

LANTEGLOS-BY-FOWEY PARISH COUNCIL

AGENDA OF THE VIRTUAL MEETING TO BE HELD ON

TUESDAY, 22nd SEPTEMBER 2020 @ 7pm

Members of the public who wish to make representations on any of the items listed below are asked to contact the Clerk by noon on 22nd September 2020.

NOTE – anyone wishing to join the meeting, should follow the links below. It is the responsibility of all those joining a 'Zoom' meeting to check their security settings.

Minute	AGENDA ITEMS	Action
	<p>To Join Zoom Meeting: Meeting ID: 821 3353 6471, Passcode: 588467, Link https://us02web.zoom.us/j/82133536471?pwd=Q2lPcVY3UzBRd2VBUHdmSWpoVW5oZz09</p> <p><u>Chairman's Welcome and Public Forum</u> – members of the public may address the Council on any agenda item, prior to the commencement of the meeting.</p> <p>Members to receive reports from outside authorities as follows:</p> <ol style="list-style-type: none"> 1. <i>County Councillor</i> – Cllr. Edwina Hannaford, to include an update i.r.o. additional parking signs for Hall Terrace. NOTES – <ul style="list-style-type: none"> • Cllr. Hannaford had provided maps of tree canopy cover for the parish, previously circulated via email. • Cllr. Hannaford had acquired waterproof flyers from Cornwall Fire and Rescue that could be distributed to offending vehicles in Polruan to bring home there could be tragic consequences from blocking fire engines because of inconsiderate parking. • Ms Melanie Brain, CC reported CHL had advised that the properties had been allocated to tenants (details previously emailed). • A report of actions from the Looe multi-agency meeting previously circulated via email. 2. <i>Network Panel</i> – notes of the meeting held on 24th July 2020 previously circulated via email. <p style="margin-left: 20px;">NOTE – Expression of Interest Form for the Network Panel Highways Scheme to be returned to Mr David Read, CC by no later than Wednesday, 30th September 2020. Circulated via email on 3rd August.</p> 3. <i>Fowey Port Users Group</i> – next meeting to be held on Tuesday 3rd November at 2pm. 	
82/2020	<u>Apologies</u> – Cllr. V. Libby.	
83/2020	<p><u>Members' Declarations</u> –</p> <ol style="list-style-type: none"> a. <i>Pecuniary/Registerable Declarations of Interests</i> – Members must declare an interest, which has been declared on their Register of Financial Interests form, relevant to the agenda. b. <i>Non-registerable Interests</i> – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest is apparent. c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds. d. <i>Dispensations</i> – Members to consider any written requests for dispensations. 	

84/2020	<p><u>Minutes of Meetings</u> –:</p> <ul style="list-style-type: none"> a. <i>Full Council Meeting</i> – 28th July 2020. b. <i>Extraordinary Meeting</i> – 3rd July 2020. NOTE – the original Minutes of this meeting named individuals and advice from CC was that this information should be removed. c. <i>Staffing Committee Meeting</i> – 12th August 2020. 	
85/2020	<p><u>Planning Matters</u> – including any items received after the agenda was issued:</p> <ul style="list-style-type: none"> a. <i>Neighbourhood Plan (NP)</i> – Mrs McCann, NP Examiner’s final report had been circulated to Members and the Steering Group. Cllr. Moore confirmed the report had been sent to Mr Paul Webber of Situ8 for him to make the recommended changes to the draft NDP. b. <i>Planning Applications</i> – <ul style="list-style-type: none"> i. <u>PA20/06621, Hoe Cottage, Battery Lane, Polruan</u> – demolition of dwelling, construction of replacement dwelling and garage and associated works and refurbishment of existing outbuilding. http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QENCFJFGJ8H00 ii. <u>PA20/07081, 11 Ocean View, Polruan</u> – change of use of existing holiday unit to residential dwelling house. http://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QFCYMQFGHO600 c. <i>Planning Applications Approved by CC</i> – information only. <ul style="list-style-type: none"> i. <u>PA20/04254, The Barn, Trethake Mill, Highway</u> – proposed installation of air source heat pump. Members had no objection. ii. <u>PA20/04255, The Barn, Trethake Mill, Highway</u> – listed building consent for the proposed installation of air source heat pump. Members had no objection. iii. <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. Members had no objection. iv. <u>PA20/07096, Bramblecombe, Penpoll</u> – Non-Material Amendment to application no. PA19/04985 dated 22/08/19 for the slight rotation of the proposed building and relocation. Members had no objection. v. <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. Closed, advice given by CC. d. <i>Buildings at Risk</i> – the aim of this project is to identify and monitor buildings at risk and seek solutions for neglected, redundant or derelict listed buildings. Details previously emailed. NOTE – cbgcasework@gmail.com to report historic buildings or valued heritage assets which are derelict or not being properly maintained. e. <i>Looe Town Council</i> – letter regarding government’s plans to overhaul the Planning System. Circulate via email 5th August 2020. f. <i>CC Planning Conferences</i> – 22 September, 21 October and 26 November 2020. The session will be via Microsoft Teams and will start at 4.30 pm and end by 6.30 pm. Local councils are invited to nominate two delegates plus one reserve for this event. Details previously emailed. Book a place on positiveplanning@cornwall.gov.uk. g. <i>Planning E-Bulletin</i> – August 2020. Circulated via email. 	

86/2020	<p><u>Environmental / Amenity Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> – see also Minute 95/2020 below. Members to consider:</p> <ol style="list-style-type: none"> i. <u>Frogmore WCs</u> – any issues. ii. <u>The Quay WCs</u> – any issues. iii. <u>St Saviour’s WCs</u> – consideration of a sketch plan and costings for a new purpose-built toilet block, from Cllr. Fisher. iv. <u>Legionella Testing</u> – <p>NOTE – an official complaint had been made to Ms Sonia Armstrong, Cormac regarding issues with the cleaning contract.</p> <p>b. <i>Polruan Doctors’ Surgery</i> – Minute 64c/2020 refers. Correspondence with the Surgery had been circulated via email.</p> <p>c. <i>Whitecross Village Green</i> – a photograph, from Cllr. Talling, showing vehicles parked on the Green had been circulated.</p> <p>d. <i>Benches</i> – Members to consider:</p> <ol style="list-style-type: none"> i. <i>Lansallos Patrol</i> – the wording for a plaque listing the three Lanteglos men who had served in the Lansallos Patrol. <p>NOTE – the plaque to be placed on the bench at Frogmore / Trevarder. Photo of the Pelynt plaque provided by Cllr. Talling.</p> <ol style="list-style-type: none"> ii. <i>The Quay Benches</i> – Polruan Town Trust advised the benches on the Quay are not situated on Trust Land. <p>NOTE – the Trust and South West Water are trying to resolve matters relating to the extension of the Quay and this is still ongoing. Once this is resolved, Trustees will review their position on the ownership of these benches.</p> <p>e. <i>Grit Bins</i> – Members to check supplies and arrange for bins to be refilled.</p> <p>f. <i>Public Rights of Way</i> – Ms Katie Jose, Countryside Access Team (CAT) advised they are considering Members’ request to extend the PROW Maintenance Contract to include making a grant to Parish / Town Councils to carry out repairs of stiles and fences.</p> <p>The following issues had been reported to CAT:</p> <ul style="list-style-type: none"> • <i>Damaged Stile</i> – the stile at the beginning of the PROW leading to Coombeland is in a very poor state of repair. Ms Katie Jose, Countryside Officer advised 31/7/20: the stile nearest the road from the ferry has now have this logged in the correct location. • <i>Nordown Lane</i> – the footpath sign is missing. Ms Katie Jose, Countryside Officer advised that signs are not a priority at this current time and she cannot advise when this is likely to be replaced. • <i>Footpath from Les Pieds dans l’Eau to Penmarlam</i> – Ms Katie Jose, Countryside Officer advised she believes this enquiry may relate to path 24. CAT have this on our list of paths to inspect post COVID. Once the path has been inspected, she will able to update Members. • <i>Coombeland Drain</i> – a Highways Safety Inspector has viewed the drain (and other potential and actual drainage problems in the immediate vicinity) on Monday. He explained that he would have to "report upwards" to see what could be done. <p>g. <i>Fowey Harbour Revision Order</i> – Minute 64b[v]/2020 refers. Draft order and accompanying documents may be viewed on the MMO’s website: https://www.gov.uk/government/collections/harbour-orders-public-register. A draft response had been accepted and submitted to MMO.</p>	<p>Information</p> <p>Information</p>
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	<p>h. <i>Tinkers Hill, Polruan</i> – this area was not on the weed spraying schedule but has now been added and A1 asked to spray when next in the area.</p> <p>i. <i>Flytipping at Pont</i> – a letter had been sent to local residents seeking their co-operation in reporting incidences of flytipping.</p>	<p>Information</p> <p>Information</p>
87/2020	<p><u>Highways Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Inconsiderate Parking</i> – Minute 66b/2020 refers. A site meeting had been held with Cllr. Adams and Mr Andrew Hawke, CC – other invitees were unable to attend. See also Cllr. Hannaford's report above.</p> <p>NOTE – two reports from Mr Andrew Hawke, CC Senior Civil Enforcement Officer had been circulated via email.</p> <p>b. <i>Quay Hill Drain</i> – Cllr. Fisher had reported the overflowing drain and the resulting road surface damage on Fore Street to SW Water and Highways. NOTE – Cllr. Fisher had provided SWW asset plans for Polruan and Bodinnick if these are of any assistance.</p> <p>NOTE – County Cllr. Hannaford to set up a site meeting with SW Water; Ms Melissa Brain, CC; and representatives of the PC and Highways. She urges residents and councillors to photograph and log all incidences of overflows and whether wet wipes/sewage as evidence.</p>	
88/2020	<p><u>Administrative Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Website Accessibility</i> – Members to receive an update.</p>	
89/2020	<p><u>Financial Matters</u> – including any items received after the agenda had been published.</p> <p>a. <i>Accounts for Payment</i> – schedule 2020/21-06.</p> <p><i>Bank Signatures</i> – Members who are signatures to the bank account to sign up for mobile banking.</p> <p>b. <i>Budget Monitor</i> – copy to be circulated.</p> <p>c. <i>Bank Reconciliation</i> – the bank reconciliation to be verified.</p>	
90/2020	<p><u>Correspondence / Documents</u> – not covered elsewhere on the agenda:</p> <p>a. <i>Neighbourhood Planning</i> – E-Bulletin (July 2020). Details previously emailed.</p> <p>b. <i>Planning News for Local Councils and Agents</i> – July 2020 edition. Details previously emailed,</p> <p>c. <i>Climate Change Development Plan Document (DPD)</i> – formal consultation on the Pre-Submission Report which will be from 10 August to 25 September 2020. Details circulated via email.</p> <p>d. <i>Cornwall AONB</i> - Latest News, August 2020. Details circulated via email.</p> <p>e. <i>COVID19 Community Award</i> – Colonel E T Bolitho OBE, Lord Lieutenant of Cornwall seeks nominations to receive letters of thanks. Details emailed.</p> <p>f. <i>Cornwall Community Land Trust</i> – August newsletter, previously emailed.</p> <p>g. <i>Clerks & Councils Direct</i> – September 2020.</p> <p>h. <i>Penquite Woods</i> – details circulated via email regarding granting of a felling licence.</p>	
91/2020	<p><u>Adoption of Policies and Strategies</u> – circulated via email.</p> <p>a. <i>Standing Orders</i> – latest version adopted June 2018.</p> <p>NOTE: <i>Standing Orders</i> – Coronavirus amendments. Adopted May 2020.</p>	

	<p>b. <i>Statement of Internal Control</i> –</p> <p>c. <i>Asset Register</i> – to follow.</p> <p>d. <i>Risk Assessments</i> –</p> <ul style="list-style-type: none"> • Financial, Management and Property. • <u>Quay Public WCs</u> – provided by Cornwall Training & Consultancy. https://www.lanteglosbyfowey.org.uk/data/uploads/596.pdf. • <u>St Saviour's WCs</u> – provided by Cornwall Training & Consultancy. https://www.lanteglosbyfowey.org.uk/data/uploads/595.pdf • <u>Frogmore WCs</u> – provided by Cornwall Training & Consultancy. https://www.lanteglosbyfowey.org.uk/data/uploads/594.pdf <p>e. <i>Publication Scheme</i> – Freedom of Information Act.</p> <p>f. <i>GDPR Data Audit</i> –</p> <p>g. <i>Unreasonably Persistent and/or Vexatious Complaints</i> –</p> <p>h. <i>Social Media</i> –</p> <p>i. <i>Complaints Policy</i> –</p> <p>j. <i>Staffing Committee</i> – draft Terms of Reference attached.</p>	<p>New</p> <p>New</p> <p>New</p> <p>New</p>
92/2020	<p><u>Information Only / Items for Future Agendas</u> –</p> <p>a.</p>	
93/2020	<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> – 27th October 2020.</p> <p>b. <i>Royal Cornwall Hospitals</i> – their Annual Public Meeting was held on 17th September 2020. Details previously emailed.</p> <p>c. <i>Carbon Neutral Cornwall Hive</i> – online event to be held on Saturday 26th September 2020, 1-4pm. Details emailed.</p> <p>d. <i>Cornwall Community Flood Forum</i> – 2020 conference to be held on Friday 6th November to explore past, present and future. To enrol: https://www.eventbrite.co.uk/e/cornwall-community-flood-forum-digital-conference-tickets-120175324631?aff=ebdssbeac</p>	
94/2020	<p><u>Closed Session</u> – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded and they are instructed to withdraw.</p>	
95/2020	<p><u>WC Cleaning and PROW Contracts</u> – Minute 64e/2020 refers. Members to consider any tenders for the contracts.</p>	
96/2020	<p><u>Affordable Housing</u> – Members to receive an update.</p>	
97/2020	<p><u>Planning Enforcement</u> – Members to receive an update. NOTE – Cornwall Council have deemed planning enforcement matters to be confidential.</p>	
98/2020	<p><u>Clerk</u> – staff appraisal plus proposal to award the Clerk a further week's leave to cover the workload during her August break.</p>	

Signature: (Mrs Gillian Thompson)
Parish Clerk

Date: 16th September 2020

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