

LANTEGLOS-BY-FOWEY PARISH COUNCIL

MINUTES OF THE VIRTUAL ANNUAL MEETING HELD

TUESDAY, 28th JULY 2020 @ 7pm

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

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

Minute	AGENDA ITEMS	Action
57/2020	<u>Election of Chairman 2020/21</u> – it was RESOLVED to re-elect Cllr. Moore to the post.	
58/2020	<u>Election of Vice Chairman 2020/21</u> – Cllr. Talling said that in view of recent events, he felt Cllr. Fisher should step aside as Vice Chair. It was RESOLVED to elect Cllr. Adams to the post.	
59/2020	<u>Acceptance of Office</u> – the Clerk to send Acceptance of Office forms to: <ul style="list-style-type: none"> i. Cllr. Moore, Chair. ii. Cllr. Adams, Vice Chair. 	Clerk Clerk
	<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.	
60/2020	<u>Appointment of Members to Outside Bodies</u> – Cllr. Fisher queried if it was necessary to make these appointments and pointed out there had been no reports from the various Committees / Groups. Cllr. Shakerley said she saw the appointees as being “points of contact”. The Clerk said it was always a good thing to have links to local organisations. It was RESOLVED to re-elect existing postholders for 2020/21. <ul style="list-style-type: none"> a. <i>Polruan Village Hall Committee</i> – Cllr. Kelly. b. <i>Fowey Harbour Port Users Group</i> – Cllr. Carter was re-elected to the post, with Cllr. Adams as reserve. c. <i>Whitecross Village Hall Committee</i> – Cllr. Shakerley. d. <i>The Churchyard Guild</i> – Cllr. Adams. e. <i>Age Concern</i> – Cllr. Bunt. 	
61/2020	<u>Apologies</u> – Cllr. Kelly.	
62/2020	<u>Members’ Declarations</u> – <ul style="list-style-type: none"> a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Fisher in Minute 65f/2020. Members were asked to consider if their Members’ Interests form needs to be updated. b. <i>Non-registerable Interests</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – none. 	

63/2020	<p><u>Minutes of Meetings</u> –:</p> <p>a. <i>Full Council Meeting</i> – 25th June 2020, AGREED as a true record.</p> <p>b. <i>Extraordinary Closed Meeting</i> – 3rd July 2020, AGREED as a true record.</p>	
64/2020	<p><u>Planning Matters</u> – including any items received after the agenda was issued:</p> <p>a. <i>Neighbourhood Plan (NP)</i> – Cllr. Moore said there was nothing to report. The Clerk to seek a progress report from Mrs McCann (Examiner) and/or Ms Sarah Furley, CC.</p> <p>b. <i>Planning Applications</i> – Members considered:</p> <p>i. <u>PA20/04868, 16 West Street Polruan</u> – installation of dormer window on west elevation. This is the second application for a dormer on this property. NO OBJECTION.</p> <p>ii. <u>PA20/05619, Trevedda Farm, Pol-tec Lane, Lanteglos</u> – Listed Building Consent for proposed alterations to farmhouse and change of use of outbuilding to self- contained letting annexe. Members felt this would be an improvement. NO OBJECTION.</p> <p>iii. <u>PA20/05175, Trevedda Farm, Pol-tec Lane, Lanteglos</u> – proposed alterations to farmhouse and change of use of outbuilding to self- contained letting annexe. NO OBJECTION.</p> <p>Mrs Daniella Ayres joined the meeting at this point and explained what her family intend to do with the building. It is hoped to start the work as soon as possible. Her email had previously been circulated</p> <p>iv. <u>PA20/01542/PREAPP, 3 Battery Park, Polruan</u> – pre-application advice for a new entrance / conservatory to the rear, conversion of the loft/roof space and a erection of a garage/workshop/boat store. There was some confusion as it appeared the plans did not match the description on the application form. COMMENT in principle Members do not object but the appearance needs to be sympathetic to its surroundings.</p> <p>v. <u>Fowey Harbour Revision Order</u> – draft order and accompanying documents may be viewed on the MMO’s website: https://www.gov.uk/government/collections/harbour-orders-public-register. Cllr. Carter said it warranted a lot of thought and consideration. He will draft a response for circulation. Cllr. Adams had concerns regarding how the Fowey Harbour Commission will be monitored in the future. Cllr. Carter will cover this in the draft paper, which Members will consider via email.</p> <p>It was confirmed that the Fowey Harbour Commissioners are appointed and not elected.</p> <p>c. <i>Planning Applications Approved by CC</i> – information only.</p> <p>i. <u>PA20/03333, 5 Florizel, Fore Street, Polruan</u> – construction of an extension to include a terrace with privacy glass (demolition of existing extension).</p> <p>d. <i>Business and Planning Bill</i> – draft Planning Guidance and new Permitted Development Rights. Details circulated via email.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Carter</p>
65/2020	<p><u>Environmental / Amenity Matters</u> – including items received after the agenda had been published.</p> <p>a. <i>Greenbank</i> – Minute 49a/2020 refers. Cllr. Fisher had provided maps, etc. showing the location of underground services and had been asked to provide further information for forwarding to Ms Erskine-Furniss.</p> <p>Noted the owner of Hill House had kindly sent a copy of the land registry plans for his property. Previously circulated via email.</p>	<p>Cllr. Fisher / Clerk</p>

	<p>Noted 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.</p> <p>b. <i>Lansallos Patrol</i> – Minute 49b/2020 refers. It was RESOLVED to use the bench at Frogmore / Trevarder Lane for a plaque to commemorate the three Lanteglos men who had served in the Lansallos Patrol. Cllr. Talling will provide photographs of other similar plaques.</p> <p>c. <i>Polruan Doctors' Surgery</i> – Minute 49c/2020 refers. Cllr. Adams had been unable to speak with Lord Berkley regarding raising this in the House of Lords. The Clerk had reminded Ms Murray MP to raise the promised Parliamentary Question to try to retain dispensing from Polruan Surgery for <i>new</i> and existing patients, but no response had been received. Cllr. Moore will circulate a draft email for Members' consideration regarding maintaining health services in the parish.</p> <p>d. <i>Public Conveniences</i> – Members considered:</p> <ul style="list-style-type: none"> i. <u>Frogmore WCs</u> – no issues. ii. <u>The Quay WCs</u> – it was RESOLVED to make a gift to Mr Colin Dolphin, for closing the toilets. Cllr. V. Libby to action. Cllr. T. Libby said there had been occasions when the toilets were not opened at the appointed time of 8am. The Clerk to liaise with Ms Mel Omlo, Cormac. iii. <u>St Saviour's WCs</u> – Cllr. Adams reported a temporary repair had been made to the drain cover. Consideration of a sketch plan and costings for a new purpose-built toilet block, deferred to September. iv. <u>Legionella Testing</u> – the Clerk to remind Cormac to provide the temperature checks. <p>e. <i>Toilet Cleaning Contract</i> – Minute 49c[iii]/2020 refers. It was RESOLVED to recirculate the draft contract and revised cleaning schedule. A letter had been received from Cllr. Fisher, which had necessitated the Chair and Clerk seeking their own legal advice. Members were asked if they had an interest to declare in this item. Cllr. Fisher, T. Libby, V. Libby and Bunt indicated they did. Those that were left were told that a draft response would be circulated for their consideration and agreement.</p> <p>f. <i>Benches</i> – Members RESOLVED to transfer ownership of benches on Town Trust property at The Hill and The Bound to the Trust. The Clerk to advise The Trust and to query if the benches on The Quay should be included in the asset transfer.</p> <p>g. <i>Tinkers Hill, Polruan</i> – a complaint had been received regarding the path and steps behind Village Hall, which "<i>needs tidying up it is overgrown with weeds and is looking really scruffy</i>". The Clerk to check if this area is on the weed spraying schedule if not, it is to be added and A1 asked to deal.</p> <p>h. <i>Cornish Seaweed Futures</i> – Cllr. Carter spoke regarding the seaweed farming trial (details previously emailed). Cllr. Hannaford saw it as a good thing that could help the environment. No further action at this stage.</p> <p>i. <i>Whitecross Green</i> – Cllr. Shakerley declared an interest. Members GRANTED permission for a 60ft long trailer to be parked on the Green for a maximum of 3hrs on 10th August 2020.</p>	<p>Cllr. Talling</p> <p>Cllr. Moore</p> <p>Cllr. V. Libby</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr. Moore / Chair</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
66/2020	<p><u>Highways Matters</u> – including items received after the agenda was published.</p> <p>a. <i>20mph Signs</i> – Members considered a request to apply for larger 20mph signs in Polruan. Cllr. Hannaford said these are standard sizes and referred to Chapter 4, Traffic Signs Manual relating to warning signs. Cllr. Carter said there is a real issue of excessive speed on rural roads. Cllr. Hannaford advised identifying any 'hot spots' and then asking Mr Paul Allen, Highways to consider any appropriate corrective measures.</p>	<p>Clerk</p> <p>Members</p>

	<p>b. <i>Bus Service 481</i> – buses had experienced problems in turning at the bottom of Polruan and Cllr. Hannaford had asked Ms Zoe Hall, CC Enforcement Officer and PCSO Cocks to help deal with parked vehicles causing obstructions. It was RESOLVED to purchase additional parking enforcement hours, to cover Monday mornings 7-9pm for August and September. The Clerk to contact Ms Zoe Hall.</p> <p>It was RESOLVED to seek a “socially distanced” site meeting with Members, Ms Zoe Hall, First Direct and the Biffa (waste collectors). Cllr. Adams will take photographs of the problem on a Monday morning in case it is not possible to set up a meeting.</p> <p>c. <i>Hill from Whitecross towards Pont</i> – Minute 50b/2020 refers. Cllr. Hannaford will speak to Mr Alastair Spencer, Cornwall Housing regarding trees overhanging the road.</p> <p>d. <i>School Lane</i> – most of the overgrown trees / shrubs with branches coming out over the path had been cleared.</p> <p>e. <i>Public Information Signage</i> – Minute 52j/2020 refers. Cllr. Shakerley was thanked for organising social distancing signs had been provided for Polruan, Mixtow and Bodinnick.</p>	<p>Clerk</p> <p>Clerk / Cllr. Adams</p> <p>Cllr. Hannaford</p>																																																																
67/2020	<p><u>Administrative Matters</u> – including items received after the agenda was sent.</p> <p>a. <i>Twitter, Instagram and Facebook Accounts</i> – Cllr. Fisher had advised he would no longer maintain the Twitter, Instagram and Facebook accounts. Further discussion deferred until after the 2021 election.</p> <p>b. <i>Lockdown</i> – Members RESOLVED to send formal “thank you” letters to this company for their assistance during lockdown.</p> <p>c. <i>Freedom of Information</i> – a complex request had been received and acting on advice from Ms Sarah Mason, CALC this is now being dealt with by Mr David Foy, CC Deputy Information Governance Manager. Members formally APPROVED this action and AGREED to pay the resulting charge.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>																																																																
68/2020	<p><u>Financial Matters</u> – including items received after the agenda was published.</p> <p>a. <i>Accounts for Payment</i> – schedule 2020/21-04 to a value of £3,170.45 was APPROVED for payment.</p> <table border="1" data-bbox="336 1279 1278 1771"> <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>145.40</td> <td></td> <td>145.40</td> </tr> <tr> <td>Cllr. Moore - replacement cheque</td> <td>23.11</td> <td></td> <td>23.11</td> </tr> <tr> <td>Rentokil Initial UK Ltd</td> <td>21.70</td> <td>4.34</td> <td>26.04</td> </tr> <tr> <td>CC - Quay WC rates</td> <td>150.00</td> <td></td> <td>150.00</td> </tr> <tr> <td>Cllr. Shakerley - H&S signs</td> <td>245.35</td> <td>49.08</td> <td>294.43</td> </tr> <tr> <td>SW Water Business - The Quay WCs</td> <td>38.18</td> <td></td> <td>38.18</td> </tr> <tr> <td>CC - legal fees</td> <td>489.73</td> <td>97.95</td> <td>587.68</td> </tr> <tr> <td>SW Water - St Saviours WCs</td> <td>83.04</td> <td></td> <td>83.04</td> </tr> <tr> <td>SW Water - Frogmore WCs</td> <td>35.36</td> <td></td> <td>35.36</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>13.46</td> <td>0.67</td> <td>14.13</td> </tr> <tr> <td>Lanteglos by Fowey PCC - grant</td> <td>744.00</td> <td></td> <td>744.00</td> </tr> <tr> <td>A D Devereux – St Saviour WC</td> <td>320.00</td> <td></td> <td>320.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£3,170.45</td> </tr> </tbody> </table> <p>b. <i>Budget Monitor</i> – a copy was circulated via email.</p> <p>c. <i>Bank Reconciliation</i> – the bank reconciliation were circulated via email. Cllr. V. Libby had been doing this for 2yrs and is happy to continue.</p> <p>d. <i>Headlands Development</i> – Members considered the response (previously emailed) from Mr Tim Perring, Perring Properties Ltd. regarding repairs to St Saviours toilet block. The Clerk to respond with photograph of the parked cement lorry and request a donation for what Mr Perring thinks the repair is worth.</p>	PAYMENTS	Price	VAT	Total	Mrs Thompson - salary	582.08		582.08	HMRC	145.40		145.40	Cllr. Moore - replacement cheque	23.11		23.11	Rentokil Initial UK Ltd	21.70	4.34	26.04	CC - Quay WC rates	150.00		150.00	Cllr. Shakerley - H&S signs	245.35	49.08	294.43	SW Water Business - The Quay WCs	38.18		38.18	CC - legal fees	489.73	97.95	587.68	SW Water - St Saviours WCs	83.04		83.04	SW Water - Frogmore WCs	35.36		35.36	CC - St Saviour's WC rates	127.00		127.00	Opus Energy - Quay WCs	13.46	0.67	14.13	Lanteglos by Fowey PCC - grant	744.00		744.00	A D Devereux – St Saviour WC	320.00		320.00				£3,170.45	<p>Clerk</p>
PAYMENTS	Price	VAT	Total																																																															
Mrs Thompson - salary	582.08		582.08																																																															
HMRC	145.40		145.40																																																															
Cllr. Moore - replacement cheque	23.11		23.11																																																															
Rentokil Initial UK Ltd	21.70	4.34	26.04																																																															
CC - Quay WC rates	150.00		150.00																																																															
Cllr. Shakerley - H&S signs	245.35	49.08	294.43																																																															
SW Water Business - The Quay WCs	38.18		38.18																																																															
CC - legal fees	489.73	97.95	587.68																																																															
SW Water - St Saviours WCs	83.04		83.04																																																															
SW Water - Frogmore WCs	35.36		35.36																																																															
CC - St Saviour's WC rates	127.00		127.00																																																															
Opus Energy - Quay WCs	13.46	0.67	14.13																																																															
Lanteglos by Fowey PCC - grant	744.00		744.00																																																															
A D Devereux – St Saviour WC	320.00		320.00																																																															
			£3,170.45																																																															

69/2020	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Citizens Advice Cornwall</i> – summer newsletter, circulated via email.</p> <p>b. <i>Mustard Seed Project</i> – launch a community share offer, to raise funds to develop additional housing that will provide urgent support for vulnerable adults with learning disabilities in Cornwall. Details previously emailed.</p> <p>c. <i>Neighbourhood Planning e-Bulletin</i> - June 2020.</p> <p>d. <i>Clerks & Councils Direct</i> – Chair’s July issue.</p>	
70/2020	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a. <i>Passing Place, Lantivet</i> – to be raised at the meeting with Ms Zoe Hall (Minute 66b/2020 above refers). Cllr. V. Libby to check if the sign is still there and the Clerk to request a replacement from Highways if the sign is missing.</p> <p>b. <i>Damaged Stile</i> – the stile at the beginning of the PROW leading to Coombeland is (near Porthpean House) and almost opposite where the road down from Whitecross branches to go through Pont. The Clerk to report its poor condition to the Countryside Team.</p> <p>c. <i>Nordown Lane</i> – the footpath sign is missing and the Clerk to report this to the Countryside Team. The path overgrown and the Clerk to contact Mr Treve Fowler.</p> <p>d. <i>Footpath from Les Pieds dans l’Eau to Penmarlam</i> – Members to clarify the problem and the Clerk to contact the Countryside Team.</p> <p>e. <i>Bank Signatures</i> – Members who are signatures to the bank account to sign up for internet banking.</p> <p>f. <i>County Council</i> – Cllr. Hannaford referred to a problem with school transport for pupils travelling to Liskeard School. It was noted there is a bus that goes to Liskeard School from Polperro. Cllr. Hannaford said she will follow up the additional parking signs for Hall Terrace.</p>	<p>Members / Cllr. V. Libby / Clerk</p> <p>Clerk</p> <p>Clerk Clerk</p> <p>Members / Clerk</p> <p>Bank signatures</p>
71/2020	<p><u>Diary Dates</u> – including items received after the agenda had been published.</p> <p>a. <i>Full Council Meeting</i> – 22nd September 2020. NOTE – no meeting is scheduled for August, except that an Extraordinary Meeting may be called to deal with any urgent items.</p> <p>b. <i>Clerk’s Leave</i> – 22nd August to 6th September 2020 (inclusive).</p>	
72/2020	<p><u>Meeting Closed</u> – 21.16pm.</p>	

Signature: (Cllr. Moore)
Parish Council Chairman

Date: 22nd September 2020