

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE FULL COUNCIL MEETING HELD IN THE WHITECROSS VILLAGE HALL

TUESDAY, 28th JANUARY 2020 @ 7pm

Present:	Cllr. Moore OBE (Chair)	Cllr. Adams	Cllr. Bunt
	Cllr. Carter	Cllr. Fisher (Vice Chair)	Cllr. T. Libby
	Cllr. V. Libby	Cllr. Talling	
In attendance	Mrs Thompson (Parish Clerk)	County Cllr. Hannaford	PCSO Cocks

Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Vice Chair opened the meeting and welcomed those present. He 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>Mr Ivan Tomlin addressed the meeting regarding Minute 4b[iii]/2020. He circulated some plans and explained the summerhouse was replacing what is already there but is slightly larger.</p> <p>A resident reported two issues [1] there is a pipe that goes under the road at Mixtow, which is overflowing and blocking the roadway and [2] water also runs down Sunday School Hill and goes down through the resident's property. Cllr. Hannaford offered to speak to Mr Paul Allen, Highways to see if there is a solution.</p> <p>Members received reports from outside authorities as follows:</p> <ol style="list-style-type: none"> 1. <i>Police</i> – PC Steve Cocks reported that from 1st to 31st December 2019, only one crime had been reported (a communications crime). The Special Marine Constable, Russ Hall, was also present. 2. <i>Tri Services Officer</i> – the new TSO should be in post around the end of March / beginning of April. It is anticipated he will be based in Polruan for two days a week. 3. <i>County Councillor</i> – Cllr. Edwina Hannaford spoke to her written report (copy on file). She advised that Plymouth City Bus had won the contract to serve Polruan. She had contacted the company and the passenger transport unit in CC and been advised by them that: Looe to Polruan had been subcontracted back to Summercourt Travel so the passengers will see very little change. <p>Work on the Chapel Lane flats had started and is due for completion by the end of March 2020. Cllr. Hannaford said she was disappointed these flats are not earmarked for local people.</p> <ol style="list-style-type: none"> 4. <i>Fowey Harbour Commission</i> – the Commissioners are hosting a workshop on Thursday 20th February at 10am in the Fowey Harbour Office where Alex Curd, a Marine Planning Officer from the (MMO) SW team will discuss the draft plan and its implementation. 5. <i>Network Panel</i> – CC's Council Leadership Team (CLT) had provided details of the Community Network Area (CNP) Ambassador role. 	Cllr. Hannaford
01/2020	<u>Apologies for Absence</u> – Cllrs. Shakerley, Kelly and Wilton.	
02/2020	<p><u>Members' Declarations</u> – an update from CC Standards Committee had previously been circulated via email.</p> <ol style="list-style-type: none"> a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllrs. Adams, Bunt, T. Libby and Talling in 04b[v]/2020. b. <i>Non-registerable Interests</i> – none. 	

	<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>	
03/2020	<p><u>Minutes of Meetings</u> –</p> <p>a. <i>Full Council Meeting</i> – 26th November 2019, AGREED as a true record.</p>	
04/2020	<p><u>Planning Matters</u> – including any items received after the agenda was issued:</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore had circulated a written report (copy on file).</p> <p><i>Guide to Heritage in Neighbourhood Plans</i> – issued by National Trust, Link circulated via email.</p> <p>b. <i>Planning Applications</i> –</p> <p>i. <u>PA19/10299, Greetwell, Old Road, Bodinnick</u> – non-material amendment to switch the proposed external door from the side of the building to the south elevation (Application number PA18/06587 dated 12th October 2018 relates). See 04/2020c(v)/2019 below.</p> <p>This application was circulated via email and a NO OBJECTION response sent to Mr Jonathan Luker, case officer.</p> <p>ii. <u>PA19/11252, Springhill Cottage, Chapel Lane, Polruan</u> – works to trees in a conservation area, namely fell Cherry tree (T1).</p> <p>Noted as this application is for works to trees in a Conservation Area, it will be decided under delegated authority. There is no need for Members to submit comments to the local planning authority.</p> <p>iii. <u>PA20/00091, The Nook, 63 Fore Street, Polruan</u> – demolition and removal of existing summerhouse, renewal of concrete base and construction of replacement summerhouse. Cllr. Adams queried the size of the summerhouse. Mr Tomlin said the width was the same and the depth had increased by approximately 1m. NO OBJECTION, but Members request a condition that the summerhouse should not be used for sleeping accommodation.</p> <p>iv. <u>PA20/00159, Headland, 3 Battery Lane, Polruan</u> – non-material amendment for reduction in the size of the turntable and the creation of the ramp, reconfiguration of the courtyard steps and reduction in the main terrace size (Application number PA17/03611 dated 21st June 2017 relates). NO OBJECTION.</p> <p>v. <u>PA19/10868, Frogmore Farm, Lanteglos</u> – temporary farm dwelling. Cllrs. Adams, Bunt, T. Libby and Talling declared an interest and left the meeting whilst this application was discussed.</p> <p>COMMENT: Members support the application in principle but do not feel this dwelling can be classified as a ‘temporary dwelling’. As the new building is for a family member then it should be treated as an annexe to the main dwelling and conditioned for agricultural use relative to Frogmore Farm.</p> <p>Cllr. Fisher queried if the NP should include something about temporary accommodation. Cllr. Moore will seek advice from Ms Melissa Burrow, CC.</p> <p>vi. <u>PA18/11145, Land S of Whitecross Cottages</u> – Members were re-consulted on this application under the 5-day protocol but maintain their view that they would like to see better layby provision and an increase in the capacity to allow for any future development. The Clerk to request that the case officer, Mr Luker, seeks the view of Highways before making a final decision.</p> <p>County Cllr. Hannaford said she understood what Members were trying to achieve and will speak to Mr Luker.</p>	<p>NFA</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Moore</p> <p>Clerk</p> <p>Cllr. Hannaford</p>

	<p>c. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA19/02870/PREAPP, Lower Vuevrey Meadow, Polruan</u> – pre-application advice to site a storage container. Closed by CC and advice given.</p> <p>ii. <u>PA19/05184, Bones Meadow, Greenbank, Polruan</u> – retaining walls to public right of way and plots 1, 2 and 3 including planting at base of footpath wall to cover structure of wall together with maintenance strategy for the planting. Steps and path from the public right of way to access the rear of plots 2 and 3. Path from the public right of way to access the rear garden of plot 4 and path from Bones Meadow to Meadow Walk. The Clerk to clarify with the applicant when the work will be carried out.</p> <p>iii. <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. In the recent high winds, debris had blown from the site to surrounding areas. The Clerk to report this as an untidy site.</p> <p>iv. <u>PA19/09061, Creekside House, Mixtow</u> – extension and parking bay.</p> <p>v. <u>PA19/10299, Greetwell, Old Road, Bodinnick</u> – non-material amendment to switch the proposed external door from the side of the building to the south elevation (Application number PA18/06587 dated 12th October 2018 relates).</p> <p>vi. <u>PA19/09383, 52a Fore Street, Polruan</u> – extension and alterations.</p> <p>vii. <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.</p> <p>viii. <u>PA19/09837, The Covey, 14 Old Road, Bodinnick</u> – 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 7th December 2018.</p> <p>d. <i>Withdrawn Applications</i> – information only.</p> <p>i. <u>PA19/04947, 42 West Street, Polruan</u> – installation of air source heat pump on south elevation.</p> <p>e. <i>Draft Cornwall Design Guide and Cornwall Streetscape Design Guide</i> – www.cornwall.gov.uk/designguide. Consultation period from Monday 20th January to Monday 2nd March 2020.</p>	<p>Clerk</p> <p>Clerk</p>
<p>05/2020</p>	<p><u>Highway Matters</u> – including items received after the agenda was published.</p> <p>a. <i>Community Speed Watch</i> – Minute 131a/2019 refers. An appeal for volunteers to join a CSW for Polruan was made in the <i>Parish News</i>. The Clerk reported she had not received any enquiries. No further action.</p> <p>Noted PC Brailey-Evans had provided a copy of the traffic speed statistics i.r.o. St Saviour’s Hill, Polruan, which showed no-one had been recorded driving over 25mph. Report previously emailed.</p> <p>b. <i>Highways Consultation</i> – the Townsend, Traffic Calming (EDG1673 SK6) (Region West) had been published and is ready to view: https://www.engagespace.co.uk/cornwall/consultation_Dtl.aspx?consult_id=1890&status=2&criteria=1. Details previously emailed.</p> <p>c. <i>Winter Maintenance Service</i> – details of Highways’ gritting schedule circulated via email.</p> <p>d. <i>Bodinnick Grit Bin</i> – it was RESOLVED to empty the bin, move it to the bus shelter and then refill it. Cllr. Talling to action.</p> <p>Cllr. Moore arrived at this point and took the Chair. Minute 4a/2020 and 4b[iv]/2020 were then taken.</p>	<p>Cllr. Talling</p>

06/2020	<p><u>Environmental / Amenity Matters</u> – including items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> –</p> <ul style="list-style-type: none"> i. <u>The Quay WCs</u> – no issues. ii. <u>Frogmore WCs</u> – no issues. iii. <u>St Saviour's WCs</u> – no issues. <p>Noted the Clerk had reminded Mr Chris Mylward to confirm when the fence will be completed. The damaged path / step outside the gentleman's WC had been repaired. No further action.</p> <ul style="list-style-type: none"> iv. <u>Legionella Testing</u> – Mrs Fisher had provided the test results. <p>b. <i>PROW 613/25/1</i> – Members received the following update:</p> <ul style="list-style-type: none"> i. Mr Fowler had been asked to cut back the footpath as wide as possible. ii. The Sumarch tree in Barrs Close and the Countryside Access Team (CAT) reported they are “looking into the tree” and will provide an update when more information is known. The Clerk to seek an update for the February meeting. iii. CAT advised they had put together a small works package to replace the railings here with new post and rail. This is currently with their programmers to be done shortly. <p>c. <i>Greenbank</i> – Minute 132a/2019 refers. Cllr. Moore to contact the School again to seek the views of Polruan School children. A specification will be drawn up and invitations to quote for the work issued. An application for funding to the High Street Heroes fund and possible alternative funding sources can then be made.</p> <p>d. <i>Polruan Doctors' Surgery</i> – a public meeting is to be held with representatives from the Surgery on Tuesday 18th February 2020, 6pm to discuss proposed changes to dispensing in small rural areas. Posters to be placed on the notice boards, churches, local shops / pubs, and in the <i>Parish News</i>. The WI Hall had been booked. The Clerk to invite Ms Sheryl Murray MP to attend the meeting.</p> <p>e. <i>Seagull Control Programme</i> – Minute 66c/2019. The scheme had been advertised in the <i>Parish News</i> and those with nesting seagulls asked to register their property. The Clerk to check if Kernow Aerials have the capacity to cover Polruan.</p> <p>f. <i>Whitecross Notice Board</i> – Cllr. Talling was thanked for repairing the board, voluntarily.</p>	<p>Clerk</p> <p>Cllr. Moore</p> <p>Clerk</p> <p>Clerk</p>																																				
07/2020	<p><u>Administrative Matters</u> – including items received after the agenda was issued</p> <p>a. <i>Website Events Calendar</i> – it was AGREED to delete the Events Calendar from the website as it is not being used. The Clerk to advise WesternWeb.</p>	<p>Clerk</p>																																				
08/2020	<p><u>Financial Matters</u> – including items received after the agenda was published.</p> <p>a. <i>Accounts for Payment</i> – schedule 2019/20-09 to a value of £7,017.77 was APPROVED for payment. Confirmation of the amount due to Situ8 is awaited.</p> <table border="1" data-bbox="341 1805 1276 2076"> <thead> <tr> <th>PAYMENTS</th> <th>Price</th> <th>VAT</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Opus Energy - Quay WCs</td> <td>19.73</td> <td></td> <td>19.73</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>89.70</td> <td>4.49</td> <td>94.19</td> </tr> <tr> <td>Situ8 Ltd - Consultation Statement</td> <td>720.00</td> <td>144.00</td> <td>864.00</td> </tr> <tr> <td>Russell Inn - NDP consultation</td> <td>65.20</td> <td></td> <td>65.20</td> </tr> <tr> <td>Cllr. Moore - printer paper (NDP)</td> <td>17.50</td> <td></td> <td>17.50</td> </tr> <tr> <td>Situ8 Ltd - basic conditions statement</td> <td>1,440.00</td> <td>288.00</td> <td>1,728.00</td> </tr> <tr> <td>Mrs Thompson - salary</td> <td>582.08</td> <td></td> <td>582.08</td> </tr> </tbody> </table>	PAYMENTS	Price	VAT	Total	Opus Energy - Quay WCs	19.73		19.73	CC - St Saviour's WC rates	125.00		125.00	Opus Energy - Quay WCs	89.70	4.49	94.19	Situ8 Ltd - Consultation Statement	720.00	144.00	864.00	Russell Inn - NDP consultation	65.20		65.20	Cllr. Moore - printer paper (NDP)	17.50		17.50	Situ8 Ltd - basic conditions statement	1,440.00	288.00	1,728.00	Mrs Thompson - salary	582.08		582.08	<p>Clerk</p>
PAYMENTS	Price	VAT	Total																																			
Opus Energy - Quay WCs	19.73		19.73																																			
CC - St Saviour's WC rates	125.00		125.00																																			
Opus Energy - Quay WCs	89.70	4.49	94.19																																			
Situ8 Ltd - Consultation Statement	720.00	144.00	864.00																																			
Russell Inn - NDP consultation	65.20		65.20																																			
Cllr. Moore - printer paper (NDP)	17.50		17.50																																			
Situ8 Ltd - basic conditions statement	1,440.00	288.00	1,728.00																																			
Mrs Thompson - salary	582.08		582.08																																			

	<table border="0"> <tr> <td>HMRC</td> <td>146.57</td> <td></td> <td>146.57</td> </tr> <tr> <td>Mrs Thompson - expenses</td> <td>94.03</td> <td></td> <td>94.03</td> </tr> <tr> <td>Lanteglos PCC - Parish News</td> <td>700.00</td> <td></td> <td>700.00</td> </tr> <tr> <td>Lanteglos PCC - churchyard maintenance</td> <td>841.50</td> <td></td> <td>841.50</td> </tr> <tr> <td>M. Fisher - WC cleaning</td> <td>812.50</td> <td></td> <td>812.50</td> </tr> <tr> <td>Hirst Signs Ltd - traffic signs clips</td> <td>40.00</td> <td>8.00</td> <td>48.00</td> </tr> <tr> <td>SW Water Business - Quay WCs</td> <td>136.94</td> <td></td> <td>136.94</td> </tr> <tr> <td>A1 Tree & Grounds Ltd - weed spraying</td> <td>200.00</td> <td>40.00</td> <td>240.00</td> </tr> <tr> <td>Treve Fowler - Whitecross, PROWs, Greenbank bramble clearing</td> <td>325.00</td> <td></td> <td>325.00</td> </tr> <tr> <td>SW Water - Frogmore WCs</td> <td>49.25</td> <td></td> <td>49.25</td> </tr> <tr> <td>SW Water - St Saviour's WCs</td> <td>128.28</td> <td></td> <td>128.28</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">£7,017.77</td> </tr> </table>	HMRC	146.57		146.57	Mrs Thompson - expenses	94.03		94.03	Lanteglos PCC - Parish News	700.00		700.00	Lanteglos PCC - churchyard maintenance	841.50		841.50	M. Fisher - WC cleaning	812.50		812.50	Hirst Signs Ltd - traffic signs clips	40.00	8.00	48.00	SW Water Business - Quay WCs	136.94		136.94	A1 Tree & Grounds Ltd - weed spraying	200.00	40.00	240.00	Treve Fowler - Whitecross, PROWs, Greenbank bramble clearing	325.00		325.00	SW Water - Frogmore WCs	49.25		49.25	SW Water - St Saviour's WCs	128.28		128.28				£7,017.77	
HMRC	146.57		146.57																																															
Mrs Thompson - expenses	94.03		94.03																																															
Lanteglos PCC - Parish News	700.00		700.00																																															
Lanteglos PCC - churchyard maintenance	841.50		841.50																																															
M. Fisher - WC cleaning	812.50		812.50																																															
Hirst Signs Ltd - traffic signs clips	40.00	8.00	48.00																																															
SW Water Business - Quay WCs	136.94		136.94																																															
A1 Tree & Grounds Ltd - weed spraying	200.00	40.00	240.00																																															
Treve Fowler - Whitecross, PROWs, Greenbank bramble clearing	325.00		325.00																																															
SW Water - Frogmore WCs	49.25		49.25																																															
SW Water - St Saviour's WCs	128.28		128.28																																															
			£7,017.77																																															
	<p>b. <i>Bank Reconciliation</i> – Cllr. V. Libby verified the bank reconciliation.</p> <p>c. <i>2020/21 Budget</i> – The Clerk reported no comments had been received regarding a proposed 2% increase in the precept. Members RESOLVED to adopt the budget circulated by the Clerk with the addition of £100 for the War Memorial.</p> <p>It was further RESOLVED to set the precept at £44,737 for 2020/21. The Clerk to advise CC.</p> <p>Members RESOLVED to ratify the movement of £1,500 from the Contingency Budget to the NDP Budget.</p> <p>Noted guidance setting out how the CIL payment may be spent had been circulated via email.</p> <p>d. <i>VE Day 75th Anniversary</i> - 8th May 2020. For information on planned activities see www.veday75.org. Deferred from the November agenda (Minute 123i/2019 refers). Noted VJ Anniversary 15th August 2020. Members AGREED to make a grant of £250 for VE and VJ Anniversaries upon request.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																																
09/2020	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Tree Charter Newsletter</i> – December 2019. Circulated via email.</p> <p>b. <i>Wellbeing Projects</i> – Ms Alison Clapson, Cornwall Housing had emailed to advise the Consultation and Engagement Team are hoping to put on a few wellbeing projects from January to March in the Polruan area.</p> <p>c. <i>Christmas Card</i> – Sheryll Murray MP.</p> <p>d. <i>Clerks & Councils Direct</i> – January 2020. Chair's copy.</p> <p>e. <i>Cornwall Rural Housing Association</i> – seek volunteers to join their Management Board. Details previously emailed.</p> <p>f. <i>Citizens Advice Cornwall Newsletter</i> – Winter 2019-20.</p> <p>g. <i>Great British Spring Clean</i> – details circulated via email.</p> <p>h. <i>Community Governance Review Stage 3</i> - consultation information events. Details emailed.</p> <p>i. <i>Climate Change Development Planning Document</i> – more information is available on CC website https://www.cornwall.gov.uk/climatechangedpd</p>																																																	
10/2020	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Harbour Entrance</i> – it was reported Punches Cross may be damaged, but it was thought the Harbourmaster must be aware. No further action.</p> <p>b. <i>Pontoon</i> – Cllr. Moore reported the pontoon had been damaged and there is currently nowhere to tie up a boat. The Fowey Harbour Commissioners are dealing with the matter.</p>																																																	

	c. <i>Off-road Parking at Vicarage Cottage</i> – a request to use part of the layby to ease parking had been passed to Mr Oliver Jones, Highways for his opinion.	
11/2020	<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> – 25th February 2020.</p> <p>b. <i>Neighbourhood Plan Meeting</i> – no further meetings.</p> <p>c. <i>Parish Meeting</i> – it was RESOLVED to hold the meeting on Tuesday, 14th April 2020. The Clerk to issue invitations to local organisations. The WI Hall to be booked and food ordered from Crumpets.</p> <p>d. <i>Cornwall Association of Local Councils AGM</i> – 30th January 2020 at County Hall, Truro, 7.30pm.</p> <p>e. <i>Cornwall Community Land Trust</i> – Community Led Housing Seminar. Monday 3rd February 2020, One for All Community Centre, Lanivet.</p> <p>f. <i>Cornwall Community Flood Forum Workshops</i> – details emailed. Tuesday 17th March – Gwinear-Gwithian Parish Hall, Hayle Saturday 21st March – Sticker Village Hall, Saint Austell Thursday 26th March – Calstock Village Hall, Calstock</p> <p>g. <i>Western Power Distribution Workshop</i> – 25th February 2020 to be held at Royal Cornwall Showground, Wadebridge. Lunch will be provided at this free event. Details previously emailed.</p> <p>h. <i>Code of Conduct</i> – free training course offered by CC on: <ul style="list-style-type: none"> • 12 March 2020 – 10am-12.00pm, Council Chamber, Truro • 16 March 2020 - 10:00am-12:00pm, Town Hall, Saltash • 18 March 2020 – 1.30pm-3.30pm, Council Offices, Camborne </p> <p>i. <i>Climate Change Workshop</i> – Saturday 29th February 2020, 9.30am for 10am start till 1pm, Eliot House Hotel, Liskeard. Other dates to follow.</p>	Clerk
12/2020	<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.	
13/2020	<p><u>Contracts</u> – Members received an update i.r.o.:</p> <p>a. <i>PROWs</i> – the Contractor, Mr Treve Fowler, had clarified his price for 2020 and Members RESOLVED to accept the quotation, which is to give all the paths two cuts: <ul style="list-style-type: none"> • Gold Paths - £1,589-28 • Silver Paths - £951-36 • St. Saviours WC, benches, path opposite Greenbank and Rock Cottage - £250. Total - £2,790-64 Noted it had previously been agreed to renew the contract with Mr Fowler for 2020 and 2021.</p> <p>b. <i>Weed Spraying</i> – it was RESOLVED to accept the quotation from A1 Tree & Grounds Ltd. to weed spray at Polruan and Bodinnick at a cost of £200 per cut (the same as 2019). The Clerk to request sprays are made in May and September/October.</p>	Clerk Clerk
14/2020	<u>Meeting Closed</u> – 21.21pm.	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 25th February 2020