

LANTEGLOS-BY-FOWEY PARISH COUNCIL
NOTES OF THE ADVISORY COUNCIL MEETING HELD
ON TUESDAY, 25th MAY 2021 @ 7pm

Minute	AGENDA ITEMS	Action
	Present – Cllrs. Adams, Beresford, Bunt, Carmichael, Goddard, Kelly, Pyke QPM, Rooney and Talling; County Cllr. Hannaford and Mrs Thompson (Clerk).	
	Chairman’s Welcome and Public Forum – the Chairman 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>Outside Authorities / Bodies – Members received reports as follows:</p> <p>a. <i>County Councillor</i> – Cllr. Edwina Hannaford had sent a written report. She advised the £350K section106 money can only be used in Lanteglos parish for affordable housing. Minute 48b/2021 refers.</p> <p>b. <i>Network Panel</i> – next meeting will be held on 14th June 2021, 2pm. Action Notes from the meeting held on 25th January 2021 previously emailed. Cllr. Rooney to attend and vote on the PC’s behalf.</p> <p>c. <i>Police</i> – PCSO Cocks had reported that from 1st – 30th April 2021 there were 2 crimes: 1 Public Order and 1 criminal damage.</p> <p>d. <i>Fowey Port Users Group (PUG)</i> – next meeting to be held on 2nd November at 1400. Cllr. Carmichael to attend, Cllr. Kelly as substitute.</p> <ul style="list-style-type: none"> • Fowey Harbour Byelaws – Members were invited (but made no comment) to review and submit suggestions to Ms Claire Hoddinott as outlined in the Modernisation of Byelaws item on the Minutes of the meeting held on 26th April. Minutes of that meeting had been emailed previously. • Penmarlem Pontoon – Fowey Harbour Commissioners (FHC) advised the Penmarlam Pontoon extension is completed and the pontoons are now joined up. No further action. • Trees – Fowey Harbour Commissioners advised the trees in question were in a dead or diseased state and had been felled on safety grounds. A re-planting scheme will shortly be underway to provide screening. Concern was expressed that the trees had been just left on the site, possibly damaging local habitat. If the trees are diseased they should be removed. Cllr. Goddard to draft a letter to the Fowey Harbour Commissioners to that effect. <p>e. <i>Tri-Service</i> – County Cllr. Hannaford had forwarded details of the Tri-service and the role of the newly appointed TSSO Barnes, who will be working predominately in Looe. It was explained the role is multi-tasking, linked to the blue light services. Members felt it would be beneficial to link the Tri-Service report with the report from the PCSO.</p> <p>County Cllr. Hannaford joined the meeting at this point. She offered to co-ordinate a “Polruan walkabout” with representatives from the PC and organisations listed below.</p> <ul style="list-style-type: none"> • Both Looe/Fowey TSSOs • Housing Officer • PCSO Stephen Cocks • Highways • Tenants representative Hazel Johnson 	<p>Cllr. Rooney</p> <p>Cllr. Carmichael</p> <p>Cllr. Goddard / Clerk</p> <p>Clerk</p> <p>Cllr. Hannaford / Clerk</p>

59/2021	Apologies – none.	
60/2021	Members' Declarations – a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Goddard in Minute 64a/2021. b. <i>Non-registerable Interests</i> – Cllr. Goddard in Minute 67a/2021. 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.	
61/2021	Casual Vacancies – the two casual vacancies had been advertised on the website and notice boards. Members were encouraging applications.	
62/2021	Minutes of Meetings – a. <i>Annual Council Meeting</i> – 18 th May 2021, AGREED as a true record. b. The Clerk apologised she had omitted the following from the agenda. Approval deferred to the June meeting. i. Staffing Committee Meeting – 26 th April 2021. ii. Full Council Meeting – 27 th April 2021.	Clerk
63/2021	Planning Matters – a. PA21/02653, Ring A Bell Lanteglos – the Planning Officer, Mr Luker, advised he knows nothing about the development underway on the opposite of the road. Minute 49b/2021 refers. The caravan on site is now being extended. The concern is this is becoming more substantial than a temporary building. Cllr. Pyke will speak to the owner.	Cllr. Pyke
64/2021	Planning Applications – Members considered the following: a. PA21/01331/PREAPP, Bryn-Y-Mor 3 Chapel Lane Polruan – pre application advice for renovation and extension to existing dwelling. Roof replaced and ridge increased by 1.5m to create additional floor. Conservatory replaced with single storey extension. Cllr. Goddard left the meeting whilst this item was discussed. Members were mindful that there had been issues with the retaining wall in the past and were of the opinion a structural survey is needed to ensure the existing wall can support the additional weight. The Clerk to advise CC of this. b. PA21/03651, 76 Fore Street Polruan – extension for new bedroom and bathroom on first floor above existing kitchen to rear of property and new opening for a small window to the north west elevation. Members felt it was in keeping and had NO OBJECTION .	Clerk Clerk
65/2021	Planning Applications Approved by CC – for information only. a. PA21/00938, Bryn-Y-Mor Chapel Lane Polruan – removal of existing shed and siting of new shed. b. PA21/02834, 24 Ocean View Polruan – proposed rear and side extensions with replacement raised patio and additional parking space.	
66/2021	Withdrawn Planning Applications – for information only. a. PA21/02360, Rock Bottom West Street Polruan – certificate of lawfulness of existing use as a dwelling (use class C3).	
67/2021	Environmental / Amenity Matters – including any items received after the agenda had been published. a. <i>Public Conveniences</i> –	

	<ul style="list-style-type: none"> • <u>St Saviour's WCs</u> – repairs had been carried out to the door, etc. • <u>Frogmore WCs</u> – Members received an update regarding: <ul style="list-style-type: none"> ○ New ceiling cladding / repainting the floor with non-slip paint. Members want the existing ceiling removed before it is clad. The Clerk to liaise with Mr Devereux. ○ New paths to the ladies and gents – Cllr. Kelly reported the cost will be less than £500 and he will liaise with Mr Simmonds, National Trust i.r.o. delivery of the materials. ○ Dog waste being left in and around the toilets is a problem. It was AGREED to write to the NT requesting they install a dog bin. In the interim the Clerk to establish the cost of two dog bins [1] at Lantic Bay and [2] Frogmore car parks and a quotation from Biffa to empty them. Cllr. Hannaford to provide the Clerk with the contact of a senior member of the National Trust. • <u>The Quay WCs</u> – Cllr. Goddard left the meeting whilst this item was discussed. Members considered an enquiry from the Polruan Town Trust asking if the PC will be renegotiating a Lease of the Quay WCs for after 29th March 2022. Members were happy to continue to manage the toilets but wished to negotiate a larger, guaranteed grant before agreeing. • <u>Legionella Testing</u> – Mrs Kelly reported the water temperature is 10° in all the toilet blocks. <p>b. <i>Public Rights of Way</i> – Members received the following update:</p> <ul style="list-style-type: none"> • Path 27 Lanteglos Highway, via Colquite to Penpoll – the condition of the stile, about 100 meters, from Highfield House had been reported to CAT as needing attention. Ms Enya Dunn, CAT advised she had attempted, unsuccessfully, to make contact with the landowner on a number of occasions. There is a warning sign on the stile indicating it is in need of repair. It was thought that Dr Moore OBE might be able to assist with a contact. 	<p>Clerk</p> <p>Cllr. Kelly</p> <p>Cllr. Hannaford / Clerk</p> <p>Clerk</p> <p>Clerk</p>
68/2021	<p>Highway Matters – including any items received after the agenda was issued:</p> <p>a. <i>Bodinnick Ferry, including Car Park</i> –</p> <ol style="list-style-type: none"> i. Parking Bays – see Minute 76/2021 below. Members considered the quotation from Mr Aaron Stivey, Cormac but felt the cost was too high. No further action (NFA). ii. Bodinnick Ferry – Mr Glassup, Highways advised the hedge is privately owned. He had written to each landowner and requested the overhanging vegetation be cleared. NFA. iii. Parking by Bodinnick Ferry – photographs had been provided to Mr Will Glassup who remains reluctant to increase the hatched area without more evidence. On hold until evidence available. <p>b. <i>Bodinnick Parking Issues</i> –</p> <ol style="list-style-type: none"> i. Council House Wall – Cornwall Housing had been asked to carry out repairs now that lockdown restrictions are lifting. Despite three reminders no response had been received. The Clerk to forward the details to County Cllr. Hannaford. <p>c. <i>Highway Signs</i></p> <ol style="list-style-type: none"> i. Trethake /Tremeer Cross – work to install a new sign was now completed NFA. ii. Vicarage Cross and Tremeer Cross – Members proposed to purchase three “Slow – horses” signs. This was subsequently RATIFIED by the Chair and Clerk. The latter to order the signs. 	<p>Clerk</p> <p>Clerk</p>

	<ul style="list-style-type: none"> iii. Tremeer Lane – only motorbikes and walkers are able to access the lane because of a 2 feet deep ditch. This problem had been reported to Highways. No further action. iv. Trevarder – Members considered a request from residents for a “Do not follow Sat Nav” sign. This was subsequently RATIFIED by the Chair and Clerk. The Clerk to order the sign and three posts. <p>d. <i>Road Closure</i> – Sclerder Lane, Crumplehorn, 9th to 11th August 2021 (09:30 to 15:30 hours). Not in this parish. Details emailed previously.</p>	Clerk Clerk
69/2021	<p>Administrative Matters – not covered elsewhere on the agenda.</p> <p>a. <i>Code of Conduct</i> – <i>Code of Conduct</i> – Members AGREED to adopt the revised Code, copy previously emailed.</p>	
70/2021	<p>Financial Matters –</p> <ul style="list-style-type: none"> a. <i>Accounts for Payment</i> – schedule No.2021/22-02 to a value of £4,190.42 was APPROVED for payment. The payment schedule had been emailed and a copy to be made available to view on the website. The Chair and Clerk RATIFIED acceptance of the quotation to print 30 copies of the Landscape Character Assessment at a cost of £447.09. b. <i>Additional Bank Signature</i> – Cllr. Carmichael AGREED to be the additional signature on the bank account. Mrs Shakerley and Dr Moore to be asked to make the BACS payments this month. c. <i>Budget Monitor</i> – a copy of the Budget Monitor was circulated via email. d. <i>Bank Reconciliation</i> – a copy of the Bank Reconciliation was circulated via email and APPROVED by Members. e. <i>Insurance</i> – Members considered the revised quotation, details emailed previously. The number of salt / grit bins to be amended to sixteen. With that amendment, it was AGREED to accept the quotation. Recommendation RATIFIED by the Chair and Clerk. f. <i>CIL Money</i> – a project for the CIL money (£1,680) to be considered. The guidance notes in the email from Mr Ryan Searle, CC had been circulated to Members. Deferred to June meeting. 	Clerk Clerk Clerk Clerk Clerk
71/2021	<p>Documentation / Correspondence – not covered elsewhere on the agenda</p> <ul style="list-style-type: none"> a. <i>Women’s Institute Hall</i> – Members were agreeable to granting the WI’s request for funding to install WiFi in the Polruan WI Hall. Noted this would assist when face-2-face meeting restart at that venue. 	
72/2021	<p>Diary Dates –</p> <ul style="list-style-type: none"> a. <i>Full Council Meeting</i> – 22nd June 2021 at Whitecross Village Hall (outside weather permitting). The Clerk to provide a risk assessment. b. <i>Clerk’s Leave</i> – 29th May – 6th June 2021 (inclusive). c. <i>Property Flood Resilience (PFR)</i> – CALC free workshop to be held on Tuesday 6th July 10-11.30 am. Details emailed. Cllr. Beresford pointed out said most of these dates are unsuitable for those still working. d. <i>Code of Conduct Training</i> – Cllr. Pyke QPM, a qualified trainer, had offered to attend a Code of Conduct Training Session and then conduct a session for the PC free of charge. He was thanked for this offer. 	Clerk Cllr. Pyke
73/2021	<p>Information Only / Future Agenda Items –</p> <ul style="list-style-type: none"> a. None. 	

74/2021	Closed Session – 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.	
75/2021	Greenbank – quotations had been sought for shrub planting, however, following further consideration Members AGREED to commission Mr Zac Harris to design a planting scheme at a cost of £80. Recommendation RATIFIED by the Chair and Clerk. The Clerk to advise Mr Harris NOTE – OpenReach wish to see the proposed design and the PC would need to enter into an agreement. Cllr. Kelly advised he had spoken to Ms Walker who is willing to judge a floral drawing competition for the OpenReach boxes, possibly as part of the Regatta events.	Clerk
76/2021	Bodinnick Car Park – covered by 68a[i]/2021 above.	
77/2021	Meeting Closed – 21.21pm.	

Signature: (Cllr. Adams)
Parish Council Chair

Date: 22nd June 2021