

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE VIRTUAL MEETING HELD ON

THURSDAY, 25th JUNE 2020 @ 7pm

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

In attendance: Mrs Thompson (Parish Clerk)

NOTE – it is advisable for all those joining a ‘Zoom’ meeting to check their security settings.

Minute	AGENDA ITEMS	Action
	<p><u>Chairman’s Welcome and Public Forum</u> – the Chairman opened the meeting and welcomed those present. A recording of the meeting is being made.</p> <p>Cllr. Moore read an email from Mrs Lynn Bartlett who had asked the PC to consider putting up social distancing signs similar to those in Mevagissey. Minute 52j/2020 below refers.</p> <p>A letter from Mr Adrian Fisher in his capacity as Clerk to Polruan Town Trust. Minute 49eij/2020 below refers.</p>	
45/2020	<u>Apologies</u> – Cllrs. Bunt and Wilton.	
46/2020	<p><u>Members’ Declarations</u> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Fisher in 49eij/2020.</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>	Clerk
47/2020	<p><u>Minutes of Meetings</u> –:</p> <p>a. <i>Full Council Meeting</i> – 26th May 2020, AGREED as a true record.</p> <p>b. <i>Extraordinary Meeting</i> – 16th June 2020, AGREED as a true record.</p>	
48/2020	<p><u>Planning Matters</u> – including any items received after the agenda was issued:</p> <p>a. <i>Planning Applications</i> –</p> <p>i. <u>PA20/04254, The Barn, Trethake Mill, Highway</u> – proposed installation of air source heat pump. NO OBJECTION.</p> <p>ii. <u>PA20/04255, The Barn, Trethake Mill, Highway</u> – listed building consent for the proposed installation of air source heat pump. NO OBJECTION.</p> <p>iii. <u>PA20/04509, South Lombard, Lanteglos, Fowey</u> – conversion of garden storage barn into client accommodation. Members would have no objection but query if the application should include a “change of use” condition as it would be used by clients of the “professional practise” business.</p> <p>b. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA20/02840, 16 West Street, Polruan</u> – works to the roof in order to create a habitable loft room. Specifically, three roof light windows and a dormer window.</p>	Clerk Clerk Clerk

	<p>ii. <u>PA20/00660, Storms Reach, 14 The Quay, Polruan</u> – refurbishment of existing boat shed to use as annexe to Storms Reach and Holiday let.</p> <p>c. <i>Withdrawn Planning Applications</i> – information only.</p> <p>i. <u>PA20/02983, 3 Ocean View, Polruan</u> – proposed replacement roof with new dormer and gable extension.</p>	
49/2020	<p><u>Environmental / Amenity Matters</u> –</p> <p>a. <i>Greenbank</i> – Minute 19c/2020 refers. Cllr. Fisher made a search for any underground services and advised there is a high-power electricity cable under the bank. The Clerk to advise Ms Erskine-Furniss.</p> <p>The landowner of the adjacent property had cut back some vegetation and left it on site. The Parish Council are not responsible for the bank. The land registry entry is unclear as to ownership and the Clerk to ask the owner of Hill House if he is willing to share a copy of his deeds.</p> <p>Noted a report from Ms Sal Erskine-Furniss regarding improvements to the site had previously been circulated.</p> <p>Noted funding may be available from the High Street Heroes, Calor Gas Fund and Cllr. Hannaford’s Community ‘pot’. There had been no response from Polruan School regarding the views of the children.</p> <p>b. <i>Lansallos Patrol</i> – Members considered Cllr. Talling’s proposal to include a small memorial to those men of this parish who were involved in the Lansallos Patrol during WWII.</p> <p>An article seeking residents’ views on the proposal was published in <i>The Parish News</i>, but only one response had been received. Members thought that a plaque listing the three Lanteglos men who had served in the Lansallos Patrol could be placed on a bench. A formal decision was deferred to the July meeting.</p> <p>c. <i>Polruan Doctors’ Surgery</i> – Minute 19d/2020 refers. Ms Sheryll Murray MP had agreed to submit a Parliamentary Question, time permitting. She had provided a copy of the response from NHS England, which had been circulated via email. Members were disappointed that new residents would not have access to dispensing facilities in the parish. Cllr. Adams will ask Lord Barclay to raise this in the House of Lords and the Clerk to urge Ms Murray to raise the promised Parliamentary Question to try to retain dispensing from Polruan Surgery for <i>new</i> and existing patients.</p> <p>d. <i>Public Conveniences</i> – Members considered:</p> <p>i. A proposal to apply for a grant from the <i>Reopening of Your Town/village High Streets Fund</i> to employ someone for July and August to clean toilets, etc. County Cllr. Hannaford advised the fund is not for this purpose. It’s for safety issues in high streets like a TRO or signage and barriers. CC will consider financial help to Parish Councils if you are struggling because of a loss of income for example. No further action.</p> <p>ii. Cllr. Fisher had proposed to replace the St Saviour’s toilet block using the CIL money with a purpose-built structure. He said this type of structure could save money in maintenance costs in the long-term. He proposed charging users. He will approach the company for prices, etc. and provide a sketch for Members’ consideration at the July meeting. https://popuptoilet.co.uk/public-toilets/star-series-public-toilets/5star-fully-automatic-self-cleaning-public-toilet/</p> <p>iii. Cleaning contract – deferred to closed session below.</p> <p>NOTE – Cormac had provided risk assessments, insurance document, COSHH, etc., which had been circulated via email.</p> <p>NOTE – see also Minute 56/2020 and 57/2020 below.</p>	<p>Cllr. Fisher / Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Adams / Clerk</p> <p>Cllr. Fisher</p>

	<p>e. <i>Polruan Village Benches and PROWs</i> – Minute 40a/2020 refers.</p> <p>i. <i>Benches</i> – Cllr. T. Libby advised the Town Trust do those on the hill and bound. The Clerk to advise Mr Fowler he does not need to trim around these benches. The cutting schedule to be amended.</p> <p><i>Playground Bench</i> – Members considered a new location for the PC’s bench, formerly sited in the Town Trust’s playground. Cllr. T. Libby said the Town Trust might be willing to place the bench somewhere on/near the playing area. Cllr. Fisher (as Town Trust Clerk) was asked to raise this at their next meeting.</p> <p>ii. <i>Footpath Maintenance</i> – complaints had been received that the paths were not being cut back far enough, in places this needs to be cut back to the base of the hedge. The Clerk to liaise with Mr Fowler.</p> <p>iii. <i>PROW 613/27/4</i> – Ms Katie Jose, Countryside Officer advised she will arrange for the fallen tree and leaning branch to be removed. Mr Fowler confirmed he had cut the footpath.</p> <p>f. <i>Weed Spraying</i> – A1 Trees and Grounds Ltd. had advised the weed spraying would be done early June. They had provided a copy of their risk assessment. Minute 40b/2020 refers.</p> <p><i>St Saviour’s WCs</i> – it was RESOLVED to add the area behind the toilet block to the weed spraying regime. The Clerk to advise A1 and update the weed spraying schedule.</p> <p>g. <i>Whitecross, Bench</i> – Cllr. Talling had repaired the seat slats at Whitecross as it had come adrift from the frame. He was given permission to purchase further oak slats for repairs to more benches.</p> <p>h. <i>Penmarlam Boat Park</i> – Minute 39e/2020 refers. The Boat Park will be open to all users from Monday 15th June. For government advice on the use of boats see: https://www.gov.uk/guidance/covid-19-coronavirus-using-a-boat-inland-and-on-the-coast.</p> <p>i. <i>Notice Board</i> – Red 17 Ltd had provided two replacement locks and keys for the notice board at the bottom of Fore Street. Mr Alistair Devereux had carried out the repairs. It was AGREED to add him to the Approved Contractor List.</p>	<p>Clerk Clerk</p> <p>Cllr. Fisher</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Talling</p> <p>Clerk</p>
50/2020	<p><u>Highways Matters</u> –</p> <p>a. <i>Whitecross</i> – Minute 40c/2020 refers. Photographs of the stones in the layby had been sent to Highways and their advice sought as to whether there are any powers to have them removed. Mr Paul Allen advised that from the photographs the stones are not on the highway and are in the private hedge. He has no concerns from a highway perspective.</p> <p>b. <i>Hill from Whitecross towards Pont</i> – Cllr. Shakerley will speak to Mr Julian Shakerley about cutting back trees on the south side and the Clerk to write to Mr Jim Hair and ask him to cut the trees on his land.</p> <p>The Clerk to contact Cornwall Housing regarding the fir tree (just before new sewage works) and ask them to reduce its size.</p> <p>c. <i>Social Distancing</i> – a CC Guide for Towns, Parishes and Businesses. Previously circulated via email.</p>	<p>Cllr. Shakerley / Clerk</p> <p>Clerk</p>
51/2020	<p><u>Financial Matters</u> – including any items received after the agenda is published.</p> <p>a. <i>BACS</i> – Cllr. Fisher said anyone who is a signature on the bank account can ask the bank to give them access to online banking. The Clerk advised it was essential that at least another two further bank signatures need to do this. Cllr. Adams had concerns about security when using BACS, but the process was explained and fears were allayed. Members RESOLVED to make future payments via BACS, where requested.</p>	<p>Bank signatures</p>

	<p>b. <i>Accounts for Payment</i> – schedule 2020/21-03, to a value of £3,738.05 was APPROVED for payment.</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>Zurich - contract cover</td> <td>27.70</td> <td></td> <td>27.70</td> </tr> <tr> <td>Mrs Thompson - expenses</td> <td>238.48</td> <td>13.61</td> <td>252.09</td> </tr> <tr> <td>M Shakerley - Zoom</td> <td>14.39</td> <td></td> <td>14.39</td> </tr> <tr> <td>WesternWeb Ltd - webspace fee</td> <td>110.00</td> <td>22.00</td> <td>132.00</td> </tr> <tr> <td>Mrs Fisher - WC cleaning contract</td> <td>1,339.29</td> <td></td> <td>1,339.29</td> </tr> <tr> <td>CC - Quay WC rates</td> <td>150.00</td> <td></td> <td>150.00</td> </tr> <tr> <td>A D Property Maintenance - repairs to WCs + notice board locks</td> <td>355.97</td> <td></td> <td>355.97</td> </tr> <tr> <td>A Sanchez - drain clearance</td> <td>70.00</td> <td></td> <td>70.00</td> </tr> <tr> <td>Rentokil Initial UK Ltd - installation fee</td> <td>37.70</td> <td>7.54</td> <td>45.24</td> </tr> <tr> <td>Cornwall Training & Consultancy Ltd - risk assessments</td> <td>400.00</td> <td>80.00</td> <td>480.00</td> </tr> <tr> <td>CC - St Saviour's WC rates</td> <td>127.00</td> <td></td> <td>127.00</td> </tr> <tr> <td>Opus Energy - Quay WCs</td> <td>16.09</td> <td>0.80</td> <td>16.89</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="border-top: 1px solid black;">£3,738.05</td> </tr> </tbody> </table> <p>c. <i>Budget Monitor</i> – Members reviewed their budget i.r.o. any impact from the pandemic and increased the WC cleaning budget to reflect extra cleaning and costs in terminating the old cleaning contract.</p> <p>d. <i>Bank Reconciliation</i> – the bank reconciliation was verified by Cllr. V. Libby.</p>	PAYMENTS	Price	VAT	Total	Mrs Thompson - salary	581.88		581.88	HMRC	145.60		145.60	Zurich - contract cover	27.70		27.70	Mrs Thompson - expenses	238.48	13.61	252.09	M Shakerley - Zoom	14.39		14.39	WesternWeb Ltd - webspace fee	110.00	22.00	132.00	Mrs Fisher - WC cleaning contract	1,339.29		1,339.29	CC - Quay WC rates	150.00		150.00	A D Property Maintenance - repairs to WCs + notice board locks	355.97		355.97	A Sanchez - drain clearance	70.00		70.00	Rentokil Initial UK Ltd - installation fee	37.70	7.54	45.24	Cornwall Training & Consultancy Ltd - risk assessments	400.00	80.00	480.00	CC - St Saviour's WC rates	127.00		127.00	Opus Energy - Quay WCs	16.09	0.80	16.89				£3,738.05	Clerk
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52/2020	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Cornwall Wildlife Trust</i> – email outlining community sources available. See www.cornwallwildlifetrust.org.uk/spring2020</p> <p>b. <i>Calor Gas Grant Fund</i> – details previously emailed.</p> <p>c. <i>Office of the Police and Crime Commissioner</i> – Members are invited to nominate a representative of your council to join the to join the Councillor Advocate Scheme. Details previously emailed.</p> <p>d. <i>Reopening of Your Town/village High Streets</i> – details previously emailed</p> <p>e. <i>Cornwall Community Resilience Network</i> – details previously emailed. Ruth Rockley, e: ruth.rockley@cornwall.gov.uk t: 01872 327526.</p> <p>f. <i>Citizens Advice Cornwall</i> – launched Scams Awareness Fortnight on 15th June 2020. Details previously emailed.</p> <p>g. <i>Cornwall Community Land Trust</i> – newsletter includes details of a new grant fund for community-led housing groups to help them build new homes to meet local needs.</p> <p>h. <i>Seaweed Research Project</i> – details previously emailed.</p> <p>i. <i>Luxulyan PC</i> – Members declined to write to Ms Sheryl Murray, MP urging the government not to open up lockdown and allow tourists to come to Cornwall.</p> <p>j. <i>Public Information Signage</i> – Mrs Lynn Bartlett had emailed to ask if the PC would consider putting up social distancing signs. Members felt this was a good idea for both Polruan and Bodinnick and funding could be available from the <i>Reopening of Your Town/village High Streets Fund</i>. Members to source suitable signs.</p>	Members																																																																
53/2020	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. None.</p>																																																																	
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	<p>a. <i>Parish Council Annual Meeting</i> – 28th July 2020. If it is possible to meet in person then the meeting will be held at Whitecross and the Clerk will attend via Zoom.</p> <p>It was AGREED not to hold a meeting in August except that an emergency meeting may be held if needed.</p> <p>b. <i>Great British September Clean</i> – 11th – 27th September 2020. Details circulated via email.</p> <p>c. <i>Clerk's Leave</i> – 27th June to 5th July 2020 (inclusive) and 18th to 26th July 2020 (inclusive).</p> <p>d. <i>Cornwall Community Land Trust AGM</i> – Wednesday 24th June at 10am through electronic conferencing (Zoom). Details previously emailed.</p>											
55/2020	<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>											
56/2020	<p><u>Public WCs</u> – it was RESOLVED to accept the quotation of £727.62 from A.D. Property Maintenance to replace the manhole covers from outside St Saviour's WCs with new 25 tonne load bearing manhole covers.</p> <p>The Clerk to write to Mr Adam Raspison of Atalier 3 Ltd. the agent for the Headlands development (PA20/00159) advising of the damage caused to the toilet block.</p>	<p>Clerk</p> <p>Clerk</p>										
49c[iii]/2020	<p><u>Cleaning Contract</u> – options regarding re-opening of the toilet blocks were considered. Cllr. Shakerley said it was more cost effective to open all the toilets rather than just the disabled. The risk assessments showed re-opening all the toilets is possible.</p> <p>It was RESOLVED to accept Cormac's quotation to clean all the toilet cubicles, urinals, etc. at St Saviours and The Quay for three months at the cost shown below. It was further RESOLVED to accept the quotation for Frogmore when the National Trust gives permission for that block to reopen.</p> <table border="0"> <tr> <td>St Saviours – disabled, ladies and gents</td> <td style="text-align: right;">£3,359.26</td> </tr> <tr> <td>The Quay – disabled, ladies and gents</td> <td style="text-align: right;">£3,359.26</td> </tr> <tr> <td>Frogmore - ladies and gents</td> <td style="text-align: right;">£2,753.86</td> </tr> </table> <p>Members RESOLVED to accept a quotation from Cormac to deep clean the St Saviours and Quay toilet blocks at the cost indicated below. A deep clean of the Frogmore toilets will be carried out when permission is granted by the NT.</p> <table border="0"> <tr> <td>St Saviours</td> <td style="text-align: right;">£54.47</td> </tr> <tr> <td>The Quay</td> <td style="text-align: right;">£54.47</td> </tr> </table> <p>The Clerk advised it was hoped to reopen by 4th July 2020.</p> <p>The Clerk to circulate a draft Model Contract to all Members together with a draft, revised WC Cleaning Schedule.</p> <p>Cormac are able to open the St Saviours and Quay toilet blocks at 8am but cannot commit to close them. Cllr. Moore to speak to Mr Robin Sainsbury to see if he can assist with locking The Quay toilets. Cllr. Adams offered to close the St Saviours block.</p>	St Saviours – disabled, ladies and gents	£3,359.26	The Quay – disabled, ladies and gents	£3,359.26	Frogmore - ladies and gents	£2,753.86	St Saviours	£54.47	The Quay	£54.47	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Moore</p> <p>Cllr. Adams</p>
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Signature: (Cllr. Moore)
Parish Council Chairman

Date: 28th July 2020