

LANTEGLOS-BY-FOWEY PARISH COUNCIL
AGENDA OF THE ANNUAL COUNCIL MEETING TO BE HELD
ON TUESDAY 28th MAY 2024 @ 6.30pm
IN WHITECROSS VILLAGE HALL

Minute	AGENDA ITEMS	Action
	Present –	
78/2024	Election of Chair 2024-25 – Cllr. Rooney currently in post.	
	Chairman’s Welcome and Public – members of the public may address the Council on any agenda item, prior to the commencement of the meeting.	
	<p>Outside Authorities / Bodies – Members to receive reports from outside authorities as follows:</p> <p>a. <i>County Councillor Report</i> – Members to consider Cllr. Candy’s report.</p> <p>b. <i>South East Cornwall CAP</i> – the next meeting is scheduled to be held on Tuesday 4th June 2024. It will be an in-person meeting and held in Looe (this meeting will also be the AGM).</p> <p>One of the issues that the CAP Transport & Connectivity Working Group is reviewing, and looking for solutions to, is public transport and have two questions that they would welcome feedback on namely:</p> <ul style="list-style-type: none"> • In order to understand the barriers local communities face when trying to access public transport, what are the main issues your community faces? • Is there is a community or parish newsletter/magazine for your town or parish and if so would the inclusion of local/public transport routes and timetables in that be worth considering? <p>NOTE – South East Cornwall CAP Workshop to feed into the Local Plan 2030-2050; drop in from 10am to 1pm on Monday 17th June, Liskeard Public Hall.</p> <p>c. <i>Police</i> – PCSO Cocks.</p> <p>d. <i>Fowey PUG</i> –</p> <ul style="list-style-type: none"> • <u>Swimming General Directive</u> – previously circulated. Members to consider their response to the proposals. • <u>Water Sampling</u> – testing to be requested if the number of swimmers meet the criteria. NOTE – the West Country Rivers Trust are taking water samples (csi@wrt.org.uk). 	Cllr. Ainley
79/2024	Apologies –	
80/2024	<p>Members’ Declarations –</p> <p>a. <i>Members’ Interests Form</i> – Members to review / revise. See: https://www.cornwall.gov.uk/people-and-communities/community-area-partnerships/south-east-cornwall/#tp</p> <p>b. <i>Pecuniary/Registerable Declarations of Interests</i> – Members must declare an interest, which had been declared on their Register of Financial Interests form, relevant to the agenda.</p>	Members

	<ul style="list-style-type: none"> c. <i>Non-registerable Interests</i> – Members must declare non-pecuniary interests at the start of the meeting or whenever the interest becomes apparent. d. <i>Declaration of Gifts</i> – Members are reminded they must declare any gift or hospitality with a value in excess of fifty pounds e. <i>Dispensations</i> – Members to consider any written requests for dispensations. 	
81/2024	<p>Minutes of Meetings –</p> <ul style="list-style-type: none"> a. <i>Full Council Meeting</i> – 23rd April 2024. 	
82/2024	<p>Casual Vacancy – Members to accept the resignation of Cllr. Carmichael and declare the resulting casual vacancy.</p>	
83/2024	<p>Election of Vice Chairman 2024/25 – Cllr. Goddard currently in post.</p>	
84/2024	<p>Appointment of Members to Committees / Outside Bodies –</p> <ul style="list-style-type: none"> a. <i>Liskeard & Looe/Cornwall Gateway Community Area Partnership</i> – Cllr. Rooney currently in post. b. <i>Polruan Village Hall Committee</i> – may not be needed. c. <i>Fowey Harbour Port Users Group</i> – Cllr. Ainley currently in post. d. <i>Whitecross Village Hall Committee</i> – Cllr. Bunt currently in post. e. <i>The Churchyard Guild</i> – Cllr. Beresford currently in post. f. <i>Staffing Committee (four posts)</i> – Cllrs. Adams, Beresford and Talling currently in post. 	
85/2024	<p>Planning Applications – Members to consider the following, including any applications received after the agenda had been published.</p> <ul style="list-style-type: none"> a. PA24/02746, Ro-Dew 17 Road from Pol-tec Lane to Old Road Lanteglos – householder application for extension and re-modelling to include removal of existing conservatory and provision for roof mounted solar panels. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SBF1ERFGMZJ00 b. PA24/02889, Polruan Holiday Centre Townsend – application for a Lawful Development Certificate for an Existing use of the land as a caravan site and camping site. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SBOG7CFGLQH00 c. PA24/02874, Restormel Chapel Lane Polruan – erection of rear ground floor porch extension, with associated works. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SBNWS3FGL9E00 d. PA24/03053, Rock Bottom West Street Polruan – application for Non-Material Amendment to PA23/01876 for Renovation and extension of an existing dwelling, namely 1) External path level. 2) Internal layout improvements. 3) Internal layout improvements. 4) Fixed bench to Terrace. 5) Air Source Heat Pump repositioned. 6) Making good existing uncovered void. 7) Retaining existing East facing window opening. 8) Ground Floor window and external store door cills raised. NOTE – the case officer was unable to grant an extension and a response of “NO COMMENT” was agreed by the Planning Working Group. See 88d/2024 below. e. PA24/03148, Ferry Climb Townsend – proposed installation of stone cladding on the lower ground floor elevations, vertical timber board cladding on the existing dormer and a full-size gable end window. Works to be carried out to lower the existing dormer to match the original height of the main roof under permitted development right. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SC4KSPFGHEB00 	NFA

	<p>f. PA24/02582, Land Adjacent to Vevry Car Park Townsend – change of use of land to storage compound, and the creation of a new access. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SB2DSSFGMHE00</p>	
	<p>g. PA24/00516, Land N of Frogmore Farm Lanteglos – erection of new agricultural barn for livestock purposes. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=S7O5UGFGL3O00</p>	
	<p>h. PA24/02259, Old Ferry Inn Old Road Bodinnick – change of Use of Part of the Old Ferry Inn into Dwelling with additional balcony to West Elevation. https://planning.cornwall.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=SALY3AFGJT500</p>	
86/2024	<p>Other Planning Matters – details previously emailed.</p> <p>a. <i>Townsend Farm Barns</i> – Members to consider the response from the landowner.</p> <p>b. <i>Social Housing Manifesto</i> – Members to consider the revised manifesto updated by Cllr. Rooney and previously circulated.</p> <p>c. <i>Trevedda Fields</i> – the Clerk had sought advice from Josep Sandercock, CC regarding the installation of “tracks” as to whether planning permission is required.</p> <p>d. <i>Cornwall Planning Partnership</i> – applications to join the partnership is closed. No further action.</p> <p>e. <i>CC Newsletters</i> – all previously emailed.</p> <ul style="list-style-type: none"> • <u>Planning news for Local Councils</u> – newsletter on: https://www.cornwall.gov.uk/planning-and-building-control/planning-news/ <p>f. <i>Affordable Housing Newsletter</i> - May 2024. Previously emailed.</p>	<p>Cllr. Ainley</p> <p>Cllr. Rooney</p> <p>Information</p> <p>Information</p> <p>Information</p>
87/2024	<p>Planning Applications Approved by CC – for information only.</p> <p>a. PA24/01208, Highfields Lanteglos Fowey – new detached outbuilding and new detached garage. NOTE – amended plans were circulated 8/3/24.</p> <p>b. PA24/01791, 22 Meadow Close – Balcony to Front of Dwelling.</p> <p>c. PA24/01599, Hoe Cottage Battery Lane Polruan – proposed renovation and reconfiguration of existing ancillary accommodation, Hoe Cottage.</p> <p>d. PA24/03053, Rock Bottom West Street Polruan – application for Non-Material Amendment to PA23/01876 for Renovation and extension of an existing dwelling, namely 1) External path level. 2) Internal layout improvements. 3) Internal layout improvements. 4) Fixed bench to Terrace. 5) Air Source Heat Pump repositioned. 6) Making good existing uncovered void. 7) Retaining existing East facing window opening. 8) Ground Floor window and external store door cills raised.</p>	
88/2024	<p>Environmental / Amenity Matters – including any items received after the agenda had been published.</p> <p>a. <i>Public Conveniences</i> – Members to consider:</p> <p>i. <u>St Saviour’s WCs</u> – Ray Rigg, Station Manager NCI Polruan reported problems with the disabled toilet:</p> <ul style="list-style-type: none"> • The hand drier is not working but will be covered during the proposed refurbishment. • Cllr. Kelly agreed to fit a new toilet roll dispenser. • Cllr. Kelly offered to get a plumber to check the tap that stays on a very long time. 	<p>Cllr. Kelly</p> <p>Cllr. Kelly</p>

	<p>ii. <u>Frogmore WCs</u> – a meeting with Messrs Andy Simmons and Pete Delbridge both of the National Trust (NT) is to be held on 18th May 2024 to discuss what repairs / refurbishment is needed, including when it might be possible to undertake any works. NOTE – lease expires 31st May 2025.</p> <p>iii. <u>The Quay WCs</u> – Members to receive an update. NOTE – the Clerk had provided a breakdown of water meter readings / estimates. NOTE – Cllrs. Beresford and Pyke are the PC's representatives and Ms Vicky Halls for the Polruan TT.</p> <p>iv. <u>Legionella Testing</u> – Mrs Kelly to provide the water temperatures.</p> <p>v. <u>Sanitary Waste Disposal</u> – a quotation had been obtained for this service, previously circulated via email.</p> <p>b. <i>Whitecross Parking Area</i> – Minute 46c/2024 refers. The contract with Flash Parking had been cancelled and new signage saying “No Overnight Parking” is to be ordered.</p> <p>c. <i>Whitecross Land Registration</i> – Members to consider the report from Ms Helen Furneux, Principal Solicitor, regarding registration of the site (previously emailed).</p> <p>d. <i>Household Waste Collection</i> – Members to consider any response to Cllr. Clare-Dunbavand's letter to CC setting out Members' concerns, including clarification of the position regarding usage of food waste receptacles by holiday lets and whether there is a policy concerning when bins may be placed outside properties. Copy of the letter sent to Cllr. Candy. NOTE – waste left by the ex-resident of 3 Wherry Place is scheduled for clearance on Tuesday 21st May by Cornwall Housing.</p>	<p>Cllrs. Pyke / Beresford</p> <p>Cllrs. Pyke/ Beresford</p> <p>Mrs Kelly</p> <p>Information</p> <p>Cllr. Clare-Dunbavand</p>
89/2024	<p>Highway Matters – 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"> • Whitecross Hill, Lanteglos – 16th May 2024 (08:00 to 17:00 hours) <p>b. <i>Electric Vehicle (EV) Charging Study</i> – https://www.peninsulatransport.org.uk/electric-vehicle-charging/</p> <p>c. <i>National Blue Badge Day of Action</i> – Friday, 24th May 2024. Details previously emailed. Tom Gallagher, Lambeth Council asked to provide more details.</p> <p>d. <i>Polruan Bus Shelter</i> – Members to consider a request from Chris Deakin, CC for the shelter to be inspected / repaired.</p>	Cllr. Goddard
90/2024	<p>Administrative Matters – not covered elsewhere on the agenda.</p> <p>a. <i>PC Risk Assessment</i> – Members to consider and adopt the policy document.</p> <p>b. <i>Parish Meeting</i> – at the Meeting held on 16th April 2024 a resident had asked: <i>In terms of Second Homeowners Tax (i.e. 100% council Tax) – do holiday rentals have to pay this tax if they are not registered as a business?</i> The Clerk had made enquiries and is awaiting a response.</p>	
91/2024	<p>Safer Community Project – Members to receive an update.</p>	Cllr. Pyke
92/2024	<p>Financial Matters –</p> <p>a. <i>Accounts for Payment</i> – May payment schedule to follow. NOTE – VAT claim for 2023/24 submitted 1st May 2024.</p>	

	<p>b. <i>Quay WC Electricity Supply</i> – Minute 70a/2024 refers. The Clerk had provided meter readings / estimated charges on earlier water bill and Cllr. Kelly asked to check the meter.</p> <p>c. <i>Bank Reconciliation</i> – copy of the Bank Reconciliation to follow.</p> <p>d. <i>Budget Monitor</i> – copy to follow.</p> <p>e. <i>End of Year Accounts 2023/24</i> –</p> <ul style="list-style-type: none"> i. Internal Auditor’s Report – Members to consider and adopt the report. ii. Annual Governance Statement – Members to consider and approve the statement. iii. Accounting Statement – Members to receive and accept the accounts, prior to submission to the External Auditor and to consider any matters raised by their Internal Auditor. iv. Conflict of Interest (CofI) – Members to confirm there is no CofI with BOD. <p>f. <i>Insurance Renewal</i> – the insurance expires end of May annually. The Clerk had requested the quotation for 2024/25.</p>	Cllr. Kelly
93/2024	<p>Documentation / Correspondence – not covered elsewhere on the agenda</p> <ul style="list-style-type: none"> a. <i>Clean Cornwall</i> – edition No.9. Previously emailed. b. <i>Cornwall Safeguarding & Community Safety</i> – newsletter No.3, incl. FREE ‘Bystander Toolkit’ training. Previously emailed. c. <i>10th Anniversary of Cornish National Minority Status</i> – CC is calling on the Government to give Cornish the same recognition and protection as Irish, Scottish and Welsh languages. d. <i>Rural Village Services Group</i> – more information about the group and the services that they provide is on: https://www.rsonline.org.uk/page/rural-village-services-group. A decision on whether to join at £50 p.a. was deferred to the May meeting e. <i>CC Newsletters</i> – all previously emailed. <ul style="list-style-type: none"> • <i>Planning news for Local Councils</i> – newsletter on: https://www.cornwall.gov.uk/planning-and-building-control/planning-news/ f. <i>Cornwall Together</i> – monthly message from NHS Cornwall and Isles of Scilly Integrated Care Board. Previously emailed. g. <i>Cornwall Community Land Trust</i> – May issue. Previously emailed. h. <i>CC Town and Parish Council Newsletter</i> – 3rd May 2024. Previously emailed. i. <i>Visit Cornwall</i> – publicity material. j. <i>Good Councillors’ Guide</i> – PDF version previously emailed. k. <i>Tamar Bridge and Torpoint Ferry</i> - letter to the Secretary of State for Transport. Previously emailed. l. <i>Safety of Lithium ion Batteries</i> – campaign to improve safety for e-bikes and scooters. Details previously emailed. 	Members
94/2024	<p>Diary Dates –</p> <ul style="list-style-type: none"> a. <i>Full Council Meeting</i> – 25th June 2024, in Whitecross Village Hall. b. <i>Clerk’s Leave</i> – 1st to 9th June 2024 (inclusive). c. <i>Biodiversity Net Gain (BNG)</i> – free online briefing, on Tuesday, 4th June 2024, 6.30 to 7.15pm. Details previously emailed. 	

	d. <i>CALC Training</i> – details previously emailed. Thursday 13 th June 2024, 4.00-5.30: [1] Short term lets and Article 4s; [2] Community led projects in planning. Cllr. Ainley to attend	
95/2024	Information Only / Future Agenda Items – a.	
96/2024	Closed Session – in view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public are excluded and they are instructed to withdraw.	
97/2024	St Saviour’s and The Quay WCs – Members to receive an update. Working Party – Cllrs. Ainley, Clare-Dunbavend and Goddard.	Cllr. Goddard
98/2024	Planning Enforcement Cases – Cornwall Council had deemed planning enforcement matters to be confidential. Members to receive a verbal update:	
99/2024	Meeting Closed –	

Signature: (Mrs Gillian Thompson)
Parish Clerk

Date: 21st May 2024

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