

LANTEGLOS-BY-FOWEY PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD
ON TUESDAY 20th JUNE 2023 @ 7pm
IN POLRUAN VILLAGE HALL

Minute	AGENDA ITEMS	Action
	<p>Present – Cllrs. Rooney (Chair), Adams, Ainley, Beresford, Bunt, Clare-Dunbavand, Goddard (Vice Chair), Kelly, Pyke, Talling and the Clerk.</p>	
	<p>Chairman’s Welcome and Public Forum – the Chairman opened the meeting and welcomed those present.</p> <p>Members met with Mr Tim Hancock, Director Atelier3 and their client, Mr Geoff Iles i.r.o. a replacement dwelling for Hoe Cottage, Battery Lane, Polruan. Copies of the scheme were circulated to Members and questions invited. The applicants were urged to pay particular attention to the Parish’s Neighbourhood Development Plan. Mr Hancock said the proposed size would be close to the existing footprint but would be, perhaps, one metre higher.</p> <p>Ms Vicky Halls from Polruan Town Trust was present. She thanked Cllr. Talling for repairing the benches on The Quay.</p>	
	<p>Outside Authorities / Bodies – Members received reports as follows:</p> <p>a. <i>County Councillor Report</i> – in the absence of Cllr. Edwina Hannaford no report was available.</p> <p>b. <i>Liskeard & Looe and Cornwall Gateway Community Area Partnership</i> – Cllr. Rooney had provided a written report (previously emailed) following the inaugural meeting held on Tuesday 6th June 2023.</p> <p>Community Levelling Up Programme – details of the next round of funding had been circulated via email.</p> <p>NOTE – Ms Catherine Thomson is the Community Link Officer (CLO) for the Liskeard & Looe and Cornwall Gateway CAP.</p> <p>c. <i>Police</i> – PCSO Cocks advised that from 1st to 31st May 2023 there was one crime reported that of a theft of an outboard engine from a local boat yard. He is intending to be at Whitecross Farmers Market on 1st July 2023 and hopes to catch up with Members there.</p> <ul style="list-style-type: none"> • Devon and Cornwall Police have decided to separate their Alliance Firearms and Explosives Licensing Unit. Details on: www.devonandcornwall-pcc.gov.uk/news-and-blog/multimedia-hub/alliance-firearms,-explosives-and-licensing-unit-(felu)-to-be-realigned-into-separate-units/. • Road Safety Seminar – Monday, July 17, 2023. Details previously emailed. <p>d. <i>PUG Meeting</i> – Cllr. Talling’s written reported following the meeting held on Monday 12th June 2023 had been circulated via email. It was AGREED that when the official Minutes are received, the Clerk is to write in support of measures to improve safety at Lantic Bay. Cllr. Talling said the sewage smell on The Quay and at Pont is appalling. The meeting was told this was an ongoing issue with SW Water.</p>	Clerk
107/2023	Apologies – Cllr. Carmichael.	
108/2023	<p>Members’ Declarations –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – Cllr. Kelly in 124/2023.</p>	

	<p>b. <i>Non-registerable Interests</i> – none.</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.</p>	
109/2023	<p>Minutes of Meetings –</p> <p>a. <i>Full Council Meeting</i> – 23rd May 2023, AGREED as a true record.</p>	
110/2023	<p>Appointment of Members to Committees / Outside Bodies –</p> <p>a. <i>Fowey Harbour Port Users Group</i> – it was AGREED to appoint Cllr. Ainley to be the PC’s representative on PUG for 2023/24, with Cllr. Talling as “back-up”. The Clerk to advise the Fowey Harbour Commissioners.</p>	Clerk
111/2023	<p>Planning Applications – Members considered the following:</p> <p>a. PA23/04044, The Lugger Inn Fore Street Polruan – LBC for proposed refurbishment works to Grade II listed building including change of use of staff accommodation to letting rooms and internal and external enhancement works (Amendments to proposals following approval of applications PA22/11260 & PA22/11261).</p> <p>Josep Sandercock advised the following changes had been made to the proposals approved in the previous consents:</p> <ul style="list-style-type: none"> - Omission of small link extension in favour of a new external door to provide adequate fire escape. - Installation of slimline double-glazed fire rated glazing to all windows facing access courtyard to ensure fire safety requirements. - New communication cupboard housing electronic equipment for the pub formed at top of existing historic stairs from part of former office. - 2No. new FD30s painted timber doors to be installed to top of existing historic stairs to form lobby to ensure fire safety requirements. - New access corridor formed in 1930’s range to allow access to internal courtyard and access alley. <p>The above changes have been discussed with the Conservation Officer via the live historic building advice pre-app for the site and it was agreed that each resulted in a reduced impact on the existing building and historic fabric when compared to the previously approved proposals.</p> <p>Members had NO OBJECTION.</p> <p>b. PA23/04043, The Lugger Inn Fore Street Polruan – proposed refurbishment works to Grade II listed building including change of use of staff accommodation to letting rooms and internal and external enhancement works (Amendments to proposals following approval of applications PA22/11260 & PA22/11261). Members had NO OBJECTION</p> <p>c. PA23/03657, 7 Fore Street Polruan – existing extension roof to rear of property to be raised 600mm to accommodate head height to existing mezzanine floor. Existing link corridor between existing dwelling and existing extension to be extended in line with current dwelling and extension to fill in existing court yard. COMMENT: whilst Members had no objection in principle they had concerns over the increased roof elevation appearing out of scale and dominant to neighbouring properties and that there could be a loss of light impact to property No.10A and possibly No.4. We request a light survey is carried out and seek clarification from the planning officer on impact of the increase height in roof to neighbouring properties before finalising our recommendation. Members had NO OBJECTION to the infill of the courtyard to enable the ground floor of the house to be remodelled as per the plan provided.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Ainley / Clerk</p>

	<p>d. PA23/03996, Old Ferry Inn Old Road Bodinnick – proposed parking and alterations to West elevation. Cllr. Ainley pointed out there are three copies (so two duplicates) of the same elevation plans for south and west but none for other elevations e.g. North or East. Deferred to the July meeting and the Clerk to seek clarification from Mr Josep Sandercock i.r.o. this issue and request further information (e.g. plan 4106/3B) providing clear dimensions of the proposed terrace and dimensions of propose parking area including clear diagram of turning circle and entrance and exits to this proposed parking.</p>	Cllr. Ainley / Clerk
112/2023	<p>Other Planning Matters – details previously emailed.</p> <p>a. Members to consider and clarify any action regarding – PA20/1289 1 To 4 Bones Meadow, Greenbank, Polruan - Submission of details to discharge condition 2 in respect of Decision Notice PA19/05184 (Retaining walls to public right of way and plots 1,2 and 3 including planting at base of footpath wall to cover structure of wall together with maintenance strategy for the planting. Steps and path from the public right of way to access the rear of plots 2 and 3. Path from the public right of way to access the rear garden of plot 4 and path from Bones Meadow to Meadow Walk.)</p> <p>There were concerns that there is outstanding work, in particular the resurfacing of ‘Policeman’s Lane’, that is needed to comply with the above planning decision. Cllr. Ainley to provide further details to the Clerk to forward to CC Planning.</p> <p>b. <i>Hall Farm, Bodinnick</i> – Cornerstone (WHP Telecoms Ltd.) had invited Members’ comments on a proposed base station installation upgrade. Members. Whilst there was clear improvement to the former application reducing height to 15m it was AGREED to acknowledge receipt but to defer commenting until WHP Telecoms had consulted with the landowner. The previous planning application PA23/02170 had been refused by CC.</p>	Cllr. Ainley / Clerk
113/2023	<p>Planning Applications Approved by CC – for information only</p> <p>a. PA23/02473, 1 St Saviours Terrace St Saviours Hill Polruan – Proposal Demolition of existing front entrance pitched-roof porch and partial demolition of the ground floor front elevation wall. Construction of a proposed lean-to roof porch spanning the width of the opening and the front door entrance. Members had no objection.</p>	
114/2023	<p>Withdrawn Planning Applications – for information only</p> <p>a. PA23/02677, The Old Sunday School, School Lane Polruan – extension and alterations.</p> <p>b. PA23/02530, Ferry Climb Townsend Polruan – Replacement Dwelling and Garage.</p>	
115/2023	<p>Environmental / Amenity Matters – including any items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> – Members considered:</p> <ol style="list-style-type: none"> i. <u>St Saviour’s WCs</u> – see Closed Session below. ii. <u>Frogmore WCs</u> – works to the toilets is deferred and is now due to be undertaken by August. Minute 112b/2021 refers. The Clerk had provided running costs for the St Saviour and Frogmore WCs. <p>Members AGREED to seek a meeting with Mr Bill Makin, National Trust regarding opening negotiations on the Frogmore lease, which expires on 31st May 2025. It was further AGREED to appoint Cllrs. Beresford and Pyke to be the PC’s representatives at the meeting.</p> <p>The Clerk to contact Ms Sally Vincent, Fowey Town Council and seek their experience in charging for the public conveniences.</p> <ol style="list-style-type: none"> iii. <u>The Quay WCs</u> – see also Closed Session below. A grant application for £4,000 towards the running of the toilets had been made to 	Clerk Clerk

	<p>Polruan TT, together with a request to set up a Working Group with two representatives from both organisations with a view to them taking back responsibility for the toilets. Mr Brian Cook, Chair PTT advised this will be discussed at their meeting on 14th July 2023.</p> <p>A keysafe had been supplied and fitted for use by the market traders and ferry crew. Cllr. Kelly had repaired the lock on the ladies WC.</p> <p>iv. <u>Legionella Testing</u> – the water temperatures are all at 10⁰.</p> <p>b. <i>Whitecross Village Green (WVG)</i> – Members to:</p> <p>i. There were no parking issues on the WVG.</p> <p>ii. An email had been received from Mrs Margaret Shakerley, on behalf of Whitecross Village Hall Committee. The decision to use Flashpark (a parking enforcement company) had achieved mixed results. Members considered purchasing an additional sign to be sited at the entrance to the car park (possible wording below). After due consideration it was RESOLVED to let the contract run until November 2023 and consider the matter further then.</p> <p style="text-align: center;"><u>Lanteglos by Fowey Parish Council</u> No overnight parking Permitted parking Users of Whitecross village hall Short term day visitors</p> <p>c. <i>Whitecross Land Registration</i> – Minute 55c/2023 refers. Members had received an update from Ms Jessica Bishop, CC’s Legal Dept., circulated via email. She sought the following information:</p> <p>i. HM Land Registry guidance states the value of the land will be the full current market value. Members set the value at £5,000. The Clerk to advise Ms Bishop.</p> <p>ii. The rights of way are likely to be established by prescription due to the time the rights have been used and we can plot the same on a map to show where the rights are being used and what they are defined to i.e. vehicles/foot or certain purposes. Cllrs. Adams and Ainley to meet on site and deal with this point. The Clerk to send a copy of the aerial map to them both.</p> <p>iii. Members CONFIRMED they are happy with the wording of the copy of the draft application. The Clerk to advise Ms Bishop.</p> <p>d. <i>Community Safety Project</i> – Cllr. Pyke said there had been two exploratory meeting with the PC and the Polruan Town Trust (PTT).</p> <p>a. CCTV development – the Data Controller for PTT is Mr Adrian Fisher</p> <p>b. Neighbourhood Watch scheme reintroduction – liaison had been made with the Police. A co-ordinator needs to be appointed and approval needs to then be obtained from Devon & Cornwall Police. Both Chairs (PC and PTT) will be the “owners”. An initial commitment of £1,000 from each organisation will be needed.</p> <p>e. <i>Benches on The Quay</i> – Cllr. Talling had replaced the missing slats to The Quay benches. The benches are now safe and he was thanked for all his hard work.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllrs Adams / Ainley / Clerk</p> <p>Clerk</p>
116/2023	<p>Highway Matters – including any items received after the agenda had been published.</p> <p>a. <i>Fore Street Drains</i> – Minute 76c/2023 refers. SW Water Finance and Regulatory advised they do not have a map that identifies the locations of the drain nodes. Cllr. Ainley is due to meet with the SWW representatives on 27th June 2023 and will report to the July meeting.</p> <p>b. <i>West Street</i> – the wall on West Street is leaning inwards and had been reported to Highways as an emergency by Cllr. Adams. Highway reference No: W232045458.</p>	<p>Cllr. Ainley / Clerk</p>

117/2023	<p>Administrative Matters – not covered elsewhere on the agenda.</p> <p>a. None.</p>	
118/2023	<p>Financial Matters –</p> <p>a. <i>Accounts for Payment</i> – the June payment schedule to a value of £4,979.40 was APPROVED for payment. The Clerk to place a copy on the website.</p> <p>b. <i>Bank Reconciliation</i> – copy of the Bank Reconciliation previously circulated. AGREED The Chair to sign and return to the Clerk.</p> <p>c. <i>Budget Monitor</i> – copy previously circulated. AGREED The Chair to sign and return to the Clerk.</p> <p>d. <i>BDO LLP</i> – Members CONFIRMED there are no conflicts of interest with their External Auditors. The Chair and Clerk to sign the form and return to BDO.</p>	<p>Clerk</p> <p>Chair / Clerk</p> <p>Chair / Clerk</p> <p>Chair / Clerk</p>
119/2023	<p>Documentation / Correspondence – not covered elsewhere on the agenda</p> <p>a. <i>2023 Off-Street Parking Order</i> – following public consultation this order had been modified. Details previously emailed.</p> <p>b. <i>Tamar Toll Action Group</i> – update circulated via email. A protest march will be held on 29th July 2023.</p> <p>c. <i>Ocean Group Housing</i> – partnership survey. Previously emailed.</p>	
120/2023	<p>Diary Dates –</p> <p>a. <i>Parish Council Meeting</i> – 25th July 2023, 6.30pm, Whitecross Village Hall. Members RESOLVED to hold their May to September meetings in Whitecross Village Hall (to accommodate the Clerk's attendance in person). The meetings from October to April to be held in Polruan Village Hall.</p> <p>It was further RESOLVED to only meet in August if there was an urgent matter for discussion.</p> <p>b. <i>Clerk's Leave</i> – 24th June to 2nd July 2023, inclusive.</p> <p>c. CC Planning induction refresher – 11th July 2023, 15:00-17:30, via Microsoft TEAMS.</p>	<p>Clerk</p> <p>Clerk</p>
121/2023	<p>Information Only / Future Agenda Items – none.</p> <p>a. None.</p>	
122/2023	<p>Closed Session – in view of the confidential nature of the business about to be transacted, namely quotations, it was RESOLVED that it is advisable in the public interest that the press and public be excluded and they were instructed to withdraw.</p>	
123/2023	<p>Standing Contracts – a meeting of the Working Group had been arranged for 17th July 2023 at 10am. The Clerk had provided copies of the existing documentation.</p> <p>Working Party – Cllrs. Ainley, Clare-Dunbavend and Goddard.</p>	
124/2023	<p>St Saviour's and The Quay WCs – it was understood that Mr Rob Kelly had signed the contract and planned to hand it to Cllr. Goddard.</p> <p>As we are now in the holiday season, it was AGREED to defer this to September and then to iron out the final details with the contractor; to include ventilation and privacy screen for the Quay WCs. Cllr. Kelly declared an interest and left the meeting whilst this matter was discussed.</p>	

125/2023	<p>Cornwall Housing – the following properties are known to be empty:</p> <ul style="list-style-type: none"> • 2 x 1-bedroom bungalows. It was confirmed that one of these properties had now been allocated to a local resident. • 2 x 2-bedroom bungalows. <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 had sent a further reminder and requested the support of County Cllr. Edwina Hannaford in obtaining an explanation, all to no avail to date. It was RESOLVED that Cllr. Rooney will draft a letter of complaint. For further discussion at July meeting.</p>	Cllr. Rooney / Clerk
126/2023	Meeting Closed – 21.04pm.	

Signature: (Cllr. Rob Rooney)
Parish Council Chair

Date: 25th July 2023