

LANTEGLOS-BY-FOWEY PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD
ON TUESDAY, 25th JANUARY 2022 @ 7pm
In WHITECROSS VILLAGE HALL

Minute	AGENDA ITEMS	Action
	Present – Cllrs. Adams (Chair), Ainley, Beresford, Bunt, Clare-Dunbavand, Goddard, Pyke, Talling; County Cllr. Hannaford and Mrs Thompson (Clerk).	
	<p>Chairman’s Welcome and Public Forum – the Chairman opened the meeting and welcomed those present.</p> <p>Ms Christine Bailey / Mr Des Libby of the Allotment Society spoke regarding reopening Gypsy Lane (the path to the allotments). They referred to the response from the National Trust. (Minute 16g/2022 below refers.) Members were asked to consider a grant of £1,200 to clear the lane and erect fencing.</p> <p>Mr Gavin Shakerley spoke regarding parking on Whitecross Village Green. A number of cars had been parked, sometimes for long periods (even as long as a month), including overnight. It was a particular problem for elderly residents attending evening functions in the Village Hall. It was confirmed this would be on the February agenda.</p> <p>Mr Graham Palmer was also present.</p>	Clerk
	<p>Outside Authorities / Bodies – Members received reports from outside authorities as follows:</p> <p>a. <i>County Councillor</i> – Cllr. Edwina Hannaford spoke to her written report (previously emailed to Members). She said there is a small sum of money left in her Community Account that must be spent soon. Cllr. Hannaford had asked for copies of the plans of properties in Ferris Way. She was asked to deal with the rubbish in a garden at Greenbank and will contact Cornwall Housing.</p> <p>b. <i>Network Panel</i> – next meeting scheduled to be held on Monday 31st January 2022, 3pm via Microsoft Teams. Cllr. Hannaford offered to provide some notes of the discussion if no Member can attend.</p> <p>c. <i>Police</i> – PCSO Cocks reported there had been two crimes in the previous month. Cllrs. Adams. Talling and County Cllr. Hannaford had volunteered to participate in the Community Speed Watch Scheme (Mr Keith Charman is the co-ordinator). PCSO Cocks confirmed all the equipment would be supplied and letters will be sent to those who exceed the speed limit. He will be in touch with the volunteers.</p> <p>He was asked to keep an eye on the legality of vehicles parked on the Whitecross Village Green.</p> <ul style="list-style-type: none"> • <i>Police and Crime Commissioner Budget Survey</i> – deadline 9th January 2022. See: https://www.surveymonkey.co.uk/r/KB2FHGZ • <i>Panorama Programme: Britain’s Killer Roads</i> – see https://www.devonandcornwall-pcc.gov.uk/news-and-blog/multimedia-hub/panorama-commissioner-dismayed-by-national-increase-in-fatality-rates/ <p>d. <i>Tri-Service</i> – TSSO Bradley Barnes had provided a written report, which had been circulated via email.</p>	Cllr. Hannaford
10/2022	Apologies – Cllrs. Carmichael, Rooney and Kelly.	

11/2022	<p>Members' Declarations</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Ainley in 14b/2022.</p> <p>b. <i>Non-registerable Interests</i> – Cllrs. Clare-Dunbavand and Goddard in 14b/2022; Cllr. Clare-Dunbavand in 14c/2022.</p> <p>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds</p> <p>d. <i>Dispensations</i> – none. Cllrs. Ainley and Clare-Dunbavand had provided the Clerk with their dispensation form i.r.o. the community shop.</p>	
12/2022	<p>Minutes of Meetings –</p> <p>a. <i>Extraordinary Meeting</i> – 11th January 2022, AGREED as a true record.</p>	
13/2022	<p>Planning Matters – details previously emailed.</p> <p>a. <i>Lanteglos by Fowey Neighbourhood Plan</i> – the Clerk had compiled a lengthy list of NDP policies. She will liaise with Cllr. Hannaford prior to circulation to Members.</p> <p>b. <i>Social Housing Policy</i> – Minute 4b/2022 refers.</p> <ul style="list-style-type: none"> • Website – WesternWeb Ltd. had been asked for assistance to impose an advertisement the LBFPC policy in a box of text, superimposed on the photograph on the council's homepage, with a link to the full policy. They advise this would not meet WCAG2 (Web Content Accessibility Guidelines). <p>The Clerk to place the final version of the document on the website with a link from the homepage. See also Minute 19I/2022 below.</p> <ul style="list-style-type: none"> • Housing Allocation Scheme – details can be found: https://www.cornwall.gov.uk/housing/housing-strategy/council-allocation-scheme/ • Empty Homes Enforcement Scheme – details: https://www.cornwall.gov.uk/housing/private-housing/empty-properties/empty-homes-enforcement/ <p>c. <i>CC Housing Strategy</i> – to view the 'Draft Housing Strategy for Cornwall' see https://letstalk.cornwall.gov.uk/housing-strategy. Cllr. Ainley said Members previous response covered the points raised in the questionnaire. She had, therefore, not completed the survey.</p>	Clerk
14/2022	<p>Planning Applications – Members considered 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. NO OBJECTION.</p> <p>b. PA22/00237, Bryn-Y-Mor 3 Chapel Lane Polruan – conversion of loft space to create new first floor, raising the ridge by 1.7m and installing new roof with dormer windows. Upgrading of conservatory, alterations to ground floor layout and reconfiguration of windows. Re-building of workshop in garden and addition of bathroom to existing studio. Gardens to be landscaped. Cllrs. Ainley, Clare-Dunbavand and Goddard left the meeting whilst the application was discussed. NO OBJECTION.</p> <p>c. PA22/00550, Penhaven 9 East Street Polruan – Listed Building Consent for proposed single storey extension to rear elevation to provide wet room. Cllr. Clare-Dunbavand left the meeting whilst the application was discussed. NO OBJECTION.</p> <p>d. PA22/00605, 72 Fore Street Polruan – proposed garage. NO OBJECTION.</p>	Clerk Clerk Clerk Clerk

15/2022	<p>Planning Applications Approved by CC – 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>Environmental / Amenity Matters – including any items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> – Members considered:</p> <ul style="list-style-type: none"> • <u>St Saviour’s WCs</u> – the Working Party had yet to meet regarding specification and consideration of work needed to improve the drainage problem and refurbish the toilet block. Deferred to the February meeting. <p>Note – Working Party: Cllrs. Adams, Clare-Dunbavand and Goddard.</p> <ul style="list-style-type: none"> • <u>Frogmore WCs</u> – there had been no response from the original contractor. Since then Mr Rob Kelly had dried the toilet block with heaters and a section of the floor had been sealed and painted as a trial. If this is successful then the whole floor will be dealt with. The work proposed by Cllr. Beresford to apply two/three coats of ceramic paint to the tiles, followed by re-grouting is underway. • <u>The Quay WCs</u> – there is a problem with the smart meter which British Gas are seeking to rectify. • <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> –</p> <ul style="list-style-type: none"> • Path 27 Lanteglos Highway, via Colquite to Penpoll – Mr Chris Monk advised the defective stile about 100 meters from Highfield House is the landowner’s responsibility – although he can help with this. However, he had been unable to reach them by phone or letter and sought Members assistance. • Footpath 24 from Les Pieds dans l’Eau to Penmarlam – Mr Chris Monk advised the path is essentially safe after some repairs were carried out to the handrail. Cllr. Bunt to check. All the other improvements by way of altering the stiles to gates need careful liaison with the landowners and will take a bit of time and care if it is to be successful. Unfortunately, they don’t currently have the time to pursue this matter. <p>c. <i>Signage</i> –</p> <ul style="list-style-type: none"> i. Polruan School – Mr Chris Monk advised he had asked the supplier to give me an individual price for this bespoke footpath sign so he can get it ordered as soon as possible. <p>d. <i>Fore Street Drains</i> – Mr Will Glassup had provided an update i.r.o. the drains in Polruan. He advised they had completed the topographical survey, ground penetrating radar survey and current drainage CCTV survey (awaiting results of this). Once their design team had interpreted the data and survey results, they will be able to offer an update on the next steps.</p> <p>Cllr. Hannaford reported she had challenged Biffa i.r.o. road sweeping and requested that if their Operative at Polruan is aware of any location that is below Grade B in respect of litter or detritus and he does not have the time available to sweep to Grade A himself then he should be reporting this to a Supervisor so that the location in question once reported will be swept to Grade A.</p>	<p>Working Party</p> <p>Clerk / Cllr. Adams</p> <p>Cllr. Bunt</p>

	<p>The scheduled cleanse is only a guideline and that if any Zone 2 location is found to be below Grade B it should be reported and swept within 24 hours of report being logged. It is, therefore, essential for Members and the public to monitor and report matters of concern.</p> <p>e. <i>Flood Forum</i> – Members considered the responses from Fowey and Lostwithiel TCs. Minute 153d/2021 refers.</p> <ul style="list-style-type: none"> • Fowey TC – advised they suffer from some tidal flooding on spring tides, which is exacerbated when the wind is in certain directions. The Environment Agency did suggest building walls around the quay but this proved too expensive and would result in difficulties with to the boat landing areas. The measures undertaken are making sure that CC clear the drains regularly and all the premises in the area deploy sandbags and flood boards when flooding is anticipated. • Lostwithiel TC – advised their Mayor, Cllr. Karen Ross, would be happy to answer any specific questions Members may have. <p>f. <i>Shop</i> – Cllr. Ainley reported:</p> <ul style="list-style-type: none"> • A consortium of local buyers for has been identified for the residential element. • The CBS is awaiting further trading and accounting information and questions on valuation report. • Further request for pledges has been sent to community plus article in Parish news. • Cornwall County Council is due to visit 27th Jan to review potential as affordable/social housing. • Local consultation group is being set up – reps from key stakeholders in the community. • Public consultation meeting 4th March 2022. <p>A report / advert will be submitted to the <i>Parish News</i>.</p> <p>g. <i>Allotment</i> – Mr Bill Makin National Trust (NT) 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>Members felt the NT had “side stepped” the issue, nevertheless, it was RESOLVED to accept the NT offer in order to move forward. Since then the Allotment Society had written to the residents. Cllr. Ainley said she felt the letter should have been a joint letter from the Allotment Society and the Parish Council.</p> <p>h. <i>Dispensing Services Polruan</i> – Members received Cllr. Goddard’s paper “Surgery Issues” (copy on file LBF/Reports). Cllrs. Adams and Goddard plan to meet with Mr Geoff Walters, pharmacist and Lord Berkley to “swap notes” and then we will be in a position to start writing letters. Cllr. Hannaford said it was unacceptable to expect young families and elderly residents to negotiate the steep hill to reach Fowey Surgery.</p>	<p>Cllrs. Adams / Goddard</p>
<p>17/2022</p>	<p>Highway Matters – including items received after the agenda had been issued</p> <p>a. <i>Signage Fore Street</i> – Cllr. Pyke, PCSO Cocks, 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</p>	<p>Clerk</p>

	<p>funding allocation. Cllr Pyke had briefed Mr Robin Sainsbury, Polruan Town Trust. The Clerk to seek an update.</p> <p>b. <i>Battery Lane</i> – 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 Electric Charging Point</i> – deferred until more information available.</p> <p>d. <i>Road Closure</i> – details previously emailed.</p> <ul style="list-style-type: none"> • St Saviours Hill and Battery Lane – 21st to 25th February 2022 (07:30 to 17:00 hours). Cornwall Streetwise advised as the works are outside a school, then the only time they can be carried out safely is during half-term. • Tregavithick to Frogmore Farm – 15th to 18th February 2022 (07:30 to 17:00 hours). <p>e. <i>Mobile Speed Camera (MSC)</i> – covered by Police Section and Minute 17a/2022 above.</p>	
18/2022	<p>Administrative Matters – 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. A group PC email address was now available for Members use.</p> <p>b. <i>Polruan Village Hall</i> – Minute 155d/2021 refers. Members received and noted Cllr. Goddard’s paper “Custodian Trustees of Polruan VH” (copy on file LBF/Reports).</p> <p>c. <i>Bullying and Harassment Statement</i> – Members RESOLVED to adopt the Civility and Respect Working Group’s suggested wording for display on the PC’s website. Details previously circulated. The Clerk to add to Policy Notices on the website.</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>Members</p> <p>Clerk</p>
19/2022	<p>Adoption of Policies and Strategies – it was RESOLVED to re-adopt the following policies and the Clerk to ensure they are available on the website:</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>	Clerk

	<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&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> – Cllr. Ainley to draft Social Housing Policy. Cllr. Rooney had prepared a leaflet to act as a summary. Deferred to the February meeting for approval. The Clerk to then place the final version of the document on the website with a link from the homepage.</p>	Cllr. Ainley
20/2022	<p>Financial Matters –</p> <p>a. <i>Accounts for Payment</i> – schedule No.2021/22-09 to a value of £3,949.18 was APPROVED for payment. A copy of the payment schedule had been circulated via email. The Clerk to place a copy on the website.</p> <p>b. <i>2022/23 Budget</i> – Members RESOLVED to adopt the Clerk’s draft budget with the following amendments:</p> <ul style="list-style-type: none"> • Grants: Lanteglos PCC - grass cutting, increased to £3,000. • Grants: Community Shop - £3,000 to be made available on request; a further £7,000 was pledged towards the project. • Drains - £1,000 to clear blocked road drains. • Street Furniture – possible provision of a new bus shelter was deferred to 2022/23. <p>The Clerk to circulate a copy of the approved budget to Members.</p> <p>It was further RESOLVED to set the precept at £46,545 for 2022/23. The Clerk to advise CC.</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> – 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. The Clerk to seek a surveyor.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
21/2022	<p>Documentation / Correspondence – not covered elsewhere on the agenda</p> <p>a. <i>Jubilee Lottery Funding</i> – details found on: https://www.tnlcommunityfund.org.uk/news/press-releases/2021-11-17/over-22million-the-queens-platinum-jubilee.</p> <p>b. <i>Forest for Cornwall</i> – for details of how to get involved in the Forest for Cornwall see: https://www.cornwall.gov.uk/forestforcornwall</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 4th February 2022. See: https://letstalk.cornwall.gov.uk/empowering-local-communities</p> <p>d. <i>Duchy Defibrillators</i> – 2021 annual review, previously emailed.</p> <p>e. Citizens Advice Cornwall – newsletter (circulated via email): https://www.citizensadvicecornwall.org.uk/citizens-winter-2022-newsletter/</p>	
22/2022	<p>Diary Dates –</p> <p>a. <i>Full Council Meeting</i> – 22nd February 2022.</p>	

	b. <i>Cornwall Community Flood Forum</i> – Flood Warden Taster Training Workshop, Thursday 10 th February 2022 from 6-8.30 pm. To book your free space, please visit our Eventbrite booking page at: https://www.eventbrite.co.uk/e/cornwall-community-flood-forum-flood-warden-taster-training-workshop-tickets-228291846057	No point
23/2022	Information Only / Future Agenda Items – a. <i>Housing</i> – the Clerk to place this on the February agenda with a sub-heading of “options to provide social housing” to include the possibility of more PC input into the allocation of housing.	Clerk
24/2022	Closed Session – 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.	
25/2022	Anti-social Behaviour – Cllr. Pyke had liaised with Police Insp Arron Clarke i.r.o. a complaint regarding activity in Wherry Place. No further action.	
26/2022	Meeting Closed – 8.40pm.	

Signature: (Cllr. John Adams)
Parish Council Chair

Date: 22nd February 2022