

# LANTEGLOS-BY-FOWEY PARISH COUNCIL

## MINUTES OF THE FULL COUNCIL MEETING

### HELD IN THE WHITECROSS VILLAGE HALL

**TUESDAY, 26<sup>th</sup> NOVEMBER 2019 @ 7pm**

Present: Cllr. Moore OBE (Chairman)                      Cllr. Adams                      Cllr. Bunt  
 Cllr. Fisher    Cllr. V. Libby                      Cllr. Talling  
 Cllr. Wilton  
 In attendance: Mrs Thompson (Parish Clerk)

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>Members received reports from outside authorities as follows:</p> <ol style="list-style-type: none"> <li><i>Police</i> – PC Steve Cocks sent his apologies and reported that from the 1<sup>st</sup> – 31<sup>st</sup> October /2019 there were three crimes all burglaries. Two of which were holiday accommodation in Polruan. He asked that everyone check their home security and make sure doors are locked including sheds, garages and outbuildings and that if anyone is seen in suspicious circumstances that the Police are called straightaway.</li> </ol> <p>Cllr. Moore said there were a number of instances of rough sleepers gaining access to holiday homes. The letting agents and Cornwall Housing had both been informed. The Clerk to request Cllr. Hannaford's assistance in the refurbishment of Chapel Flats, which had also been used by rough sleepers.</p> <p>The Clerk to write to the Police Crime Commissioner, Ms Alison Hernandez, expressing concern and seeking her assistance in dealing with the instances of harassment locally. Members are encouraging victims to report incidents themselves.</p> <ol style="list-style-type: none"> <li><i>Tri Services Officer (TSO)</i> – the new TSO is undergoing training and has yet to make contact.</li> <li><i>County Councillor</i> – Cllr. Edwina Hannaford sent her apologies and a written report (copy on file). A copy of the letter regarding Climate Change to be sent to Cllr. Hannaford.</li> <li><i>Liskeard &amp; Looe Network Panel Meeting</i> – notes of the meeting held on 14<sup>th</sup> October 2019 had been circulated via email.</li> <li><i>Port User Group</i> – Cllr. Carter had provided a report following the meeting held 5<sup>th</sup> November 2019 (copy on file), which Cllr. Moore read to the Meeting. Minutes of the PUG meeting had been circulated by email.</li> </ol>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
127/2019	<u>Apologies for Absence</u> – Cllrs. Carter, Kelly, T. Libby and Shakerley; and County Cllr. Hannaford.	
128/2019	<p><u>Members' Declarations</u> –</p> <ol style="list-style-type: none"> <li><i>Pecuniary/Registerable Declarations of Interests</i> – none.</li> <li><i>Non-registerable Interests</i> – Cllr. Adams declared an interest in 130b[i]/2019.</li> <li><i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</li> <li><i>Dispensations</i> – none.</li> </ol>	

129/2019	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 22<sup>nd</sup> October 2019. Cllr. Bunt proposed and Cllr. Talling seconded the Minutes as a true record. Members unanimously <b>RESOLVED</b> to adopt the resolution.</p>	
130/2019	<p><u>Planning Matters</u> – including items received after the agenda was published.</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore had provided a written report (copy on file). It was <b>AGREED</b> to circulate the Neighbourhood Plan Consultation Statement to all Members for their approval with a deadline of 10<sup>th</sup> December 2019 for comments. The Plan will then be sent to Ms Melissa Burrows prior to submission for independent examination.</p> <p>b. <i>Planning Applications</i> –</p> <p>i. <u>PA19/02698, Toms Yard, East Street, Polruan</u> – updated plans had been circulated. Minute 116b9i0/2019 refers. Cllr. Adams left the meeting whilst this item was discussed.</p> <p>County Cllr. Hannaford advised: <i>“To recap, the additional information has finally been received from the applicant’s agent:</i></p> <ul style="list-style-type: none"> <li>• <i>Updated location and proposed plan which includes the whole of the site subject to the development.</i></li> <li>• <i>Updated ecology report</i></li> <li>• <i>Details regarding the infill / construction material</i></li> <li>• <i>Details regarding the construction traffic management plan and feasibility of bringing in material via the river</i></li> </ul> <p><i>The Ecology report is supportive.</i></p> <p><i>For your information the public footpath does not exist across the application site. There is no recorded public right of way through or across the site but the applicant has included steps into the water.</i></p> <p><i>Matters regarding water quality and / or future testing of water quality is not an issue for terrestrial planning process.</i></p> <p><i>We can condition the submission of a final construction traffic management plan.”</i></p> <p><b>NO OBJECTION</b> provided there is a planning condition imposed that a final Construction Traffic Management Plan is provided. The Plan to include provision of Banksmen to help control traffic; the condition of the road should be photographed at the start of the project and monitored throughout the process, with any damage made good by the applicant. Once the construction has reached 2.5M in height then building materials must be brought by ferry.</p> <p>ii. <u>PA19/02870/PREAPP, Lower Vuevrey Meadow, Polruan</u> – pre-application advice to site a storage container Members have reservations because of the lack of detail. If permission is granted, it should only be with conditions imposed [1] to keep the yard, which is in the AONB, tidy; [2] only one storage container should be permitted and [3] the height should not be above hedge height in accordance with previous planning conditions.</p> <p>iii. <u>PA19/09061, Creekside House, Mixtow</u> – extension and parking bay. <b>NO OBJECTION.</b></p> <p>iv. <u>PA19/09383, 52a Fore Street, Polruan</u> – extension and alterations. <b>NO OBJECTION.</b></p> <p>v. <u>PA19/09736, 2 Brendon, St Saviours Hill, Polruan</u> - construct a two-storey extension with loft terrace to the rear elevation of the property. <b>NO OBJECTION.</b></p> <p>vi. <u>PA19/07925, Fowey Hotel, Esplanade, Fowey</u> – Extension to existing hotel to include new spa, guest rooms and improvements to bar. New apartments and improve car parking.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

Cllr. Moore said there were over 100 objections to this application on CC website. Members had **NO OBJECTION** but would not like to see the loss of the tea gardens and green spaces; they would support the refurbishment of the old boathouse.

Clerk

vii. PA19/09837, The Covey, 14 Old Road, Bodinnick – extension and alteration to dwelling to include remodelling of lower, upper and first floors, landscaping works, new swimming pool, extension and enlargement of garage with variation of condition 2 of decision PA18/09068 dated 7<sup>th</sup> December 2018. **NO OBJECTION** but Members re-iterate their request for a Traffic Management Plan.

Clerk

viii. PA19/08558, Highfield, Townsend, Polruan – demolition of the existing house and garage and construction of a new house. Extension of the vehicular driveway. Members confirmed there is a Cornish Hedge at the front of the property that they wish to see a condition to preserve this, together with appropriate screening for the neighbours.

Clerk

c. *Highfield, Lanteglos Highway* – Cllr. Moore referred to the advice from Ms Davina Pritchard, case officer regarding the pre-application, in which she had been supportive of the Neighbourhood Plan.

d. *Planning Applications Approved by CC* – information only.

i. PA19/05156, Land S of Barrs Close, Old Road, Bodinnick – works to trees in a Conservation Area, namely thin and top two sycamore trees which currently overhang the cars queuing for the Bodinnick Ferry (Tree is currently 9 metres wished to reduce by 4 metres.

NOTE – CC Decided not to make a TPO (TCA apps).

ii. PA19/09736, 2 Brendon, St Saviours Hill, Polruan – construct a two-storey extension with loft terrace to the rear elevation of the property.

iii. PA19/08299, 1 Brendon, St Saviours Hill, Polruan – convert the existing loft space with associated modest pitched roof dormer to the front elevation.

iv. PA19/08394, Fox Valley Cottages, Lanlawren Farm, Trenewan – 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 10<sup>th</sup> January 1977.

v. PA19/08395, Fox Valley Cottages, Lanlawren Farm, Trenewan – conversion of outbuildings to three holiday units with variation of condition 3 of decision 5/78/0823 dated 2<sup>nd</sup> Oct 1978.

vi. PA19/08396, Fox Valley Cottages, Lanlawren Farm, Trenewan – 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 14<sup>th</sup> Nov 1988.

e. *Housing Supplementary Planning Document* – consultation ends Monday, 2<sup>nd</sup> December 2019. Details previously emailed.

f. *Planning Agents and Local Council newsletter* – available to view online: <https://www.cornwall.gov.uk/environment-and-planning/planning/whats-new-in-planning/planning-news/>

g. *Affordable Housing* – there are currently 18 households registered with Cornwall Homechoice with a local connection to the Parish. The need is broken down in the table below:

	Band	1 bed	2 bed	3 bed	4 bed	Total
	A	2	0	0	0	2
	B	0	0	0	0	0
	C	0	0	0	2	2
	D	0	1	0	0	1
	E	8	5	0	0	13
<b>Total</b>		<b>10</b>	<b>6</b>	<b>0</b>	<b>2</b>	<b>18</b>

131/2019	<p><u>Highway Matters</u> – including items received after the agenda was published.</p> <p>a. <i>Community Speed Watch</i> – an appeal for volunteers to join a CSW for Polruan was made in the <i>Parish News</i>. Deferred to the January meeting to allow time for volunteers to come forward.</p> <p>It was thought the traffic speed monitors had been deployed in Polruan. The Clerk to request a copy of the results from PC Brailey-Evans.</p> <p>b. <i>Signage</i> – Mr Allen, Highways had stated he does not believe that lorries block the road and ferry at Bodinnick very often, therefore, he does not consider the erection of four new signs to be justified or necessary at this time. He will keep the situation under review. No further action.</p>	<p>Clerk</p> <p>Clerk</p>
132/2019	<p><u>Environmental / Amenity Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> –</p> <p>i. <u>The Quay WCs</u> – any issues.</p> <p>SW Water advised they had carried out a camera survey to check their part of the line and confirmed there are no issues within their assets. Minute 104a[i]/2019 refers.</p> <p>ii. <u>Frogmore WCs</u> – any issues</p> <p>iii. <u>St Saviour's WCs</u> – the problem of the 'stolen' toilet rolls seems to have resolved itself.</p> <p>The Clerk to contact Mr Chris Mylward to confirm when the fence will be completed and to seek 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>Environmental Group (EG)</i> – Cllr. Hannaford's October report refers. Members <b>DECLINED</b> to set up an EG for the Parish.</p> <p>c. <i>PROW 613/25/1</i> – Members considered the state of the footpath between Blue Cottage and Barrs Close, Bodinnick; to include Sumarch (Tree of Heaven) which is causing problems at Barr's Close – Pink Cottage. It was <b>RESOLVED</b> to ask Mr Fowler to cut back the footpath as wide as possible. The Clerk to request the owner of the Sumarch tree to hard prune the branches overhanging the path.</p> <p>It was further <b>RESOLVED</b> to write to the owner of the Old Ferry Inn and ask if he could strengthen the unsafe fence behind the pub.</p> <p>The Clerk had obtained waymarker signs, which would be provided to Mr Treve Fowler.</p> <p>c. <i>Greenbank</i> – Minute 122a/2019 refers. The land is owned by CC and managed by Cornwall Housing Ltd. (CH). Permission had been obtained from Mr Paul Allen, Highways and Mr Mark Kelly (CH) to refurbish the area. Cllr. Moore reported she had spoken with Mr Fowler and was anticipating a quotation. Cllr. Talling suggested seeking the views of the school children. The Clerk to approach the school.</p> <p>County Cllr. Hannaford said she is willing to make a donation towards the cost from her Community Chest. The Clerk had provided Cllrs. Moore and Fisher with details of a possible funding source: High Street Heroes fund.</p> <p>d. <i>Local Electricity Bill</i> – details previously emailed. The Bill aims to solve the current problem whereby local renewable energy generators, such as community energy groups, are unable to sell energy that they generate to local people. No further action.</p> <p>e. <i>Polruan Doctors' Surgery</i> – Members reported that residents had raised concerns about the Polruan Surgery, e.g. Doctors / Nurses not in attendance when expected; medications not in stock resulting in a delay. Older folk were getting confused.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Bunt</p> <p>Clerk</p>

	<p>Cllr. Adams advised that Mr Kevin Francis is the Polruan representative on the Surgery's Patient Advisory Group. It was <b>AGREED</b> to invite the Surgery to send a representative to meet with the Parish Council in Polruan. Cllr. V. Libby to speak to the resident who sent a letter.</p>	<p>Clerk Cllr. V. Libby</p>																																																																								
133/2019	<p><u>Administrative Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Website Accessibility</i> – no update was available from WesternWeb i.r.o. a compliancy check and remedial work to ensure compliance with new guidelines from the Government Digital Service. The Clerk to request an update for the January meeting.</p> <p>b. <i>Winter Advice</i> – tips, guidance, etc. from Zurich Insurance. Details previously emailed.</p> <p>c. <i>Polruan Village Hall</i> – Minute 121a/2019 refers. A list of VH Committee Members was circulated via email.</p> <p>d. <i>Polruan Town Trust</i> – Mr Colin Wilson has retired from his roll as Clerk to the Trust. New Clerk is Mr Wes Pascoe: <a href="mailto:wesley.pascoe@imerys.com">wesley.pascoe@imerys.com</a>.</p>																																																																									
134/2019	<p><u>Financial Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Accounts for Payment</i> – schedule 2019/20-08 to a value of £5,529.82 was <b>APPROVED</b> for payment.</p> <p>The Clerk had informed the insurers and added the two new benches to the Asset Register.</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>582.08</td> <td></td> <td>582.08</td> </tr> <tr> <td>HMRC</td> <td>146.57</td> <td></td> <td>146.57</td> </tr> <tr> <td>Mrs Thompson - expenses</td> <td>65.20</td> <td></td> <td>65.20</td> </tr> <tr> <td>Information Commissioner</td> <td>40.00</td> <td></td> <td>40.00</td> </tr> <tr> <td>Situ8 Ltd - 50% of Consultation Statement</td> <td>720.00</td> <td>144.00</td> <td>864.00</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>133.00</td> <td></td> <td>133.00</td> </tr> <tr> <td>Hirst Signs Ltd - traffic signs</td> <td>239.00</td> <td>47.80</td> <td>286.80</td> </tr> <tr> <td>Mr A. Sanchez - fit benches + clear drains</td> <td>495.00</td> <td></td> <td>495.00</td> </tr> <tr> <td>CC - St Saviour's WC rates</td> <td>125.00</td> <td></td> <td>125.00</td> </tr> <tr> <td>SW Water - Frogmore WCs</td> <td>85.67</td> <td></td> <td>85.67</td> </tr> <tr> <td>SW Water - St Saviour's WCs</td> <td>219.85</td> <td></td> <td>219.85</td> </tr> <tr> <td>Mrs 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>M. Fisher - WC cleaning</td> <td>812.50</td> <td></td> <td>812.50</td> </tr> <tr> <td>CC - Quay WC rates</td> <td>133.00</td> <td></td> <td>133.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>£5,529.82</b></td> </tr> </tbody> </table> <p>b. <i>Bank Reconciliation</i> – Cllr. V. Libby verified the bank reconciliation.</p> <p>c. <i>Budget Monitor</i> – a copy was circulated at the meeting.</p> <p>The 2020/21 budget to be considered at the January meeting. Members to advise the Clerk of any projects they wish to promote.</p> <p>d. <i>VE Day 75<sup>th</sup> Anniversary</i> - 8<sup>th</sup> May 2020. For information on planned activities see <a href="http://www.veday75.org">www.veday75.org</a>. Deferred from the November agenda (Minute 123i/2019 refers). Members to consider making a grant towards this project. VJ Anniversary 15<sup>th</sup> August 2020. The Steering Group had provided a written report of the plans for the day. It was <b>RESOLVED</b> to budget £250 towards the costs.</p> <p>e. <i>CIL Payments</i> – the PC will receive £1,680. The Clerk to clarify with County Cllr. Hannaford what this money may be spent on.</p> <p>f. <i>Bank Account</i> – Barclays had reversed their decision to cease cash withdrawals from Post Offices from 2020. Minute 120d/2019 refers.</p>	PAYMENTS	Price	VAT	Total	Mrs Thompson - salary	582.08		582.08	HMRC	146.57		146.57	Mrs Thompson - expenses	65.20		65.20	Information Commissioner	40.00		40.00	Situ8 Ltd - 50% of Consultation Statement	720.00	144.00	864.00	M. Fisher - WC cleaning	812.50		812.50	CC - Quay WC rates	133.00		133.00	Hirst Signs Ltd - traffic signs	239.00	47.80	286.80	Mr A. Sanchez - fit benches + clear drains	495.00		495.00	CC - St Saviour's WC rates	125.00		125.00	SW Water - Frogmore WCs	85.67		85.67	SW Water - St Saviour's WCs	219.85		219.85	Mrs Thompson - salary	581.88		581.88	HMRC	146.77		146.77	M. Fisher - WC cleaning	812.50		812.50	CC - Quay WC rates	133.00		133.00				<b>£5,529.82</b>	<p>Cllr. V. Libby</p> <p>Clerk</p> <p>Clerk</p>
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	g. <i>Local Maintenance Partnership</i> – Members <b>RESOLVED</b> to accept CC's offer of a grant of £1,491.31, which includes a 2% increase, to maintain the footpaths in 2020/21. The Clerk to advise Mr Steve Kempthorne, CC.	Clerk
135/2019	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Localism Newsletter</i> – October 2019. Circulated via email.</p> <p>b. <i>Clerks &amp; Councils Direct</i> – November 2019. Chair's copy.</p> <p>c. <i>War Memorials Trust: Bulletin</i> – November 2019.</p> <p>d. <i>Transforming Cities Fund Tranche 2</i> – CC are drawing up a bid to encourage increased rail traffic. Details previously emailed.</p> <p>e. <i>Winter Wellbeing Guide</i> – 2019.</p> <p>f. <i>South East Cornwall Native Woods</i> – new group set up “harness the enthusiasm people have for trees, bringing together those with land and volunteers who would like to help reforest the region”. Details emailed.</p> <p>g. <i>Exploring Horticultural for Wellbeing</i> – a free gardening course is being held at the Coach House, Liskeard on Wednesdays and Fridays each week. Details previously emailed.</p> <p>h. <i>Town and Parish Council Newsletter</i> – November 2019. Details emailed.</p> <p>i. <i>Citizens Advice Cornwall</i> – have introduced a new service to help people to claim Universal Credit. Details previously emailed.</p>	
136/2019	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. None.</p>	
137/2019	<p><u>Diary Dates</u> – including any items received after the agenda had been published. Details previously circulated</p> <p>a. <i>Full Council Meeting</i> – 28<sup>th</sup> January 2020.</p> <p>NOTE – no meeting will be held in December, except that the Chair may call an Extraordinary Meeting to deal with any urgent items.</p> <p>b. <i>Neighbourhood Plan Meeting</i> – 10<sup>th</sup> December 2019.</p> <p>c. <i>Clerk's Leave</i> – 21<sup>st</sup> December 2019 – 5<sup>th</sup> January 2020 (inclusive).</p> <p>d. <i>Trago Mills Ltd.</i> – details of the annual Pensioners' Week, 25<sup>th</sup> – 29<sup>th</sup> November 2019.</p> <p>e. <i>Community Road Safety Forum</i> – Tuesday 3<sup>rd</sup> December 2019 at Launceston Town Hall from 1.30pm. Details previously emailed.</p> <p>f. <i>Cornwall Association of Local Councils AGM</i> – Tuesday 26<sup>th</sup> November at County Hall, Truro, 7.15pm, postponed until 27<sup>th</sup> January 2020.</p>	
138/2019	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>	
139/2019	<p><u>Contracts</u> – Members received an update i.r.o.:</p> <p>a. <i>PROWs</i> – deferred to the January meeting.</p> <p>b. <i>Weed Spraying</i> – Members were asked to supply the Clerk with the contact details of any suitably qualified contractors. Closing date for tenders is 6<sup>th</sup> January 2020. Deferred to the January meeting.</p>	Clerk Members Clerk
140/2019	<p><u>Meeting Closed</u> – 21.21pm.</p>	

Signature: ..... (Cllr. Moore)  
Parish Council Chairman

Date: 28<sup>th</sup> January 2020