambles. The Clerk to contact Mr David Read, CC to establish ownership of the site. County Cllr. Hannaford said she is willing to make a donation towards the cost from her Community Chest. Funding may also be available from the High Street Heroes fund. The Clerk to obtain details.</p>	<p>Clerk</p> <p>Clerk</p>
123/2019	<p><u>Diary Dates</u> – details previously circulated</p> <p>a. <i>Full Council Meeting</i> – 26th November 2019.</p> <p>b. <i>Neighbourhood Plan Meeting</i> – 12th November 2019.</p> <p>c. <i>Clerk's Leave</i> – 26th October – 3rd November 2019 (inclusive).</p> <p>d. <i>AONB Annual Conference</i> – Saturday 23rd November 2019, 3.30pm till 8.30pm at the Pavilion Centre, Royal Cornwall Showground, Wadebridge.</p> <p>e. <i>Port User Group</i> – next meeting to be held Tuesday 5th November 2019.</p> <p>f. <i>Localism Summit</i> – 6th November 2019, 9.30am–3.30pm. Pavilion Centre at the Royal Cornwall Showground.</p> <p>g. <i>Cornwall Community Flood Forum</i> – free conference to be held on Monday 4th November at St. Johns Hall in Penzance (9.30am-4pm).</p> <p>h. <i>Community Road Safety Forum</i> – 3rd December 2019, 1.30pm. Launceston Town Hall. Details previously emailed.</p> <p>i. <i>VE Day 75th Anniversary</i> - 8th May 2020. For information on planned activities see www.veday75.org. Deferred to the November agenda, including the budget.</p> <p>NOTE – VJ Anniversary 15th August 2020.</p>	<p>Cllr. Carter</p> <p>Clerk</p>
124/2019	<p><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.</p>	
125/2019	<p><u>Contracts</u> – deferred from the September Meeting (Minute 103c/2019 refers). The tender information that is issued to contractors had been circulated previously.</p>	

	<p>a. <i>WC Cleaning</i> – Cllr. Fisher left the meeting whilst this item was discussed. Item 2 on the Cleaning Schedule was amended to read: <i>Cleaning to be carried out seven days a week. St Saviours and the Quay WCs can either be cleaned in the morning before opening, or, in the evening when closing. Frogmore toilets can fit in either side of cleaning St Saviours and the Quay blocks.</i></p> <p>It was AGREED to extend the contract with Mrs Fisher for two years.</p> <p>b. <i>PROWs</i> – to include the footpath opposite the entrance to Greenbank; the footpath below Cliff Rise and the grass behind St Saviours WCs; plus shrubs/bushes below Rock Cottage at the bottom of Sydney Hill. It was RESOLVED to amend the covering letter to read: <i>The Parish Council requires that PROWs are cleared to a width of 1.5m (where possible) and to a height of 2m. This applies to ALL the footpaths, including those that are shown as “Silver Paths, to be cut at discretion of Parish”.</i></p> <p>It was AGREED to contact the contractor regarding any possible additional cost this directive would incur and to bring back to the November meeting.</p> <p>c. <i>Whitecross Village Green</i> – the covering letter to be amended to read: <i>The grass to be cut monthly, and you are asked to provide a price per cut. NOTE – the area under the trees to be uncut until after the wildflowers have shed seed.</i></p> <p>It was AGREED to extend the contract with Mr Fowler for two years.</p> <p>d. <i>Weed Spraying</i> – to include additional roads, namely: Gayhurst Road, Chapel Lane and the lane leading to Studio Cottage. It was RESOLVED that the Clerk would put this contract out to tender.</p> <p>e. <i>Lengthsman’s Scheme</i> – drain clearance. As this service is only needed on an ad hoc basis, it was AGREED to remove the Lengthsman's scheme from the list of contracts/tenders.</p> <p>Cllr. Adams objected to the extension because he felt all the contracts should be put out to tender annually.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
126/2019	<u>Meeting Closed</u> – 21.46pm.	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 26th November 2019