

**LANTEGLOS-BY-FOWEY PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING HELD ON**  
**TUESDAY 24<sup>th</sup> OCTOBER 2023 @ 7pm**  
**IN POLRUAN VILLAGE HALL**

Minute	AGENDA ITEMS	Action
	<b>Present</b> – Cllrs. Rooney (Chair), Adams, Beresford, Bunt, Clare-Dunbavand, Goddard, Talling and the Clerk.	
	<p><b>Chairman’s Welcome and Public Forum</b> – the Chair opened the meeting and welcomed those present.</p> <p>Mr Tim Hancock, Director of Atelier3 met with Members regarding Hoe Cottage (Minute 168c/2023 refers). He gave an update and explained they had taken on comments of the neighbours and the PC. The height has been reduced and the garage had been omitted. Mr Hancock invited questions.</p> <p>Members queried why they had extended the ground footprint so much (we did not expect this given previous conversation). Mr Hancock said this would be the family’s forever home. The Planning Working Group had concerns about the light pollution with particular reference to possible danger to boats coming into harbour at night. They will investigate solutions. There was mention of hedging and planting material for the roof. The solar panels will be placed behind the parapet.</p> <p>Mr Shakerley spoke regarding Minute 168a/2021 below. He explained the background of the mast on his land and added that he was very much opposed to any unnecessary increase in the height. He asked the PC to contact CC Planning and ask that this planning application be submitted for consideration through the full planning process.</p>	
	<p><b>Outside Authorities / Bodies</b> – Members received reports as follows:</p> <p>a. <i>County Councillor Report</i> – in the absence of Cllr. Edwina Hannaford there was no report. The Clerk to express Members’ concerns.</p> <p>b. <i>Police</i> – PCSO Cocks had advised he is unable to provide details of the arson incident reported in September because of Date Protection. He reported that from 1<sup>st</sup> to 30<sup>th</sup> September 2023 there was one crime reported to the Police; that of a threat of violence. He asked that residents remain vigilant and report any suspicious incidents or vehicles.</p> <p>c. <i>Fowey PUG</i> – next meeting will be on Monday 6<sup>th</sup> November at 1000 in the Harbour Office.</p> <p><i>Dogs on Polruan Beaches</i> – ahead of the PUG meeting to consider this matter, Members <b>AGREED</b> to copy what is in force at Readymoney Cove.</p>	<p>Clerk</p> <p>Cllr. Ainley / Clerk</p>
165/2023	<b>Apologies</b> – Cllr. Ainley, Carmichael, Kelly and Pyke.	
166/2023	<p><b>Members’ Declarations</b> –</p> <p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable Interests</i> – Cllr. Bunt in Minute 170b/2023. Cllr. Clare-Dunbavand in Minute 171a/2023.</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>	

167/2023	<p><b>Minutes of Meetings –</b></p> <p>a. <i>Full Council Meeting – 21<sup>st</sup> September 2023, <b>AGREED</b> as a true record.</i></p>	
168/2023	<p><b>Planning Applications –</b> Members considered the following:</p> <p>a. Land at Hall Farm Bodinnick – the Clerk had circulated the response from Ms Shell Kelly, WHP Telecoms Ltd. advised: <i>“The design at the beginning of the year refused was for a much bulkier greenfield monopole than the slimline design with a reduced height that has been submitted recently... The design of the proposed equipment is considered to be the least visually intrusive option available to provide the required, wireless coverage and provide significantly improved connectivity to the area.”</i></p> <p>It was also noted that CC had approved planning application PA23/08362, without consulting the PC.</p> <p>Members <b>OBJECT</b> until the proposal is subject to the full planning process.</p> <p>b. PA23/07168, Ferry Climb Townsend – proposed alterations to roof to form gable ends and increase ridge to match the heights part of the existing roof. It was <b>RESOLVED</b> to make the following response:</p> <p>The PC has no issue with the proposed extension of the existing dwelling. However, this site is in a sensitive location and in an AONB; work started on the development prior to this planning application. The original property had a garden and adjoining paddock/orchard area and some mature trees, but this land has now been completely cleared and left as a wasteland (<i>ideally we need a photo</i>). The applicant has kindly provided some additional information on the proposed landscaping which provides some comfort to the PC who request there is a condition added to the application to ensure this landscaping is completed.</p> <p>There is no traffic management plan. Contractor vehicles are currently being parked on the road by the site in contravention of restrictions, this is impeding the passage of both pedestrians and road users and so causing potential danger. There is a nearby carpark at Veverly which could be used by contractors. In addition, deliveries and removal of materials from the site are also blocking the road and pavement area and potential causing danger to pedestrian and road traffic. Provision needs to be made for this situation.</p> <p>The PC would Like to draw the attention to the Planning Officer that there are some inconsistencies on the application form:</p> <ul style="list-style-type: none"> <li>• The applicant states work has not already been started without consent, but work started to change the roof in mid-August and various internal changes have been made including the addition of new supporting steels. The PC would like to be assured that the necessary building control inspections and approvals have, and will be, completed as part of this development.</li> <li>• The applicant has answered 'No' to the question on whether any trees or hedges will need to be removed or pruned to carry out the proposal; as already stated significant hedgerows have been removed and the original garden and orchard have been completely cleared leaving a wasteland.</li> </ul> <p>c. PA23/07654, Hoe Cottage Battery Lane Polruan – proposed replacement dwelling on land at Hoe Cottage following demolition of dwellings and outbuildings, with formation of improved access, proposed landscaping, associated works and a change of use of land to residential.</p> <p>Cllr. Adams spoke of the views of the Planning Group.</p> <p>Members took these into account but had also listened to the applicants’ initial representations at the beginning of the meeting. No one came to object and the owner set out that they had consulted with surrounding neighbours and adapted plans accordingly. Overall, it was felt that neighbours were in favour of the planned building. The applicants</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>themselves accepted that a hazard to shipping was not something they had thought of and would make sure that they considered this at all stages. This was echoed by the architect setting out the limiting of outside lighting the aim to have planting to soften the outline of the structure over time, etc. The roof is proposed to be covered to create a live covering of sedum plus other plants.</p> <p>Size of footprint and whether it was in keeping was discussed and whilst some did express concern, overall it was felt that this was a detailed application with a desire to listen to and act upon the wishes of the community. Members discussed and saw no conflict between our views on this and other properties. It was clearly in keeping with some of its surrounding buildings and was designed to reduce its visual impact on the area, e.g. Headland and using hanging slate at the rear to match / link to the older buildings rooves. Also, the reduction in height.</p> <p>d. PA23/08294, 7 Battery Park Polruan – reconstruction of conservatory and internal alterations. <b>NO COMMENT</b></p> <p>e. PA23/08126, Land to N of Polrose Farm, Lanteglos – prior approval notification to determine if planning permission is required.</p> <p><b>COMMENT</b> – this appears to be an application for agricultural use and as such the PC as no comment. The PC would like to be assured that this land will remain for agricultural use only.</p> <p>f. 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.</p> <p><b>COMMENT</b> whilst the members have no objection in principle, they have 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 their recommendation. Members had <b>NO OBJECTION</b> to the infill of the courtyard to enable the ground floor of the house to be remodelled as per the plan provided</p> <p>g. PA23/05808, 5 Moss Terrace East Street Polruan – retrospective application for the erection of a summerhouse/shed and decking.</p> <p><b>COMMENT.</b> The additional information provided in the application mitigates the main issues that were identified by the PC and neighbouring properties (see PA23_05808-ELEVATIONS_AND_FLOORPLAN-7631883.pdf) and we believe this provides a suitable compromise given the retrospective nature of the application.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
169/2023	<p><b>Other Planning Matters</b> – details previously emailed.</p> <p>a. <i>Townsend Farm</i> – Minute 150a/2023 refers. Mr Paul Holden had advised the PC to contact Planning Enforcement and Health and Safety at Cornwall Council. This had been placed on hold pending the outcome of Cllr. Ainley’s discussion with Ms Deborah Boden. Deferred to November.</p> <p>b. <i>Social Housing Policy / Manifesto</i> – Members revisited the policy / manifesto and <b>AGREED</b> to add as Policy 2.4 that Members would support the creation of a register of Second Homes. Cllr. Rooney will draft the policy for the Clerk to circulate with a copy to CC.</p> <p>c. <i>Planning Newsletter</i> – Members to complete the online form if they wish to receive this in the future. Details previously emailed.</p>	<p>Cllr. Ainley / Clerk</p> <p>Cllr. Rooney / Clerk</p>
170/2023	<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> <ol style="list-style-type: none"> <li>i. <u>St Saviour’s WCs</u> – see Closed Session below.</li> <li>ii. <u>Frogmore WCs</u> – Members had received the report (previously emailed) from Cllrs. Beresford and Pyke.  Mr Andy Simmons, National Trust (NT) advised that blocked drains are the responsibility of the NT. The Clerk to explain this to the cleaner. Cllr. Beresford said it was unlikely the NT would keep the WCs open if the PC withdraw from the current lease agreement. Cllrs. Beresford and Pyke were asked to continue their efforts.  Mention was made of a recent vandalism incident.  NOTE – the lease expires on 31<sup>st</sup> May 2025.</li> <li>iii. <u>The Quay WCs</u> – Cllr. Adams said roof repairs were needed urgently. Cllr. Beresford said this had been mentioned to the representatives of the Polruan Town Trust. He will contact the new PTT Chair. See also Closed Session below.  NOTE – the meeting with Polruan Town Trust is to be rescheduled.</li> <li>iv. <u>Legionella Testing</u> – the water temperatures are 10°.</li> </ol> <p>b. <i>Whitecross Parking Enforcement</i> – Cllr. Bunt left the meeting whilst this was discussed. Members took into consideration the views of the Whitecross VH Committee and after due consideration it was <b>RESOLVED</b> to take no further action and continue with the present signage.</p> <p>c. <i>Grit Bins</i> – Members to check supplies. The Clerk to then arrange for bins to be refilled.</p> <p>d. <i>Parish Maintenance</i> – Cllr. Talling advised that Mr Treve Fowler will no longer be available to cut the grass and hedges at Whitecross Village Green from November. The Clerk to write to Mr Mark Russell, Churchtown Farm to see if he is able to oblige for the period December to 30<sup>th</sup> March 2024.</p>	<p>Clerk</p> <p>Cllrs. Pyke / Beresford</p> <p>Cllr. Beresford</p> <p>Clerk</p> <p>Members / Clerk</p> <p>Clerk</p>
171/2023	<p><b>Highway Matters</b> – Members considered the following:</p> <ol style="list-style-type: none"> <li>a. <i>Review of the Status of Highways / Footways / Byways, incl. Chapel Lane</i> – Members considered the response from Mr Will Glassup, Highways (previously emailed): “<i>Chapel Lane is an unclassified road and not a footway.</i>”. No further action needed.</li> <li>b. <i>Public Rights of Way</i> – Members considered: <ul style="list-style-type: none"> <li>• Path running from Boddinick to Penmarlem needs to be resolved including removal of a tree blocking the path and replacement of a stile. Minute 159b/2023 refers. Cllrs. Rooney, Bunt and Talling will mark the location on CC’s interactive map. The Clerk to then contract the Countryside Access Team.  NOTE – the Clerk had circulated the LMP documentation, including maps and responsibilities.</li> <li>• <i>No.25</i> – the closure order had been lifted and the path re-opened.</li> </ul> </li> <li>c. <i>Road Closure</i> – details previously emailed. <ul style="list-style-type: none"> <li>• Fore Street and Townsend, 1<sup>st</sup> November 2023 (09:30 - 15:30 hours)</li> <li>• St Saviour’s Hill, Polruan, 1<sup>st</sup> November 2023 (09:30 to 15:30 hours).</li> <li>• Road From Junction South of Tregavithick To Pont Bottom, Lanteglos – 7<sup>th</sup> November 2023 (09:30 to 15:30 hours).</li> <li>• West Street, Polruan, 20<sup>th</sup> to 21<sup>st</sup> November (19:00 to 07:00 hours).</li> </ul> </li> </ol>	<p>Cllrs. Rooney Talling / Bunt Clerk</p>
172/2023	<p><b>Administrative Matters</b> – not covered elsewhere on the agenda.</p> <ol style="list-style-type: none"> <li>a. <i>Statement of Licensing Policy</i> – Members are invited to comment on the revised Policy, previously circulated via email. Deadline 20<sup>th</sup> November.</li> </ol>	

	<p>b. <i>Asset Maintenance Policy</i> – Members reconsidered the Policy and it was <b>AGREED</b> to add to the Quay WCs: <i>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.</i></p> <p>c. <i>Filing Cabinet, Whitecross Village Hall</i> – Members <b>AUTHORISED</b> Cllrs. Adams, Bunt and Talling to decide the storage / disposal of PC documents currently housed in the VH.</p> <p>d. <i>IT Equipment</i> – Cllrs. Bunt and Talling to consider safe storage of equipment, e.g. lockable unit to be kept at Whitecross / Polruan Village Halls. NOTE – Cllr. Goddard had provided a guide to use of the equipment.</p> <p>e. <i>Polling Districts and Polling Places Review</i> – details from CC previously emailed.</p> <p>f. <i>Polruan Village Hall</i> – Members considered a request from PVH for a new PC representative to be appointed. Cllr. Clare-Dunbavand was duly elected to the post.</p>	<p>Cllr. Goddard / Clerk</p> <p>Cllrs. Adams/ Bunt / Talling</p> <p>Cllrs. Bunt / Talling</p> <p>Cllr. Clare-Dunbavand / Clerk</p>
173/2023	<p><b>Financial Matters</b> –</p> <p>a. <i>Accounts for Payment</i> – October payment schedule to a value of £5,917.94 was <b>APPROVED</b> for payment. The Clerk to place a copy on the website.</p> <p>b. <i>Bank Reconciliation</i> – the Bank Reconciliation was previously emailed. The meeting Chair to sign for retention.</p> <p>c. <i>Budget Monitor</i> – copy was previously emailed. The meeting Chair to sign for retention.</p>	<p>Clerk</p> <p>Cllr. Rooney / Clerk</p> <p>Cllr. Rooney / Clerk</p>
174/2023	<p><b>Documentation / Correspondence</b> – not covered elsewhere on the agenda</p> <p>a. <i>Household Waste</i> – information regarding the handling of waste can be found: <a href="https://www.cornwall.gov.uk/wastechanges">https://www.cornwall.gov.uk/wastechanges</a></p> <p>b. <i>Polruan Village Hall Accounts</i> – copy previously circulated via email.</p> <p>c. <i>Climate and Ecology Bill</i> – Members <b>RESOLVED</b> to lend their support. The Clerk to action.</p> <p>d. <i>Tamar Crossings</i> – Members opposed a further increase in the fees. Cllr. Rooney to draft an objection. Closing date 29<sup>th</sup> October 2023. Response to: <a href="mailto:stakeholderconsultation2023@tamarcrossings.org.uk">stakeholderconsultation2023@tamarcrossings.org.uk</a></p>	<p>Clerk</p> <p>Cllr. Rooney</p>
175/2023	<p><b>Diary Dates</b> –</p> <p>a. <i>Parish Council Meeting</i> – 28<sup>th</sup> November 2023.</p> <p>b. <i>80th Anniversary of the D-Day landings</i> – 6<sup>th</sup> June 2024. PCs are being asked to take an active role, see: <a href="http://www.d-day80beacons.co.uk">www.d-day80beacons.co.uk</a>. Details previously emailed.</p> <p>c. <i>Air Quality Engagement Events</i> – engagement workshops to seek views on CC's new Clean Air for Cornwall Strategy. Details emailed.</p> <p>d. <i>Housing Crisis? Can communities lead the fightback?</i> – Cornwall Community Land Trust's Webinar / Seminar, 18<sup>th</sup> October 2023. It was <b>AGREED</b> Cllr. Rooney would draft a Press Release seeking potential development land.</p>	<p>Cllr. Rooney</p>
176/2023	<p><b>Information Only / Future Agenda Items</b> – none.</p>	
177/2023	<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>	

178/2023	<p><b>Standing Contracts</b> – Members received the written report of the Working Group held in early October 2023 (copy on file).</p> <p>It was <b>RESOLVED</b> to grant authority to the Working Group to issue an expression of interest (EOI) form inviting interest for individual contracts or groups of them (e.g. some parties might be willing to do one toilet but not all and others all toilets, etc.). The EOIs would have a return date of 28<sup>th</sup> November 2023. Invitations to tender, including the final contract, Terms and Conditions and work schedule to follow on 1<sup>st</sup> December 2023. All Members to consider responses at their January or February meeting. New contracts issued by 1<sup>st</sup> April 2024.</p> <p>Working Party – Cllrs. Ainley, Clare-Dunbavend and Goddard.</p>	Working Group
179/2023	<p><b>St Saviour’s and The Quay WCs</b> – Cllrs. Goddard and Adams reported that the promised paperwork had not been received. It was now necessary to retender.</p>	Cllr. Goddard
180/2023	<p><b>Cornwall Housing</b> – deferred to November meeting:</p> <ol style="list-style-type: none"> <li>1. CAS-02014-L2H8R0, 18<sup>th</sup> July 2023 – Greenbank overgrown hedge (adj. to 49 Greenbank). Ms Katie Sands advised this had been passed to the Housing Officer for the area to inspect and take appropriate action.</li> <li>2. CAS-02013-Z7K0R4, 18<sup>th</sup> July 2023 – Cllr. Rooney circulated Cornwall Housing’s response to his letter of complaint to Members on 3/8/23.</li> </ol>	
181/2023	<p><b>Planning Enforcement Cases</b> – Cornwall Council had deemed planning enforcement matters to be confidential. Members were given a brief verbal update</p>	
182/2023	<p><b>Meeting Closed</b> – 21:09.</p>	

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

Date: 28<sup>th</sup> November 2023