

**LANTEGLOS-BY-FOWEY PARISH COUNCIL**  
**MINUTES OF THE ADVISORY COUNCIL MEETING**  
**HELD ON TUESDAY, 22<sup>nd</sup> JUNE 2021 @ 7pm**

NOTE – it is the responsibility of all those joining a ‘Zoom’ meeting to check their security settings

Minute	AGENDA ITEMS	Action
	<b>Present</b> – Cllrs. Adams (Chair), Beresford, Bunt, Carmichael, Goddard, Kelly, Pyke QPM, Talling; County Cllr. Hannaford and Mrs Thompson (Clerk).	
	<p><b>Chairman’s Welcome and Public Forum</b> – the Chairman opened the meeting and welcomed those present.</p> <p>Cllr. Bunt said the waste collection lorry was unable to get through at Bodinnick because of a parked car on the double yellow lines (the owner was believed to be working in the Ferry Inn).</p> <p>County Cllr. Hannaford will invite Ms Gina Varcoe, CC to attend the Polruan Walkabout. She will be asked about the new waste collection service planned to commence later in the year. Cllr. Carmichael said some of the waste left at the bottom of Polruan is business waste. Cllr. Hannaford said there are plans to “purge” those breaking the rules.</p>	
	<p><b>Outside Authorities / Bodies</b> – Members received reports as follows:</p> <p>a. <i>County Councillor</i> – Cllr. Edwina Hannaford report had been circulated via email. She was asked about the plans for The Covey. The case officer, Mr Jonathan Luker, is going to insist on a Traffic and Construction Management Plan. The Clerk to request that it is a condition of any planning permission that the PC, Ferry Company and other interested parties are consulted on the Plan. Cllr. Hannaford will ask Mr Luker to meet with these parties.</p> <p>NOTE – the planned Polruan Walkabout will be held on Friday 16<sup>th</sup> July 2021 at 12.30pm. Cllrs. Adams and Kelly will attend.</p> <p>b. <i>Network Panel (NPs)</i> – Cllr. Rooney’s written report of the meeting held on 14<sup>th</sup> June 2021 had been circulated via email (copy on file). Members were asked to give thought to what future priorities they would like the Network Panel to consider at their October meeting. Cllr. Hannaford said there is to be a review of the effectiveness of the Network Panels.</p> <p>c. <i>Police / Tri-Service</i> – PCSO Cocks advised between 1<sup>st</sup> and 31<sup>st</sup> May 2021 there were four assorted crimes reported to the Police. He had no update i.r.o. TSSO Barnes at this time. The Clerk to resend details of the role of the TSSOs previously provided by Cllr. Hannaford.</p> <p><i>Police</i> – community grants scheme for a safer Cornwall:  <a href="https://www.devonandcornwall-pcc.gov.uk/news-and-blog/multimedia-hub/commissioner-launches-%C2%A330,000-community-grants-scheme-for-a-safer-cornwall/">https://www.devonandcornwall-pcc.gov.uk/news-and-blog/multimedia-hub/commissioner-launches-%C2%A330,000-community-grants-scheme-for-a-safer-cornwall/</a>. Details previously emailed.</p> <p>d. <i>Fowey Port Users Group</i> – next meeting to be held on Tuesday 2<sup>nd</sup> November at 1400. Venue TBC.</p> <ul style="list-style-type: none"> <li>• Trees – Members considered the response from Ms Claire Hoddinott, Fowey Harbour Commissioners regarding Members’ concerns about leaving the diseased trees on site. Cllr. Goddard and the Clerk to send a similar letter and photos to the National Trust HQ.</li> </ul>	<p>Clerk Cllr. Hannaford</p> <p>Clerk</p> <p>Cllr. Goddard / Clerk</p>
78/2021	<b>Apologies</b> – Cllr. Rooney.	

79/2021	<p><b>Casual Vacancies</b> – it was <b>RESOLVED</b> co-opt Ms Gini Ainley and Mr Charles Clare-Dunbavand to the Parish Council. The Clerk to advise CC and arrange with the new Member(s) to:</p> <ul style="list-style-type: none"> <li>a. Sign their Acceptance of Office form.</li> <li>b. Complete their Financial Interest form.</li> <li>c. Give permission to publicise their contact details.</li> <li>d. Undertake Code of Conduct Training – Minute 95f/2021 below refers.</li> </ul>	Clerk
80/2021	<p><b>Members' Declarations</b></p> <ul style="list-style-type: none"> <li>a. <i>Code of Conduct Training</i> – Members <b>must</b> attend a session or watch the YouTube recording and advise the Clerk accordingly. The Clerk to resend the link.</li> <li>b. <i>Pecuniary/Registerable Declarations of Interests</i> – none. NOTE – Cllr. Kelly to liaise with the Clerk to complete his form.</li> <li>c. <i>Non-registerable Interests</i> – Cllr. Goddard in Minute 86a/2021 (Quay WCs). The Clerk to clarify with CALC if he could be given a dispensation for the future.</li> <li>d. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds</li> <li>e. <i>Dispensations</i> – all Members need to be granted dispensations as Custodian Trustees of the Polruan Village Hall. Deferred to July. The Clerk to seek the definition for “Custodian Trustees” with CALC.</li> </ul>	<p>Clerk</p> <p>Cllr. Kelly</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
81/2021	<p><b>Minutes of Meetings</b> –</p> <ul style="list-style-type: none"> <li>a. Full Council Meeting – 27<sup>th</sup> April 2021 <b>AGREED</b> as a true record.</li> <li>b. Advisory Council Meeting – 25<sup>th</sup> May 2021 <b>AGREED</b> as a true record.</li> <li>c. Staffing Committee Meeting – 26<sup>th</sup> April <b>AGREED</b> as a true record.</li> </ul>	
82/2021	<p><b>Planning Matters</b> –</p> <ul style="list-style-type: none"> <li>a. Lanteglos by Fowey Neighbourhood Plan – Members were asked to assist with the hand delivery of the Landscape Character Assessment reports. NOTE – the NDP referendum is expected to be held the end of July/beginning of August.</li> <li>b. PA21/02653, Ring A Bell Lanteglos – Minute 63a/2021 refers. Cllr. Pyke had visited the Ring O Bells Landlords. They advised they are living in the caravans during the work on the cottage. Their intention is to remove them all when building work is complete. They also intend to submit a planning application for a garage where the caravans are.</li> <li>c. Cornwall Rural Housing Association (CRHA) – seeks new board members. Details previously emailed.</li> <li>d. <i>Planning Induction</i> – a series of three training sessions to be held by CC, details previously emailed. NOTE – the training will be available on YouTube for those unable to attend the “Teams” sessions.</li> <li>e. Let's Talk Homes - reviewing Cornwall Housing Strategy (previously emailed). Members are invited to answer some key questions.</li> </ul>	
83/2021	<p><b>Planning Applications</b> – Members considered the following:</p> <ul style="list-style-type: none"> <li>a. PA21/04762, Chapel House Chapel Lane Polruan – replacement of existing conservatory with extension including WC, enlargement of existing window to the north elevation, removal of chimney stack, construction of greenhouse. Cllr. Pyke declared an interest. Members had no issues. <b>NO OBJECTION.</b></li> </ul>	Clerk

84/2021	<p><b>Planning Applications Approved by CC</b> – for information only</p> <p>a. PA21/03222, Tinkers Green 14 Hockens Lane Polruan – certificate of lawfulness for the commencement of planning permission to implement works as per Conditional Planning Approval PA17/03981.</p>	
85/2021	<p><b>Withdrawn Planning Applications</b> – for information only</p> <p>a. PA21/00233, Fox Valley Cottages Lanlawren Farm Trenewan – proposed development of manager's accommodation, three additional holiday units and ancillary site facilities.</p>	
86/2021	<p><b>Environmental / Amenity Matters</b> – including any items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> –</p> <ul style="list-style-type: none"> <li>• <u>St Saviour's WCs</u> – the drains had been “rodded” several times due to the volume of usage; and the urinal in the gents had developed a leak and had to be replaced. Members will be asked to consider re-alignment of the drains at the September meeting.</li> <li>• <u>Frogmore WCs</u> – Members received the following updates: <ul style="list-style-type: none"> <li>○ New ceiling cladding / repainting the floor with non-slip paint. See Minute 95/2021 below. Cllr. Kelly referred to Cllr. Rooney's email and said the mould is worse in the winter when the weather is damp.</li> <li>○ New paths to the ladies and gents – Cllr. Kelly to liaise with Mr Simmonds, National Trust i.r.o. delivery of the materials.</li> <li>○ Cllr. Adams reported he had been in contact with a senior officer of The National Trust, who will contact the Clerk direct regarding sharing the cost of providing and emptying two new dog / waste bins.</li> </ul> <p>NOTE – the cost of two new dog / waste bins [1] at Lantic Bay and [2] Frogmore car parks would be £568.76+VAT for a 240Ltr. bin or £405.72+VAT for 110ltr. bin. Biffa charge approximately £5.50 per empty, per bin.</p> </li> <li>• <u>The Quay WCs</u> – the Polruan Town Trust had declined Members' request that a new lease should include a larger, guaranteed grant towards the running costs of the toilets. A Working Party was appointed (Cllrs. Beresford, Pyke and Kelly) to, hopefully, meet with the PTT to find a way out of the impasse and report back to the Parish Council. The Clerk to invite the PTT to do the same.</li> <li>• <u>Legionella Testing</u> – Mrs Kelly reported the water temperature is 10° in all the toilet blocks.</li> </ul> <p>b. <i>Public Rights of Way</i> – Members received the following updates:</p> <p>NOTE – the contractor advised the wet and windy weather in May put them behind. They were due to weed spray on 14<sup>th</sup> June and start cutting the footpaths. They will prioritise Nordown Lane and the path opposite Greenbank. Returning the following week to finish PROWS.</p> <ul style="list-style-type: none"> <li>• Path 18 The stile on New Road to Mixtow. Mr Chris Monk, Senior Countryside Officer with CAT, advised work has commenced today.</li> <li>• 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. Mr Monk advised he had written to landowner reminding them of their responsibility, and offering a stile kit to replace the defective one. As yet he had</li> </ul>	<p>Clerk</p> <p>Cllr. Kelly</p> <p>Cllrs. Pyke / Beresford / Kelly</p> <p>Clerk</p> <p>Mrs Kelly</p>

	<p>not received a response but hoped to resolve by agreement rather than compulsory action. He will keep chasing.</p> <ul style="list-style-type: none"> <li>• Footpath 24 from Les Pieds dans l'Eau to Penmarlam – Mr Monk advised of staff shortages affecting on his department. The outcome is that the few operatives left to cover East Cornwall are inundated with serious safety issues such as cliff falls, path closures and collapsing structures. The handrail at the south end of No.24 had been made safe and they need to re-deck the footbridge. He apologised but for now its highly likely that CAT have to put the other improvements planned for this path (in Ms Enya Dunn's report) temporarily on hold until they are in a better position. He will keep the plans saved and when the situation improves the project can be picked up again.</li> </ul>	
87/2021	<p><b>Highway Matters</b> – including any items received after the agenda was issued.</p> <ul style="list-style-type: none"> <li>a. <i>Drainage Issues</i> – a further meeting is to be held on 29<sup>th</sup> June 2021.</li> <li>b. <i>Bodinnick Council House Wall</i> – Cornwall Housing had been asked to carry out repairs. County Cllr. Hannaford had taken this up: reference number is 101005570252. It was understood work is to start shortly.</li> <li>c. <i>Highway Signs</i> <ul style="list-style-type: none"> <li>i. Vicarage Cross and Tremeer Cross – three “Slow – horses” signs will be installed.</li> <li>ii. Trevarder – a “Do not follow Sat Nav” sign had been installed. Mr Graham Lucas had made a donation towards the cost.</li> </ul> </li> <li>d. Global Road Safety Campaign, incl. 20's Plenty – details previously emailed. Campaign to reduce excessive speed in areas where the roads are too narrow and traffic moves too quickly, and especially those areas where there are no footpaths or pavements. Details emailed. To join Zoom Meeting on 29<sup>th</sup> June at 7.30pm. Meeting ID: 823 0988 5112; Passcode: 20mph <a href="https://us02web.zoom.us/j/82309885112?pwd=akpBRkNvTHBDL1NqZXBnRzBsaVpYQT09">https://us02web.zoom.us/j/82309885112?pwd=akpBRkNvTHBDL1NqZXBnRzBsaVpYQT09</a></li> <li>e. <i>School Signage</i> – Members considered a request from Polruan Primary Academy to improve the “school” warning signage Mr Will Glassup, Highways had agreed to install a painted school triangle.</li> </ul> <p>The Clerk to ask if there is a Network Panel speed monitor camera that could be deployed in the area. The Clerk to enquire of Mr David Read. Cllr. Hannaford said she was organising a speed watch in Pelynt with the Police. She offered to do the same for Polruan. Cllrs. Carmichael, Talling and Adams volunteered to help.</p>	<p>Clerk Cllr. Hannaford</p>
88/2021	<p><b>Administrative Matters</b> – not covered elsewhere on the agenda.</p> <ul style="list-style-type: none"> <li>a. <i>Zoom / Face-2-Face Meetings</i> – Members considered a proposal to run hybrid meetings (Face-2-Face and via Zoom simultaneously). Cllr. Hannaford said only those present in person were legally entitled to vote. It was recommended to continue with the status quo for the time being and re-consider the proposal post-Covid.</li> <li>b. <i>Website</i> – the Website is now accessibility compliant and has a mobile version, full text only version and the Accessibility Statement has been updated.</li> </ul>	<p>Clerk</p>
89/2021	<p><b>Financial Matters</b> –</p> <ul style="list-style-type: none"> <li>a. <i>Accounts for Payment</i> – schedule No.2021/22-03 to a value of £4,518.77 was <b>APPROVED</b> for payment. A copy of the payment schedule is available to view on the website.</li> </ul>	<p>Clerk</p>

	<p>CC advised that refunds will be made following the introduction of the Non-Domestic Rating (Public Lavatories) Act 2021.</p> <p>The Clerk advised that the contract with Rentokil Ltd. to provide hand sanitiser had now ceased and the PC needed to supply this itself from now on.</p> <p>b. <i>Budget Monitor</i> – a copy was circulated via email.</p> <p>c. <i>Bank Reconciliation</i> – a copy was circulated via email.</p> <p>d. <i>CIL Money</i> – a project for the CIL money (£1,680) to be considered. The Clerk to check if the improvements to the Greenbank area would qualify. Deferred from the May meeting.</p>	Clerk
90/2021	<p><b>Documentation / Correspondence</b> – not covered elsewhere on the agenda</p> <p>a. None.</p>	
91/2021	<p><b>Diary Dates</b> –</p> <p>a. <i>Advisory Council Meeting</i> – 27<sup>th</sup> July 2021.</p> <p>b. <i>Clerk's Leave</i> – 26<sup>th</sup> June to 4<sup>th</sup> July 2021 (inclusive).</p>	
92/2021	<p><b>Information Only / Future Agenda Items</b> –</p> <p>a. None.</p>	
93/2021	<p><b>Closed Session</b> – in view of the confidential nature of the business about to be transacted, namely quotations, it was <b>AGREED</b> that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p> <p>Cllr. Hannaford left the meeting at this point.</p>	
94/2021	<p><b>Greenbank</b> – Members <b>APPROVED</b> the planting plan and <b>ACCEPTED</b> a quotation to prepare and plant the site with soil improver and mulch at a cost of £380 + plants £655 = £1,035.</p> <p>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.</p>	Clerk
95/2021	<p><b>Frogmore WCs</b> – Members considered the revised quotation for a new ceiling cladding / repainting the floor with non-slip paint and instructed the Clerk to:</p> <p>a. Seek additional quotations for the work;</p> <p>b. Obtain a copy of the Lease from the National Trust; and</p> <p>c. Open negotiations with the Trust with a view to finding a way forward to include sharing the running costs, provisions of bins, etc.</p>	Clerk
96/2021	<p><b>Meeting Closed</b> – 21:25pm.</p>	

**NOTE – all recommendations made above by Members were subsequently ratified by the Chair and Clerk under delegated powers.**

Signature: ..... (Cllr. John Adams)  
Parish Council Chair

Date: 27<sup>th</sup> July 2021