

LANTEGLOS-BY-FOWEY PARISH COUNCIL
MINUTES OF THE FULL COUNCIL MEETING HELD
ON TUESDAY 24th SEPTEMBER 2024 @ 6.30pm
IN WHITECROSS VILLAGE HALL

Minute	AGENDA ITEMS	Action
	Present – Cllrs. Rooney (Chair), Adams, Ainley, Beresford, Bunt, Clare-Dunbavand, Goddard, Kelly, Pyke, Talling and County Cllr. Candy.	
	<p>Chairman’s Welcome and Public Forum – the Chair opened the meeting and welcomed those present.</p> <p>Representatives from the Battery Park Residents Association BPRA described their plans for resurfacing the access road to their properties. Minute 151c/2024 below refers.</p> <p>Members noted the road was unadopted and subject to any necessary permissions the residents were free to proceed. Residents said they were getting the permissions and speaking to relevant authorities such as BT. Residents would maintain the road once surfaced. County Cllr. Candy offered his assistance to the residents.</p>	
143/2024	Casual Vacancy – Members were unable to consider the expressions of interest as CVs had not been received.	
	<p>Outside Authorities / Bodies – Members received reports as follows:</p> <p>a. <i>County Councillor Report</i> – Cllr. Candy spoke to his written report (copy on file). Members were concerned at the allocation of affordable housing to those with no connection to the Parish. Cllr Candy encouraged Members to consider use of the Off-site contribution and offered support in connecting Members with third party funders.</p> <p>b. <i>South East Cornwall CAP</i> – action notes of the last CAP Meeting were previously emailed. Future meetings to be held on:</p> <ul style="list-style-type: none"> • Tuesday 3 December 2024 • Tuesday 4 March 2025 <p>Cllr. Rooney was unhappy about how the CAP meetings are being run. He felt the meetings are being monopolised by CC officers, intent on getting their own message / agenda put over.</p> <p><u>Affordable Housing Allocation</u> – Members AGREED to a proposal regarding housing allocation to be taken to CAP requesting their support.</p> <p><u>Community Area Partnerships (CAP) Online Survey 2024</u> – details previously emailed.</p> <p>NOTE – National Highways’ presentation i.r.o. the Saltash Tunnel was circulated via email.</p> <p>c. <i>Police</i> – the August Newsletter previously circulated via email.</p> <p>NOTE – Police issued an open letter to communities on the recent disorder; previously emailed.</p> <p>NOTE – survey circulated: “Victims’ views on courts sought”.</p>	Cllr. Rooney
144/2024	Apologies – the Clerk (ill health).	
145/2024	Members’ Declarations –	

	<p>a. <i>Pecuniary/Registerable Declarations of Interests</i> – none.</p> <p>b. <i>Non-registerable Interests</i> – Cllrs. Ainley and Clare-Dunbavend declared an interest in Old Watch House 147e/2024; Cllr. Ainley in Chapel Lane 147c/2024; Cllrs. Adams and Goddard in Moss Tce, 147d/2024; Cllrs. Adams, Talling and Bunt in St Saviour’s Church 147g/2024.</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>	
146/2024	<p>Minutes of Meetings –</p> <p>a. <i>Full Council Meeting</i> – 23rd July 2024, AGREED as a true record.</p>	
147/2024	<p>Planning Applications – Members considered the following:</p> <p>a. PA24/05544, Churchtown Farm Polruan – Listed building consent for partial rebuild of east elevation gable wall; removal of cement-based render; partial rebuild of chimney stack adjacent the party wall; making good existing trusses. Due to time constraints, a response of “No Objection” was submitted, following emailed discussion with Members. NOTE – see also Minute 149d/2024 below.</p> <p>b. PA24/06144, 29 Fore Street Polruan – Listed Building Consent for proposed removal of existing man-made roof covering, and re-roofing with natural slate. NO COMMENT. Members had no issue with the application and felt it would only improve the property.</p> <p>c. PA24/00895/PREAPP, Land S of Chapel House, Chapel Lane, Polruan – pre-application advice for proposed new dwelling. OBJECT as the application is against CLP Policy 12 (Design)12 and NDP 1.1 and 1.2 (Design and Character of Lanteglos by Fowey) and does not fulfil the requirements of NDP 9 (small scale in-fill). Members felt there was insufficient detail, in particular, detail needed about how the project would be managed in such a tight space, possible overloading of the already overloaded sewage system and privacy issues. Cllr. Ainley left the meeting whilst this was discussed.</p> <p>d. PA24/01013/PREAPP, 1 Moss Terrace, East Str., Polruan – pre-application advice for single storey extension to front of dwelling. Members praised the detail contained in this pre-app. NO COMMENT. This is just matching what has been done in other properties on the terrace. Cllrs. Adams and Goddard left the meeting whilst this was discussed.</p> <p>e. PA24/06228, The Old Watch House West Street Polruan – extension of existing balcony and alteration to water access steps. Members OBJECT to this application as it would set a precedent on altering the look of the waterside frontage. Cllrs. Ainley and Clare-Dunbavend left the meeting whilst this was discussed.</p> <p>f. PA24/06559, Penolva 2 New Road Lanteglos – works to trees subject to a Tree Preservation Order (TPO), works include Sycamore-E2/08/TPO/00025 1 meter reduction to South side of tree – to minimise overhanging limbs to property. NO COMMENT.</p> <p>g. PA24/07170, St Saviours Church Fore Street Polruan – application for Permission in Principle for to convert the building to a maximum of 4 apartments. Cllrs. Adams, Talling and Bunt left the meeting during the discussion.</p>	<p>NFA</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>COMMENT – Members have concerns over the conversion of the front lawn area into parking for 3 to 4 properties associated impact to the character and look and feel to Fore Street. The PC would prefer for parking to be to the rear of the church off School Lane and be limited to 1 car per property. With over 30 properties on the market in Polruan the village does not need more high-end properties as Second Homes or rental properties. It would be appropriate if this conversion was used to provide additional social housing for specifically local people for which the village has high need. The PC would be keen to discuss with the Diocese.</p>	Clerk
148/2024	<p>Other Planning Matters – details previously emailed.</p> <p>a. <i>PA24/02582, Land Adjacent to Veverly Car Park Townsend</i> – change of use of land to storage compound, and the creation of a new access.</p> <p>This application will be considered by CC Planning Committee on 30th September 2024. Members APPOINTED Cllr. Ainley to represent the PC. Cllr. Adams to accompany her.</p> <p>b. <i>Wesleyan Chapel, West Street</i> – Planning Enforcement to be notified that there appears to be undeclared development happening at this address.</p> <p>c. <i>Public Landing Access Toms Yard as stated in PA19/02698</i> – Members RESOLVED to disassociate the Parish Council from proposals, drawn up by a member of the public, seeking a new location for the access steps and involving Fowey Harbour Commissioners.</p> <p>The PC's position is that the steps should be reinstated as per the planning approval from 2019. If the shipyard and FHC agree a compromise Members will consider it at the time. Any further discussion should be between Tom's Yard and Countryside Access Team.</p>	Cllr. Ainley Clerk
149/2024	<p>Planning Applications Approved by CC – for information only.</p> <p>a. PA24/04174. 58 West Street, Polruan – extension to incorporate a small courtyard into the main house by enclosing the ground floor space and building a small first floor extension with extended hipped roof over.</p> <p>b. PA24/00516, Land N of Frogmore Farm Lanteglos – erection of new agricultural barn for livestock purposes.</p> <p>c. PA24/05439, Lawhippet Farm Lanteglos Highway Lanteglos – following a customer request for a three-phase connection NGED will be required to upgrade the existing overhead network to facilitate the connection. The work will require the erection of a third wire from pole number 43MA34 - 43MAA9B for approximately 760m...</p> <p>d. PA24/05544, Churchtown Farm Polruan – Listed building consent for partial rebuild of east elevation gable wall; removal of cement-based render; partial rebuild of chimney stack adjacent the party wall; making good existing trusses.</p>	
150/2024	<p>Environmental / Amenity Matters – including any items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> – there are continuing problems with water usage and drainage at St Saviours and Quay public conveniences. Members RESOLVED to bring forward the winter closure of the men's and women's toilets (keeping open the disabled toilets) w.e.f. 31st September. Notices to be placed notifying the public of this decision and the Clerk to advise Polruan Town Trust.</p> <p>Cllrs. Clare-Dunbavend and Goddard will bring a formal proposal i.r.o. future management to a future meeting.</p> <p>i. <u>St Saviour's WCs</u> – see also Minute 159/2024 below.</p>	Members / Clerk Cllr Goddard/ Clare- Dunbavend

- ii. Frogmore WCs – Victoria Leeming National Trust (NT) advised they are awaiting additional quotes. She will be back in touch once they are in a position to provide Members with a further update.

NOTE – lease expires 31st May 2025.

- iii. The Quay WCs – Cllr. Pyke reported i.r.o. an informal chat with a Polruan Town Trustee. She had advised him the Trust was actively seeking outside funding for the total refurbishment of the public conveniences on the quay and had enlisted the help of an experienced fundraiser.

- *Water Usage* – Cllr. Kelly advised the high water bill is due to the cistern in the ladies. He has asked someone to look at it.
- *Cleaning* – following the complaints from the Polruan Town Trust the toilets are now being cleaned 3 times daily.
- *Hygiene Waste Bins* – Cllr. Kelly had provided a photograph showing how the new bins are “a magnet for rubbish”.

NOTE – Members to consider any quotations for signage in the Closed Session.

- *Leak in Gents WC* – a quotation for repairs had been forwarded to the Polruan Town Trust (PTT). They will be discussing this at their meeting on 15th September.

NOTE – the PTT is seeking help to make an application for funding regarding a rebuild of The Quay building.

NOTE – Cllr. Kelly to keep a log of meter readings. The Clerk to chase for October 2024.

- iv. Legionella Testing – the water temperatures are all at 10°.
- v. Sanitary Waste Disposal – the Clerk had signed the “Duty of Care” documentation. See also quotation in Closed Session below.

- b. *Doctors’ Surgery* – Cllr. Goddard’s paper “Dispensing and Health Care Provision in Polruan” was previously circulated. Cllr Adams had prepared further research from healthcare professionals. The issues were complex and after further discussion were deferred to the next meeting to give Members time to consider the issues raised in the papers.

ACTION – all Members to consider the papers and consider recommendations for the next meeting.

Cllr. Clare-Dunbavend said it might be possible to arrange block appointments at Fowey or Lostwithiel so that patients could travel by the parish’s mini-bus for such treatment as Covid / Flu jabs.

- c. *Greenbank Seating* – Members reconsidered the type of bench but it was felt inappropriate to provide a teak bench on ecological grounds.

Noted five Members requested this item be placed onto the September agenda in accordance with Standing Order 7a.

- d. *Lanteglos Churchyard* – Members considered a complaint regarding the condition of the churchyard but it was understood that additional work is scheduled for the winter. The Clerk to contact the PCC and advise that if they wish to apply for further funding they need to apply formally.

- e. *Waste Collection* – Following complaints about non-collection in East Street due to cars parked in restricted parking areas, Members **AGREED** to ask Traffic to come to Polruan for checks on Friday afternoon.

- f. *Whitecross Green* – Ms Helen Furneux, CC advised she had heard back from CC’s Highways Team and they confirm that there is a small area of land within the area that we want to register which is already owned by CC and seems to relate to when the road was realigned. The good news is that the Highways Team has no objection to our registering the rest of the land that was not included within the original conveyance even where

Members

Cllr. Ainley

Clerk

Clerk

	<p>this includes the area that is technically Highways. It just means that it can be used as highways verge and is subject to highways rules. She will now progress the application to the Land Registry.</p>	
151/2024	<p>Highway Matters – including any items received after the agenda had been published.</p> <p>a. <i>Polruan Bus Shelter</i> – Cllr. Kelly assured Members a replacement roof would be installed by 8th October 2024. The shelter will then be repainted.</p> <p>b. <i>Battery Park</i> – covered by Public Forum above.</p> <p>Cllr. Candy said there are no plans to increase the 20mph speed limit into additional areas in the Parish.</p>	Cllr. Kelly
152/2024	<p>Administrative Matters – not covered elsewhere on the agenda.</p> <p>a. <i>PC Website</i> – Local government websites are required to comply with Web Content Accessibility Guidelines (WCAG). Western-Web Ltd. are making the necessary changes to the PC's website.</p> <p>Cllr. Ainley and Cllr. Candy left the meeting at this point.</p> <p>b. <i>Virtual Meeting Attendance</i> – Members discussed the sourcing of virtual conferencing solutions. Cllr. Goddard to forward options.</p>	Cllr. Goddard
153/2024	<p>Safer Community Project – the new CCTV had been installed and is now “up and running”.</p>	Information
154/2024	<p>Financial Matters –</p> <p>a. <i>Accounts for Payment</i> – September payment schedule to a value of £2,381.63 was APPROVED for payment. The Clerk to place a copy on the website.</p> <ul style="list-style-type: none"> • August payments to a value of £11,620.66 were APPROVED for payment via email. <p>b. <i>Bank Reconciliation</i> – previously emailed.</p>	Clerk
155/2024	<p>Documentation / Correspondence – not covered elsewhere on the agenda. Items previously emailed.</p> <p>a. <i>Cornwall Together</i> – NHS monthly bulletin.</p> <p>b. <i>Lithium-ion Battery Campaign</i> – Update No.1.</p> <p>c. <i>Planning News for Local Councils and Agents</i> - Summer 2024 now published.</p> <p>d. <i>CC Town and Parish Council Newsletter</i> – August 2024</p> <p>e. <i>Cornwall Community Land Trust</i> - August News.</p> <p>f. <i>Cornwall Together</i> – NHS August 2024 newsletter.</p> <p>g. <i>Affordable Housing Newsletter</i> - September 2024.</p> <p>h. <i>CC's Weekly Planning Newsletter</i> – September 2024.</p> <p>i. <i>CC's Town and Parish Council Newsletter</i> – September 2024.</p> <p>j. <i>Clean Cornwall Newsletter</i> – September 2024.</p> <p>k. <i>Forest for Cornwall Autumn Newsletter</i> – 2024.</p> <p>l. <i>Cornwall Together</i> – NHS surveys:</p> <ul style="list-style-type: none"> • Survey 1: Shaping our health and care plans in the future. • Survey 2: Have you seen our NHS communications? 	

156/2024	Diary Dates – a. <i>Full Council Meeting – 22nd October, in Polruan Village Hall. Time TBC.</i>	
157/2024	Information Only / Future Agenda Items – a. None. Cllr. Kelly left the meeting at this point.	
158/2024	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.	
159/2024	St Saviour’s WCs – Members considered the minimum requirements and authorised that those items should proceed. Members also agreed those items that should be excluded and items that required further negotiation; and it was RESOLVED to accept the tender from APS Services Ltd. subject to the following scope terms: <ol style="list-style-type: none"> 1. Part 1 works are agreed (those contained in the ITT as ‘Required’ and identified as part 1 of the tender. Total sum £20,693.30 plus VAT. 2. Additional works as follows are agreed <ol style="list-style-type: none"> 1. Internal ceiling redecoration £1,105.50 plus VAT 2. External facade decoration £1,525.00 plus VAT 3. Proceed with the following optional work <ol style="list-style-type: none"> 1. Install external Permaguard solution 4. Members wish to discuss the scope of the following items and may proceed with all or some of the scope in each item <ol style="list-style-type: none"> 1. New gutter system 2. Replacing all pipework 3. Replacing sanitary ware 4. Replacing sinks 5. Replace doors - external doors look OK, internal may need replacing 5. Members do not wish to proceed with the following <ol style="list-style-type: none"> 1. Internal or external French drains 2. Studwork to box in services (if that is what item 2.A is) 3. Wallgate systems 4. Replace all roofing and fascias <p>Members further RESOLVED to delegate to Cllr Goddard and the Clerk finalising the items for negotiation following their instructions and to set a cap on the cost of the items to be included in the final scope Cllr. Goddard and the Clerk to action.</p>	Cllr. Goddard / Clerk
160/2024	WC Cleaning Contract a. Members discussed the tenders and related matters and RESOLVED : <ol style="list-style-type: none"> i. To ask the Town Trust for events on the Quay to be notified so the PC can plan for WC cleaning. ii. To ask the town Trust to inform us regularly of any complaints they receive for the Quay toilets. iii. To consider instituting a fee for holding the Quay WCs open for private events in The Quay as these events had caused the most remedial cleans. iv. To discuss with Polruan Town Trust these items and a collaborative approach to managing the Quay toilets. v. Continue to clarify with Polruan Town Trust and National Trust ownership and management of their WCs. b. To appoint a supervising officer(s) for the contract:	Clerk Members

	<ul style="list-style-type: none"> i. To monitor cleanliness and access. ii. To ensure contractors know the opening times and any special events for the WCs. iii. Check the visits register. iv. Record compliments as well as complaints and consider a smiley face measure of simple feedback. <p>c. Members RESOLVED to award the contract to [Kathy Kelly] commencing on 15th October] 2024 for the tendered amount of £1,450 pm on condition that:</p> <ul style="list-style-type: none"> i. All supporting documentation are in place before commencement of the contract. ii. That the contract is inclusive of occasional cleans throughout the year for specific events and the number of these visits to be agreed and documented. iii. It is understood that the Members have varied the closure period for this season and will consider future opening schedules which may affect the volume of work next season which will be pro-rated in a manner to be agreed. <p>It is understood that the initial term is one-year renewable up to a maximum of three years subject to satisfactory performance.</p>	Clerk
161/2024	Quay WCs – Cllr. Goddard was authorised to deal with the quotation for Hygiene Waste Bin Signage.	Cllr. Goddard
162/2024	Meeting Closed – 9.15pm.	

Signature: (Cllr. Rob Rooney)
Parish Council Chair

Date: 22nd November 2024