

**LANTEGLOS-BY-FOWEY PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING HELD**  
**ON TUESDAY 24<sup>th</sup> MAY 2022 @ 7pm**  
**In POLRUAN VILLAGE HALL**

Minute	AGENDA ITEMS	Action
	<b>Present</b> – Cllrs. Adams (Chair), Beresford, Bunt, Goddard, Kelly (via Zoom), Talling and Mrs Thompson (Clerk).	
73/2022	<b>Election of Chair</b> – Cllr. Adams elected to serve in 2022/23.	
	<p><b>Chairman’s Welcome and Public Forum</b> – the Chairman opened the meeting and welcomed those present.</p> <p>Mrs Val Libby was present and asked what is happening about the Polruan Surgery. There is a rumour that it is going to close. She was particularly concerned about those patients who need an urgent blood test.</p> <p>Members felt that it was essential to reinstate a morning surgery because of the need to meet the blood testing requirements that mean blood tests need to reach the testing facility in a timely manner. There had been several occasions when patients had been told by the Practise’s receptionists that they could not have their bloods taken at the Monday afternoon surgery. There was also a need for the receptionists to be consistent in the advice they give to patients. It was <b>AGREED</b> to invite Dr Waldron to attend a meeting to address this issue and to cover the Practise’s position regarding Dispensing Services (Minute 80c/2022 below refers). Copy of the letter to be sent to the Lord Tony Berkley OBE and Ms Sheryll Murray MP. The Clerk to liaise with Cllr. Goddard.</p> <p>Cllr. Kelly had spoken to Dr Waldron and was told that if there was sufficient demand a nurse would attend the Surgery on a Thursday.</p>	Cllr. Goddard / Clerk
74/2022	<b>Apologies</b> – Cllr. Ainley, Carmichael, Clare-Dunbavand, Pyke and Rooney. County Cllr. Hannaford was not present.	
75/2022	<p><b>Members’ Declarations</b> –</p> <ul style="list-style-type: none"> <li>a. <i>Members’ Interests</i> – Members to update their Members’ Interest form (previously emailed), if needed.</li> <li>b. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</li> <li>c. <i>Non-registerable Interests</i> – none.</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> – none.</li> </ul>	Members
76/2022	<p><b>Minutes of Meetings</b> –</p> <ul style="list-style-type: none"> <li>a. <i>Full Council Meeting</i> – 4<sup>th</sup> May 2022, <b>AGREED</b> as a true record.</li> </ul>	
77/2022	<p><b>Planning Applications</b> – Members considered the following:</p> <ul style="list-style-type: none"> <li>a. <i>PA22/04403, Castle Keep West Street Polruan</i> – works to a tree in a conservation area, works are to T1 (Monterey Cypress) - remove first primary branch growing toward Castle Keep and remove x 2 lowest second-order branches to the east over the roof of neighbouring property.</li> </ul> <p>NOTE – this application is for works to trees in a Conservation Area, it will be decided under delegated authority.</p>	

	<p>b. <i>PA22/04395, 24 West Street Polruan</i> – proposed alterations to existing outbuilding and deck. <b>NO OBJECTION.</b></p>	Clerk
78/2022	<p><b>Planning Matters</b> – details previously emailed.</p> <p>a. <i>Social Housing Manifesto</i> – Minute 30a/2022 refers. Members to consider the manifesto and whether any amendments were needed. In the absence of Cllr. Rooney this item was deferred to the June meeting.</p> <p>b. <i>Formal Complaint</i> – an email, approved by Members, had been sent to other Parish / Town Councils to ascertain if they had similar difficulties and whether they would be interested in joining forces in taking this further. Deferred to the July meeting to allow time for responses to be received.</p> <p>NOTE – a complaint can be made to the Local Government Ombudsman within 12 months.</p> <p>c. <i>Viability Assessments for Rural Exception Sites (RES)</i> – letter from Cubert PC suggesting action to take if an application to build on an RES is received. Details previously emailed.</p>	<p>Clerk</p> <p>Clerk</p>
79/2022	<p><b>Planning Applications Approved by CC</b> – for information only</p> <p>a. PA22/01635, Old Ferry Inn Old Road Bodinnick – proposed re-roofing and addition of new roof light on south elevation.</p> <p>b. 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.</p>	
80/2022	<p><b>Environmental / Amenity Matters</b> – including any items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> – Members considered:</p> <p>i. <u>St Saviour's WCs</u> – deferred to future meeting. Note – Working Party: Cllrs. Adams, Clare-Dunbavand and Goddard</p> <p>ii. <u>Frogmore WCs</u> – nil to report.</p> <p>iii. <u>The Quay WCs</u> – nil to report.</p> <p>iv. <u>Regular Maintenance Schedule</u> – deferred to future meeting.</p> <p>v. <u>Legionella Testing</u> – Mrs Kelly reported the water temperature is 10° in the toilet blocks.</p> <p>b. <i>Shop</i> – in the absence of Cllr. Ainley there was no an update regarding the future provision of a shop in Polruan.</p> <p>c. <i>Polruan Surgery</i> – Members considered</p> <p>i. Appointments – complaint i.r.o. unavailability of appointments. Covered by discussion in the Public Forum.</p> <p>ii. Dispensing Services – Cllr. Goddard reported:</p> <ol style="list-style-type: none"> <li>1. Fowey River Practice had not responded.</li> <li>2. NHS England had responded and tried to explain the situation clearly, however there are discrepancies in this and the Regulations, and while helpful in bringing more clarity to the Regulations doesn't answer specific questions.</li> <li>3. NHS England had confirmed:</li> </ol>	Working Party

	<ul style="list-style-type: none"> <li>○ That Lanteglos is a Controlled Locality and can dispense to patients living more than 1.6km from Fowey pharmacy.</li> <li>○ That the 1.6km is 'as the crow flies' and has been tested through the NHS process.</li> </ul> <ol style="list-style-type: none"> <li>4. The letter states that 'historic rights' are not specific terms in the 2013 Regulations. The term does appear in the 2013 Regulations to explain 'historic rights' specifically relating to dispensing Doctors, but the term did appear more comprehensively in the 1983 Regulations and there is provision for the carryover of 'rights' which were previously determined.</li> <li>5. The letter states that the 'Reserved Locality' test (for dispensing to patients less than 1.6km from a pharmacy) cannot be determined as it is dependent upon an application for a new Pharmacy.</li> <li>6. The letter refutes any basis for any patient receiving prescriptions from the surgery historically and explains the fact that there has been as a misunderstanding of the Regulations (by implication by the Surgery).</li> </ol> <p>It was <b>RESOLVED</b> to:</p> <ol style="list-style-type: none"> <li>1. Write again to seek further clarification of points 4 and 5 as the precedents are as important as the current Regulations, and there is some misunderstanding over the point we intended to make.</li> <li>2. Write to Fowey River Practice reminding them of correspondence so far and inviting the Principals to a meeting of the Council (perhaps closed) to discuss, NHS England's response, the implementation of the regulations in Polruan and Bodinnick historically, and a way forward (not least how to communicate this).</li> <li>3. Include in that letter our wish to discuss wider issues surrounding the survey as in next paragraphs.</li> <li>4. Write to Cornwall Health and Well Being Board raising points on boundaries and designation and the interpretation of the 1.6km 'as the crow flies'.</li> <li>5. Consider compiling details of the provision of services from the pharmacy and sending to NHS England.</li> <li>6. Consider publication of information to our constituents.</li> <li>7. Review rights if appeal to the 'as the crow flies', NHS England have only discussed their internal process there will probably be an Ombudsman.</li> <li>8. Copy our MP into correspondence relating to these matters.</li> </ol> <p>c. <i>Betty Woons Footpath</i> – there had been no update from Mr Chris Monk, Countryside Access Team i.r.o. the injured residents request for the steps to be smoothed and a handrail installed. The Clerk to pursue.</p> <p>d. <i>Whitecross Village Green</i> – due to Members' sickness the letters to residents requesting they do not park on the Green had not yet been sent but will be shortly.</p> <p>e. <i>Cornwall AONB's Monumental Improvement project</i> – The National Lottery Heritage Fund have awarded almost £500k funding to the project.</p>	<p>Cllr. Goddard</p> <p>Clerk</p> <p>Members / Clerk</p>
81/2022	<p><b>Highway Matters</b> – including any items received after the agenda had been published.</p> <ol style="list-style-type: none"> <li>a. <i>Parking Restrictions</i> – a copy of the Traffic Regulation Order for Polruan had been provided by Ms Zoe Hall, CC. Copy previously emailed. Chapel Lane is not included but the Police may be able to help if vehicles are obstructing the path.</li> </ol>	

82/2022	<b>Election of Vice Chair 2022/23</b> – deferred to the next meeting.	Clerk
83/2022	<b>Appointment of Members to Committees / Outside Bodies</b> – a. <i>Polruan Village Hall Committee</i> – Cllr. Kelly elected to serve in 2022/23. b. <i>Fowey Harbour Port Users Group</i> – Cllr. Carmichael elected to serve in 2022/23. c. <i>Whitecross Village Hall Committee</i> – Cllr. Bunt elected to serve in 2022/23. d. <i>The Churchyard Guild</i> – Cllr. Beresford elected to serve in 2022/23. e. <i>Age Concern</i> – post no longer needed. f. <i>Staffing Committee (four posts)</i> – Cllrs. Adams, Beresford, Kelly and Talling elected to serve in 2022/23.	
84/2022	<b>Administrative Matters</b> – not covered elsewhere on the agenda. a. <i>Preferred Contractors List</i> – Cllr. Talling said it was essential that those on the list to carry out the work have the relevant qualifications / “tickets”. Cllrs. Beresford, Talling, and Goddard will review the list and report back. The Clerk to resend a copy of the list. b. <i>Risk Assessment</i> – copy previously emailed. Members considered and <b>APPROVED</b> the document. The Clerk to place a copy on the website.	Cllrs. Talling, Beresford, Goddard / Clerk  Clerk
85/2022	<b>Financial Matters</b> – a. <i>Accounts for Payment</i> – schedule No.2022/23-02, to a value of £4,095.78 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. Noted Zurich had amended the policy and waived the additional charge for the period between now and the renewal date. Upon renewal, the additional charge for the revised rebuild values will be £314.06. This brings the revised premium to £1,120.92. The Clerk confirmed that under the terms of the lease with Polruan Town Trust the PC was obliged to insure The Quay WCs. b. <i>Budget Monitor</i> – a copy of the budget monitor was previously emailed. Members <b>CONFIRMED</b> : i. Earmarked Reserves - £10K for Community shop + £10K for replacement bus shelter. ii. Reserves Statement – that the minimum level of free reserves shall be not less than 6 months normal expenditure, i.e. £25,000 and the maximum level £40,000. c. <i>Bank Reconciliation</i> – copy of the Bank Reconciliation was emailed. d. <i>End of Year Accounts 2021/22</i> – a copy of the Income and Expenditure account attached. The Clerk to send a copy to the Chair for signing. i. Internal Auditor’s Report – Members considered the comments / recommendations. • Point B. <i>VAT on direct debit invoices for the year should be checked to see if this has occurred elsewhere and the next VAT claim adjusted accordingly.</i> A check had revealed two missed VAT items (£1.45 + £1.04). These will be reclaimed when the next VAT submission is made. • Point D: <i>The general reserve stands at £66,663 equating to 130% of gross expenditure which is above generally accepted parameters.</i> Covered by Minute 85b[i]/2022 above.	Clerk  Clerk  Clerk

	<ul style="list-style-type: none"> <li>• Point G: <i>The national pay award has been currently implemented there was however an error in the calculation of back-pay resulting in a small overpayment.</i> An overpayment of £13 will be deducted from the Clerk's June gross salary.</li> <li>• Recommendation 1: <i>The minimum and maximum level of free reserves required should be considered as part of the budget setting process in future and be recorded in the Minutes. The requirement, or not, for a contingency sum should also form part of the budget discussions.</i> Covered by Minute 85b[ii]/2022 above.</li> </ul> <p>ii. Annual Governance Statement – Members considered and <b>APPROVED</b> the statement.</p> <p>iii. Accounting Statement – Members received and <b>ACCEPTED</b> the accounts, prior to submission to the External Auditor and to consider any matters raised by their Internal Auditor.</p> <p>The Clerk to submit the accounts to the External Auditor and place a copy on the PC's website.</p> <p>e. <i>CIL Reports</i> – revised reports had been submitted to Mr Ryan Searle, CC and copies placed on the PC's website.</p>	Clerk
86/2022	<p><b>Documentation / Correspondence</b> – not covered elsewhere on the agenda</p> <p>a. <i>Forest for Cornwall</i> – Spring Newsletter. Previously emailed.</p>	
87/2022	<p><b>Diary Dates</b> –</p> <p>a. <i>Full Council Meeting</i> – Tuesday 28<sup>th</sup> June 2022, Polruan Village Hall.</p> <p>b. <i>Clerk's Leave</i> – 26<sup>th</sup> May to 6<sup>th</sup> June 2022 (inclusive).</p>	
88/2022	<p><b>Information Only / Future Agenda Items</b> –</p> <p>a. <i>Jubilee Tree for Whitecross Green</i> – to establish where on The Green the Jubilee Tree can be sited, Mr Meike Weiser, CC had been provided with an aerial map. They will now undertake a desktop survey, by contacting all the utility providers. Once they have their replies they will determine if an on-site scan might be needed or not.</p> <p>b. <i>Public Rights of Way (PROWs)</i> –</p> <p>i. <i>Hall Walk</i> – Cllr. Goddard reported an elderly resident had fallen using the path which is made dangerous by tree roots. He will provide the Clerk with a photograph for forwarding to the Countryside Access Team.</p> <p>ii. <i>Grass Verge, Bodinnick</i> – Cllr. Talling will cut the verge to enable access to the public bench on site. The Clerk to ask the contractor to cut the footpaths and weed spraying as a matter of urgency.</p> <p>c. <i>St John's Church</i> – the Clerk to forward a grant application form to Cllr. Talling for use by the Church.</p>	Cllr. Goddard / Clerk  Cllr. Talling  Clerk
	<p><b>Outside Authorities / Bodies</b> – Members received reports from outside authorities as follows:</p> <p>a. <i>County Councillor</i> – in the absence of Cllr. Edwina Hannaford there was no report.</p> <p>b. <i>Police</i> – PCSO Cocks reported that between 1<sup>st</sup> and 30<sup>th</sup> April 2022 there were 3 crimes. 1 common assault and 2 Dog Control crimes. Cllr. Talling reported the "area" now has the necessary equipment to carry out "Community Speed Watch" events. A day of action is planned for the end of June. It was confirmed that the Police will take action against persistent speeders.</p>	

	<ul style="list-style-type: none"> <li>• Services for Victims and Survivors of Crime – survey, Link is: <a href="https://form.jotform.com/victimsupportSDP/victim-care-comms-survey">https://form.jotform.com/victimsupportSDP/victim-care-comms-survey</a></li> <li>• Firearms Licensing Survey 2022: <a href="https://www.surveymonkey.co.uk/r/DCFIREARMS">https://www.surveymonkey.co.uk/r/DCFIREARMS</a></li> </ul> <p>c. <i>Tri-Service</i> – no report had been received from TSSO Barnes.</p> <p>d. <i>Fowey Harbour Commissioners (FHC)</i> – the Minutes of the meeting held on 25<sup>th</sup> April 2022 had been emailed. Cllr. Carmichael reported that in response to our comments raised in the previous PUG meeting, the Polruan Town Trust (PTT) representative reported that the PTT had replied negatively to Members’ suggestion to add a tender or small craft holder on Polruan Town Quay. The reason being it was agreed it would be too unsightly.</p> <p>Noted the response from the FHC regarding relocation of the public steps had been circulated via email. The Clerk to resend the email.</p>	Clerk
89/2022	<b>Meeting Closed</b> – 20:36pm.	

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

Date: 28<sup>th</sup> June 2022