

**LANTEGLOS-BY-FOWEY PARISH COUNCIL**  
**MINUTES OF THE FULL COUNCIL MEETING HELD**  
**ON TUESDAY 26<sup>th</sup> MARCH 2024 @ 7pm**  
**IN POLRUAN VILLAGE HALL**

Minute	AGENDA ITEMS	Action
	<p><b>Present</b> – Cllrs. Goddard (Meeting Chair), Adams, Beresford, Bunt, Clare-Dunbavand, Pyke, Talling and the Clerk.</p>	
	<p><b>Chairman’s Welcome and Public Forum</b> – in the absence of Cllr. Rooney (due to ill health), Cllr. Goddard took the Chair. He opened the meeting and welcomed those present.</p> <p>Two candidates for the Cornwall County vacancy were present, i.e. Jim Candy (Liberal Democratic) and Richard Dorling (Conservative). Both pledged their support and willingness to help with local issues.</p> <p>Mr Graham and Mrs Claire Palmer; and Ms Mel Hicks were present.</p>	
	<p><b>Outside Authorities / Bodies</b> – Members received reports as follows:</p> <p>a. <i>County Councillor Report</i> – an election for the casual vacancy in Looe West, Pelynt, Lansallos and Lanteglos Electoral Division will be held Thursday 4<sup>th</sup> April 2024.</p> <p>b. <i>South East Cornwall CAP</i> – Members received Cllr. Rooney’s report (previously emailed) following the meeting on 5<sup>th</sup> March 2024, including:</p> <ul style="list-style-type: none"> <li>• <u>Planned Desalination Plant at Par</u> – Cllr. Rooney raised this and tried to get the CAP to agree to object in the planning process. There was no apparent interest from the PCs present. St Blazey-area CAP is the one dealing with this. Noted the CAP is not a consultee in the planning process.</li> <li>• <u>Planning Guarantee</u> – Cllr. Rooney raised concerns with the proposal to reduce the consultation time from 26 weeks to 16 weeks. The response was that it will be raised with Louise Wood, the senior CC officer who had attended the meeting earlier.</li> </ul> <p>NOTE – a meeting had been held with CC Development Management, Area 7 Team.</p> <p>c. <i>Police</i> – PCSO Cocks advised that 1 crime (that of a dog dangerously out of control) was reported from 1<sup>st</sup> to 29<sup>th</sup> February 2024. He referred to the spate of criminal damages to vehicles this month, investigations are ongoing. He will update us and thanked everyone for their assistance. PCSO Cocks will be attending Whitecross Village Hall on 6<sup>th</sup> April and is planning a regular local Police Surgery in the reading rooms.</p> <p>He added the local Police Team is based in Looe and the current Sector Inspector is Inspector David Ratcliffe. They are all part of the Liskeard Sector Police Team.</p> <p>Cllr. Pyke offered to take on the role of the Police Advocate.</p> <ul style="list-style-type: none"> <li>• Criminal Justice and You – Members received a report from Cllr. Clare-Dunbavand. The Clerk to place the link on the PC’s webpage.</li> <li>• Liskeard Newsletter – March 2024.</li> </ul> <p>d. <i>Fowey PUG</i> – meeting will be held on Friday 5<sup>th</sup> April 2024, 10am in the Harbour Office.</p>	<p>Clerk</p> <p>Clerk</p>

	NOTE – Paul Thomas of the commencement of the six-week consultation period for a draft General Direction regarding swimming. Deadline closing date Tuesday 7 <sup>th</sup> May 2024. Deferred to the April agenda.	Clerk
40/2024	<b>Apologies</b> – Cllrs. Ainley, Carmichael, Kelly, and Rooney.	
41/2024	<b>Members' Declarations</b> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. b. <i>Non-registerable Interests</i> – none. 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.	
42/2024	<b>Minutes of Meetings</b> – a. <i>Full Council Meeting</i> – 20 <sup>th</sup> February 2024, <b>ACCEPTED</b> as a true record.	
43/2024	<b>Planning Applications</b> – Members considered the following: a. PA24/00518, The Boatyard Store East Street Polruan – increasing height of roof over part of existing boat shed. <b>SUPPORT</b> . This is a relatively minor extension and will support a valued business in Polruan. b. PA24/01208, Highfields Lanteglos Fowey – new detached outbuilding and new detached garage. NOTE – amended plans were circulated 8/3/24. <b>OBJECT</b> Members cannot support until there are up-to-date plans available, they believe the submitted plans to be inaccurate and they do not reflect what is on the ground at present. They also believe a Heritage Statement is needed. c. PA24/01599, Hoe Cottage Battery Lane Polruan – proposed renovation and reconfiguration of existing ancillary accommodation, Hoe Cottage. The proposal is for the renovation and reconfiguration of existing ancillary accommodation to form a home study and useable storage. The building is currently in a dilapidated state and the applicant has made it safe but wishes to make use of it before and during the construction of the replacement dwelling as approved by planning application <b>PA23/07654 at completion it will be their intention to demolish the building as per this approval</b> . The renovation will be a sympathetic renovation with only material changes resulting from the removal of the existing concrete roof which is dangerous and at risk of imminent collapse, and its replacement with a new natural slate roof and associated trims etc. including fascia's and Rainwater goods. <b>COMMENT</b> : No objection provided the building is demolished as per PA23/07654 as the PC will not accept any potential 'building creep'. d. PA24/01791, 22 Meadow Close – Balcony to Front of Dwelling. <b>NO COMMENT</b> . e. PA24/00206/PREAPP, 45 West Street Polruan – pre-application advice for loft conversion to property to provide and additional bedroom. <b>COMMENT</b> , Members feel there is a lack of information and more detail will be needed when/if a formal planning application is submitted. f. PA24/01994, Ferry Climb, Townsend – proposal application for Non-Material Amendment to PA23/07168 for Proposed alterations to roof to form gable ends and increase ridge to match the heights part of the existing roof., namely 1) Update the approved elevations to include stone and timber. 2) Amend size and shape of the approved gable end window. <b>OBJECT</b> : Members said the work had almost been completed and this matter was really a retrospective planning application. They consider this to be another example of the applicant doing work without permission. They are, in effect, riding roughshod over the planning process and are destroying CC's Development Plan and PC's NDP.	Clerk  Clerk  Clerk  Clerk  Clerk

44/2024	<p><b>Other Planning Matters</b> – details previously emailed.</p> <p>a. <i>Section 106 Funding</i> – PC representatives had met with and Nick Marsden (CC Affordable Housing Manager) and Dean Mutton (Senior Affordable Housing Officer) on 18<sup>th</sup> March. Cllrs. Rooney and Ainley had provided written reports (copies on file). Cllr. Adams referred to the “missing” £175K (that CC did not account for). Talks with the CC Officers continue. The Clerk to seek the help of the new County Cllr. (when elected). Cllr. Clare-Dunbavand said the value of the money had significantly reduced over the intervening years. For further discussion. PC Working Party: Cllrs. Rooney, Ainley and Adams.</p> <p>b. <i>Cornwall Planning Partnership</i> – Members are invited to apply to join the partnership. Details previously emailed. The Clerk to resend the details.</p> <p>c. <i>CC Newsletters</i> – all previously emailed.</p> <ul style="list-style-type: none"> <li>• <u>Planning Newsletter</u> – February 2024.</li> <li>• <u>CC Neighbourhood Planning</u> – February 2024.</li> <li>• <u>Affordable Housing</u> – March 2024.</li> </ul>	Clerk  Clerk
45/2024	<p><b>Planning Applications Approved by CC</b> – for information only.</p> <p>a. PA23/09442, Sladen House 78A Fore Street Polruan – construction of Two-Storey Side Extension with Integrated Garage and Roof Terrace.</p> <p>b. PA23/04044, The Luggier 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 &amp; PA22/11261).</p> <p>c. PA23/04043, The Luggier 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 &amp; PA22/11261).</p>	
46/2024	<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.</li> <li>ii. <u>Frogmore WCs</u> – a meeting with Messrs Andy Simmons and Pete Delbridge both of the National Trust (NT) is being scheduled to discuss what repairs / refurbishment are needed, including when it might be possible to undertake any works. NOTE – lease expiry date is 31<sup>st</sup> May 2025.</li> <li>iii. <u>The Quay WCs</u> – see Closed Session. NOTE – Cllrs. Beresford and Pyke are the PC’s representatives and Ms Vicky Halls for the Polruan TT.</li> <li>iv. <u>Legionella Testing</u> – Mrs Kelly reports the water temperatures at 10°.</li> <li>v. <u>Hygiene Waste Disposal</u> – Cllr. Goddard said we need to clarify the requirements and it may be that we need a separate contract for the disposal of such waste.</li> </ol> <p>b. <i>Whitecross Land Registration</i> – Members to receive a progress report from Ms Helen Furneux, Principal Solicitor, regarding registration of the site. NOTE – a copy of the Deed of Gift of 1986 and the Epitome of Title provided by the Oliver family had been provided to the Clerk. The Clerk to request an update from Ms Furneux.</p>	Cllrs. Pyke / Beresford  Cllrs. Pyke/ Beresford  Clerk

	<p>c. <i>Whitecross Parking Area</i> – Cllr. Rooney reported one of the parking signs is missing – just the two posts left standing – but unsure about the rest. Members to consider if a replacement is needed at a cost of £30 per sign. Cllr. Bunt said that there is some confusion about who can and cannot park on the site. Before considering if a replacement sign is needed, Members to revisit the FORM OF WORDS for the sign.</p> <p>Members wish to consider removing the signs altogether in September for 6 months to measure the impact.</p> <p>d. <i>Polruan Village Hall (PVH)</i> – Members considered an email from the PVH Committee regarding the Hall’s Operation and Finances. Mrs Claire Palmer spoke on this item. She said the Lanteglos By Fowey Parish Council are purely the Custodian Trustees and have no obligations other than holding the Title Deeds to the property. Cllr. Goddard clarified that the PC holds the deeds but has no control or management responsibility for the hall. Cllr. Goddard will provide some written information.</p> <p>e. <i>Memorial</i> – Members considered an enquiry regarding a memorial in Bodinnick or Hall Walk. Details previously emailed. The Clerk to point the enquirer to the National Trust.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr. Goddard</p> <p>Clerk</p>
47/2024	<p><b>Highway Matters</b> – including any items received after the agenda had been published.</p> <p>a. <i>Road Closure</i> – details previously emailed.</p> <ul style="list-style-type: none"> <li>• Whitecross Hill, Lanteglos – 16<sup>th</sup> May 2024 (08:00 to 17:00 hours)</li> </ul>	
48/2024	<p><b>Financial Matters</b> –</p> <p>a. <i>Accounts for Payment</i> – March payments to a value of £4,540.65 was <b>APPROVED</b> for payment. The Clerk to place a copy on the website.</p> <p>b. <i>Bank Reconciliation</i> – Bank Reconciliation previously circulated.</p> <p>c. <i>Budget Monitor</i> – copy to follow.</p> <p>d. <i>Savings Account</i> – Minute 31b/2024 refers. The Clerk had advised that £15,000 be transferred to the Savings Account.</p>	Clerk
49/2024	<p><b>Documentation / Correspondence</b> – not covered elsewhere on the agenda</p> <p>a. <i>Cornwall Community Land Trust</i> – March newsletter.</p> <p>b. <i>Safer Cornwall Newsletter</i> – 2<sup>nd</sup> newsletter.</p>	
50/2024	<p><b>Diary Dates</b> –</p> <p>a. <i>Parish Council Meeting</i> – 23<sup>rd</sup> April 2024.</p> <p>b. <i>Parish Meeting</i> – Members to receive an update regarding the Meeting to be held on 16<sup>th</sup> April 2024, in Polruan WI Hall.</p> <ul style="list-style-type: none"> <li>• The WI Hall had been booked.</li> <li>• Mrs Kath Devereux of Kitty’s had been asked to provide tea, coffee and cake.</li> <li>• Invitations had been sent to local organisations.</li> </ul>	
51/2024	<p><b>Information Only / Future Agenda Items</b> –</p> <p>a. <i>Footpath at Lawhippet</i> – Cllr. Talling reported a tree had fallen across the public footpath. He will provide the Clerk with the landowner’s contact.</p>	Cllr. Talling / Clerk
52/2024	<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>	

53/2024	<p><b>Standing Contracts</b> – the Clerk to advise Tender “A” that Members are <b>RESOLVED</b> to accept his tender for the PROWs, Whitecross and Weed-spraying subject to provision of all requested documentation, namely:</p> <ul style="list-style-type: none"> <li>• Method statements illustrating how the Contractor will safely go about the work (e.g. erecting safety signs, procedures to be followed, tools and products to be used).</li> <li>• Details of risks the Contractor has assessed and how the Contractor will manage these risks and will comply with Health Safety and Environmental Regulations, COSHH requirements (e.g. use of tools, PPE, chemicals, cleaners etc.).</li> <li>• Public liability insurance documents.</li> <li>• Employer’s liability insurance documents if employing staff or ‘labour-only’ sub-contractors.</li> <li>• Certificates of competency for any tools, cleaning and maintenance products and chemicals.</li> </ul> <p>Company A was selected as it met all the terms of each tender request; was the best value for money quote for the PC for the scope tendered in aggregate, and the highest quality of the tenders submitted. The Clerk to advise Company A that for a three-year contract (that they bid for) we propose a break clause each year, to be agreed.</p> <p>NOTE – NALC’s revised Legal Note on Procurement had been emailed to the Working Group.</p> <p>NOTE – Cllr. Goddard had undertaken the bulk of the work on this task.</p>	Clerk
54/2024	<p><b>WC Cleaning</b> – this contract had been extended and will cease on 31<sup>st</sup> March 2026. NOTED – it may be necessary to have a separate contract for the disposal of hygiene waste.</p>	
55/2024	<p><b>St Saviour’s and The Quay WCs</b> – discussion is underway with the Polruan Town Trust regarding The Quay WCs. An update wo be provided to the April Meeting.</p> <p>Working Party – Cllrs. Ainley, Clare-Dunbavend and Goddard.</p>	Working Party
56/2024	<p><b>Safer Community Project</b> – Cllr. Pyke reported there had been a series of anti-social behaviour and vandalism incidents in Polruan, including the lifebuoy which was founding floating in the harbour. He had obtained information through CCTV which showed two young lads damaging cars in various locations on Friday.</p> <p>This unfortunate vandalism had resulted in a renewed interest in the Safer Community Project. Ms Mel Hicks is new the new Polruan Town Trust (PTT) representative on the Safer Community Project.</p> <p>Members <b>RESOLVED</b> to allocate £5,000, in principle, towards the cost of upgrading the CCTV to cover The Quay and St Saviours play area. Members felt the involvement, including financial, of Polruan Town Trust was essential. Cllr. Pyke will provide further information for Members’ consideration. Cllr. Goddard reminded Members that such expenditure is subject to the PC’s tendering process.</p> <p>For further consideration.</p>	Cllr. Pyke
57/2024	<p><b>Meeting Closed</b> – 20:59pm.</p>	

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

Date: 23<sup>rd</sup> April 2024