

**LANTEGLOS-BY-FOWEY PARISH COUNCIL**  
**AGENDA OF THE FULL COUNCIL MEETING TO BE HELD**  
**ON TUESDAY, 25<sup>th</sup> JANUARY 2022 @ 7pm**  
**In WHITECROSS VILLAGE HALL**

Attendee numbers are limited due to Covid restrictions, therefore, 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 25<sup>th</sup> January 2022.

**NOTE – face coverings must be worn unless you are medically exempt.**

Minute	AGENDA ITEMS	Action
	<b>Present –</b>	
	<b>Chairman’s Welcome and Public</b> – members of the public may address the Council on any agenda item, prior to the commencement of the meeting. <i>Bodinnick Parking</i> – Members to meet with Ms Alison Fogg.	
	<b>Outside Authorities / Bodies</b> – Members to receive reports from outside authorities as follows: <ul style="list-style-type: none"> <li>a. <i>County Councillor</i> – Cllr. Edwina Hannaford, to include an update i.r.o. a further meeting to discuss the drains in Polruan. 16c/2022 refers.</li> <li>b. <i>Network Panel</i> – next meeting scheduled to be held on Monday 31<sup>st</sup> January 2022, 3pm via Microsoft Teams.</li> <li>c. <i>Police</i> – PCSO Cocks; to include an update i.r.o. the Community Speed Watch Scheme. <ul style="list-style-type: none"> <li>• <i>Community Speed Watch</i> – Cllrs. Adams, Carmichael and Talling to confirm they are still able to participate and to advise PCSO Cocks accordingly.</li> <li>• <i>Police and Crime Commissioner Budget Survey</i> – deadline <b>9<sup>th</sup></b> January 2022. See: <a href="https://www.surveymonkey.co.uk/r/KB2FHGZ">https://www.surveymonkey.co.uk/r/KB2FHGZ</a></li> </ul> </li> <li>d. <i>Tri-Service</i> – TSSO Barnes.</li> </ul>	
10/2022	<b>Apologies –</b>	
11/2022	<b>Members’ Declarations</b> <ul style="list-style-type: none"> <li>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Members must declare an interest, which had been declared on their Register of Financial Interests form, relevant to the agenda.</li> <li>b. <i>Non-registerable Interests</i> – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest becomes apparent.</li> <li>c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds</li> <li>d. <i>Dispensations</i> – Members to consider any written requests for dispensations.</li> </ul>	
12/2022	<b>Minutes of Meetings –</b> <ul style="list-style-type: none"> <li>a. <i>Extraordinary Meeting</i> – 11<sup>th</sup> January 2022.</li> </ul>	

13/2022	<p><b>Planning Matters</b> – details previously emailed.</p> <p>a. <i>Lanteglos by Fowey Neighbourhood Plan</i> – County Cllr. Hannaford and the Clerk to produce a “summary list of NDP policies”.</p> <p>b. <i>Social Housing Policy</i> – Minute 4b/2022 refers. See also Minute 20I/2022 below.</p> <ul style="list-style-type: none"> <li>• Website – WesternWeb Ltd. advise the proposal to impose an advertisement of the LBFPC policy in a box of text, superimposed on the photograph on the council's homepage, would not meet WCAG2 (Web Content Accessibility Guidelines).</li> <li>• Housing Allocation Scheme – details can be found: <a href="https://www.cornwall.gov.uk/housing/housing-strategy/council-allocation-scheme/">https://www.cornwall.gov.uk/housing/housing-strategy/council-allocation-scheme/</a></li> <li>• Empty Homes Enforcement Scheme – details: <a href="https://www.cornwall.gov.uk/housing/private-housing/empty-properties/empty-homes-enforcement/">https://www.cornwall.gov.uk/housing/private-housing/empty-properties/empty-homes-enforcement/</a></li> </ul> <p>c. <i>CC Housing Strategy</i> – to view the ‘Draft Housing Strategy for Cornwall’ please see <a href="https://letstalk.cornwall.gov.uk/housing-strategy">https://letstalk.cornwall.gov.uk/housing-strategy</a>. Deadline to complete the survey is 17<sup>th</sup> January 2022. Minute 4a/2022 refers</p>	Clerk / Cllr. Hannaford
14/2022	<p><b>Planning Applications</b> – Members to consider the following, including any applications received after the agenda had been published.</p> <p>a. PA21/12445, 2 Providence Place Tinkers Hill Polruan – proposed Landscaping to 2 Providence Place.</p>	
<p><a href="https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=R460QRFK3G00">https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&amp;keyVal=R460QRFK3G00</a></p>		
15/2022	<p><b>Planning Applications Approved by CC</b> – for information only</p> <p>a. PA21/09226, 47 Fore Street Polruan – proposed extension and re-modelling.</p> <p>b. PA21/09591, 3 Providence Place Tinkers Hill Polruan – proposed Landscaping to 3 Providence Place.</p>	
16/2022	<p><b>Environmental / Amenity Matters</b> – including any items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> – Members to consider:</p> <ul style="list-style-type: none"> <li>• <u>St Saviour’s WCs</u> – Members to receive an update from the Working Party regarding specification and consideration of work needed to improve the drainage problem and refurbish the toilet block. Note – Working Party: Cllrs. Adams, Clare-Dunbavand and Goddard.</li> <li>• <u>Frogmore WCs</u> – the contractor had been asked to meet with the Chair on site to discuss the floor.</li> <li>• <u>The Quay WCs</u> – there is a problem with the smart meter which British Gas are seeking to rectify.</li> <li>• <u>Legionella Testing</u> – Mrs Kelly to provide the water temperatures.</li> </ul> <p>b. <i>Public Rights of Way</i> –</p> <ul style="list-style-type: none"> <li>• Path 27 Lanteglos Highway, via Colquite to Penpoll – Members to consider any update from Mr Chris Monk regarding negotiations with the landowner regarding the stile, about 100 meters, from Highfield House. Cllr. Hannaford had offered to chase an update.</li> </ul>	<p>Working Party</p> <p>Information</p> <p>Mrs Kelly</p> <p>Cllr. Hannaford</p>

	<ul style="list-style-type: none"> <li>• Footpath 24 from Les Pieds dans l'Eau to Penmarlam – Members to consider any update Mr Monk advised regarding improvements planned for this path. Cllr. Hannaford had offered to chase an update</li> </ul> <p>c. <i>Signage</i> –</p> <ul style="list-style-type: none"> <li>i. Polruan School – Members to consider any update from Mr Chris Monk regarding provision of a bespoke footpath sign. Cllr. Hannaford had offered to chase an update</li> </ul> <p>d. <i>Fore Street Drains</i> – Members to receive an update following the email (previously circulated) from residents.</p> <p>e. <i>Flood Forum</i> – Members to consider the responses from Fowey and Lostwithiel TCs. Minute 153d/2021 refers.</p> <p>f. <i>Shop</i> – Members to receive an update regarding the future provision of a shop in Polruan.</p> <p>g. <i>Allotment</i> – Mr Bill Makin National Trust advised: <i>“The Trust’s position is we would still be happy to allow Gypsy Lane to be used as an access but ask that the Parish Council undertake the communications and negotiations required with any potentially affected neighbours and fund any improvements agreed (fencing/planting etc) to mitigate potential disturbance. It would make sense for the new access route to be added to the allotment association’s existing licence to cover ongoing management, should there be agreement on it being used.”</i></p> <p>h. <i>Dispensing Services Polruan</i> – Members to consider the paper from Cllr. Goddard.</p>	<p>Cllr. Hannaford</p> <p>Cllr. Hannaford</p> <p>Cllr. Ainley</p> <p>Cllr. Goddard</p>
17/2022	<p><b>Highway Matters</b> – including any items received after the agenda had been published</p> <p>a. <i>Weight / Length Limit Fore Street</i> – Cllr. Pyke, Mr Will Glassup, Highways and County Cllr. Hannaford had met on site to consider options. It was agreed the signage and restriction notices for traffic in Polruan requires rationalisation. There is duplication, lack of clarity and in some instances too much information for drivers to absorb. Mr Glassup will review the signage from the top of the hill as you enter the village and will provide a strategic sign plan. This plan will then be given to the PC for funding allocation. Cllr. Hannaford had said she does have some available funding which we can bid for. Cllr Pyke will brief Mr Robin Sainsbury, Polruan Town Trust.</p> <p>b. <i>Battery Lane</i> – possible provision of a “Do not follow SatNav / width restriction” sign will be included in “Strategic Sign Plan” (see above).</p> <p>c. <i>Bodinnick Village</i> – Members to receive an update regarding:</p> <ul style="list-style-type: none"> <li>• Electric Charging Point –</li> </ul> <p>d. <i>Road Closure</i> – details previously emailed.</p> <ul style="list-style-type: none"> <li>• St Saviours Hill and Battery Lane – 21<sup>st</sup> to 25<sup>th</sup> February 2022 (07:30 to 17:00 hours). NOTE – County Cllr. Hannaford had asked for this to be postponed to avoid half-term.</li> <li>• Tregavithick to Frogmore Farm – 15<sup>th</sup> to 18<sup>th</sup> February 2022 (07:30 to 17:00 hours).</li> </ul> <p>e. <i>Mobile Speed Camera (MSC)</i> – Mr David Read, CC advised Members to:</p> <ul style="list-style-type: none"> <li>• Identify the areas of concern and if suitable for the “20 is Plenty” initiative send him a list and he will advise Highways.</li> <li>• Wait until the new Highways Scheme is launched and look at what is possible via the scheme although he doubts that mobile speed cameras will be supported.</li> </ul>	<p>Information</p>

	<ul style="list-style-type: none"> <li>As from January 2022 contact the Community SpeedWatch co-ordinator regarding speeding issues in the parish and look at recruiting local volunteers for the SpeedWatch scheme. More information on this will be provided early in the New Year.</li> </ul>	
18/2022	<p><b>Administrative Matters</b> – not covered elsewhere on the agenda.</p> <p>a. <i>Email Addresses</i> – all Members were now set up with their own dedicated email address.</p> <p>b. <i>Polruan Village Hall</i> – Minute 155d/2021 refers. Members to consider the attached Explanatory Note regarding the PC's role as Custodian Trustee of the Hall.</p> <p>c. <i>Bullying and Harassment Statement</i> – Members to consider adopting the Civility and Respect Working Group's suggested wording for display on the PC's website. Details previously circulated.</p> <p><i>'We treat everyone with courtesy and respect and ask for the same in return. We ask that you treat your councillors and council staff courteously without violence, abuse or harassment.</i></p> <p><i>Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. Any behaviour whether that be verbal, physical or in writing, which causes either councillors or council staff to feel uncomfortable, embarrassed, or threatened, is totally unacceptable.</i></p> <p><i>The zero tolerance policy includes abuse, aggression or threats made in person, over the telephone or in written communication, including on social media. The council considers threatening behaviour to be:</i></p> <p><i>Attempted or actual aggressive, or physical actions made towards any councillor or member of staff.</i></p> <p><i>The use of aggressive, or abusive language, (including raising of the voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff'.</i></p>	<p>Information</p> <p>Cllr. Goddard</p>
19/2022	<p><b>Adoption of Policies and Strategies</b> – copies circulated with agenda papers.</p> <p>a. <i>Standing Orders</i> – latest version adopted June 2018. NFA needed.</p> <p>b. <i>Statement of Internal Control</i> – copy circulated.</p> <p>c. <i>Asset Register</i> – copy circulated.</p> <p>d. <i>Freedom of Information Act (publication scheme)</i> – copy attached.</p> <p>e. <i>GDPR Data Audit</i> – copy attached.</p> <p>f. <i>Unreasonably Persistent and/or Vexatious Complaints</i> – copy attached</p> <p>g. <i>Communications Strategy</i> – copy attached.</p> <p>h. <i>Social Media</i> – copy attached.</p> <p>i. <i>H&amp;S Policy</i> – copy attached.</p> <p>j. <i>Complaints Policy</i> – copy attached.</p> <p>k. <i>Financial Regulations</i> – latest version. NFA needed.</p> <p>l. <i>Social Housing Policy</i> – draft policy to follow from Cllr. Rooney.</p>	<p>Cllr. Rooney</p>
20/2022	<p><b>Financial Matters</b> –</p> <p>a. <i>Accounts for Payment</i> – schedule No.2021/22-09. NOTE – the payment schedule to follow.</p> <p>b. <i>2022/23 Budget</i> – Members to consider their budgetary requirements and to set the precept for the next financial year (draft budget to be provided ahead of the meeting).</p>	

	<p>Noted a notice had been placed on the agenda asking for comments on a 2% increase in precept, but no feedback received.</p> <p>c. <i>Bank Reconciliation</i> – <del>the bank reconciliation to be verified.</del> a copy of the Bank Reconciliation previously circulated via email</p> <p>d. <i>Public WC Insurance</i> – Members’ insurers (Zurich Municipal) suggests a valuation is carried out by a qualified surveyor at least every five years; to ensure sufficient cover is held.</p>	Information
21/2022	<p><b>Documentation / Correspondence</b> – not covered elsewhere on the agenda</p> <p>a. <i>Jubilee Lottery Funding</i> – details found on: <a href="https://www.tnlcommunityfund.org.uk/news/press-releases/2021-11-17/over-22million-the-queens-platinum-jubilee">https://www.tnlcommunityfund.org.uk/news/press-releases/2021-11-17/over-22million-the-queens-platinum-jubilee</a>.</p> <p>b. <i>Forest for Cornwall</i> – for details of how to get involved in the Forest for Cornwall see: <a href="https://www.cornwall.gov.uk/forestforcornwall">https://www.cornwall.gov.uk/forestforcornwall</a></p> <p>c. <i>Empowering Local Communities</i> – this project is to enable targeted capacity building in local councils to deliver long term environmental growth and local nature recovery. Deadline 4<sup>th</sup> February 2022. See: <a href="https://letstalk.cornwall.gov.uk/empowering-local-communities">https://letstalk.cornwall.gov.uk/empowering-local-communities</a></p> <p>d. <i>Duchy Defibrillators</i> – 2021 annual review, previously emailed.</p> <p>e. Citizens Advice Cornwall – newsletter (circulated via email): <a href="https://www.citizensadvicecornwall.org.uk/citizens-winter-2022-newsletter/">https://www.citizensadvicecornwall.org.uk/citizens-winter-2022-newsletter/</a></p>	
22/2022	<p><b>Diary Dates</b> –</p> <p>a. <i>Full Council Meeting</i> – 22<sup>nd</sup> February 2022.</p> <p>b. <i>Cornwall Community Flood Forum</i> – Flood Warden Taster Training Workshop, Thursday 10<sup>th</sup> February 2022 from 6-8.30 pm. To book your free space, please visit our Eventbrite booking page at: <a href="https://www.eventbrite.co.uk/e/cornwall-community-flood-forum-flood-warden-taster-training-workshop-tickets-228291846057">https://www.eventbrite.co.uk/e/cornwall-community-flood-forum-flood-warden-taster-training-workshop-tickets-228291846057</a></p>	
23/2022	<p><b>Information Only / Future Agenda Items</b> –</p> <p>a.</p>	
24/2022	<p><b>Closed Session</b> – 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>	
25/2022	<p><b>Anti-social Behaviour</b> – Members to consider a complaint regarding activity in Wherry Place.</p>	Cllr. Pyke
26/2022	<p><b>Meeting Closed</b> –</p>	

Signature: ..... (Mrs Gillian Thompson)  
Parish Clerk

Date: 18<sup>th</sup> January 2022

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