

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING

HELD ON TUESDAY, 26th MAY 2020, 7pm

Present: Cllr. Moore OBE (Chairman) Cllr. Adams Cllr. Kelly
 Cllr. T. Libby Cllr. V. Libby Cllr. M. Shakerley
 Cllr. Talling
 In attendance: Mrs Thompson (Parish Clerk) County Cllr. Hannaford

It is the responsibility of those joining the 'Zoom' meeting to check their security settings.

Minute	AGENDA ITEMS	Action
	<p><u>Chairman's Welcome and Public Forum</u> – the Chair 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>Dr Mark McCartney had been expected to attend the meeting regarding his planning application 36b[j]/2020 refers but was not present.</p> <p>County Cllr. Hannaford said the Police are now able to take direct action regarding people visiting their second homes and staying at holiday lets. There have been 573 confirmed COVID-19 cases in Cornwall and the Isles of Scilly and 190 COVID deaths had been registered. Of the deaths 10% had been in care homes and this figure is still rising. The 'R' figure in Cornwall is relatively high but is still under one. Cllr. Hannaford will send further details.</p> <p>The problem of inappropriate parking on the road between Polruan and Pelynt, particularly in the lay-bys and passing spaces above Lantic Bay was raised. Cllr. Hannaford will check with Ms Zoe Hall if the lay-bys are enforceable by CC and when enforcement is likely to recompense.</p> <p>There had been problems with Members joining the Zoom meeting and the 40-minutes allowed for the meeting was in danger of expiring. It was AGREED to upgrade to the first version of Zoom.</p>	<p>Cllr. Hannaford</p> <p>Cllr. Hannaford</p>
	<p><u>Apologies</u> – Cllr. Bunt, Carter, Fisher and Wilton.</p>	
34/2020	<p><u>Members' Declarations</u> –</p> <ol style="list-style-type: none"> <i>Pecuniary/Registerable Declarations of Interests</i> – Cllrs. T. Libby and V. Libby in Minute 43/2020. <i>Non-registerable Interests</i> – none. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. <i>Dispensations</i> – none. 	
35/2020	<p><u>Minutes of Meetings</u> –:</p> <ol style="list-style-type: none"> <i>Virtual Meetings</i> – it was RESOLVED to adopt supplementary Standing Orders to meet the statutory requirements for the holding of remote meetings, and this lasts until 7th May 2021 or the repeal of legislation whichever is the earlier. Copy to be placed on the website. <p>The Clerk had posted a copy of the instructions to join a virtual meeting on the website.</p> <ol style="list-style-type: none"> <i>Full Council Meeting</i> – Members APPROVED the Minutes of the meeting held on 28th April 2020. 	<p>Clerk</p> <p>Clerk</p>

36/2020	<p><u>Planning Matters</u> – including any items received after the agenda was issued:</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore reported our Plan Proposal had completed the statutory six-week (Regulation 16) Community Consultation, when all residents and other interested stakeholders were consulted by Cornwall Council. All comments received have been made available to the Parish Council for our responses if we wished to make any. These included one from our own Steering Group which referred to our concerns about how CLP 7.4 could be interpreted. We look upon the results of the Community Consultation as an opportunity for a fresh pair of eyes to consider what we have. The comments have all been passed on to the Inspector who has been appointed by Cornwall Council (Regulation 17), Mrs Deborah McCann, for examination. Copies of her CV were circulated to Members and the Steering Group. A copy of all the comments will also be available on our website. Mrs McCann will prepare a report and make proposals for changes to the plan as appropriate and further modifications may be recommended. All of this will be published on CC's website and on our Neighbourhood Plan website. She will ask Christine Isaacs of Western Web to do this for us.</p> <p>b. <i>Planning Applications</i> –</p> <p>i. <u>PA20/02983, 3 Ocean View, Polruan</u> – proposed replacement roof with new dormer and gable extension. Deferred from the April meeting until a “street scene elevation” was available. On receipt of this Members’ objection to the application was submitted to CC.</p> <p>ii. <u>PA20/03333, 5 Florizel, Fore Street, Polruan</u> – construction of an extension to include a terrace with privacy glass (demolition of existing extension). NO OBJECTION.</p> <p>c. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA20/01887, 6 Florizel Mews, Fore Street, Polruan</u> - lifting of Condition 2 (occupancy restriction) of Permission 83/00097/F dated 06/06/1983. (Conversion of garage, guest house and two existing dwelling units into 8 houses.).</p> <p>ii. <u>PA19/10868, Frogmore Farm, Lanteglos</u> – temporary farm dwelling.</p> <p>d. <i>Withdrawn Applications</i> – information only.</p> <p>i. <u>PA20/01027, Land Adjacent to Hall Farm, Old Road, Bodinnick</u> – temporary agricultural dwelling.</p>	Clerk
37/2020	<p><u>Financial Matters</u> –</p> <p>a. <i>End of Year Accounts 2019/20</i> –</p> <p>i. <u>Annual Governance Statement 2019/20</u> – Members considered and APPROVED the statement. Copy previously circulated.</p> <p>ii. <u>Accounting Statement for 2019/20</u> – Members received and ACCEPTED the 2019/20 accounts, prior to submission to the External Auditor. Copy previously circulated.</p> <p>iii. <u>Internal Auditor’s Report 2019/20</u> – copy previously emailed. Members considered the matters raised by the Internal Auditor:</p> <ul style="list-style-type: none"> • <i>Earmarked Reserve</i> – Item E: Members RESOLVED to establish an earmarked reserve for the Community Infrastructure Levy. The Clerk to action. • <i>Recommendation</i> – the minimum and maximum level of free reserves required should be considered as part of the budget setting process and recorded in the Minutes. NOTE – this will be actioned for 2020/21. • <i>Recommendation</i> – Members already have a contingency sum. <p>b. <i>Accounts for Payment</i> – schedule 2020/21-02, to a value of £3,527.52 was APPROVED for payment.</p>	Clerk Clerk Clerk Clerk Clerk

Members were asked to consider paying invoices via BACS. Cllr. Moore explained the process; saying she and Cllr. Fisher were set up to authorise such payments. Cllr. Adams expressed concern about this method of payment and cited problems in the past. He wanted further safeguards put into the system, in particular Members should be able to view online statements to ensure payments were not being made without Full Council's approval. Further discussion deferred to the June meeting. The Clerk to arrange for this month's invoices to be paid by cheque.

Clerk

PAYMENTS	Price	VAT	Total
Mrs Thompson - salary	582.08		582.08
HMRC	145.40		145.40
Mrs Thompson - expenses	28.58		28.58
Zurich - insurance	833.49		833.49
Hudson Accounting Ltd.	225.00		225.00
Mrs Fisher - WC cleaning	812.50		812.50
CC - Quay WC rates	150.00		150.00
Mr Treve Fowler - Whitecross Green	150.00		150.00
National Trust - rent Frogmore WCs	25.00		25.00
A D Property Maintenance - repairs to St Saviour's + Frogmore WCs	65.00		65.00
EDF Energy Customers Ltd - Frogmore + St Saviour's WCs	91.53	4.58	96.11
SW Water - Quay WCs	80.60		80.60
SW Water - St Saviours WCs	197.58		197.58
CC - St Saviour's WC rates	127.00		127.00
Opus Energy - Quay WCs	8.74	0.44	9.18
			£3,527.52

- c. *Budget Monitor* – copy of the Budget Monitor had been circulated. The Clerk advised Members of the need to review their budget, in particular to consider any impact from the pandemic. This will be done in June.
- d. *Insurance Renewal* – insurance expires end of May annually. Members had approved the quotation.
- e. *Barclays Bank* – the interest rate has been reduced to 0.01%.

Clerk

38/2020

Environmental / Amenity Matters – including any items received after the agenda had been published.

- a. *Waste Collection* – Members considered Cllr. Adams proposal to request Zone 1 on the cleaning schedule be extended to include Greenbank. Cllr. V. Libby felt seagull-proof bags were the answer. Cllr. Adams said visits by the Street Cleaner were needed. County Cllr. Hannaford said she had reported the matter to Ms Gina Varcoe, CC, who is arranging for Biffa to issue an Enforcement Flier. She did not feel it was a good use of a Street Cleaner's time. Members pointed out it is the responsibility of the homeowner to ensure no mess is left from their waste collection.

Cllr. Fisher had confirmed the recycling bins will be removed from Vevery car park by CC. They will notify the Town Trust when this will happen.
- b. *Greenbank* – Minute 19c/2020 refers. As part of the project to enhance the Greenbank area, Members will be asked to consider Cllr. Talling's proposal to include a small memorial to those men of this parish who were also involved in the Lansallos Patrol during WWII. An article about this will appear in the *Parish News* a decision deferred to early June.

NOTE – a report from Ms Sal Erskine-Furniss regarding improvements to the site had previously been circulated. There is a need to ascertain what is below ground level.

NOTE – funding may be available from the High Street Heroes and Cllr. Hannaford's Community 'pot'. There had been no response from Polruan School regarding the views of the children.
- c. *Seagulls* – the application to replace seagull eggs with dummies had been refused by Natural England. Details previously emailed.

Clerk

	<p>d. <i>Polruan Doctors' Surgery</i> – Minute 19d/2020 refers. Members considered the response from Ms Sheryll Murray MP regarding their request that she submits a Parliamentary Question. Cllr. Moore said it was hoped that as Parliament is now re-opening there would be an opportunity for Ms Murray to ask the question.</p>	
39/2020	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Fowey Port User Group</i> - Q&A document circulated via email.</p> <p>b. <i>Clerks & Councils Direct</i> – May 2020.</p> <p>c. <i>South West Property Flood Resilience Pathfinder</i> – questionnaire on https://www.surveymonkey.co.uk/r/MCRKB66. Deadline 12th June 2020.</p> <p>d. <i>Citizen's Advice Bureau</i> – invitation to join. Details emailed. See https://www.citizensadvicecornwall.org.uk/volunteer-with-us/.</p> <p>e. <i>Penmarlem</i> – Cllr. Moore said the facility is not fully open, it is not possible to launch from there. It was RESOLVED to make a representation to the Fowey Harbourmaster requesting this decision to only partially open the site is revisited.</p>	Clerk
40/2020	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>PROWs</i> – Cllr. Adams reported the footpaths in Polruan had not been cut. The Clerk to speak to Mr Fowler and also request a copy of his risk assessment.</p> <p>b. <i>Weed Spraying</i> – the Clerk to check when this is due and liaise with A1 Trees and Grounds Ltd. and also request a copy of his risk assessment.</p> <p>c. <i>Whitecross</i> – Cllr. Talling said that the stones in the layby need to be removed. Deferred to the June agenda.</p>	Clerk Clerk Clerk
41/2020	<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> – 23rd June 2020.</p> <p>b. <i>Great British September Clean</i> – 11th – 27th September 2020. Details circulated via email.</p>	
42/2020	<p><u>Closed Session</u> – in view of the confidential nature of the business about to be transacted, namely quotations, 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> <p>Cllrs. T. Libby and V. Libby left the meeting at this point.</p>	
43/2020	<p><u>Public WCs</u> – the toilets are currently closed following the lead of CC and the National Trust. The Cleaning Contractor had asked the PC to purchase the additional PPE needed during the coronavirus pandemic. Legal advice had been obtained from Ms Suzanne Betts, CC solicitor regarding the terms of the implied contract and it had been clarified the contractor should provide her own PPE.</p> <p>i. <u>Health & Safety</u> – Members considered the Clerk's draft risk assessment for re-opening public toilets. It was RESOLVED to re-open the disabled toilets at St Saviours and The Quay from 10am to 6pm with a deep clean overnight, but if the contractor will not agree to these times then 8am to 8pm. The waste bags can be stored for 72 hours in one of the unused toilets. The risk assessment to be revised accordingly and revisited in three weeks. Copy to be placed on the website.</p> <p>The National Trust want the Frogmore toilets to have three cleans per day but this is unachievable. It was AGREED this facility would remain closed for the time being.</p>	Clerk Clerk

	<p>ii. <u>Additional Costs</u> – there would be some additional cost in the provision of signage and sanitiser (if available). The Clerk to order “Social Distancing” signage. Members RESOLVED to accept a quotation from Rentokil Initial to supply, fit and maintain sanitiser units at St Saviour’s and The Quay.</p> <p>iii. <u>Repairs</u> – the Clerk advised that Mr Alastair Devereaux had carried out outstanding repairs:</p> <p>a. <u>St Saviour’s Disabled</u> – re-affixed the handbasin. He will provide a quotation i.r.o. repairs to the step outside the gents.</p> <p>b. <u>Frogmore Ladies</u> – repaired the leak.</p>	
44/2020	<u>Meeting Closed</u> – 20.40pm.	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 23rd June 2020