

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

Minute	AGENDA ITEMS	Action
	<b>Present</b> – Cllrs. Rooney (Chair), Ainley, Beresford, Bunt, Clare-Dunbavand, Goddard, Kelly, Pyke, Talling and the Clerk.	
84/2023	<b>Election of Chair</b> – Cllr. Rooney was elected to the post and duly signed his Acceptance of Office acceptance form.	
	<b>Chairman’s Welcome and Public Forum</b> – the Chairman opened the meeting and welcomed those present. Mr Graham Palmer was present on behalf of the Polruan Town Trust.	
	<b>Outside Authorities / Bodies</b> – Members received the following reports: a. <i>County Councillor Report</i> – in the absence of Cllr. Edwina Hannaford there was no report. b. <i>Network Panel</i> – the next meeting is to be held on Monday 24 April 2023. <i>Liskeard &amp; Looe and Cornwall Gateway Community Area Partnership</i> – the inaugural meeting will be held on Tuesday 6 <sup>th</sup> June 2023 at 6.00pm in the Eliot Hall, St Germans. c. <i>Police</i> – PCSO Cocks advised that from 1 <sup>st</sup> March to 30 <sup>th</sup> April 2023 (two months) four crimes were reported: one assault, one Harassment crime and two thefts. <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> d. <i>PUG Meeting</i> – next meeting to be held on Monday 12 <sup>th</sup> June 2023 at 10am in the Harbour Office.	
85/2023	<b>Apologies</b> – Cllrs. Adams and Carmichael.	
86/2023	<b>Members’ Declarations</b> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Ainley in planning application PA23/04017. b. <i>Non-registerable Interests</i> – Cllr Bunt in planning application PA23/02950 and Cllrs. Clare-Dunbavand and Goddard in PA23/04017. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds d. <i>Dispensations</i> – none.	
87/2023	<b>Minutes of Meetings</b> – a. <i>Full Council Meeting</i> – 24 <sup>th</sup> April 2023, <b>AGREED</b> as a true record. b. <i>Extraordinary Meeting</i> – 10 <sup>th</sup> May 2023, <b>AGREED</b> as a true record.	
88/2022	<b>Election of Vice Chairman 2023/24</b> – Cllr. Goddard was elected to the post and duly signed his Acceptance of Office acceptance form.	
89/2022	<b>Appointment of Members to Committees / Outside Bodies</b> – it was <b>RESOLVED</b> to confirm the following appointments.	

	<ul style="list-style-type: none"> <li>a. <i>Liskeard &amp; Looe/Cornwall Gateway Community Area Partnership</i> – Cllr. Rooney. *The Clerk to advise Ms Catherine Thomson of the PC’s Network representative for 2023/24.</li> <li>b. <i>Polruan Village Hall Committee</i> – Cllr. Kelly.</li> <li>c. <i>Fowey Harbour Port Users Group</i> – to be agreed at the June meeting.</li> <li>d. <i>Whitecross Village Hall Committee</i> – Cllr. Bunt.</li> <li>e. <i>The Churchyard Guild</i> – Cllr. Beresford. The Clerk to advise the Guild.</li> <li>f. <i>Age Concern</i> – post no longer needed.</li> <li>g. <i>Staffing Committee (four posts)</i> – Cllrs. Adams, Beresford, Kelly and Talling currently in post.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
90/2022	<p><b>Planning Applications</b> – Members considered the following:</p> <ul style="list-style-type: none"> <li>a. PA23/02950, Mole's House Old Road Bodinnick – construction of a balcony. Members <b>OBJECT</b> on the following grounds: <ul style="list-style-type: none"> <li><b>General Objections</b></li> <li>The oversized 1<sup>st</sup> storey glass balcony would have an unacceptable visual impact in the Bodinnick conservation area, negatively impact the ‘street scene’ and is out of keeping with the surrounding of older properties. The proposed development does not enhance or support the character of the village and is certainly not sympathetic to the surrounding area.</li> <li><b>Contravention of Specific planning policy points Lanteglos by Fowey NDP</b></li> <li><u>Policy 1</u></li> <li>1.1 The proposed development does not meet the requirement.... ‘<i>must be sited and designed so as to recognise, support and enhance the distinctive character of the Parish</i>’</li> <li><u>Policy 3</u></li> <li>The depth of the balcony at 2M will have a significant impact to the special views designated in the NDP for Bodinnick impacting the view looking down to the main street (Hall Terrace) to the river and from the river up through the village of Bodinnick. No analysis or visual representation has been provided in the covering letter/DAS.</li> <li><i>Where appropriate to the size and scale development proposals affecting the important and special views set out in this document must demonstrate the impact on the cherished view by providing an analysis through an accurate visual representational assessment and statement*</i></li> <li>Mole Cottage was granted permission for a Juliette Balcony in a former application and the Parish Council would find this approach acceptable.</li> </ul> </li> <li>b. PA23/03780 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 with Variation of Condition 2 of decision PA22/02753 dated 24/05/2022 with non-compliance of condition 2 in relation to decision notice PA22/06525 dated 02.11.2022. <b>NO OBJECTION.</b></li> <li>c. PA23/04017, Bryn-Y-Mor 3 Chapel Lane Polruan – replacement of conservatory with single storey extension. Cllrs. Ainley, Goddard and Clare-Dunbavand left the meeting whilst this application was discussed. <b>NO OBJECTION.</b></li> </ul>	<p>Cllr. Ainley / Clerk</p> <p>Clerk</p> <p>Clerk</p>
91/2022	<p><b>Environmental / Amenity Matters</b> – including any items received after the agenda had been published.</p> <ul style="list-style-type: none"> <li>a. <i>Public Conveniences</i> – Members considered: <ul style="list-style-type: none"> <li>i. <u>St Saviour’s WCs</u> – deferred to June.</li> </ul> </li> </ul>	

<p>ii. <u>Frogmore WCs</u> – works to the toilets is deferred and is now due to be undertaken by August.</p> <p>Minute 112b/2021 refers. The Clerk to provide running costs for the June meeting. Members will then consider opening negotiations on lease of Frogmore WCs.</p>	Clerk
<p>iii. <u>The Quay WCs</u> – 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> <ul style="list-style-type: none"> <li>• The cost of running the toilets had increased again for 2022/23 £8,215 and it was <b>RESOLVED</b> to seek a grant of £4,000 from the Polruan TT to help defray the outlay.</li> </ul> <p>It was further <b>RESOLVED</b> to continue the discussion with the Trust on the option of the PTT taking over the running of the Quay Toilets as the PTT own the property with the PC providing a contribution towards costs.</p> <ul style="list-style-type: none"> <li>• Cllr. Clare-Dunbavand reported that had received a request from the monthly market stall holders to access the quay toilets outside of the normal opening times. Members <b>RESOLVED</b> to provide a keysafe to the disabled toilets.</li> </ul> <p>Cllr. Kelly will provide the Clerk with details of the current keyholders, for her to request their return.</p>	Clerk
<p>iv. <u>Legionella Testing</u> – the water temperatures are all at 10<sup>0</sup>.</p>	Clerk
<p>b. <u>Whitecross Village Green</u> – Members to:</p>	Cllr. Kelly / Clerk
<p>i. Report any parking issues.</p> <p>ii. Members <b>AGREED</b> to purchase a sign reading as follows:</p> <p style="text-align: center;">Permitted parking No overnight parking Users of Whitecross village hall Short term day visitors</p>	Clerk
<p>iii. Land Registration – Minute 55c/2023 refers. Ms Jessica Bishop, CC's Legal Dept. requires the following information: 07785227842</p>	Clerk
<ul style="list-style-type: none"> <li>• Members did not feel a statement of value was needed. The Clerk to advise Ms Bishop.</li> <li>• Cllr. Rooney will speak to those with rights of way over the Green for the Clerk to advise Ms Bishop whether these rights are with or without vehicles or both, whether the right of way is only for agricultural purposes or limited to a different purpose in any way, whether the right is limited to be exercised during certain hours, such as 08.00 – 18.00 each day.</li> </ul>	Cllr. Rooney / Clerk
<p>c. <u>Whitecross Grass Verge</u> – Members noted an email from Whitecross Village Hall Committee (WHC) (previously circulated). Issues include:</p>	Clerk
<p>i. Cars parking and being sold on the area by the telephone kiosk;</p> <p>ii. The WHC had decided to stop cutting of the grass verge.</p>	Clerk
<p>d. <u>Betty Hewans Footpath</u> – 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. Members <b>AGREED</b> it would be sensible to wait as suggested.</p>	Clerk
<p>NOTE – Mr Chris Monk, Countryside Access Team (CAT) had acknowledged the surface requires remedial treatment that is likely to be beyond the scope of our small revenue budget and it is, therefore, included on the bid for 2023/24 capital money. The Clerk had (unsuccessfully) sought an update for the May meeting. She will pursue.</p>	Clerk

	e. <i>Benches on The Quay</i> – Cllr. Talling will inspect and, if possible, repair the missing slats to The Quay benches.	Cllr. Talling
92/2022	<p><b>Highway Matters</b> – including any items received after the agenda had been published.</p> <p>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> Email previously copied to Members. Noted no further action.</p> <p>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. If a satisfactory response is not received, Cllr. Ainley to meet with the SWW representative. For further consideration in June.</p> <p>Mr Adrian Fisher had provided copies of SW Water maps that he holds. Details previously emailed. Unfortunately, they do not provide the detail of the node junctions to identify the specific survey area of each drain.</p> <p>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 cannot instantly answer. I will make enquires with Cornwall Council directly and reply back to the Parish Council separately.</i> Email previously sent to Members.</p> <p>d. <i>Bodinnick Ferry</i> – Members noted the continuing disruption for ferry passengers caused by the building works at The Covey:</p> <p>i. <u>CC Planning Enforcement</u> – no update is available.</p> <p>ii. <u>Parking Enforcement</u> – 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>.</p> <p>iii. <u>PROW Closure</u> – the Clerk to seek an update for the June meeting.</p>	<p>Clerk</p> <p>Cllr. Ainley / Clerk</p> <p>Clerk</p>
93/2022	<p><b>Administrative Matters</b> – not covered elsewhere on the agenda.</p> <p>a. <i>Parish Meeting</i> – no issues issues were raised by residents.</p> <p>b. <i>Cornwall Legal Service Level Agreement 2023/24</i> – Members <b>AGREED</b> to re-join the scheme for 2023/24. Details previously circulated. NOTE – no fee is payable unless the SLA needs to be invoked.</p> <p>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</p> <p>d. <i>CALC Training Programme</i> – previously emailed. Members to advise the Clerk if they wish to attend any of the courses.</p> <p>The Clerk confirmed she had sent details of the SLCC Community Buildings Summit Event to the Chair of the Polruan Town Trust.</p>	Clerk
94/2022	<p><b>Adoption of Policies and Strategies</b> – it was <b>RESOLVED</b> to re-adopt the following policies:</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. No changes. This must be done before submitting the AGAR.</p> <p>c. <i>Asset Register</i> – copy circulated.</p> <p>d. <i>Freedom of Information Act (publication scheme)</i> – copy attached: minor changes highlighted in red</p> <p>e. <i>GDPR Data Audit</i> – copy attached. No changes.</p> <p>f. <i>Unreasonably Persistent and/or Vexatious Complaints</i> – copy attached. No changes.</p> <p>g. <i>Communications Strategy</i> – copy attached. No changes.</p> <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 May payment schedule to a value of £5,540.87 was <b>AGREED</b> for payment. NOTE – the Clerk to place a copy on the website.</p> <p>b. <i>Bank Reconciliation</i> – the Bank Reconciliation was <b>AGREED</b>.</p> <p>c. <i>Budget Monitor</i> – copy was circulated and <b>AGREED</b>.</p> <p>d. <i>End of Year Accounts 2022/23</i> –</p> <p>i. Internal Auditor’s Report – Members considered the following:</p> <ul style="list-style-type: none"> <li>• <i>Statement of Internal Control</i> – <b>AGREED</b>. Minute 94b/2023 above refers.</li> <li>• <i>Budget monitoring statements</i> – to be taken to each Council meeting and copies retained. Clerk to action.</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 considered and <b>APPROVED</b> the statement.</p> <p>iii. Accounting Statement – Members received and <b>APPROVED</b> the accounts, prior to submission to the External Auditor. For matters raised by their Internal Auditor see (i) above.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Chair</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 of various projects, etc.</p>	

	f. <i>Clean Cornwall Newsletter</i> – issue No.4.	
97/2022	<p><b>Diary Dates –</b></p> <p>a. <i>Parish Council Meeting</i> – 20<sup>th</sup> June 2023, in Polruan Village Hall at 7pm.</p> <p>b. <i>Clerk's Leave</i> – 27<sup>th</sup> May to 4<sup>th</sup> June 2023.</p> <p>c. <i>'Your water, your say'</i> – first consultation meeting to be held on Wednesday 24<sup>th</sup> May 2023 from 6pm-8pm. The Clerk to resend details.</p>	Clerk
98/2022	<p><b>Information Only / Future Agenda Items –</b></p> <p>a. <i>Polruan Community Shop</i> – a report from Cllr. Clare-Dunbavand had been circulated previously. He will attend a meeting with the interested parties to discuss whether it was possible to apply for a variant on the planning condition to put the funds towards a community use rather than affordable housing. No decision has been made but Members will consider this change. For further consideration at the June meeting.</p> <p>The Clerk to provide details of the proposed creation of a footpath with drainage at Bones Meadow, Polruan.</p>	<p>Cllr. Clare-Dunbavand</p> <p>Clerk</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 Luggier 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 Luggier 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 confidential nature of the business about to be transacted, namely quotations, it was <b>RESOLVED</b> that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>	
102/2022	<p><b>Standing Contracts</b> – Cllr. Goddard to arrange a meeting and report to the May Meeting. The Clerk had provided copies of the existing documentation. Minute 29/2023 last paragraph refers. Deferred to the June meeting.</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. It was understood that one of these properties had now been allocated to a local resident.</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> <p>The Clerk to send a further reminder and request the support of County Cllr. Edwina Hannaford.</p>	Clerk
104/2022	<b>Anti-Social Behaviour in Wherry Place</b> – Members <b>AGREED</b> that Cllr. Ainley will draft a letter to CC Housing Lead for circulation, seeking a solution to the ongoing problem.	Cllr. Ainley / Clerk
105/2022	<b>Vexatious / Hostile Emails</b> – Cllr. Goddard to redraft the two existing policies. For further consideration.	Cllr. Goddard
106/2022	<b>Meeting Closed</b> – 20:40pm.	

Signature: ..... (Cllr. Rob Rooney)  
Parish Council Chair

Date: 20<sup>th</sup> June 2023