

**LANTEGLOS-BY-FOWEY PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING HELD**  
**ON WEDNESDAY 4<sup>th</sup> MAY 2022 @ 7.30pm**  
**In WHITECROSS VILLAGE HALL**

Minute	AGENDA ITEMS	Action
	<p><b>Present</b> – Cllrs. Adams (Chair), Beresford, Bunt, Clare-Dunbavand, Goddard, Pyke, Rooney (Vice Chair), Talling and Mrs Thompson (Clerk).</p>	
	<p><b>Chairman’s Welcome and Public Forum</b> – the Chairman opened the meeting and welcomed those present.</p> <p>Mr Fisher spoke on behalf of the Polruan Town Trust i.r.o. 63d/2022. In answer to a question he said the storage element was for general use. He confirmed that nothing flammable would be stored there.</p> <p>Cllr. Clare-Dunbavand spoke as a member of the public. He said he believed there was no problem with developing the site. He did, however, have concerns about how the road is laid out and the proposed new entrance.</p> <p>Mr Fisher said it could not be guaranteed but he thought it likely that those who currently park there will be considered favourably. He added that there would be a charge not least because the Trust now has to pay £2K+ p.a. in business rates for the car park on the site.</p>	
	<p><b>Outside Authorities / Bodies</b> – Members received reports from outside authorities as follows:</p> <ul style="list-style-type: none"> <li>a. <i>County Councillor</i> – Cllr. Edwina Hannaford’s written report had been emailed to Members.</li> <li>b. <i>Network Panel</i> – nil to report.</li> <li>c. <i>Police</i> – PCSO Cocks reported that from 1<sup>st</sup> to 31<sup>st</sup> March 2022 there were four crimes reported including two harassment crimes, one public order and one criminal damage. The Community Speed Watch is ongoing and PCSO Cocks thanked Cllr. Talling for his attendance at a recent training/taster session. He will be looking at additional CSW sites including one at Polruan. He now has the equipment and will be holding a meeting soon with those who have shown an interest, currently six people, to discuss online registration and training.</li> <li>d. <i>Tri-Service</i> – TSSO Barnes’s written report had been emailed.</li> <li>e. <i>Fowey Harbour Commissioners</i> – meeting held on Monday 25<sup>th</sup> April. The Harbourmaster had given a report to the Parish Meeting. The Clerk to seek confirmation that the public steps will be reinstated when the refurbishment of the Tom’s Yard has been completed.</li> </ul> <p>Noted a copy of the PUG Minutes of 2<sup>nd</sup> November 2021 was previously emailed.</p>	Clerk
59/2022	<p><b>Apologies</b> – Cllrs. Ainley, Carmichael, Kelly and County Cllr. Hannaford.</p>	
60/2022	<p><b>Members’ Declarations</b> –</p> <ul style="list-style-type: none"> <li>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</li> <li>b. <i>Non-registerable Interests</i> – Cllr. Clare-Dunbavand in 63d/2022.</li> <li>c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.</li> </ul>	

	<p>d. <i>Dispensations</i> – a dispensation was given to Cllrs. Adams (Chair), Ainley, Beresford, Bunt, Carmichael, Goddard, Kelly, Pyke, Rooney (Vice Chair) and Talling i.r.o. matters relating to Polruan Town Trust until May 2025.</p>	
61/2022	<p><b>Minutes of Meetings –</b></p> <p>a. <i>Full Council Meeting – 22<sup>nd</sup> March 2022.</i> Minute 50a/22 was clarified to read: Cllr. Goddard declared a non-registerable interest that he and his wife were responsible for the production of the Parish News. He did not speak further on this item and did not vote. With that amendment the Minutes were <b>AGREED</b> as a true record.</p>	Clerk
62/2022	<p><b>Planning Matters –</b> details previously emailed.</p> <p>a. <i>Formal Complaint –</i> Members considered the response from Ms Alexandra Morgan-Thompson, Cornwall Housing with a view to taking the matter to the Local Government Ombudsman.</p> <p>Cllr. Talling said he did not see how it was possible for an organisation to “police itself”. Cllr. Rooney said: <i>Alexandra’s response confirmed that Cornwall Council had run down the housing stock for 40 years and so were caught unprepared when Covid struck and that this neglect caused people on the waiting list to be bumped further down.</i></p> <p>It was <b>RESOLVED</b> that the Clerk would contact other Parish Councils to ascertain if they had similar difficulties and whether they would be interested in joining forces in taking this further. Cllr. Rooney to assist in writing the contact letter. The Clerk to check if there a time limit to take this to the Local Government Ombudsman.</p>	Cllr. Rooney / Clerk Clerk
63/2022	<p><b>Planning Applications –</b> Members considered the following:</p> <p>a. PA22/02059, Jan Syvy Old Road Bodinnick – Two Storey Extension. <b>NO OBJECTION</b> but Members query if the proposed design is out of character and not well integrated as required by the Policy 1 of the NDP. In particular, the wooden cladding is not in keeping.</p> <p>b. PA22/02753, Overferry Old Road Bodinnick – the complete demolition of the existing house and the construction of a new 4-bedroom replacement dwelling and detached garage with associated landscaping works. <b>NO OBJECTION.</b></p> <p>c. PA22/02775, 42 West Street Polruan – proposed erection of a timber summerhouse in the rear garden. Cllr. Clare-Dunbavand left the meeting when this item was discussed. <b>NO OBJECTION.</b></p> <p>d. PA22/02728, Vevry Car Park and Reservoir Polruan – change of use of disused reservoir to storage facility with associated road and parking, new parking layout to carpark with ANPR barrier system with payment meter, solar panels to reservoir and garage roof. Seasonal cafe/takeaway. Allotment gardens and landscaping.</p> <p>Cllr. Pyke said basically he had no objection but was concerned that elements may contravene NDP Policy 2, that identified the site as a local green space. Cllr. Adams said he had concerns about the loss of a section of ancient Cornish Hedge. Cllr. Talling queried if the new entrance was in the best place. Cllr. Rooney said that in his opinion the loss of the hedge would severely impact on the Green Space. He also had strong objections to charging residents to park as this had been “free” previously. County Cllr. Hannaford’s remarks were read to the meeting.</p> <p>Members had <b>NO OBJECTION</b> in principle to the development of the site but have concerns about the road access, the impact on the coastal SSI and the “Green Space” identified in the NDP. Members do request a construction management and traffic management plan as conditions.</p> <p>Cllr. Clare-Dunbavand had left the meeting when this was discussed.</p>	Clerk Clerk Clerk Clerk

	<p>NOTE – a site meeting with representatives of the Polruan Town Trust had been held on 9<sup>th</sup> April 2022. Their Clerk had provided written Planning Notes i.r.o. the application.</p> <p>NOTE – Ms Davinia Pritchard, CC advised: NDP Policy 2 identified the site as a local green space. This will be a material consideration in the determination of the application. Policy 2 goes on to state that development on these local green spaces will only be permitted in very special circumstances. The supporting text advises that the purpose of the policy is to protect all qualifying open spaces within the Parish, while providing for improvements to them that will benefit the community. Therefore, in considering the application, one of the key issues will be whether the proposed development will enhance the space and whether it will benefit the overall health and wellbeing of the community.</p> <p>e. PA22/03595, 8 St Saviours Hill Polruan – non-material amendment in relation to decision notice PA21/07112 dated 28.09.2021: glazed link/flat roof sections between proposed dormers removed on front and rear of roof and reinstated as pitched slate roof; proposed first floor outrigger cladding revised from render to timber cladding; external down-lighter by rear entrance door and terrace door; and other minor material revisions to balustrades, doors and windows. <b>NO OBJECTION.</b></p> <p>f. PA22/03366, 4 Battery Park Polruan – redesigned roof to property. Reconfigure internal layout. Form first floor bedroom over existing balcony. Enclose garage side covered walkway within garage. Construct Veranda. <b>NO OBJECTION.</b></p> <p>g. PA22/03601, Pont, Uppasite Road from Whitecross Hill to Little Churchtown Farm – proposed remodel and extension. <b>SUPPORT.</b></p> <p>h. <i>Mixtow</i> – Members considered a proposal to set up a small site with several (perhaps 4-6) shepherd hut holiday accommodation units and associated services on a field located NE of Mixtow and W of Lombard Farm. Members expressed concerns about [1] waste disposal, [2] vehicular access, [3] the site benefits from “dark skies” and any lighting / illumination introduced should not lead to light pollution and [4] that the application could set a precedent, which Members would wish to avoid. The Clerk to advise the applicant.</p> <p>i. PA22/03552, 42 West Street Polruan – construction of an area of decking and glass balustrade on the flat roof of the existing timber garden building. It was confirmed this was a retrospective application. <b>NO OBJECTION.</b></p> <p>Cllr. Clare-Dunbavand left the meeting whilst this item was discussed.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
64/2022	<p><b>Planning Applications Approved by CC – for information only</b></p> <p>a. 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.</p> <p>b. PA22/00605, 72 Fore Street Polruan – proposed garage.</p> <p>c. PA22/01057, The Old Vicarage 2 Battery Lane Polruan – the erection of a potting shed in the walled vegetable garden on the south side of the site.</p> <p>d. PA22/02189, 16 West Street Polruan – reinstatement of lean-to porch.</p>	
65/2022	<p><b>Environmental / Amenity Matters</b> – including any items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> – all the toilets are now fully open and were pressure washed by Mrs Kelly, prior to re-opening.</p>	

	<ul style="list-style-type: none"> <li>• <u>St Saviour's WCs</u> – there had been a blockage and the drains needed “rodding”. The Working Party had drawn up a draft schedule of works for the work needed to improve the drainage problem and refurbish the toilet block. A little more work is needed. For further consideration. Note – Working Party: Cllrs. Adams, Clare-Dunbavand and Goddard.</li> <li>• <u>Frogmore WCs</u> – door to the ladies is jammed. The Clerk had authorised repairs at an estimated cost of £50-60.</li> <li>• <u>The Quay WCs</u> – Members <b>CONFIRMED</b> they wish to apply for a grant of £4,000 from the Polruan Town Trust towards the running costs. The Clerk to submit an application with a breakdown of costs. Cllr. Clare-Dunbavand was not present when this was discussed.</li> <li>• <u>Regular Maintenance</u> – Members <b>RESOLVED</b> to adopt the proposal from Cllr. Goddard (paper previously emailed). Members to consider and submit their comments / suggestions.  Cllr. Clare-Dunbavand pointed out that the Whitecross Village Hall defibrillator does not display the identity code and postcode. Cllr. Bunt will raise this with the Hall Committee.</li> <li>• <u>Legionella Testing</u> – Mrs Kelly reported the water temperature is 10° in the toilet blocks.</li> </ul> <p>b. <i>Shop</i> – it is understood the sale is progressing.</p> <p>c. <i>Dispensing Services Polruan</i> – Members considered:</p> <ol style="list-style-type: none"> <li>i. The response from NHS England – Cllr. Goddard will circulate some bullet points for further consideration.</li> <li>ii. There had been no response from Fowey River Practice.</li> </ol> <p>d. <i>Betty Woons Footpath</i> – the incident involving an elderly resident had been reported to Mr Chris Monk, Countryside Accident Team. He advised it is path FP 6 and it will be inspected and repaired. The resident had subsequently written a letter to Mr Monk, requesting the steps are “smoothed over” and a handrail provided. The Clerk to forward the letter to Mr Monk and request an update i.r.o. the promised repairs.</p> <p>e. <i>Whitecross Village Green</i> – Members considered the report from the Working Party regarding parking on The Green. Members <b>RESOLVED</b> to write to the car owners and ask them to remove their cars. The Working party to assist the Clerk in drafting the letter. If this does not bring results then the other options identified in the report will be considered, including use of an online parking enforcement company and the provision of improved signage.  NOTE – Working Party: Cllrs. Ainley, Pyke and Clare-Dunbavand.</p> <p>f. <i>Floral Boat</i> – Members <b>RESOLVED</b> to have the Furze Park floral boat removed as it had rotted. The Clerk was given the name of a haulier in Lanreath to arrange this work.</p>	<p>Working Party</p> <p>Clerk</p> <p>Members / Cllr. Goddard</p> <p>Cllr. Bunt</p> <p>Cllr. Goddard</p> <p>Clerk</p> <p>Working Party / Clerk</p> <p>Clerk</p>
66/2022	<p><b>Highway Matters</b> – including items received after the agenda was published.</p> <p>a. Strategic Sign Plan – Mr Will Glassup, Highways advised: <i>I am doing some work this week on the reconfiguration and additional signage into Polruan itself. Original plans with Edwina and the Parish mentioned installing buildouts at the junction to St Saviours Hill, this at the moment is not possible without secured funding and will require a statutory consultation as outlined by Cornwall Council Policy. However I am seeking guidance on what rationalisation we can undertake on the original signs in place and adding the signs the Parish Council has recommended from the site visit at the end of November. This included ‘no through road’ signs on key locations and repositioning of current signage to aid the tourists within the area.</i></p>	

	<p>NOTE – at the walkabout with Cllr. Pyke, PCSO Cocks and County Cllr. Hannaford, Mr Glassup had undertaken to review the signage from the top of the hill as you enter Polruan and to provide a strategic sign plan to then be given to the PC for funding allocation.</p> <p>b. Fore Street Drains – Mr Will Glassup, Highways advised: <i>The data and surveys have been reviewed and unfortunately not straight forward. The surveys completed to date show Cornwall Councils drainage out-falling to a South West Water combined line. From discussions with Cornwall Councils Asset Management Team, South West Water have a responsibility to make improvements to this line. The CC Asset Team are discussing this with SWW to find an outcome that suits all involved. Installation of a separate surface water line is not really practicable in this location so improvements to the combined line we have are the only feasible option.</i></p> <p>c. <i>Chapel Lane</i> – Members considered problem parking issues. Details previously emailed. It was understood that the Civil Enforcement Officer had visited the site and given advice. The Clerk to obtain a map showing the restrictive parking areas for the whole Polruan.</p> <p>d. <i>Cornish Language Office</i> – for help with street names etc. Details previously circulated.</p> <p>e. <i>Road Closure</i> – Road from Pol-tec Lane to Old Road, Lanteglos – 18<sup>th</sup> – 22<sup>nd</sup> July 2022 (24 hours). Details previously emailed.</p>	<p>Clerk</p> <p>Information</p>
67/2022	<p><b>Administrative Matters</b> – not covered elsewhere on the agenda.</p> <p>a. <i>Preferred Contractors List</i> – copy previously emailed. Members were asked to review the list and email any proposed changes to the Clerk. For further consideration at the Meeting on 24<sup>th</sup> May 2022.</p> <p>b. <i>Parish Meeting</i> – the following issues had been raised at the meeting held on 11<sup>th</sup> April 2022:</p> <ol style="list-style-type: none"> <li>i. <u>Blockhouse Lighting</u> – Capt. Thomas explained that repairs to the illumination of the Blockhouse are planned and being co-ordinated with the Town Trust.</li> <li>ii. <u>Dispensing Services</u> – Minute 66b/2022 above refers.</li> </ol> <p>c. <i>NALC's Smaller Councils Committee</i> – Members are invited to raise any issues they would like the committee to address, and to indicate what services they would like NALC to provide. Details previously emailed.</p>	<p>Members</p>
68/2022	<p><b>Financial Matters</b> –</p> <p>a. <i>Accounts for Payment</i> – schedule No.2022/23-01 to a value of £5,499.54 was <b>APPROVED</b> for payment. A copy of the payment schedule had been circulated via email. The Clerk to place a copy on the website.</p> <p><i>Bank Signatures</i> – it was <b>RESOLVED</b> to add Cllrs. Goddard and Clare-Dunbavand as signatures and to remove former Members a.s.a.p. The application forms are held by Cllr. Adams.</p> <p>b. <i>Bank Reconciliation</i> – copy of the Bank Reconciliation previously emailed.</p> <p>c. <i>Budget Monitor</i> – the end of year Income and Expenditure will be provided 24<sup>th</sup> May 2022.</p> <p>d. <i>Public WC Valuation</i> – Minute 36c/2022 refers. Members considered the valuation reports from Mr Peter Ellicock, Steren Surveyors. The Clerk had queried with Mr Ellicock the substantial difference between rebuild value of The Quay and St Saviours and his explanation was circulated via email.</p> <ol style="list-style-type: none"> <li>i. The Quay WCs – previously insured for £54,637; BCIS rebuild value £480,314.</li> </ol>	<p>Clerk</p> <p>Members</p>

	<p>ii. St Saviours WCs – previously insured for £54,637; BCIS rebuild value £126,000.</p> <p>iii. Frogmore WCs – Leasehold. Owner National Trust, who cover WC block for insurance purposes. Previously insured for £29,504.</p> <p>Zurich advised an additional cost of £70.56, which will take us up to the renewal date on the 1<sup>st</sup> June. Upon renewal, the annual increase for amending the sums insured will be £628.12. It was <b>AGREED</b> to accept this offer.</p> <p>e. <i>Insurance Claim</i> – Zurich Municipal are dealing with the claim. Cllr. Talling made good the cover and the owners, Openreach, have inspected and pronounced the area to be safe. Mr Jordan Stockley had raised a A1024 ref: 14510869 for someone to assess the box lid to upgrade the box or move it.</p> <p>f. <i>Polruan WI</i> – a request had been received for financial assistance to install internet access to the WI Hall. An estimate of the costs had been provided. It was <b>RESOLVED</b> to pay for installation and running costs for either the length of the contract or two years, whichever was the shorter. The grant to be reviewed after that time. It was further <b>RESOLVED</b> that this should also apply to Whitecross Village Hall and the Clerk to advise Mrs Shakerley.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
69/2022	<p><b>Documentation / Correspondence</b> – not covered elsewhere on the agenda</p> <p>a. <i>Citizens Advice</i> – newsletter plus statistics i.r.o. the number of people who have sought their help from our council area and the main issues involved. Details previously emailed.</p> <p>b. <i>Polruan Town Trust</i> – copy of their Annual Report and 2021 accounts previously circulated via email.</p> <p>c. <i>Cornish Buildings Group Buildings at Risk Project</i> – newsletters: <a href="https://buildingsatrisk.wordpress.com/">https://buildingsatrisk.wordpress.com/</a></p>	
70/2022	<p><b>Diary Dates</b> –</p> <p>a. <i>Full Council Meeting</i> – Tuesday 24<sup>th</sup> May 2022, Polruan Village Hall.</p> <p>b. <i>St Saviour's Church Flower Festival</i> – 2<sup>nd</sup> to 5<sup>th</sup> June 2022.</p> <p>c. <i>How to Build Affordable Homes &amp; Combat the Climate Emergency</i> – Cornwall Land Trust webinar on Wednesday 27<sup>th</sup> April, 10am – 13.30pm</p> <p>d. <i>National Trust Tenants Association AGM</i> – Sunday, 8<sup>th</sup> May 2022, 11am-3pm. The Victory Hall, The Green, Broadclyst, Nr. Exeter.</p> <p>e. <i>CALC Teams Meeting</i> – Thursday 28<sup>th</sup> April 2022 at 11.30am. Topics covered are: restructure, Council business plan and budget planning.</p>	
71/2022	<p><b>Information Only / Future Agenda Items</b> –</p> <p>a. <i>St Saviour's Church Flower Festival</i> – Cllrs. Talling and Adams will liaise with regards to the PC's display. Minute 40b/2022 refers.</p>	<p>Cllrs. Adams / Talling</p>
72/2022	<p><b>Meeting Closed</b> – 9.51pm.</p>	

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

Date: 24<sup>th</sup> May 2022