

**LANTEGLOS-BY-FOWEY PARISH COUNCIL**  
**AGENDA OF THE ANNUAL COUNCIL MEETING TO BE HELD**  
**ON TUESDAY 23<sup>rd</sup> MAY 2023 @ 6.30pm**  
**IN WHITECROSS VILLAGE HALL**

Minute	AGENDA ITEMS	Action
	<b>Present –</b>	
84/2023	<b>Election of Chair –</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.	
	<p><b>Outside Authorities / Bodies –</b> Members to receive reports from outside authorities as follows:</p> <p>a. <i>County Councillor Report</i> – Cllr. Edwina Hannaford.</p> <p>b. <i>Network Panel</i> – meeting was scheduled to be held on Monday 24 April 2023, 7-9pm, Lanreath Village Hall.</p> <p>NOTE – Liskeard &amp; Looe and Cornwall Gateway Community Area Partnership – the inaugural meeting will be held on Tuesday 6 June 2023 at 6.00pm.</p> <p>c. <i>Police</i> – PCSO Cocks.</p> <ul style="list-style-type: none"> <li>• Reporting Issues to the Police – the Police request this is done via <a href="http://www.devon-cornwall.police.uk/partners/partner-services">www.devon-cornwall.police.uk/partners/partner-services</a>.</li> </ul> <p>d. <i>PUG Meeting</i> – next meeting to be held on Monday 12<sup>th</sup> June 2023 at 10:00 in the Harbour Office.</p>	Information
85/2023	<b>Apologies –</b>	
86/2023	<p><b>Members’ Declarations –</b></p> <p>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.</p> <p>b. <i>Non-registerable Interests</i> – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest becomes apparent. Cllr Bunt in Planning Application PA23/02950.</p> <p>c. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds</p> <p>d. <i>Dispensations</i> – Members to consider any written requests for dispensations.</p>	
87/2023	<p><b>Minutes of Meetings –</b></p> <p>a. <i>Full Council Meeting</i> – 24<sup>th</sup> April 2023.</p> <p>b. <i>Extraordinary Meeting</i> – 10<sup>th</sup> May 2023.</p>	
88/2022	<b>Election of Vice Chairman 2023/24 –</b>	
89/2022	<p><b>Appointment of Members to Committees / Outside Bodies –</b></p> <p>a. <i>Liskeard &amp; Looe/Cornwall Gateway Community Area Partnership</i> – Cllr. Rooney currently in post.</p>	

	<p>NOTE – advise Catherine Thomson, CC of the PC’s Network representative for 2023/24</p> <p>b. <i>Polruan Village Hall Committee</i> – Cllr. Kelly currently in post</p> <p>c. <i>Fowey Harbour Port Users Group</i> – Cllr. Carmichael currently in post</p> <p>d. <i>Whitecross Village Hall Committee</i> – Cllr. Bunt currently in post</p> <p>e. <i>The Churchyard Guild</i> – Cllr. Beresford currently in post</p> <p>f. <i>Age Concern</i> – Cllr. Bunt currently in post</p> <p>g. <i>Staffing Committee (four posts)</i> – Cllrs. Adams, Beresford, Kelly and Talling currently in post</p>	
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90/2022	<p><b>Planning Applications</b> – Members to consider the following, including any applications received after the agenda had been published.</p> <p>a. PA23/02950, Mole's House Old Road Bodinnick – construction of a balcony.</p>	
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<https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RSY6G8FG1OU00>

91/2022	<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> <p>i. <u>St Saviour’s WCs</u> – see also Closed Session below.</p> <p>ii. <u>Frogmore WCs</u> – works to the toilets is deferred and is now due to be done by August.</p> <p>Members to open negotiations on lease of Frogmore WCs. Minute 112b/2021 refers.</p> <p>iii. <u>The Quay WCs</u> – see also Closed Session below. Cllr. Kelly had reported the disabled toilets are open and working. With regards to the ladies the cubicles are open. The drain had been cleared but due to the nature of the pipework they may block again. Long term these need to be re-aligned so the flow is better</p> <p>iv. <u>Legionella Testing</u> – Mrs Kelly to provide the water temperatures.</p> <p>b. <i>Whitecross Village Green</i> – Members to:</p> <p>i. Report any parking issues.</p> <p>ii. Consider the wording for improved signage. The Clerk to then seek the advice of Flashpark.</p> <p>iii. Land Registration – Minute 55c/2023 refers. Members to receive any update from Ms Jessica Bishop, CC’s Legal Dept.</p> <p>c. <i>Whitecross Grass Verge</i> – Members considered an email from Whitecross Village Hall Committee (WHC) (previously circulated). Issues include:</p> <p>i. Cars parking and being sold on the area by the telephone kiosk;</p> <p>ii. The WHC have decided to stop cutting of the grass verge.</p> <p>d. <i>Betty Hewans Footpath</i> – Minute 66/2023 refers. Members felt that it was CC Highways responsibility to provide a handrail. In his response Mr Chris Monk had suggested that we wait for the resurfacing works to be completed before jointly discussing the provision of a handrail.</p> <p>NOTE – Mr Chris Monk, Countryside Access Team (CAT) had acknowledged the surface requires remedial treatment is included on the bid for 2023/24 capital money.</p> <p>e. <i>Benches on The Quay</i> – Members to consider any action regarding repairs to benches on The Quay.</p>	<p>Mrs Kelly</p> <p>Cllr. Clare-Dunbavand</p> <p>Clerk</p>
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92/2022	<p><b>Highway Matters</b> – including any items received after the agenda had been published.</p> <ul style="list-style-type: none"> <li>a. <i>Road from Pont to Vicarage Cross</i> – Minute 56a/2023 refers. In response to Members’ complaint that this road is now in a dangerous state, Mr Will Glassup, Highways said: <i>The cracks were sealed by our sub-contractor Velocity, this was from the recommendations by the Geo-Consultancy Team. There is no plan to undertake works to remove the perceived ‘dangerous state’ of the members. A phasing plan has been issued by the Geo-Consultancy Team for regular monitoring and a GI survey has been commissioned. The survey and regular monitoring will determine, if or when any future works are undertaken. If large scale works are planned, the Parish will be informed as soon as possible?</i></li> <li>b. <i>Fore Street Drains</i> – Minute 76c/2023 refers. SW Water Finance and Regulatory advised they will respond to Members’ request for a map by 31<sup>st</sup> May 2023.</li> <li>c. <i>Review of the Status of Highways / Footways / Byways, incl. Chapel Lane</i> – Mr Will Glassup had responding to Members request that Highways reverts Chapel Lane to its previous status as a highway and to clarify why its status was changed and when. Deferred from the March meeting. He said: <i>This is not a question that I can instantly answer. I will make enquires with Cornwall Council directly and reply back to the Parish Council separately.</i> Email previously sent to Members.</li> <li>d. <i>Bodinnick Ferry</i> – Members to consider responses i.r.o. the continuing disruption for ferry passengers caused by the building works at The Covey: <ul style="list-style-type: none"> <li>i. CC Planning Enforcement – no update is available.</li> <li>ii. Parking Enforcement – the senior enforcement officer for the area will arrange visits when it is operationally possible. Vehicles parking in the location and causing an obstruction should be reported to: <a href="https://www.devon-cornwall.police.uk/contact/contact-forms/">https://www.devon-cornwall.police.uk/contact/contact-forms/</a>.</li> </ul> </li> </ul>	<p>Information</p> <p>Information</p> <p>Information</p> <p>Information</p>
93/2022	<p><b>Administrative Matters</b> – not covered elsewhere on the agenda.</p> <ul style="list-style-type: none"> <li>a. <i>Parish Meeting</i> – Members to consider any issues raised by residents.</li> <li>b. <i>Cornwall Legal Service Level Agreement 2023/24</i> – Members are invited to re-join the scheme for 2023/24. Details previously circulated. NOTE – no fee is payable unless the SLA needs to be invoked.</li> <li>c. <i>Cornwall Council Public Spaces Protection Order (Alcohol Consumption in Designated Public Spaces)</i> – proposed renewal of the current order for October 2023 previously circulated via email</li> <li>d. <i>CALC Training Programme</i> – previously emailed. Members to advise the Clerk if they wish to attend any of the courses.</li> </ul>	
94/2022	<p><b>Adoption of Policies and Strategies</b> – Members to consider and re-adopt the following policies and the Clerk to ensure they are available on the website:</p> <ul style="list-style-type: none"> <li>a. <i>Standing Orders</i> – latest version adopted June 2018. NFA needed.</li> <li>b. <i>Statement of Internal Control</i> – copy circulated. No changes.</li> <li>c. <i>Asset Register</i> – copy circulated.</li> <li>d. <i>Freedom of Information Act (publication scheme)</i> – copy attached: minor changes highlighted in red</li> <li>e. <i>GDPR Data Audit</i> – copy attached. No changes.</li> <li>f. <i>Unreasonably Persistent and/or Vexatious Complaints</i> – copy attached. No changes.</li> <li>g. <i>Communications Strategy</i> – copy attached. No changes.</li> </ul>	

	<p>h. <i>Social Media</i> – copy attached. No changes</p> <p>i. <i>H&amp;S Policy</i> – copy attached. No changes</p> <p>j. <i>Complaints Policy</i> – copy attached. No changes.</p> <p>k. <i>Financial Regulations</i> – latest version previously adopted. NFA needed.</p> <p>l. <i>Social Housing Policy</i> – revised April 2023. NFA needed.</p> <p>m. <i>Asset Maintenance Policy</i> – revised April 2023. NFA needed</p> <p>n. <i>Harassment Policy</i> – adopted 28 February 2023. NFA needed</p>	
95/2022	<p><b>Financial Matters –</b></p> <p>a. <i>Accounts for Payment</i> – the March payment schedule to follow.</p> <p>b. <i>Bank Reconciliation</i> – copy of the Bank Reconciliation to follow.</p> <p>c. <i>Budget Monitor</i> – copy to follow.</p> <p>d. <i>End of Year Accounts 2022/23 –</i></p> <p>i. Internal Auditor’s Report – Members to consider the following recommendations</p> <ul style="list-style-type: none"> <li>• <i>Statement of Internal Control</i> – Minute 94b/2023 above refers.</li> <li>• <i>Budget monitoring statements</i> – to be taken to each Council meeting and copies retained.</li> <li>• <i>Adequacy of Reserves</i> – the Clerk to include a list of earmarked projects for the External Auditor.</li> <li>• <i>Bank Reconciliations</i> – in future these will be signed by the Chair.</li> </ul> <p>ii. Annual Governance Statement – Members to consider and approve the statement. <b>Copy to be circulated.</b></p> <p>iii. Accounting Statement – Members to receive and accept the accounts, prior to submission to the External Auditor and to consider any matters raised by their Internal Auditor. <b>Copy to be circulated.</b></p>	
96/2022	<p><b>Documentation / Correspondence –</b> not covered elsewhere on the agenda</p> <p>a. <i>Local Nature Partnerships Annual Ecological Emergency Event</i> – Members are invited to speak at this event. NOTE – Members’ pledge was to sow/plant wildflowers and support the community seed exchange. Minute 47d/2022 refers.</p> <p>b. <i>CC Changes to Rubbish and Recycling Collection Times</i> – details previously emailed, in preparation for new food waste service.</p> <p>c. <i>Forest for Cornwall</i> – Link: <a href="#">Forest for Cornwall Spring Newsletter 2023</a>.</p> <p>d. <i>Community Area Partnerships</i> – update previously emailed.</p> <p>e. <i>Cornwall’s Affordable Housing</i> – details previously emailed.</p>	
97/2022	<p><b>Diary Dates –</b></p> <p>a. <i>Parish Council Meeting</i> – 27<sup>th</sup> June 2023, in Polruan Village Hall.</p> <p>b. <i>Clerk’s Leave</i> – 27<sup>th</sup> May to 4<sup>th</sup> June 2023.</p>	
98/2022	<p><b>Information Only / Future Agenda Items –</b></p> <p>a.</p>	
99/2022	<p><b>Other Planning Matters –</b> details previously emailed.</p> <p>a. <i>Affordable Housing Team’s newsletter</i> – issue No.2. Previously emailed.</p>	

	<p>b. <i>Planning News for Local Councils and Agents</i> – link previously emailed. See: <a href="https://www.cornwall.gov.uk/media/0tbpkww5/planning-news-for-local-councils-and-agents-april-2023.pdf">https://www.cornwall.gov.uk/media/0tbpkww5/planning-news-for-local-councils-and-agents-april-2023.pdf</a></p>	
100/2022	<p><b>Planning Applications Approved by CC</b> – for information only</p> <p>a. PA22/11260, The Lugger Inn Fore Street Polruan – proposed refurbishment works including change of use of staff accommodation to letting rooms and internal and external enhancement works. Cllr. Adams said most of the work was internal.</p> <p>b. PA22/11261, The Lugger Inn Fore Street Polruan – Listed Building Consent for proposed refurbishment works including change of use of staff accommodation to letting rooms and internal and external enhancement works.</p> <p>c. PA23/02309, Castle Keep West Street Polruan – works to trees within a conservation area - removal of T3 (Monterey Cypress) and T2 (Monterey Cypress). CC decided not to make a TPO (TCA apps).</p> <p>d. PA23/01876, Rock Bottom West Street Polruan – renovation and extension of an existing dwelling.</p> <p>e. PA23/02260, The Millhouse Lombard Farm Lanteglos – proposed extension.</p>	
101/2022	<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 are excluded and they are instructed to withdraw.</p>	
102/2022	<p><b>Standing Contracts</b> – Cllr. Goddard to arrange a meeting and will report to the May Meeting. The Clerk had provided copies of the existing documentation. Minute 29/2023 last paragraph refers.</p> <p>Working Party – Cllrs. Ainley, Clare-Dunbavand and Goddard.</p>	Cllr. Goddard
103/2022	<p><b>Cornwall Housing</b> – the following properties are known to be empty:</p> <ul style="list-style-type: none"> <li>• 2 x 1-bedroom bungalows</li> <li>• 2 x 2-bedroom bungalows</li> </ul> <p>Despite two enquiries, there had been no further response from Ms Sarah Parsley, Cornwall Housing regarding:</p> <p>a. When proposed works will be completed on the two 2-bedroom properties deemed to be subject to investigation.</p> <p>b. How allocations had been decided i.r.o. the two 1-bedroom properties, i.e. has it been offered to local resident?</p>	
104/2022	<p><b>Anti-Social Behaviour in Wherry Place</b> – Members to consider any action.</p>	
105/2022	<p><b>Vexatious / Hostile Emails</b> – Members to consider the next steps.</p>	
106/2022	<p><b>Meeting Closed</b> –</p>	

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

Date: 16<sup>th</sup> May 2023

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